LEC4

Insert Tab

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The Insert Tab

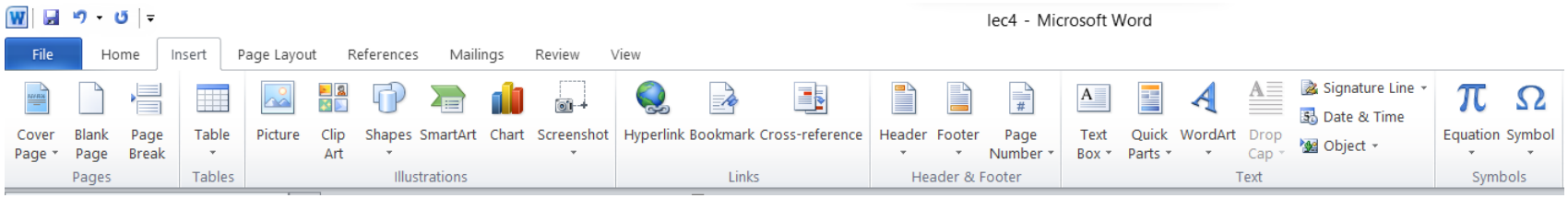


Figure1: Insert Tab

Groups of Insert Tab:

1. Pages Group

1. Page Cover: insert fully formatted cover page.
2. Blank Page: Insert a new blank page in the document.
3. Page Break: start the next page at the current position and shortcut it **Ctrl+Enter**.

2. Tables Group

A table is a grid of cells arranged in rows and columns. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a blank table or convert existing text to a table. You can also customize your table using different styles and layouts.

➢ How to Insert Table

1. Choose the Insert tab, Select Table.
2. The table will appear on the page (By moving the mouse over the boxes, the number of mayors and rows is determined desired and by clicking it is confirmed).

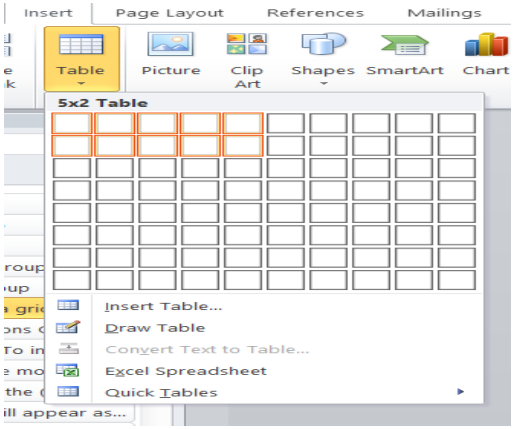


Figure5: Table convert menu

Example1: insert table continue 5 columns, 2 rows and write text in table.

ت	اسم الطالب	السعي السنوي	الامتحان النهائي	الدرجه النهائيه
1	زيد محمد جمال	39	25	64
2	احمد محمد عزيز	33	33	66

➢ How to add Row or Column to Table

1. Click on the table.
2. Under Table Tools, go to the **Layout tab**.

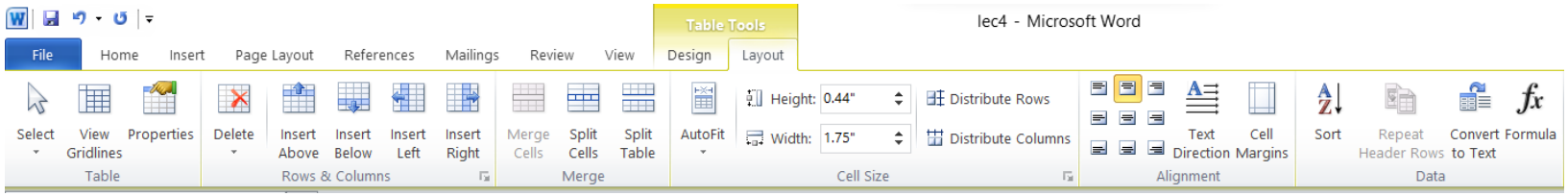


Figure7: Layout Tab.

3. Click on the Insert Above or Insert Below to add a row, Click on Insert Left or Insert Right to insert a column.

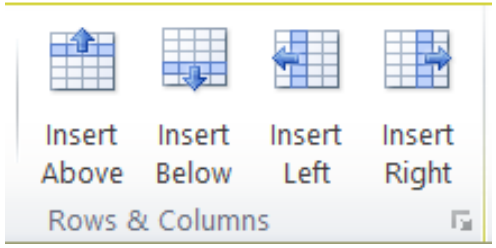
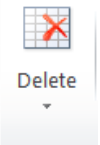


Figure8: Rows &columns.

