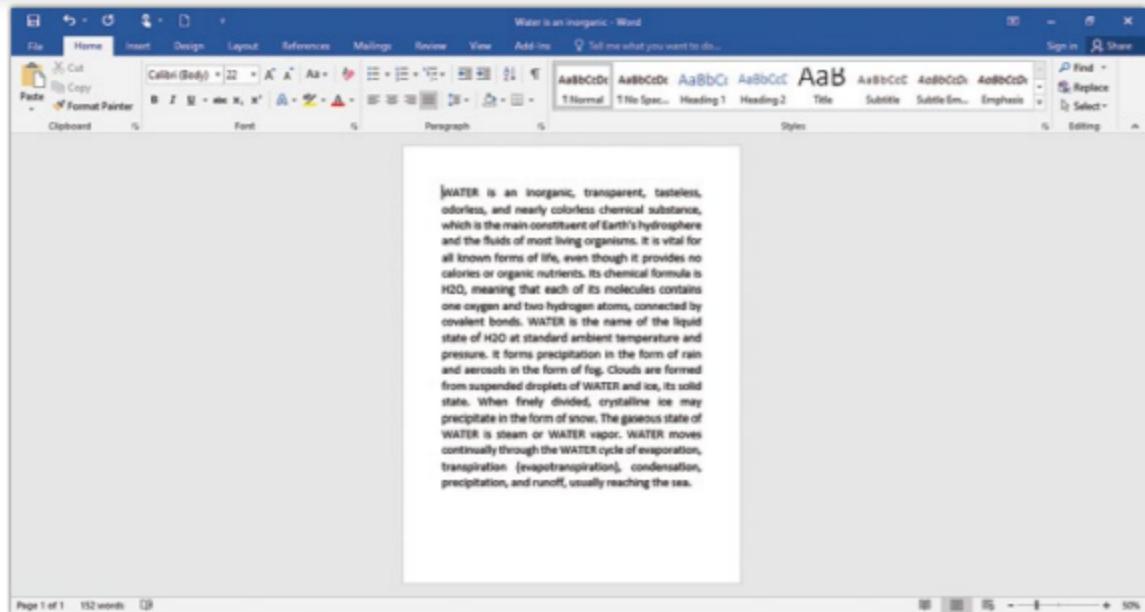


Water is an inorganic, transparent, tasteless, odorless, and nearly colorless chemical substance, which is the main constituent of Earth's hydrosphere and the fluids of most living organisms. It is vital for all known forms of life, even though it provides no calories or organic nutrients. Its chemical formula is H₂O, meaning that each of its molecules contains one oxygen and two hydrogen atoms, connected by covalent bonds. WATER is the name of the liquid state of H₂O at standard ambient temperature and pressure. It forms precipitation in the form of rain and aerosols in the form of fog. Clouds are formed from suspended droplets of WATER and ice, its solid state. When finely divided, crystalline ice may precipitate in the form of snow. The gaseous state of WATER is steam or WATER vapor. WATER moves continually through the WATER cycle of evaporation, transpiration (evapotranspiration), condensation, precipitation, and runoff, usually reaching the sea.

Page 1 of 1 152 words

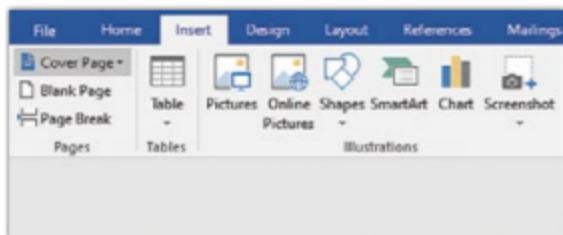
50%



Drawing Tools

Word allows us to insert pictures, shapes and other designs in our documents

For that, we have to choose **Illustrations group** under **Insert tab**.



The screenshot shows the Microsoft Word ribbon with the "Insert" tab selected. The "Illustrations" group is highlighted, containing icons for Cover Page, Blank Page, Page Break, Pages, Tables, Pictures, Online Pictures, Shapes, SmartArt, Chart, Screenshot, and Illustrations.

Working with Shapes

We can insert various shapes in word documents. The list of shapes appears when you click on the **shapes option**.

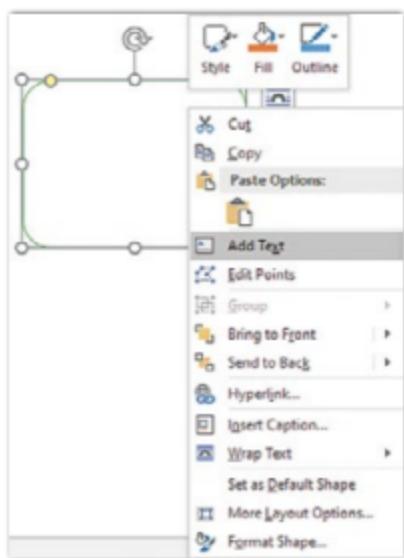
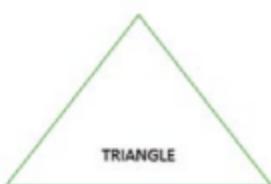
The mouse pointer changes when you choose any shape for inserting in your document. Click and drag the mouse for inserting the shape in your document.



Placing text in shapes

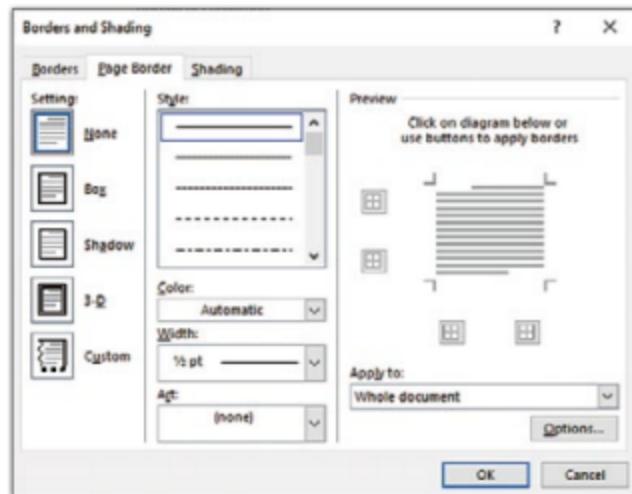
Not only you can insert a shape, you can also place text inside the shapes.

To place text in a shape, right click on the shape and choose option Add Text. The cursor will appear and you can write inside the shape.



Apply border and shading

Page borders give a page a beautiful look. You can put page border on your document by choosing **Page Borders** option under Page Background group in Design tab.



Shown are some of the choices given in Page Border. You can choose from Styles option or from Art option. The document is shown along.

