

EXCEL INSERT TAB PART – 2

Text Box

It is use to create text box in excel sheet.

For ex.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your



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- Insert Tab
- Click Text Box
- Drag in page
- Your text box created
- Type text or any other formatting in text box.

Header & Footer

Insert text, picture or date through header and footer and an also apply to all pages in your excel sheet.

Note: - Header apply only top of the page in excel sheet.

Note: - Footer apply only bottom of the page in excel sheet.

- Insert tab
- Header & Footer
- Give the header or footer (**For Ex.** Text, Picture or date etc.)
- Click anywhere in the sheet
- View tab
- Click Normal

WordArt

It is use to insert text like 3D use WordArt.

- Insert tab
- WordArt
- Select Text Format
- Type text

Note: - Any change in text click format tab use step by step all option.

For Ex.

AnimaCrew
Education

Signature Line

Inserting a digital signature format

- Insert tab
- Signature line
- Microsoft Office Signature Line
- Type Suggested signers (For example, Sumit Saxena).
- Suggested signer's title (for example manager)
- Suggested signer's email address
- Ok

For ex.

X

Sumit Saxena
Accountant

Object

Any other application installs on the computer. Open in Microsoft Excel.

For ex. MS Word, Power Point, Photoshop or any other application

- Insert tab
- Object
- Select application for open in Excel
- Ok
- Now you can work on another application after open the application


Equation

Insert common mathematical symbol.

- Insert tab
- Equation
- Select mathematical symbol under Design tab

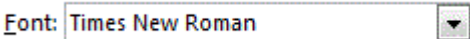
Symbol

Insert symbols that are not on your keyboard, such as copyright symbol, trademark symbol, paragraph marks symbol and Unicode characters.

Symbol. For ex.     etc.

- Insert Tab
- Symbol
- Choose symbol you want to insert

Note: - Insert all type of symbol

- Insert tab
- Symbol
- Font box  Font: Times New Roman
- Type Wingdings and enter
- Now insert any type of symbol