

Insert Symbols and Special Characters



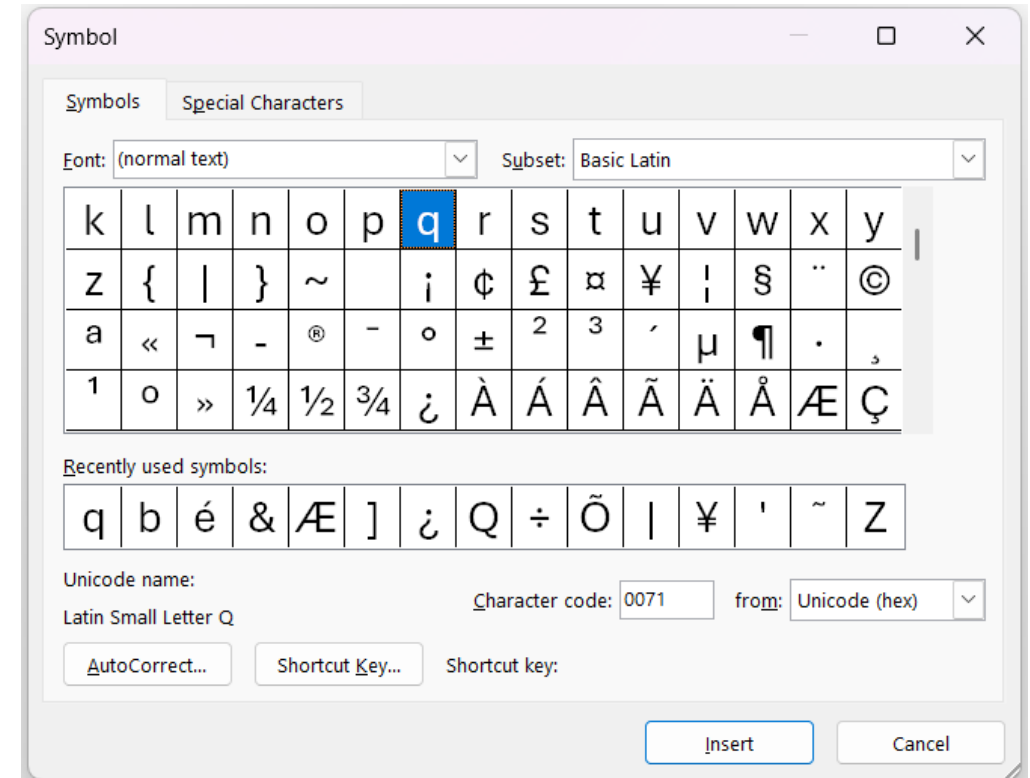
Word 2021

Symbols

Symbols are characters used to represent an idea or a word, such as copyright, trademark, or registered trademark. They can be mathematical operators, currency symbols, geometric shapes, or supplemental punctuation marks. They can be emoticons or characters from foreign languages.

You can insert symbols using several methods:

- Select **Insert** → **Symbol** → **More Symbols**.
- In the **Symbol** dialog box, select a symbol.
- Press the key combination associated with some of the symbols.
- Define a key combination for inserting symbols you often use.



Wingdings and Other Symbol Fonts

Wingdings is a font available in Word that includes many decorative symbols. Wingdings characters include familiar objects such as "smileys," as well as other whimsical and useful symbols. Other symbol fonts provided with Windows[®] 10 or Microsoft[®] Office 2021 include Wingdings2, Wingdings3, Symbol, MT Extra, and Webdings.

