

# Microsoft Word 2010

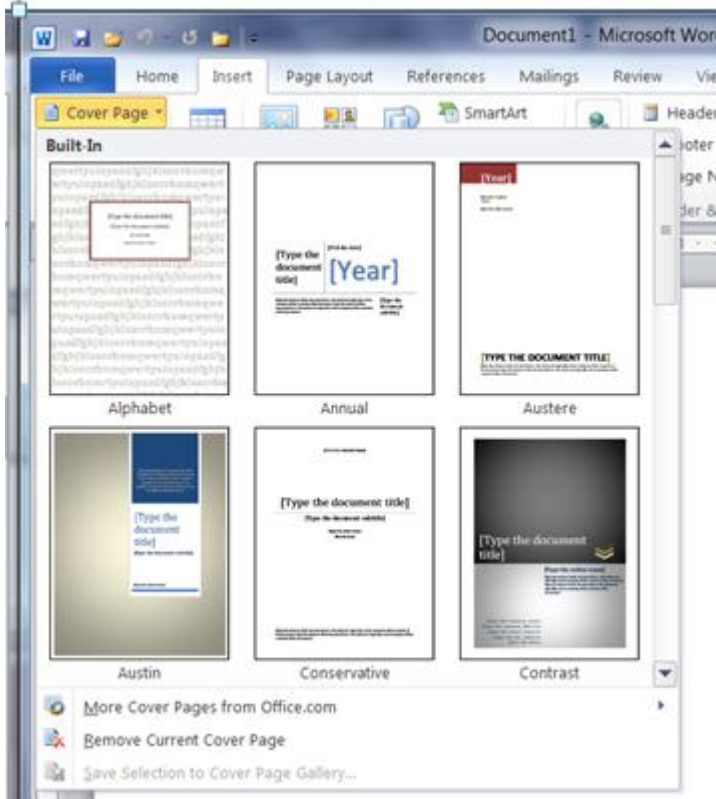
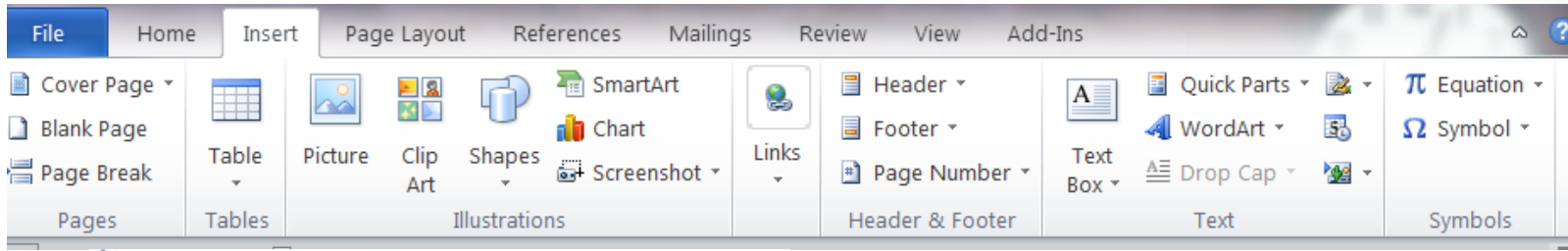
**SIG Class #2, December 12<sup>th</sup>, 2011**

**The Insert Tab**

# Editing Functions

- The Insert Tab
- Cover Page, Blank Page, Page Break
- Picture, Shapes
- Clip Art, SmartArt, WordArt
- Chart, Table
- Hyperlink, Bookmark, Reference
- Symbol
- Text Box
- Header & Footer, Page Number

# The Insert TAB

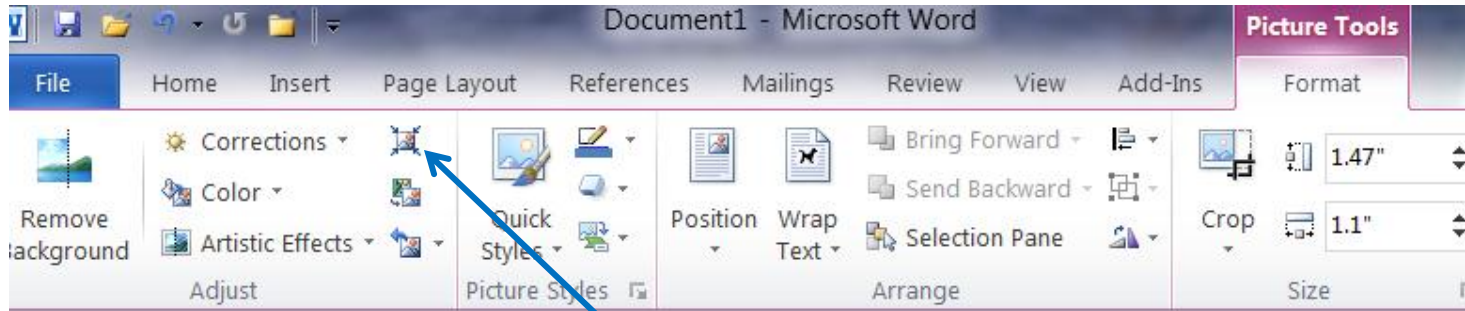


You can insert a cover page to your document. Select a pre-formatted plain or fancy one

