

**Course  
&  
Test Series**

**Styles and Borders of Pictures in MS Word**

Microsoft Word

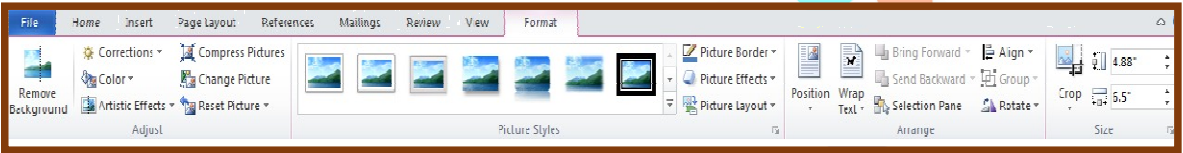
Module 12 - Styles and Borders of Pictures in MS Word

 **CBSE**

Helping Tool of Picture in MS Word - Format Menu

Once a picture is inserted, the Picture Tools Format tab will appear on the ribbon. This gives you access to several options for editing and formatting the image.

 **ICSE**



 **NTSE**

Picture Styles (in the Format tab under Picture Tools)

This group provides preset styles for the image, allowing you to quickly apply visual enhancements.

- **Picture Styles:** Includes preset combinations of borders, shadows, and effects.
- **Picture Border:** Change the border color, style, and thickness around the picture.
- **Picture Effects:** Add effects like shadows, reflections, glow, soft edges, and 3D effects to the image.

 **Banking & Insurance**

Picture Styles

Picture Styles in Microsoft Word 2010 refer to a set of predefined combinations of formatting options that can be applied to a picture in your document. These styles allow you to quickly enhance and customize the appearance of your images without manually adjusting individual settings like borders, shadows, or effects.

 **Central Govt. Service**

Key Features of Picture Styles:

- **Borders:** Picture styles include various border options (thickness, color, and style).
- **Shadows:** Some styles add shadow effects to make the image stand out or appear 3D.
- **Reflections:** The styles can include reflection effects at the bottom of the picture.

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**Styles and Borders of Pictures in MS Word**

- **Soft Edges:** Some styles have soft edges around the image for a smoother transition with the background.
- **3D Effects:** Some picture styles apply 3D effects to give the image depth.



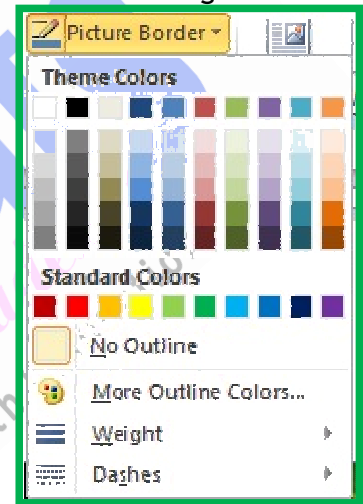
**Picture Border**

A Picture Border in Microsoft Word 2010

refers to the colored outline or frame that you can apply around an image to make it stand out or fit within the design of your document. The border can be customized in various ways, such as changing its color, thickness, and style. This option is part of the Picture Tools formatting features, available when you select an image in your document.

**Key Features of Picture Border:**

- **Color:** You can choose a color for the border, either from a set of predefined colors or by using custom colors.
- **Weight (Thickness):** You can adjust the thickness of the border, making it thin or thick according to your preference.
- **Style:** You can choose different border styles, including:
  - **Solid Line:** A continuous line around the image.
  - **Dotted or Dashed Line:** For a more decorative or subtle effect.
  - **No Border:** If you want to remove the border from an image, you can select No Border.



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**Picture Effects**

Picture Effects in Microsoft Word 2010 allow you to apply visual enhancements to an image to give it a more professional or creative appearance. These effects can add depth, texture, and various stylistic touches, such as shadows, reflections, and glows, to make your images stand out in your document.

**Key Types of Picture Effects:**

- Shadow
- Reflection
- Glow
- Soft Edges
- 3-D Rotation

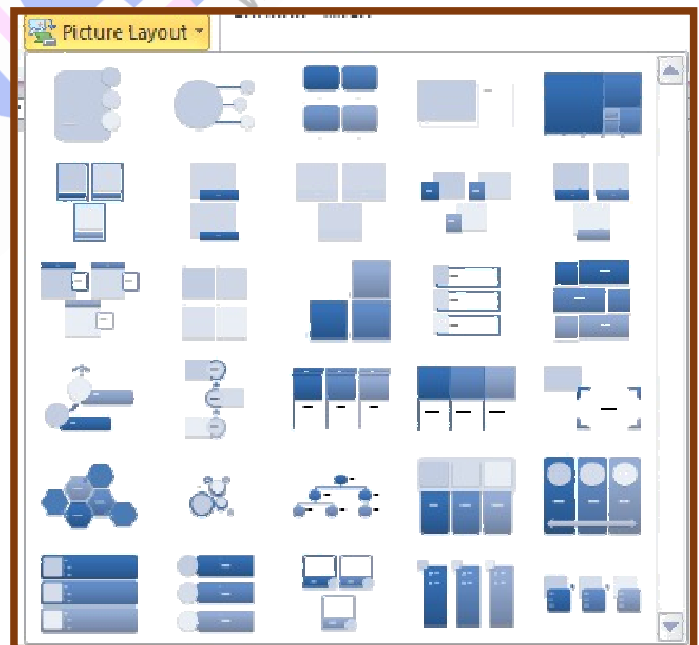
We use Picture Effects in Microsoft Word to:

