



# LITTERA PUBLIC SCHOOL

CLASS -IV

COMPUTER

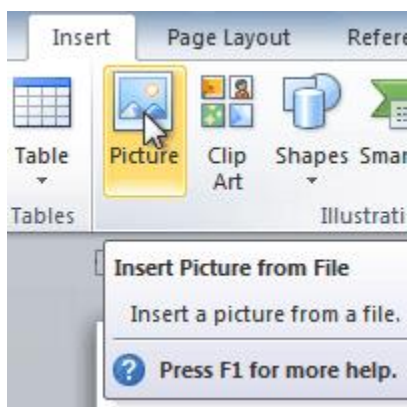
## CHAPTER -6

### MS Word: Working with Graphics

**In MS Word, graphical objects (image, shape, clipart, etc.) can also be inserted in a document to give it a professional look.**

### Inserting Picture {from file}

## Introduction



Images are a great way to liven up a document, and Word offers a few methods to insert them. There are built-in **clip art** images for just about every topic, so you may be able to find a perfect clip art image for your document. If you have a more specific image in mind, you can **insert a picture from a file**.

In this lesson, you will learn how to **search for and insert clip art**, how to **insert an image from a file**, and how to change the **text wrapping settings** for your images.

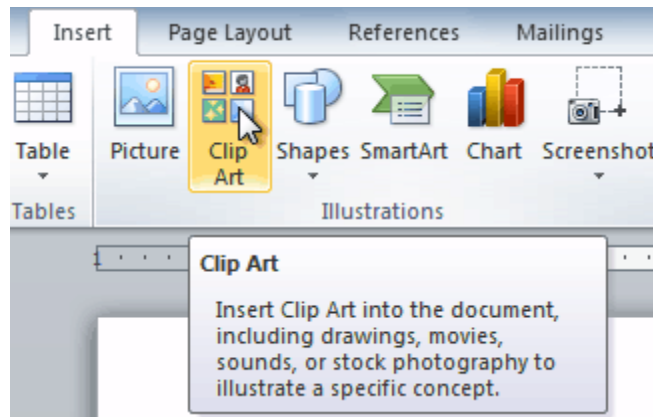
## Inserting clip art and pictures

Adding **clip art** and **pictures** to your document can be a great way to **illustrate important information** or add **decorative accents** to existing text. You can insert images from your

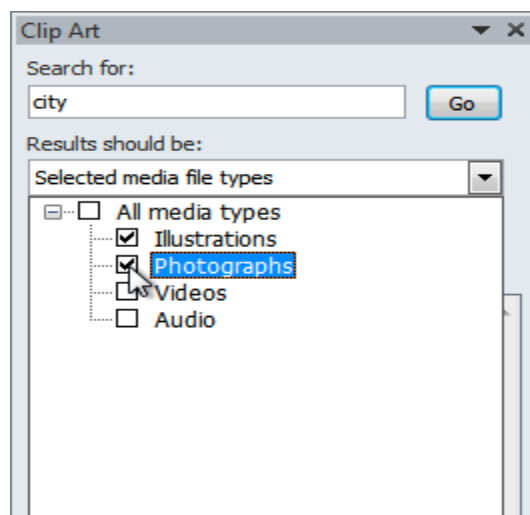
computer or search Microsoft's extensive selection of clip art to find the image you need. Once an image has been inserted, you can format text to **wrap** around the image.

### ***To locate clip art:***

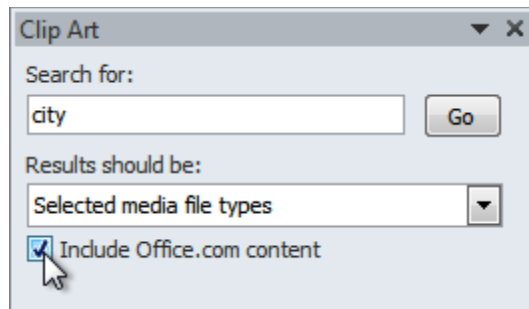
1. Select the **Insert** tab.
2. Click the **Clip Art** command in the **Illustrations** group.



