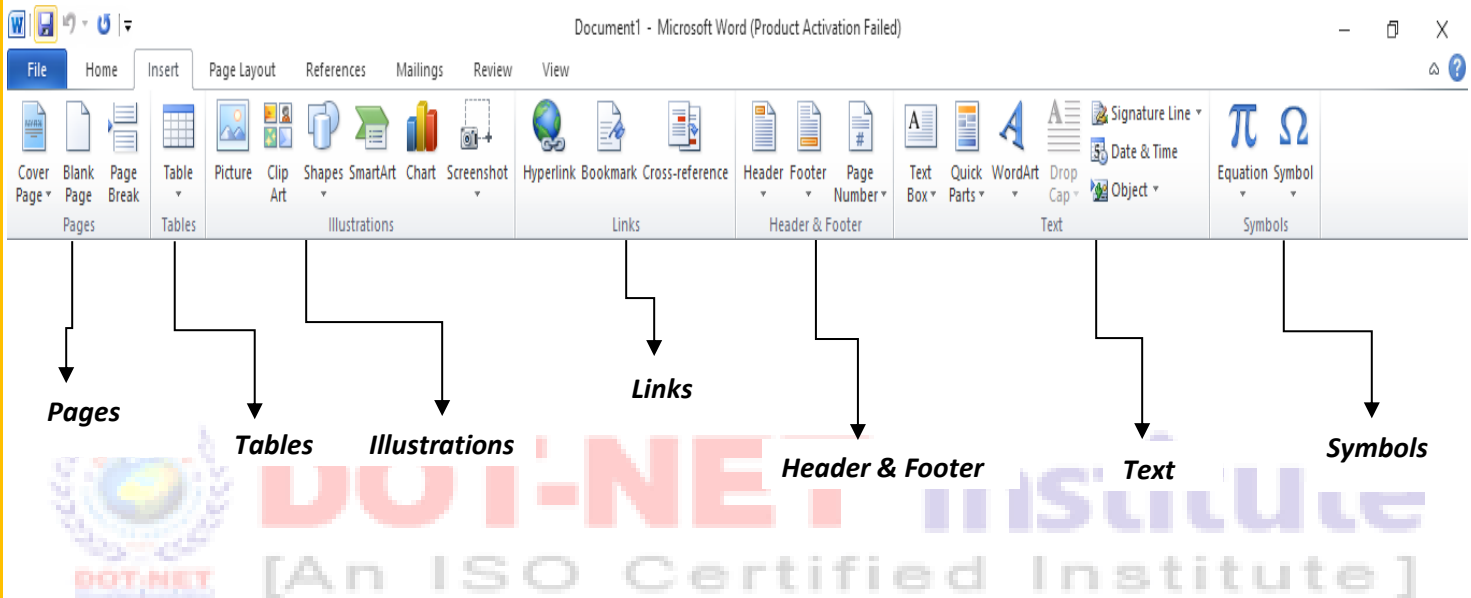


# Lesson – 4

## Insert Toolbar Menu

The Insert Toolbar is the second toolbar of MS Word this toolbar always display after home toolbar at the top of the MS Word Screen like as:

