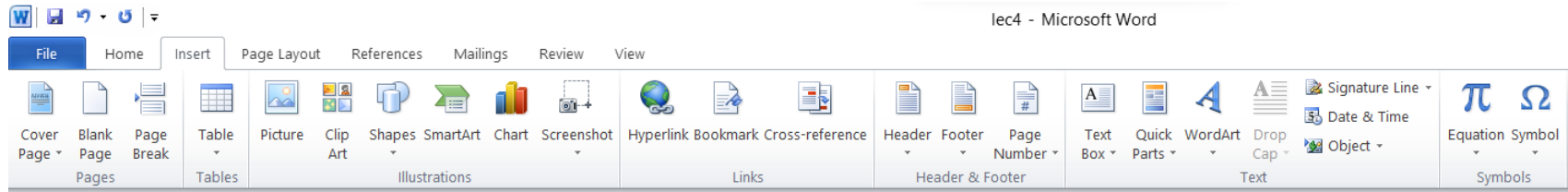# LEC5

Insert Tab

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❏ ## The Insert Tab

*Figure1: Insert Tab*

Groups of Insert Tab:

1. Links Group

❖ **Bookmarks**: flag important parts of your document for future reference. You can create hyperlinks and cross-references within your document that point to bookmarked text.

❖ **Hyperlinks**: are clickable paths to other files, web pages, email addresses, and locations within your document. They are useful if you are producing an electronic version of your document, such as a PDF.

❖ **Cross-references** refer to text that appears elsewhere in your document, for example a chart captioned "Figure 1" that you want to discuss in your body text. You can use cross-references to refer to numbered items, headings, captions, footnotes, endnotes, and bookmarks

1
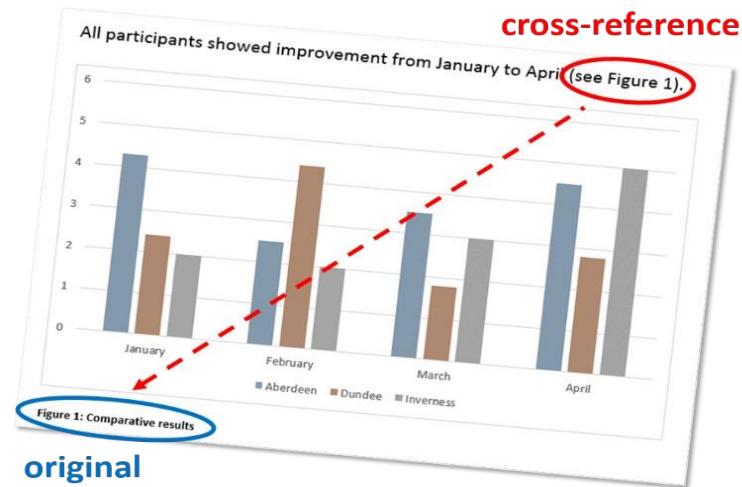
Bookmarks

Add a bookmark:

1. Select the **text** or **object** that you want to bookmark.
2. Click the **Insert** tab, then **Bookmark**.
3. Type a name for your bookmark, without spaces.
4. Click **Add**.
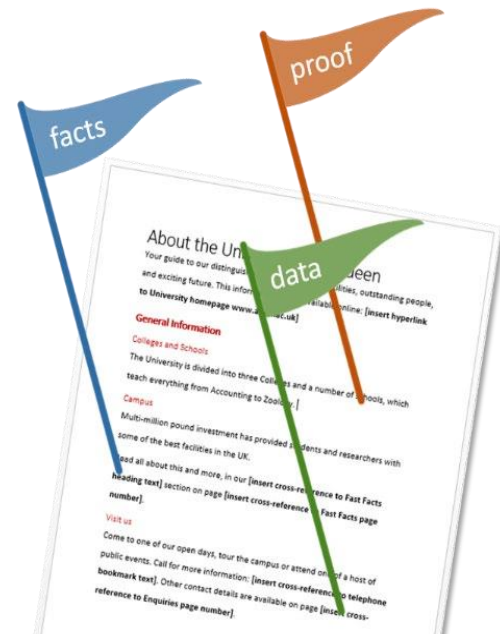
Go to a bookmark:

1. Click the **Insert** tab, then **Bookmark**.
2. Click the name of the bookmark you want to go to.
3. Click **Go To**.

Delete a bookmark:

1. Click the **Insert** tab, then **Bookmark**.
2. Click the name of the bookmark you want to delete, then click **Delete**.

Hyperlinks

To create a hyperlink:

1. Select the **text** or **object** that you want to use as a hyperlink.
2. Click the **Insert** tab, then **Hyperlink**.
3. Complete the details for your link destination and click **OK**.

Edit or remove a hyperlink:

1. Right-click the hyperlink you want to edit or remove.
2. Select **Edit Hyperlink…** or **Remove Hyperlink** from the shortcut menu.
   – If you are editing a hyperlink, make your changes and click **OK**.

Cross-references

Create a cross-reference:

1. Click the point in your document where you want to add a cross-reference.

2. Click the **Insert** tab, then **Cross-reference**.

    – **Reference type**:   Select the type of item you want to refer to.

    – **Insert reference to**: Select the information you want to appear in your document.

    – **For which item**:   Select the exact item you want to refer to.

    – **Insert as hyperlink**: Tick this box if you want your cross-reference to act as a hyperlink.

3. Click **Insert**.

2. Header & Footer Group

Header & footer

The header is a section of the document that appears in the top margin, while the footer is a section of the document that appears in the bottom margin. Headers and footers generally contain additional information such as page numbers, dates, an author's name, and footnotes, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on each page of the document.

