



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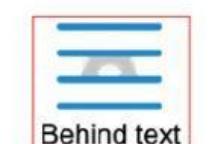
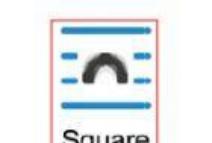
any colours including yellow, red, pink and purple. Sometimes tulips are planted in long lines and when they all flower they can make a field look

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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.



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purple. Sometimes tulips are planted in long lines and when they all flower they can make a field look

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

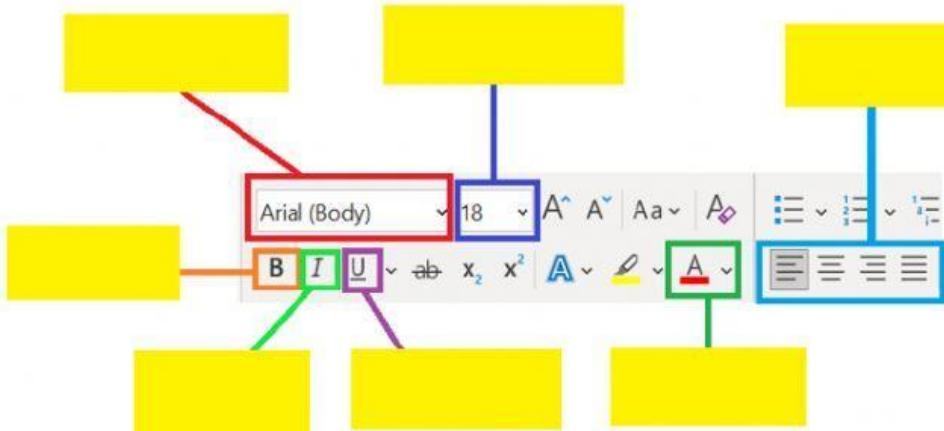
A

How to change?

Harry Potter → Harry Potter

B **I** **U** **A**

Drag the name to the correct icon



Underline

Font size

Bold

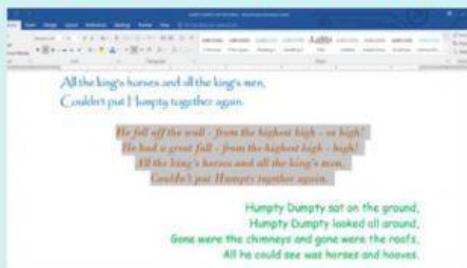
Italic

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)?

A. Left

(1)

B. Center

C. Right

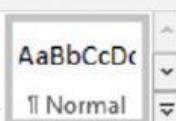
(2)

D. Justify

Why do we use Text Styles?

AaB**I** AaB**I** AaB**bI** **AaJ**

Hana's He... Hana's He... Hana's Su... Hana's Title



Styles

- A. To create long documents
- B. To change text wrapping
- C. To format text faster
- D. To insert images

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**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

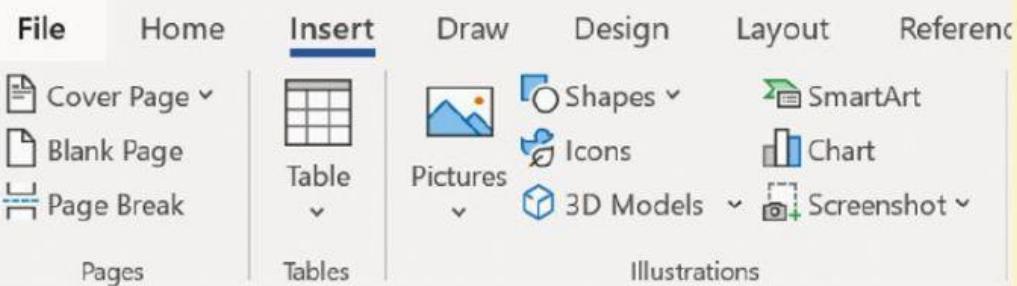
A₊ Create a Style

A_o Clear Formatting

A_→ Apply Styles...

AaB1 AaB1 AaBb1 AaJ1 AaBbCcD1
Hana's He... Hana's He... Hana's St... Hana's Tit... T Normal
Styles

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



A. File

B. Home

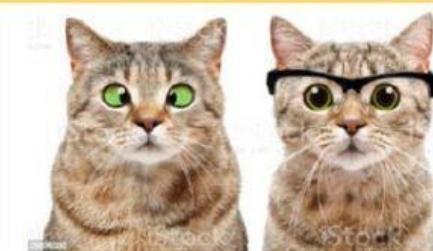
C. Insert

D. Design

To resize an image correctly, we should click on _____



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



(Image #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



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 galleries. Themes and styles coordinate. When you click pictures, charts, and SmartArt

the elements you want from the different also help keep your document

Design and choose a new Theme, the graphics change to match your new

theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device. Video provides a

- Text styles
- Wrap text
- Crop
- Bullet points