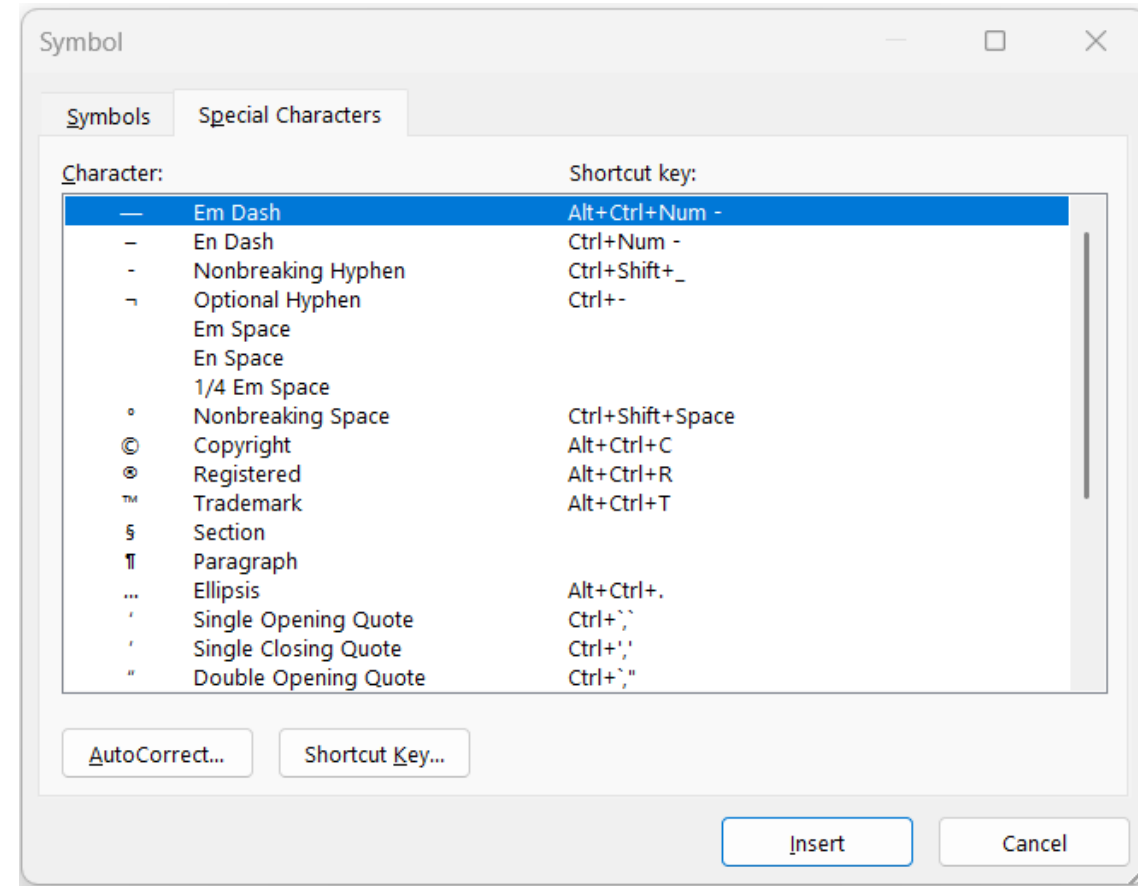
Special Characters

Special characters

Punctuation, spacing, or typographical characters that typically are not available on a standard keyboard. Ellipses (...) or em dashes (—) are examples of special characters.

Like symbols, special characters are not typically available from the keyboard and can be inserted using the **Symbol** dialog box. They are special in that they have special behavior over that of symbols or normal characters. For example:

- The non-breaking hyphen looks like a normal hyphen, but the words it separates will always remain on the same line. If the margin is reached, the entire word will wrap, rather than breaking at the hyphen.
- The non-breaking space looks like a normal space, but the words it separates will always remain on the same line.
- An em space is a space character that is wider than a normal space.



Add Images to a Document

 Microsoft



Word 2021

Illustrations

An illustration is a graphical object used to explain or embellish text. In Word, illustrations include pictures, shapes, icons, 3D models, SmartArt, charts, and screenshots. After you insert an illustration in a Word document, you can move, resize, or apply various other formatting options to it.

Shapes

Shapes are the basic elements, such as lines, rectangles, ovals, squares, arrows, flowchart components, starbursts, banners, and callouts that can be added to a document.

SmartArt

SmartArt graphics are graphic elements that combine text, illustrations, and color. They can be used to create diagrams, and organization and flow charts.

Charts

A chart is a graphical representation of statistical data. Charts are used to visually represent a relationship between different groups of data. Different types of charts include bar, pie, and line.

