

Address :- New Delhi

Contact :- 8882880965



# STP COMPUTER EDUCATION

The Best Quality of Software & Programming Computer Education

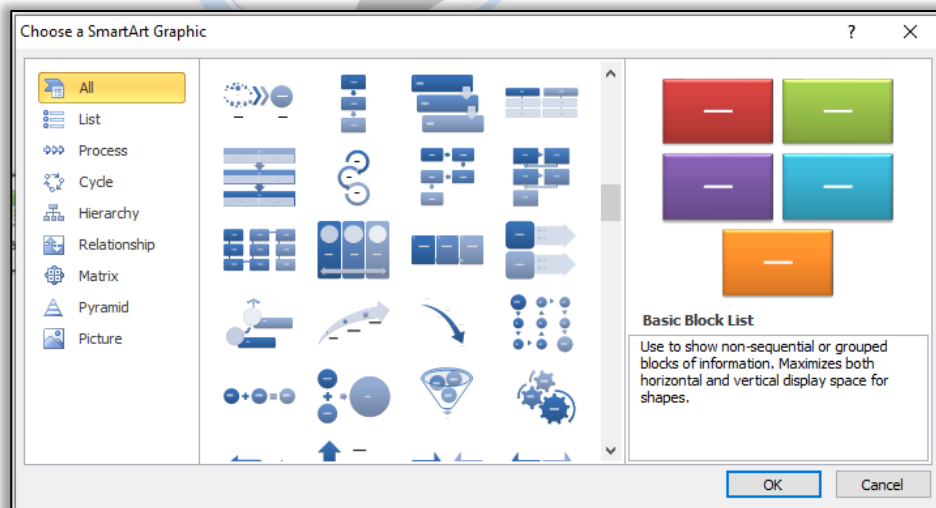
[www.stpcomputereducation.com](http://www.stpcomputereducation.com)

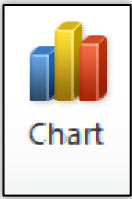
**SUBJECT :- MICROSOFT OFFICE**

## Chapter 8 Microsoft Word (Insert Options)

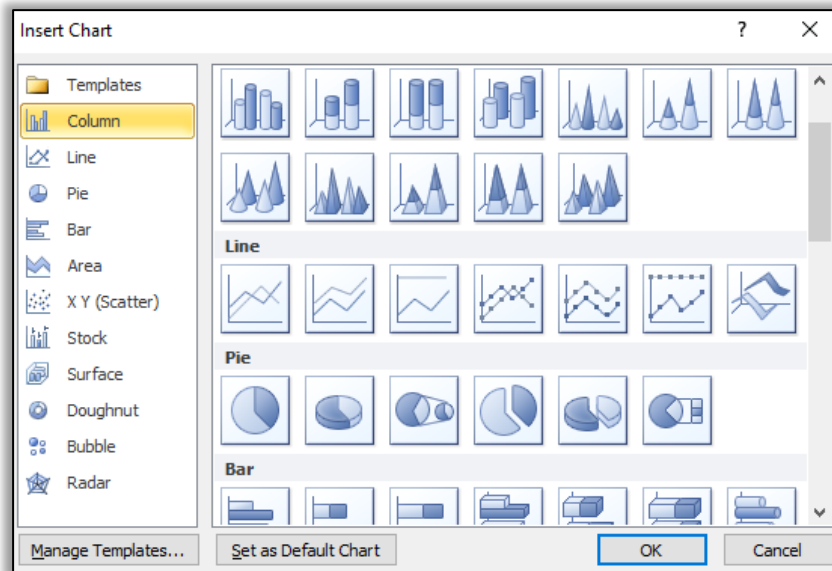


**Smart Art** → Insert a smart art graphic to visually communicate information.



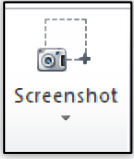


**Chart** → Insert a chart to illustrate and compare data. Bar , Pie , Line , Area and surface are some of the available types.



	A	B	C	D	E
1		Rice	Pulses	Wheat	
2	2017	4.3	2.4	2	
3	2018	2.5	4.4	2	
4	2019	3.5	1.8	3	
5	2020	4.5	2.8	5	
6					
7					
8		To resize chart data range, drag lower right			
9					
10					
11					
12					
13					
14					

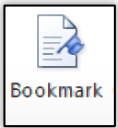
The screenshot also shows the 'Insert Chart' dialog box overlaid on the chart, and the Excel ribbon with the 'Formulas' and 'Data' tabs visible.



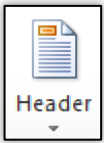
**Screen shot** → Insert a picture of any program that is not minimized to the task bar.



