



Computers

Lecture 5

Pharmacy Department

Microsoft Word

By
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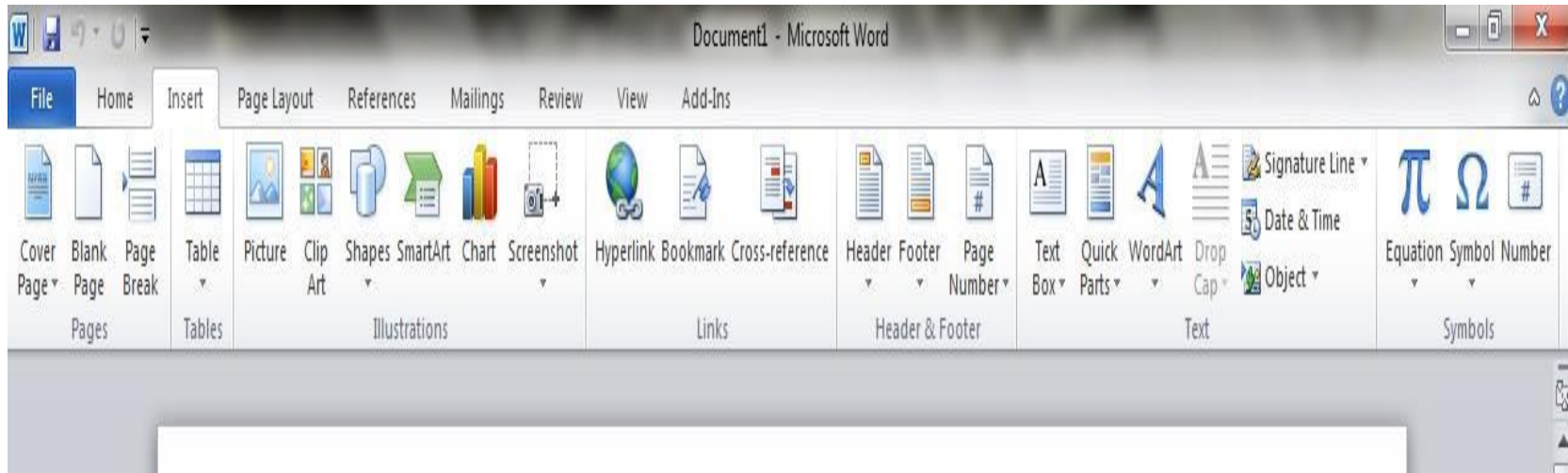
Outline

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- Insert Ribbon Menu**
- Design Ribbon**
- View Ribbon**

“Insert” Ribbon Menu

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This menu allows you to insert a variety of non-text objects into your document. You can use it to add tables, pictures, links, headers and footers, among other things

“Insert” Ribbon Menu

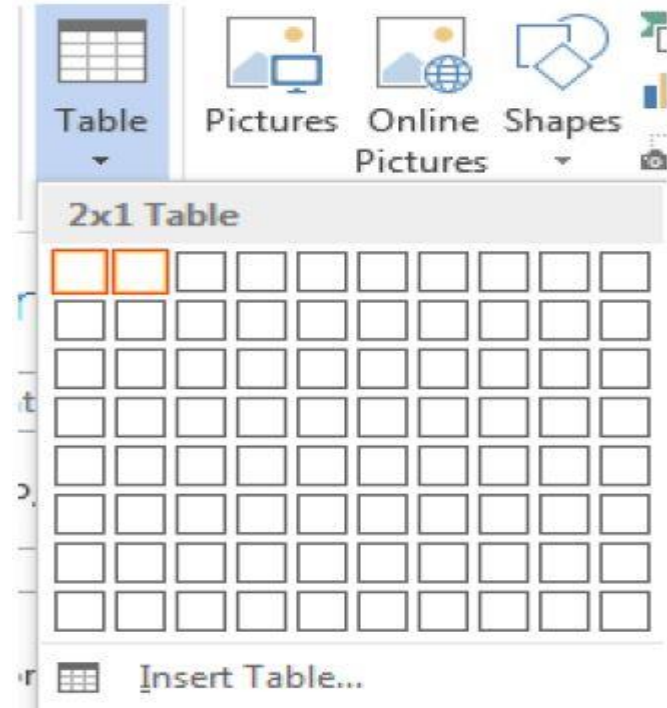
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Table:

Let's try to insert a table. Tables are useful for aligning information in columns or rows.

