

Address :- New Delhi

Contact :- 8882880965



STP COMPUTER EDUCATION

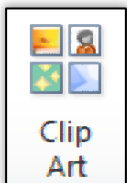
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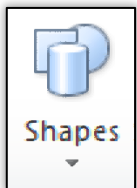
SUBJECT :- MICROSOFT OFFICE

Chapter 5

Microsoft Word (Insert Shapes)



Clip Art → Insert Clip art in to the document.



Shapes → Insert ready – made shapes , such as rectangles and circles , arrows , lines, flowchart symbols, and callouts .

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

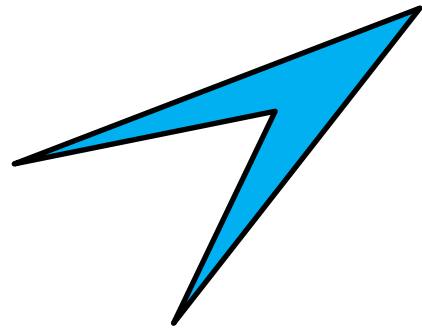


Edit Shape ▾

Edit Shape → Change the shape of this drawings, Convert it to a freeform shape , or edit the wrap points to determine how text wraps around the drawing.



Before



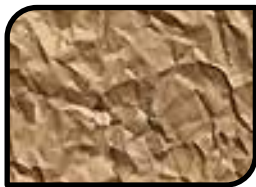
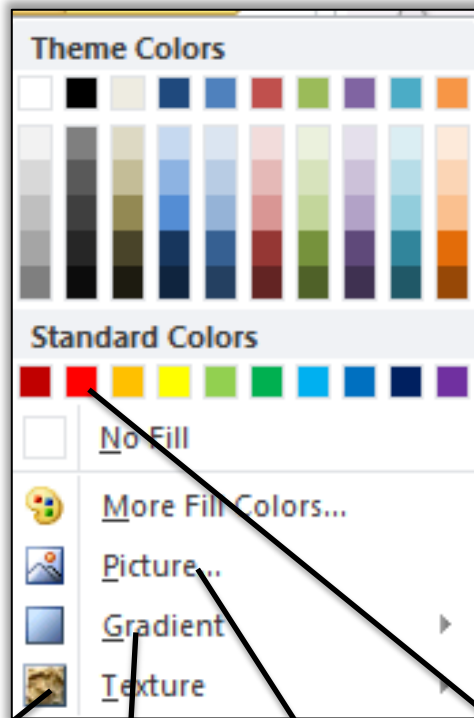
After

Shape Fill Style





Shape fill → Fill the selected shape with a solid color gradient , picture , or texture.



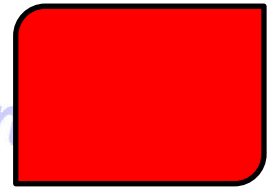
Texture



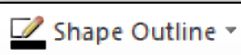
Gradient



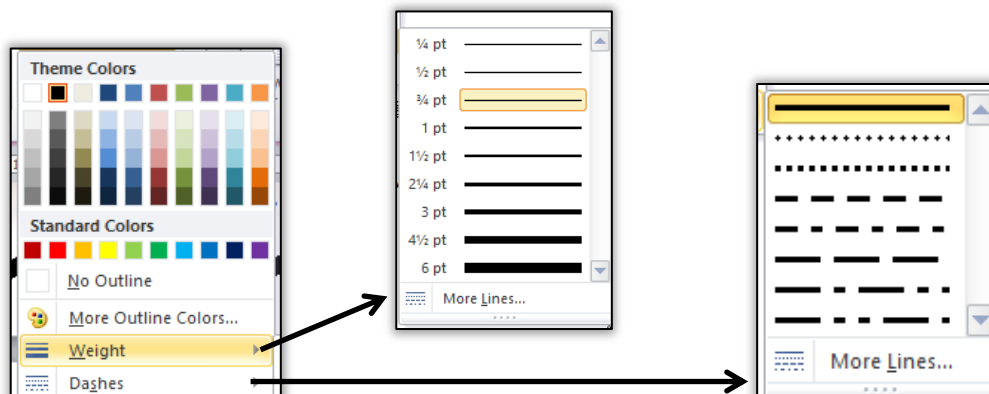
Picture

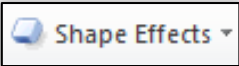
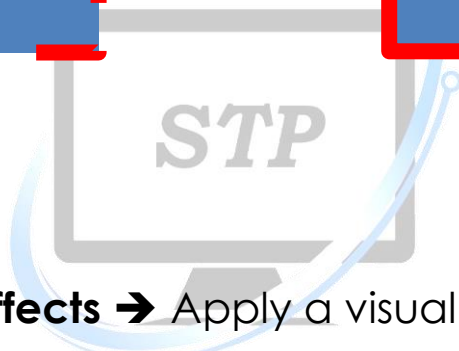
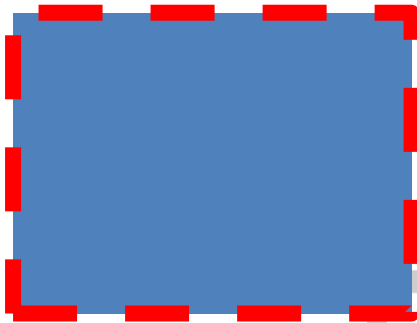


