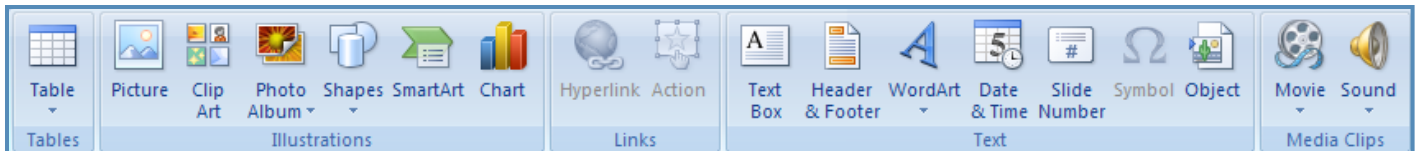


## POWERPOINT INSERT TAB

The Insert Tab is used to insert different features such as tables, pictures, clip art, shapes, charts, page numbers, word art, headers, and footers into a presentation. The table below describes each of the groups and buttons available in this tab. Additional information for working with several of these options is provided within the PowerPoint 2007 Web page.



Group/Button	Description
<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>Illustrations Group</b>	
<b>Picture</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>Clip Art</b>	Click this button to insert a Clip Art image into a slide. The Clip Art Task Pane will display. This is where it is possible to search for the desired image.
<b>Photo Album</b>	To create a presentation based on a set of pictures, click this button. Each picture will appear on its own slide.
<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>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>Links Group</b>	
<b>Hyperlink</b>	To insert a link to items such as a Web page, another document, or an e-mail address, click this button. The Hyperlink dialog box will display where the link can be specified.
<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 to many other areas. It is also possible to apply a sound to the selected object.

Group/Button	Description
<b>Text Group</b>	
<b>Text Box</b>	Text boxes are used to highlight text within a document. 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 and Footers</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>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>Object</b>	Use this button to insert an object such as an Excel Worksheet or an Excel Chart into the document.
<b>Media Group</b>	
<b>Movie</b>	This button is used to insert a movie clip into a slide in the presentation. Movies can be inserted from a file on the computer or from the clip art organizer.
<b>Sound</b>	To insert a sound into a presentation, click this button. Sound can be inserted from a CD, the clip organizer, or from a file on the computer.