

## The Insert Tab

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Next, let's explore the Insert tab. The commands here are used for inserting a variety of different objects into your spreadsheets including charts, illustrations, hyperlinks, and symbols.

### Tables Commands

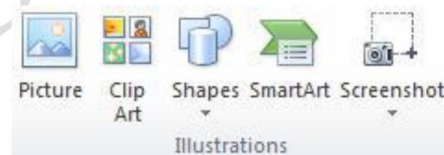
The Tables group lets you add a PivotTable or an ordinary table. **PivotTables** are used to compare trends in data. They work by allowing you to literally change which axis is used to display a group of data (i.e. "pivot" the data). PivotTables are beyond the scope of this manual.

It might seem strange to see a **Table** command in Excel, since each worksheet is already essentially a giant table. However, this command creates a table based on data that has already been entered into a worksheet. The advantage of doing this is that you can more easily view and work with a large group of data rather than formatting everything by hand.



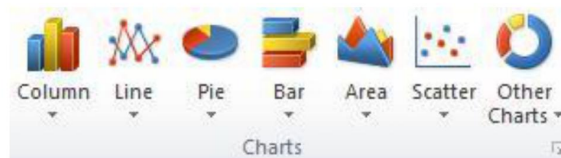
### Illustrations Commands

The Illustrations group lets you add a variety of different items to your worksheet. You can add a picture or image from your computer, a stock image from the **Clip Art** gallery, or a variety of different shapes (circles, rectangles, banners, starburst, etc.). **SmartArt** lets you create professional-looking items like flow charts, process diagrams, and hierarchy trees with just a few clicks. Finally, the **Screenshot** command lets you capture all or part of any window visible on your desktop.



## Charts Commands

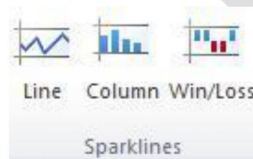
The Charts group lets you insert a variety of different charts based on the data in a worksheet. Click a chart type to select a format and then specify the source data.



The option button opens the **Insert Chart** dialog box, which offers full access to all chart types.

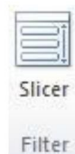
## Sparklines Commands

Sparklines are a new addition to Excel 2010. They are essentially small charts or graphs that fit into a single cell and show trends in your data. Choose between a line, column, or win/loss chart style.



## Filter Commands

This group contains a single command to use the new **Slicer** feature, which is used when using PivotTables or data from an external source. Slicers offer a much faster method of sorting and filtering data than the commands in the Home tab.



## Links Commands

The Links group contains the Hyperlink command. A hyperlink lets you send an e-mail, visit a Web page, open another document, or open a location within the current document.



## Text Commands

Excel lets you add many different text features to enhance your worksheet, particularly if you are going to print and distribute your work. You can add free-floating text boxes, headers & footers, WordArt, a signature line (where someone can physically sign a printed page), or some other object (such as other Microsoft Office files, archives, images, etc.).



## Symbol Commands

Excel is capable of working with complex formulae in order to describe various mathematical functions or make sense of data. With the Symbol group, you can insert a variety of formulae or insert a specialized symbol, such as Greek letters and characters from other alphabets.

