

Steps to Insert an Image into Excel (JPEG/PNG):

1. Please scan the documents, and change the type of file of the documents to JPEG, BMP or PNG in advance.

2. **Open Your Excel Workbook**:

- Launch Microsoft Excel and open the workbook where you want to insert the image.

3. **Select the Cell for Image Placement**:

- Click on the cell where you'd like the image to be inserted. If you want the image to appear on a specific area of the worksheet, select that area first.

4. **Insert the Image**:

- **For Excel on Windows**:

1. Go to the **Insert** tab in the ribbon at the top.
2. In the **Illustrations** group, click on the **Pictures** button.
3. Select **This Device** (if you're inserting an image from your computer).
4. Browse your files, select the image file (JPEG/PNG), and click **Insert**.

- **For Excel on Mac**:

1. Go to the **Insert** menu at the top of the screen.
2. Select **Pictures**, then choose **Picture from File**.
3. Find and select the image file you want to insert, then click **Insert**.