

**Course
&
Test Series**

Formatting and Editing Pictures in MS Word

Microsoft Word

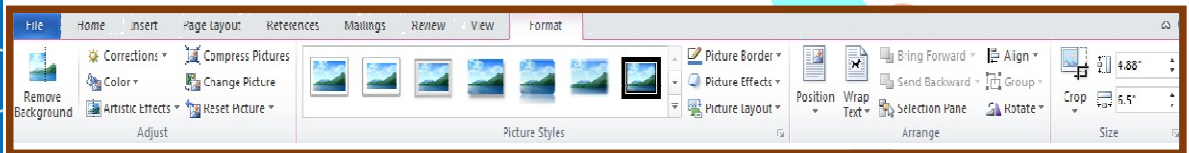
Module 11 - Formatting and Editing Pictures in MS Word

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

Adjust Group:

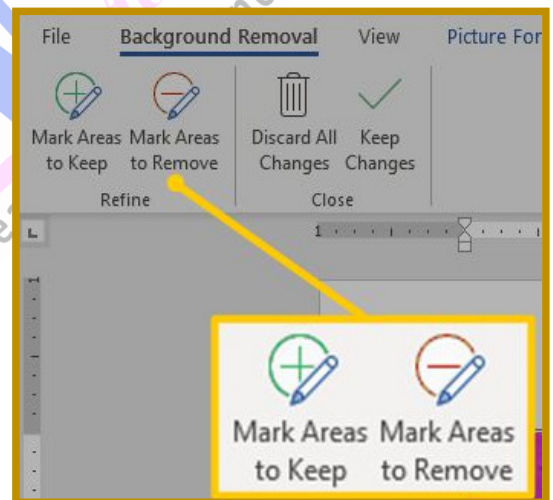
- **Brightness:** Adjust the brightness of the image.
- **Contrast:** Modify the contrast of the image.
- **Color:** Apply color effects (such as grayscale, sepia, etc.).
- **Artistic Effects:** Apply various effects to the image, such as blur or pencil drawing.
- **Compress Pictures:** Reduce the image file size for easier sharing or emailing.

Banking & Insurance

Remove Background

In MS Word, you can remove the background of an image by selecting the image, clicking "Picture Format," and then using the "Remove Background" option to eliminate the unwanted areas.

- Select your photo.
- Select the Picture Tools > Format tab and select Remove Background.
- From the Background Removal tools:
- Select Mark Areas to Keep and draw on the areas you'd like to save.
- Select Mark Areas to Remove to draw around what you'd like to take out.
- Select Keep Changes when you're done.
- If you'd like to save your edited image as a separate file, right-click the photo and select Save as Picture.



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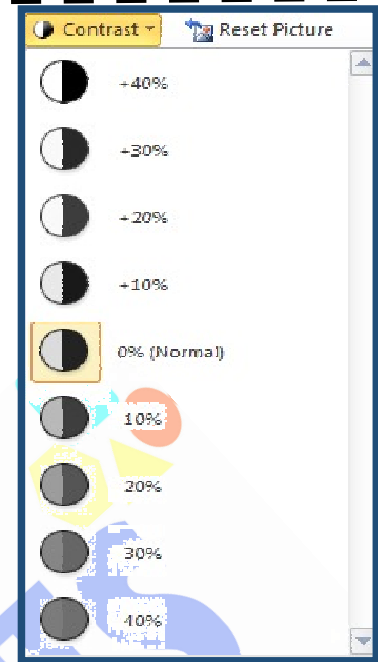
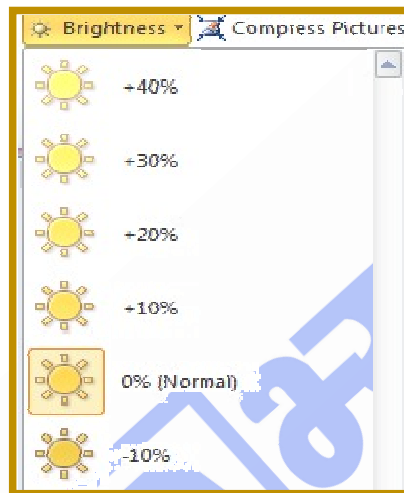
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Contrast

In MS Word, "Contrast" refers to adjusting the difference between the light and dark areas of an image, making it appear clearer or more vivid, which can be done through the Picture Format tab under.

