

# MICROSOFT WORD



2007

by Dr. Churee Techawut and Worawut Srisukkham  
Adapted to English by Prakarn Unachak



# Outline

- Table
- Inserting and Formatting Images
- Inserting Special Objects

# Table

# Table

- Components of a Table
- Creating Table with Commands
- Creating Table from Excel Spreadsheet
- Creating Table from Templates with Quick tables
- Erasing Borders
- Typing Data into Cells
- Setting Text Alignment in Cells
- Adjusting Table Size
- Moving the Table
- Adding cells, rows, and columns
- Deleting cells, rows, and columns
- Merging cells
- Splitting cells
- Setting Fill Color
- Setting Borders
- Using Pre-made Styles
- Converting Table into Text
- Converting Text into Table

# Components of a Table

The image shows a screenshot of the Microsoft Word interface with a table inserted. The table has 6 columns and 4 rows. Three labels with arrows point to the table's structure:

- Columns:** A blue bracket above the table spans all six columns.
- Rows:** A red bracket to the right of the table spans all four rows.
- Cells:** A blue line points to a single cell in the bottom row, second column.

The Word ribbon is visible at the top, showing the 'Table Tools' context menu with 'Design' and 'Layout' tabs. The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 0', and 'Thai (Thailand)'.

# Creating Table by Mouse Dragging

Click *Insert* tab

1

Click Table button

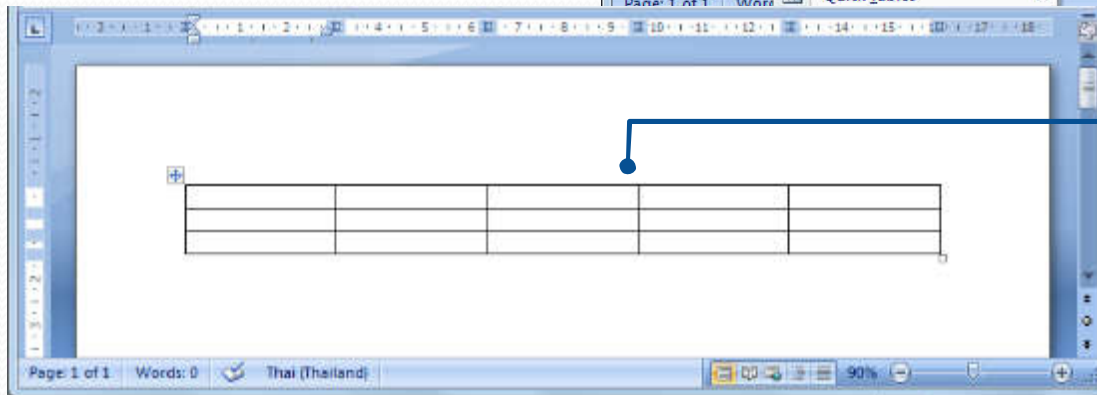
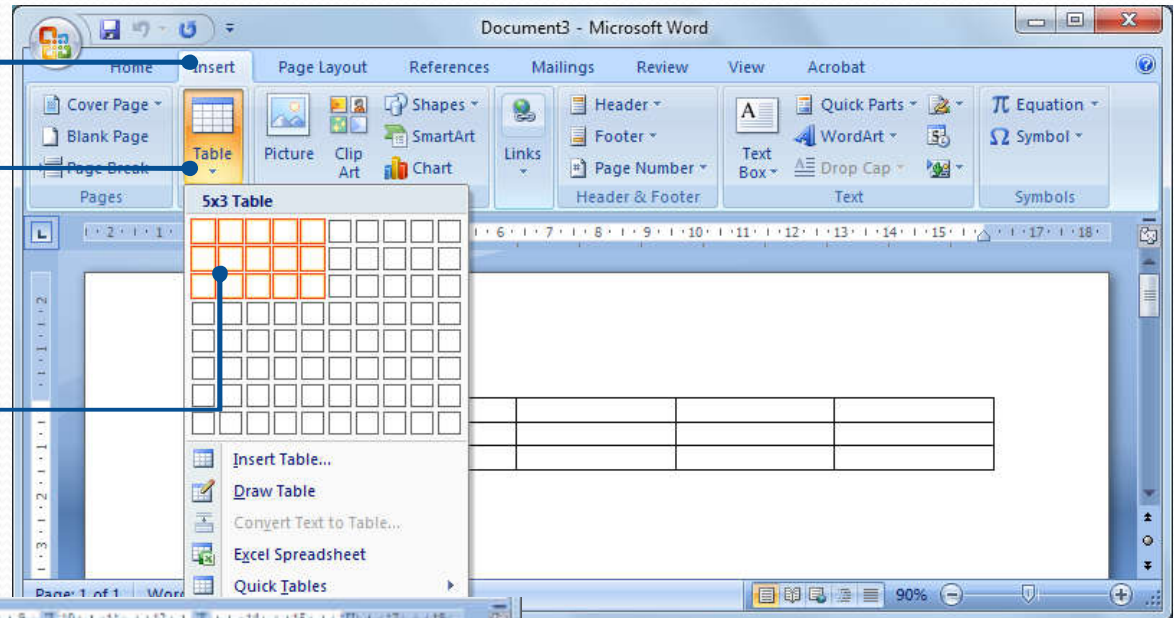
2

