

Date: 02 May 2024	Day: 07/40	Duration: 1 Hr
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1. Picture Formatting in MS Word

- a. Use of PNG formatted picture
 - i. Exercise: Download a png formatted picture and insert it into sample.docx
- b. Removable of picture background
 - i. Exercise:
 1. *Insert a JPG picture into Sample.docx and try to remove background of it.*
 2. *Use online service to remove background of image*
 3. *Open anti-bully.jpg file and use any OCR tools to extract text from the image.*
 4. *Create a new word document file called new-ab.docx and paste those text which were extracted from the anti-bully.jpg*
 5. *Format the document in a way that it resembles the format of anti-bully.jpg*
 6. *Now convert those two pictures which were on the anti-bully.jpg file into png and insert them into your new-ab.docx.*
- c. To explore the tools in Picture Format tab.
 - i. *Size*
 - ii. *Crop*
 - iii. *Crop to shapes*
 - iv. *border*
 - v. *Wrap text:*
 - vi. *Align*
 - vii. *Position*

2. Introduction to the in-built tools in Home Tab of MS word Part-II

a. Styles Ribbon

- i. Create customized styles
 1. Exercise: Create a format style of your choice and use it in a document.

b. Editing Ribbon

- i. Find and Replace
 1. Exercise1: Find how many occurrence of the word you in the sample.docx file.
 2. Exercise2: Replace the word “you” in the sample.docx document with “me”.
- ii. Select tools
 1. *Exercise: Select all three object in the document sample.docx; circle, rectangle and arrow and resize them.*