- **Enhance Visual Appeal:** To make images more eye-catching and visually appealing in documents.
- **Create Depth:** Effects like shadows and reflections can give images a 3D feel, making them stand out.
- **Focus Attention:** Drawing attention to specific images or parts of an image through effects like glow or shadows.
- **Improve Aesthetic Quality:** Add polished, professional touches, particularly in presentations, reports, or brochures.
- **Blend with Document Design:** Soft edges and other effects can help images blend seamlessly with the text and background for a smooth design.
- **Emphasize Key Elements:** Using glow or reflection can emphasize important images or visuals to make them more noticeable.



**Picture Layout**

Picture Layout in Microsoft Word refers to the way an image is positioned and aligned within the document. It determines how the image interacts with the surrounding text and other elements in the document. Picture layout allows you to control the image's placement and how text wraps around it.

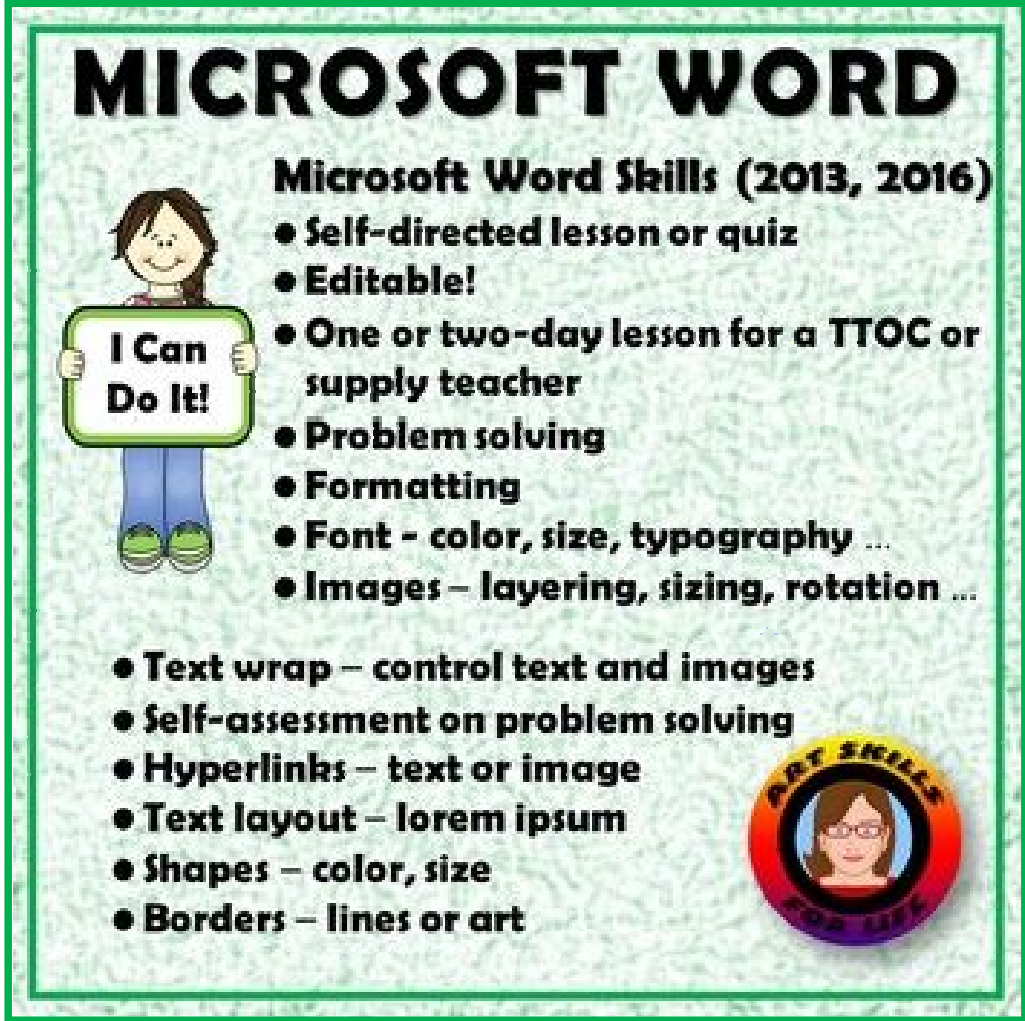


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Make this Assignment Using Shapes and Picture in MS Word

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# MICROSOFT WORD

**Microsoft Word Skills (2013, 2016)**

- Self-directed lesson or quiz
- Editable!
- One or two-day lesson for a TTOC or supply teacher
- Problem solving
- Formatting
- Font - color, size, typography ...
- Images – layering, sizing, rotation ...
- Text wrap – control text and images
- Self-assessment on problem solving
- Hyperlinks – text or image
- Text layout – lorem ipsum
- Shapes – color, size
- Borders – lines or art

