

- **Inserting Page break**

- Page break is a point at which one page ends and another begins. Default page breaks are called as soft breaks
- We can also force a page break to ensure that a chapter title always starts at a new page
- Position the cursor at the appropriate location
- In Insert Tab , click at page break
- Page break is generated at the cursor position. So text after the cursor position is moved to the next page

- **Inserting a Table**

- Position the cursor at the appropriate location
- In Insert Tab , click at Table and select number of rows and columns
- Table with specified size is inserted at the cursor position
- You can add (insert) or remove (delete) any number of rows or columns from the table

- **Inserting a Picture**

- Position the cursor at the appropriate location
- In Insert Tab , click at picture
- picture break is inserted at the cursor position
- You can apply various picture styles to make it more attractive

- **Inserting a clip art**

- Position the cursor at the appropriate location
- In Insert Tab , click at clip art
- Media file is inserted at the cursor position

- **Inserting a shape**
- Position the cursor at the appropriate location
- In Insert Tab , click at shapes and select the desired one
- Drag the mouse to insert the desired shape.
- You can apply various shape styles to make it more attractive
- You can use text box to write inside the shape
- **Inserting a SmartArt**
- Position the cursor at the appropriate location
- In Insert Tab , click at SmartArt such as list , process , hierarchy etc . Select the desired one
- You can apply various SmartArt styles to make it more attractive
- It also allows you to type the text in the SmartArt
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- **Inserting a Chart**

- Position the cursor at the appropriate location
- In Insert Tab , click at chart. It allows you to insert charts such as column , line , pie , bar etc. Select the desired one
- The chart it inserted at the cursor position and also excel worksheet is provided to enter the data.
- The chart gets modified automatically as per the data entered by you.
- It also allows you to select the design formats from Chart Tools

- **Header & Footer**

- Header & Footer are areas in the top and bottom of each page in the document.
- You can insert text or graphics such as page number , date , company name , company logo , file name or author's name in the header or footer
- Click at Insert tab , Header Footer group , header command , Edit Header option
- Enter suitable title of the document , to be printed on each page
- Note that you can apply various formatting features to the text at header and footer
- Similarly Click at Insert tab , Header Footer group , Footer command , or click at Go To Footer option
- Rectangular window is displayed at the bottom of every page in the document
- Footer is generally used to display page number , author , date

Table commands

• Insert Table

- This is used to create a table. This command allows you to decide on number of rows and columns and their dimension before creating
- Place the cursor at the appropriate position
- Click at Insert Tab and Table command
- Either you drag the outline of table and decide number of rows and columns
- Or at Insert table dialogue box specify the number of rows and columns and their dimension
- Fixed column width – You can specify the fixed column width or select auto
- Autofit to contents – Automatically adjust the column width as per the width of the text
- Autofit to window– Automatically resize the tables as per the width of the window

- **Draw a Table**

- Place the cursor at the appropriate position
- Click at Insert Tab and Table command
- Select Draw Table command
- The pointer changes to a pencil
- Define the outer border . Then place the pointer on top line and drag it to draw columns
- Place the pointer on leftmost line and drag it to draw rows

- **Entering text in a Table**

- Click in the first cell and enter the text. Use Tab to move to the subsequent cells.
- Note that by default the text is left aligned in the cells

- **Selecting a cell**
- Place the mouse pointer inside the cell , take it to the left edge , when it changes to black slanting arrow , click
- **Selecting a row**
- Place the mouse pointer before the row and click
- **Selecting a column**
- Place the mouse pointer on the top of the column to be selected , when it changes black downward pointing arrow and click
- **Selecting a table**
- Place the mouse pointer at the Table Move Handle at the top left hand corner and click
- Note that you can apply any formatting feature to the selected text
- Also you can apply the desired design to the table selected

- **Adding Rows and Columns to the Table**
- Right Click at the appropriate cell
- At pop up menu , click at Insert
- It gives options
 - Insert Row above
 - Insert Row below
 - Insert column to the left
 - Insert column to the right
- Select the desired option
- **Deleting Rows and Columns to the Table**
- Right Click at the appropriate cell
- At pop up menu , click at Delete Cells
- It gives options
 - Shift cells left
 - Shift cells up
 - Delete entire row
 - Delete entire column
- Select the desired option

- **Changing Row height and Column width in the Table**
- Right Click at the appropriate cell
- At pop up menu , click at Table Properties
- Select row and specify the row height
- Select column and specify the column width

- **Sorting**
- Select the entire table
- At Home tab , paragraph group , click at Sort command
- It displays Sort dialogue box
- At the bottom of the dialogue box we need to select
My list - has header row No header row

- At Sort by , select column heading on which we need to sort the table
- At type , select the type as text , number , date
- Select the order , Ascending or descending
- OK