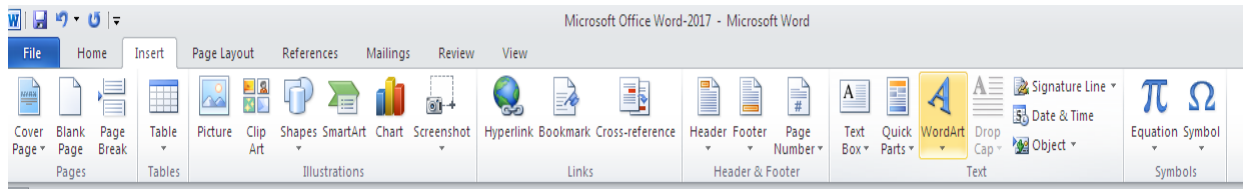


# Insert

**Insert** Tab: to add objects to document click on Insert tab a Ribbon will appear It has many commands of objects collected under the following groups as shown:

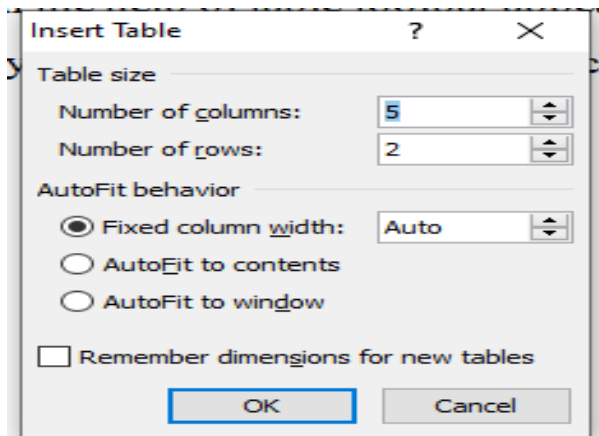


**Pages** group : consist of :

1. **Cover page:** Insert a fully formatted cover page, the title, subtitle, author, date and other information can be added to the page. There are many template cover page to choose from by pressing the arrow on icon.
2. **Blank page:** insert a new blank page between pages at the cursor position.
3. **Page break** (Ctrl +Return): Start the next page at the current position.

**Tables:** different methods of insert table.

1. **Insert table:** choose squares for the rows and columns.
2. **Insert table:** using the commands “**Insert table**” another window appears as shown below.

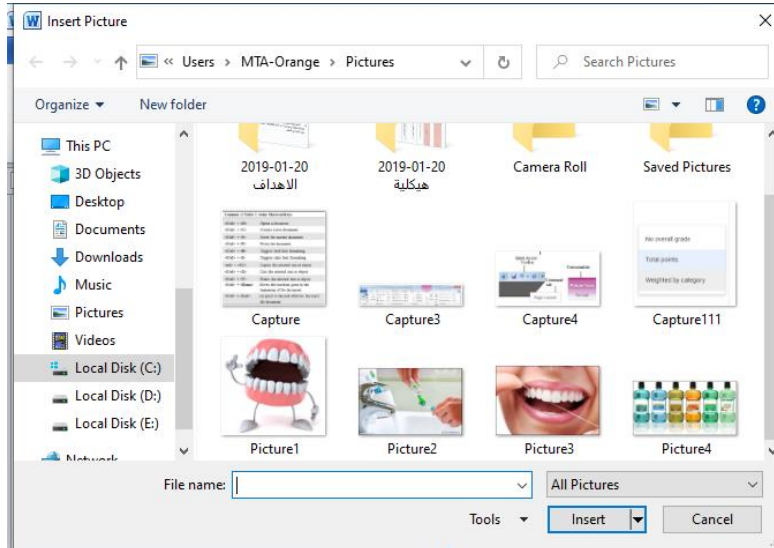


Insert the number of columns and number of rows to create table.

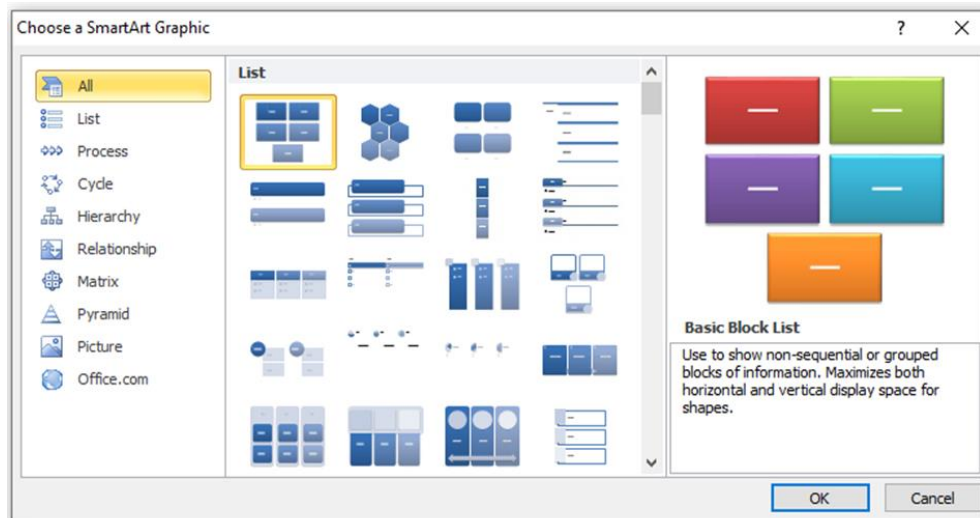
3. **Draw table:** You can draw a table as you want with columns and rows using virtual pen and with the help of table toolbar appeared.
4. **Quick tables:** ready-made templates of tables to choose from.