➢ How to Delete Table, Row, Column or Cell

1. Click on the Table, Row, Column or Cell.
2. Under Table Tools, go to the L**ayout tab**.
3. Click on **Delete** to remove table, column, row or cell.



OR can delete row or column by Select the row or column.

Right-click your mouse and Select Delete Columns or Rows.

➢How to Merge Cells

1. Select the cells that you want to merge.
2. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.
3. Alternatively, you can right-click on the selected cells and select Merge Cells from the shortcut menu3.

Example:

ت	اسم الطالب	السعي السنوي	الامتحان النهائي	الدرجه النهائيه
1	زيد محمد جمال	39	25	64
		33	33	66

➢ How to Split Cells

1.Select the cell or cells that you want to split.

2.Right-click the selected cell or cells and choose the “Split Cells” command from the context menu. Alternatively, you can go to Table Tools > Layout > Split Cells on the Word Ribbon.

3.Enter the number of columns or rows that you want to split the selected cells into. Click OK.

➢ How To Choose A Table Shape

1. Click on the table.
2. Under Table Tools, go to the **Design tab**.
3. Click on the **Table Style** Above to add a table shape you want.

Figure6: Design Tab

Example2:

ت	اسم الطالب	السعي السنوي	الامتحان النهائي	الدرجه النهائيه
1	زيد محمد جمال	39	25	64
2	احمد محمد عزيز	33	33	66

➢ How to add Border to Table

1. Select the cells you want to apply a border to.
2. **Design tab** to choose the desired **Line Style, Line Weight, and Pen Color.**
3. Click the drop-down arrow below the Borders command.
4. Choose a border type from the menu
5. The border will be applied to the selected cells.

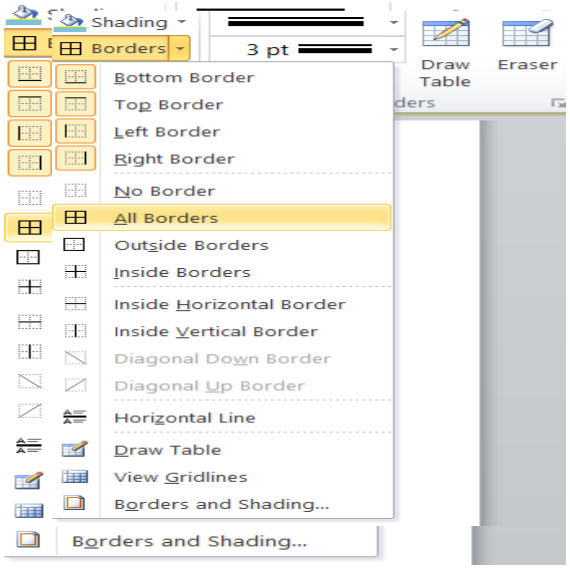


Figure7: Table Border Mane

3. Illustrations Group

Picture: To insert picture from a file:

1. Place the mouse on the place where you want to insert picture (locating the picture).
2. Click on the (Picture) .

3. A box will appear asking you where the picture is in your device. If the picture on the desktop is like the shape.
4. When you locate the picture, it will appear in the place you specified, for example Next:
5. Click insert

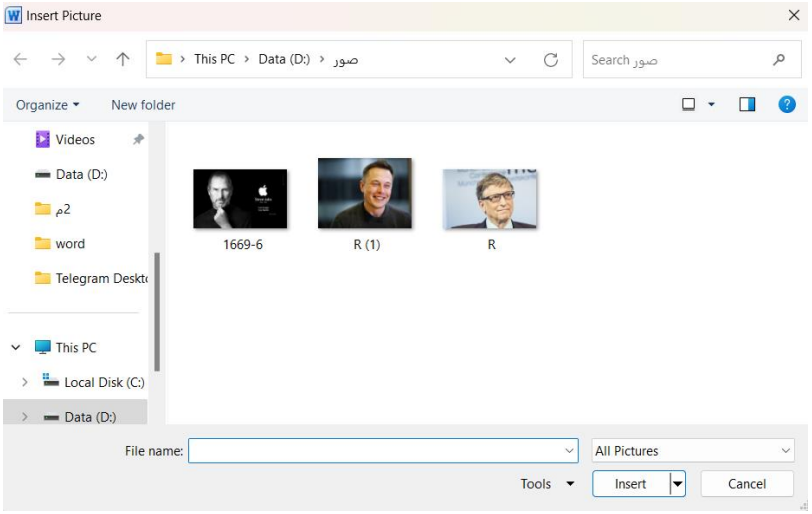


Figure7: Insert Picture

- **Wrap the text around an picture or put the picture in the text**

1. After selecting the picture mode, choose the Format tab from the Picture tab.
2. Select Wrapping Text
3. It will show you several possibilities for placing the picture, for example:

