

Introduction to Microsoft Word:
Inserting Objects

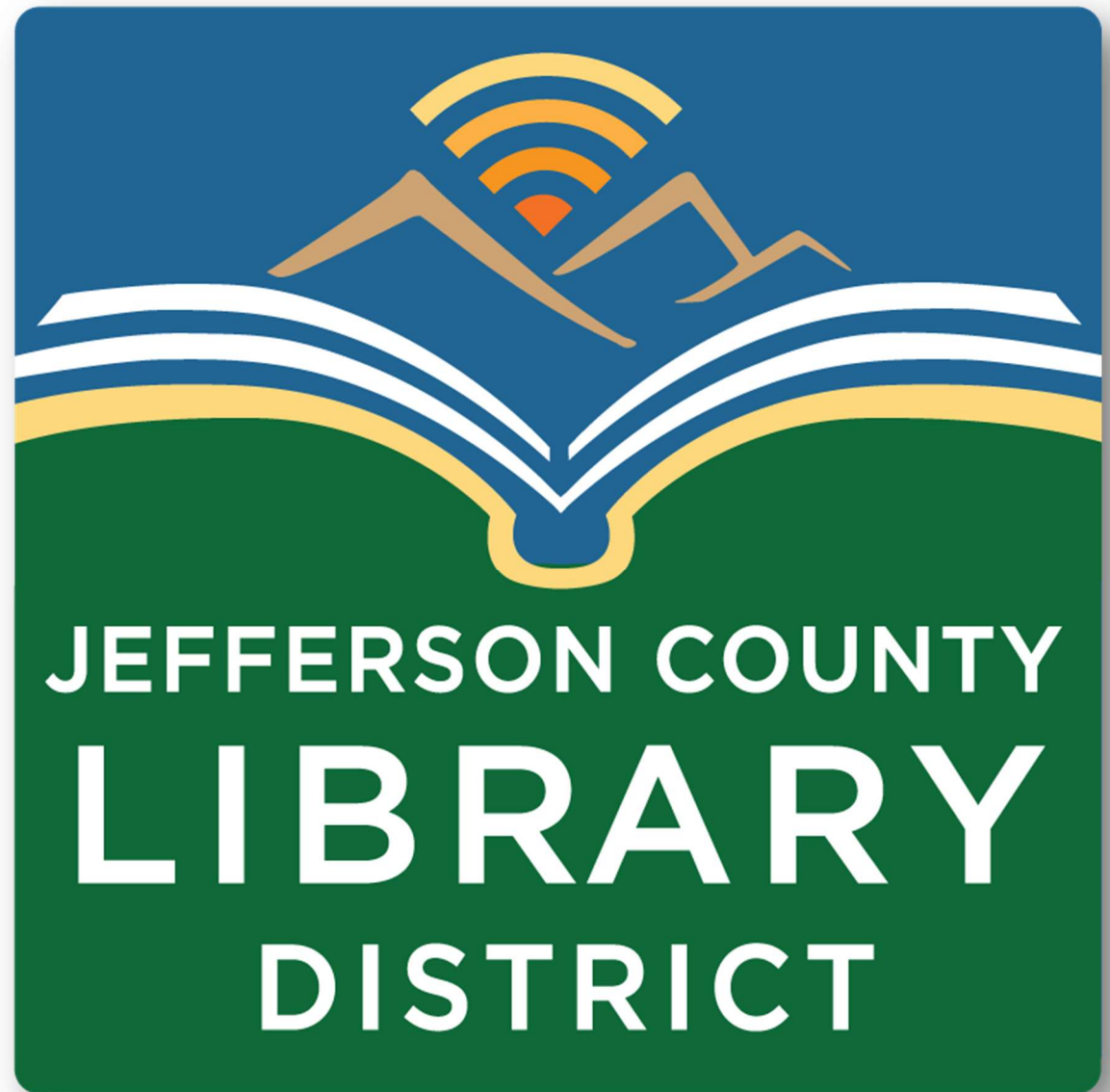


Table of Contents

| | |
|---|----|
| Tables | 3 |
| Practice | 4 |
| Inserting a Row | 5 |
| Deleting a row (or column) | 7 |
| Quiz | 9 |
| Inserting Pictures | 10 |
| Inserting Shapes | 12 |
| Insert Video | 13 |
| Insert a hyperlink | 15 |
| Insert Page Breaks | 16 |
| Headers and Footers | 17 |
| Page Numbers | 19 |