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



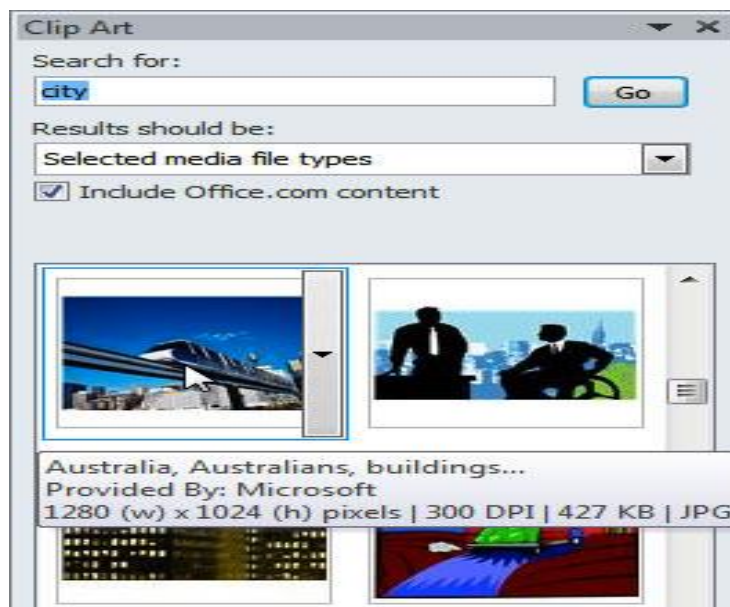
7. If you also want to search for clip art on Office.com, place a check mark next to **Include Office.com content**. Otherwise, it will just search for clip art on your computer.



8. Click **Go**.

### ***To insert clip art:***

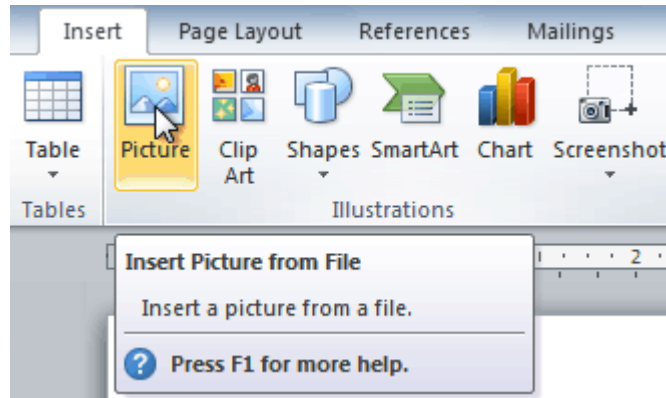
1. Review the results from a clip art search.
2. Place your **insertion point** in the document where you want to insert the clip art.
3. Click an image in the **Clip Art** pane. It will appear in the document.



