

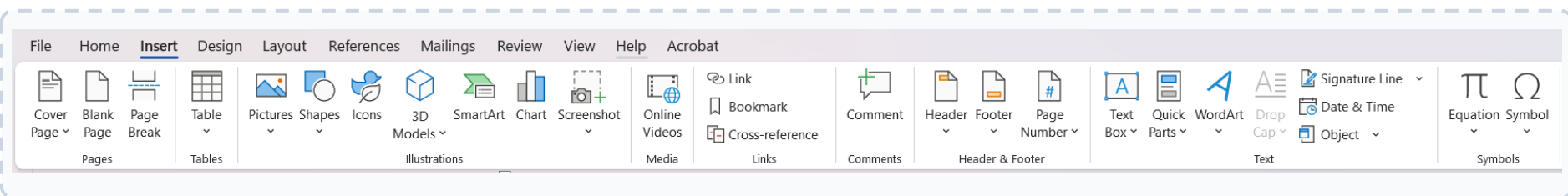
Inserting Objects

in MS Word 2021

Pictures, Shapes, Symbols, Tables, WordArt and More



The Insert Tab — Overview



Pages

Cover Page, Blank Page, Page Break



Tables

Insert Table (grid/dialog/draw), Quick Tables



Illustrations

Pictures, Shapes, Icons, SmartArt, Chart, Screenshot



Links

Hyperlink, Bookmark, Cross-reference



Header & Footer

Header, Footer, Page Number



Text

Text Box, WordArt, Drop Cap, Date & Time, Object



Symbols

Special characters via Symbol dialog, Equation



Inserting Pictures and Images

This Device

Insert → Pictures → This Device —
browse hard drive or USB (JPG, PNG,
GIF, BMP, SVG)

Stock Images

Insert → Pictures → Stock Images —
free royalty-free library from Microsoft
(NEW in Word 2021)

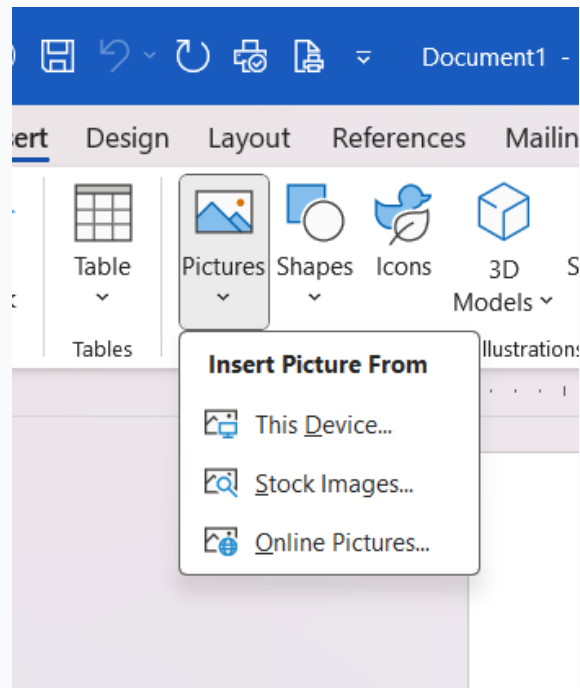
Online Pictures

Insert → Pictures → Online Pictures —
search Microsoft Bing for Creative
Commons images



After Inserting — Working with Images

- Click to select → drag corners to resize (hold Shift for proportional) → Picture Format tab for styles, crop, wrapping





Inserting Shapes



Lines

Straight, arrows, curves, connectors, free-form



Rectangles

Rectangle, rounded rect, snapped rect variants



Basic Shapes

Oval, triangle, hexagon, star, heart, cylinder, cube



Block Arrows

Left/right/up/down arrows, circular arrows



Flowchart

Process (rect), Decision (diamond), Data, Terminator



Callouts

Rectangular, rounded, cloud and line callouts



Inserting and Working with Tables

1

Quick Grid

Insert Tab → Table → hover grid squares → click when rows and columns are highlighted

