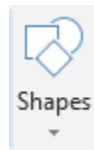


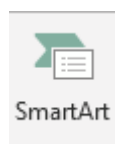
Lecture 12: MS Word 2013 – Insert Tab (Cont'd.)

Shapes:



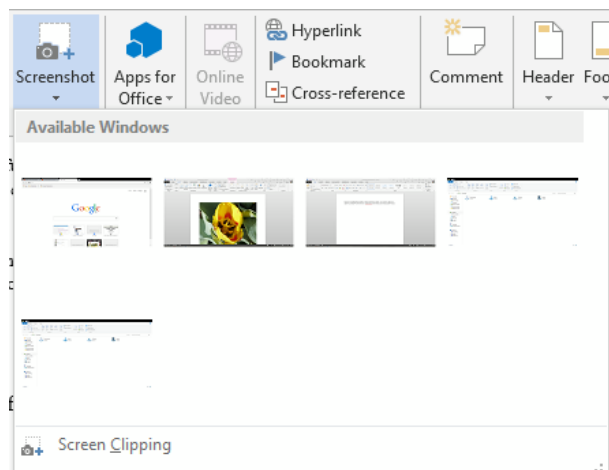
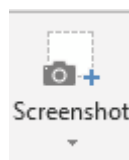
A number of different shapes can be inserted into the document. These work in the standard way. When a shape is inserted, the **Drawing Tools > Format** Tab is displayed.

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.

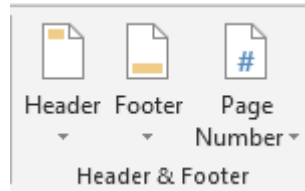
Screenshot:



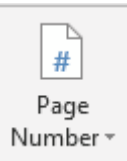


Screenshot is a very useful tool which allows you to take screen clips of any open window. When you click Screenshot, the current window is displayed and can be used or you can take your own snapshot by clicking Screen Clipping.

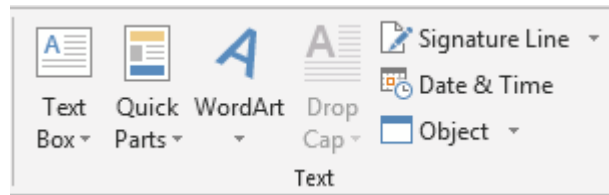
If you choose Screen Clipping, the window you opened last (before Word) will be displayed. Drag out the appropriate area of the screen to select it. It will automatically be pasted into your document.

Header & Footer:

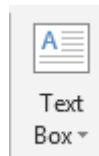


Descriptio	Button
<p>Insert a header for the document. Clicking the drop down will display a number of headers preset by Word or saved by the user using Quick Parts. Clicking Edit Header allows the current header to be edited. The Header & Footer Tools Design Tab is displayed. See Chapter 14.</p>	
<p>Insert 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 Edit Footer allows the current footer to be edited. The Header & Footer Tools Design Tab is displayed. See Section 14.</p>	
<div data-bbox="619 1144 842 1402" data-label="Image"> </div> <p>Choose where to display the page number. Selecting each of the options:</p> <ul style="list-style-type: none"> • Top of Page • Bottom of Page • Page Margins • Current Position <p>Will display a number of set formats for the page number.</p> <p>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.</p>	

Text:

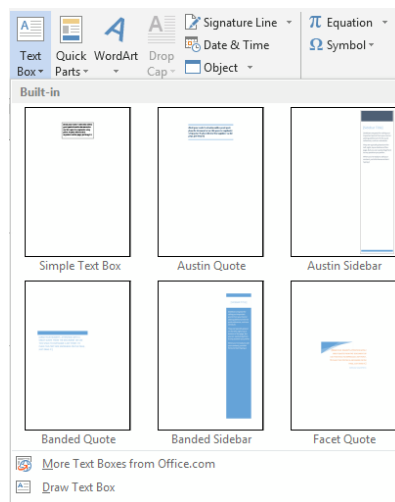


Text Box:



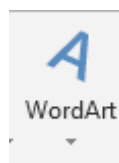
A **text box** is a graphical element that contains text. It is often used when creating a leaflet to insert text amongst a number of graphical objects. It could also be an information box. It is a way of breaking up a document into bite sized chunks of information.

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.

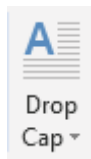
WordArt:



Allows you to create text with WordArt formatting. Choose a style then type the

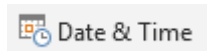
text

Drop Cap:



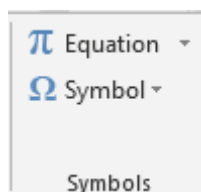
Allows the beginning of a paragraph to be formatted with a drop cap. Select the text that the dropped cap should apply to.

Date & Time:

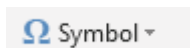


Insert a date / time into the document. The format can be selected. Dates can be created to update automatically when the document is opened or to be a fixed date.

☒ Symbols:



Symbol:



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