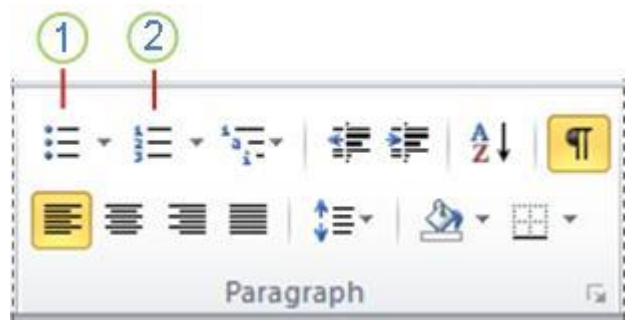
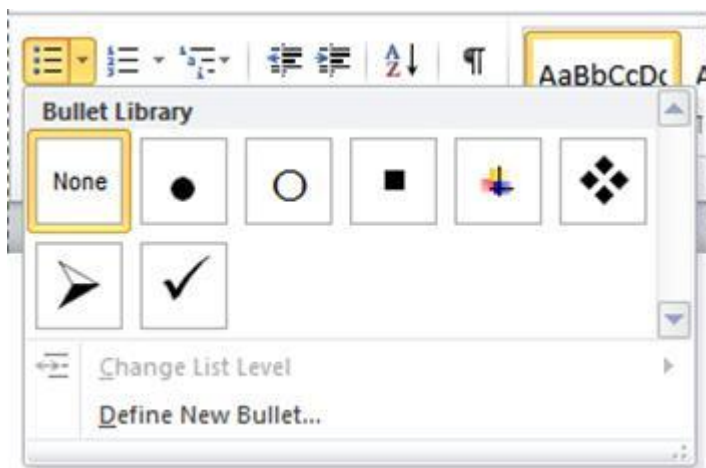


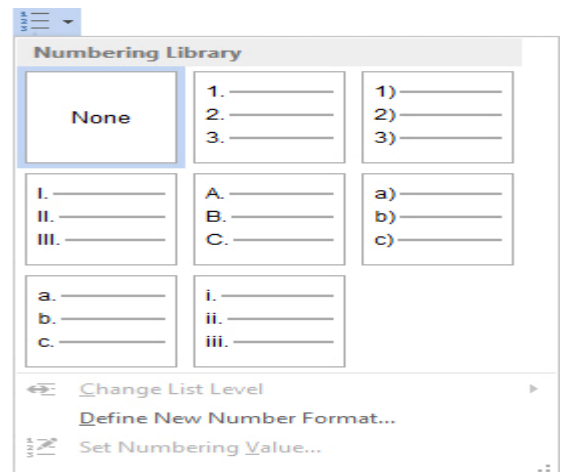
- 1 Bullets
- 2 Numbering



You can find different bullet styles and numbering formats by clicking the arrow next to **Bullets** or **Numbering** on the **Home** tab, in the **Paragraph** group.



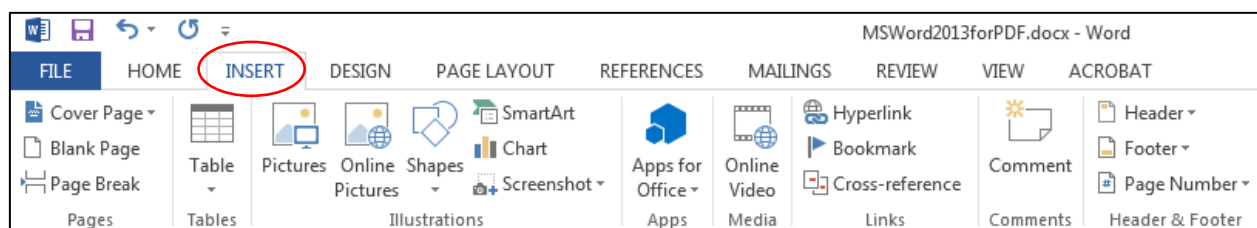
**Bullets Menu**



**Numbering Menu**

# Insert tab

## Exploring the Insert tab

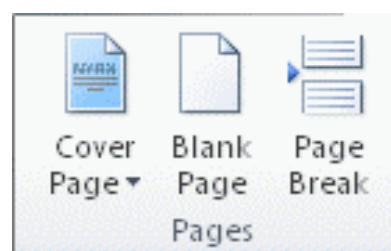


## Pages group

### ❖ Add a cover page

Microsoft Word offers cover pages. Choose a cover page and replace the sample text with your own.

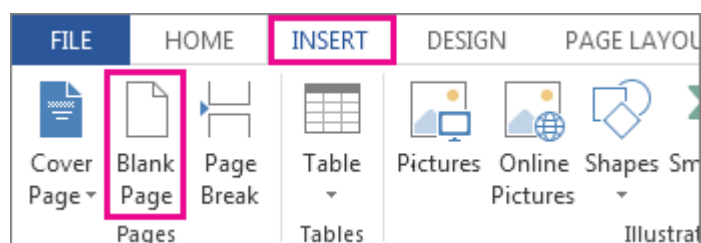
1. On the **Insert** tab, in the **Pages** group, click **Cover Page**.
  2. After you insert a cover page, you can replace the sample text with your own text by clicking to select an area of the cover page, such as the title, and typing your text.
- To delete a cover page, click the **Insert** tab → click **Cover pages** in the **Pages** group → click **Remove Current Cover Page**.



