How to crop a picture in Microsoft Word

1. Click on the 'Insert" ribbon at the top.
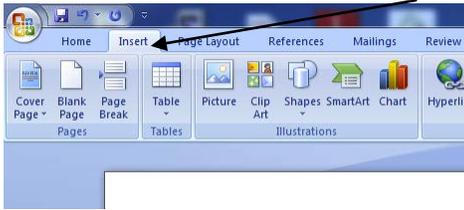
2. Click "Insert". Then click "picture".
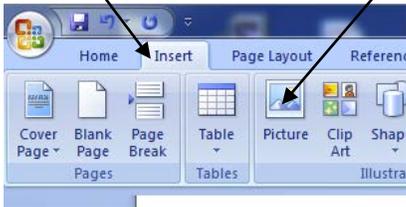
3. Locate your picture and "Insert".
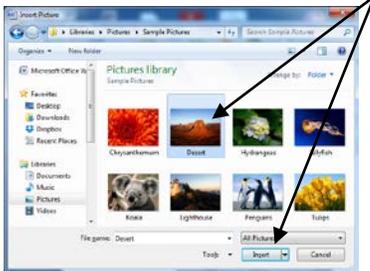
4. Click on your picture. Then click on the "Format" ribbon.
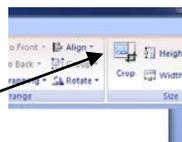
5. Then choose "Crop".   Drag edges to where you want the crop.