Lesson – 5

Insert Toolbar (Menu)

Tables

Pivot Table

Pivot Tables make it easy to arrange and summarize complicated data and drill down on details. We can summarize data using a pivot table or by inserting a Pivot chart.
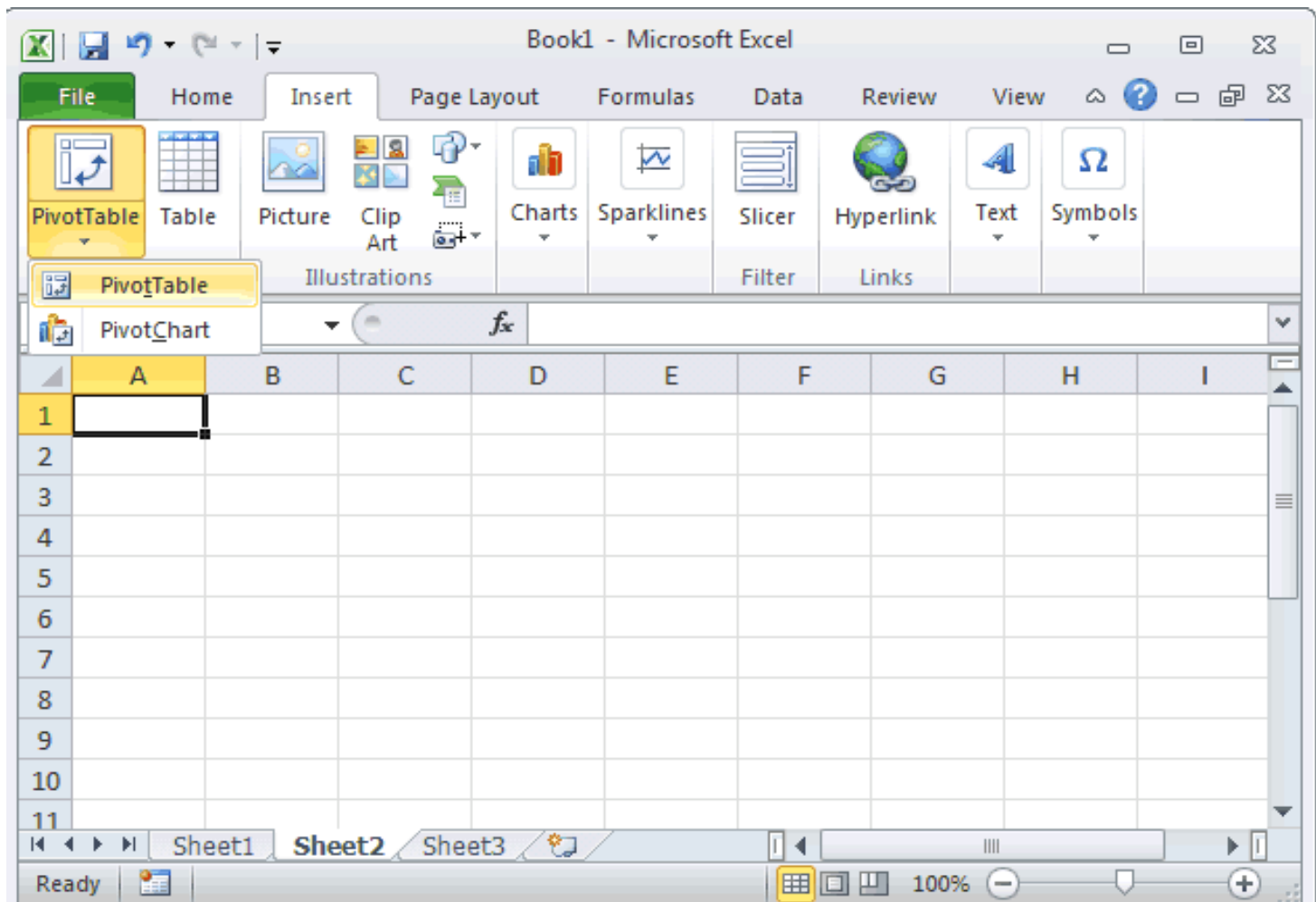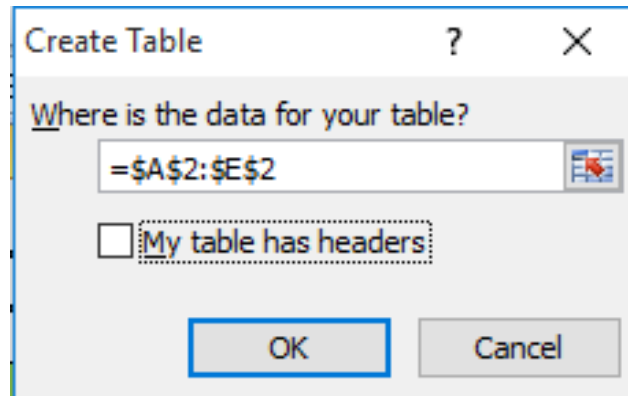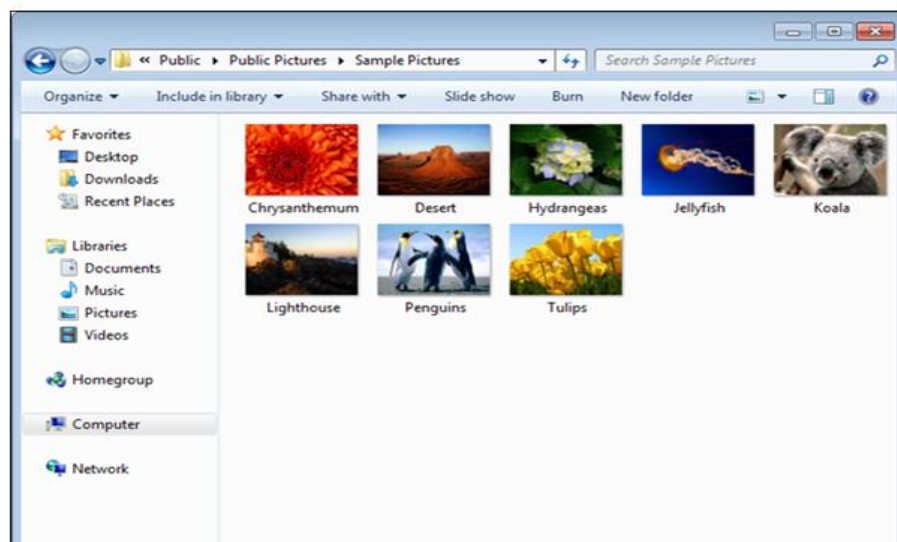
Table (Ctrl + T)

