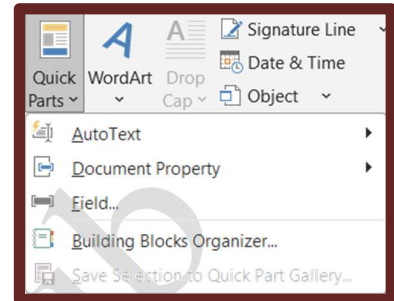


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INSERT MENU

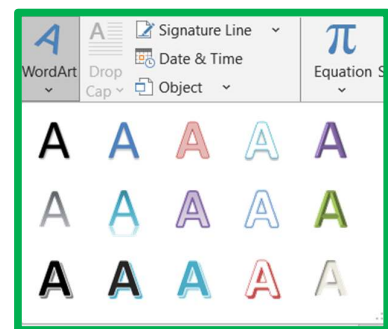
Quick Parts

- **AutoText** – Stores reusable text blocks you can quickly insert.
- **Document Property** – Inserts built-in document info like author, title, or company.
- **Field...** – Inserts dynamic data such as page numbers, dates, or formulas.
- **Building Blocks Organizer...** – Manages all reusable content blocks like headers, footers, and text boxes.
- **Save Selection to Quick Part Gallery...** – Saves selected text or object as a reusable Quick Part for later use.



WordArt

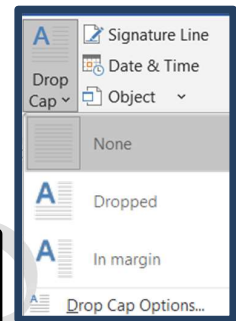
- WordArt in MS Word is a feature that lets you create stylized text with special effects like shadows, outlines, colors, gradients, 3D effects, or transformations.
- It's mainly used to make headings, titles, or text stand out in a document.
- You can apply effects like curved text, tilted text, or colored outlines without using separate graphic software.



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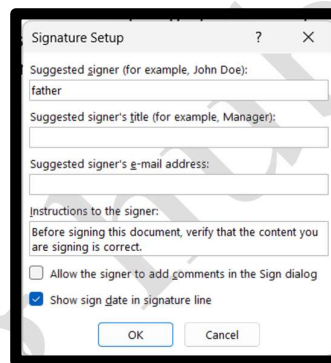
Drop Cap

A Drop Cap is the large first letter of a paragraph that drops down into two or more lines of text, often used at the beginning of chapters or sections in books, magazines, or documents to make the text look decorative .



Signature Line

A Signature Line is a designated line in a document where a person signs their name to approve, authorize, or acknowledge the content of the document.



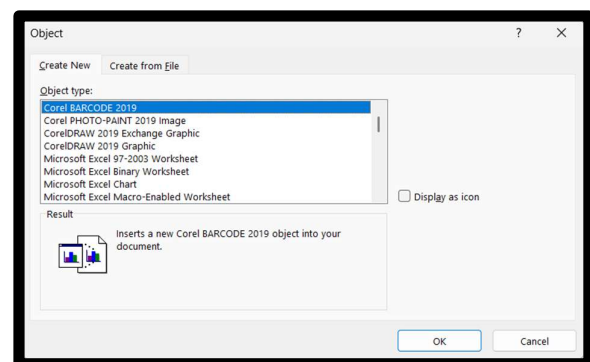
Date and Time

In MS Word, Date and Time refers to a feature that allows you to insert the current date and/or time into your document. It can be formatted in different styles and can update automatically or stay fixed

Object

In MS Word, an Object is anything inserted into the document that isn't plain text, like pictures, charts, Excel sheets, shapes, or even another file.

- You can insert it by Insert → Object.
- It can be embedded (part of the Word file) or linked (connected to an external file).



Create New:

- Lets you create a brand new object (like a new Excel sheet, Word document, or chart) inside Word.
- Example: You insert a new Excel sheet and start typing in it directly.

Create from File:

- Lets you insert an existing file into your Word document.
- Example: You can insert an existing Excel sheet, PDF, or Word document.

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- Optionally, you can link it so it updates if the original file changes

Display As Icon

In MS Word, “Display as Icon” is an option used when inserting an object (like a file) into your document.

- Instead of showing the contents of the file, it shows a small icon representing the file.
- When someone clicks the icon, the file opens in its original program (like Excel, PDF, etc.).

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