

## Insert Menu

The Insert menu contains commands for inserting new elements in your document. This includes images, media, charts, objects from other applications, hyperlink, comments, symbols, footnotes, and sections.

### Page Break(Ctrl+Enter)

Inserts a manual page break at the current cursor position and places the cursor at the beginning of the next page.

(वर्तमान कर्सर स्थिति पर एक मैन्युअल पृष्ठ विराम सम्मिलित करता है और अगले पृष्ठ की शुरुआत में कर्सर रखता है।)

### Manual Break

Inserts a manual line break, column break or a page break at the current cursor position.

### Image

Inserts an image into the current document with optimal page wrapping and centered on the line.

(वर्तमान दस्तावेज़ में एक छवि सम्मिलित करता है जिसमें इष्टतम पृष्ठ रैपिंग और लाइन पर केंद्रित हो।)

### Media

The submenu presents various sources that an image, audio or video can be insert from.

(सबसे नए विभिन्न स्रोतों को प्रस्तुत करता है जिन्हें एक छवि, ऑडियो या वीडियो से लाया जा सकता है।)

### Chart

Inserts a chart based on data from a cell or table range or with default data.

### Object

Inserts an embedded object into your document, including formulas, 3D models, charts and OLE objects.

### Shape

This submenu contains common shapes like a line, circle, triangle, and square, or a symbol shape like a smiley face, heart, and flower that can be inserted into the document.

### Fontwork

Opens the Fontwork dialog from which you can insert styled text not possible through standard font formatting into your document.

### Textbox

Draws a text box with horizontal text direction where you drag in the current document. Drag a text box to the size you want anywhere in the document,

and then type or paste your text. Rotate the text box to get rotated text.

### Comment(Ctrl+Alt+C)

Inserts a comment around the selected text or at the current cursor position.

### Frame

This submenu contains both interactive and non-interactive means of inserting a frame.

### Caption

Adds a numbered caption to a selected image, table, chart, frame, or shape. You can also access this command by right-clicking the item that you want to add the caption to.

### Hyperlink(Ctrl+K)

Opens a dialog that enables you to create and edit hyperlinks.

### Bookmark

Inserts a bookmark at the cursor position. You can then use the Navigator to quickly jump to the marked location at a later time. In an HTML document, bookmarks are converted to anchors that you can jump to from a hyperlink.

### Cross-references

This is where you insert the references or referenced fields into the current document. References are referenced fields within the same document or within sub-documents of a master document.

### Special Character

Allows a user to insert characters from the range of symbols found in the installed fonts.

### Formatting Mark

Opens a submenu to insert special formatting marks like non-breaking space, soft hyphen, and optional break.

### Horizontal Line

Inserts a horizontal line at the current cursor position.

(वर्तमान कर्सर स्थिति में एक क्षैतिज रेखा सम्मिलित करता है।)

### Footnote and Endnote

The menu contains commands to insert a footnote or endnote with or without additional user interaction.

### Page Number

Inserts the current page number as a field at the cursor position. The default setting is for it to use the Page Number character style.

### Header and Footer

This submenu includes commands to add and remove page headers and footers.

(इस सबमेनू में पेज हेडर और फुटर को जोड़ने और हटाने के लिए कमांड शामिल हैं।)

### Section

Inserts a text section at the cursor position in the document. You can also select a block of text and then choose this command to create a section. You can use sections to insert blocks of text from other documents, to apply custom column layouts, or to protect or to hide blocks of text if a condition is met.

piyush-sri.github.io