

Address :- New Delhi

Contact :- 8882880965



STP COMPUTER EDUCATION

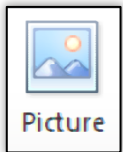
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SUBJECT :- MICROSOFT OFFICE

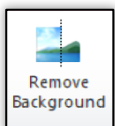
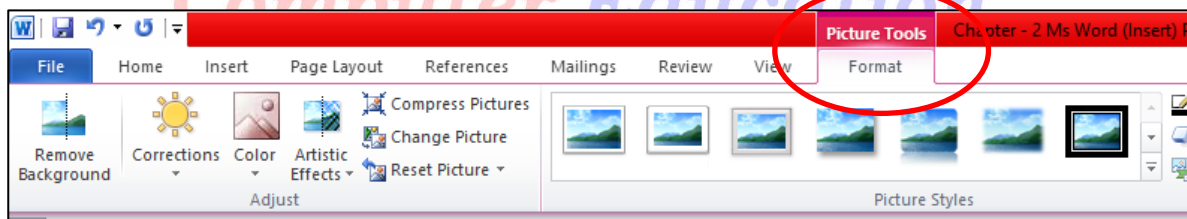
Chapter 4

Microsoft Word (Insert Picture)

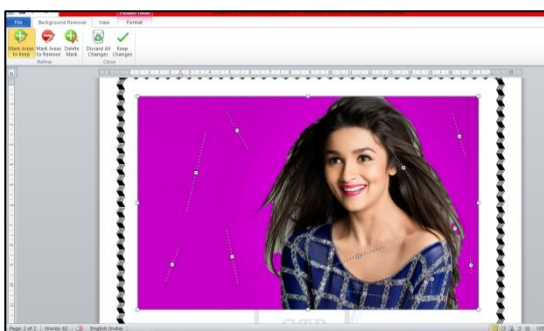


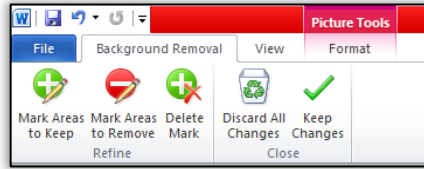
Picture → Insert a Picture from file.

When a Picture is inserted in document so you can see this type of menu in your menu bar. This is a picture tools.



Remove Background → Automatically remove unwanted portions of the picture.





Use marks to indicate areas to keep or remove from the picture.



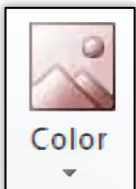
Corrections → Improve the brightness, contrast or sharpness of the picture.



Before



After



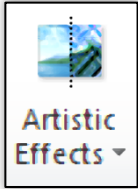
Color → Change the colour of the picture to improve quality or match document content.



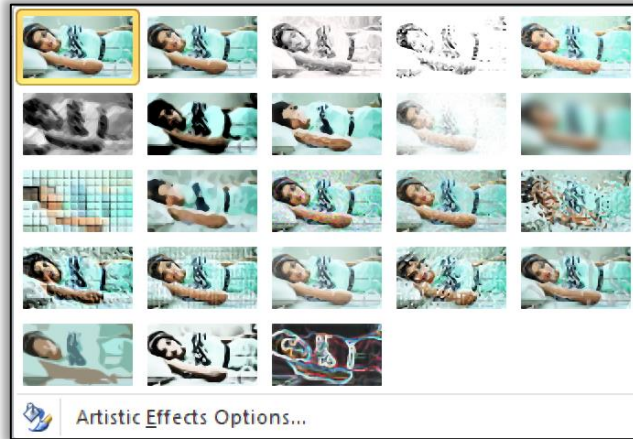
Before



After



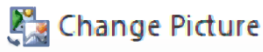
Artistic Effects → Add artistic effects to the picture to make it look more like a sketch or painting.



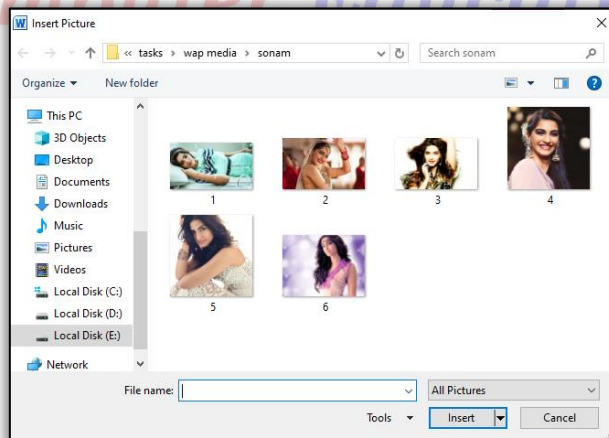
Before



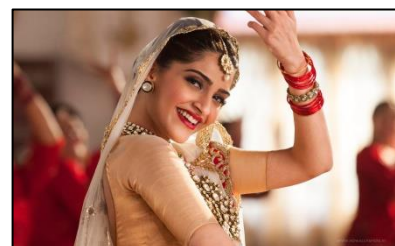
After



Change picture → Change to a different picture preserving the formatting and size of the current picture.