Color



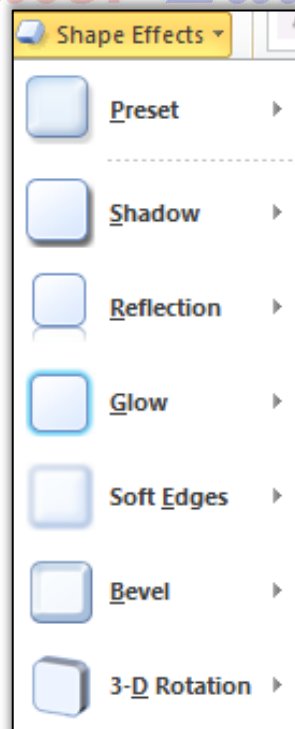
Shape outline → Specify the color , width , and line style for the outline of the selected shape.



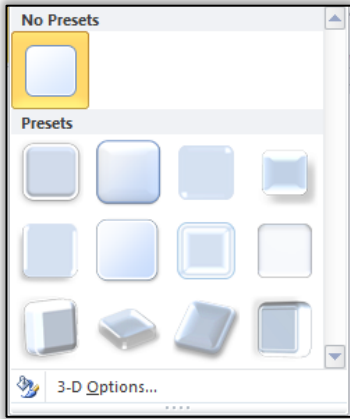


Shape Effects → Apply a visual effects to the picture , such as a shadow , glow , reflection , or 3-D rotation.

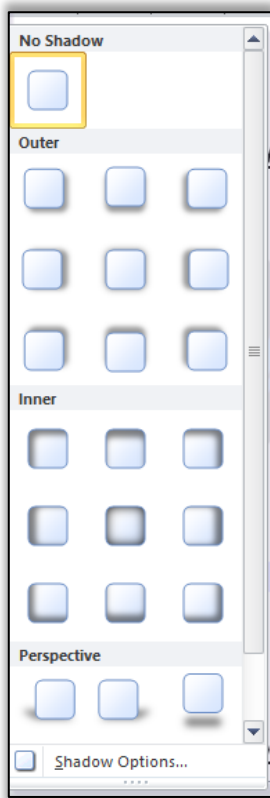
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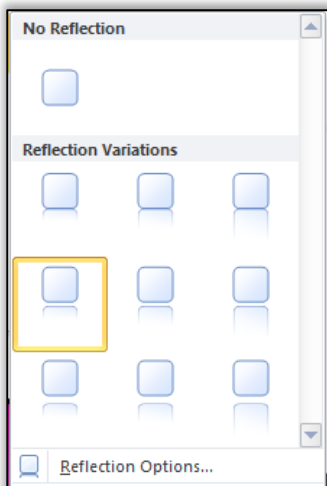
Use of Preset



