

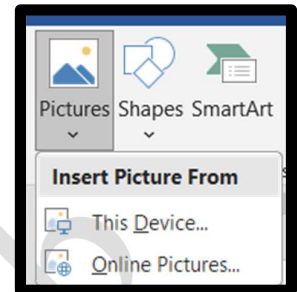
- All Computer Courses
- English Language Courses
- Brand Marketing & Custom Software Solution
- Academic Tuition (All Subjects)

Website: <https://learninghubshahabad.in>

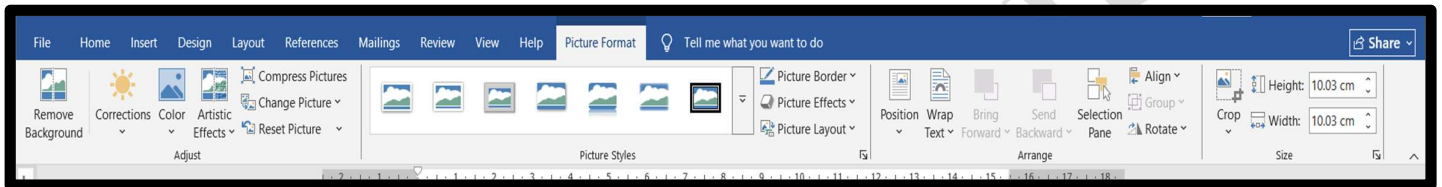
INSERT MENU

Picture

In MS Word, a Picture is an image inserted into a document to make it visual and informative.



Helping Tool of Picture Format Menu

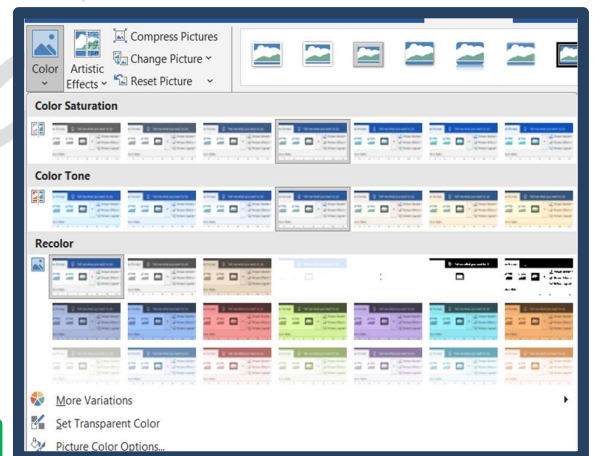
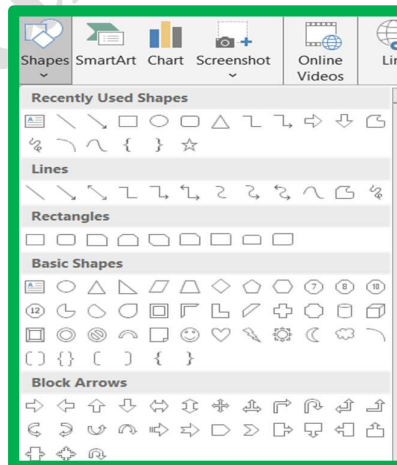


How to set Transparent Picture

In MS Word, a Transparent Color is a color in a picture that you make see-through so the background shows through.

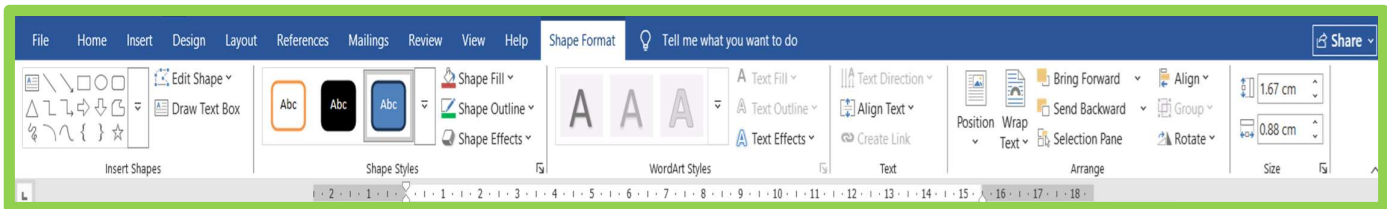
Shapes

In MS Word, Shapes are pre-made objects like rectangles, circles, arrows, and lines that you can insert and customize in your document.



- All Computer Courses
 - English Language Courses
 - Brand Marketing & Custom Software Solution
 - Academic Tuition (All Subjects)
- Website: <https://learninghubshahabad.in>

Helping tool of Shape Format Menu



How to Group Shapes

In MS Word, to group shapes:

1. Select all the shapes you want to group (hold Ctrl and click each shape).
2. Go to Shape Format tab → click Group → select Group.

Key options in Arrange group:

1. **Bring Forward / Send Backward** – Moves the selected object in front of or behind other objects.
2. **Selection Pane** – Shows all objects so you can select, hide, or reorder them easily.
3. **Align** – Aligns objects to the left, right, center, top, bottom, or distributes them evenly.
4. **Group / Ungroup** – Combines multiple objects into one or separates them.
5. **Rotate** – Rotates or flips the selected object.