Before



After



Reset picture → Discard all of the formatting changes you made to this picture.

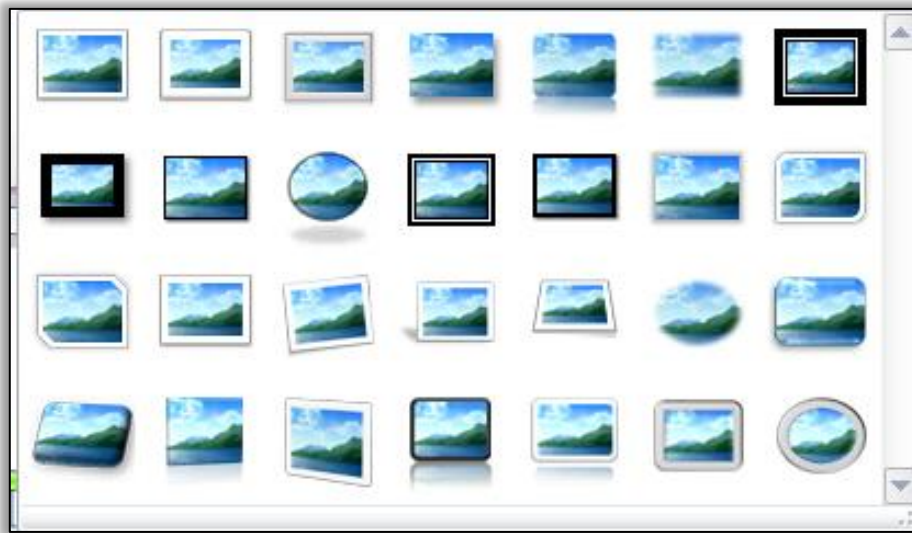


Before



After

Picture Border Style

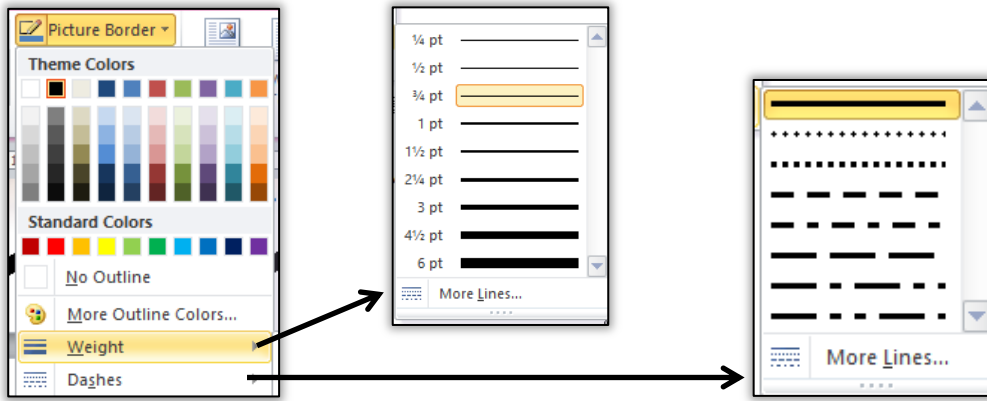


Before

After



Picture border → Specify the color , width , and line style for the outline of the selected picture.



Without border image



Apply border & border colour

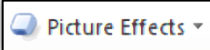
Computer Education



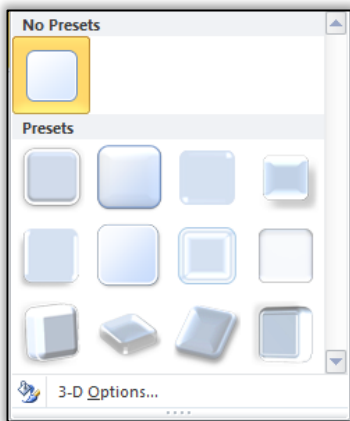
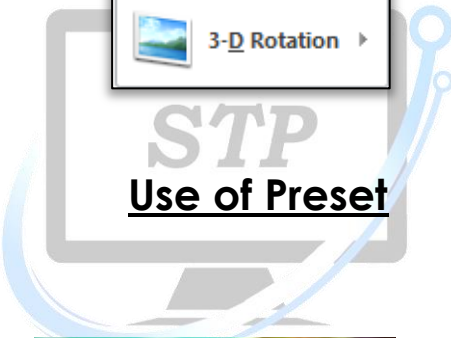
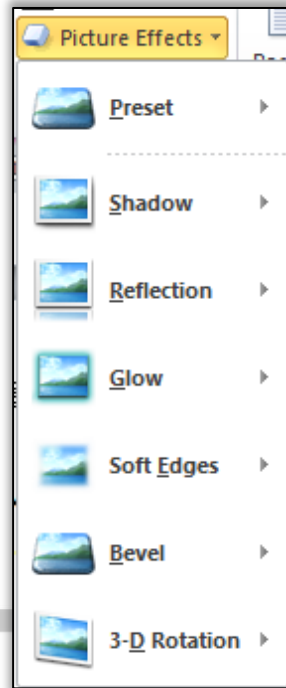
Apply border dashes



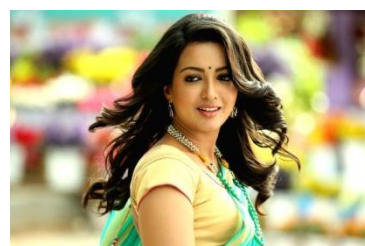
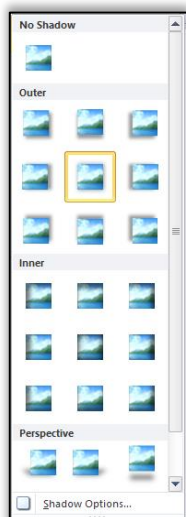
Apply border weight



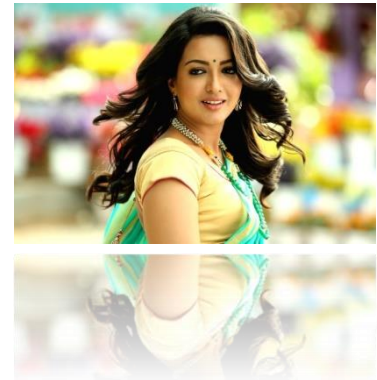
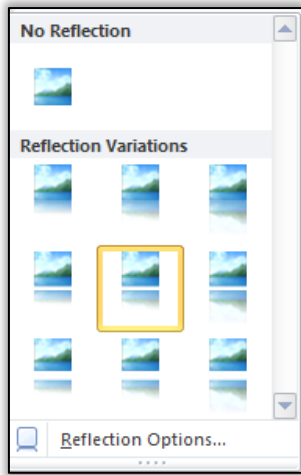
Picture Effects → Apply a visual effects to the picture , such as a shadow , glow , reflection , or 3-D rotation.