Steps:

1. Select the Insert tab and click on the Table icon.
2. Roll your mouse over the squares for the number of rows and columns you want.
3. Double click and your table will insert.



“Insert” Ribbon Menu

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To create a table using table menu

_ Choose Insert table from Table Menu . You will find a dialog box as shown below:



“Insert” Ribbon Menu

_ Now type the Number of Columns and rows as you require and set column width Auto. So that the Column width will be equal to the width of the text. Now click OK. An empty table is inserted in the document. Now inserting rows, columns, Deleting rows and widening the columns is very easy.

Insert Rows:

- _ Place the cursor in the table, where rows are to be inserted
- _ Choose Table and click Insert Rows option to insert rows in the table

Delete Rows:

- _ Select the Row which is to be deleted
- _ Click Table and click Delete cells option.

In the same way you can do with columns also

“Insert” Ribbon Menu

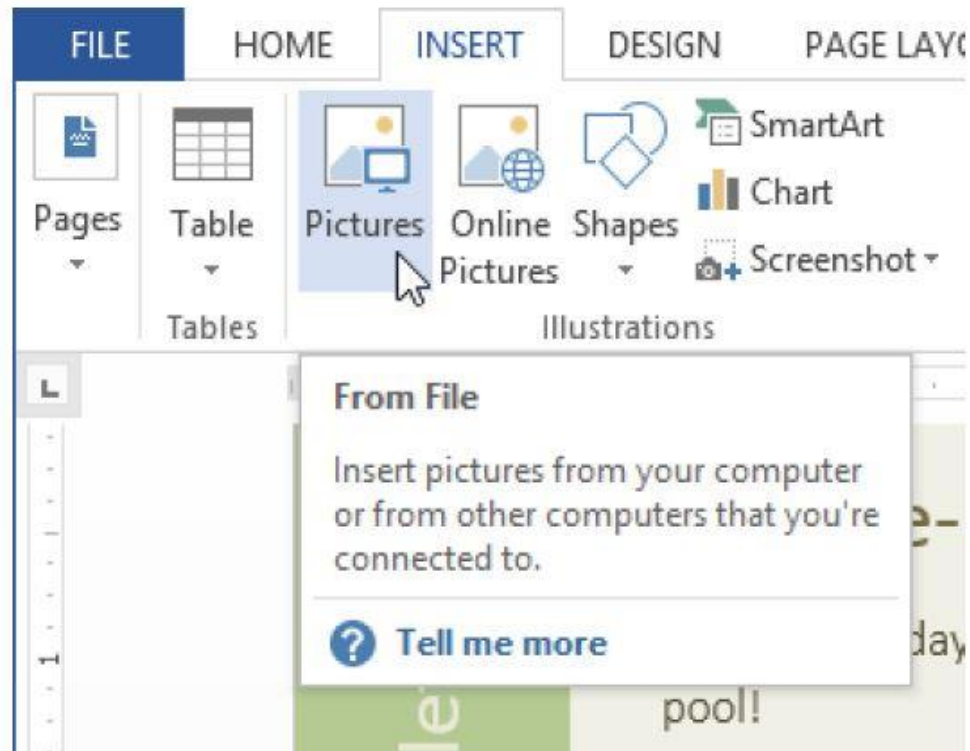
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Pictures:

You may also insert a Picture either from an image on your hard drive or clip art.

Steps:

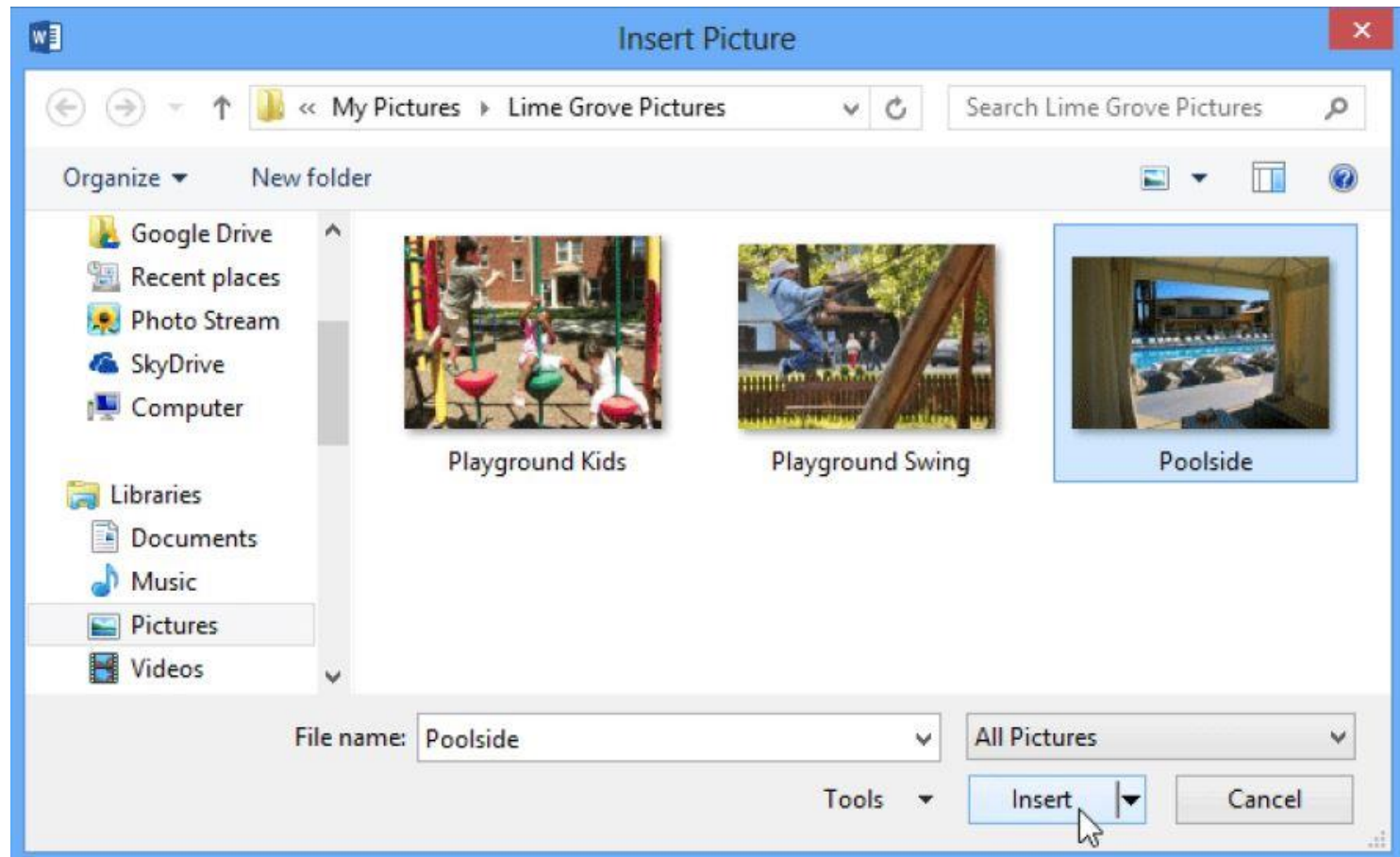
1. Select the Pictures icon



“Insert” Ribbon Menu

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