Tables

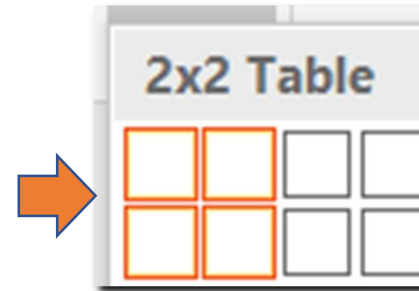
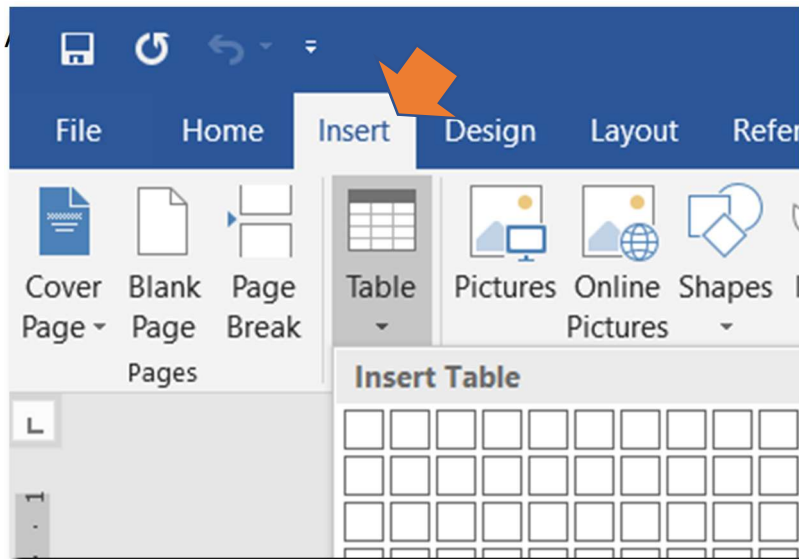
Microsoft Word allows you to insert tables into your documents. Here is an example table:

| Function | Location: Tab - Ribbon | Identification: Icon and Name |
|----------------|------------------------|-------------------------------|
| Insert a Table | Insert – Tables | Table image (Table) |

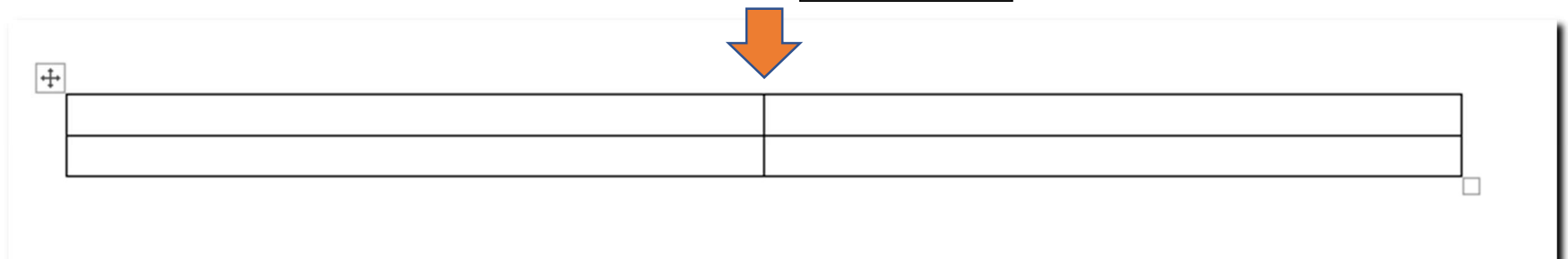
To insert a table:

1. Go to **Insert - Table**

2. Select the desired number of columns and rows.



Blank table



Practice

Set your document's orientation to **Landscape**.

Change your **margins** to **Narrow**.

Insert a table with **4 rows and 4 columns**

In the first row and the following headers for the columns: **Month, Electricity, Food, Internet**

In the first column under Month, enter **January, February, and March**. Enter each month in a separate row.

Enter **100** for each month under Electricity.

Enter **200** for each month under Food.

Enter **50** for each month under Internet.

You should have a table that looks like this:

| Month | Electricity | Food | Internet |
|----------|-------------|------|----------|
| January | 100 | 200 | 50 |
| February | 100 | 200 | 50 |
| March | 100 | 200 | 50 |