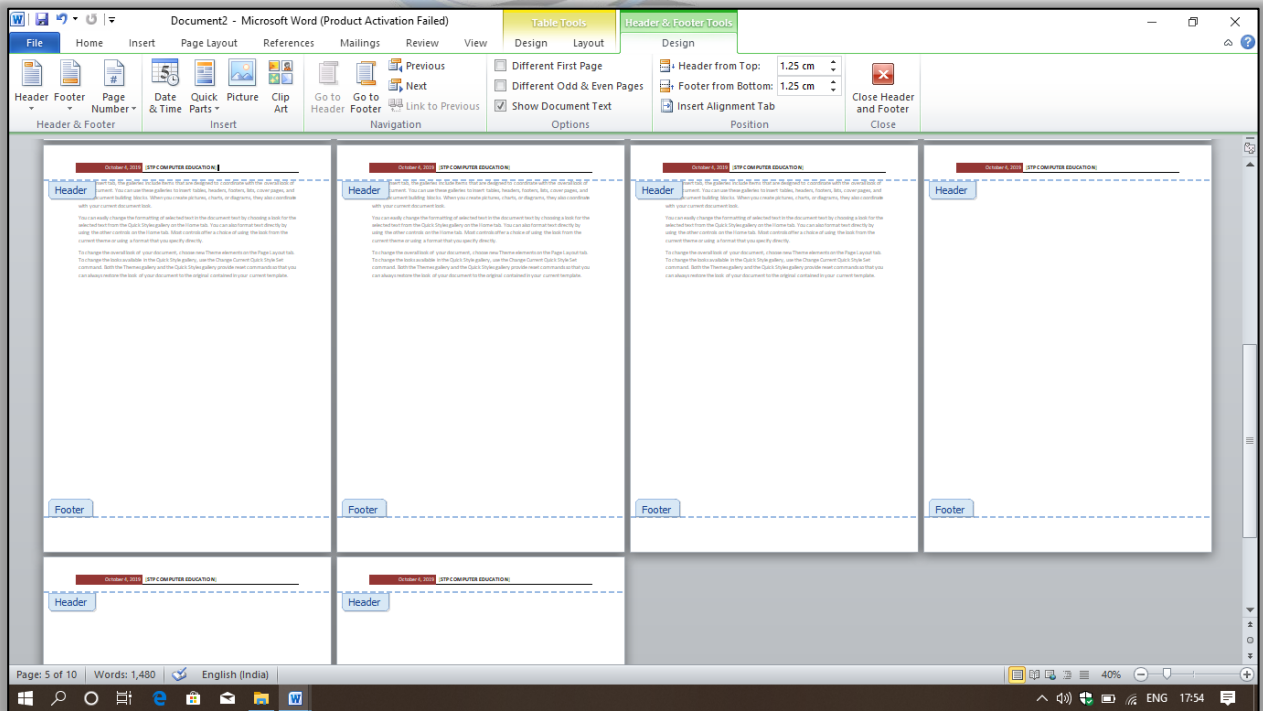
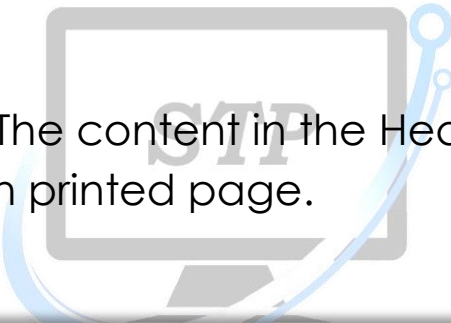
**Hyperlink** → Create a link to a webpage , a picture or a Program. **Short key** → Ctrl + k

