Lecture 11: MS Word 2013 – Insert Tab (Cont’d.)

Shapes:

A number of different shapes can be inserted into the document. These work in the standard way. When a shape is inserted, the **Drawing Tools > Format** Tab is displayed.

SmartArt:

SmartArt is a tool to create customized business diagrams quickly and easily. SmartArt diagrams will not be available if you save the document in Word 95–2003 format. Once you have chosen your diagram type, you can change colors, add 3D and add new shapes with the click of a few buttons.

Screenshot:

Screenshot is a very useful tool which allows you to take screen clips of any open window. When you click Screenshot, the current window is displayed and can be used or you can take your own snapshot by clicking Screen Clipping.
If you choose Screen Clipping, the window you opened last (before Word) will be displayed. Drag out the appropriate area of the screen to select it. It will automatically be pasted into your document.

Comments:

Comments are displayed on the side of the document. Editors of the document can use comments to suggest a change to the document, ask a question or as a method of communicating to others viewing the document.

Inserting Comments:

Comments work particularly well when a document is saved on SkyDrive or another shared area and shared with multiple people. Each person can add their own comments which can be seen by everybody with access to the document. To add a comment:

1. Select the text that you want to comment about.
2. Click Insert > Comment.
3. Type the comment.

Clicking the comment highlights the text that is selected.

Replying to Comments:

Once a comment has been inserted, it can be replied to so the original author can explain the change that has been made as a result of the comment. To reply to a comment, click the comment and click the button on the right hand side.

Deleting Comments:

To delete a comment, select the comment and click Delete on the Comments group of the Review Tab.
Header & Footer:

<table>
<thead>
<tr>
<th>Description</th>
<th>Button</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a header for the document. Clicking the drop down will display a number of headers preset by Word or saved by the user using Quick Parts. Clicking <strong>Edit Header</strong> allows the current header to be edited. The Header &amp; Footer Tools Design Tab is displayed. See Chapter 14.</td>
<td><img src="Header.png" alt="Header" /></td>
</tr>
<tr>
<td>Insert a footer for the document. Clicking the drop down will display a number of footers preset by Word or saved by the user using Quick Parts (See 5.9.2). Clicking <strong>Edit Footer</strong> allows the current footer to be edited. The Header &amp; Footer Tools Design Tab is displayed. See Section 14.</td>
<td><img src="Footer.png" alt="Footer" /></td>
</tr>
</tbody>
</table>

Choose where to display the page number. Selecting each of the options:

- Top of Page
- Bottom of Page
- Page Margins
- Current Position

Will display a number of set formats for the page number.

Select **Format Page Numbers** allows different number formats to be chosen and different numbers to be set for different sections of a document. See Section 7.1.5 for more information about sections of a document.

Text:
Text Box:

A text box is a graphical element that contains text. It is often used when creating a leaflet to insert text amongst a number of graphical objects. It could also be an information box. It is a way of breaking up a document into bite sized chunks of information.

Clicking the Text Box button will display a number of pre-formatted text boxes to choose.

Select any of the preformatted text boxes and enter your own text. This will display the Drawing Tools > Format Tab. This is covered in more detail in Chapter 15.

WordArt:

Allows you to create text with WordArt formatting. Choose a style then type the
**Drop Cap:**

Allows the beginning of a paragraph to be formatted with a drop cap. Select the text that the dropped cap should apply to.

**Date & Time:**

Insert a date / time into the document. The format can be selected. Dates can be created to update automatically when the document is opened or to be a fixed date.

**Object:**

Insert either an object (Excel Spreadsheet, Adobe Photoshop image, PowerPoint slide) or text into the document. If an Excel spreadsheet is selected, a blank spreadsheet is displayed to complete.

**Symbols:**

**Equation:**

Insert a preformatted equation into the Word document. For example, the Binomial Theorem:

\[(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}\]
Additional equations can be found from Microsoft Online or can be created using the Insert **New Equation** option on the drop down.

**Symbol:**

![Symbol](symbol.png)

Insert a symbol into the document. Commonly used symbols include €, ©, etc.