Use of Shadow

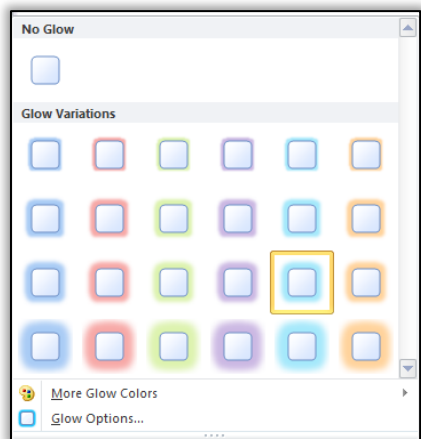


Use of Reflection

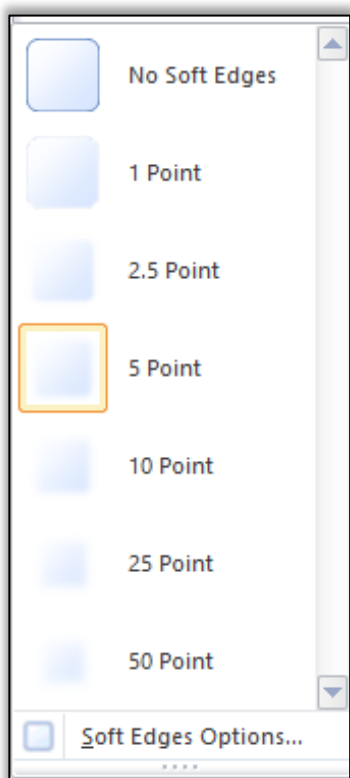


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Use of Glow

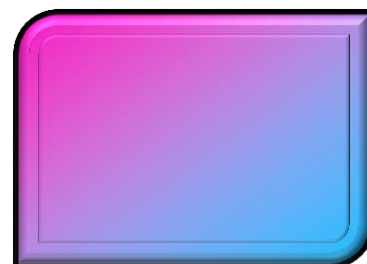
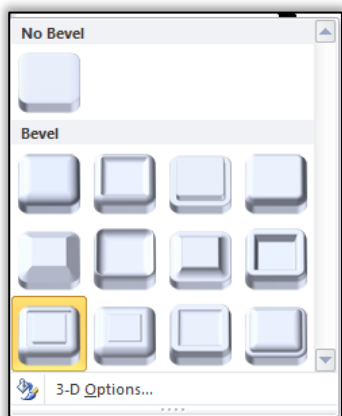


Use of Soft Edges

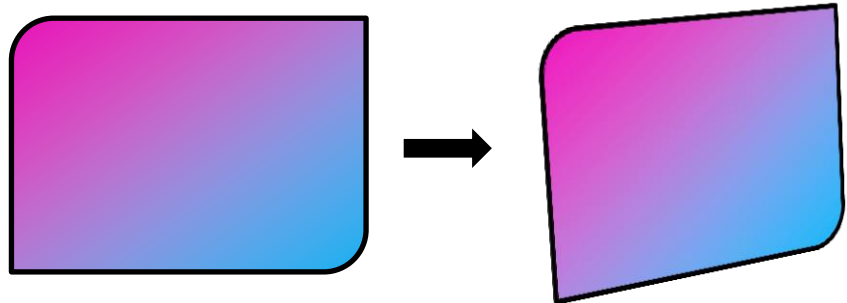
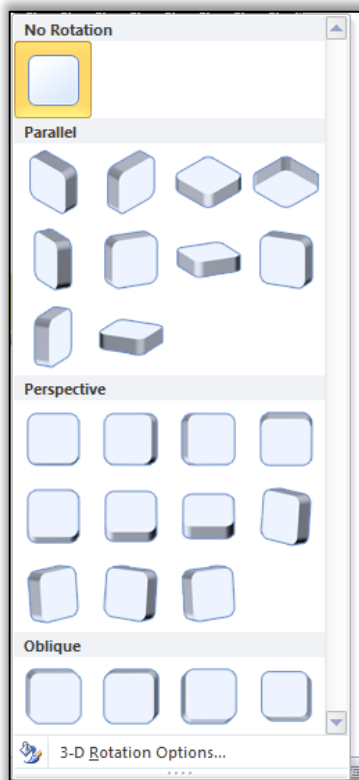


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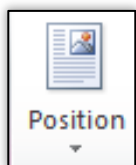
Use of Bevel



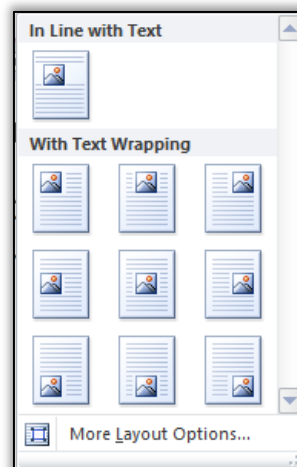
Use of 3D Rotation

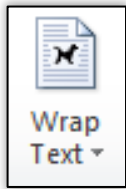


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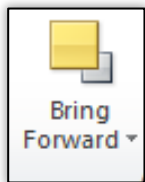
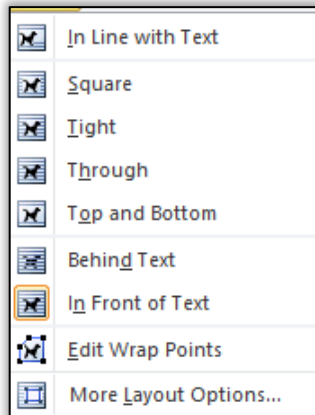


Position → Position the selected object on the page. Text is automatically set to wrap around the object.