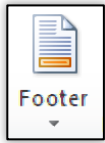


**Bookmark** → Create a bookmark to assign a name to a specific point in a document.

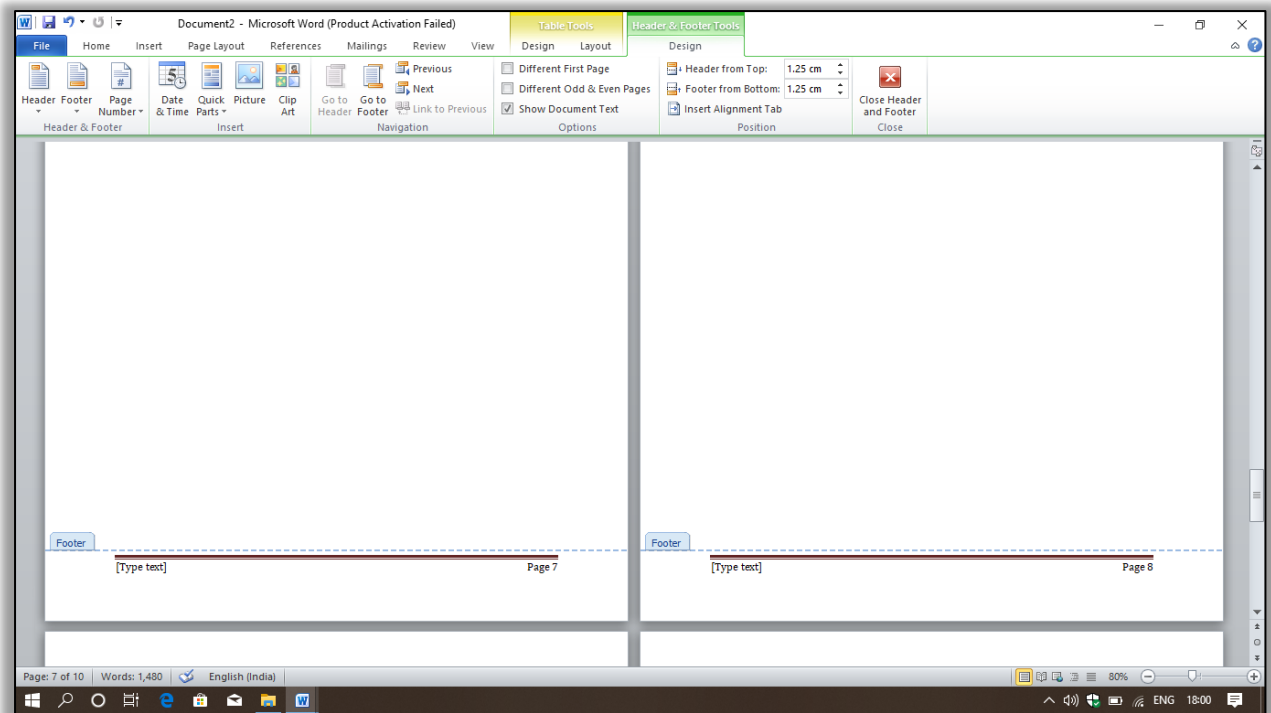


**Header** → The content in the Header will appear at the top of each printed page.

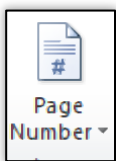




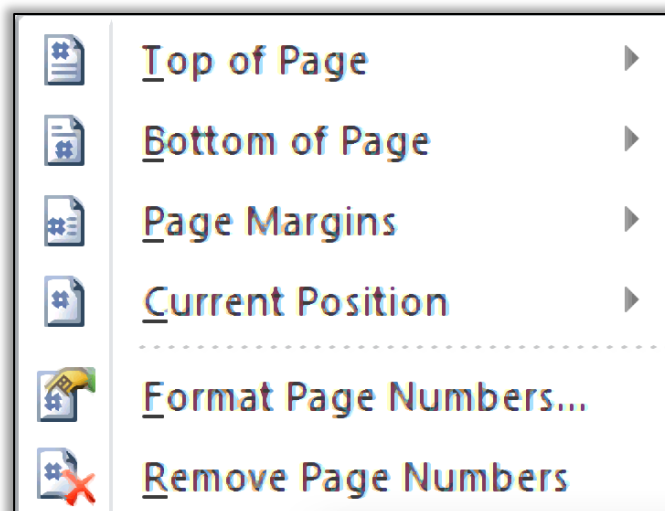
**Footer** → The content in the Footer will appear at the bottom of each printed page.



## Computer Education

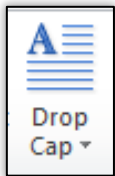


**Page number** → Insert page number in to the document.





**Word Art** → Insert decorative text in your document.



**Drop cap** → Create a large capital letter at the beginning of a paragraph.

**There are two types of drop cap**

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1. Dropped
2. In margin

For Example :-

**O**n the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

**Y**ou can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

The drop cap contains maximum 10 lines and minimum 1 .

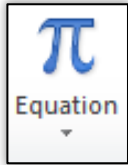




**Date & Time** → Insert the current date & time in to the current document.



**Object** → insert an embedded object.



**Equation** → Insert common mathematical equations or build up your own equations using a library of math symbols.

Quadratic Formula

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Taylor Expansion

$$e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \dots, \quad -\infty < x < \infty$$

Trig Identity 1

$$\sin \alpha \pm \sin \beta = 2 \sin \frac{1}{2}(\alpha \pm \beta) \cos \frac{1}{2}(\alpha \mp \beta)$$

Trig Identity 2

$$\cos \alpha + \cos \beta = 2 \cos \frac{1}{2}(\alpha + \beta) \cos \frac{1}{2}(\alpha - \beta)$$

Insert New Equation  
 Save Selection to Equation Gallery...



**Symbol** → Insert symbols that are not on your keyboard , such as copyright , trademark symbols , paragraph marks , and Unicode characters.

=	≠	○	●	€
£	¥	©	®	™
±	≠	≤	≥	÷
×	∞	μ	α	β
	More Symbols...			