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INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP

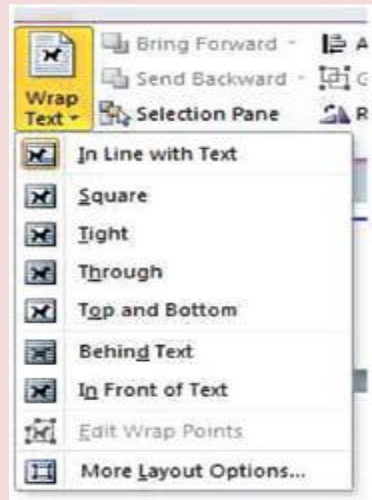
DATE:-28.04.2020 (TUESDAY)

WORD PROCESSING

SESSION 9:TEXT WRAPPING

I told you in the previous class inserting and illustrations in MS word processing .Text wrapping is a Feature supported by many word processors that enables you to surround a picture or diagram with text .The text wraps around the graphic.Text wrap in HTML is most frequently used to describe wrapping of text around an image in the HTML code.

How to text wrap in MS word Processing system



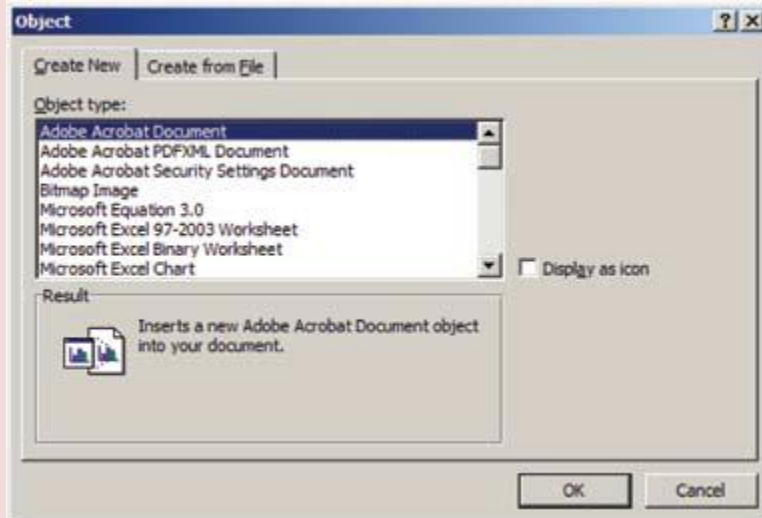
- In line with text – the default setting. The image is part of the line of text on which it is inserted
- Square- the text flows around the image
- Tight- the margins between the image and text are smaller
- Through
- Top and Bottom – text appears at the top and bottom of the image
- Behind text- the image appears behind the text, a bit like a background image
- In front of text – the reverse of the above. The image actually obscures the text it is in front of.

SESSION 10 INSERTING OBJECT :

Inserting object in MS word allows for the insertion of many objects To begin a open a new document and click “Insert” on the menu bar

To insert an object

- Open a new document
- Select Insert Tab
- Click Object under Text section. A dialog box will be displayed



- Select create from File Tab
- Click Browse Click **Browse** and select a file such as a spread sheet or a PDF document that is available on your computer, Click **Open** and Click **OK**
- Notice the document is available embedded within your word document.

Note: If you would like to edit the embedded document, double-click on it. It will automatically open it for editing using respective application. Now try inserting different types of document using the procedure mentioned above.

Note: 1. The embedded objects cannot be printed.

2. The person opening your document must have the relevant software loaded on their computer to operate the embedded file.
3. If you embed an object, the size of your document increases significantly and this may cause problems in emailing the document as an attachment.
4. If you link an object, the person opening that document must have a direct connection to the original file location of the object.

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