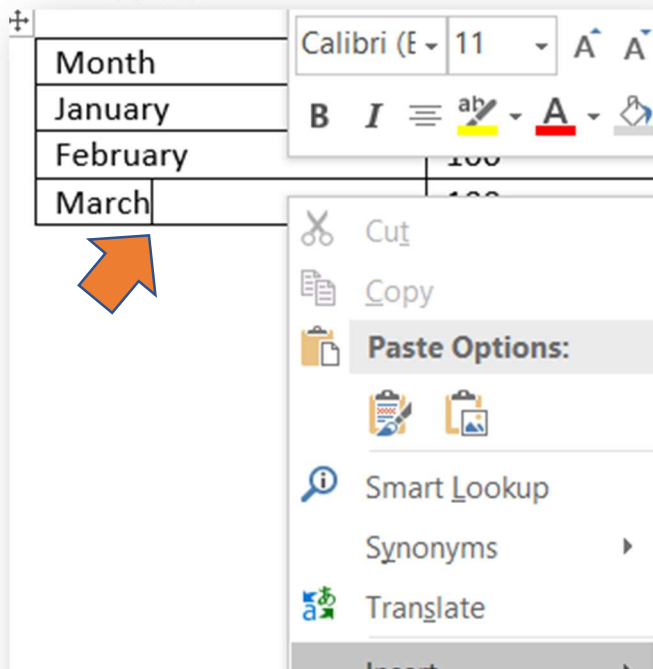
Inserting a Row

You might want to add an additional row to include totals for each category.

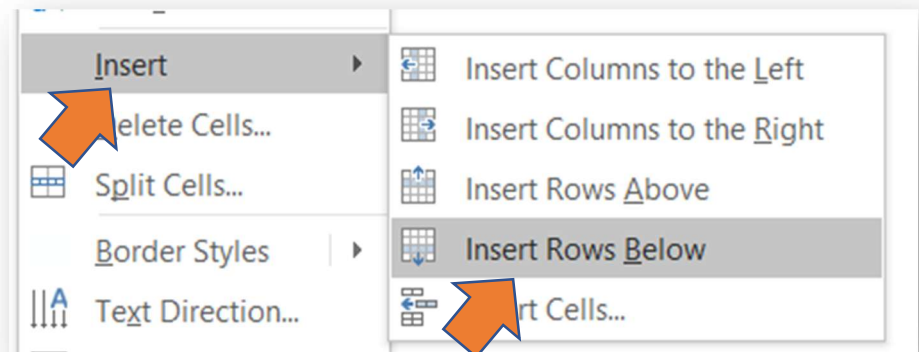
Tip: the process is the same for adding a column.

To insert a row:

1. **Right-click** on the row you want to add a row below:



2. Go to **Insert – Insert Rows Below**.



Your table should now look like this:

| Month | Electricity | Food | Internet |
|----------|-------------|------|----------|
| January | 100 | 200 | 50 |
| February | 100 | 200 | 50 |
| March | 100 | 200 | 50 |
| | | | |



Blank row

In the first column, fifth row, enter Totals.

Enter the total amounts for each of the columns in the fifth row: Electricity, Food, Internet

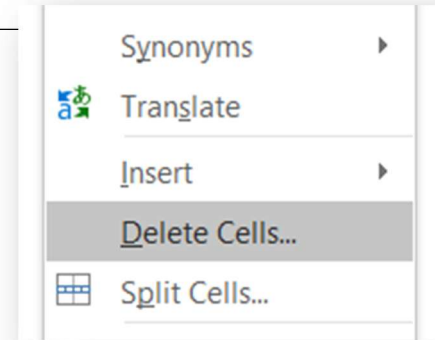
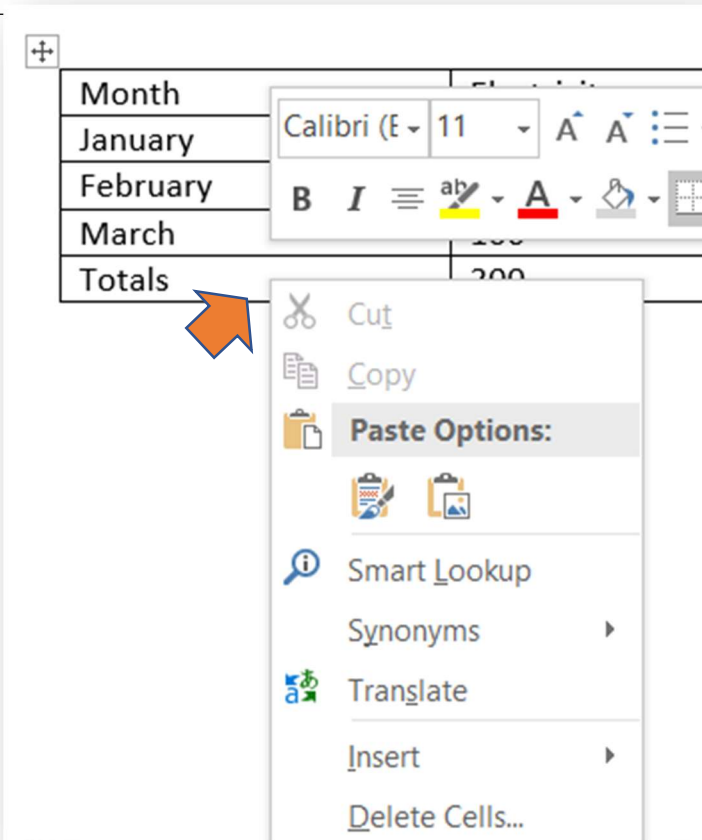
| Month | Electricity | Food | Internet |
|----------|-------------|------|----------|
| January | 100 | 200 | 50 |
| February | 100 | 200 | 50 |
| March | 100 | 200 | 50 |
| Totals | 300 | 600 | 150 |

