



Self-Made Assignment - MS EXCEL

Formatting and Editing Pictures in MS Word

The Importance of Time Management

Time management is a crucial skill that helps individuals stay organized and productive. By setting priorities and planning tasks effectively, people can achieve their goals efficiently. Poor time management often leads to stress, missed deadlines, and decreased productivity. Using tools like calendars, to-do lists, and reminders can help in managing time better. Developing this habit not only improves work efficiency but also allows for a better work-life balance. In today's fast-paced world, mastering time management is essential for success in both personal and professional life.

(Insert an image of Nature of your choice and apply formatting according to task given below)

Tasks:

- **Resize the Image**
 - Change the height to **3 inches** and width to **4 inches**.
- **Apply Formatting**
 - Add a **Picture Border** of **2 pt thickness** with any color.
 - Apply a **Picture Style** (e.g., shadow, reflection, or glow effect).
- **Apply Editing Options**
 - Use the **Remove Background** tool to remove an unwanted part of the image.
 - Adjust the **Brightness and Contrast** for better clarity.
 - Apply any **Artistic Effect** (such as pencil sketch, blur, or watercolor).
- **Wrap Text and Position the Image**
 - Change **Text Wrapping** to "**Square**".
 - Move the image to the **right side of the text**.
- **Insert a Caption**
 - Add a caption below the image: "**Beautiful Nature Scene**".

