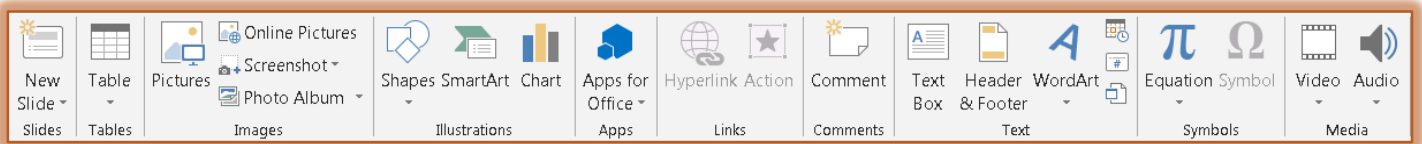


## POWERPOINT INSERT TAB

The Insert Tab is used to insert different features such as tables, pictures, clip art, shapes, charts, page numbers, word art, or headers, and footers into a presentation. The table below describes each of the groups and buttons available on this tab. Additional information for working with several of these options is provided within the PowerPoint 2013 Web page.



Group/Button	Description
<b>Slides Group</b>	
<b>New Slide</b>	This button is used to insert a new slide into the presentation. The slide will be inserted after the one where the insertion point is located. To select a different layout for the slide, click the arrow at the bottom of the button.
<b>Tables Group</b>	
<b>Tables</b>	This button is used to insert a table into a slide. A list will appear with a grid that can be used to create the table. Additional options for creating a table, such as drawing a table, are also listed.
<b>Images Group</b>	
<b>Pictures</b>	To insert a picture from a file into the document, click this button. The <b>Insert Picture</b> dialog box will appear. This dialog box is used to select the picture.
<b>Online Pictures</b>	Click this button to insert an image from a variety of online sources such as Office.com and Bing Image Search.
<b>Screenshot</b>	This button is used to insert a picture of any program that is not minimized to the Task Bar. To insert any part of the screen, click the <b>Screen Clipping</b> link.
<b>Photo Album</b>	To create a presentation based on a set of pictures, click this button. Options can be set for how the pictures display on the slide. Also, captions may be added to each picture.
<b>Illustrations Group</b>	
<b>Shapes</b>	This button is used to insert different shapes into a slide. A gallery of different kinds of shapes will appear when the button is clicked. To insert a shape, click the desired shape and then draw the shape in the slide.
<b>Smart Art</b>	To insert a Smart Art graphic into a slide, 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.
<b>Chart</b>	Click this button to display the Insert Chart dialog box. This will display a gallery of different types of charts that can be created in a Word document.
<b>Apps Group</b>	
<b>Apps for Office</b>	This button is used to insert a Microsoft App into a presentation. The Web can then be used to enhance the work on the presentation.

Group/Button	Description
<b>Links Group</b>	
<b>Hyperlink</b>	To insert a link to items such as a Web page, another document, or an e-mail address, click this button. The Hyperlink dialog box will display where the link can be specified. It is also possible to create a new document, worksheet, or presentation while creating a link to the item.
<b>Action</b>	When some type of actions such as creating a hyperlink to an object or inserting a sound is to be specified, click this button. The Action Settings dialog box will appear. In this dialog box, it is possible to create hyperlinks to other files, other PowerPoint presentations, to the first or last slide in the presentation, or too many other areas. It is also possible to apply a sound to the selected object.
<b>Text Group</b>	
<b>Text Box</b>	Text boxes are used to highlight text within a presentation. 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.
<b>Header and Footer</b>	This button is used to insert a header or footer into the presentation or for handouts. When the button is clicked, the header and footer dialog box will display.
<b>WordArt</b>	Use this button to insert decorative text into a slide. When the button is clicked, a gallery of Word Art styles will be displayed. Click one of the styles to apply it to the slide.
<b>Date and Time</b>	To insert the date and time into the current presentation, click this button. The Header and Footer dialog box will display. This dialog box is used to insert the Date and Time into the presentation.
<b>Slide Number</b>	Click this button to insert the slide number into the slide. The slide number reflects the position of the slide within the presentation.
<b>Object</b>	Use this button to insert an object such as an Excel Worksheet or an Excel Chart into the presentation.
<b>Text Group</b>	
<b>Equation</b>	To insert common mathematical equations into a slide, click this button. It is also possible to build equations using a gallery of math symbols.
<b>Symbol</b>	This button is used to insert symbols that are not on the keyboard into the document. These include copyright symbols, trademark symbols, and paragraph marks, plus many others.
<b>Media Group</b>	
<b>Video</b>	This button is used to insert a video clip into a presentation slide. Videos can be inserted from the Web, Facebook, or from a file that is stored in a folder on the computer.
<b>Audio</b>	To insert a sound or recording into a presentation, click this button. Sound can be inserted from Office.com, or a file on the computer.