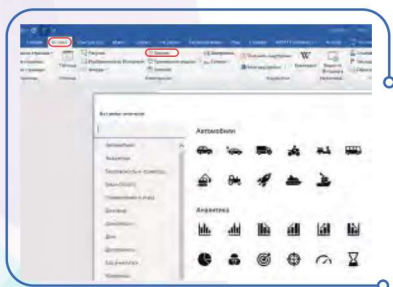


16-dars. HUJJATLARDA RASMLAR BILAN ISHLASH

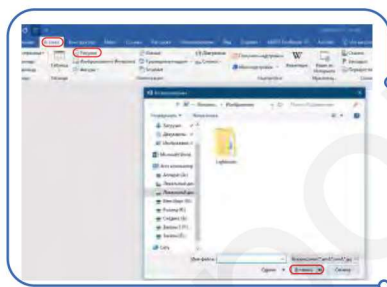
Rasm, foto, surat, chizmalar orqali insonlarga juda ko'p ma'lumotlarni yetkazish mumkin. Ayniqsa, biror voqea yoki hodisani tushuntirishda har kim har xil tasavvurga ega bo'ladi. Rasmlar esa hujjatlarga nafaqat uyg'unlik kiritadi, balki uni chiroyli va ko'rgazmali tarzda ifoda etadi.

Kompyuter dasturlari bu yo'nalishda juda katta imkoniyatlarga ega. Bunday dasturlar qatorida MS Word dasturi ham kiradi va unda rasmlar bilan ishlashning bir qancha imkoniyatlari bor.

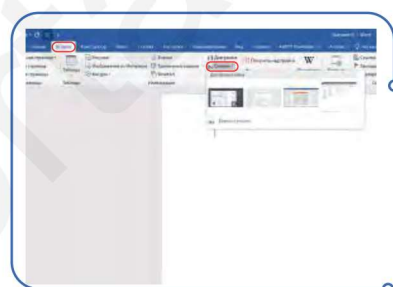
MS Word dasturida rasm va grafik tasvirlarni hujjatga bir necha usul bilan yuklash mumkin:



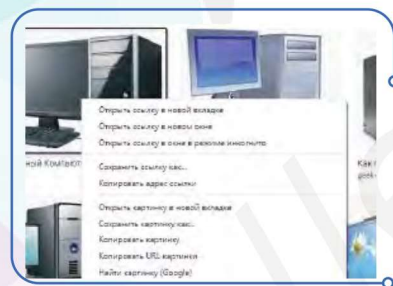
1. Dasturning o'z kutubxonasidagi rasmlar



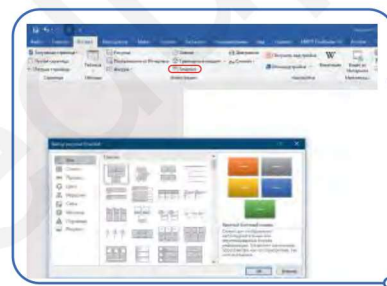
2. Kompyuterdagi sizga tegishli rasmlar



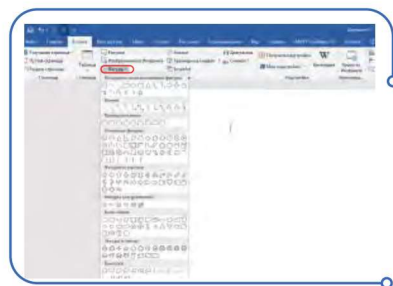
3. Skrinshot qilingan rasmlar



4. Internetdagi rasmlar



5. "Вставка" bo'limining SmartArt shakllar oynachasi



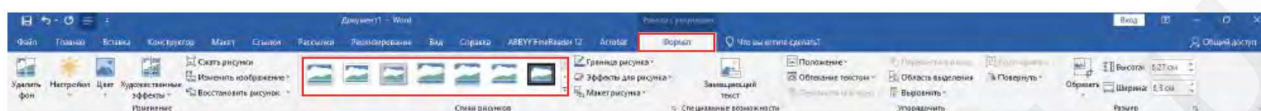
6. "Вставка" bo'limining obyekti

Demak, MS Word dasturida yuklangan rasmlar turli formatlarda saqlanib ular bir-biridan sifati va hajmi bilan farq qilishi mumkin:

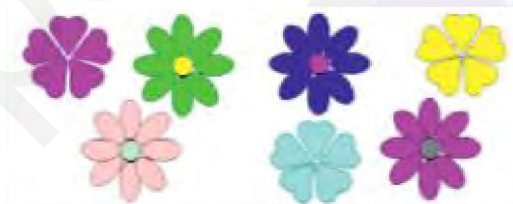
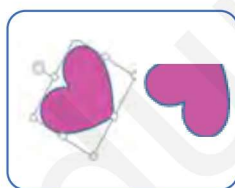
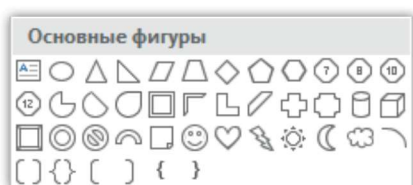
- **PNG** formatdagi rasmlar;
- **JPEG** formatdagi rasmlar;
- **BMP** Paint dasturida chizilgan va saqlangan fayllar;
- **GIF** formatdagi rasmlar.

