

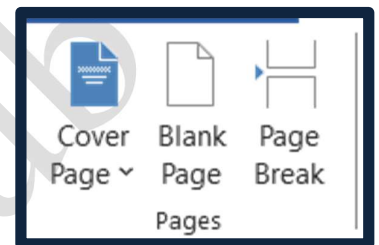
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INSERT MENU

PAGES & TABLE GROUP

Pages Group Options

- **Cover Page** → Inserts a ready-made cover page at the beginning of the document.
- **Blank Page** → Adds a new empty page at the cursor position.
- **Page Break** → Moves content to the next page from the current position. Shortcut- ctrl+ Enter.

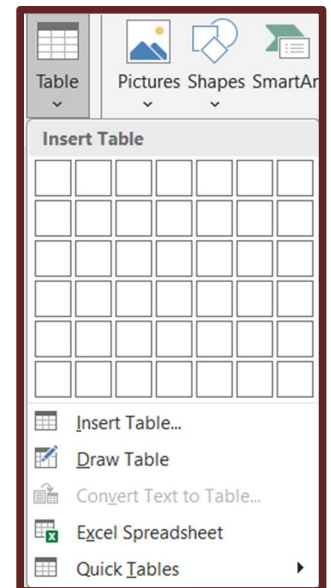


Tables Group

A table is a structure made of rows (horizontal) and columns (vertical) to arrange information neatly.

Ways to Insert Table

- **Insert Table (Grid Method)** → Select rows & columns from the grid to quickly create a table.
- **Insert Table (Dialog Box)** → Manually enter number of rows and columns.
- **Draw Table** → Draw table manually using a pencil tool.
- **Convert Text to Table** → Convert existing text into a table.
- **Excel Spreadsheet** → Insert an Excel sheet inside Word.
- **Quick Tables** → Use ready-made table templates.
- **Insert Table (Default Button)** → Insert a basic table quickly with default settings.

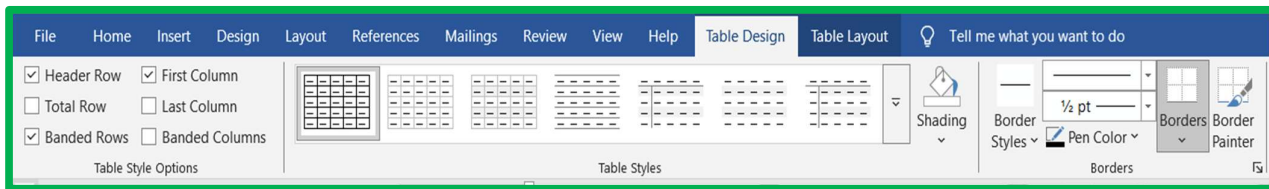


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Helping Tool of Table (Design Menu)

Design Tab in Microsoft Word 2016 is used to apply themes, colors, and background design to a document.



Helping Tool of Table (Layout Menu)



- Distribute Columns → Makes all selected columns equal width.
- Distribute Rows → Makes all selected rows equal height.
- Repeat Header Rows → Repeats the top row on every page when table continues.
- A Formula in Microsoft Word 2016 is used to perform calculations (like sum, average) inside a table.