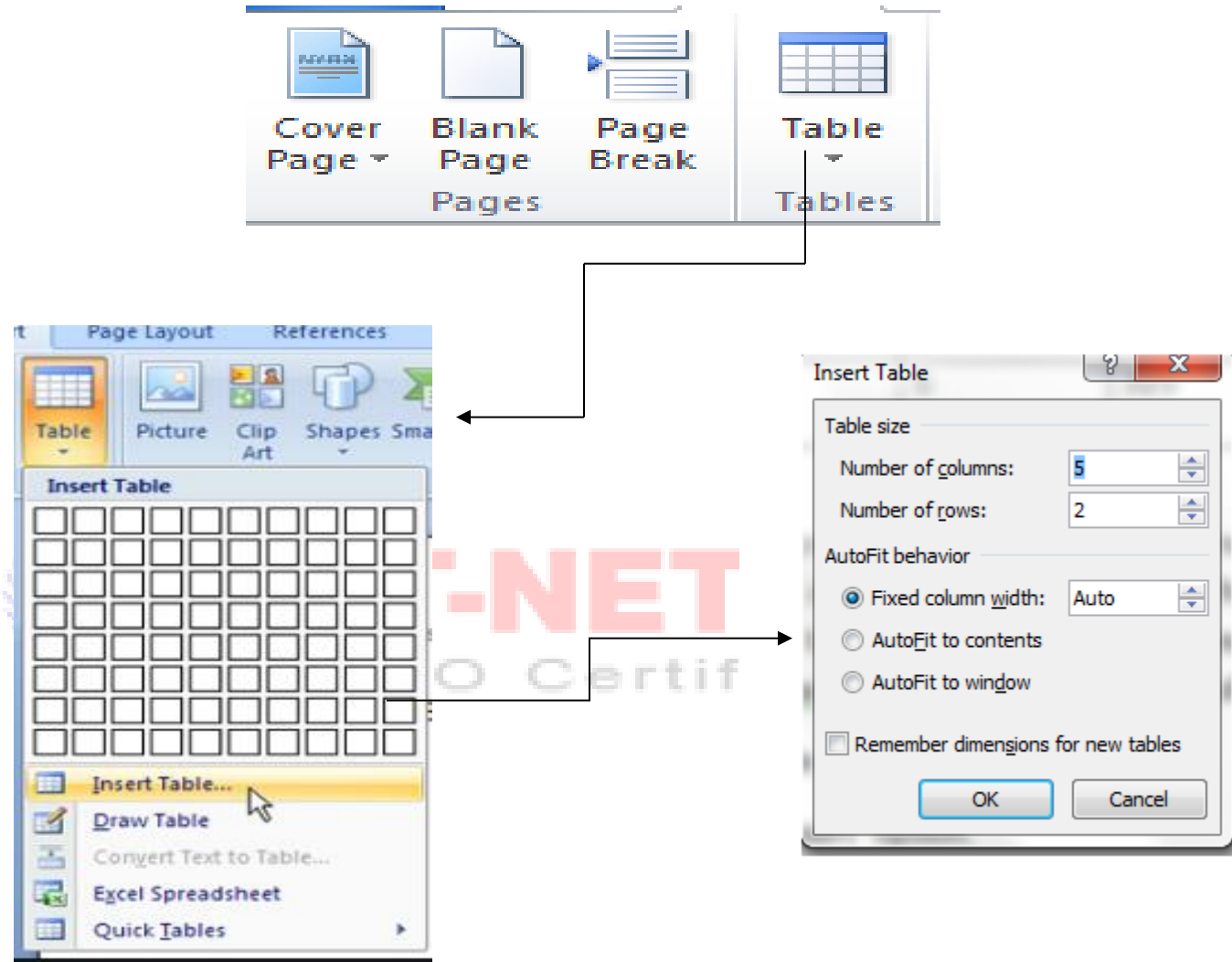


### Pages & Tables

**Pages:** This option is used for page setting, making a cover page, Blank page and page breaks like as:

- Cover Page** : Insert a fully formatted cover page. You fill in the title, author, date and other information.
- Blank Page** : Insert a new blank at the cursor position.
- Page Break (Ctrl+Enter)** : Insert the next page as the current position.