Insert a blank page between parts of your document. To start on even/odd page

Insert a Page Break to continue the document on a new page

# Insert Pictures



Click Insert Pictures to select from your files. The picture is placed into the document in line with the text. The picture Tools Tab opens and provides some editing functions.

Remove background

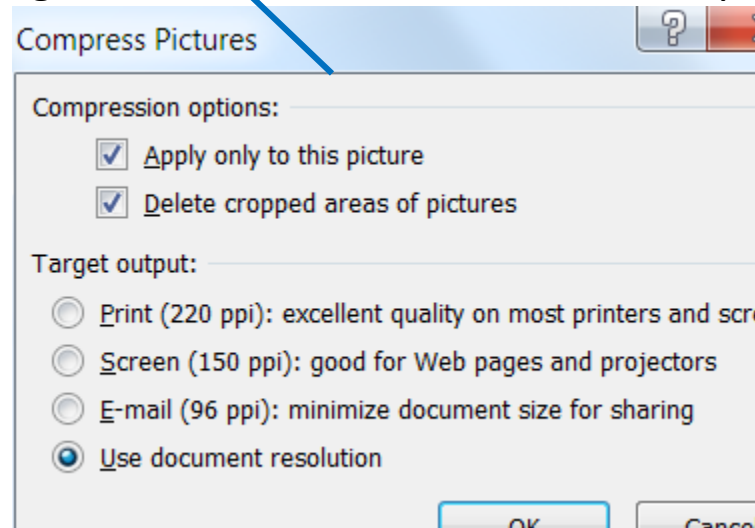
Correction (sharpen and soften, Brightness and contrast – correction options)

Color effects

Artistic effects

Change picture

Reset all changes



# Picture Tools Tab

Picture Styles

Quick Styles (Combine the following)