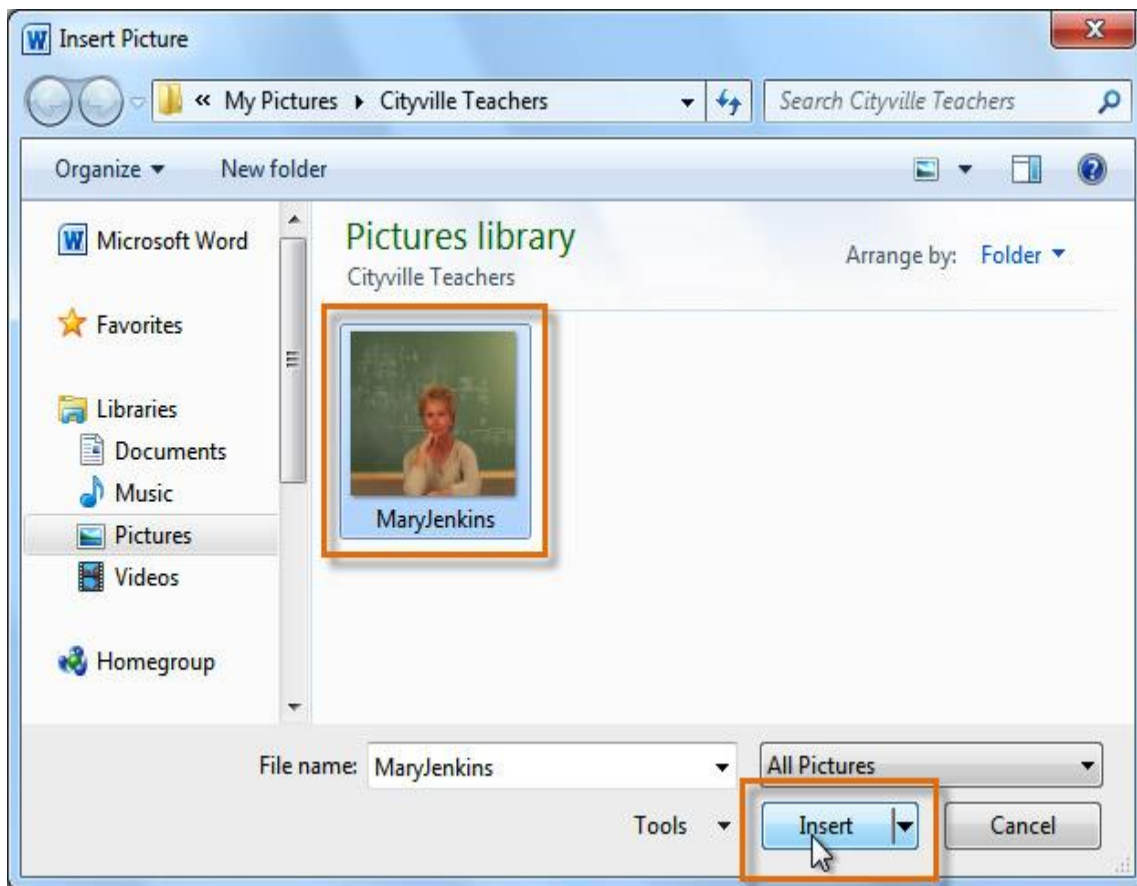
### ***To insert a picture from a file:***

1. Place your **insertion point** where you want the image to appear.

2. Select the **Insert** tab.
3. Click the **Picture** command in the **Illustrations** group. The Insert Picture dialog box appears.



4. Select the desired image file, then click **Insert** to add it to your document.



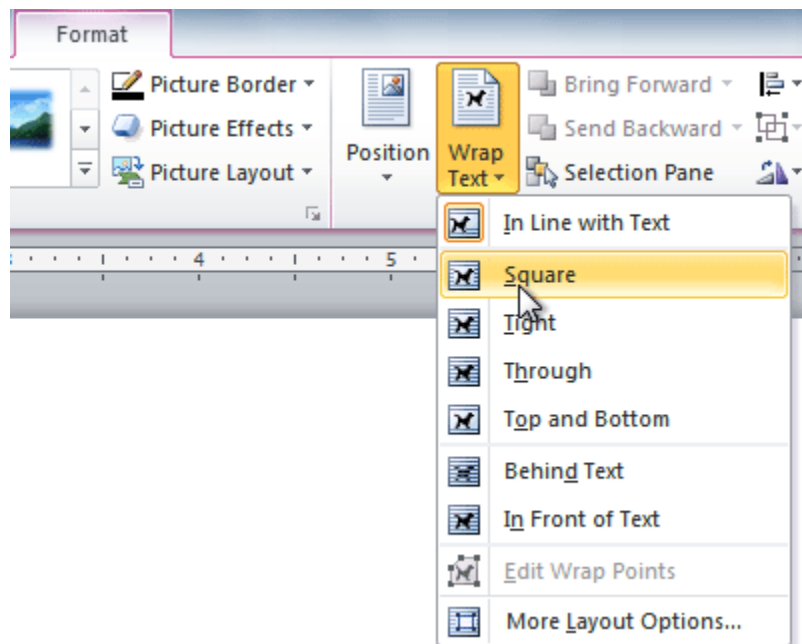
To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

## Changing text wrapping settings

When you insert clip art or a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

