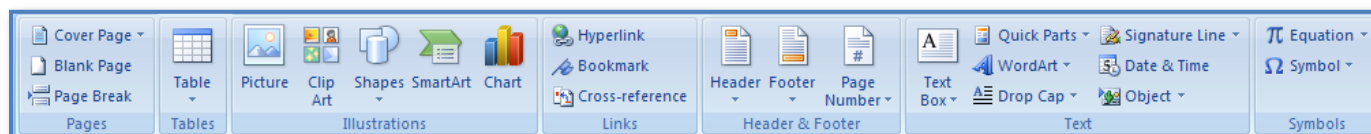


## INSERT TAB

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 document. 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 Word 2007 Web page.



Group/Button	Description
<b>Pages Group</b>	
Cover Page	This button can be used to insert a pre-formatted cover page for a document. The information that is to appear on the page is filled in after the page is created.
Blank Page	To insert a new blank page for a document at the cursor position, click this button.
Page Break	Click this button to start a new blank page at the cursor position.
<b>Tables Group</b>	
Tables	This button is used to insert a table into the document. 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>	
Picture	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.
Clip Art	Click this button to insert a Clip Art image into the document. The Clip Art Task Pane will display. This is where it is possible to search for the desired image.
Shapes	This button is used to insert different shapes into a document. 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 document.
Smart Art	To insert a Smart Art graphic into the document, 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.
Chart	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>	
Hyperlink	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>Group/Button</b>	<b>Description</b>
Bookmark	This button is used to create a bookmark. A bookmark is used to assign a name to a specific area within a document. A hyperlink can then be created to the bookmark.
Cross-Reference	While creating a document, this button is used to refer to another area in a document such as a figure or text. Usually a hyperlink is created to the area in the document that the cross reference is referring to.
<b>Header and Footer Group</b>	
Header	To insert text into a document that appears at the top of each page of the document, click this button. A gallery of header styles and formats will appear. Click the heading style that is to be applied to insert it into the document.
Footer	This button is used to insert text into a document that appears at the bottom of each page of the document. A gallery of footer styles and formats will appear. Click the footer style that is displayed to insert it into the document.
Page Number	Click this button to insert a page number into the document. A list of page number locations will display. Move the mouse pointer over each of the items to display of gallery of page number styles.
<b>Text Group</b>	
Text Box	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.
Quick Parts	Click this button to insert reusable pieces of content into a document. These parts could be snippets of information created earlier.
WordArt	To insert decorative text into the document, click this button. A gallery of different styles of WordArt will display. Click the desired format to create the WordArt image.
Drop Cap	Drop caps are used to create a large capital letter at the beginning of a paragraph.
Signature Line	This button is used to insert a digital signature line into a document that indicates who must sign the document. A Digital ID must be obtained before this feature can be used.
Date and Time	To insert the date and time into a document, click this button. The dialog box that appears displays several date and time formats.
Object	Use this button to insert an object such as an Excel Worksheet or an Excel Chart into the document.
<b>Symbols Group</b>	
Equation	This button is used to insert a mathematical equation into a document. The equations tools ribbon will appear when the button is clicked. This ribbon is used to create the equation. A list of common equations is also available.
Symbol	Click this button to insert a symbol such as copyright or trademark symbols into the document.