Picture Borders

Pictures Effects

Convert to SmartArt Graphic

Arrange Section

Overall Position

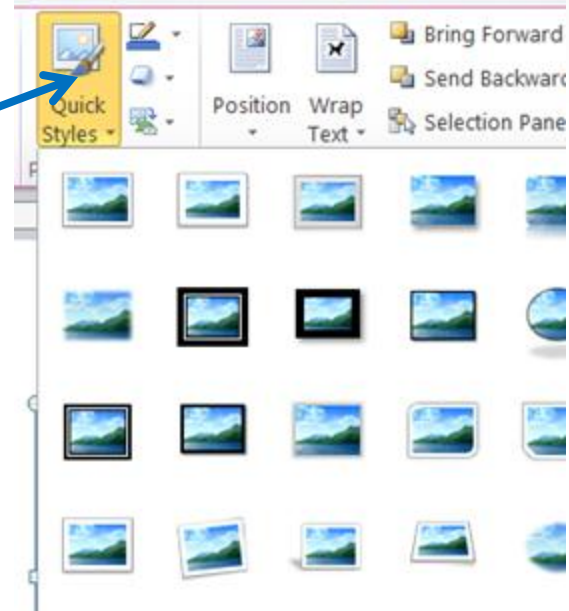
Wrap Text

Bring Forward/Send Backward

Align

Group

Rotate



Size Section

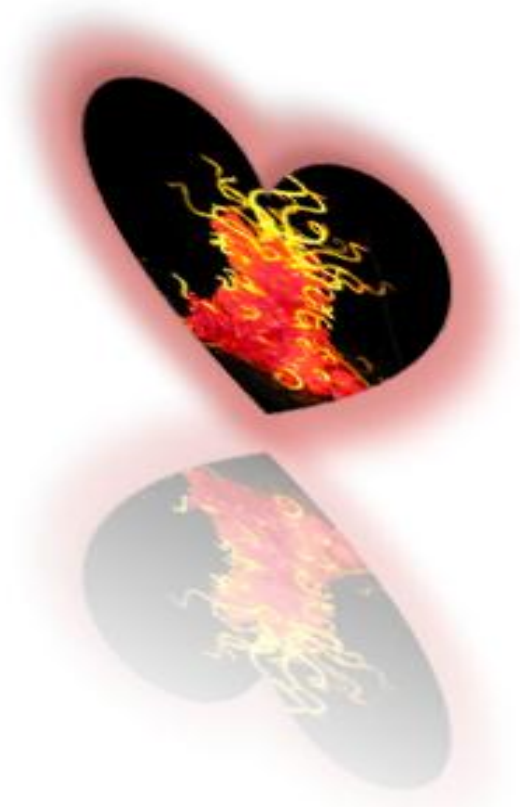
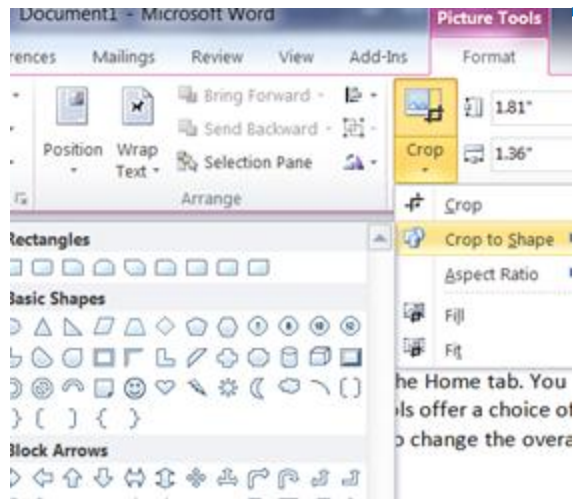
Crop – Crop to Shape

Aspect ratio

Size – Vertical/Horizontal

# Picture Tools Tab

Crop a picture to a shape



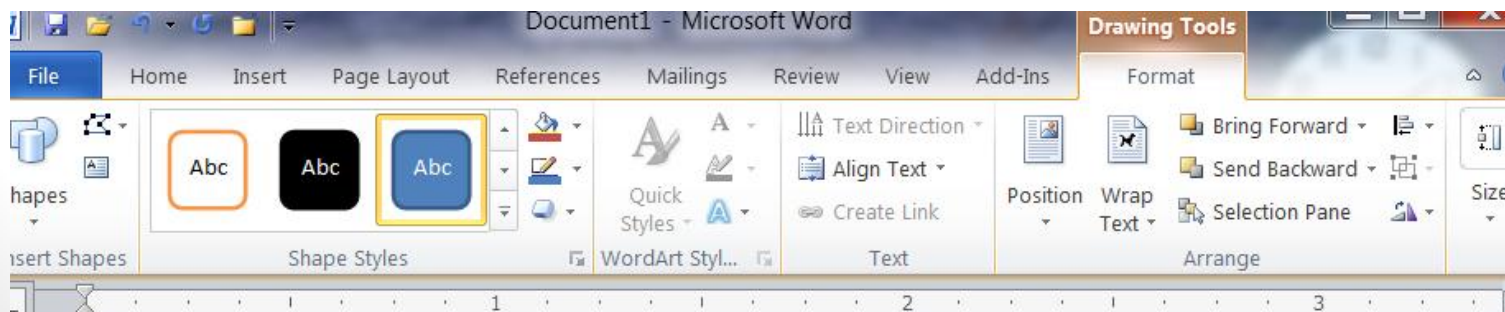
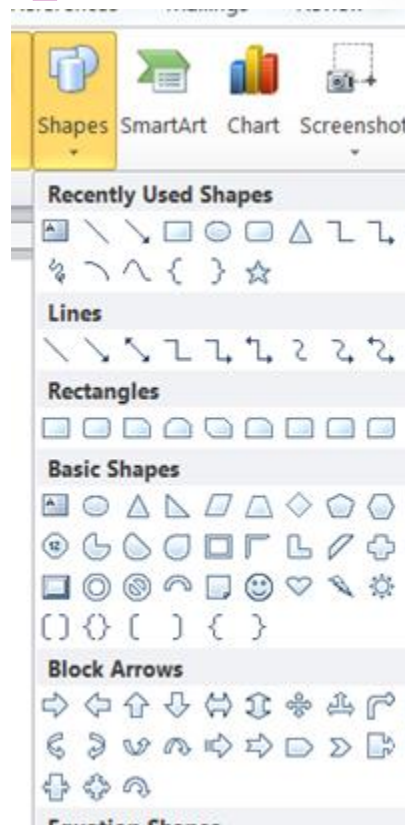
Your imagination is the limit