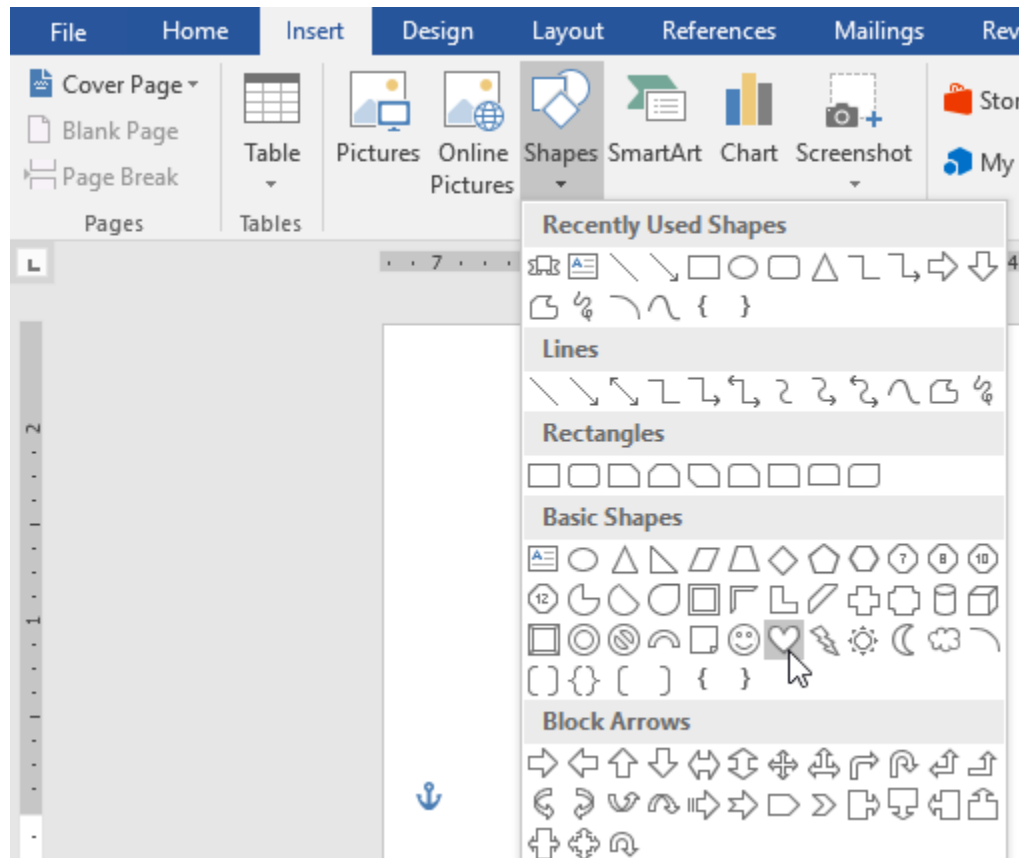
### *To wrap text around an image:*

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

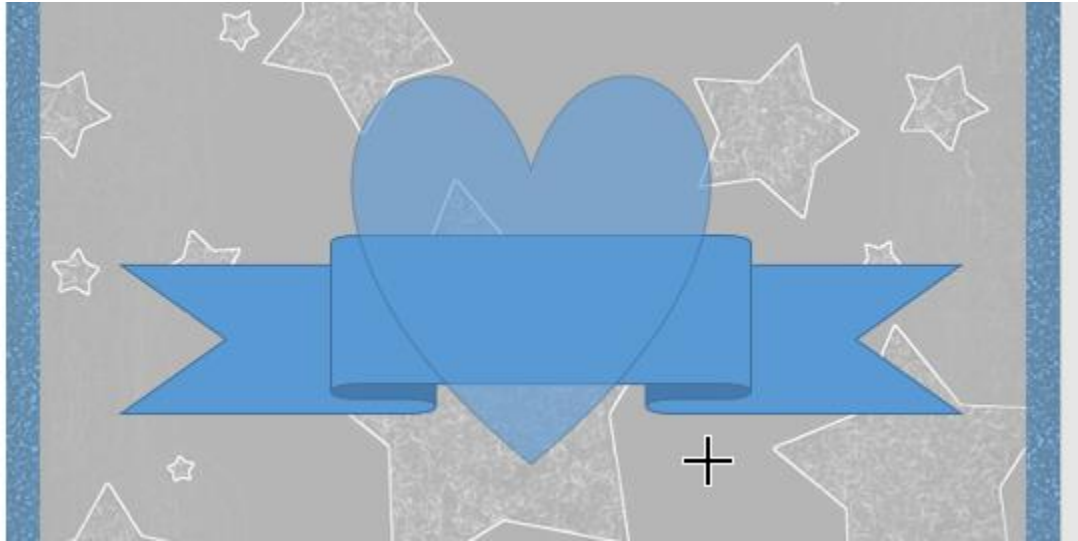


## To insert a shape:

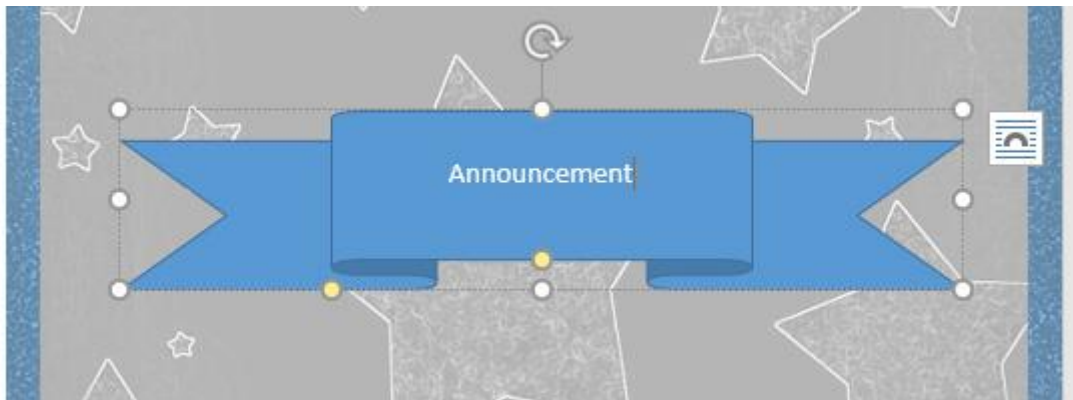
1. Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
2. Select the desired **shape**.



3. Click and drag in the desired location to add the shape to your document.



If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.



## Insert WordArt

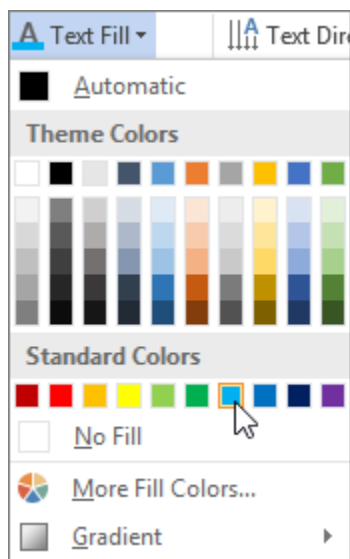
1. Go to **Insert** > **WordArt**
2. Pick the WordArt style you want.
3. Type your text.



**Note:** To convert existing text to WordArt, select the text, and *then* select **Insert > WordArt**.

## Change the color

1. Select the WordArt text to change.
2. On **Shape Format** or **Drawing Tools Format**, select **Text Fill** or **Text Outline**, and pick the color you want.



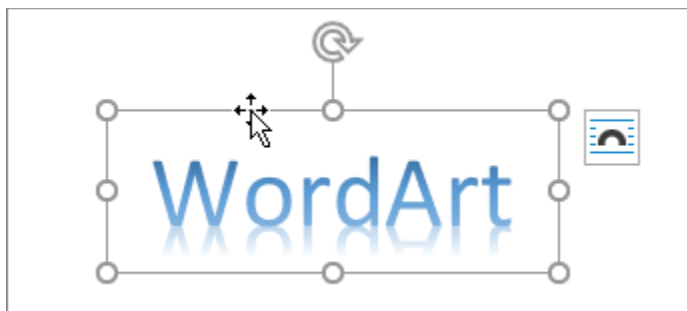
3. Click or tap outside of your text box to see the effect.