Create a table to manage and analyze related data. Tables make it easy to sort, filter and format data within a sheet.
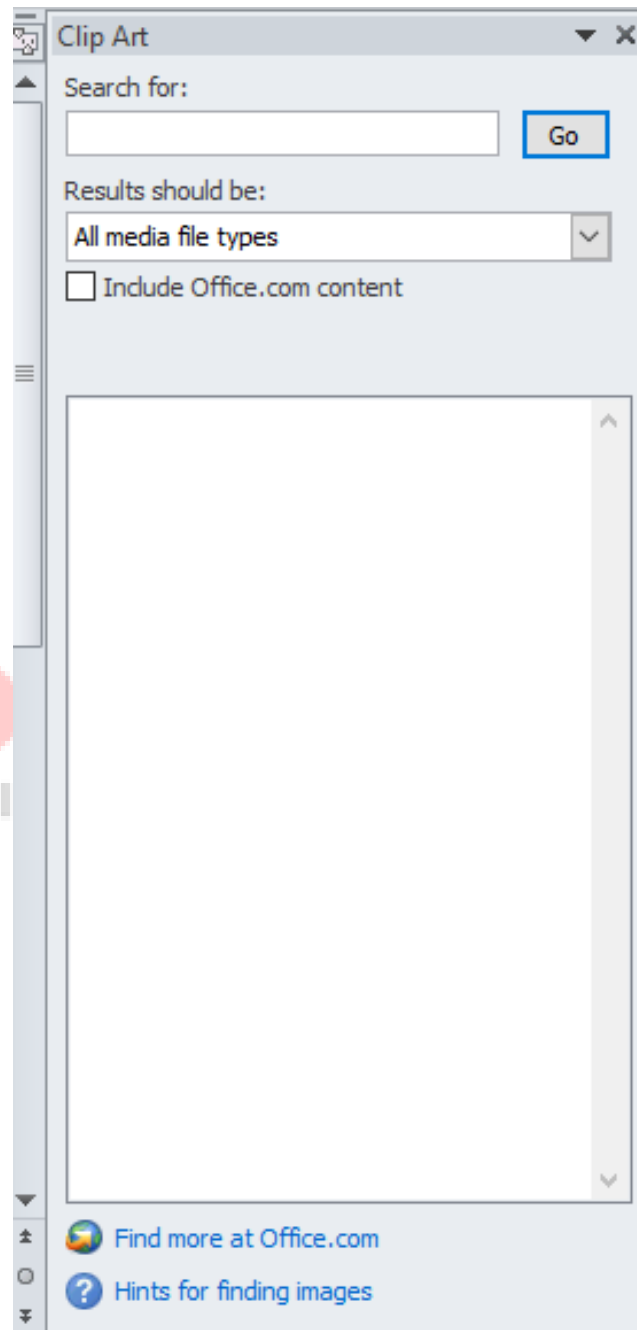

