



Text Wrapping

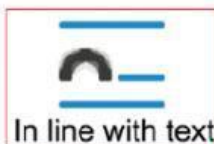


Drag and drop the correct type of wrap text to their results

Tulip



Tulips are another beautiful spring flower. Their Latin name is Tulipa. They start flowering in early March and flower all the way through to May. Tulips flower from a bulb and should be planted from October to November time. Tulips love full sun so must be in it all the time. They can be planted in many places including borders and containers. They are another very popular spring flower.



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Tulips come in many colours including yellow, red, pink and purple. Sometimes tulips are planted in long lines and when they all flower they can make a field look like a rainbow.



What is the style of the selected text below?

That is a dog.

B

I

U

A

What is the difference?

Harry Potter → Harry Potter

B

I

U

A

What is the difference?

Harry Potter → Harry Potter

B

I

U

A

How to change?

Harry Potter → Harry Potter

B

I

U

A

Drag the name to the correct icon

Underline Font size Bold Italic

Alignment Font Font color

What kind of alignment of the selected text is it?



Align Left Align Right Align Center **Align Justify**

Which alignment was applied to change from (1) to (2)?

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.



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A. Left

B. Center

C. Right

D. Justify

Why do we use Text Styles?



A. To create long documents

C. To format text faster

B. To change text wrapping

D. To insert images

**HARRY POTTER
AND THE SORCERER'S STONE**

--- CHAPTER ONE ---
THE BOY WHO LIVED

Author: J.K. Rowling

Harry Potter
and the Sorcerer's Stone

--- CHAPTER ONE ---
THE BOY WHO LIVED

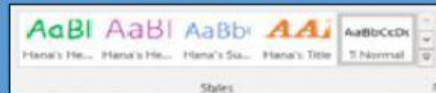
Author: J.K. Rowling

To remove all formatting of text, we click

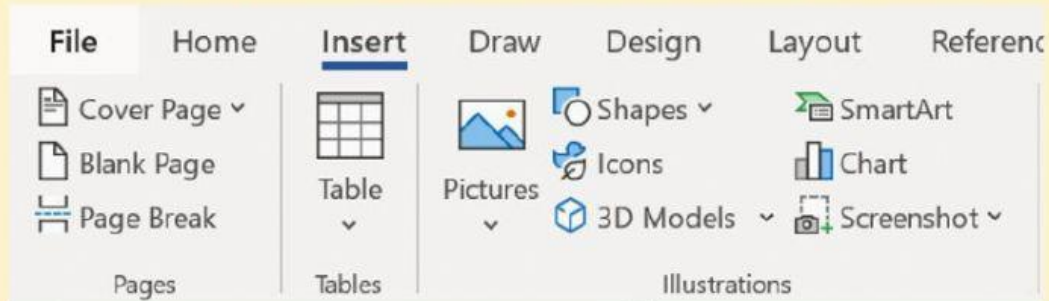
A₊ Create a Style

A→ Apply Styles...

A Clear Formatting



To add images to a document, which tab should be used?



A. File

B. Home

C. Insert

D. Design

To resize an image correctly, we should click on _____



How to change from image #1 to image #2?



(Image #1)

(Image #2)

• **Resize**

• **Crop**

• **Insert**

• **Wrap text**

How to change from image #1 to image #2?



image #1



image #2

- Resize
- Crop
- Insert
- Wrap text

To move images easily, we use



- Text styles
- Wrap text
- Crop
- Bullet points

