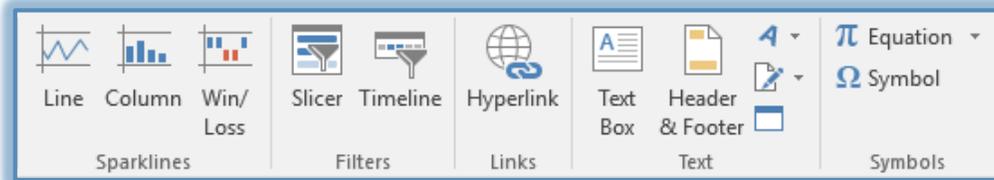# EXCEL INSERT TAB

The Insert Tab is used to insert objects such as charts, pictures, hyperlinks, headers and footers, and text boxes. The table below provides a list of the different groups and buttons that appear on this ribbon.

Groups/Buttons	Description
Tables Group	
Pivot Table	This button is used to insert a Pivot Table or Pivot Chart into a current worksheet or a new worksheet. Pivot tables are used to summarize and organize complicated data.
Recommended Pivot Tables	Click this button to display a customized list of PivotTables that will best suit the data in an Excel table.
Table	This button is used to insert a table into the worksheet. Tables make it easy to analyze and sort data.
Illustrations Group	
Picture	To insert a picture that has been stored on the computer, click this button. When the button is clicked, the Insert Picture dialog box will appear. This dialog box is used to locate the picture that is to be inserted into the worksheet.
Online Pictures	To insert an image into the worksheet, click this button. Clip art images include movies, pictures, and sounds. When the button is clicked the **Insert Picture** window will display. Input the Search criteria and click the Search button. A gallery of images will appear.
Shapes	Shapes are objects, such as rectangles, circles, lines, and arrows. To insert a shape into the worksheet, click this button. When the button is clicked, a gallery of different shapes is displayed.
Smart Art	To insert objects such as organization charts, click this button. A gallery of different objects is displayed. This gallery is divided into categories, such as list, process, cycle, hierarchy, relationship, matrix, or pyramid.
Screenshot	This feature can be used to insert a picture of any program that is not minimized to the taskbar. Click the **Screen Clipping** link to insert a picture of any part of the screen.
Apps Group	
Store	Select this option to find apps in the Office Store

Groups/Buttons	Description
My Add-Ins	This option is used to insert an add-in and to use the Web to enhance your work.
Bing Maps App	This app for Office helps to locate data from a given column and plot it on a Bing Map. Basic data visualization using your location data is also provided.
Transform Date to Picture	To show your data in a vivid way, select this app. The chart will contain much more information making it easy to tell a story based on the Excel data.
Charts Group	
Recommended Charts	Select the data in a worksheet and then click this button to see a list of customized charts that Excel recommends for the selected data.
Column or Bar	Use this chart type to visually compare values across a few categories.
Hierarchy	This chart is used to compare parts to a whole or when several columns of categories form a hierarchy.
Waterfall or Stock	To visualize the impact of multiple data points as a running total these chart types. They are generally useful for visualizing data over time to see the starting points versus the current point and how those points were reached.
Line or Area	These charts are used to show trends for categories or over a period of time such as days, months, or years.
Statistic	To show statistical analysis of data, use this type of chart.
Combo	This chart type is used to highlight different types of information. It can be used when range of data in the chart varies widely or when a wide range of mixed data is used.
Pie or Doughnut	This button is used to insert a pie or doughnut chart into the worksheet. These chart types are used to display the contribution of each item to the total.
Scatter or Bubble	These chart types are used to compare pairs of values.
Surface or Radar	This type of chart is useful when optimum combinations between two sets of data need to be found.
Create Chart Dialog Box Launcher	To open the **Insert Chart** dialog box, click this button. The purpose of this dialog box is to provide additional chart types that can be used in Excel.
Tours Group	
3-D Map	Use this feature to see geographic data on a 3D map, visualized over time.
Sparklines Group	
Line	This option is used to insert a line chart within a single cell. When the button is clicked a dialog box will appear asking for the range of data that is to be plotted.

Groups/Buttons	Description
Column	Use this option to insert a column chart within a single cell. When the button is clicked a dialog box will appear asking for the range of data that is to be plotted.
Win/Loss	To insert a win/loss chart into a single cell, select this option. When the button is clicked a dialog box will appear asking for the range of data that is to be plotted.
Filter Group	
Slicer	A slicer is used to filter data interactively. This makes it faster and easier to filter Pivot Tables, Pivot Charts, and cube functions.
Timeline	This feature is used to filter dates interactively. This makes it faster and easier to select time periods in order to filter Pivot Tables, Pivot Charts, and cube functions.
Links Group	
Hyperlink	To insert a link to another worksheet, a Web site, another program, a picture, or an e-mail address, click this button.
Text Group	
Text Box	This button is used to insert a textbox into the worksheet. Text boxes can be used to highlight an item in a chart or within the worksheet. Textboxes can be inserted and/or positioned anywhere within the worksheet page.
Header and Footer	To insert a header and/or footer into a worksheet, click this button. The header or footer area of the worksheet will display when this button is clicked. The header or footer can be inserted directly into this area.
Word Art	Click this button to insert a Word Art object into the worksheet or chart. A gallery of Word Art styles will appear. Select any of the styles to display the text box. The text box is where the text for the Word Art can be specified.
Signature Line	Use this button to insert a signature line into the worksheet. The signature line specifies the individual who is to sign the file in order to access it.
Object	To insert an embedded object, such as documents from other programs, click this button. A dialog box will display from which a list of options can be chosen. Click the Create from File option to insert a designated file.
Symbols Group	
Equation	This button is used to insert a mathematical equation into a document. The equation tools ribbon will appear when the button is clicked. This ribbon is used to create the equation. A list of common equations is also available.
Symbol	This button is used to insert a symbol, such as a copyright symbol, into the worksheet. When the button is clicked, a gallery of different symbols will appear.