Project for Pride in Living
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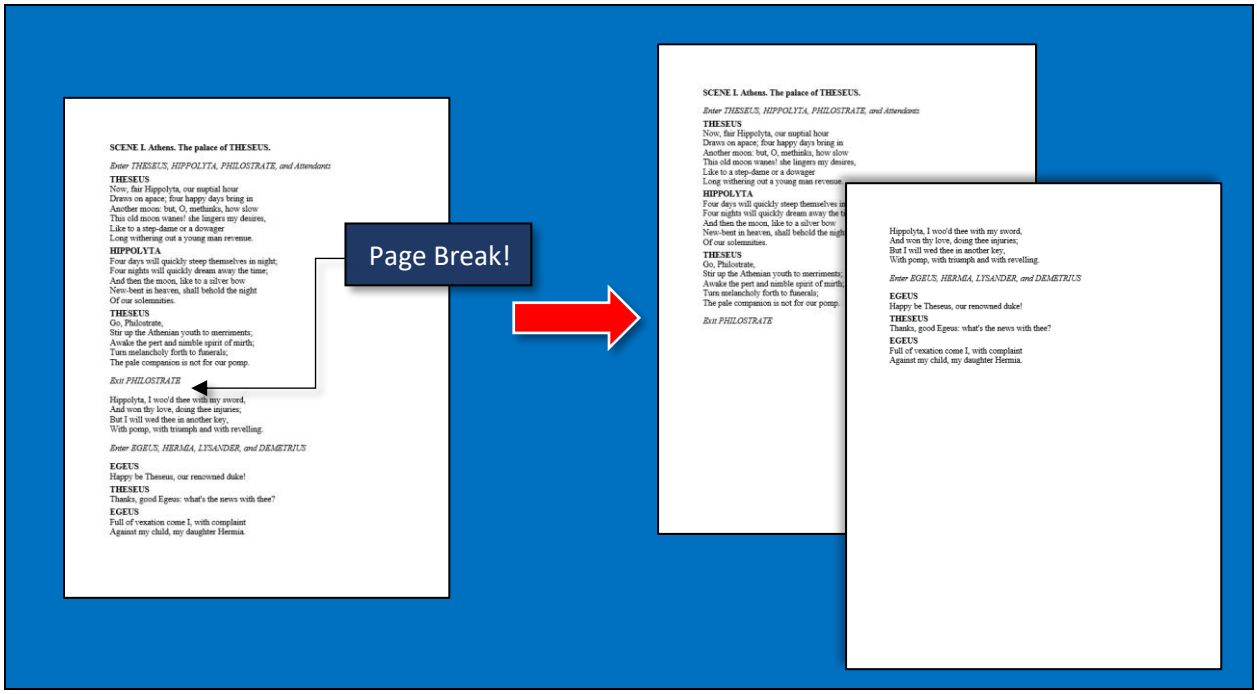
Microsoft Word 3
The Insert Tab

PAGE BREAKS Insert Tab, Pages Group

Keyboard Shortcut: Ctrl + Enter

If you need to add a new page to your document, page breaks can help. Page Breaks move everything after your cursor down to a new page. Here is what that looks like:



To Delete a Page Break

1. Turn on Show/Hide formatting
2. Click to move your cursor to the left of this mark → ..... Page Break .....
3. Press the Delete key

CONTEXTUAL TABS

There are a lot more ways to work with objects you insert. When you have a picture or a table selected, you might notice new tabs on the Ribbon. These are called **Contextual Tabs**. They appear only when needed.

Find more options in these Contextual tabs!

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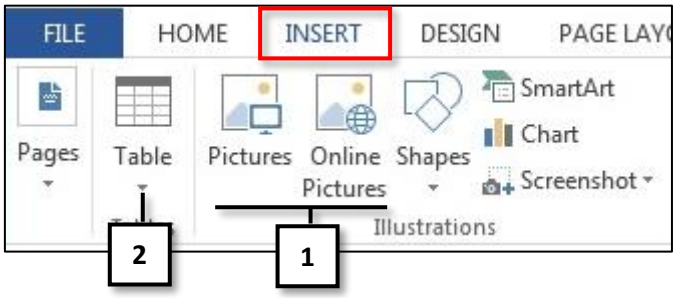
INSERTING OBJECTS Insert Tab, Table and Illustrations Groups

If you need to add something to your document for any reason, look in the Insert Tab.

The two most common types of objects to insert are pictures and tables. Read on to learn how to use them!



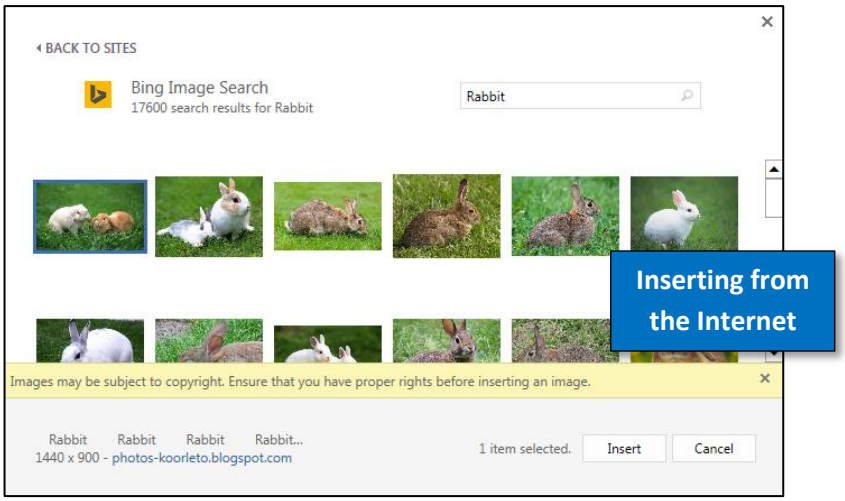
Inserting Pictures

Insert from the Computer

1) Click 'Pictures'
2) Choose a location on the computer
3) Click the picture to insert
4) Click 'Open'