Inserted picture, then formatted using crop with shape, glow, reflection and 3D

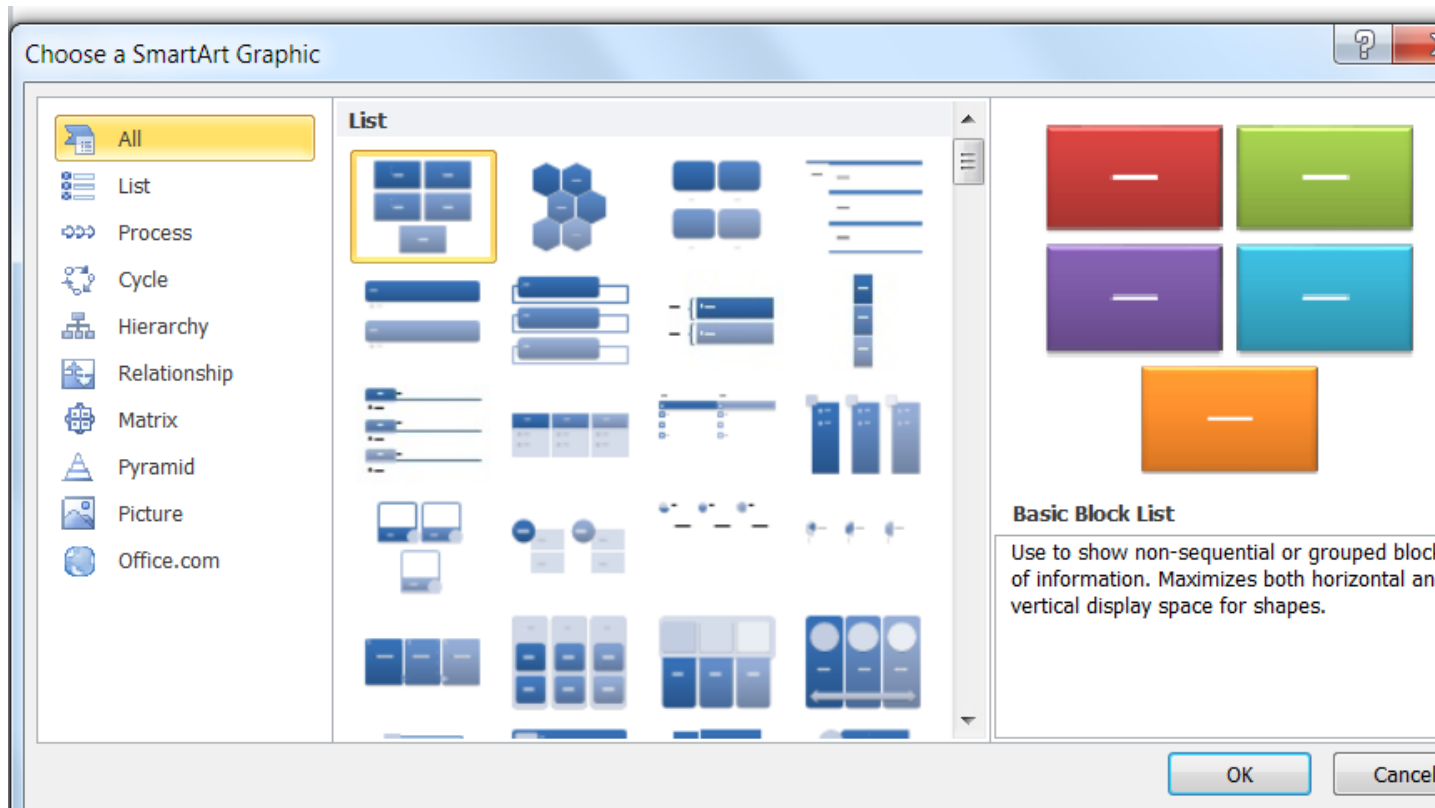
# Clip Art and Shape

Click Clip Art – Select from the Clip Art Pane

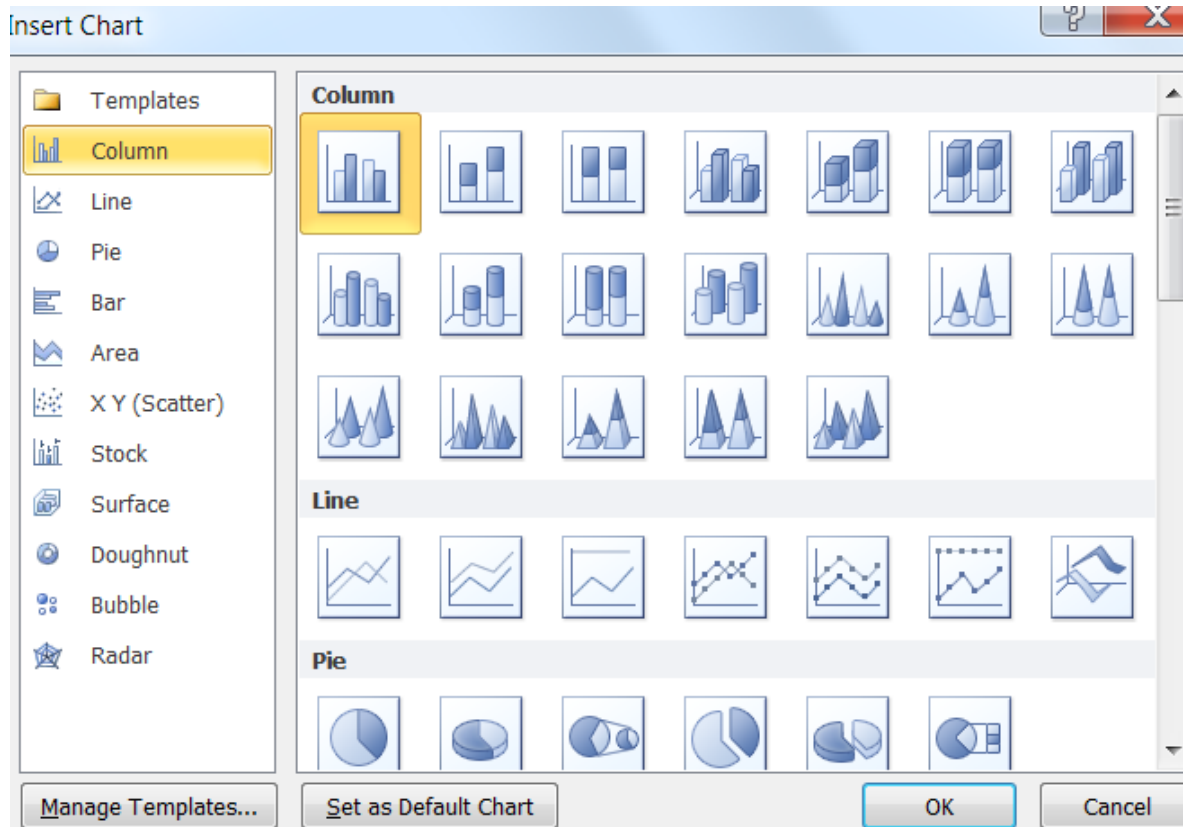
Click Shapes – Selection window opens  
Select desired shape and draw to size  
The Drawing Tools Tab opens



# Smart Art



# Insert Chart



# Insert Chart – Cont'd

	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	5	
6					
7					
8					