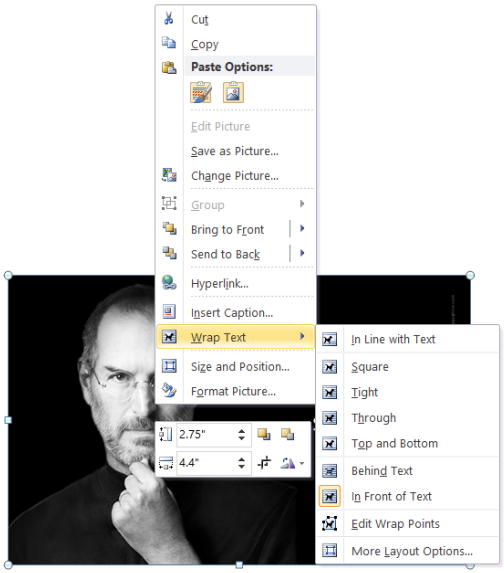


Figure :Wrap the text

- In Line with Text (The text is above and below the picture).
- Square (Text pasted to the picture box).
- Tight (The text is pasted to the perimeter of the picture).
- Behind text (The picture behind the text)
- In front of text (The picture is in front of the text)

2. Shapes

You can add a variety of shapes to your document such as arrows, squares, and stars flowchart symbols and Circles, brackets, etc.

- **Insert a shape**
  1. Choose **Shapes** from the **Insert tab**.
  2. Choose the right shape for you.
  3. Once you press the right button on the mouse, it chooses the appropriate shape for you.

