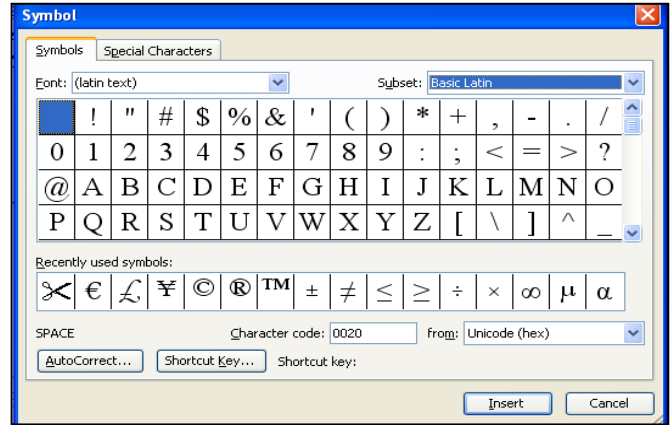


1. Click where you want to insert the symbol.

On the **Insert** tab, in the **Symbols** group, click **Symbol**.

2. If the symbol that you want to insert is not in the list, click **More Symbols**. The symbol dialog box will appear, In the Font box, click the font that you want, double- click the symbol that you want to insert. click close.



Insert tab

Tables group

Table: you can create the table. The table contains columns and rows. Each row or column has cell.

Create the Table

On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, select the number of rows and columns that you want.

Add a cell, row, or column to a table

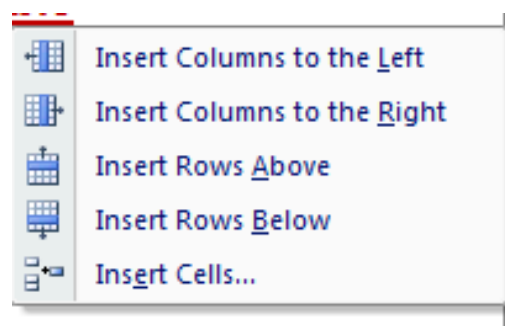
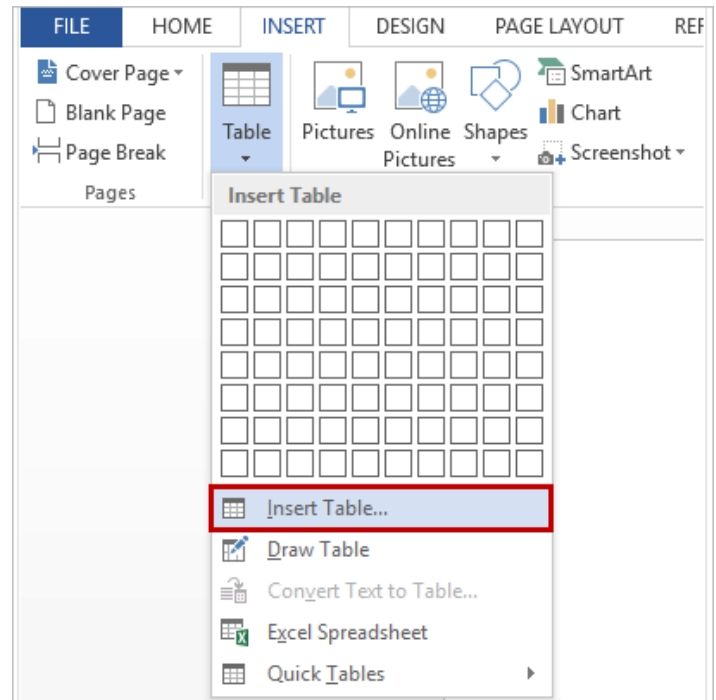
To insert cell, row, column to the table by:
Right click the mouse then appear menu click **Insert**→then select what you want from this list.

Click on **Insert Rows above** or **Insert Rows below** where you want to add a row.

Click on **Insert column to the Right**

Insert column to the left where you want to add a column.