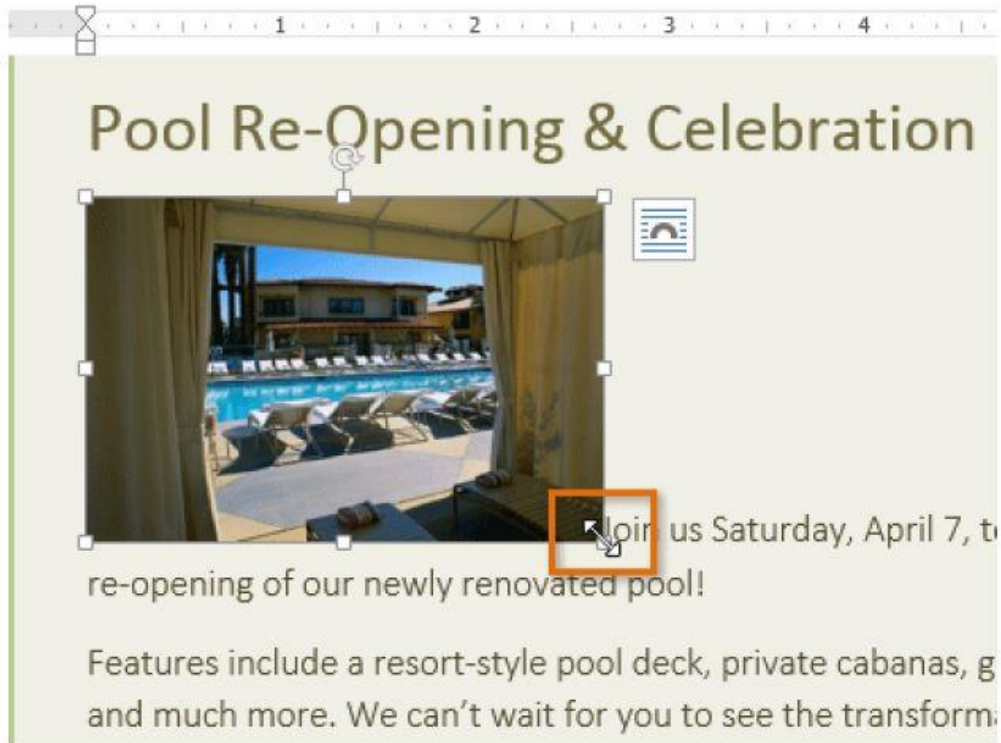
2. Navigate to the place on your pc where you stored the picture