Illustrations

Illustrations option is useful. In this, we can import external picture, clip art, shapes, smart art and screenshots also in excel documents.
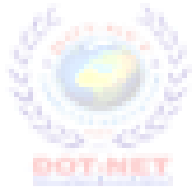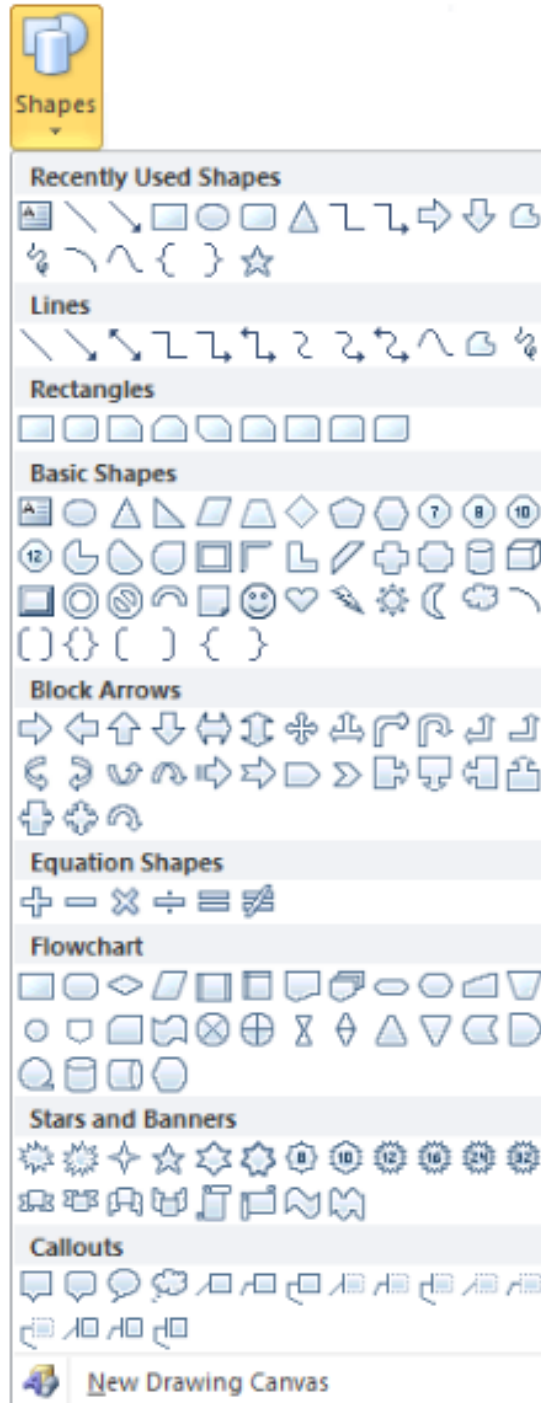
Picture: Insert Picture from file like as:

