

Practical 5 : Use of Images and shapes

Actual Procedure followed : Insert and edit images and shapes in word document using Insert menu from the menu bar.

Resources Used: Computer and MS-Word

Precautions Followed:- Handle computer system with care.

Result:- We insert and add the shapes in word document.

Interprtation Of Results:- we are able to insert and add the shapes in word document.

Conclusion:- we are able to insert and add the shapes in word document usning Insert menu from the menu bar.

Practical Related Questions:-

1.what is the significance of having shapes in a word document?

Ans:- The significance of shapes in word:

- It allows yo to punch in any shape you like in the document and decorate it
- You can also fill the shape with color and add in text inside it.
- Makes your document look attractive.
- Provides a vast variety and space to be creative about your document.

2. What are the different image formats supported by word processing tools?

Ans:- There are 5 kinds of image formats which are supported by Word processing tools.

These image formats are - TIFF, JPEG (also called JPG), PNG ,bmp and Raw Image Files.

Word processing software is a kind of software which is used by users to create and edit files of their choice with text, images and so on.

Exercise:

1.How to insert the image ,to the right hand side of the bulleted list of the document.

Ans:- Click the down arrow on the “Bullets” button in the “Paragraph” section of the “Home” tab and select “Define New Bullet” from the drop-down menu. On the “Define New Bullet” dialog box, click “**Picture**”. The “Insert Pictures” dialog box displays.

2.Write the steps for rotating the image by 60

Ans:- Image in MS word then that is much simple. **Just move your mouse and the open the document inn which you have to rotate image.** Drag that circular arrow in the direction you want to rotate as the picture reached the 60 degree stop the dragging of the circular arrow.

3.Write the steps for ungrouping the images.

Ans:

1. Select the group that you want to ungroup.
2. Do one of the following:

To ungroup pictures, go to Picture Format or Picture Tools Format > Group. > Ungroup.

To ungroup shapes and objects, go to Shape format or Drawing Tools Format > Group. > Ungroup.