

Paragraph Group

Indent



Left :- Left to right line or paragraph.



Right :- Right to left line or paragraph.

For ex.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed 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 the elements you want from the different galleries.

Spacing



Before: - Space before of the current paragraph.



After:- Space After of the current paragraph.

For ex.

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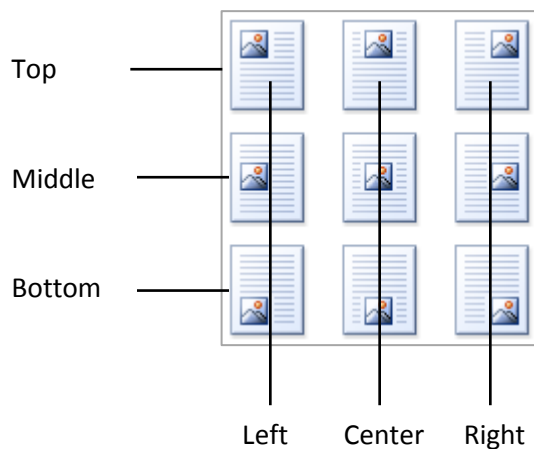


Position

Change position inserted picture on the page.

- Click page layout
- Click on the picture for change position
- Click position
- Select position

For ex.



Wrap Text

Set picture behind, front or between of the text.

- Page layout
- Click on the picture
- Click wrap text.
- Select any option you want to apply

Behind Text :- Set picture behind of the text.

In front of text :- Set picture in front of the text.

Square :- Set picture between of the text.

Top and Bottom: - Set picture top and bottom of the text.



Bring forward

It is use to two or more pictures.



Bring forward : - One step top of the two pictures.



Bring to front : - Top of the all pictures.



Send Backward

It is use to two or more pictures.



Send Backward : - One Step below of the two pictures.



Send to Back : - Below of the all pictures.

- Select picture for apply the forward or backward
- Page layout
- Click send backward or send forward



Selection Pane

Selection pane use to show or hide of the selected picture but

it is work after apply any picture position.

- Click on the picture
- Page Layout
- Click Selection Pane
- Click Eye symbol in front of picture number.



Align

It is use to change current position on the any picture. (For ex. Left, Center, Right, Top, Middle, and Bottom)

- Click on the picture
- Page Layout
- Align
- Select picture position



Group

Group or ungroup two or more shapes after select.

- Select two shapes (**Note:** Second shape select with shift key)
- Page Layout
- Group
- Click Group

For ex.



Rotate

Rotate any selected picture or shapes.

- Click picture or shapes for rotate
- Page Layout
- Rotate
- Click rotate degree (for ex. 90°, 180° or select more option)