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Insert Picture in Wordpad

Wordpad

Module 3 - Insert Picture in Wordpad

Definition

In WordPad, the "Insert Group" refers to a section of the ribbon that includes various options for inserting objects into your document. The ribbon in WordPad is the horizontal bar near the top of the application that provides access to different tools and features.

Here's an overview of the features available in the Insert group:

1. Picture:

Function: Insert an image from your computer into the document.

How to Use: Click on the "Picture" icon, browse to the desired image file, and select it to insert.

2. Paint Drawing:

Function: Create a custom drawing using Paint and insert it directly into your document.

How to Use: Click on the "Paint Drawing" icon, which opens Microsoft Paint. Create your drawing, save and close Paint; the drawing will then appear in your WordPad document.

3. Date and Time:

Function: Insert the current date and/or time in various formats.

How to Use: Click on the "Date and Time" icon, choose the desired format from the list, and click "OK" to insert.

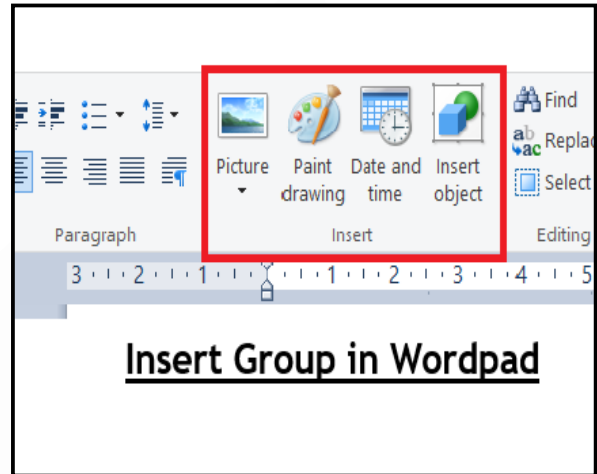
4. Object:

Function: Embed various types of objects, such as documents, spreadsheets, or presentations, from other applications into your WordPad document.

How to Use: Click on the "Object" icon, select the type of object you want to insert (e.g., a new Excel worksheet or an existing file), and proceed as prompted.

Why we use Picture in documents?

- **Enhance the visual appeal:** Adding images makes the document more engaging and visually appealing, especially in documents like newsletters, reports, or invitations.



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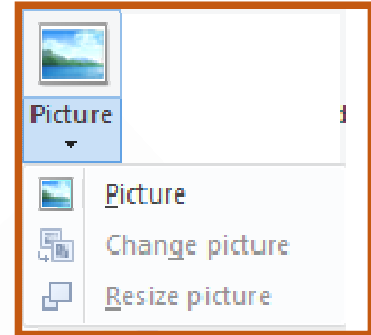
• **Support content:** Pictures can help explain or illustrate the text, making the information clearer and easier to understand (e.g., adding a diagram, chart, or photograph).

Picture In Wordpad

In WordPad, the Picture option enables you to insert an image file (such as JPEG, PNG, or GIF) directly into your document. This allows you to enhance your text with visuals, making your document more engaging.

The full forms JPEG, PNG, and GIF are:

- JPEG: Joint Photographic Experts Group
- PNG: Portable Network Graphics
- GIF: Graphics Interchange Format

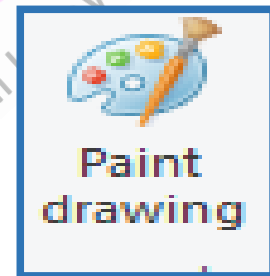


Once inserted, you can resize or move the image, but WordPad does not offer advanced image-editing features like cropping or applying filters.

Resize Picture - In WordPad, resize picture allows you to adjust the dimensions of an inserted image by dragging its corners to make it larger or smaller. This helps fit the image within the layout of your document without altering its original proportions.

Paint Drawing in Wordpad

In WordPad, Paint Drawing refers to the ability to insert a simple drawing or sketch that you've created using Microsoft Paint (or another similar drawing application) into your WordPad document.

