

INSERT TAB

The Insert Tab is used to insert different features such as tables, pictures, clip art, shapes, charts, page numbers, word art, headers, and footers into a document. The table below describes each of the groups and buttons available on this tab.



Group/Button	Description
Pages Group	
Cover Page	This button can be used to insert a pre-formatted cover page for a document. The information that is to appear on the page is filled in after the page is created.
Blank Page	To insert a new blank page for a document at the cursor position, click this button.
Page Break	Click this button to end a page at the current cursor position and start a new page.
Tables Group	
Tables	This button is used to insert a table into the document. A grid will appear that can be used to create the table. Additional options for creating a table are also available, such as drawing a table or using the Quick Tables feature.
Illustrations Group	
Picture	To insert a picture from a file on the computer into the document, click this button. The Insert Picture dialog box will appear. This dialog box is used to select the picture that is to be inserted into the document.
Online Pictures	Click this button to find and insert pictures from a variety of online services. Select from one of the two options: Office.com Clip Art or Bing Image Search.
Shapes	This button is used to insert ready-made shapes such as circles, squares, arrows, and triangles into a document. When the button is clicked, a gallery of different shapes will appear. To insert a shape, click the desired shape and then draw the shape in the document.
Smart Art	To insert a Smart Art graphic into the document, click this button. Smart Art graphics are objects such as Venn diagrams and organizational charts. When the button is clicked, a gallery of different categories and shapes will be displayed.
Chart	Use this feature to insert a bar, area, or line chart. When this button is clicked the Insert Chart dialog box will display. In this dialog box, it is possible to specify the type of chart.
Screenshot	This feature can be used to insert a picture of any window that is available on the desktop. When the button is clicked, a gallery of the available windows will display. Click any of the window icons. An image of that window will appear in the Word document.

Group/Button	Description
Apps Group	
Apps for Office	Use this feature to insert an App into a document and use the Web to enhance the work. Apps need to be downloaded from the Office Store before they can be inserted into the document.
Media Group	
Online Video	This feature is used to insert videos from a variety of sources. When the button is clicked two options are available: Bing Video and From a Video Embed Code. It is also possible to search for videos on YouTube by logging into your Microsoft Account.
Links Group	
Hyperlink	To insert a link to items such as a Web page, another document, or an e-mail address, click this button. It is also possible to link to different areas of a document using headings and bookmarks. When the button is clicked, the Hyperlink dialog box will display. This is where the link can be specified.
Bookmark	This button is used to create a bookmark. A bookmark is used to assign a name to a specific area within a document. A hyperlink can then be created to the bookmark.
Cross-Reference	While creating a document, this button is used to refer to another area in a document such as a headings, figures, and tables. Usually a hyperlink is created to the area in the document that the cross reference is referring to.
Header and Footer Group	
Header	To insert text that appears at the top of each page of the document, click this button. A gallery of header styles and formats will appear. Click the heading style that is to be applied to insert it into the document.
Footer	This button is used to insert text that appears at the bottom of each page of the document. A gallery of footer styles and formats will appear. Click the footer style that is displayed to insert it into the document.
Page Number	Click this button to insert a page number into the document. A list of page number locations will display. Move the mouse pointer over each of the items to display a gallery of page number styles. The Page Number will then be inserted into the Header or Footer area of the document.
Text Group	
Text Box	Text boxes are used to highlight text within a document. Click this button to display a gallery of different types of text boxes. Move the mouse pointer over the items for a description of each style. To draw a textbox around selected text, click the Draw Textbox link.
Quick Parts	Click this button to insert preformatted text, auto-text, document properties, and fields into a document. Several different types of Quick Parts are available. It is also possible to create customized Quick Parts to use later in documents.

Group/Button	Description
WordArt	To insert decorative text into the document, click this button. A gallery of different styles of WordArt will display. Click the desired format to create the WordArt image.
Drop Cap	Drop caps are used to create a large capital letter at the beginning of a paragraph. When this button is clicked the three options for Drop Caps will display.
Signature Line	This button is used to insert a digital signature line into a document that indicates who must sign the document. A Digital ID must be obtained before this feature can be used.
Date and Time	To insert the date and time into a document, click this button. The dialog box that appears displays several date and time formats.
Object	Use this button to insert an object such as an Excel Worksheet or an Excel Chart into the document. A new object can be created or another document can be inserted.
Symbols Group	
Equation	This button is used to insert a mathematical equation into a document. The equations 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	Click this button to insert a symbol such as a copyright or trademark into the document.