To resize chart data range, drag lower right

Select chart type

Excel program opens with a sample Data set. Adjust to represent your Data. The chart updates automatically In Word.

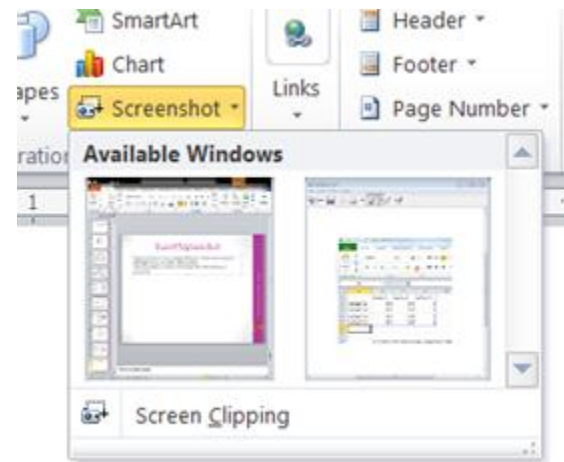
Close Excel.

The Chart Tools Tab opens  
Change, update, edit your data right there in Word (Excel as needed)

# Insert Screenshot

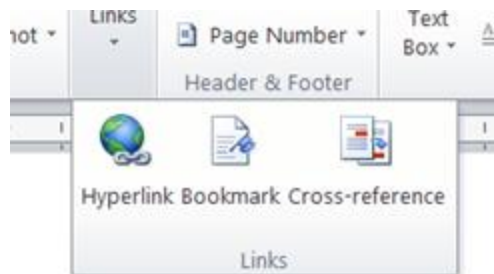
Click Screenshot to show available Windows – Select entire windows (left/right arrow), or portion of that window

