

Editing In Microsoft Words

Editing photos in Microsoft Word is quite simple and offers a range of tools for enhancing your images. Here's how you can edit photos within a Word document:

1. Insert the Image:

Open your Word document.

Go to the **Insert** tab in the ribbon at the top.

Click **Pictures**, then choose **This Device** to select and insert a photo from your computer.

2. Select the Image:

Once the image is inserted into the document, click on it to select it. This will activate the **Picture Format** tab at the top of the screen.

3. Edit the Image:

Under the **Picture Format** tab, you'll find a variety of options for editing:

a. Resize and Crop:

Resize: Click and drag the corner handles of the image to adjust its size.

Crop: To crop the image, click the **Crop** button in the **Size** group under the **Picture Format** tab. Then, drag the handles to remove the parts of the image you don't want. Click **Crop** again to finalize.

b. Apply Picture Styles:

In the **Picture Styles** group, you can select predefined styles to give your image a frame, shadow, or other effects. Just click on one of the styles to apply it.

c. Adjust the Image:

Brightness and Contrast: In the **Adjust** group, click **Corrections** to adjust the brightness, contrast, and sharpness.

Color: Click **Color** to change the color saturation or apply a color tone to the image.

Artistic Effects: Choose **Artistic Effects** to apply effects like blur, pencil sketch, or paintbrush styles to your image.

Remove Background: If you need to remove the background of your image, click on **Remove Background** in the **Adjust** group, and Word will automatically detect and highlight the background. You can then adjust the selection.

d. Apply Picture Effects:

Shadow, Reflection, Glow, Soft Edges: In the **Picture Effects** menu, you can add shadows, reflections, glows, or soft edges to your image.

Click on **Picture Effects**, and choose one of the effects to apply. You can further customize these effects as needed.

e. Rotate the Image:

In the **Arrange** group, you can click the **Rotate** button to rotate the image, flip it, or adjust its orientation.

4. Text Wrapping:

If you want to adjust how text flows around the image, click the image and select **Wrap Text** in the **Arrange** group. You can choose options like **Square**, **Tight**, **Behind Text**, or **In Front of Text** to change the positioning of the text around the image.

5. Borders:

To add a border around the image, go to the **Picture Border** option under the **Picture Format** tab. Here, you can change the color, weight (thickness), and style of the border.

6. Format the Image:

To fine-tune your image, you can also adjust the alignment and position within the page by using the **Align** and **Position** tools found under the **Picture Format** tab.

Formatting Pictures

Formatting pictures in Microsoft Word allows you to adjust how an image appears and interacts with the text and layout in your document. Here's how you can format pictures effectively:

1. Insert the Picture

- Open your Word document.
- Click on the **Insert** tab in the ribbon.
- Click on **Pictures**, then choose **This Device** to select and insert a picture from your computer.

2. Select the Picture

- Once the picture is inserted, click on it. This will bring up the **Picture Format** tab in the ribbon.

3. Picture Format Options

a. Resize the Picture:

- **Resize handles:** Click on the image to display resizing handles at the corners. Drag a corner handle to adjust the size while maintaining the aspect ratio (proportions).
- **Exact size:** Under the **Picture Format** tab, in the **Size** group, you can input exact measurements for the height and width of the image.

b. Crop the Picture:

- Click on the **Crop** button in the **Size** group on the **Picture Format** tab.
- Drag the cropping handles to adjust which parts of the image are visible. Once done, click **Crop** again to finalize.

c. Apply Picture Styles:

- Under the **Picture Styles** group, you can choose predefined styles to give your image effects like borders, shadows, or 3D effects.
- **More options:** Click the drop-down arrow next to the Picture Styles gallery for additional styles.

d. Picture Effects:

- Click on the **Picture Effects** button in the **Picture Styles** group to add visual effects like:
 - **Shadow:** Adds a shadow to your image.
 - **Reflection:** Creates a reflection below the image.
 - **Glow:** Adds a glow around the image.
 - **Soft Edges:** Adds a soft fade around the edges of the image.
 - **Bevel:** Adds a 3D effect.
- Hover over the effects to see a preview and click to apply your choice.

e. Adjust Image:

- **Brightness and Contrast:** In the **Adjust** group, click on **Corrections** to modify the brightness, contrast, and sharpness of the image.
- **Color Adjustments:** Click **Color** to apply color adjustments, such as saturation, tint, or changing the color tone of the image.
- **Artistic Effects:** Click on **Artistic Effects** to apply visual effects like pencil sketches or oil painting.
- **Remove Background:** If the image has a background you want to remove, click **Remove Background**. Word will try to detect and highlight the background, which you can adjust manually.

f. Borders:

- **Picture Border:** Click on the **Picture Border** button under the **Picture Format** tab to add a border to the image. You can choose the color, thickness, and style (e.g., solid, dashed).

4. Text Wrapping (How Text Interacts with the Image)

To control how text flows around your image, use the **Wrap Text** feature:

- Click the image to select it.

- On the **Picture Format** tab, in the **Arrange** group, click **Wrap Text**.
- Choose one of the following options:
 - **In Line with Text**: The image behaves like text and stays in the line with the surrounding words.
 - **Square**: Text wraps around the image in a square shape.
 - **Tight**: Text wraps tightly around the image's outline.
 - **Behind Text**: The image sits behind the text.
 - **In Front of Text**: The image sits in front of the text, covering any text underneath.
 - **Top and Bottom**: Text appears only above and below the image.

Aligning the Image:

- To align the image, click **Align** in the **Arrange** group under the **Picture Format** tab.
- You can align the image to the left, center, or right, or distribute it evenly with other objects.

5. Position the Image

- To move your image to a specific location, click **Position** in the **Arrange** group.
- You can select from predefined image positions, like aligning it with the top-left corner or center of the page.

6. Rotate the Picture

- In the **Arrange** group, click **Rotate** to rotate the image in various directions or flip it.
- Use **Rotate Right 90°** or **Rotate Left 90°**, or select **More Rotation Options** for precise angle control.

7. Advanced Layout Options

- For more advanced control, click the small arrow in the bottom right corner of the **Arrange** group (next to **Position** or **Wrap Text**). This opens the **Layout** dialog box where you can fine-tune the image's alignment, wrapping, and positioning with even more precision.