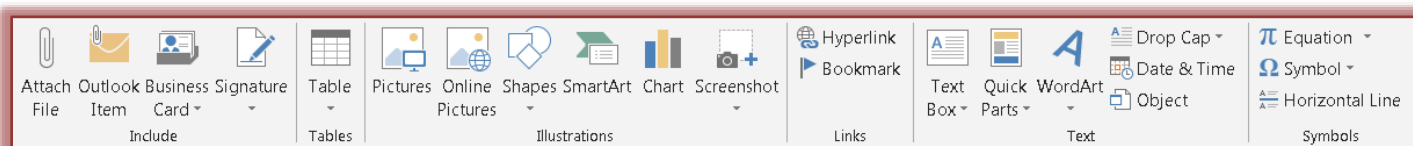


APPOINTMENT RIBBON – INSERT TAB

The ribbons on the appointment or meeting window are used to perform different tasks such as inserting tables, pictures, hyperlinks, files, and so forth.

This tab is used to insert pictures, clip art, attachments, hyperlinks, and other objects into the appointment or meeting text area.



Group/Button	Description
Include Group	
Attach File	This button is used to attach a file to an appointment or meeting. When the button is clicked, the Insert File window will display.
Outlook Item	Use this button to attach another Outlook item, such as a Task, to an appointment or meeting.
Business Card	Click this button to attach an item from Contacts to an appointment or meeting.
Signature	To insert your signature into an appointment or meeting, click this button.
Tables Group	
Tables	This button is used to insert a table in the text area of the appointment or meeting.
Illustrations Group	
Picture	Click this button to insert a picture from a file into the text area of an appointment or meeting. The Insert Picture window will display.
Online Pictures	To insert a clip art image into the text area of an appointment or meeting, click this button. The Insert Picture window will display. In this window it is possible to search for images from Office.com Clip Art or Bing Image Search.
Shapes	This button is used to insert shapes, such as rectangles and circles, into the text area of an appointment or meeting. Once the shape has been selected, click in the text area and then draw the shape.
Smart Art	Smart Art is used to insert diagrams and other objects used to show a process into the text area of an appointment or meeting.
Chart	To insert an Excel chart into the text area of an appointment or meeting, click this button.
Screenshot	Use this button to insert a picture of any program that is not minimized to the Task Bar. Click Screen Clipping to insert a picture of any part of the screen.
Links Group	
Hyperlink	This button is used to insert a link to a Web page or a document into the text area of the appointment or meeting.
Bookmark	Bookmarks are used to move to a specific point within a document.

Group/Button	Description
Text Group	
Text Box	Click this button to insert a text box into an appointment or meeting. A textbox can be used to highlight something within the area.
Quick Parts	The only option available in this area is the AutoText feature. This means that pre-saved text can be inserted into the text area of the appointment or meeting record.
WordArt	Use this button to insert a WordArt image into the text area of an appointment or meeting. Word Art is used to add special formatting to text.
Drop Cap	To add emphasis to the first letter in a paragraph, click this button. The first letter of the paragraph will appear larger than all the other letters in the paragraph.
Date & Time	Click this button to insert a date within the text area of the appointment or meeting. A gallery of different date and time formats will appear.
Object	This button is used to insert an object, such as an Excel chart, into the text area of an appointment or meeting.
Symbols Group	
Equation	To insert an equation within the appointment or meeting text area, click this button. The Equation Tools Design Contextual Tab will display. This tab is used to insert and format equations.
Symbol	Click this button to insert a symbol into the appointment or meeting text area. A gallery of symbols will display when the button is clicked.
Horizontal Line	Use this button to insert a Horizontal Line into the text area of the appointment or meeting. Double-click the line to change the color or height of the line.