Deleting a row (or column)

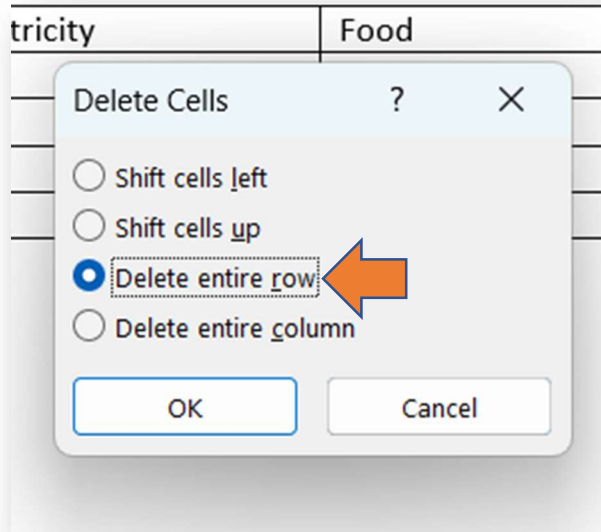
Deleting a row is a similar process to inserting one. Let's say I no longer need to know the totals in my table. I can delete that row.

1. Right click on the row you want to remove

2. Select Delete Cells.



3. Select **Delete entire row**.



| Month | Electricity | Food | Internet |
|----------|-------------|------|----------|
| January | 100 | 200 | 50 |
| February | 100 | 200 | 50 |
| March | 100 | 200 | 50 |

