Lecture 6: MS Word 2013 – Insert Tab - Part 1
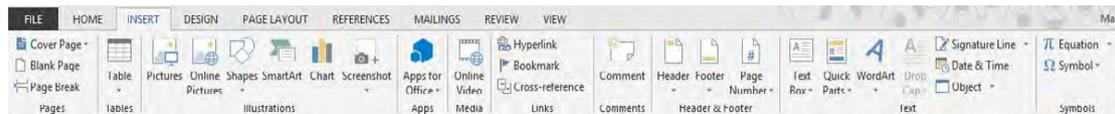
⊞ **Pages:**
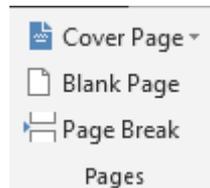
Cover Page:

Selecting ***Cover Page*** allows you to insert a formatted front page into your document. Microsoft has a number of cover pages available that you can use and more are available online. You can design and include your own cover page by including a page in the Building Blocks.

To remove an existing Cover Page from a document, use **Cover Page > Remove Current Cover Page**.

Blank Page:

This will insert an additional blank page in a document.

⊞ **Tables:**

This button allows a table to be inserted into the document in one of five ways (click the drop down to get the options):
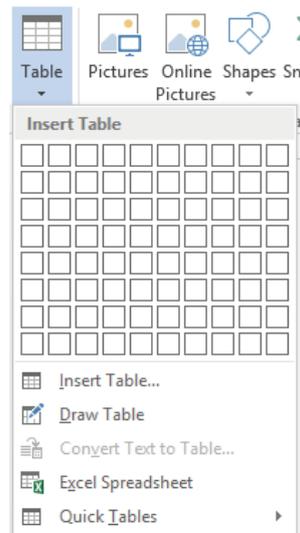
- ⊞ Manually highlight the numbers of cells required in the table
- ⊞ Click **Insert Table** – select number of columns and rows required in the table
- ⊞ **Draw Table** – actually draw the rows and columns required
- ⊞ **Convert Text to Table** – highlight text and reformat it as a table
- ⊞ **Excel Spreadsheet** – Insert a blank Excel spreadsheet which can be completed in Excel (with formulae, functions etc.) but included in the Word document
- ⊞ **Quick Table** – select a preformatted table

Once the table is created in a document, two additional tabs will be displayed – **Design** and **Layout**.

⊞ **Illustrations:**
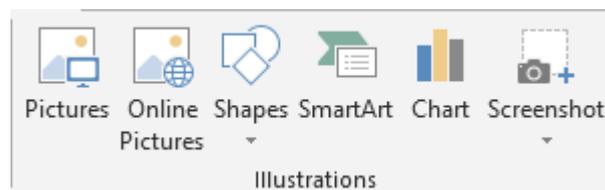
When you insert pictures or other objects in Word 2013, the pictures or objects are placed in the document aligned with the text.

▪ **Pictures:**

Pictures can be used that have already been stored on the hard drive or they can be used directly from the camera or clip art can be used. When you insert a picture, an icon is displayed next to the picture to allow you to set the text wrapping for the picture.

When selecting or inserting a picture, an additional Tab is shown.

Picture Styles:
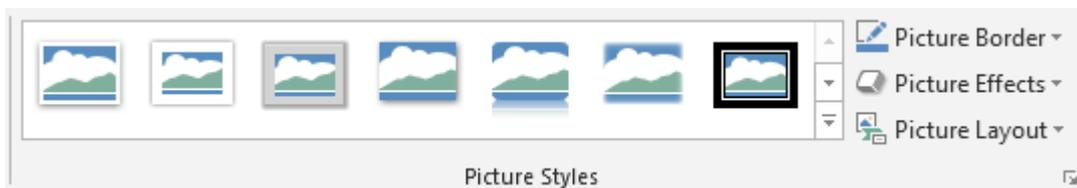
Word has created a number of pre-set styles you can apply to a picture. The styles most commonly used are listed on the top but clicking the down arrow gives more styles.

Picture Border:
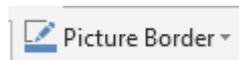
Select the type, color and weight of the picture border (if any).