“Insert” Ribbon Menu

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3. Click insert



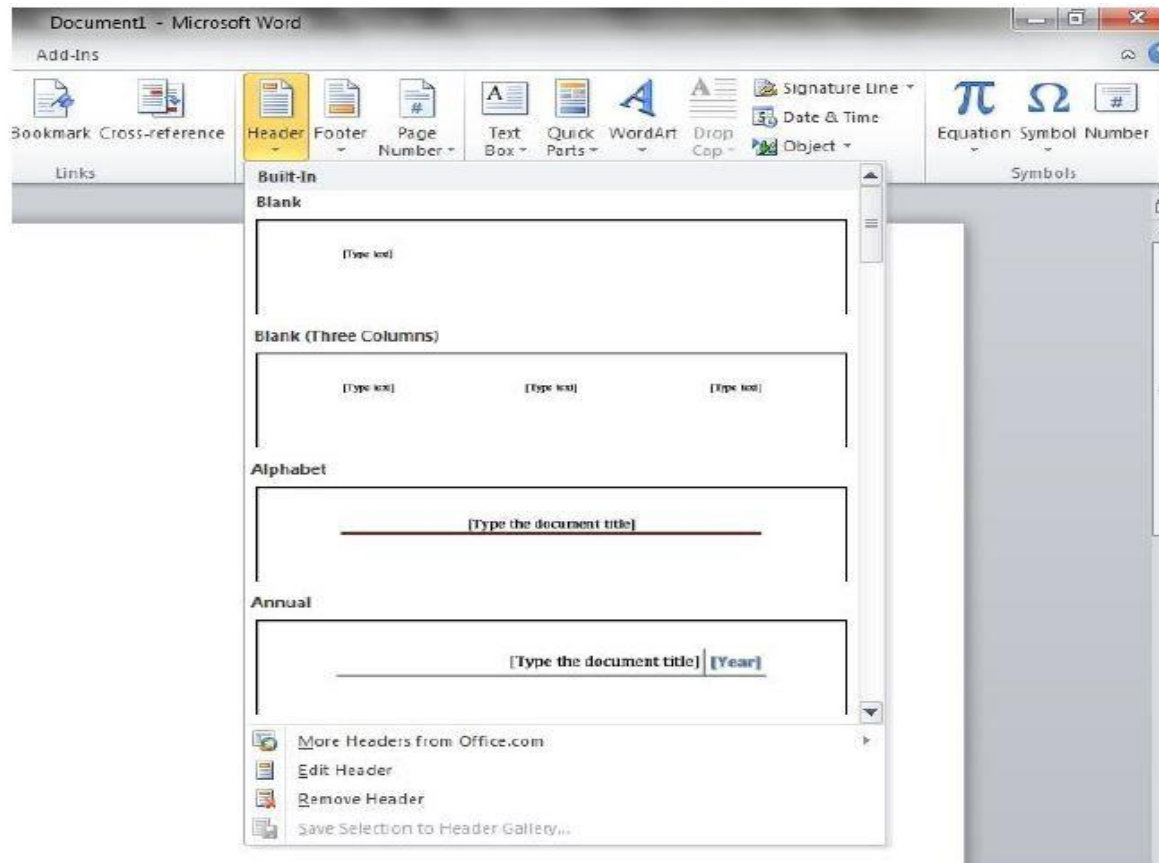
The image shows a presentation slide with a title bar at the top containing a ruler and the numbers 1, 2, 3, and 4. The slide title is "Pool Re-Opening & Celebration". Below the title is a photograph of a pool deck with lounge chairs and a building in the background. To the right of the photo is a small icon of a sun with horizontal lines. Below the photo is a text box containing the text "Join us Saturday, April 7, to re-opening of our newly renovated pool!". The word "Join" is highlighted with an orange square. Below the text box is another paragraph of text: "Features include a resort-style pool deck, private cabanas, g and much more. We can't wait for you to see the transform".

“Insert” Ribbon Menu

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Headers and Footers:

You may want to add a header or footer for items such as page numbers, dates and headings that will appear on every page.