## Remove WordArt in Word

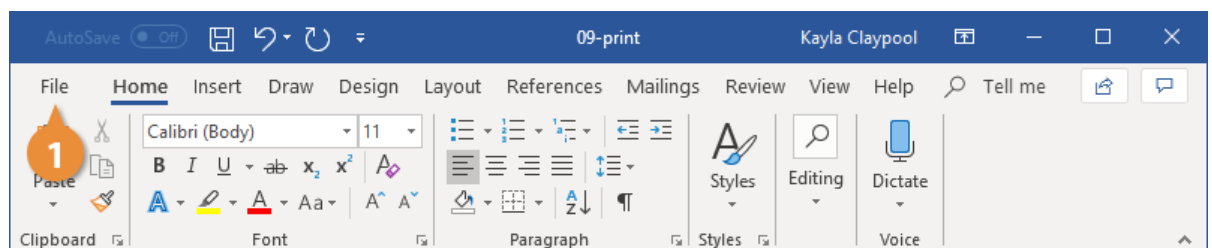
1. Select the border of the WordArt box. The cursor changes to a four header arrow.



2. Press Delete.

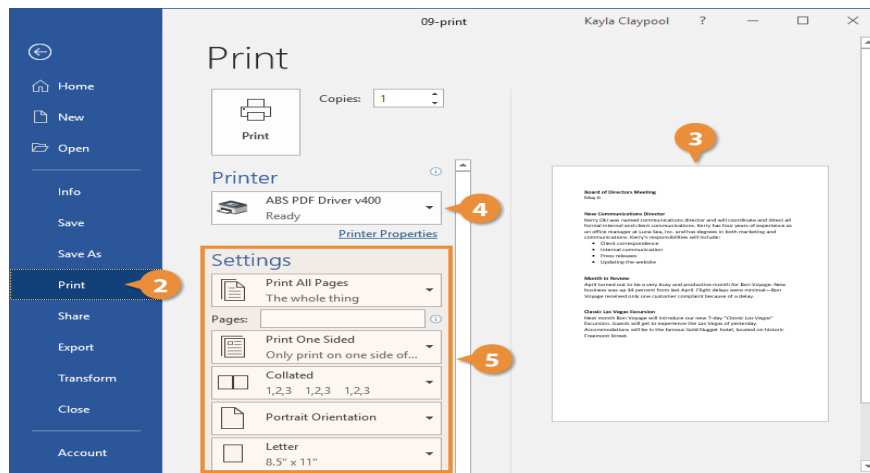
## Print a Document

1. Click the **File** tab.

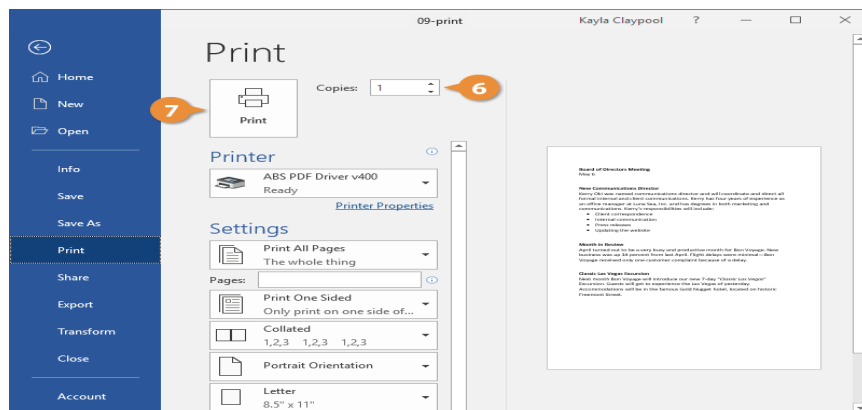


1. Click **Print**.

2. Examine the print preview on the right side of the screen to ensure the document appears correct.
3. Select the correct printer by clicking the **Printer** list arrow and selecting it from the list.
4. Adjust the printer settings using the options below the printer, described in the following table.



5. Set the number of copies in the **Copies** text field.
6. Click **Print**.



The document is sent to the printer.

Press **Ctrl + P**.