INTRODUCTION TO MS WORD
OF
INSERT TAB

MADE BY
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"INTRODUCTION TO MS WORD OF INSERT TAB"

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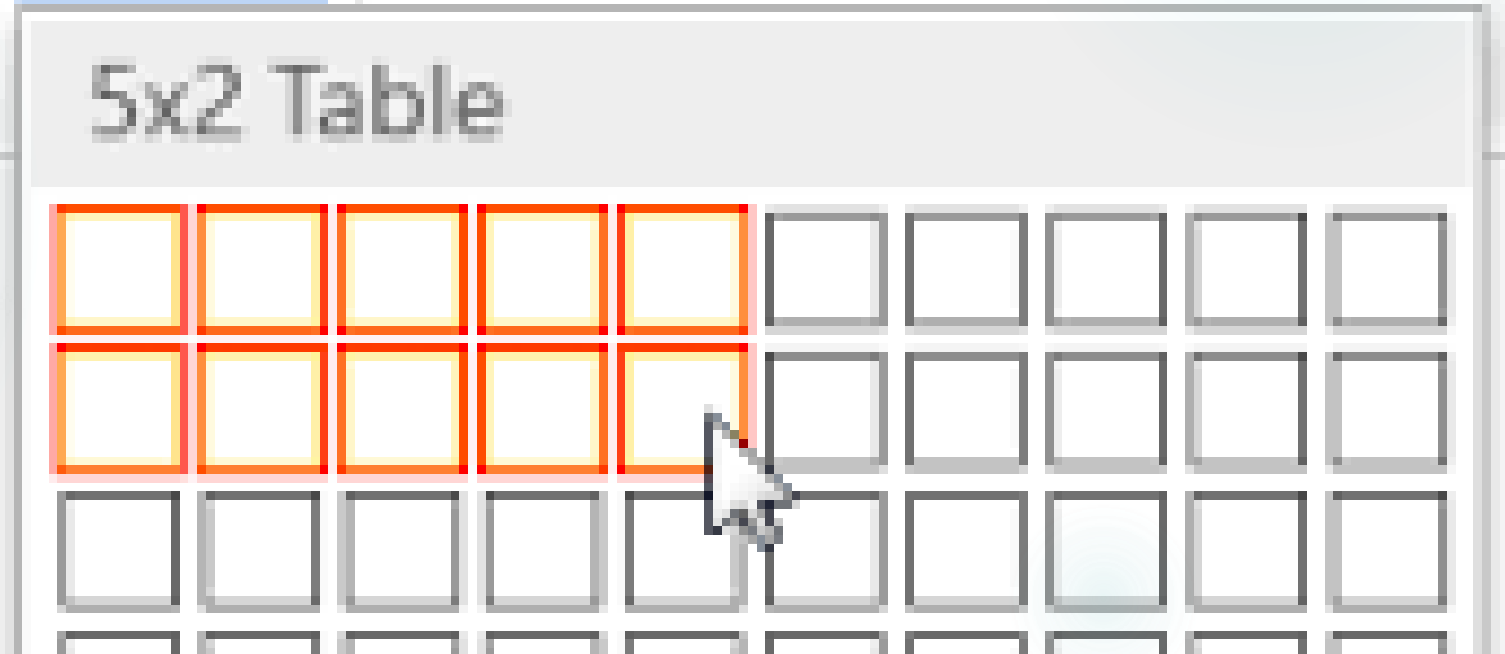
Insert

Table

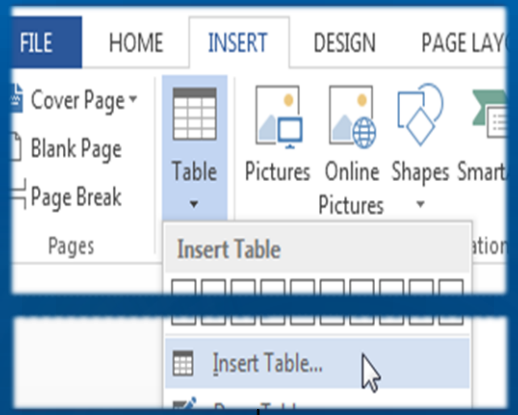
5x2 Table

Table

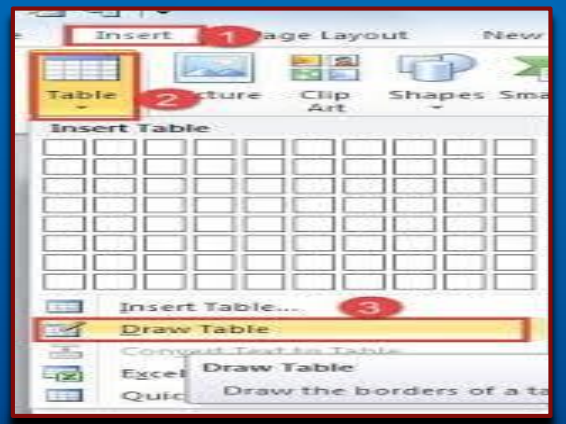
A TABLE IS A GRID OF CELLS ARRANGED IN ROWS AND COLUMNS. TABLES CAN BE USED TO ORGANIZE ANY TYPE OF CONTENT, WHETHER YOU ARE WORKING WITH TEXT OR NUMERICAL DATA