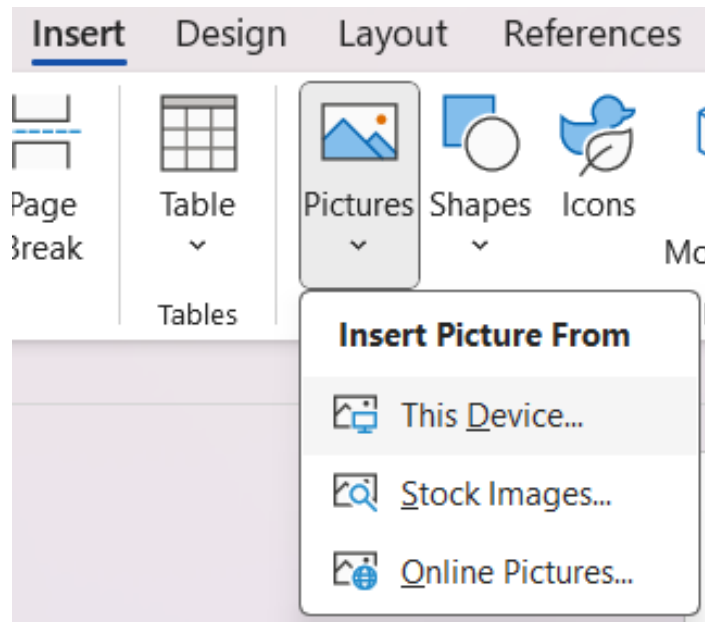
Screenshots

Screenshots can be used to capture snapshots of programs or windows that are open on your computer. When you select **Insert** → **Screenshot**, the program windows that are open are displayed as thumbnails in the **Available Windows** gallery. You can insert the whole program window or use the **Screen Clipping** option to capture only a part of the window.

Pictures

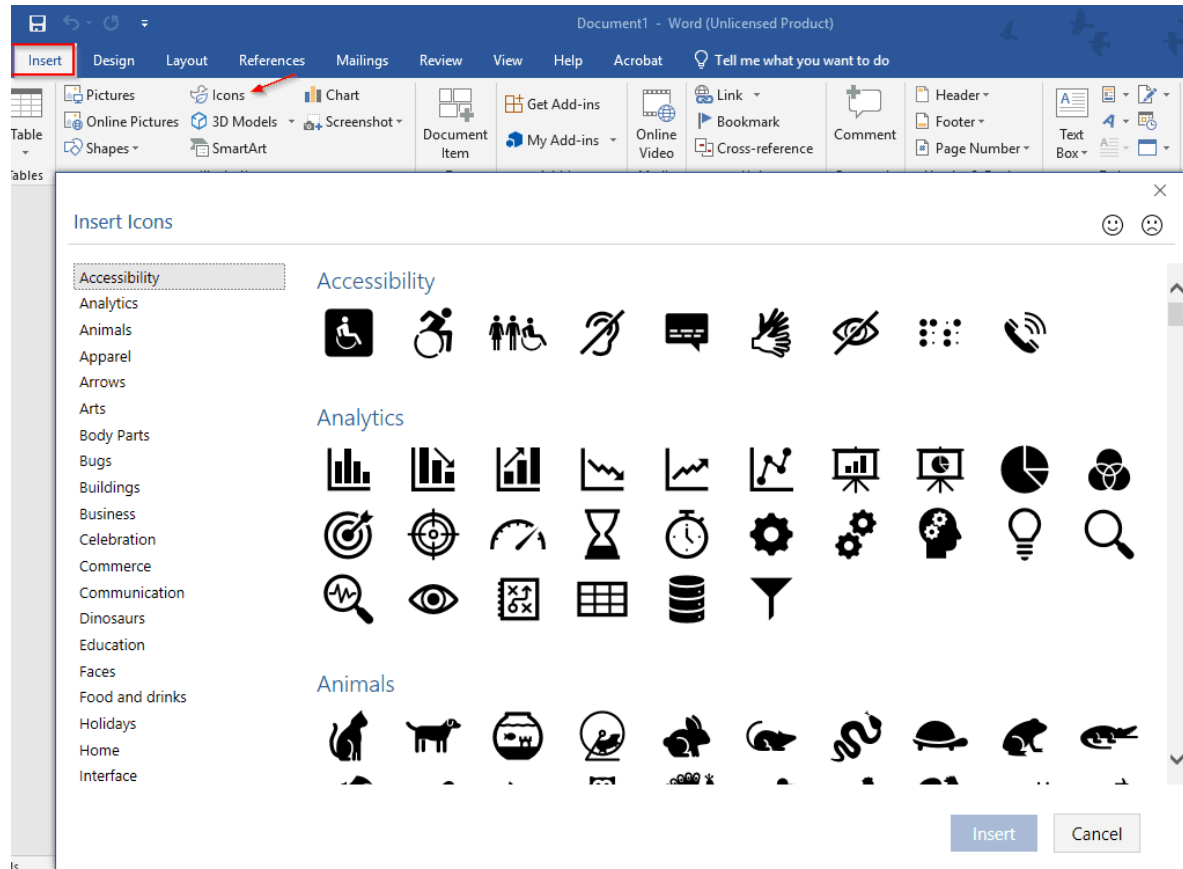
In Word, a picture generally refers to a photographic image, or another type of image that closely resembles a real object. Pictures are most often stored as JPEG, PNG, or GIF files, which are file formats used to organize or store images. On the **Insert** tab in the **Illustrations** group, you can use one of these commands to insert pictures into your Word document.