Clip Art: Insert clip art into the document, including drawing, movies, sounds, or stock photography to illustrate a specific concept like as:
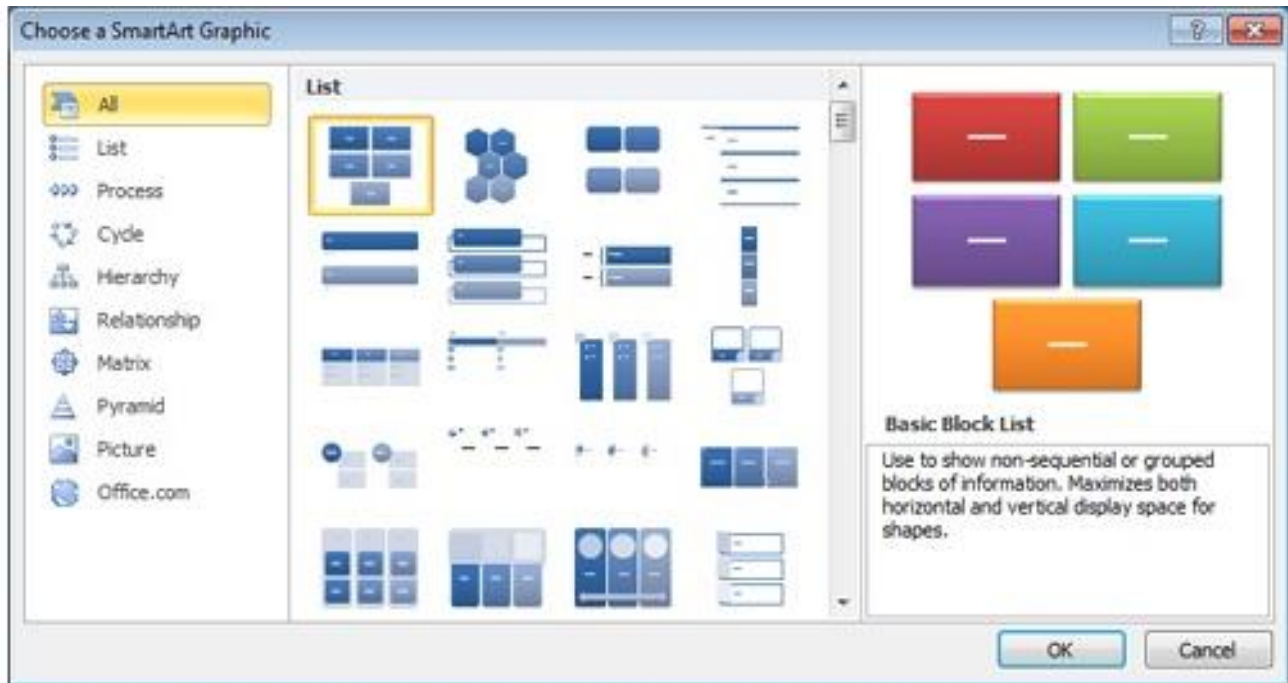
Shapes: Insert ready-made shapes, such as rectangles and circles, arrows, lines, flowchart, symbols and callouts like as:

Smart Art: Insert a smart art graphics to visually communicate information. Smart Art graphics range from graphical list and process diagram to more complex graphics such as Venn diagrams and organization charts like as:

Screenshot: Insert a picture of any program that is not minimized to the task bar. **Screen clipping** is to insert a picture of any part of the screen.