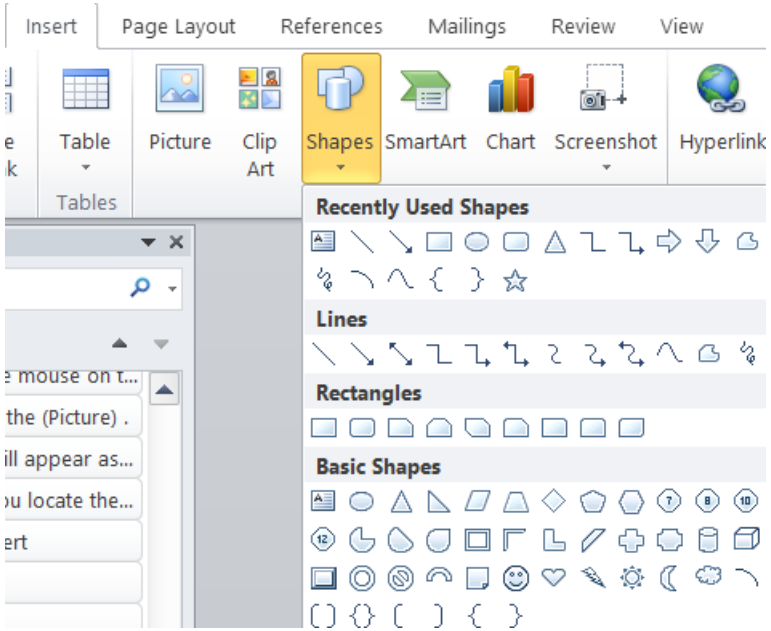


Figure :Insert Shape

3.Smart Art

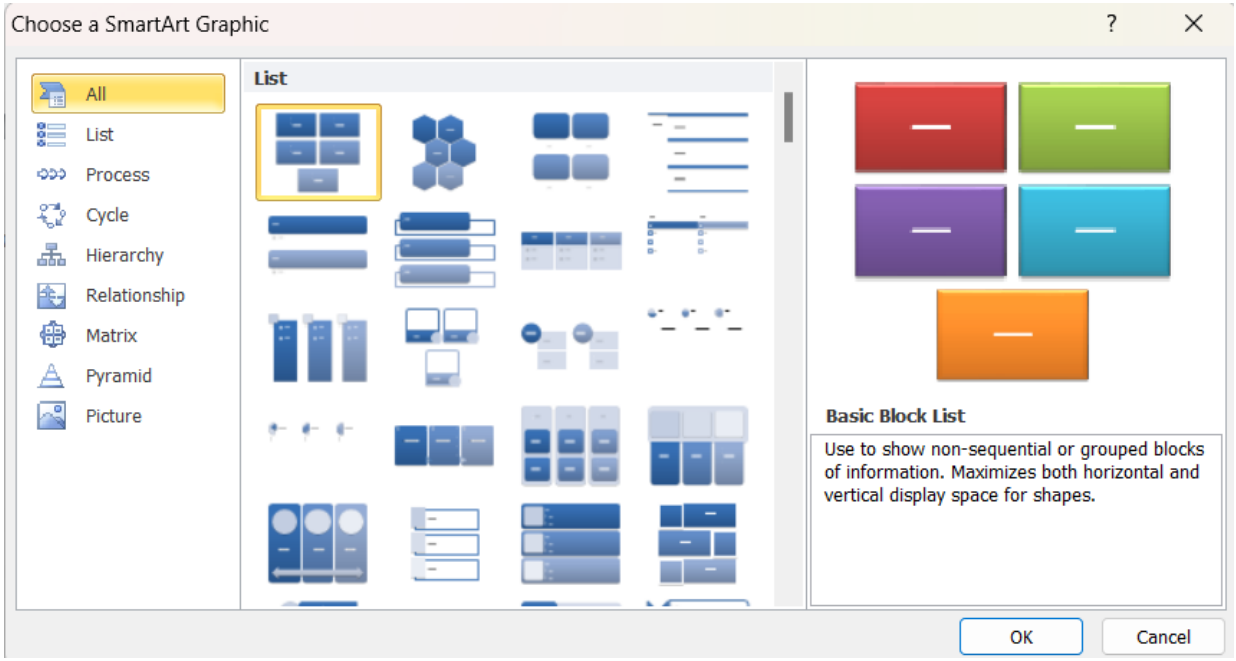
- **To insert a SmartArt graphic:**

1.Place the insertion point in the document where you want the SmartArt graphic to appear.

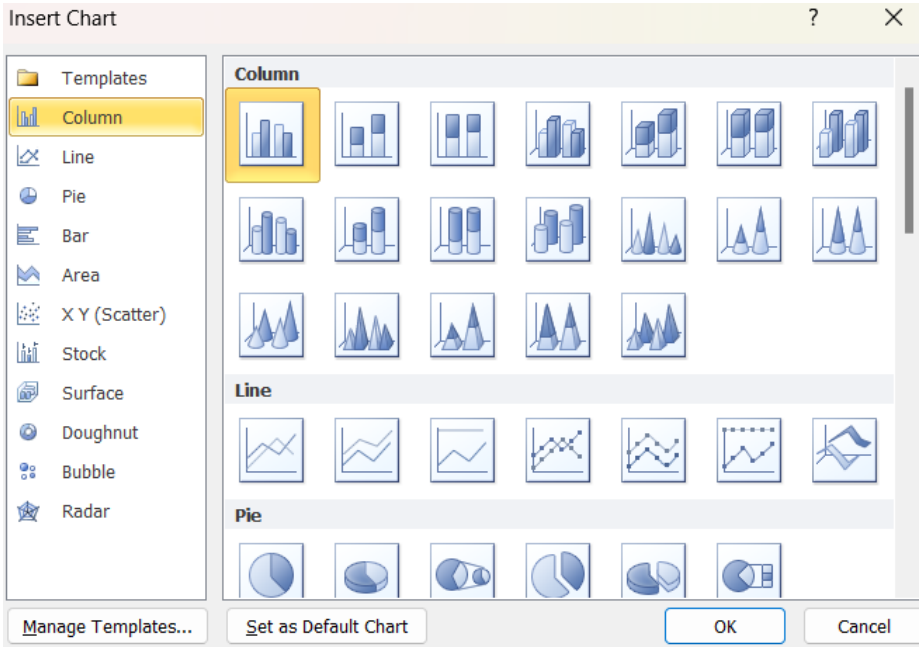
2.From the Insert tab, select the SmartArt command in the Illustrations group.

3.A dialog box will appear. Select a category on the left, choose the desired SmartArt graphic, then click OK.

4.The SmartArt graphic will appear in your document.


Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Picture
List
Basic Block List
Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.
OK
Cancel

4. Chart

➢ How to insert a chart in Word:

1. Click Insert > Chart.
2. Click the chart type and then double-click the chart you want.
3. In the spreadsheet that appears, replace the default data with your own information.
4. When you've finished, close the spreadsheet.
5. If you want, use the Layout Options button to arrange the chart and text in your document.
6. A chart is a drawing that shows information in a simple way, often using lines and curves to show amounts3.