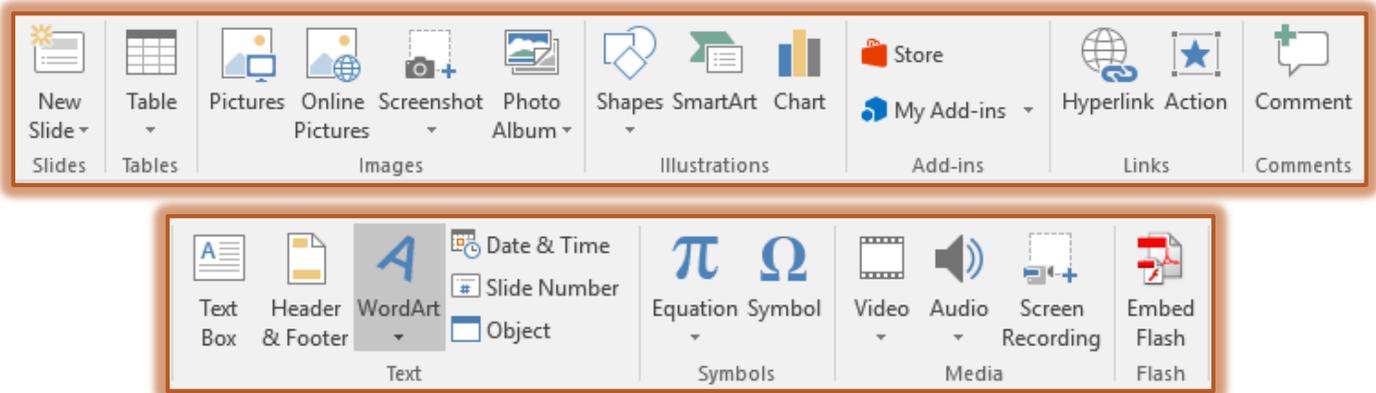


## POWERPOINT INSERT TAB

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.



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 insert a slide with a different layout, 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 Bing Image Search or OneDrive.
<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>Group/Button</b>	<b>Description</b>
<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>Add-Ins Group</b>	
<b>Store</b>	These features allows you to find add-ins at the Office Store.
<b>My Add-Ins</b>	With this feature you can select an add-in that will enhance your work.
<b>Links Group</b>	
<b>Hyperlink</b>	To insert a link to items such as a Web page, another document, or an email 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>Comments Group</b>	
<b>Comments</b>	Use this feature to add a note about a portion of the presentation. This is a good feature to use when working with others on a presentation.
<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 &amp; 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>Symbols 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>Group/Button</b>	<b>Description</b>
<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.
<b>Screen Recording</b>	This feature can be used to record the computer screen and related audio before inserting the recording onto a slide.