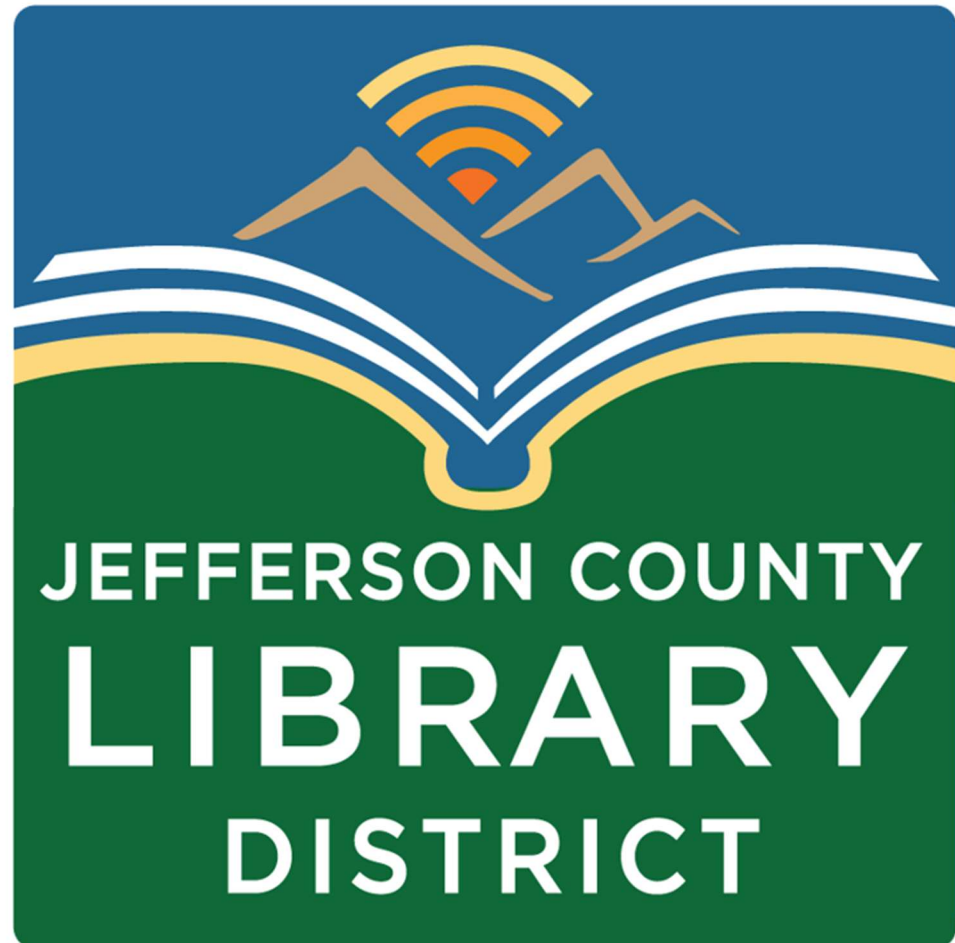
Quiz

1. Under which tab do you insert a table?
2. How do you insert a row or column?
3. How do you delete a row or column?

Inserting Pictures

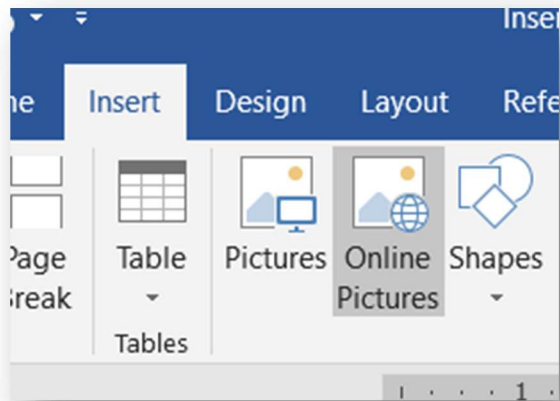
You may want to insert an image into your document. An example looks like this:

Introduction to Microsoft Word:
Inserting Objects

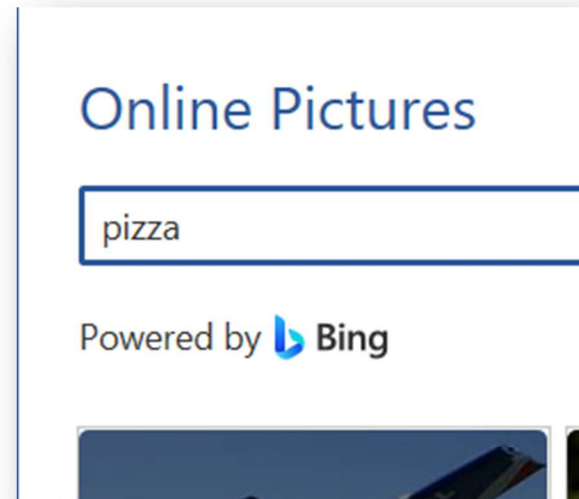


To insert an image:

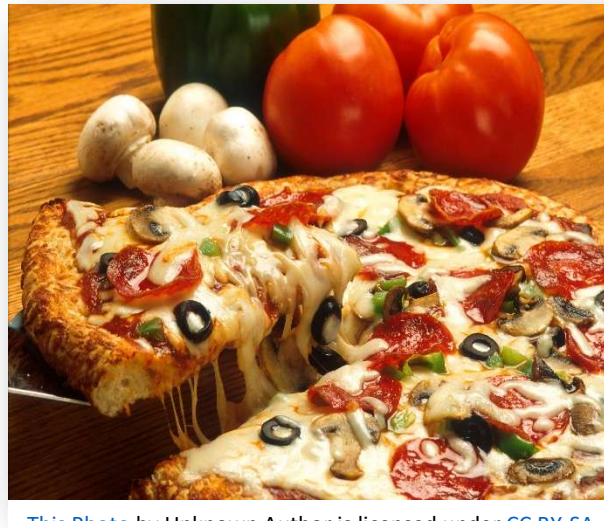
1. Click on Insert – Online Pictures (or Pictures)



2. Search for a picture.



3. Select an image.



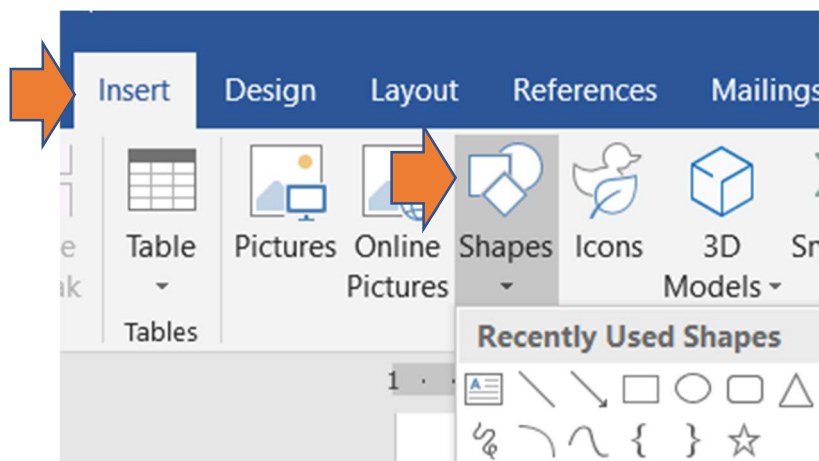
This photo by Melissa Ann Author is licensed under CC BY SA

Inserting Shapes

You may want to insert certain shapes in your document.

