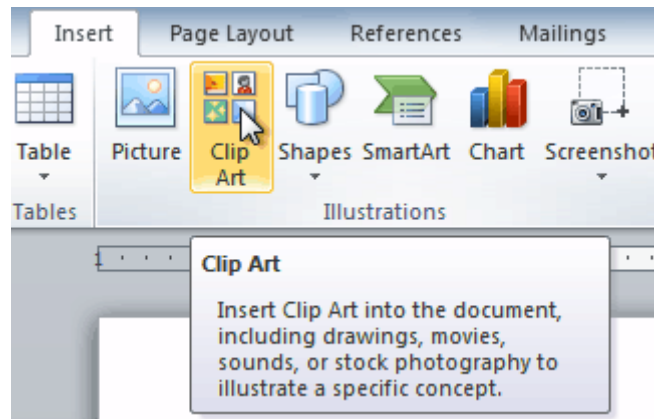


3.1 INTRODUCTION

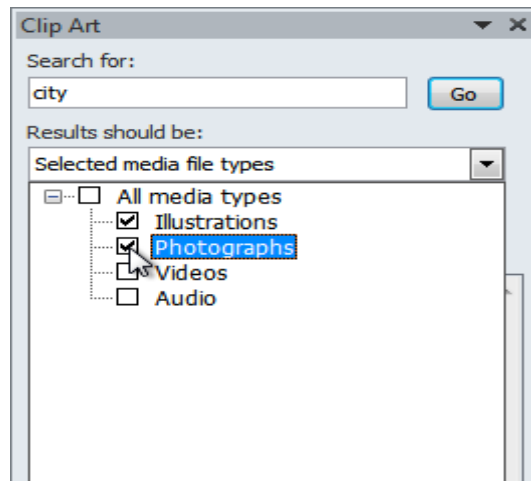
Inserting a picture in a Word document makes it more interesting and highlights points raised in the text. There are built-in clip art images for your document. If you have a more specific image in mind, you can insert a picture from a file.

3.2 INSERTING AN IMAGE USING CLIP ART

1. Select the Insert tab and Click the Clip Art icon in the Illustrations group.



2. The clip art options appear in the task pane to the right of the document.
3. Enter keywords in the Search for: field that are related to the image you want to insert.
4. Click the drop-down arrow in the Results should be: field.
5. Deselect any types of media you do not want to see.

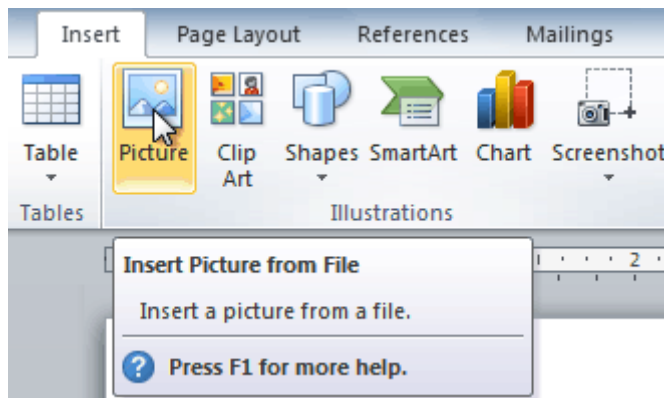


6. Click Go.
7. Review the results from a clip art search.

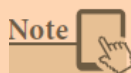
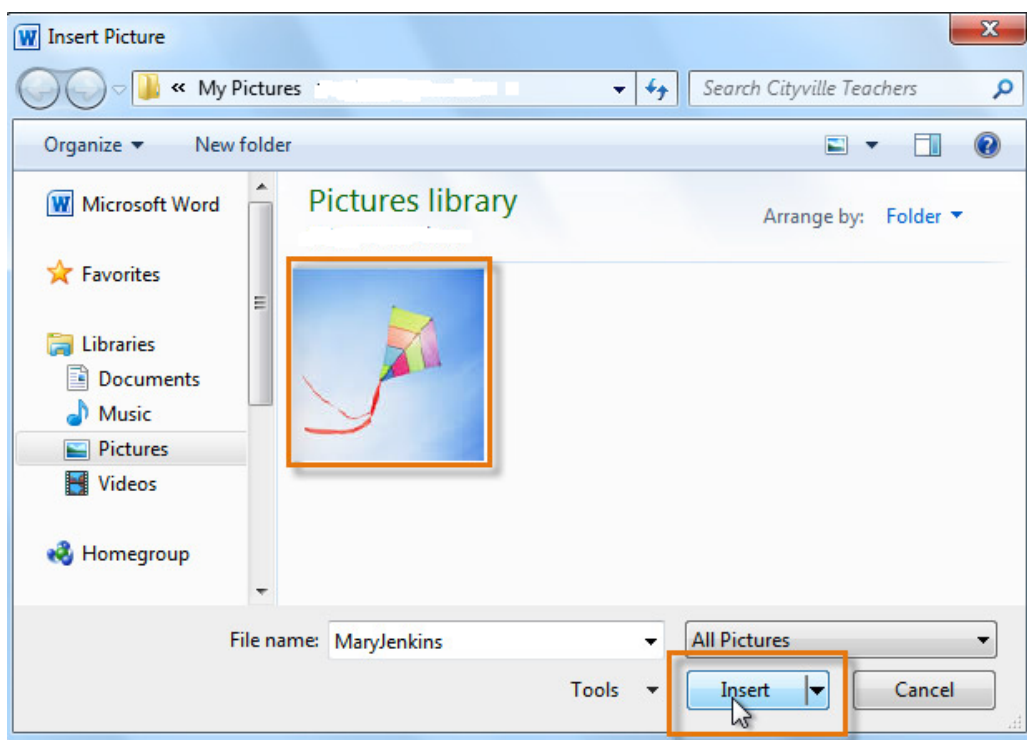
8. Place your insertion point in the document where you want to insert the clip art. Click an image in the Clip Art pane. It will appear in the document.

