

UNIT 3: WORD PROCESSING

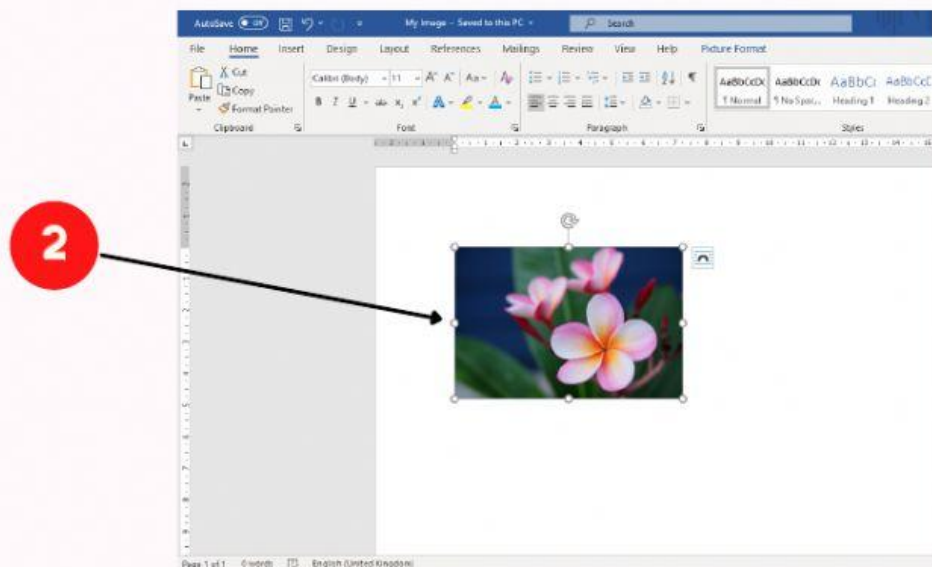
USING WRAP TEXT TO MOVE AN IMAGE



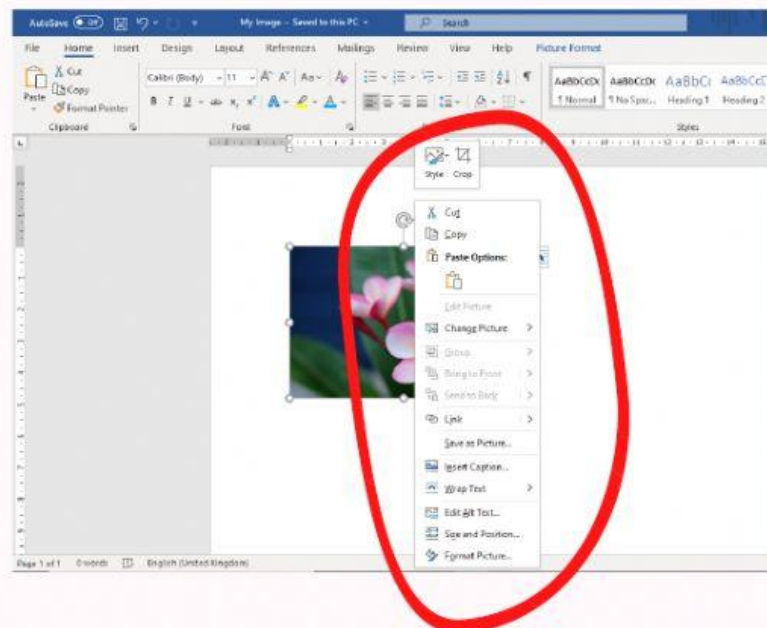
Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

Step 1: Open the file My Image.