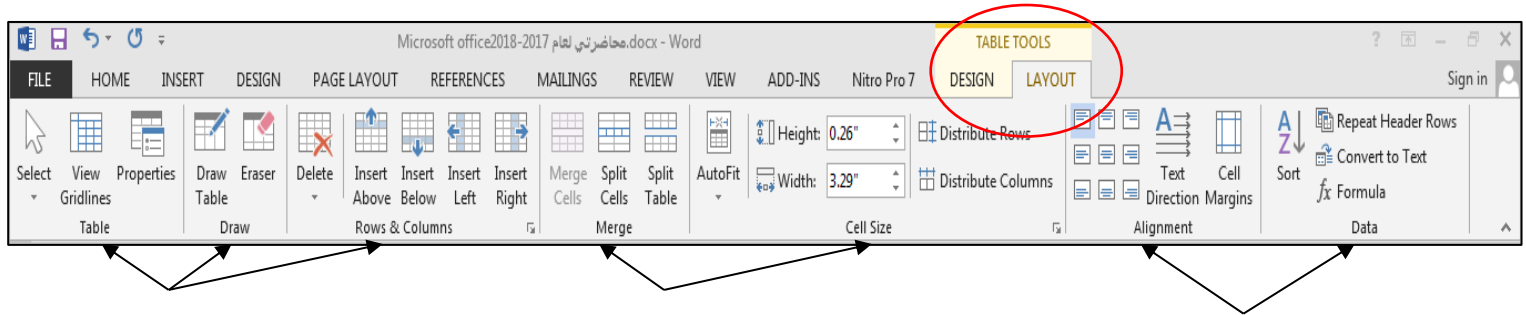
Click on Insert Cells.



Select in Table

Note: when the table is created the table tools tabs will appear (DESIGN and LAYOUT) under Layout tab appear the following groups:

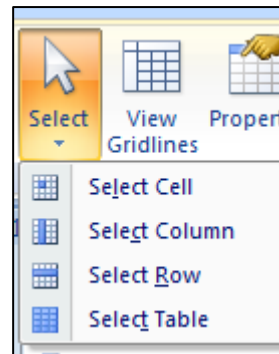
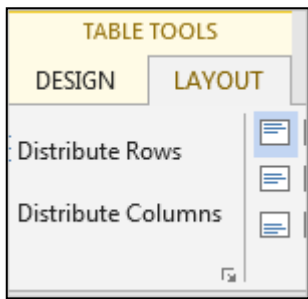
(Table, Draw, Rows & columns, Merge, Cell size, Alignment, Data)



Select row or column

Put pointer in any cell in the row or column if we want to select it.

- 1- On **Table tools** click **layout** tab
- 2- In **Table group** click **Select**
- 3- Click (**Select cell ,row or column ,table**)



You can combine two or more table cells located in the same row or column into a single cell.

1-Select the cells that you want to merge .

2-Under **Table Tools**, on the **Layout tab**, in the **Merge group**, click **Merge Cells**.

Split Cells

1. Click in a cell, or select multiple cells that you want to split.

2. Under **Table Tools**, on the **Layout tab**, in the **Merge group**, click **Split Cells**.


3. Enter the number of columns or rows that you want to split the selected cells into.

Split Table

1. Click in a Table

2. Under **Table Tools**, on the **Layout tab**, in the **Merge group**, click **Split Table**

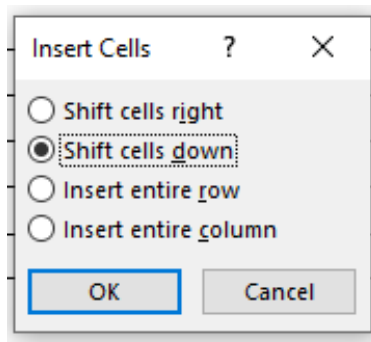
Drag a table to a new location

1. Put the pointer on the table until the pointer becomes a four-headed arrow,  appears.

2. Drag the table to a new location

Insert cell

To insert cell, put the pointer in the table, and appeared the box:



To shift cells right.

To shift cells down.

Insert entire row.

Insert entire column.

Header and Footer

To insert header or footer in document by:

Choose **Insert** tab.

Select **Header & Footer** command.

Select **Header** to add text in the top of page.

Select **Footer** to add text in the bottom of page.

Page Numbering

Click on **Insert tab** → click **Page Numbers** command, then appear the dialog box contains several options such as top, bottom of page and format page number to format or start at page number.