3.3 INSERT A PICTURE FROM A FILE

1. Place your insertion point where you want the image to appear. Select the Insert tab.
2. Click the Picture command in the Illustrations group. The Insert Picture dialog box appears.



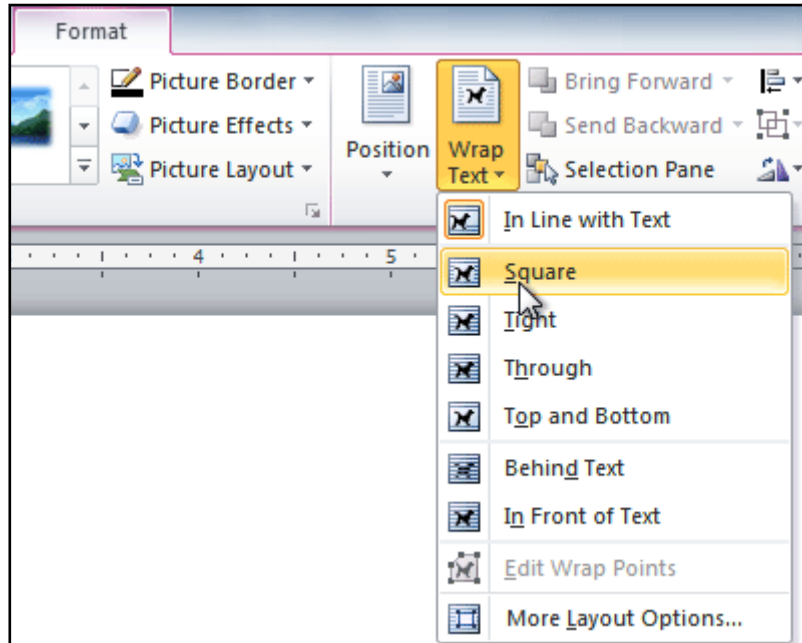
3. Select the desired image file, and then click Insert to add it to your document.



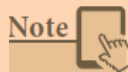
Note To resize an image, click and drag one of the corner sizing handles. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the side sizing handles.

3.4 CHANGING TEXT WRAPPING SETTINGS

1. Select the image. The Format tab will appear. Click the Format tab.
2. Click the Wrap Text command in the Arrange group.
3. Select the desired menu option. The text will adjust based on the option you have selected.



4. Move the image around to see how the text wraps for each setting.



If you can't get your text to wrap the way you want, click the Wrap Text command, then select More Layout Options from the menu.

Activity



ACTIVITY 1:

1. Open a new document and save it as *kitewithoutthread.docx*. Type the title as “Kite without thread” and enter the following text.

“Once a father and son went to the kite flying festival. The young son became very happy seeing the sky filled with colorful kites. He too asked his father to get him a kite and a thread with a roller so he can fly a kite too. So, the father went to the shop at the park where the festival was being held. He purchased kites and a roll of thread for his son.”
2. Insert the picture named **BoyFatherKite.jpeg** below the title of the story
3. Resize the picture so that it looks small.

4. Center the picture using the alignment option on the Home tab.
5. Rotate the picture a little to the left by clicking on the green rotate handle and dragging it to the left a little.
6. Square wrap the text around the picture
7. Change the wrapping to In Line with text
8. Apply an orange border with thickness of 3 pts using Picture border- weight. Give a dotted effect to the border using Dashes.
9. Apply the **Drop Shadow Reflection** effect from picture effect.
10. Crop the picture a little from the bottom crop icon

BRAIN DEVELOPER

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DRAW THE ICON USED /ACTION TO BE DONE FOR THE FOLLOWING

1. Create a new Word document.
2. Insert a clip art image.
3. Insert a picture from a file into the document.
4. Resize the picture.
5. Change the text wrapping setting to In Front of Text.

Teacher's Signature