To insert shapes:

1. Go to Insert – Shapes



2. Choose a shape



Insert Video

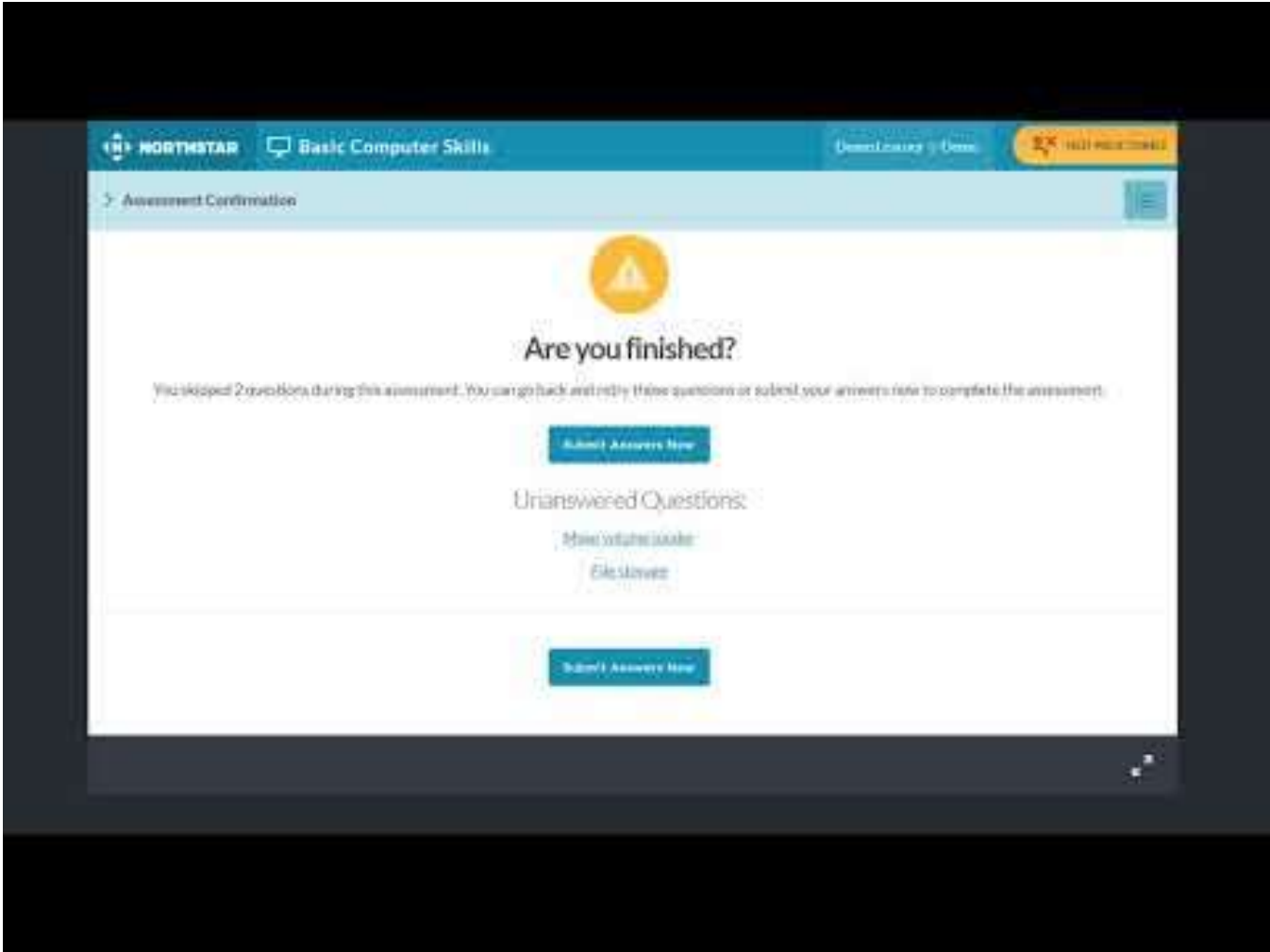
You may want to insert a video into your document.

| | |
|--------------------------------|--|
| 1. Go to Insert – Online Video | |
| | |

Search YouTube

Select a video.

