

Course
&
Test Series



CBSE



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Self-Made Assignment - MS Word

Formatting and Editing Pictures in MS Word

The Importance of Morning Routines

Starting your day with a consistent morning routine can set the tone for the rest of your day. Whether it's enjoying a cup of coffee, going for a jog, or practicing mindfulness, the first few hours of your day have a profound impact on your energy levels, productivity, and overall mindset. A well-planned morning routine allows you to prioritize self-care, focus on your goals, and prepare mentally for the challenges ahead. By making these habits a part of your daily routine, you create a sense of control and calmness, helping you approach the day with a positive outlook.

(Insert an image of "Peaceful morning" from google and select from your choice)

Tasks:

Apply Artistic Effects:

- Click on the image to select it.
- Go to the **Picture Tools Format** tab on the Ribbon.
- In the **Adjust** group, click **recolor**.
- Choose an effect **Grayscale**.

Apply a Border to the Image:

- With the image selected, go to the **Picture Tools Format** tab.
- In the **Picture Styles** group, click **Picture Border**.
- Choose a color and width for your border, or select **More Borders** for additional options.
- You can also apply a border style like **Solid**, **Dotted**, or **Dashed**.

Apply Text Wrapping:

- Click on the image to select it.
- Go to the **Picture Tools Format** tab that appears in the Ribbon.
- In the **Arrange** group, click on **Wrap Text**.
- And select **Through** and position the image on your paragraph



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Resultant Output:

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