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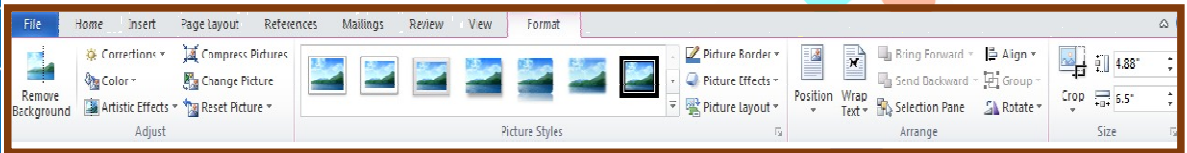
Positioning, Grouping and Arranging Pictures in MS Word

Microsoft Word

Module 13 - Positioning, Grouping and Arranging Pictures in MS Word

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.



Arrange Group

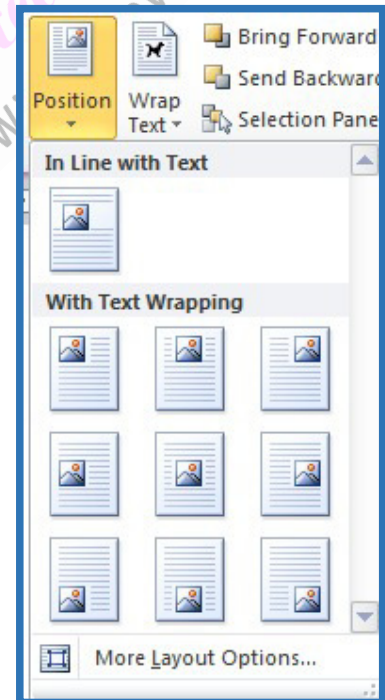
In Microsoft Word, the Arrange group under the Format tab (which appears when a picture is selected) provides various tools for positioning and aligning images within the document. These tools allow you to control the placement and layout of the image relative to text and other elements in the document.

Arrange group under the Format tab in Microsoft Word 2010:

- Position
- Wrap Text
- Align
- Group

Position of Picture in MS Word

In Microsoft Word 2010, the Position feature allows you to precisely place an image within your document. By selecting predefined positions or specifying exact measurements, you can control the image's location relative to the page, margins, or text.



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More Layout Option

In Microsoft Word, the More Layout Options feature provides advanced settings for positioning and aligning images within your document.

This allows for precise control over how images interact with text and other elements.

Absolute and Relative Position

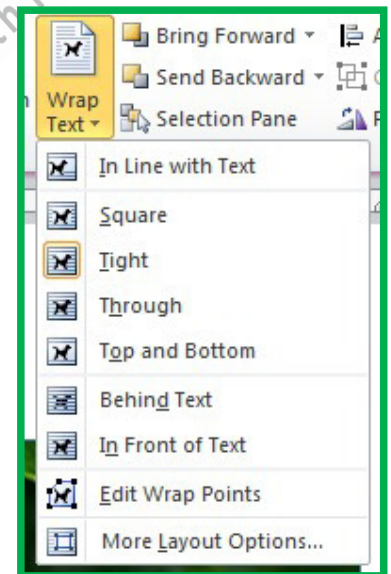
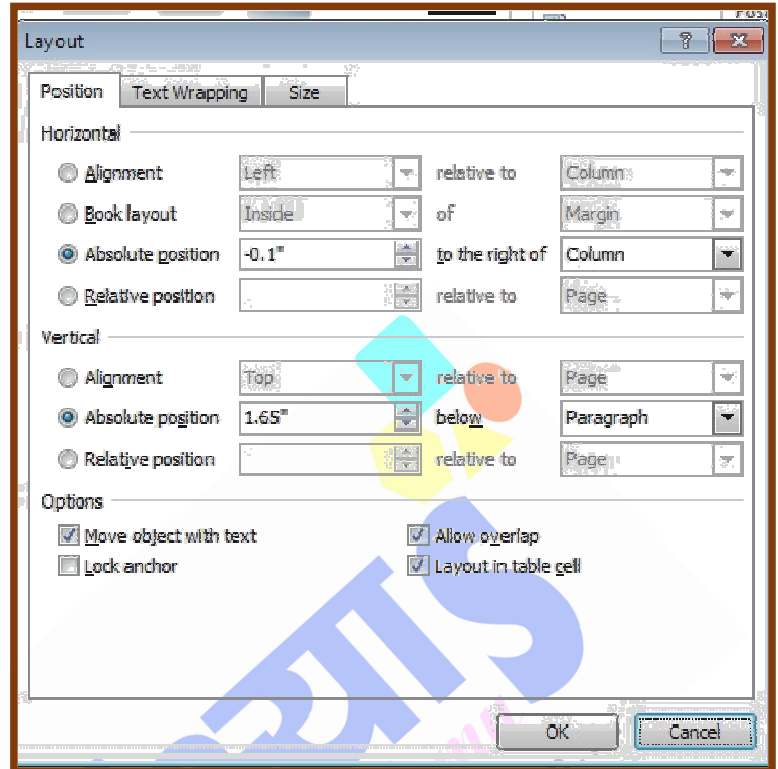
In Microsoft Word, absolute positioning fixes an image at a specific location on the page, ensuring it remains in that spot regardless of text changes. In contrast, relative positioning places an image in relation to another element, such as a paragraph or margin, so it moves if the reference element changes.

