

# Microsoft Word – Tips and Tricks



## How to replace the Background on Picture in Word

# Microsoft Word – Replace Background



- 1. Remove Background (Image 1)**
- 2. Identify New Background (Image 2)**
- 3. Align Image 1 on Top of Image 2**

# How to Replace Background On Picture



Background

Picture

Word Doc Paper

# How to Replace Background On Picture



Image with Background Removed

Image of new Background

Word Doc Paper

# Next Steps

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