Rasmlarni sahifaga joylashtirish uchun, asosan, "**Вставить**" buyrug'i ishlatiladi. Demak, MS Word dasturida yuklangan rasmlar turli formatlarda saqlanadi va ular bir-biridan sifati va hajmi bilan farq qilishi mumkin. Biz dizayn so'zini ko'p eshitganmiz, uni dastur menyusining tasmaida ham uchratish mumkin. Bu bo'lim yordamida sahifalarni turli ko'rinishlarda

bezash usullari, ranglar kombinatsiyalaridan foydalanish mumkin. Lekin rasmlarning chegara qismi va soyasini turli usullarda ifodalash uchun avval uni hujjatga yuklab olamiz. Yuklangan rasmni sichqoncha bilan belgilab olgach, menyu tasmaidan **Работа с рисунками ФОРМАТ** paneli faollashadi va undan ixtiyoriy dizayndagi rasm maketi tanlanadi.



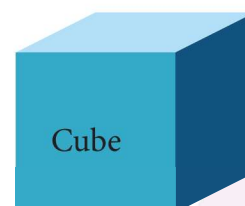
1-mashq. MS Word dasturini ishga tushiring. Menyu bo'limidan **Вставка → Фигуры → Основные фигуры** – oynachasida oval va yurakcha shakllarini tanlang va rasmlar hosil qiling



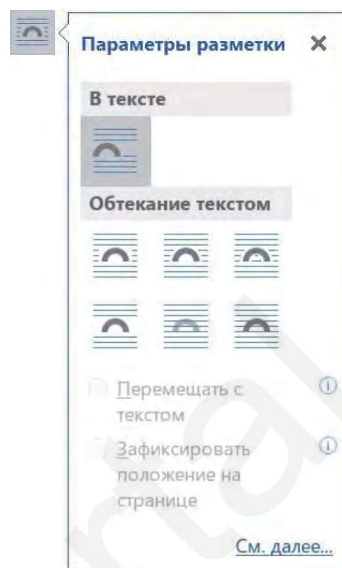
Qo'yilgan rasmlarni burish uchun, uni belgilash, so'ngra sichqoncha bilan burish nuqtasini harakatga keltirish lozim. Shunda siz gul rasmini hosil qilish uchun yurakchani turli yo'nalishda aks ettirishingiz mumkin.

2-mashq. **Вставка → Фигуры** ko'rsatmasini bajaring va hosil bo'lgan oynachadan geometrik shakllarni tanlab, sahifaga joylashtiring.

Shakllarga nom berish va rangini o'zgartirish amallarini bajaramiz. Shakl ichiga matn kiritish uchun shaklni sichqoncha bilan belgilab, o'ng tugmachani bosamiz va hosil bo'lgan kontekst-menyudan **Добавить текст** ko'rsatmasini bajaramiz. Shakl ichida kursor paydo bo'lgach, unga nom kiritamiz.



3-mashq. Taomlar ro'yxati (Menyu) varaqasini hosil qilamiz va **Параметры разметки** yordamida rasmlarni matnga nisbatan tekislash usullaridan foydalanamiz.



SAVOL VA TOPSHIRIQLAR

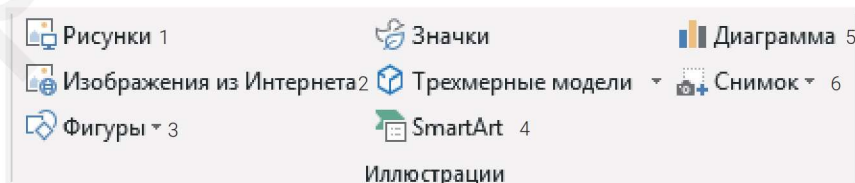


1. MS Word dasturida hujjatga rasm joylashtirishning qancha usuli mavjud?
Javob_____
2. MS Word dasturida qanday formatdagi rasmlar bilan ishlash mumkin?
Javob_____
3. Sahifaga rasm joylashtirish uchun menyu tasmasidagi qaysi bo'lim tanlanadi?
Javob_____
4. Sahifa yo'nalishini o'zgartirish uchun qanday bo'lim tanlanadi?
Javob_____

UYGA VAZIFA



1. Rasmni yuklab olishning qanday usullari ko'rsatilgan? Raqamlarga mos javoblarni yozing.



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____