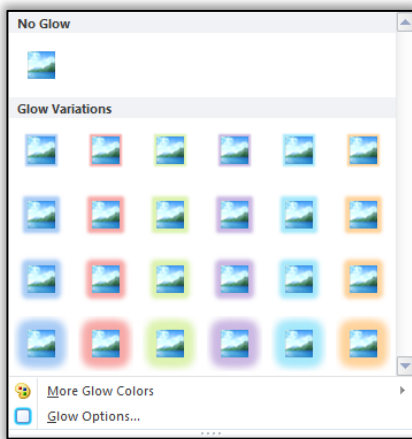
Use of Shadow



Use of Reflection

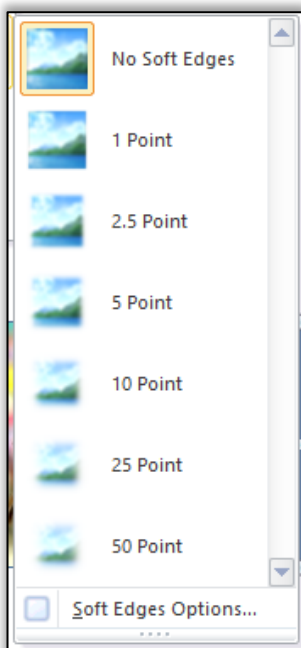


Use of Glow

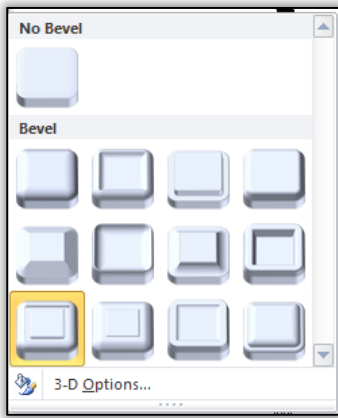


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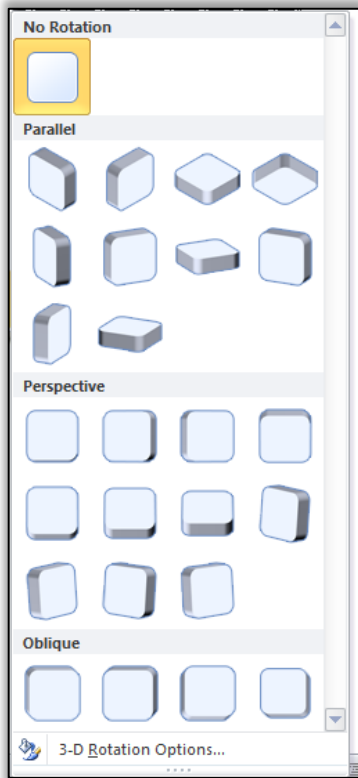
Use of Soft Edges



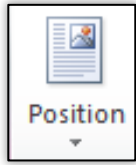
Use of Bevel



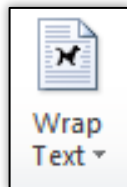
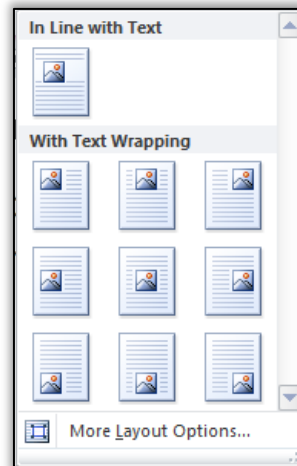
Use of 3D Rotation



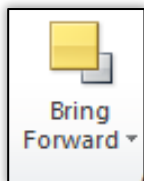
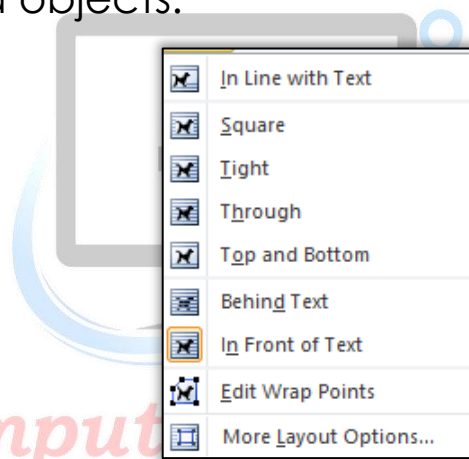
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Position → Position the selected object on the page. Text is automatically set to wrap around the object.



Wrap text → Change the way text wraps around the selected objects.

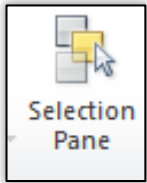


Bring forward → Bring the selected object forward so that it is hidden by fewer objects that are in front of it.



Send backward → Send the selected object backward so that it is hidden by the objects that are in front of it.





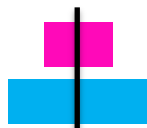
Selection pane → Show the selection pane to help select individual objects and to change their order and visibility.



Align → Align the edges of multiple selected objects.



Left



Center



Right



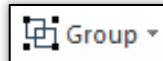
Top



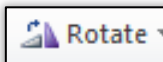
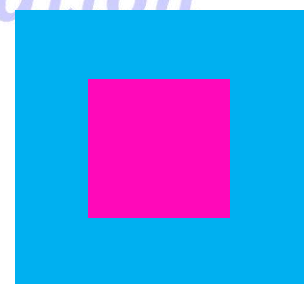
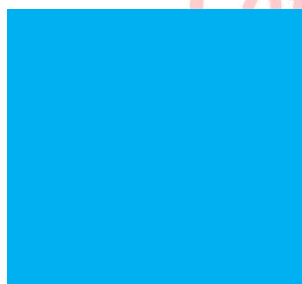
Middle



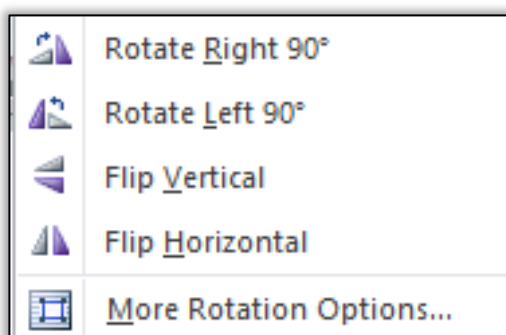
Bottom

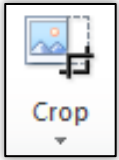


Group → Group objects together so that they can be treated like a single object.