“Insert” Ribbon Menu

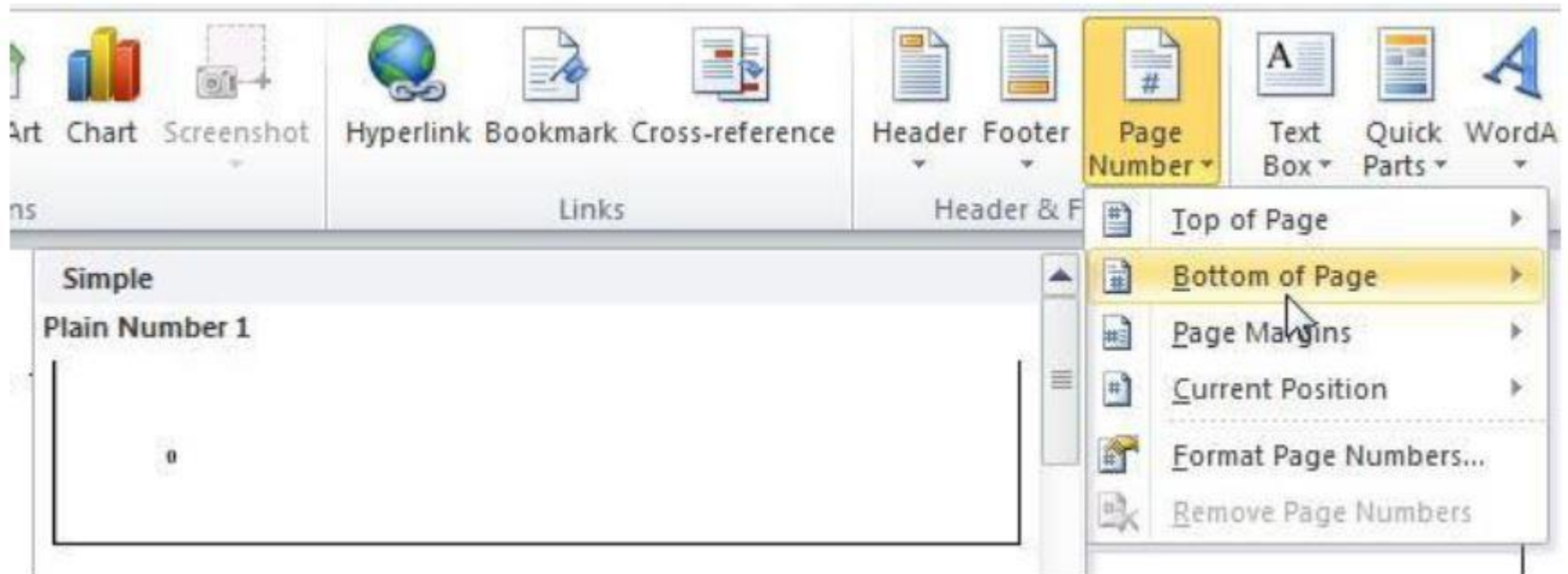
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Page Numbers

You may insert page numbers from the **Page Number** icon on the Insert ribbon.



❑ You will be able to choose specific preformatted locations and styles.



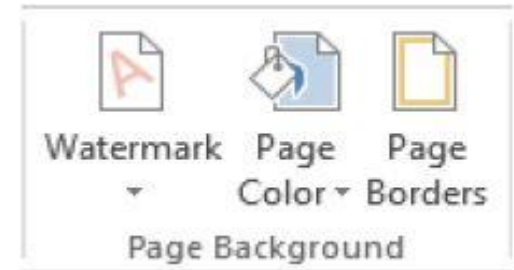
Design Ribbon & View Ribbon

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Design Ribbon

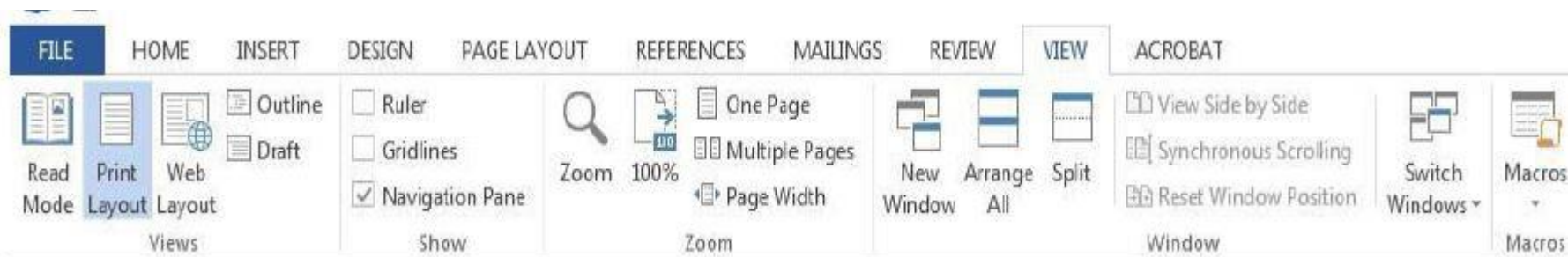
Page Background:

The **Page Background** section of the Design ribbon gives you the ability to put a page border around the document or change the color of the page as well as even put a watermark, if desired.



“View” Ribbon Menu

The View tab ribbon gives users the ability to see the document in different screen layouts. The default is the **Print Layout**



THANK YOU