"TABLE"



IN INSERT TABLE YOU CAN EASILY CUSTOMIZE TABLE BY SELECTION NO. OF COLOUMNS AND ROWS

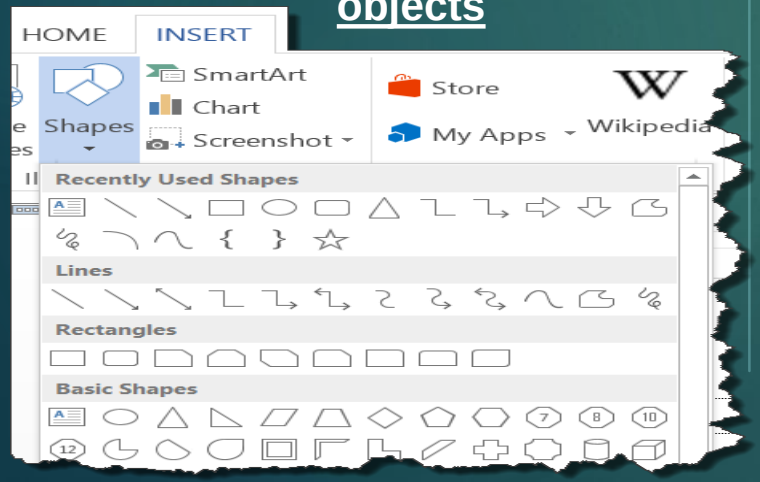


IN DRAW TABLE , YOU CAN EASILY DRAW\ DESIGN A TABLE BY YOURSELF

ILLUSTRATION TAB

SHAPES

In Microsoft Word, shapes are objects that can be added to documents to improve their visual appeal and clarity. Shapes can be created from lines, curves, rectangles, and other objects

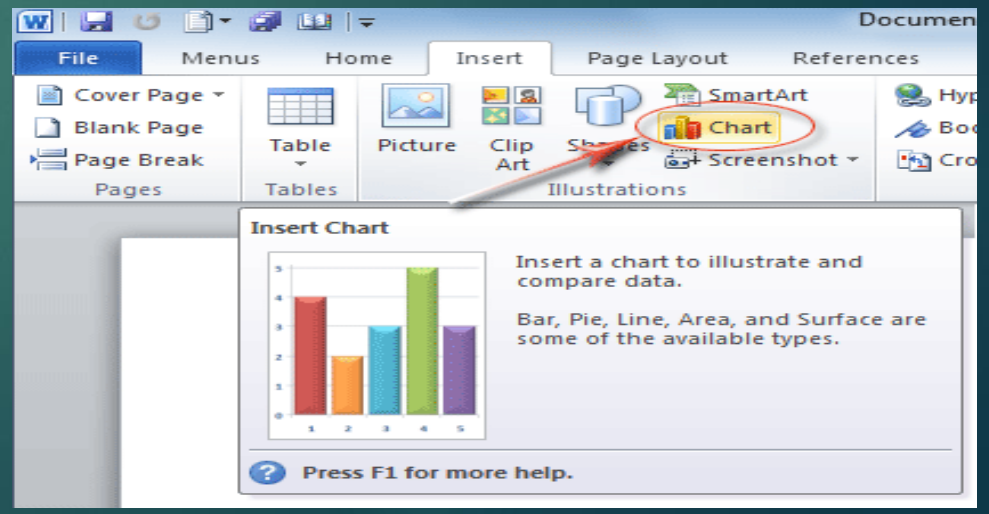


SMART ART

SmartArt is a feature in Microsoft Office applications that allows users to create visual representations of information and ideas. SmartArt graphics can be used to create diagrams, such as flow charts, process charts, and organization charts.