This functionality is similar to the Sniping Tool of the Windows 7 Accessories

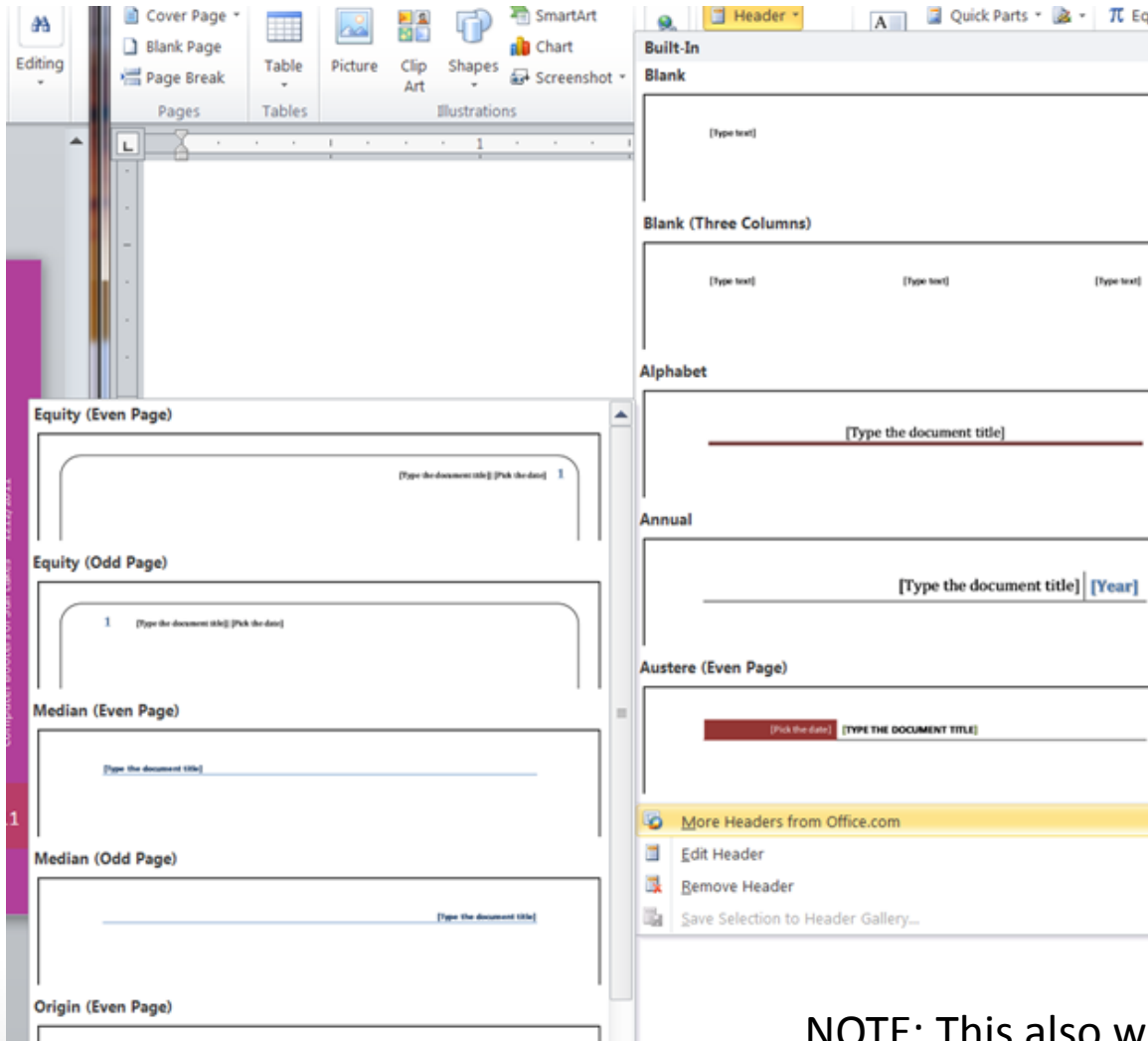


Insert Links

Either Hyperlink,  
Bookmark, or Cross-Reference



# Header & Footer



Select the Header/Footer type

NOTE: This is also where you go to edit an existing header/footer

# WordArt

Select the WordArt Style. Type the text in the Window. The Drawing Tools Tab opens. You can then select text direction color, alignment, style, or shape effect.



Insert signature line (you will get a warning message)

Signature Setup

Suggested signer (for example, John Doe):  
[Text Box]

Suggested signer's title (for example, Manager):  
[Text Box]

Suggested signer's e-mail address:  
[Text Box]

Instructions to the signer:  
Before signing this document, verify that the content you are signing is correct.