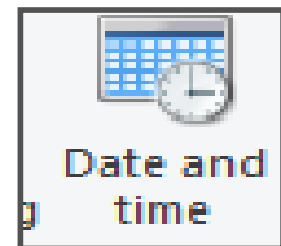


Why We Used Paint Drawing

- **Add custom illustrations:** If you've created a drawing in Paint (like a sketch, diagram, or simple graphic), you can insert it into WordPad to complement your text and make the document more visually engaging.
- **Visualize concepts:** Paint drawings are useful for illustrating ideas, processes, or concepts that might be difficult to explain with text alone, such as charts, maps, or simple diagrams.

Date and Time in Wordpad

In WordPad, the Date and Time feature allows you to insert the current date and/or time into your document.



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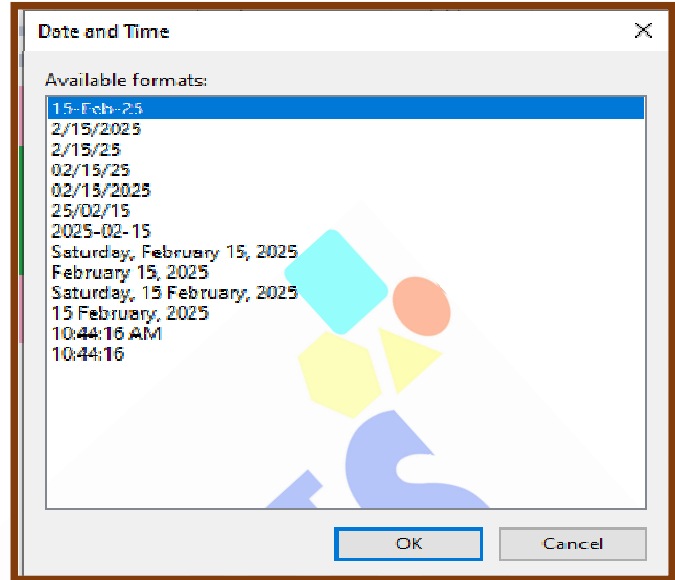
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You can choose the format for how the date and time will appear, and it will be automatically inserted at the location of your cursor.

Why We Used Date and Time?

We use Date and Time in WordPad to add a timestamp to documents, **helping track** when they were created or last updated.

It can also be used to personalize or organize documents, especially for letters, reports, or meeting notes.



Insert Object in Wordpad

In WordPad, Insert Object allows you to embed external files or objects, such as a Word document, Excel spreadsheet, or PDF, directly into your WordPad document. This feature helps integrate different types of content into a single document without opening separate applications.

Create New Object

In WordPad, Create New Object allows you to insert a new object by creating it within the document itself, rather than linking to an existing file. For example, you can create a new Excel spreadsheet or Word document directly inside your WordPad file, which can be edited within the document later. This option is typically accessed through the Insert Object feature.



Create From File

In WordPad, Create from File Object allows you to insert an existing file into your document as an embedded object. This means you can link or embed a file (such as a Word document, Excel sheet, or PDF) into your WordPad document, and it will appear as an icon or preview. You can then double-click the object to open and view the original file within its respective application.

