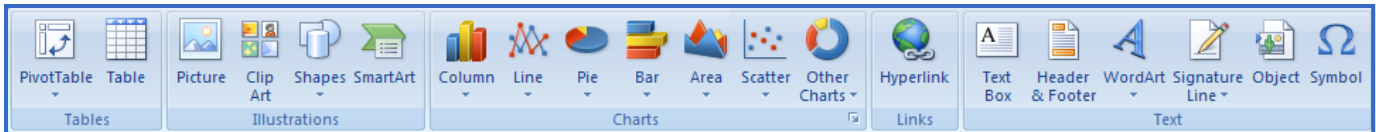


EXCEL INSERT TAB

The Insert Tab is used to insert objects such as charts, pictures, hyperlinks, headers and footers, and text boxes. The table below provides a list of the different groups and buttons that appear on this ribbon.



Groups/Buttons	Description
Tables Group	
Pivot Table	This button is used to insert a Pivot Table or Pivot Chart into a current worksheet or a new worksheet. Pivot tables are used to summarize and organize complicated data.
Table	This button is used to insert a table into the worksheet. Tables make it easy to analyze and sort data.
Illustrations Group	
Picture	To insert a picture that has been stored on the computer, click this button. When the button is clicked, the Insert Picture dialog box will appear. This dialog box is used to locate the picture that is to be inserted into the worksheet.
Clip Art	To insert a clip art image into the worksheet, click this button. Clip art includes movies, pictures, and sounds that are found within the Clip Art Gallery that is supplied with Excel.
Shapes	Shapes are objects, such as rectangles, circles, lines, and arrows. To insert a shape into the worksheet, click this button. When the button is clicked, a gallery of different shapes is displayed.
Smart Art	To insert objects such as organization charts, click this button. A gallery of different objects is displayed. This gallery is divided into categories, such as list, process, cycle, hierarchy, relationship, matrix, or pyramid.
Charts Group	
Column	Column charts are used to compare values across categories. Click this button to insert a column chart. Data for the chart can be selected either before or after the chart is created.
Line	To show trends over a period of time, click this button. Data for the chart can be selected either before or after the chart has been created.
Pie	This button is used to insert a pie chart into the worksheet or workbook. Pie charts are used to display the contribution of each item to the total. Only one data series is plotted when this type of chart is created. Data for the chart can be selected either before or after the chart is created.
Bar	Click this button to insert a bar chart into the worksheet or workbook. A bar chart is used to compare multiple values. Data for the chart can be selected either before or after the chart is created.

Groups/Buttons	Description
Area	Area charts emphasize differences between several sets of data over a period of time. To insert an area chart, click this button. Data for the chart can be selected either before or after the chart is created.
Scatter	This type of chart is used to compare pairs of values. This chart type is also known as an XY chart. To insert a scatter chart, click this button. Data for the chart can be selected either before or after the chart is created.
Other Charts	Click this button to see additional chart types that may be created in Excel.
Dialog Box Launcher	To open the Insert Chart dialog box, click this button. The purpose of this dialog box is to provide additional chart types that can be used in Excel.
Links Group	
Hyperlink	To insert a link to another worksheet, a Web site, another program, a picture, or an e-mail address, click this button.
Text Group	
Text Box	This button is used to insert a textbox into the worksheet. Text boxes can be used to highlight an item in a chart or within the worksheet. Textboxes can be inserted and/or positioned anywhere within the worksheet page.
Header and Footer	To insert a header and/or footer into a worksheet, click this button. The header or footer area of the worksheet will display when this button is clicked. The header or footer can be inserted directly into this area.
Word Art	Click this button to insert a Word Art object into the worksheet. A gallery of Word Art styles will appear. Select any of the styles to display the text box.
Signature Line	Use this button to insert a signature line into the worksheet. The signature line specifies the individual who is to sign the file in order to access it.
Object	To insert an embedded object, such as documents from other programs, click this button. A dialog box will display that will allow you to choose from a list of options or click the Create from File option to insert a designated file.
Symbol	This button is used to insert a symbol, such as a copyright symbol, into the worksheet. When the button is clicked, a gallery of different symbols will appear.