Wrap Text

In Microsoft Word, the Wrap Text feature determines how text flows around an image or object within your document. By selecting different wrap text options, you can control the positioning and alignment of images relative to the surrounding text, enhancing the document's layout and readability.

Edit Wrap Points

In Microsoft Word, the Edit Wrap Points feature allows you to customize how text flows around an image, providing greater control over your document's layout.



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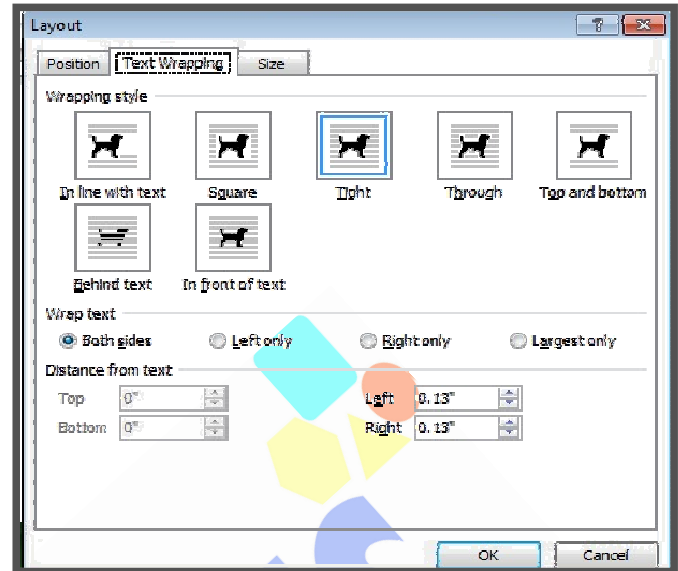
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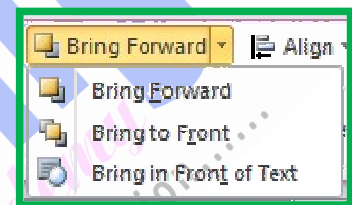
More Text Wrapping

- **Square:** Text wraps around the image in a square shape.
- **Tight:** Text wraps closely around the image's outline.
- **Through:** Text can flow through transparent areas of the image.
- **Top and Bottom:** Text flows only above and below the image.
- **Behind Text:** The image appears behind the text.
- **In Front of Text:** The image appears in front of the text.



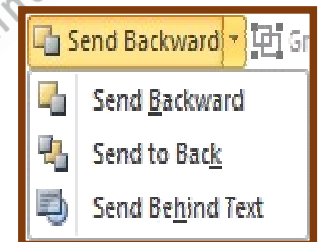
Bring Forward

In Microsoft Word, the Bring Forward feature allows you to adjust the layering of objects—such as images, shapes, or text boxes—by moving them up one level in the stacking order. This ensures that the selected object appears above the one directly beneath it, facilitating precise control over the document's layout.