Allow the signer to add comments in the Sign dialog

Show sign date in signature line

OK Cancel

X

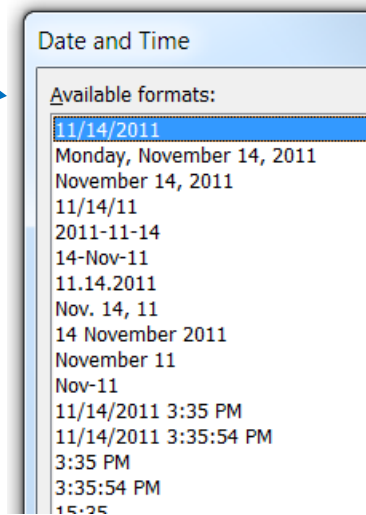
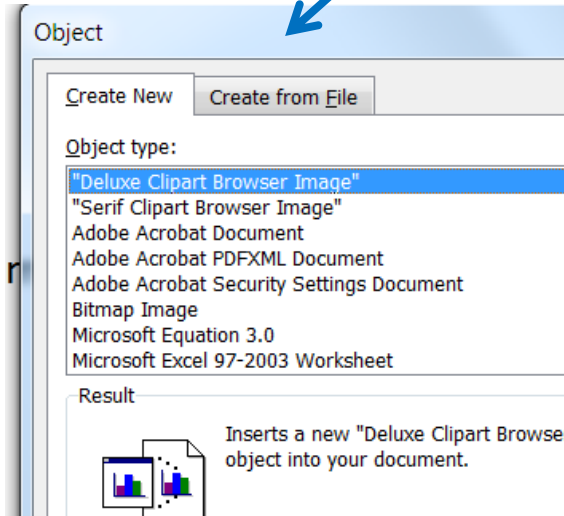
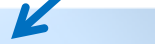
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John Milafish  
Plumber

# Other Inserts

Insert Date

Insert Object

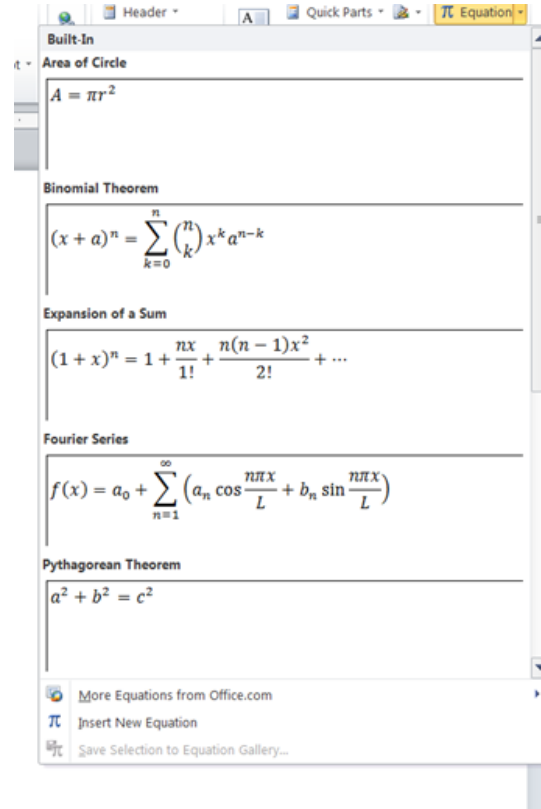


# Insert Equation

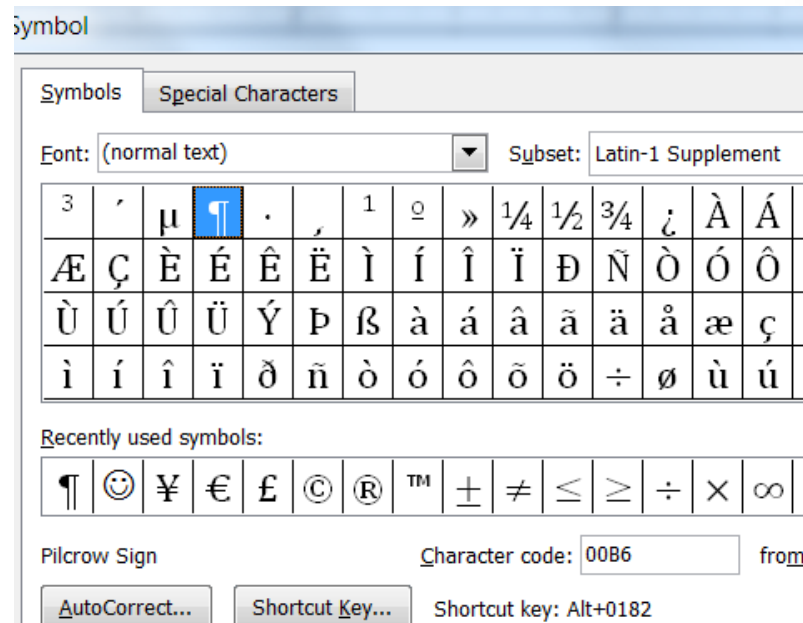
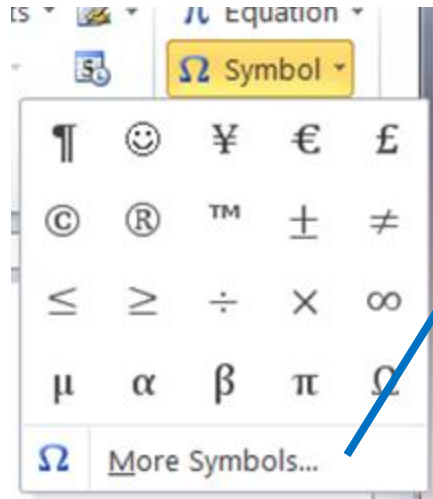
Insert equation

