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Inserting Pictures in MS Word

Microsoft Word

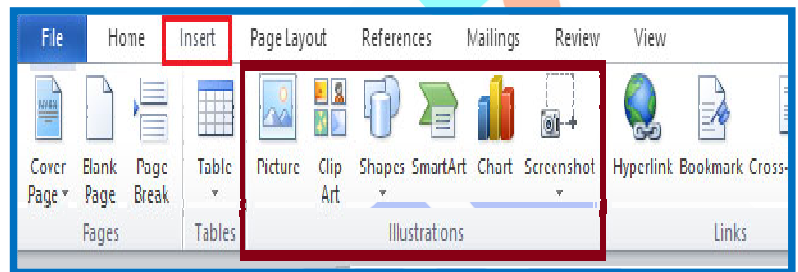
Module 10 - Inserting Pictures in MS Word

Definition of Insert Menu

The Insert Menu in MS Word is a feature that allows users to add various elements such as tables, images, charts, text boxes, and other objects into a document. This menu helps enhance the document's structure, readability, and visual appeal.

Illustrations Group

The Illustrations group is a set of tools in the Insert tab of MS Word that allows users to add visual elements like images, shapes, charts, and SmartArt to documents.



Picture in MS Word

In MS Word, a "Picture" refers to an image or photo that you insert into your document, either from your computer, online sources, or other media. It can be resized, formatted, and positioned to enhance the visual appeal of the document.

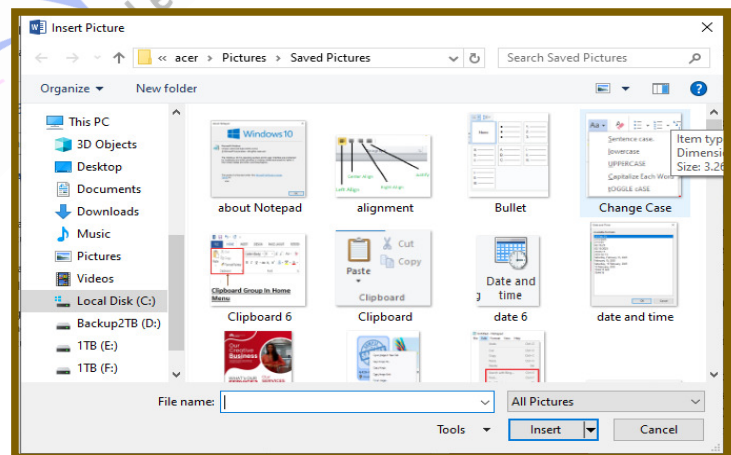
Use of Picture in MS Word

Pictures are used in MS Word to visually enhance documents, making them more engaging and easier to understand. They can illustrate concepts, break up text, add aesthetic appeal, and support the content's message, making the document more dynamic and professional.

How to Insert Picture in MS Word?

To insert a picture in MS Word already saved in your computer, follow these steps:

- Click on the Insert tab in the ribbon.
- Select Pictures from the



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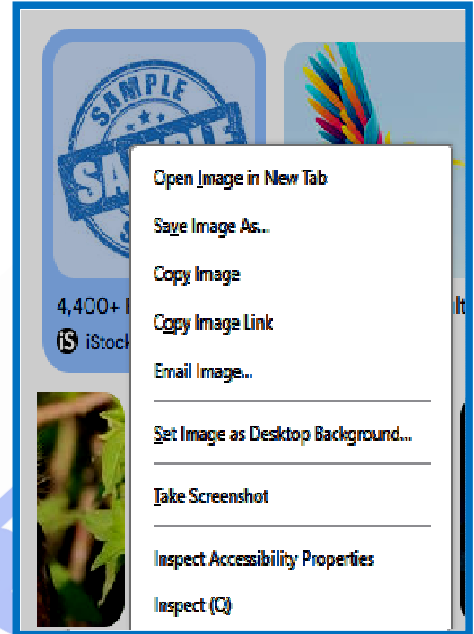
"Illustrations" group.