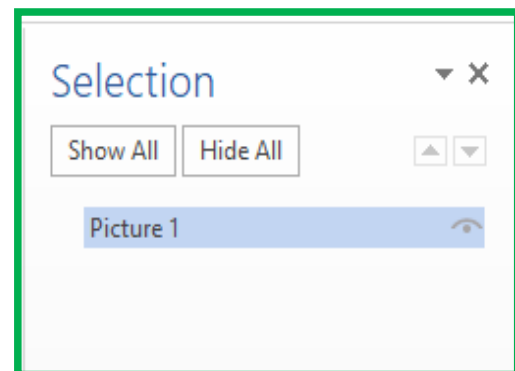
Send Backward

In Microsoft Word, the Send Backward feature allows you to adjust the layering of objects—such as images, shapes, or text boxes—by moving them down one level in the stacking order. This ensures that the selected object appears beneath the one directly above it, facilitating precise control over the document's layout.



Selection Pane

In Microsoft Word, the Selection Pane is a tool that allows you to manage and organize objects—such as images, shapes, and text boxes—within your document. It provides a list of all inserted objects, enabling you to select, reorder, group, ungroup, hide, or rename them for better document organization.



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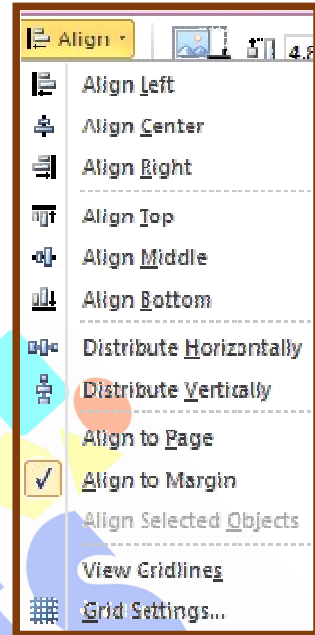
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Positioning, Grouping and Arranging Pictures in MS Word

Align Picture in MS Word

In Microsoft Word, the Align feature allows you to position images (and other objects) precisely within your document. By selecting an image and choosing alignment options such as Align Left, Align Center, or Align Right, you can control the image's horizontal placement relative to the page or surrounding text. This ensures a neat and organized layout, enhancing the overall appearance of your document.



Distribute Horizontally and Vertically

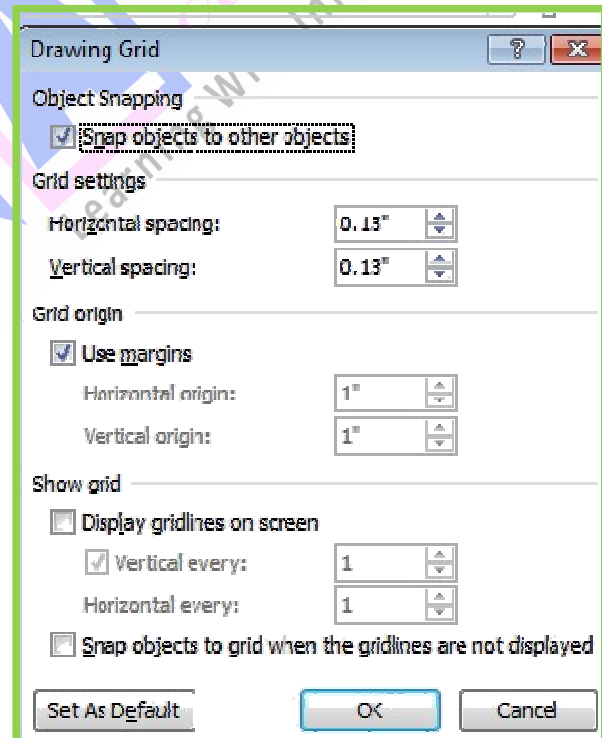
In Microsoft Word, the Distribute Horizontally and Distribute Vertically features allow you to evenly space multiple objects—such as images, shapes, or text boxes—either across the page (horizontally) or down the page (vertically). This ensures a uniform and organized appearance in your document.

Grid Settings

In Microsoft Word, the Grid Settings feature allows you to customize the gridlines that assist in aligning objects such as images, shapes, and text boxes. By adjusting these settings, you can control the spacing and behavior of the gridlines to suit your document's layout needs.