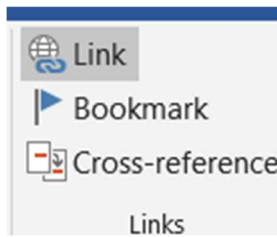
The image shows a sequence of two screenshots from a software application. The top screenshot is a dialog box titled "Insert Video" with a close button (X) in the top right corner. It contains two options: "YouTube" with a red play button icon and links to "Terms of Use" and "Privacy Policy.", and "From a Video Embed Code" with a globe icon. Both options have input fields; the YouTube field contains "Northstar" and the embed code field contains "Paste embed code here". The bottom screenshot shows search results for "Northstar digital literacy" on YouTube. It features a "BACK TO SITES" link, the YouTube logo, and the text "2613 search results for Northstar digital literacy". A search bar on the right contains "Northstar digital literacy". Below the search bar is a horizontal row of six video thumbnails. The first thumbnail, showing a woman speaking, is highlighted with a dashed border.



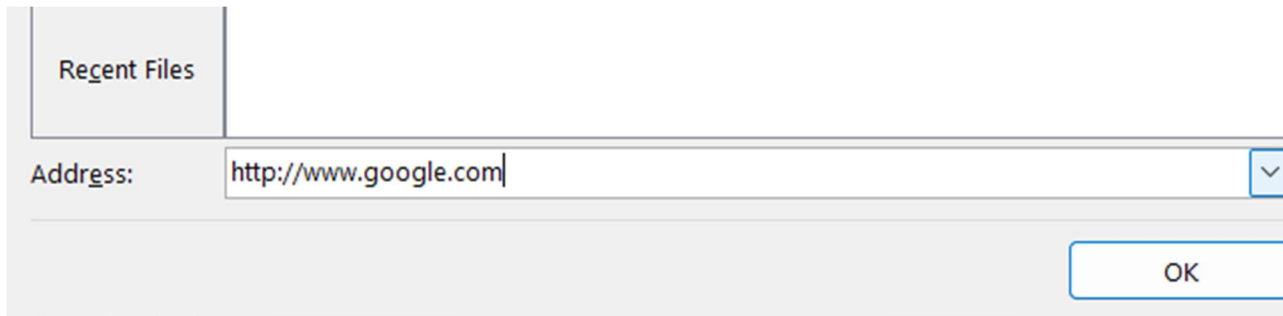
Insert a hyperlink

You may want to insert a hyperlink into your document.

Go to Insert – Links (under Links)



Enter the web address you want to insert into your document.



<http://www.google.com>

Insert Page Breaks

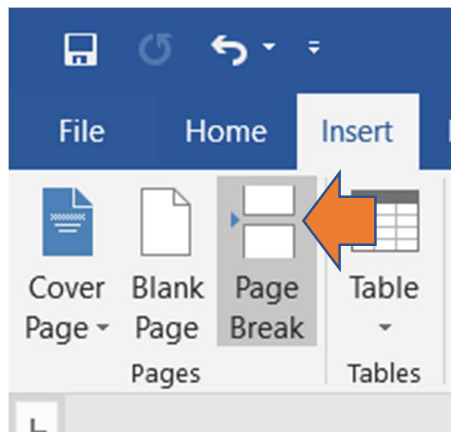
You may want to end your text on a specific page. To do this you can use Page Breaks.

To insert a Page Break:

Enter your text:

“I tried to insert a page break in Microsoft Word, but now my document has more drama than a season finale—suddenly, everyone’s on a new page!”

Go to **Insert – Page Break** (under Pages).



Your text should now be on its own page. Your cursor should be on a new page.

Headers and Footers

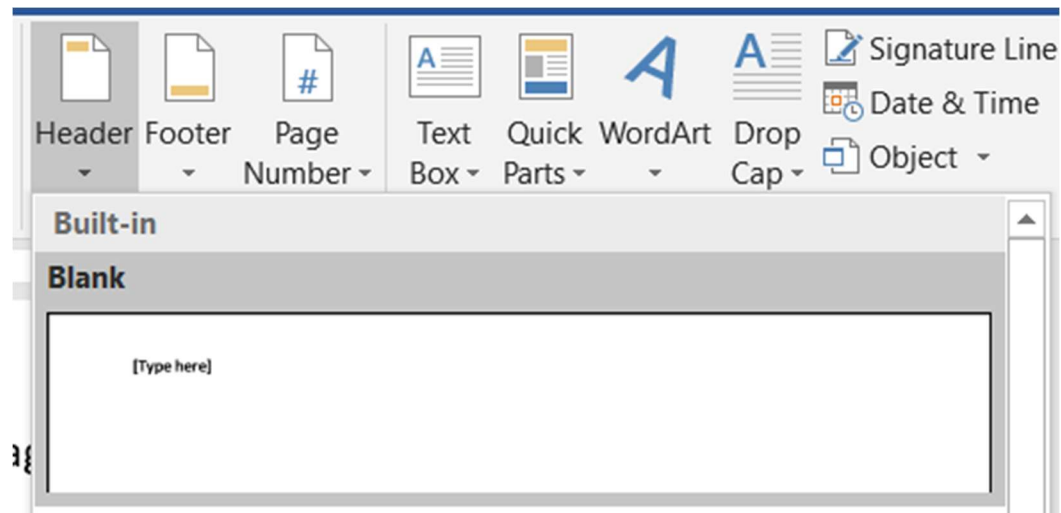
You may want to add a Header and/or Footer to the top and bottoms of your pages.