2

Insert Table dialog

Insert Tab → Table → Insert Table → type exact rows/columns → click OK

3

Draw Table

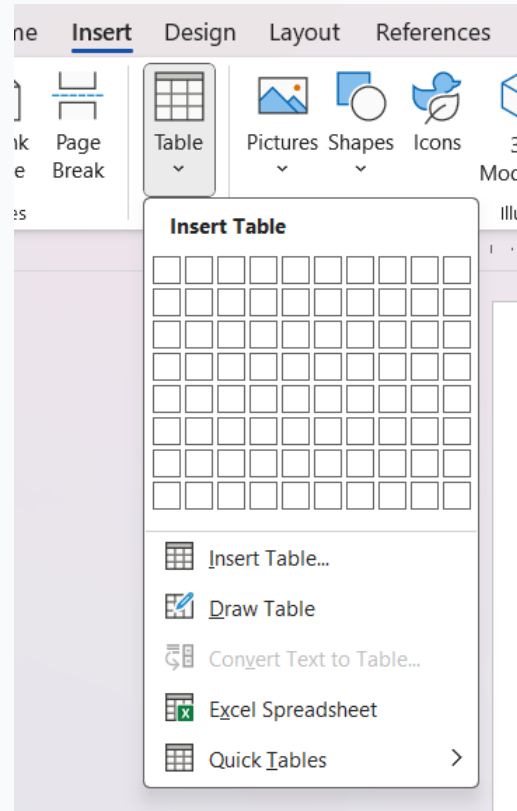
Insert Tab → Table → Draw Table → draw rows/columns freehand with the pencil cursor

4

Quick Tables

Insert Tab → Table → Quick Tables → choose a pre-formatted design (calendar, matrix, etc.)

Table Design tab (styles) and Table Layout tab (rows/cols/merge) appear when a table is selected





Symbols, WordArt, Headers and Footers



Symbols

- Insert → Symbol → More Symbols
- © ® ™ ° ± × ÷ € £ ∞ ≠
- Choose font, subset and character



WordArt

- Insert → WordArt → choose style
- Decorative stylised text with effects
- Titles, posters, certificates



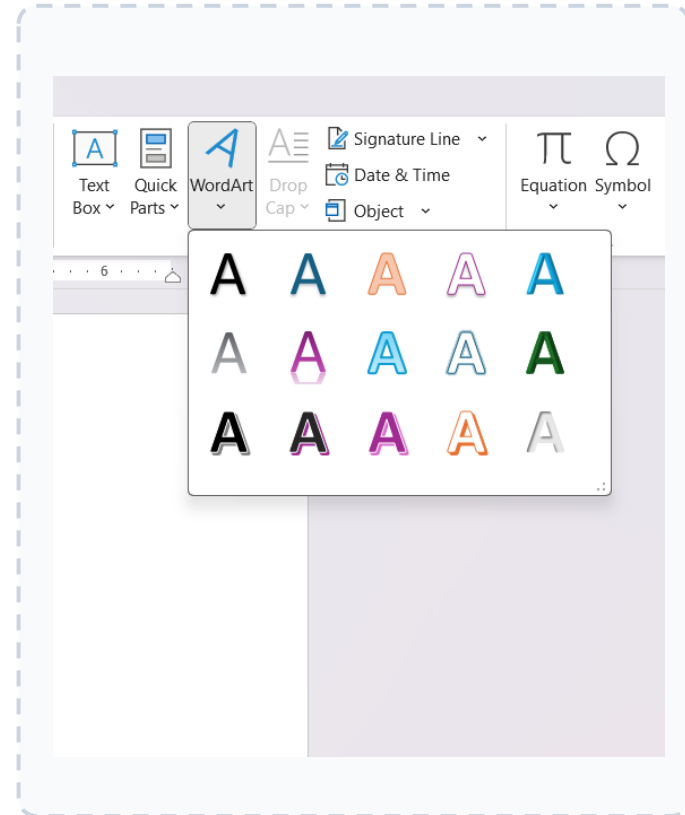
Header & Footer

- Insert → Header or Footer
- Repeated text top/bottom every page
- Title, author, date, logo, page numbers



Page Numbers

- Insert → Page Number
- Top, Bottom, Margin or Current Position
- Formats: 1,2,3 · i,ii,iii · A,B,C





Key Takeaways — Inserting Objects



Pictures

+



Tables

=



Symbols & More

Quick Recap

- Pictures: Insert → Pictures → This Device / Stock Images (new in 2021) / Online Pictures
- Shapes: Insert → Shapes — Lines, Rectangles, Basic Shapes, Arrows, Flowchart, Callouts
- Tables: Insert → Table — Quick Grid, Insert Table dialog, or Draw Table
- WordArt: Insert → WordArt | Symbols: Insert → Symbol → More Symbols