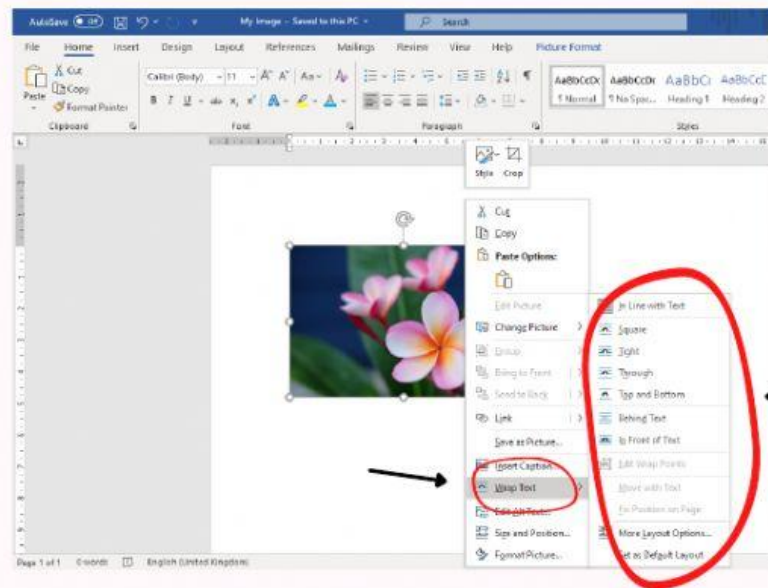
Step 2:



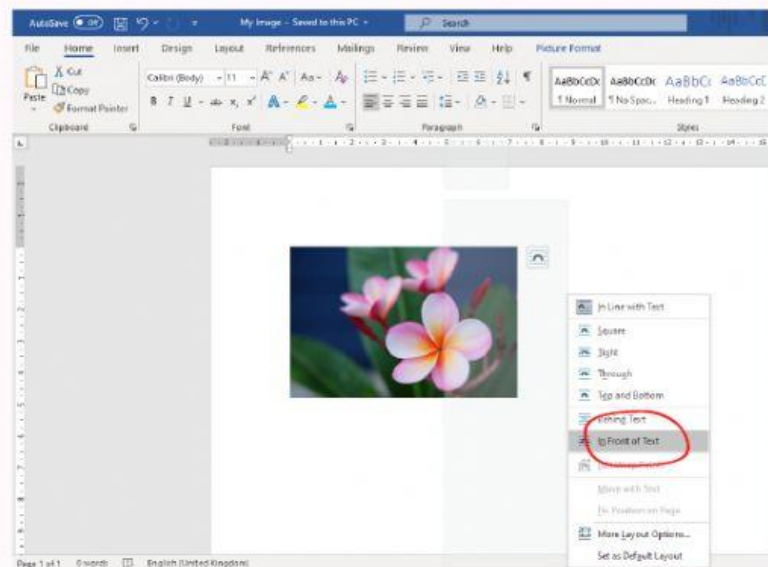
Step 3:



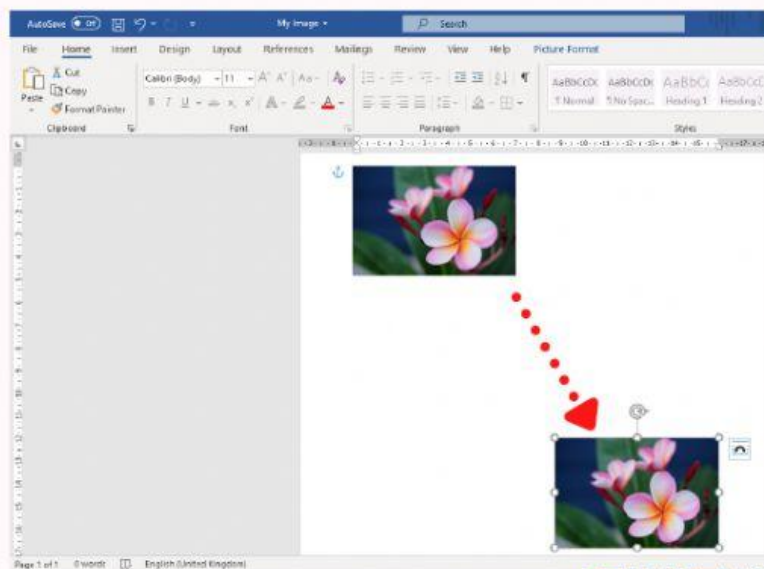
Step 4:



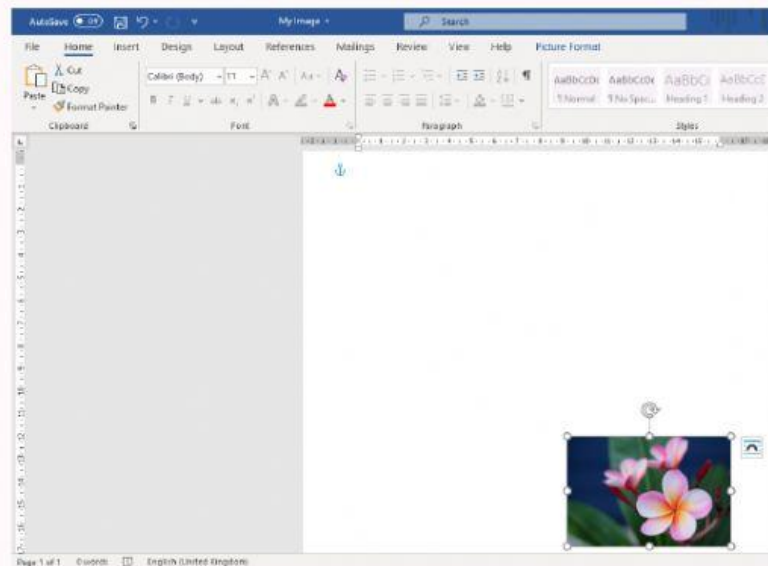
Step 5:



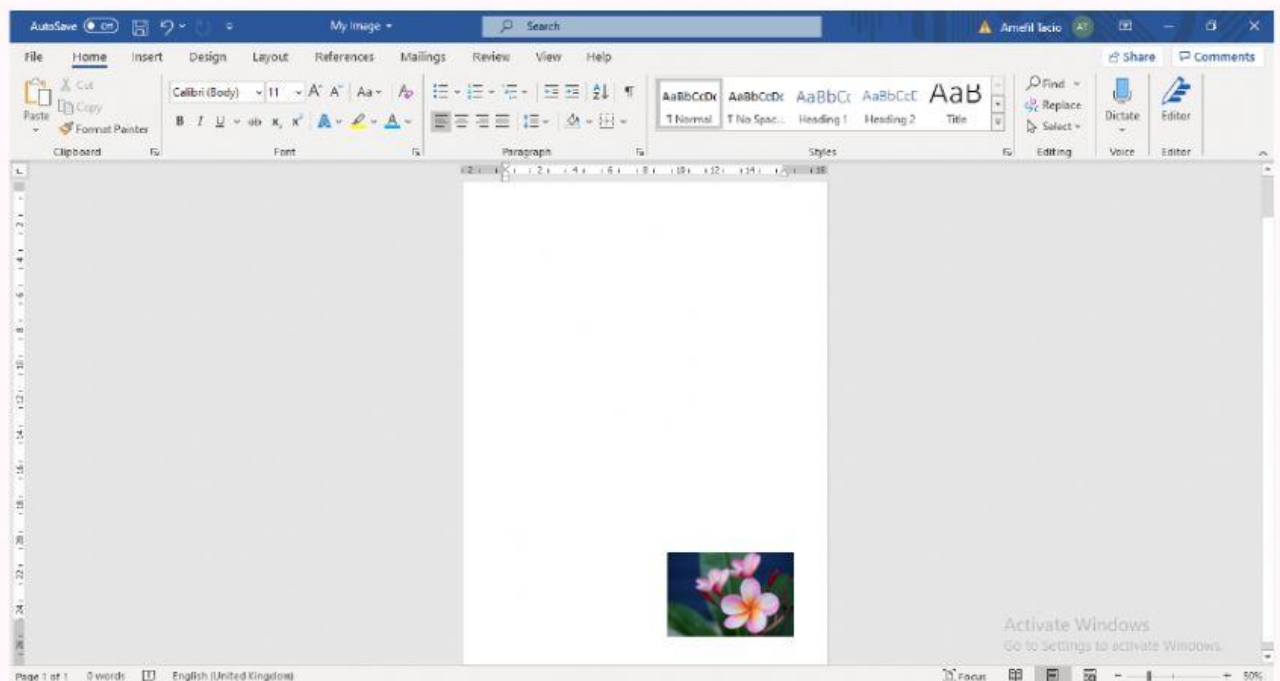
Step 6:



Step 7:



Step 8: Save and close your work.



WORD BANK

- ~~Save and close the file My Image.~~
- Drag the image to another area of your document.
- Right click the selected image to see the options.
- Release the mouse button.
- Place the mouse pointer on **Wrap Text** to see more options.
- Click the image to select.
- ~~Open the file My Image.~~
- Click **In Front of Text** option.