Aror University of Art, Architecture, Design & Heritage Sukkur

_____

Lab 03: Inset and Design Tabs in MS Word   Date: Sep 18, 2023

Subject: Application of Information & Communication Technologies

Instructor: Abdul Ghafoor

Insert Tab

1. Pages Group

1.1 Cover Page: To insert a professionally designed cover page into your document.

- Click on the "Insert" tab.
- In the "Pages" group, click on "Cover Page."
- Select a cover page template from the gallery and customize it if needed.

1.2 Blank Page : To insert a blank page into your document.

- Click on the "Insert" tab.
- In the "Pages" group, click on "Blank Page."

1.3 Page Break : To insert a page break to start a new page within the document.

- Click where you want to insert the page break.
- Click on the "Insert" tab.
- In the "Pages" group, click on "Page Break."

2. Tables Group

Objective: To insert, draw, or convert tables within your document.

2.1. Insert Table:

- Click on the "Insert" tab.
- In the "Tables" group, click on "Table" and select the number of rows and columns.

2.2. Draw Table:

- Click on the "Insert" tab.
- In the "Tables" group, click on "Table" and choose "Draw Table." Draw the table in your document.

2.3. Convert Text to Table:

- Select the text you want to convert.
- Click on the "Insert" tab.
- In the "Tables" group, click on "Table" and choose "Convert Text to Table."

2.4 Excel Spreadsheet: To embed an Excel spreadsheet within your Word document.

- Click on the "Insert" tab.
- In the "Tables" group, click on "Excel Spreadsheet" and create or embed an Excel sheet.

2.5 Quick Tables : To insert pre-designed tables into your document.

- Click on the "Insert" tab.
- In the "Tables" group, click on "Quick Tables" and select a table style from the gallery.

3. Illustrations Group

Objective: To insert various types of illustrations into your document.

3.1. Pictures:

- Click on the "Insert" tab.
- In the "Illustrations" group, click on "Pictures" to insert images from your computer.

3.2. Online Pictures:

- Click on the "Insert" tab.
- In the "Illustrations" group, click on "Online Pictures" to search and insert images from the web.

3.3. Shapes:

- Click on the "Insert" tab.
- In the "Illustrations" group, click on "Shapes" to insert various shapes into your document.

3.4. SmartArt:

- Click on the "Insert" tab.
- In the "Illustrations" group, click on "SmartArt" to create and insert diagrams.

3.5. Charts:

- Click on the "Insert" tab.
- In the "Illustrations" group, click on "Chart" to insert charts or graphs.

3.6. Screenshot:

- Click on the "Insert" tab.
- In the "Illustrations" group, click on "Screenshot" to capture and insert a screenshot.

4. Media Group

To insert online videos into your document.

- Click on the "Insert" tab.
- In the "Media" group, click on "Online Video" to embed videos from supported platforms.

5. Links Group

Objective: To add hyperlinks, bookmarks, and cross-references to your document.

5.1. Hyperlink:

- Select the text or object you want to hyperlink.
- Click on the "Insert" tab.
- In the "Links" group, click on "Hyperlink" and provide the URL or select a document/file to link.

5.2. Bookmark:

- Place your cursor where you want to create a bookmark.
- Click on the "Insert" tab.
- In the "Links" group, click on "Bookmark" and name your bookmark.

5.3. Cross-references:

- Click on the "Insert" tab.
- In the "Links" group, click on "Cross-reference" to reference headings, figures, or tables.

6. Comments

Objective: To add comments to your document for collaboration and feedback.

Procedure:

- Select the text you want to comment on.
- Click on the "Review" tab.
- In the "Comments" group, click on "New Comment" and type your comment.

7. Header & Footer

Objective: To add headers, footers, and page numbers to your document.

7.1. Header:

- Click on the "Insert" tab.
- In the "Header & Footer" group, click on "Header" and choose a predefined header or create a custom one.

7.2. Footer:

- Click on the "Insert" tab.
- In the "Header & Footer" group, click on "Footer" and choose a predefined footer or create a custom one.

7.3. Page Number:

- Click on the "Insert" tab.
- In the "Header & Footer" group, click on "Page Number" and select a location for page numbers.

8. Text

Objective: To add special text elements to your document.

8.1. Text Box:

- Click on the "Insert" tab.
- In the "Text" group, click on "Text Box" to insert a customizable text box.

8.2. WordArt:

- Click on the "Insert" tab.
- In the "Text" group, click on "WordArt" to create stylized text.

8.3. Drop Cap:

- Select the first letter of a paragraph.
- Click on the "Insert" tab.
- In the "Text" group, click on "Drop Cap" and choose a drop cap style.

8.4. Signature Line:

- Click on the "Insert" tab.
- In the "Text" group, click on "Signature Line" to add a signature line for electronic signatures.

8.5. Date and Time:

- Click on the "Insert" tab.
- In the "Text" group, click on "Date & Time" to insert the current date and time.

9. Symbols

Objective: To insert mathematical equations and symbols into your document.

9.1. Equation:

- Click on the "Insert" tab.
- In the "Symbols" group, click on "Equation" to insert and edit mathematical equations.

9.2. Symbol:

- Click on the "Insert" tab.
- In the "Symbols" group, click on "Symbol" to insert special characters and symbols.

10. Page Background

Objective: To modify the page background with watermarks, colors, and borders.

10.1. Watermark:

- Click on the "Design" tab.
- In the "Page Background" group, click on "Watermark" to add a watermark to your document.

10.2. Page Color:

- Click on the "Design" tab.
- In the "Page Background" group, click on "Page Color" to change the background color of your document.

10.3. Page Border:

- Click on the "Design" tab.
- In the "Page Background" group, click on "Page Borders" to add borders to your pages.

The End of Lab 03