**Tables:** Insert or draw a table into the document and in word, you can also convert exciting text into a table.

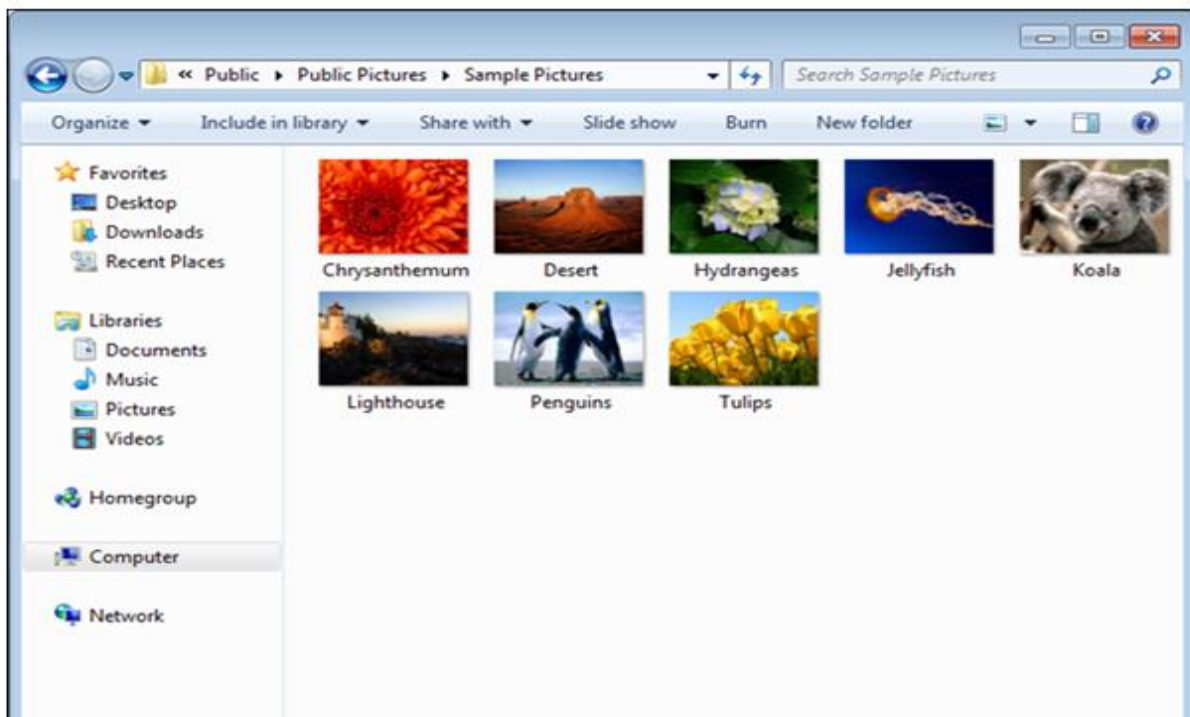


✎ Use all the options with **Practical Assignment No. – 4 & 5**

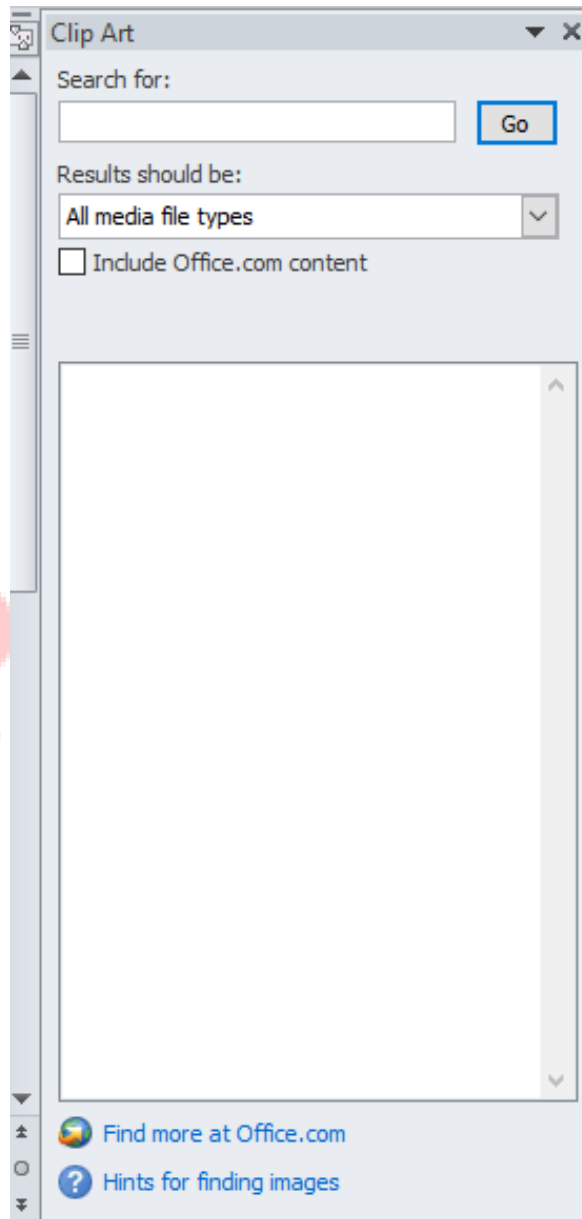
## Illustrations

The option of Illustration is very much useful options in word. In this we can import external picture, clip art, shapes, smart art and charts also in word documents.

**Picture:** Insert Picture from file like as:



**Clip Art:** Insert clip art into the document, including drawing, movies, sounds, or stock photography to illustrate a specific concept like as:



 Use all the options with **Practical Assignment No. - 6**