

Course
&
Test Series

Self-Made Assignment - MS Word

Inserting Picture in MS Word

Inserting Pictures in Table

Name	Picture
Computer	
Monitor	
Printer	
Mouse	
Keyboard	
Circuit Board	
Smartphone	
Motherboard	
CPU	

 CBSE

 ICSE

 NTSE

 Banking & Insurance

 Central Govt. Service

 State Govt. Services

 LAW Entrance

 MBA Entrance

 Railways & Metro Services

...many more

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UPS	
Smartwatch	
Laptop	



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Services



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Entrance



MBA
Entrance



Railways & Metro
Services

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1. Insert a Table:

- Go to the **Insert** tab on the Ribbon.
- Click on the **Table** button and select the number of rows and columns you want for your table (e.g., 2x2 or 3x3).

2. Select the Cell Where You Want to Insert the Picture:

- Click inside the cell where you want to insert the picture. The cell will be highlighted.

3. Insert a Picture:

- Click on the **Insert** tab again on the Ribbon.
- Select **Pictures** (You Can download the picture from the internet).
- Browse to the image location, select the image, and click **Insert**.

4. Adjust Picture Size:

- Once the picture is inserted, click on it. Resize the image by dragging the corners to make it fit properly within the cell.
- You can also use the **Picture Tools** format options that appear on the ribbon to adjust the size more precisely.



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5. Align the Picture Inside the Cell:

- Right-click the picture and choose **Wrap Text**.
- Select the appropriate text wrapping option, such as **In Line with Text**, **Square**, or **Tight**. "In Line with Text" keeps the picture aligned within the cell without breaking the layout.

6. Adjust Table:

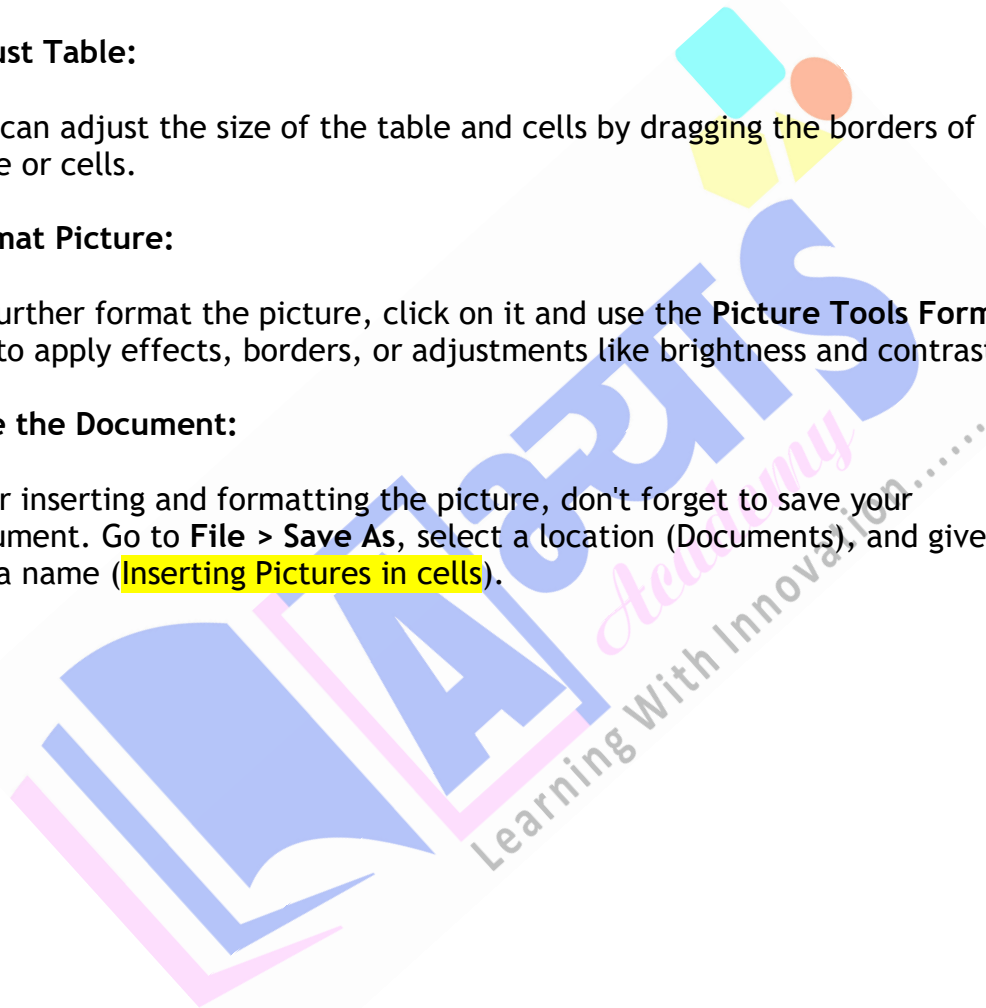
- You can adjust the size of the table and cells by dragging the borders of the table or cells.

7. Format Picture:

- To further format the picture, click on it and use the **Picture Tools Format** tab to apply effects, borders, or adjustments like brightness and contrast.

8. Save the Document:

- After inserting and formatting the picture, don't forget to save your document. Go to **File > Save As**, select a location (Documents), and give the file a name (**Inserting Pictures in cells**).



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