Brightness

In MS Word, **Brightness** refers to adjusting the lightness or darkness of an image, which can be done through the **Picture Format** tab under **Corrections** to make the image lighter or darker.

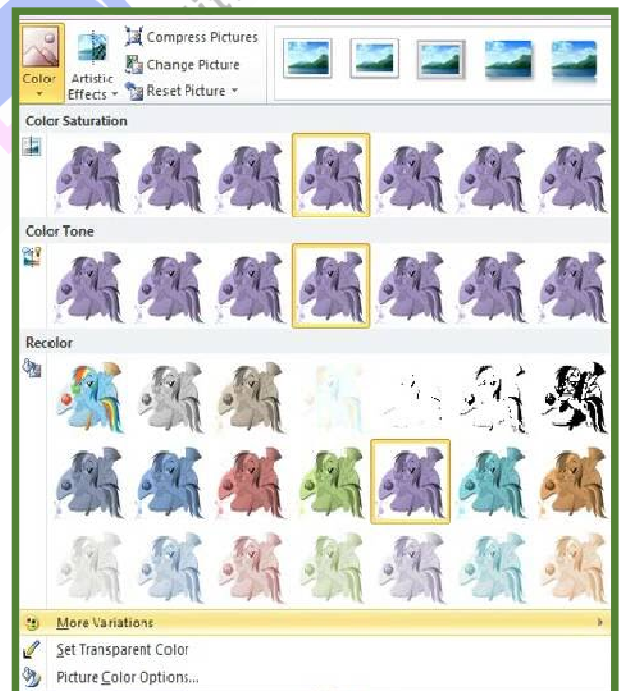


Color

To color a picture in MS Word, select the image, go to the "Format" tab, click "Color," and choose a color effect. Alternatively, use the "Picture Tools" to adjust brightness, contrast, or apply artistic effects for coloring.

Set Transparent Color

To set a transparent color in MS Word, select the image, go to the "Format" tab, and click "Color." Then, choose "Set Transparent Color" and click on the color in the image you want to make transparent.



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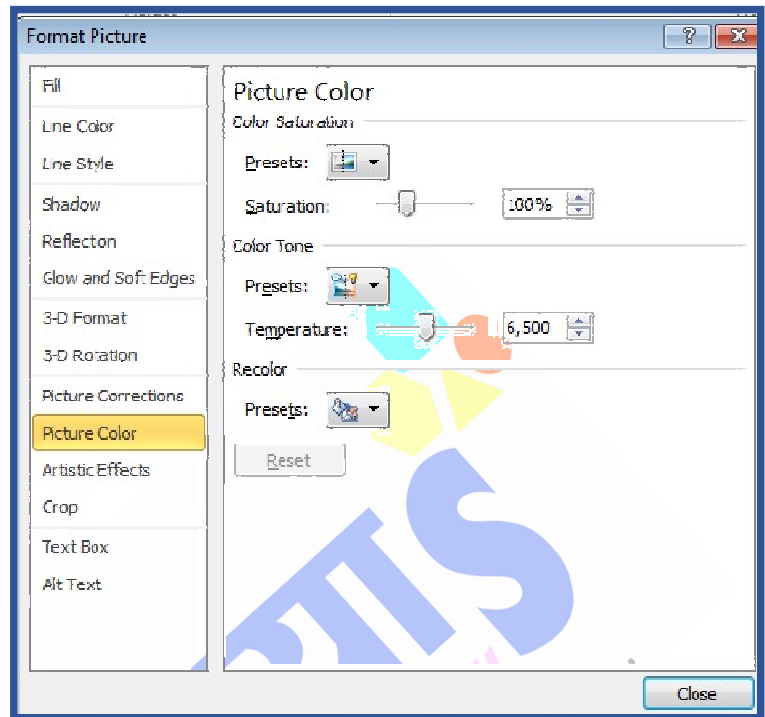
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Format Picture:

The "Picture Color" option in MS Word allows you to adjust the color properties of an image. It includes features like changing the image's tone, applying color washes, adjusting brightness/contrast, and setting a transparent color to make parts of the image transparent.