**Illustrations Group:** this can be used to insert the following:

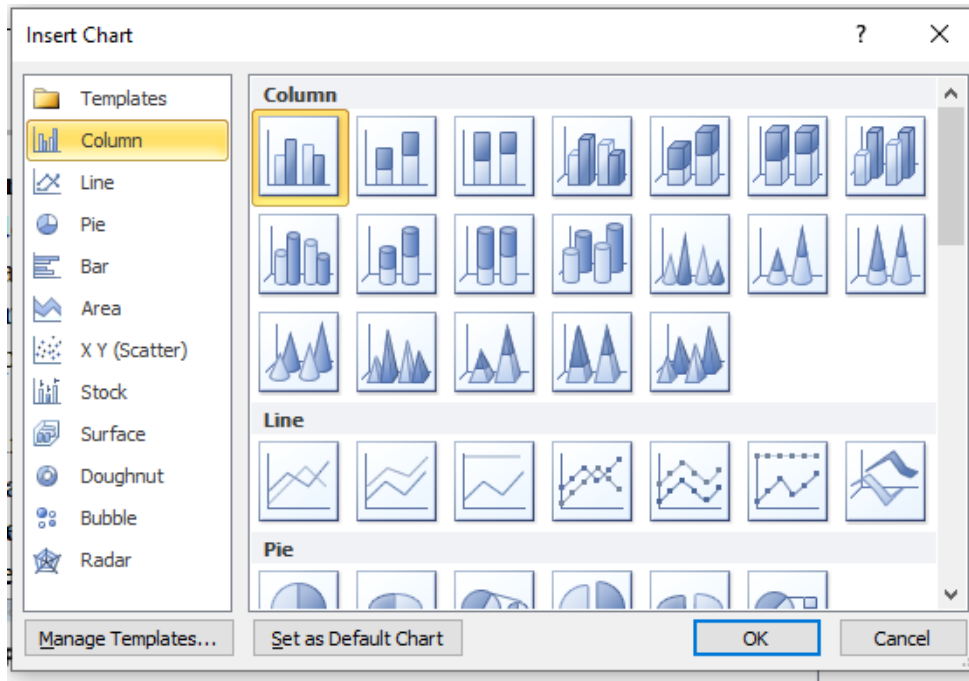
1. **Picture:** inserts an existing picture at the insertion point from file. Click on Picture icon window called **Insert Picture** will appears. Choose the picture then press **Insert**.



2. **Clip Art:** Insert Clip Art into the document including drawing, movies and soundtrack.
3. **Shapes:** Insert ready-made shapes such as rectangles, circles, arrows, lines, flowchart symbols, and callouts.
4. **SmartArt:** insert SmartArt graphs to visually communicate information. SmartArt range from graphical list and process diagrams to more complex graphics, such as Venn diagrams and organization charts.

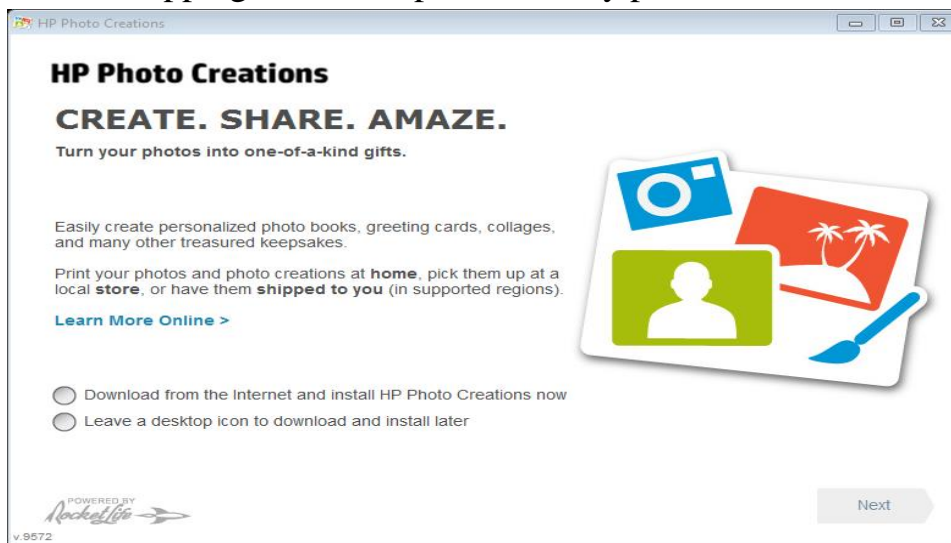


5. **Charts:** insert a chart to illustrate and compare Data. Click on chart icon the following window will appears. Contains Column, line, Pie, Bar, Area, X Y (Scatter), Stock, Surface, Doughnut, Bubble and Radar some of types available. Each type also contain different types of the same group you can chose from as shown below. Choose the type you prefer then click OK



At this point you have to choose a data file (an excel file) to represent as chart. Chart will appear representing these data at the insertion point.

6. **Screenshot:** insert a picture of any program that is not minimized to the taskbar. Click Screen Clipping to insert a picture of any part of the screen.



- ✚ **Header and Footer Group:** this contains three parts:
  1. **Header:** Edit the Header of document. The content in the Header will appear at the top of each printed page.
  2. **Footer:** Edit the Footer of document. The content in the Footer will appear at the bottom of each printed page.
  3. **Page Number:** insert page number in to the document. There are many types of page numbering listed to choose from.
- ✚ **Text:** it has Text Box, Quick Parts, WordArt, Drop Cap, Signature Line, Date and Time, and Object
- ✚ **Symbols:** it consists two types of symbols:
  1. **Equation:** insert common mathematical equations or build up your own equations using a library of math symbols.
  2. **Symbols:** Insert symbols that are not on the keyboard, such as the window below.