Picture Effects:
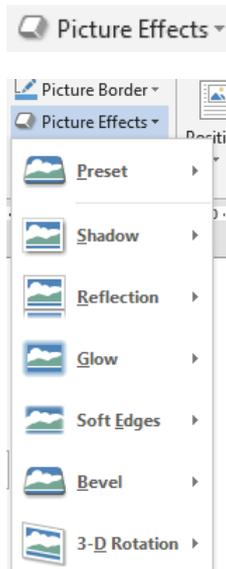
Add a number of effects to the picture including a shadow, reflection, glow or 3D rotation. Each option has a number of different versions of the effect you can add.

- **Arrange:**
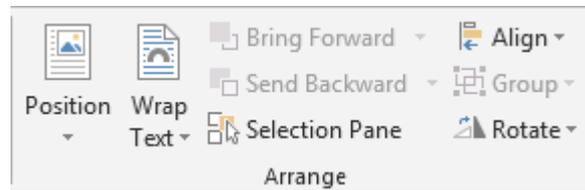
Position:
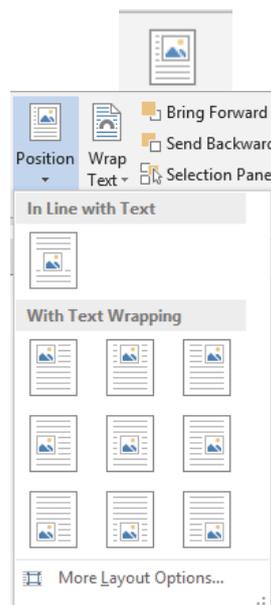
Use Position to place an image or object in a predefined position on the page. Under **With Text Wrapping**, click the location where you want to position the image. If you click the **In Line with Text** option, your image stays with the text that comes before and after it.

Wrap Text:

If you want to move an image or object freely around the page, use the Wrap Text option.

- Click **Square** to wrap text around the border of your image.
- Click **Tight** to wrap text closely around a clip art image or an irregularly shaped picture.

- Click **Through** and then click **Edit Wrap Points** to drag the wrap points closer to the image, so that text can fill in more of the negative space around the image.
- Click **Top and Bottom** to place the image on its own line.
- Click **Behind Text** to display the text over the image.
- Click **In Front of Text** to display the image over the text.
- Click **More Layout Options** and then click the **Text Wrapping** tab to change where the text wraps or the distance between the text and the image.

Bring Forward / Send Backward:
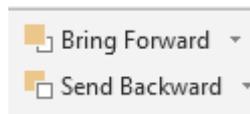
If you have two shapes, one on top of the other.

Selection Pane:
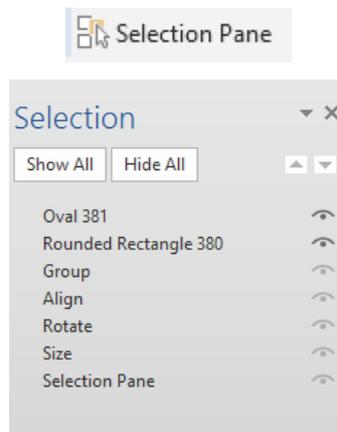
Clicking the **Selection Pane** displays a list of all objects or images in the page. Using the Selection Pane objects can be named, reordered or shapes can be hidden.

Other Buttons:

Description	Button
Objects or images can be aligned left, right, center, top, bottom, middle. Select **Distribute Horizontally** or **Distribute Vertically** to equally spread out the objects or images. Select **Align to Page** to center an object or image within the page.	Align
Select two or more objects to group the objects together. Once grouped, the objects will be treated as one.	Group
Rotate an image or object 90 degrees left or right or flip vertically or horizontally.	Rotate

- **Size:**
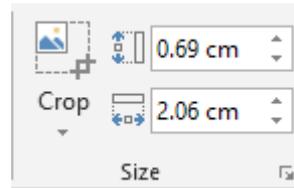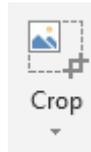
Crop:

The Crop function allows you to crop an image to display the appropriate part of an image. Be aware that the original image will remain in the document unless the Compress option is selected and the cropped parts of the picture deleted.

Horizontal / Vertical Size:
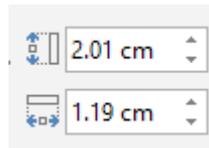
Fix the height and width of the object or image in cm.