- **Fill:** In MS Word, the "Fill" option allows you to add color or patterns to a shape, text box, or object.
- **Line Color:** In MS Word, the "Line Color" option for pictures allows you to change the color of the border or outline around an image.
- **Line Style:** The "Line Style" option in MS Word lets you change the appearance of the border around a picture, such as the thickness, dash type, and pattern of the outline.
- **Shadow:** The "Shadow" option in MS Word adds a shadow effect to a picture, giving it a 3D appearance by positioning the shadow behind the image in various styles and directions.
- **Reflection:** The "Reflection" option in MS Word adds a mirrored reflection effect beneath a picture, creating a sleek, reflective look that can be customized in size and transparency.
- **Glow and Soft Edges:** The "Glow" option in MS Word adds a colored, glowing effect around the edges of a picture, while "Soft Edges" smoothens the picture's borders, giving it a blurred or faded look.
- **3D Format:** The "3D Format" option in MS Word adds three-dimensional effects to a picture, such as depth, bevels, and shadows, creating a more dynamic and textured appearance.
- **3D Rotation:** The "3D Rotation" option in MS Word allows you to rotate a picture in a three-dimensional space, adjusting its angle along the X, Y, and Z axes for a more dynamic visual effect.
- **Picture Correction:** The "Picture Correction" option in MS Word allows you to adjust the brightness, contrast, and sharpness of an image to improve its clarity and visual quality.



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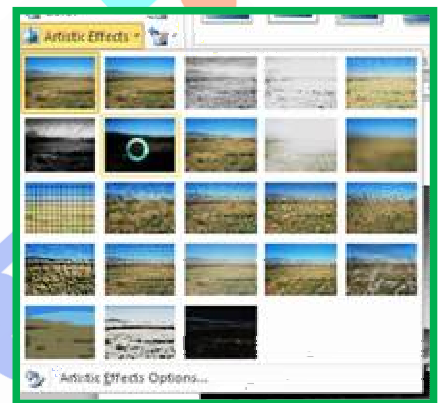
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- **Artistic Effects:** The "Artistic Effects" option in MS Word applies various creative filters to a picture, such as pencil sketch, watercolor, or oil painting, giving the image a unique artistic appearance.
- **Crop:** The "Crop" option in MS Word allows you to trim or remove unwanted parts of an image by adjusting its edges, shaping it to a desired size or aspect ratio.
- **Text Box:** A "Text Box" in a picture in MS Word allows you to insert and position text over or around an image, providing a way to add captions, titles, or descriptions within the image itself.
- **Alt Text:** "Alt Text" in a picture in MS Word provides a descriptive text alternative for an image, helping with accessibility by allowing screen readers to convey the image's content to visually impaired users.

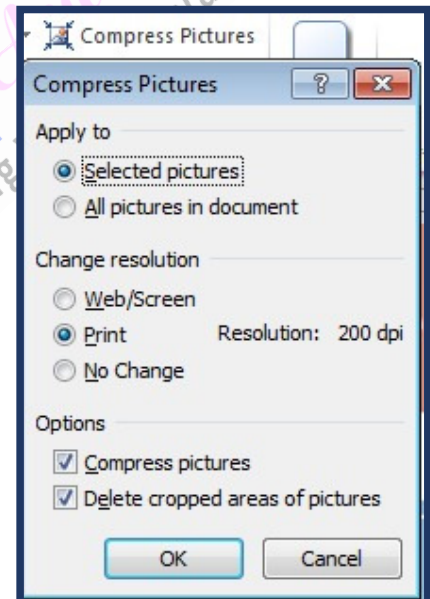
Artistic Effects

"Artistic Effects" in MS Word apply various creative filters to an image, such as pencil sketches, watercolor, or blurred effects, transforming the image into a stylized, artistic version. These effects allow you to enhance the visual appearance of the image with unique, artistic styles.



Compress Picture

The "Compress Picture" option in MS Word reduces the file size of an image by lowering its resolution or removing unnecessary image data, making the document smaller and easier to share or store.



Change Picture

The "Change Picture" option in MS Word allows you to replace an existing image with a new one while keeping the size and formatting of the original picture intact.

Reset Picture

The "Reset Picture" option in MS Word restores an image to its original state, removing all applied formatting, adjustments, and effects like cropping, color changes, or artistic effects.

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Formatting and Editing Pictures in MS Word

Assignment Using Picture in MS Word

Instruction:

- Make this Following Flow Chart Using Shapes and Shape fill.
- You have to add the image of the operating system from the internet