CHARTS

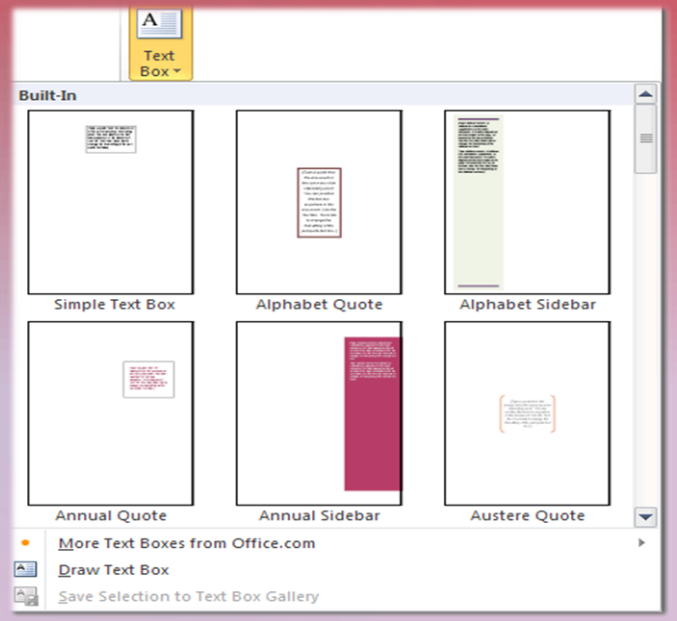
A chart in Microsoft Word is a graphical representation of data that can help make large amounts of information easier to understand



TEXT TABS

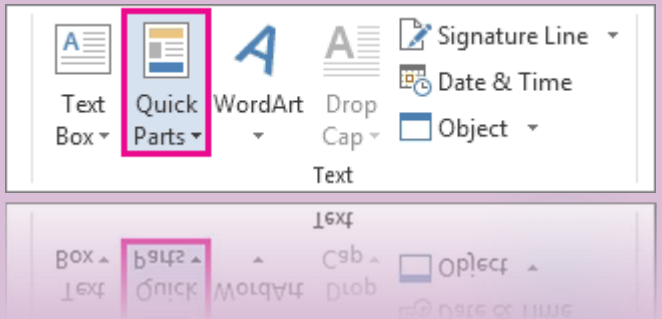
TEXT BOX

- In Microsoft Word, a text box is an object that allows you to add text anywhere in your document



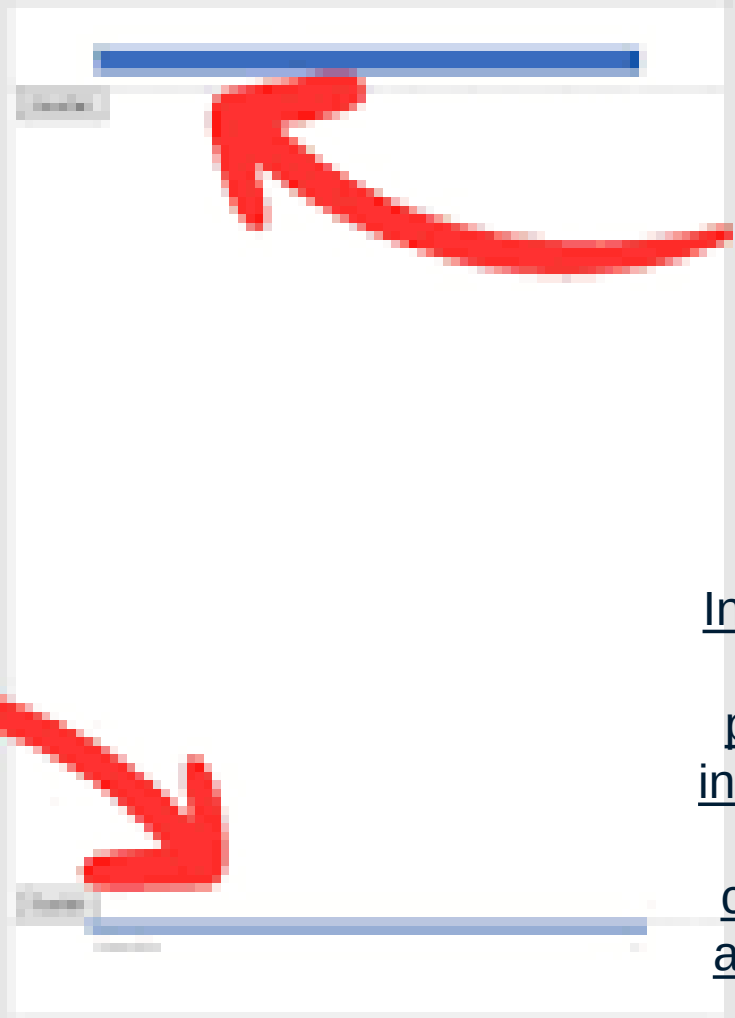
QUICK PARTS

Quick Parts in Microsoft Word is a feature that lets you create, store, and reuse content. You can use Quick Parts to insert frequently used phrases, blocks of text, images, tables, and pre-formatted sections into your documents



In Microsoft Word, a footer is a section at the bottom of a page that contains information that appears on every page of the document. Footers can include: page numbers, author's name, date created, file name

Footer Line



Header Line

In Microsoft Word, a header is a section of text that appears at the top of a page. Headers are commonly used to include information about the document, such as the title, page numbers, or creation date. The text in a header will appear on every page of the document

THANKYOU
THANKYOU
THANKYOU