Create a header or footer

1. Double-click anywhere on the top or bottom margin of your document. In our example, we'll double-click the top margin.

2. The header or footer will open, and a Design tab will appear on the right side of the Ribbon. The insertion point will appear in the header or footer.

3. Type the desired information into the header or footer.

4. When you're finished, click Close Header and Footer. You can also press the Esc key.

5. The header or footer text will appear.

* When your document's header and footer are unlocked, the Design tab will appear on the right side of the Ribbon, giving you various editing options:

 • Hide the first-page header and footer: For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first-page header and footer, check the box next to Different First Page.
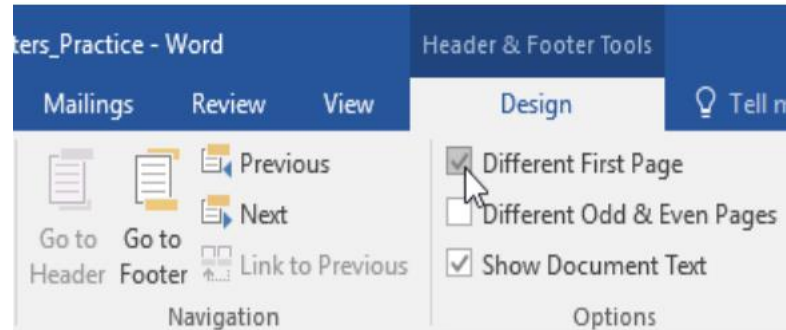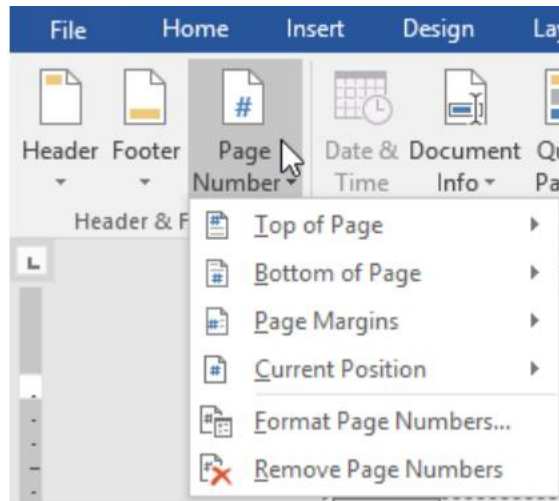
- Remove the header or footer: If you want to remove all information contained in the header, click the Header command and select Remove Header from the menu that appears. Similarly, you can remove a footer using the Footer command.
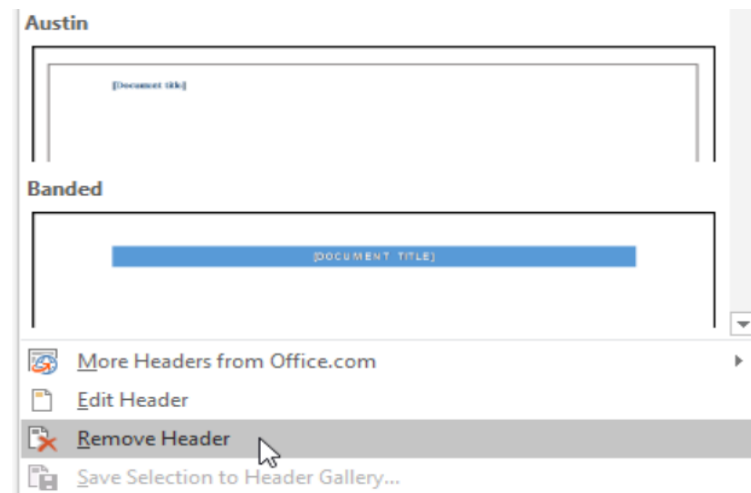
Page Number

You can automatically number each page with the Page Number command. Review our Page Numbers lesson to learn more.

1. Select **Insert** > **Page Number**, and then choose the location and style you want.
2. If you don't want a page number to appear on the first page, select **Different First Page**.
3. If you want numbering to start with 1 on the second page, go to **Page Number** > **Format Page Numbers** and set **Start at** to **0**.
4. When you're done, select **Close Header and Footer** or press Esc.

3. Symbols Group

❖ Equation

If you need to use an equation, add or write it in Word.

1. Select **Insert** > **Equation** or press Alt + =.
2. To use a built-in formula, select **Design** > **Equation**.
3. To create your own, select **Design** > **Equation** > **Ink Equation**.
4. Use your finger, stylus, or mouse to write your equation.
5. Select **Insert** to bring your equation into the file.

❖ Symbol

You can easily insert a special character, fraction, or other symbol in your Word documents.

The most important thing to understand when inserting symbols, fractions, special characters, or international characters is that the font you use is critical. Not all fonts have the same characters in them. For example, the Elephant font has no fraction characters in it, while

Verdana does. As a result it's important to use the right font to find the symbol or character you want.

Symbol such as currency (¥), music (♫), or check marks (✔)

1. Place your cursor in the file at the spot where you want to insert the symbol.
2. Go to **Insert** > **Symbol**.
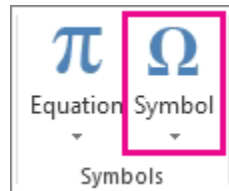
3. Pick a symbol, or choose **More Symbols**.
4. Scroll up or down to find the symbol you want to insert.

*Different font sets often have different symbols in them and the most commonly used symbols are in the **Segoe UI Symbol** font set. Use the **Font** selector above the symbol list to pick the font you want to browse through.

5. When you find the symbol you want, double-click it. The symbol will be inserted in your file.
6. Select **Close**.

   Tip: If you want to make your symbol larger or smaller, select it and use the Font Size setting