The Equation Tools Tab opens

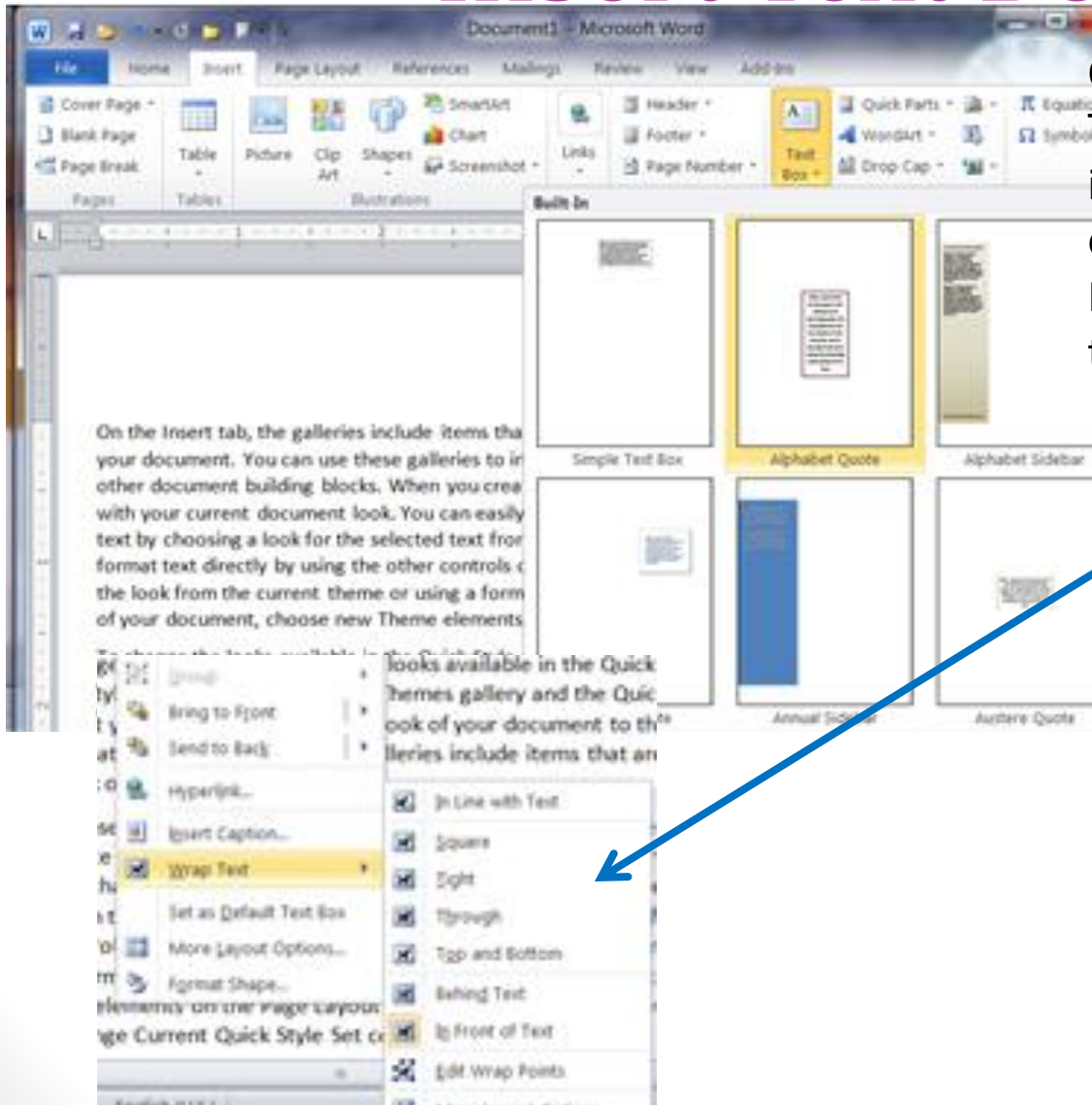
$$A = P \left( 1 + \frac{r}{n} \right)^{nt}$$



# Insert Symbol



# Insert Text Box



Chose type from gallery  
The Text Box will be  
inserted on top of  
existing text  
Right Click and select  
the Wrap type desired

# Link Text Boxes

Create 2 or more text boxes. Box 2 to n must be blank (Remove text)  
Select the first text box – the Drawing tools Tab (context sensitive) opens.  
Under Format Tab, click Create a link (become Break a link after the link is created.  
The cursor becomes a Picher. Place it to the second box and click. The 2 boxes are  
Now linked and text fro the first one will flow automatically to the second