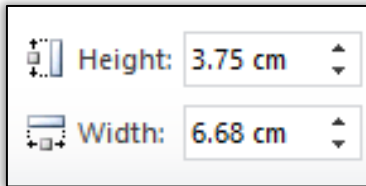


Rotate → Rotate or flip the selected object.





Crop → Crop the picture to remove any unwanted parts.



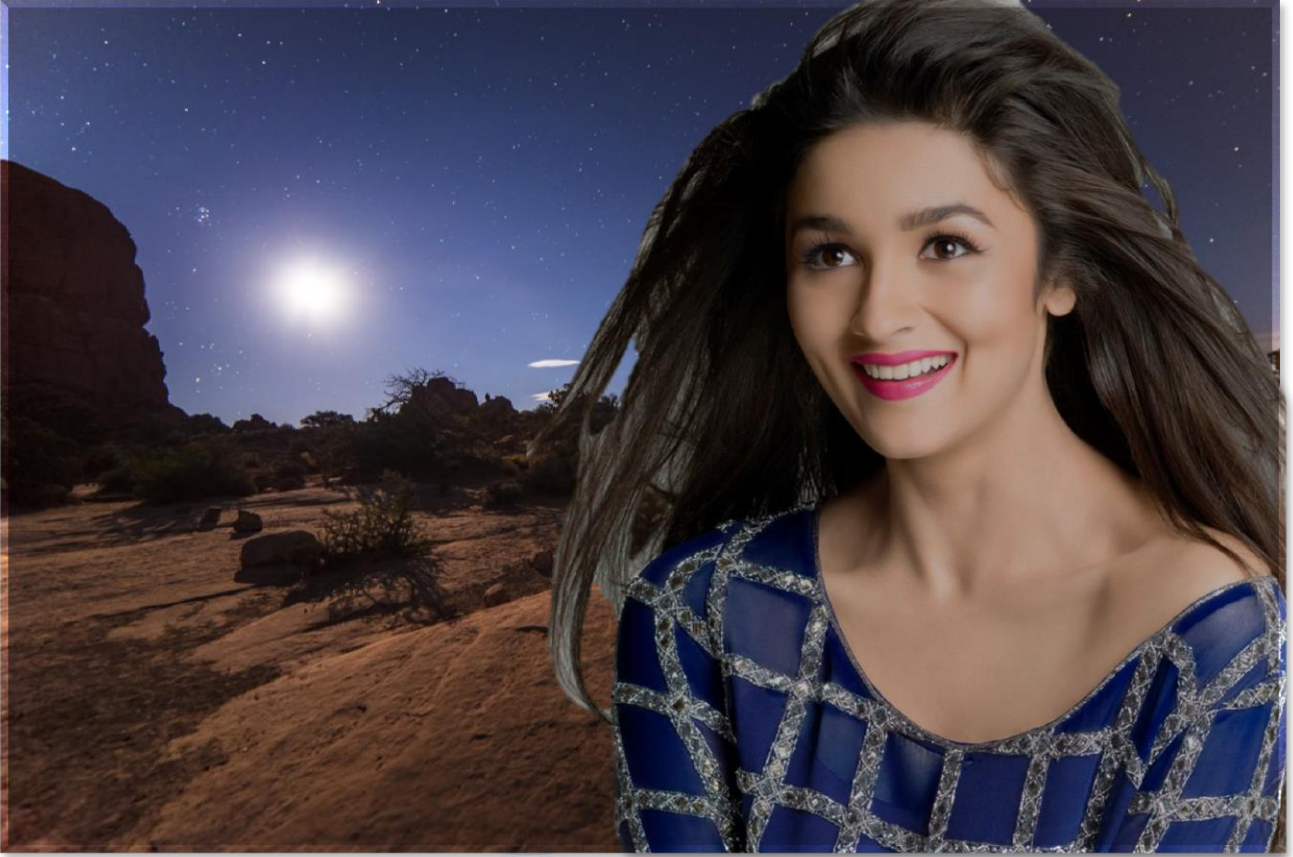
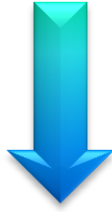
Shape height → Change the height of the shape or picture.

Shape Width → Change the Width of the shape or picture.



Picture Task





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Created by : Amit Kumar