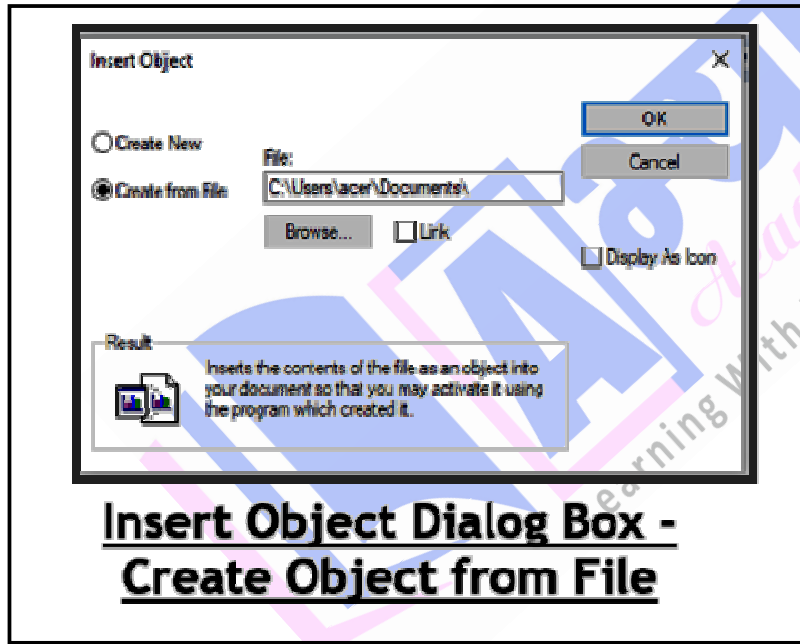
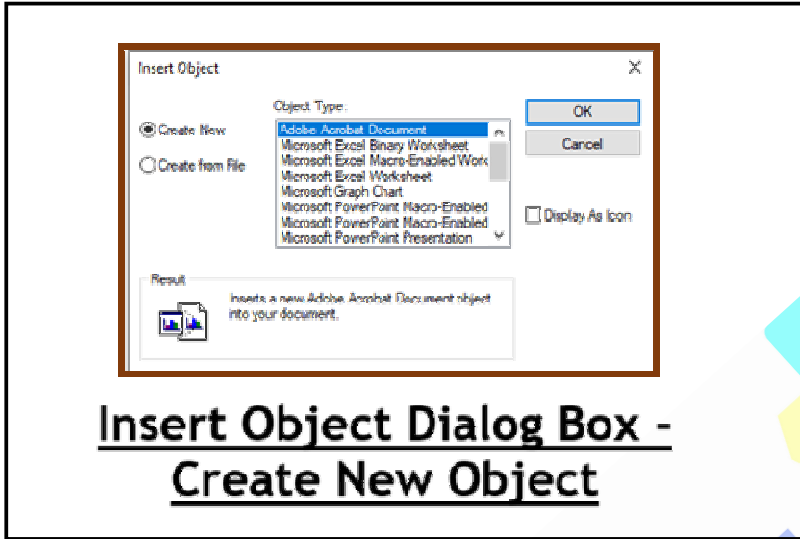
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Insert Object - Display as Icon

In WordPad, Display as Icon is an option that appears when inserting an object (like a file) using the **Insert Object** feature. When selected, the inserted file will appear as an icon rather than its content being displayed directly in the document. This helps keep the document neat and organized, especially when

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embedding files like PDFs or Word documents. You can double-click the icon to open and view the embedded file.

Linking in Wordpad

In WordPad, Link refers to the option that allows you to **create a hyperlink within your document**. This enables you to link to external websites, other documents, or specific locations within the same document. When clicked, the link will open the associated resource, making it easier to reference other information without cluttering the document.

You can insert a hyperlink by selecting the text, right-clicking, and choosing Hyperlink, then entering the URL (Uniform Resource Locator) or file path.

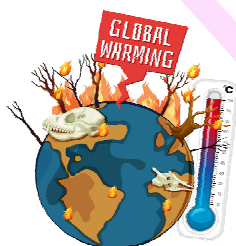
Make this Assignment using Picture Option in WordPad.

Global Warming: An Urgent Call to Action

Global warming refers to the long-term increase in Earth's average surface temperature due to human activities, particularly the release of greenhouse gases into the atmosphere. These gases, such as carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O), trap heat from the sun, creating a "greenhouse effect" that leads to rising temperatures. This phenomenon has become one of the most significant challenges of the 21st century, with far-reaching impacts on ecosystems, weather patterns, and human life

The Causes of Global Warming

The primary cause of global warming is the burning of fossil fuels such as coal, oil, and natural gas. These energy sources are burned for electricity generation, transportation, and industrial processes, all of which release large amounts of CO₂ into the atmosphere. Deforestation is another significant contributor, as trees and plants naturally absorb CO₂.



Instruction:-
You have to download the picture of global warming from the internet and add it to this file.

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