- Choose This Device to insert an image from your computer, or select Online Pictures to search for images on the web.
- Locate and select the image you want, then click Insert to add it to your document.

How to Download Picture from Browser

To download a picture from a browser, follow these steps:

- Right-click on the image you want to download.
- Select "Save image as..." from the context menu.
- Choose a location on your computer to save the image, name the file if needed, and click Save.



Types of pictures you can insert in MS Word:

<u>Type of Picture</u>	<u>Description</u>
From File	Inserts an image saved on your computer.
Clip Art	Provides access to a collection of clip art images that you can insert.
Online Pictures	Allows you to search and insert images from online sources (Bing search).

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Inserting Pictures in MS Word

Types of image formats that can be inserted into MS Word:

<u>Image Format</u>	<u>Description</u>
PNG	A lossless image format with transparency support, great for logos and graphics.
GIF	An image format that supports animation and is suitable for simple graphics.
BMP	A basic image format that provides uncompressed, high-quality images.
TIFF	A flexible format often used for high-quality images and documents.
ICO	Image format used for icons, often small in size.
JPEG/JPG	A commonly used compressed format for photos and images with gradients.

Full forms of the image formats:

<u>Image Format</u>	<u>Full Form</u>
PNG	Portable Network Graphics
JPEG/JPG	Joint Photographic Experts Group
GIF	Graphics Interchange Format
BMP	Bitmap Image File
TIFF	Tagged Image File Format
ICO	Icon Image File

Make this Assignment using Picture Option in MS Word

Photosynthesis is the process by which plants, algae, and some bacteria convert light energy, usually from the sun, into chemical energy stored in glucose (a type of sugar). It occurs mainly in the chloroplasts of plant cells, using chlorophyll to capture light energy.

The general equation for photosynthesis is: (use subscript and superscript wherever needed)



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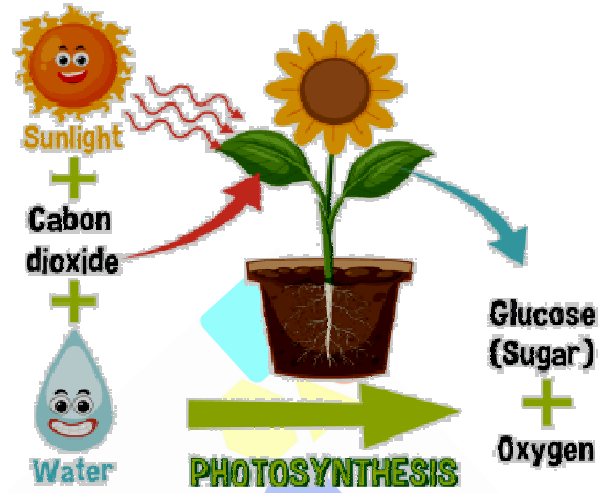
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Inserting Pictures in MS Word

In simple terms, carbon dioxide (CO₂) and water (H₂O) are used, with the help of sunlight, to produce glucose (C₆H₁₂O₆) and oxygen (O₂). This process is crucial because it provides the primary energy source for nearly all life on Earth.



Stomata

Stomata are small pores found on the surface of plant leaves, stems, and other plant organs. They are primarily responsible for allowing the exchange of gases, such as oxygen (O₂) and carbon dioxide (CO₂), between the plant and the atmosphere.

Stomata also play a key role in the process of transpiration, where water vapor is lost from the plant to the air. The pores are regulated by guard cells that can open and close to control the flow of gases and water, helping the plant maintain homeostasis and regulate water loss.

Instructions:

- Write about photosynthesis, then download and save the picture of photosynthesis from the browser.
- Then add this picture of photosynthesis with the content mentioned as shown.
- Then first write about stomata, similarly download and save the picture of stomata from the browser.
- Finally, add the picture of stomata in front of the Stomata content.
- Use colours, subscript and superscript in the text mentioned above.
- Save file with the name "Science Project"