Object Snapping

Object snapping in Microsoft Word refers to the feature that automatically aligns objects (such as images, shapes, text boxes, or other elements) to a grid, other objects, or certain points on the document. This makes it easier to position objects precisely and evenly in the layout.



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Group Option in Format Menu

The **Group** function within the **Format** tab allows you to combine multiple objects—such as pictures, shapes, or other graphics—into a single grouped entity. This grouping enables you to move, resize, or apply formatting changes to all selected objects simultaneously, streamlining your workflow.

How to Group Objects:

1. Select the Objects:

- Hold down the Ctrl key and click each object you want to include in the group. Ensure that all desired objects are selected.

2. Access the Group Function:

- Navigate to the **Format** tab.
 - For pictures, this will be under **Picture Tools**.
 - For shapes or other illustrations, it will be under **Drawing Tools**.

3. Group the Selected Objects:

- In the **Arrange** group within the **Format** tab, click on **Group**, then select **Group** from the dropdown menu.

Important Considerations:

- **Text Wrapping:** The **Group** option may be unavailable (grayed out) if any selected object has its text wrapping set to **In Line with Text**. To enable grouping:

- Right-click each object.
- Hover over **Wrap Text**.
- Choose any option other than **In Line with Text**.
- Repeat this for all objects you wish to group.

- **Limitations:** Grouping is not supported for certain objects, such as tables or GIF images. Ensure that the objects you intend to group are compatible with the grouping function.

Ungrouping Objects:

1. Select the Grouped Object:

- Click on the grouped object to highlight it.

2. Access the Ungroup Option:

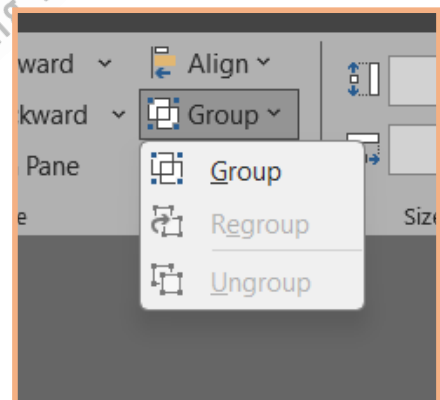
- Navigate to the **Format** tab under **Drawing Tools** or **Picture Tools** (this tab appears when a shape or picture is selected).
- In the **Arrange** group, click on **Group**, then select **Ungroup**.

This action separates the grouped objects, allowing you to modify each individually.

Regrouping Objects:

If you've previously ungrouped objects and wish to group them again:

1. Select One of the Previously Grouped Objects:



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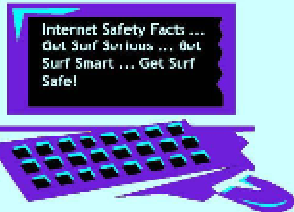
Positioning, Grouping and Arranging Pictures in MS Word

- Click on any object that was part of the original group.
 - 2. Access the Regroup Option:**
 - Go to the **Format** tab under **Drawing Tools** or **Picture Tools**.
 - In the **Arrange** group, click on **Group**, then choose **Regroup**.
- This will restore the original grouping without the need to select each object individually.

Make this Assignment Using Pictures In MS Word

Computer and Internet Safety Assignment #1

1. In Microsoft Word, create a document that has 1.25" margins all the way around, landscape view, and Arial font.
2. Insert a border of your choice. Make the title larger than the rest of the text.
3. Create a bulleted or numbered list.
4. Insert 2 graphics or document that represent internet or computer safety. (hint: after you copy and paste a graphic, click on it and go to picture tools, format, text wrapping and choose an option – Some of these options make your graphic movable.
5. Title Document: Computer and Internet Safety
6. Research and find 10 important safety tips for computers and internet. There are lots of tips and rules out there, but I want you to list the ones you feel are the most important for kids to know.
7. Create this list in an aesthetically pleasing manner as if it were a flyer to post around our classroom; easy to read and important.
8. Create a footer – include name and date
9. Save as: intsaftyassignment1.docx, in your Computers folder.
10. E-Mail to fpasame@sd45.bo.ca subject "Computer Assignment"

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