- **This Device:** Accesses image files that are stored on your local computer.
- **Stock Images:** Accesses the high-quality images or backgrounds available in the library.
- **Online Pictures:** Uses Bing® to search for and access image files stored online. You are responsible for respecting picture copyrights.



Icons

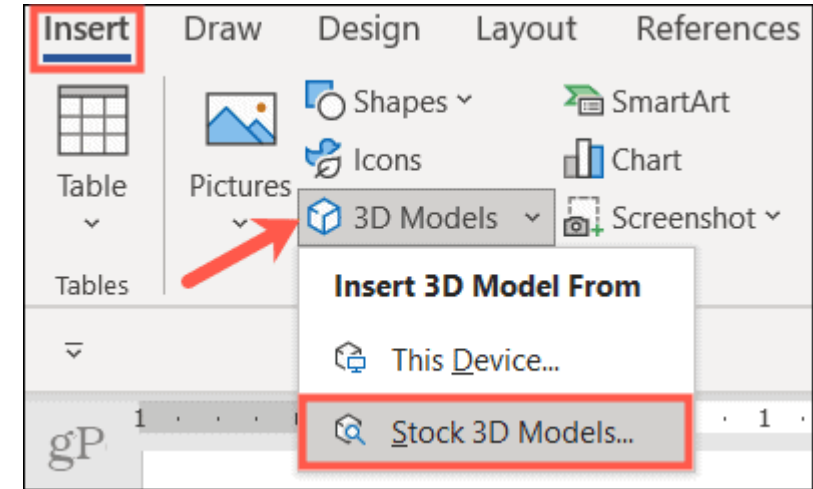
Icons are black-and-white, non-photographic images that are available in Word 2021. These ready-made graphics are organized into 36 categories, including People, Technology and Electronics, Sports, and Business, to name a few. Like the other illustrations, you can insert, move, rotate, and size icons as you need. When you select **Insert** → **Icons**, a list of icons is displayed under different categories within a pop-up window.



The pop-up window also has tabs for **Images**, **Cutout People**, **Stickers**, and **Illustrations** from where you can insert the required graphics.

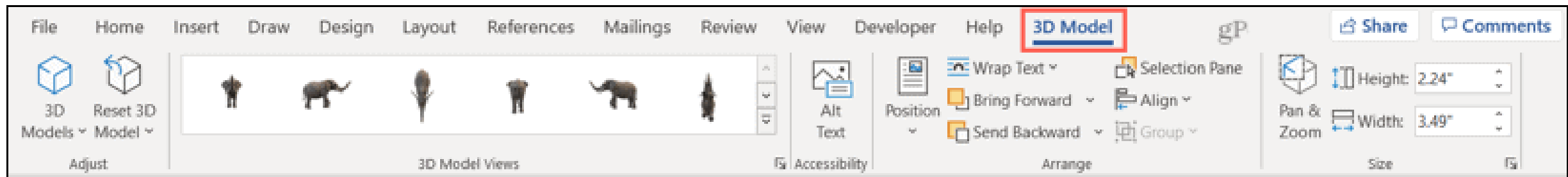
3D Models

3D models are three-dimensional images that can be inserted, rotated, and resized to add interest to your documents. The 3D Model gallery organizes the available images by category, such as Animals, Electronics and Gadgets, and 3D Shapes, to name a few.



Format a 3D Model

The simplest way to adjust a 3D model is with the tools in the ribbon. Select the image and then click the **3D Model** tab that appears. Here, we'll highlight just a handful of the tools you may find helpful for 3D models.



The Picture Format Contextual Tab

You can use the **Picture Format** contextual tab to position, resize, and apply various styles and effects to illustrations in a document. The groups on the contextual tab help you adjust your picture in several ways.

Group	Helps You
Adjust	Format images by increasing or decreasing the color, brightness, or contrast.
Picture Styles	Select a style, shape, border, and effect for a picture.
Accessibility	Provide descriptive text for screen readers.
Arrange	Position an image in the document. By using the options in this group, you can also rotate, group, or align the pictures within a page.
Size	Crop an image and increase or decrease its height and width.

Image Layout

Once you've inserted an image into the document, you may need to manipulate it to fit the document. When you select an image, selection handles appear around the image's edges and corners. You can drag these handles to resize the image, or you can select various commands to format the appearance of the image. Word includes tools for resizing, cropping, and positioning images. You can also format how text interacts with an image—for example, whether text should wrap around the image, or appear behind or in front of the image.

