Assalmoalikum everyone. So moving further, we have Insert tab.

So, as the name says insert tab has all the features related to inserting an image, table or any other misceallous chart.

For those who are wondering how to use this tab, well I will be giving you a quick demonstration about it.

So, once you click the Insert Tab, you will be displayed with all the features.

Starting from the first feature, we have cover page, If you wana insert a cover page in your word file, just click on this button right here and a cover page will be inserted in your document.

Next, you can simply add a blank page in your document by pressing this button.

And then, you have page break function, so when you press this button, it basically breaks the current page where the cursor is present, and takes the cursor to a new page.

Now, we have tables here, so if you wanna create a table for any purpose, you can simply click the Table button, a menu will be presented to you. You can choose the number of rows and columns, and if that’s not suitable for you, you can just click on the Insert Table button here and choose custom dimensions of the table.

And then, we have all the illustrations here, you can insert a picture from your computer drive, any picture from internet, 2d shapes and icons using the Shapes and SmartArt button. You can also insert a chart as per your liking by clicking on this Chart button. And you can also attach a screenshot by pressing on this button.

Let’s quickly check out the other tabs, so here you have an online video media feature, you can insert a video from any video streaming platform like Youtube etc.

You can also insert a hyperlink using this button, add a bookmark and references in your document.

Next you have comments, you can add a comment for any line in the document, to note down the important points related to the content on that line.

Then, you can add a header, footer or page number by clicking on the respective icons.

In the text sub tab, we have options to add a text box, quick parts tab to add contents for table of contents, wordart to add a ready made templates for font, and drop cap is used to capitalize the first alphabet of the first word of the paragraph and aligh it with the rest of the paragraph.

Then we have signature line, date and time and object.

Lastly, you can add mathematical equations and symbols.