### ❖ Insert a blank page

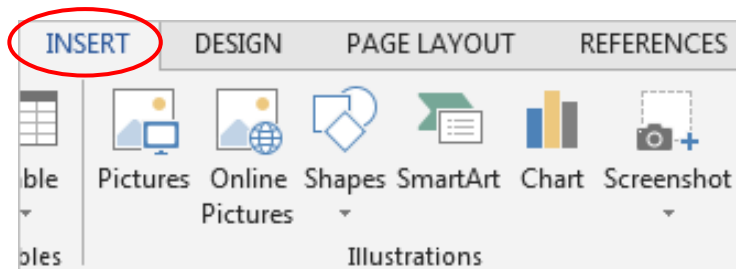
To put a blank page into your Word document, place the cursor where you want the new page to begin and then

Click **Insert** > in the **Pages** group > click **Blank Page**. The blank page opens, ready for whatever you want to add.



## Illustrations group

**Pictures, shapes, Smart Art and Chart** can be inserted or copied into a document from many different sources. You can change how a picture or shapes is positioned with text within a document.



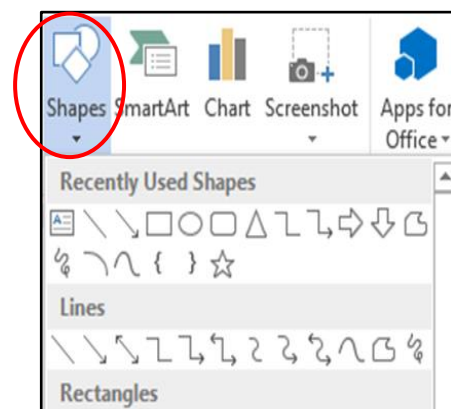
### ❖ Insert Shapes

Insert circles, squares, and arrows and many shapes  
Click Insert > in the Illustrations group > click **Shape** → drag the mouse to the right or left up ,down to draw the shape

**To Edit the Shape :**

**You can change the color of shape ,add text in it ,change the style of shape do the following:**


Click inside a drawing. Under **Drawing Tools** > Click **Format** > under groups( **Insert Shapes** ,**Shapes Styles**,**word Art Styles**,**Text** ,**Arrange**,**size**) use one of them.



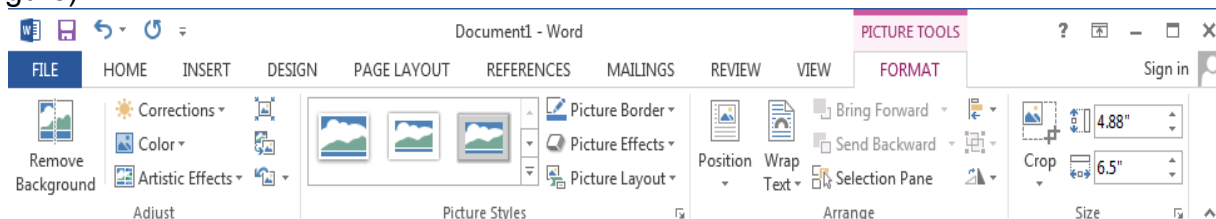
### Inserting pictures

You can insert images in a variety of graphics file formats (.gif, .jpg, .png, .bmp, etc.) into a document.

To insert an image:

1. Click in the document where you want to insert the image.
2. On the **Insert** tab, in the **Illustrations** group, click the **Picture** button 
3. In the **Insert Picture** dialog box, locate and select the image that you want to insert, and then click the **Insert** button.

When you select an image, the *Picture Tools Format* tab becomes available on the Ribbon. The tools on this tab enable you to modify the image and enhance its appearance (see Figure).

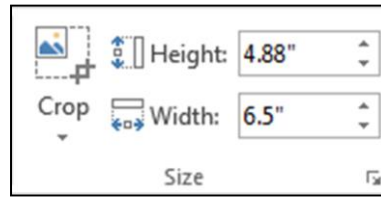


### Resizing Images

You can resize an image to better fit the layout of a document.

To resize an image using specific measurements :

1. Select the image that you want to resize.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, enter the desired values in the **Height** and **Width** boxes .



Size Group on the Format Tab

To resize an image using sizing handles:

The first step to make easy change about picture .you must do following :

**Click in it →select picture tools→Format→ in Arrange group click in Wrap text →click in Tight →then you can change** (size, move picture, deleted ,cut or copied) from any point around the border of picture or Shape

1. Select the image that you want to resize. Sizing handles appear at the corners and on the sides of the image .
2. Drag any of the sizing handles toward the center of the image to make it smaller, or away from the center to enlarge it.

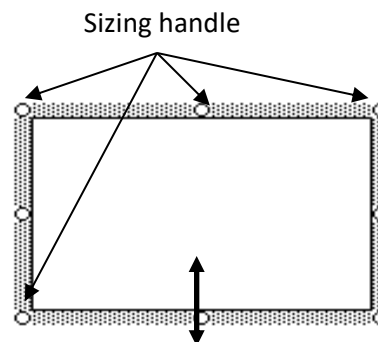
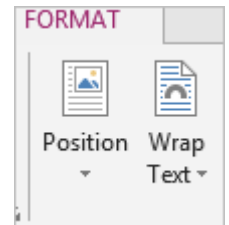


Image with Sizing Handles

## ❖ Screenshot Insert

### Screen Clipping" is under "Insert/Screenshot"

Take a quick snapshot of part of the screen, and add it to your document

Click **Insert** > in the **Illustrations group** > click **Screenshot** > click **Screen Clipping**.

## Symbols group

Many of Symbol not found in the keyboard and we need this symbol to write in the document such as ((μ Ø β ♂ ♀ 🎵 ♣ 🕌 ☰ ☚.....etc ) To insert this Symbols do the following: