

Insert Tab

Insert tab to display button related to all the items that you can insert into a document

- a) Pages
- b) Tables
- c) Illustration
- d) Apps
- e) Media
- f) Links
- g) Comments
- h) Header & Footer
- i) Text
- j) Symbols

Page group consist of cover Page, Blank Page, Page Break

Covert Page: Book 's front cover page in inserted. Built in models (cover pages templates')are displayed, select any one. Values for title, author, publisher, and other details are displayed by taking from document properties if already given or type now at respective placeholders

Blank Pages: Insert a blank page after the current page

Page Break: Insert a page break at cursor location. That is from cursor location everything to next page

Table group consist of table command

Table: insert a table I the document , enable us to tabulate data fir fast understanding.

- You can select number of rows and columns for the table from the matrix of square displayed.
- Insert table ... option displayed a dialog box to specify number of row , number of columns and fit option etc

Draw table ...option displays a pencil like cursor , using that you can draw table as needed

Convert text to Table...option creates a table using the selected text. Delimiter character(separate text character like blank space , tab , comma, or other specified character)Decides cell values .Each line decides row.

Excel Spreadsheet Inserts excel spreadsheet object. Double click the object enable you, to allow type and edit the content of table.

Quick tables..inserts the selected table from the available built in model tables ,at the cursor location

Illustrations (of insert tab)group consist of

Picture: Insert a picture from file. Insert pictures dialog box will be displayed . You have select the picture file and click Insert the picture file your Document.

Online picture: Insert picture/images from online resources. The online options includes inserting images within the office clipart collection online, via a Bing search , or from your own SkyDrive or Flickr account.

Shapes: Insert a predefined shape like round , rectangle , flow chart symbols etc. ,in the document , You can format this shape object also.

Smart art: Insert smart art like organization chart, process status, Venn diagram etc.. Which enhance your presentation of document data.

Chart: Insert pie or line or column chart for your data entered on Excel sheet object.

Screen Shot: Insert the picture image of your computer screen.

Media group consist of

Online video: Enable you to easily find and insert video from different online source to enhance your document.

Links Group Consist of

Hyper link: Insert a link to the file in your system or online pages. For that first select a text, then click this Hyper link

Book Mark: A Book Mark is a way of naming a selection of text for use at a later time

To set book mark

- a) Click on the location you want to mark
- b) Click on Bookmark, Book Mark dialog box will be displayed
- c) Type the name of the bookmark review2
- d) The click add to set the book mark

Cross References: insert references to another part of the document

Comments Group consists of

Comments: insert comment at the location

Header& Footer consists of

Header: information is printed at the top margin of the page

Footer: information is printed at the bottom margin of the page

Page Number: inserts page number either in header and footer in the specified number format

Insert Header and footer

- A. From the Insert command tab, in the Header & Footer section, click **HEADER** or **FOOTER**
The scroll list of preset headers or footers appears.
- B. Select the desired header or footer style

Insert Page number

1. On the Insert tab, in the "Header & Footer" group, click Page Number.
2. Click Top of Page, Bottom of Page, or Page Margins, depending on where you want page numbers to appear in your document.
3. Choose a page numbering design from the gallery of designs.

Text Group consists of

Text Box: this command inserts a text box

Quick Part: insert text or document parts

Word Arts: click word art button to insert artistic word art

Drop Cap: Allows the beginning of the paragraph to be formatted with the drop cap

Signature Line: Digital signature is inserted

Date & Time: insert and date at the cursor location

Objects: inserts a picture object or excel sheet or text or presentations

Symbols Group consists of

Equations: insert mathematical equation from the list

Symbols: insert symbols