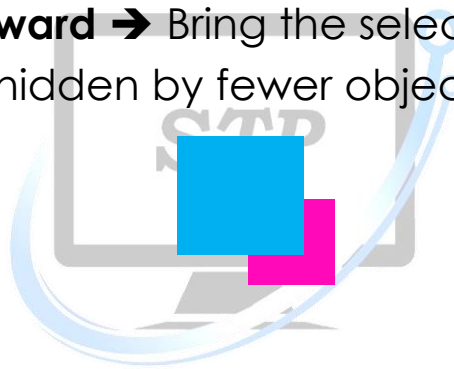




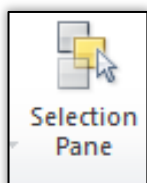
Wrap text → Change the way text wraps around the selected objects.



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.

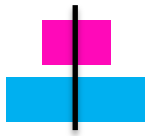


Selection pane → Show the selection pane to help select individual objects and to change their order and visibility.

 **Align** → Align the edges of multiple selected objects.



Left



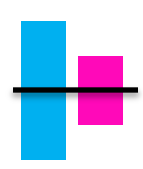
Center



Right



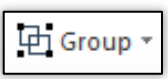
Top

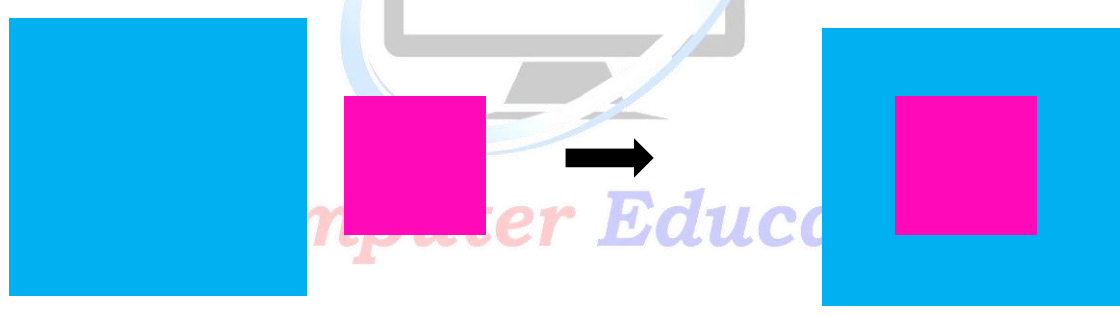


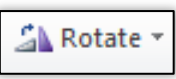
Middle

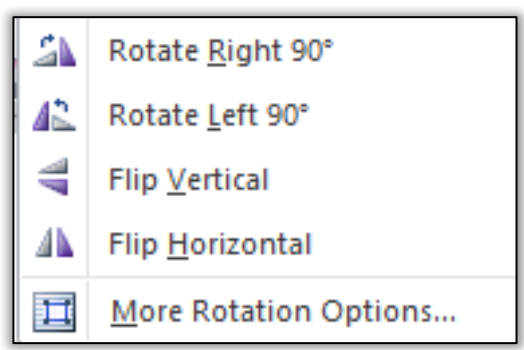


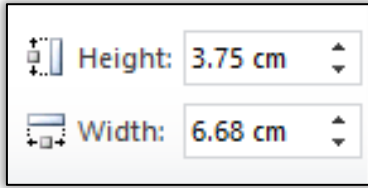
Bottom

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



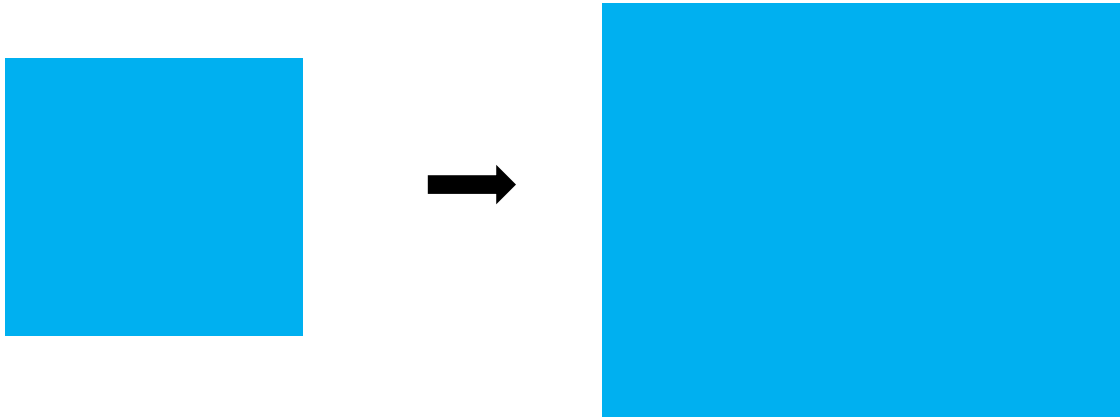
 **Rotate** → Rotate or flip the selected object.





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

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



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