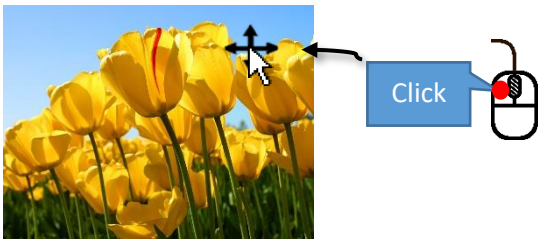
Insert from the Internet

1) Click 'Online Pictures'
2) Enter what you want to find in the Search Bar.
3) Scroll through the list and click once on the picture you want
4) Click 'Insert'



Working with Pictures

To select a picture
Click once in the middle of the picture



To move a picture
Place the cursor in the middle of the picture, click and drag

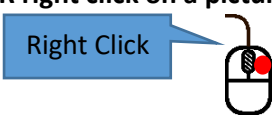
To resize or rotate a picture
Select the picture. Drag one of the boxes or the circular arrow.

To delete a picture
Select the picture. Press the 'delete' key.

To change how the picture works with text
Select the picture. Click this button and select a layout setting.

Other options for pictures
Explore the contextual tab!

OR right click on a picture for a shortcut menu



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What is a Table? Why use them?

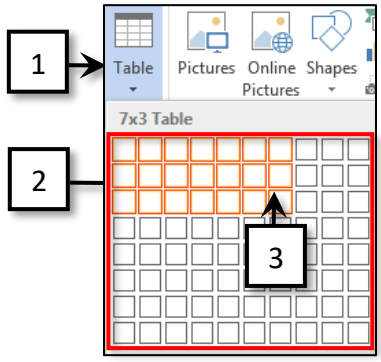
Tables are made up of boxes called **cells** arranged in rows and columns. They are a useful way to show information, and can be useful in organizing a resume.

Sales in December			
	Tom	**Dick**	**Harry**
Cars	$90,000	$0	$1,000
Trucks	$12,000	$0	$2,000
Bikes	$0	$145,000	$4,000
Total	**$102,000**	**$145,000**	**$7,000**

An example table. How much did Harry make selling cars in December?

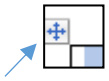
Inserting Tables

1) Click 'Table'
2) Move your cursor around in the grid of cells
3) Click the cell that gives you the size you want



Working with Tables

To select a table
Move your mouse over the table. Click this box in the top left corner.



To move a table
Move your mouse over the table. Drag the box in the top left corner.

Change column or row size
Move your mouse to the border between the row or column. Drag when the cursor changes to this →

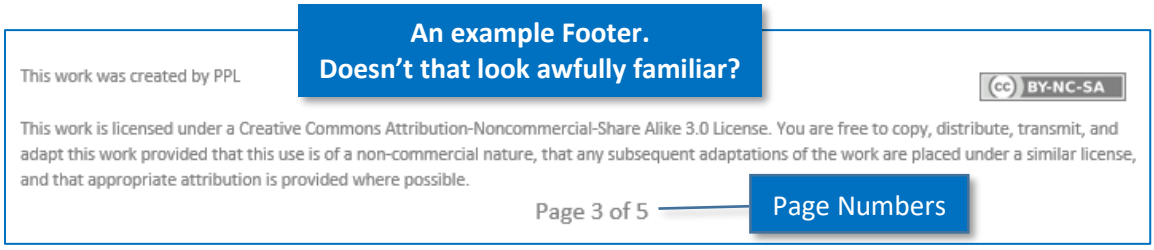
To delete a table
Select the table. Press the 'Delete' key.

Other options for tables
Explore the contextual tabs that appear when you work with the table →

HEADERS AND FOOTERS Insert Tab, Header & Footer Group

Headers and footers are a good way to include relevant information in your document. The most common information you'll find in the header or footer are page numbers, author, and title. For an example of one, look at the bottom of this page! What information do you see?

An example Footer. Doesn't that look awfully familiar?



Options for Headers and Footers
Explore the contextual tab! →

OR right click on the Header or Footer and left click "edit Header/Footer"

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PUTTING YOUR KNOWLEDGE TO THE TEST

LET'S CREATE A FLYER

Using what you've learned, create a flyer. Adjust the margins and orientation. Include different FONTS, COLORED TEXT, FONT SIZE, and ALIGNMENT. If you feel comfortable, use the insert tab to add a picture, or copy and paste a picture from the internet.

OR

LET'S CREATE A CALENDAR

Using what you've learned, create the calendar to the right.

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December 2032

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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- Lacks the Ribbon from Microsoft Office

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