Tip: Headers and footers have limited customization. By default, the text in each will repeat for each page. An example would be if you'd like to have your name added to each page.

To add headers or footers:

Go to **Insert - Header or Footer**

Select a style



Click in the Header area and enter your text.

I am a Header!

Header

“I tried to insert a page break
drama than a season finale—s

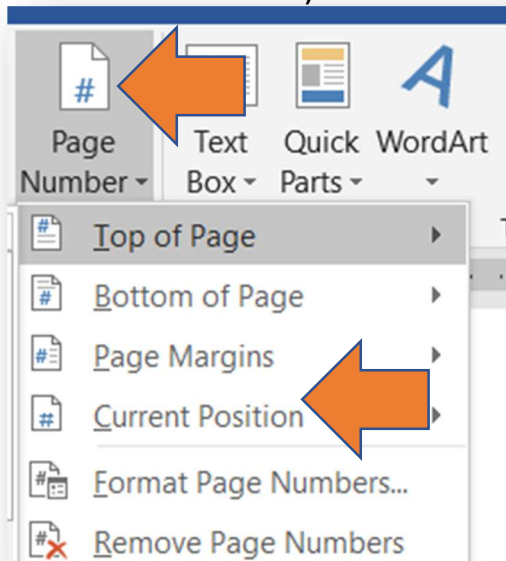
Note: the process for entering a footer is the same.

Page Numbers

You may want to number your pages.

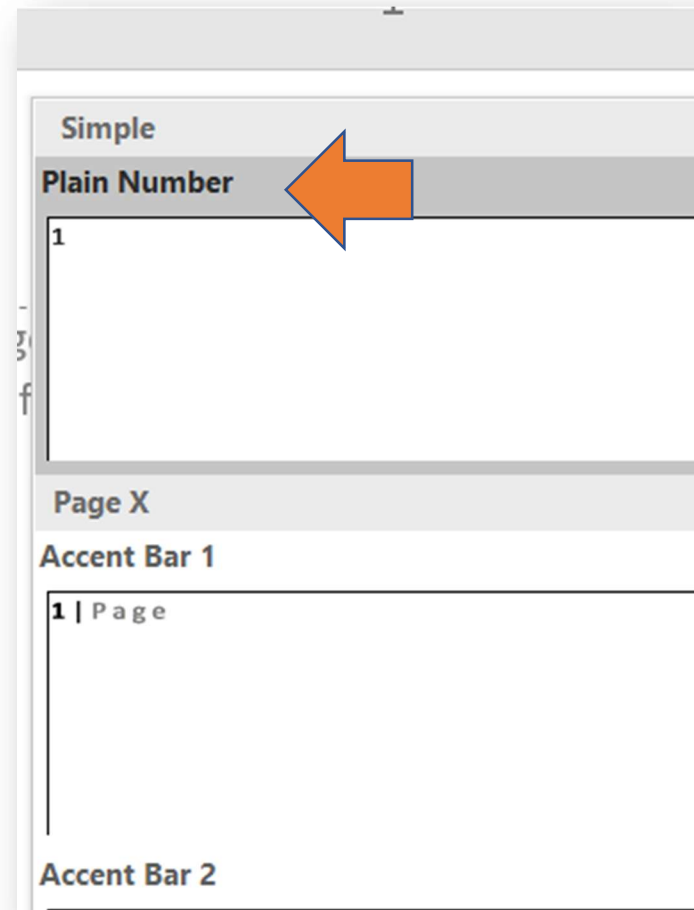
To insert **Page Numbers**:

1. Click on **Insert – Page Number** (under Header & Footer).



Select where the page numbers should appear.

2. Choose the style of pagination.



With page numbering.

1 | Page

Header

“I tried to insert a page
drama than a season fir