

INSERT TAB



Pages Group

Cover Page



Create a Cover page for ex. Copy, Book etc.

- Click insert tab
- Cover page
- Click cover page you want to insert
- Changes cover page contents self-according.

Note:- If you want to create cover page user according:-

1. Click insert tab
2. Text box
3. Draw text box
4. Drag in page and insert formatting
5. Click outline in cover page
6. Go to insert tab
7. Cover page
8. Save selection to cover page
9. Type cover page name and click ok

Blank Page



Insert a new blank page at the cursor position

- Insert tab
- Blank page

Page Break



Start the next page at the cursor position

- Insert Tab
- Click line or paragraph
- Page break

Table Group

Table

Insert or draw a table into the document or page.

- Table
- Insert Table
- Type row and column to insert the table
- Ok

For ex.

- 1) **Note:-** Row counting always top to bottom
- 2) **Note:-** Column counting always left to right.
- 3) **Note:-** Any change in table click design and layout tab.

Illustrations Group

Picture

Insert a new picture in your document from the file.

- Click insert tab
- Click on picture option
- Find your picture from the computer location
- Click insert

Note: - Any formatting in picture click format tab use step by step all option

Clip Art

Insert ClipArt pictures into the document.

For ex. Drawing, movies, sound, animal, Science, flower etc.

- Click insert tab
- Click clip art
- Type picture name in search box then enter
- Click on picture you want to insert

Note:- If any clip art picture not find. You connect the internet on your computer then automatic your picture search from the web.

Shapes

Insert ready-made shapes such as the rectangle and circle, arrows, lines, flowchart, symbol and callouts.

- Click insert tab
- Click shapes
- Choose your shapes for insert the document
- Drag in your page

Note: - Any formatting in shapes click format tab use step by step all option

Smart Art

Insert a smart art graphic to visually communicate information.

Smart art graphics range from graphical list and process diagram to more complex graphics, such as Venn diagrams and organization charts.

- Click insert tab
- SmartArt
- Select your graphical diagram
- Type Contents

For Ex. Cycle > Bike > Car > Bus



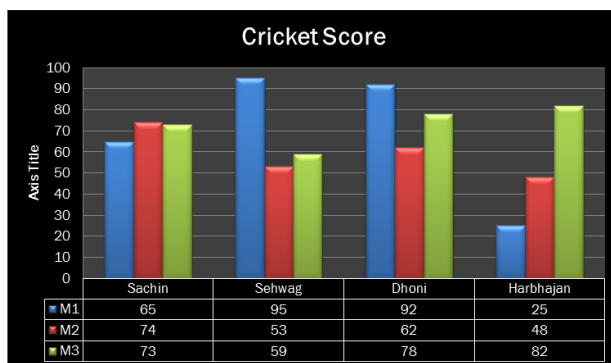
Chart

Insert a chart to illustrate and compare data.

For ex. Bar, Pie, Line, Area, and Surface are some of the available types.

- Click insert tab
- Chart
- Select Chart Format (Bar, Pie, Line, Column or Surface).
- Ok

Note:- Type your contents in excel your chart automatic create in MS word.



	A	B	C	D
1		M1	M2	M3
2	Sachin	65	74	73
3	Sehwag	95	53	59
4	Dhoni	92	62	78
5	Harbhajan	25	48	82

Note: - Any change in chart click Design, Format and Layout tab.

Screenshot

Insert a picture of any program than is not minimize to the taskbar.

- Click Insert tab
- Screenshot
- Screen clipping
- Drag area to insert in MS-word

Links Group

Hyperlink

Create a link to a web page, a picture, an email address, or a program.

- Select text
- Click insert tab
- Hyperlink
- Give the address in address box
- Ok

Bookmark

Create a bookmark to assign a name to a specific point in a document.

- Click any text to the add bookmark (for ex. Heading)
- Insert tab
- Bookmarks
- Type your text name (for ex. Heading)
- Click Add

Note:- add One by one text to add in bookmarks

Note:- After add text now use bookmark to direct jump on your text or heading.

- Click bookmark
- Select text or heading to direct jump
- Click go to

Cross-Reference

Cross-reference use to insert a picture number, table number etc.

Note: - It is use to only working time.