

Chapter - 5
Inserting Objects in Word

Question/Answer

1. What do you understand by image resizing?
⇒ Image resizing refers to changing the size of an image. Image resizing gives a chance to decrease or increase the size or height & width of the image so that it (that image) satisfies the user's choice.
2. Define cropping.
⇒ The way to remove unwanted outer part of an image is called cropping. Cropping allows user to remove unwanted portion of the by dragging with mouse. Cropping doesn't mean to make image size small instead of that it allows the user only to remove that part of image which is useless.
3. What is flipping?
⇒ Reversing an image around an imaginary vertical or horizontal axis to get a mirror image is called flipping. The writer provides two different options in flipping i.e. Flip Horizontally & Flip Vertically.
4. What is image rotation?
⇒ Rotating an image by some angle is called rotating / Image Rotation. Writer allows

a user to rotate a image by two given options - Rotate 90° Left & Rotate 90° Right. By using rotate option we can move the image by some angle.

5. How can you enhance an image in Word?
⇒ We can enhance the image by resizing, cropping, applying various effects & by changing modes of an image.
6. What is greyscale?
⇒ Greyscale is the mode of the image. It converts the image into greyscale effects. This mode applies various ranges of greyscale from white to black. The greyscale mode shows the image similar to the image if we take a black & white printouts.
7. Explain Watermark?
⇒ Watermark mode of image converts it into a watermark image. Watermark image is a faint image or light image which is appeared in the background of the document. When watermark image is created, it is applied on every pages of the document. Watermark image identifies the person who created the document.

Q: Explain Image Transparency

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8° Explain image transparency?

⇒ The amount of background color that is visible behind the image is called as image transparency. By default images are opaque.

↳ To give transparency to the image follow the given steps:-

1. Click Background icon in the Frame toolbar. This opens a list of available colours.

2. Select a Background color.

3. Click the up arrow of combo box next to transparency icon. To change image transparency.

9° What kind of drawing objects can be inserted in the document?

⇒ We can insert shapes, diagrams, flowcharts, curves, lines, word arts & symbol in our document. We can enhance these objects with colors, pattern, border & other effects.

10° When does a writer creates a frame?

⇒ When we insert an image to our document it automatically generated a frame of the border of respective image. The changes to the image ^{can be made using the options in the Image frame} ~~can be made using the options in the Image frame~~ Toolbar. When any object, including an image, is inserted in the document, Writer assigns a frame to that object.

