

# INSERT TAB



## Header & Footer

### Header



Insert text or picture through header and an also apply to all pages in your document or page.

**Note:-** Header apply only top of the page.

- Insert tab
- Header
- Edit Header
- Give the header (Text, Picture or any other things)
- Design Tab
- Close header and Footer

### Footer



Insert text or picture through footer and an also apply to all pages in your document or page.

**Note:-** Footer apply only bottom of the page.

- Insert tab
- Footer
- Edit footer
- Give the footer (Text, Picture or any other things)
- Design Tab
- Close header and Footer

## Page Number

Page number is like header and footer but page number is used to apply number on all pages.

- Insert tab
- Page number
- Select Page Number Position (top, bottom, page margin etc.)
- Note:** - Page number automatic apply
- Design tab
- Close header and Footer

## Text Group

### Text Box

It is use to create text box in your page.

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

**For ex.**

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



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

**Note:-** Any change in text box click format tab and use step by step all options or features.

## Quick Parts

If you use any of the lines and paragraphs repeatedly, there is no need to retype it after using it once with quick parts.

- Insert tab
- Quick parts
- Document property
- Select category to inserted text
- Type text

**Note:-** If you want to use that text again

- Go to another location
- Insert tab
- Quick parts
- Document property
- Select category to inserted text

## 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.**

## Drop Cap



Use the drop cap only first character big size any line or paragraph.

- Click any line or paragraph
- Insert tab
- Drop Cap
- Click Dropped or In Margin
- You will see that your text big size.

**Note:-** if any change in Drop Cap text click Drop Cap Options under Drop Cap.

### For Ex.

**Y**ou can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

**Y**ou can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

## Signature Line

Inserting a digital signature format

- Insert tab
- Signature line
- Ok
- 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

## Date & Time

Insert date and time in your document or page.

- Insert tab
- Date & Time
- Click Date and Time format
- Insert

**For Ex.**

**Today Date is:-** Monday, December 30, 2019


## Object

1) Any other application installs on the computer. Open in Microsoft Word.

**For ex.** Excel, Power Point, Photoshop or any other application

- Insert tab
- Object
- Select application for open Microsoft word
- Ok

2) Insert all work any other Ms-word document. Existing on your Computer.

- Insert tab
- Object arrow button (For ex. )
- Text from file
- Select your file from the computer
- Insert

## Symbol Group

### 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.

- Insert Tab
- Symbol
- Insert symbol

**Note:** - If you want to insert more symbols click more symbols under symbol. For ex.     etc.