Drag the mouse to  
choose number of  
rows and columns

3

4

Get table with specified  
rows and columns

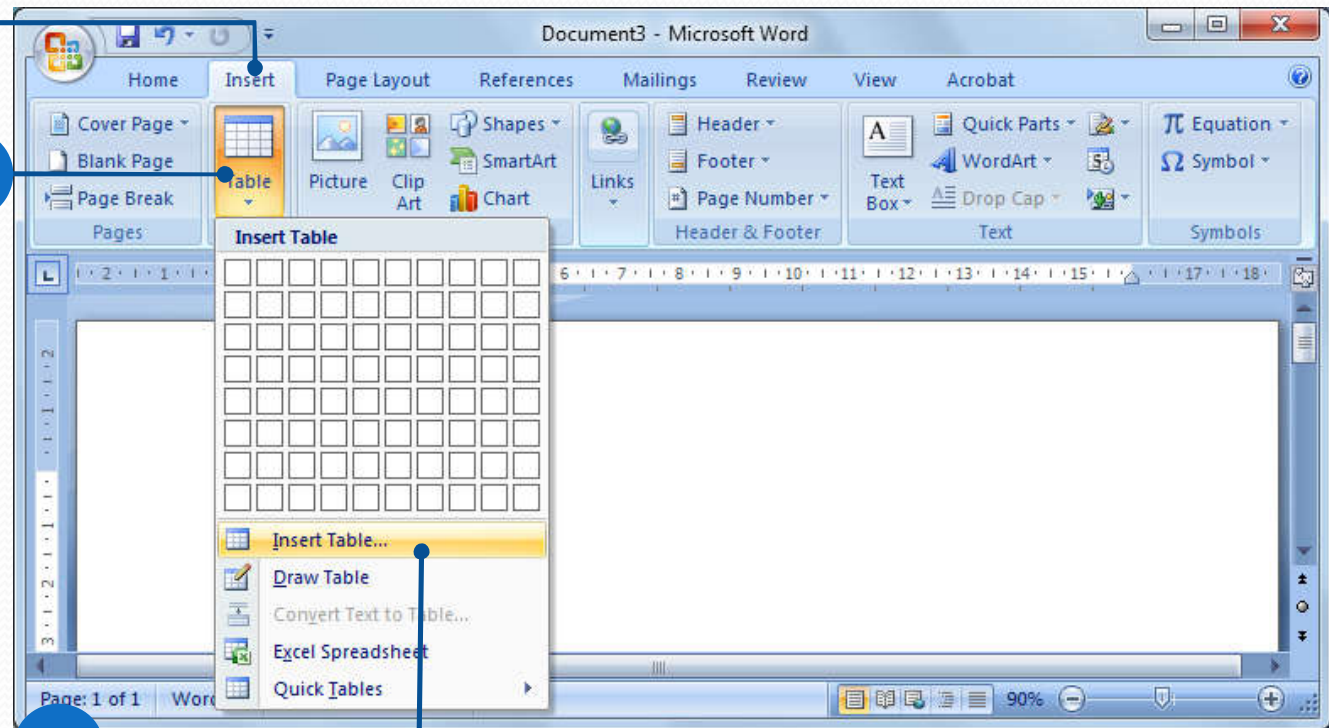


# Creating Table with *Insert Table...* Command

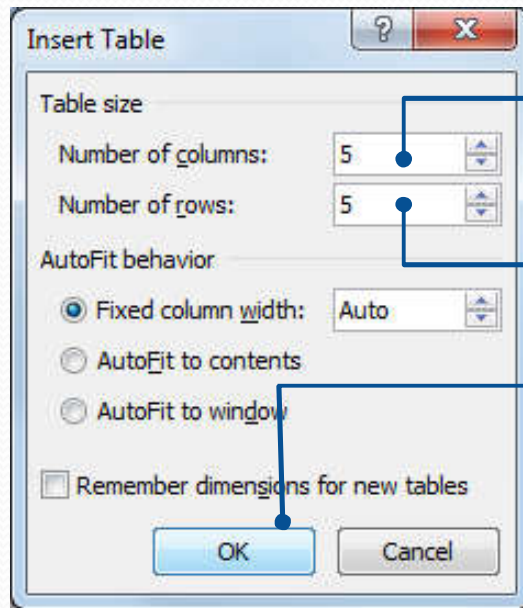
Click *Insert* tab **1**

Click *Table* button **2**

Click *Insert Table...* **3**



# Creating Table with *Insert Table...* Command (2)



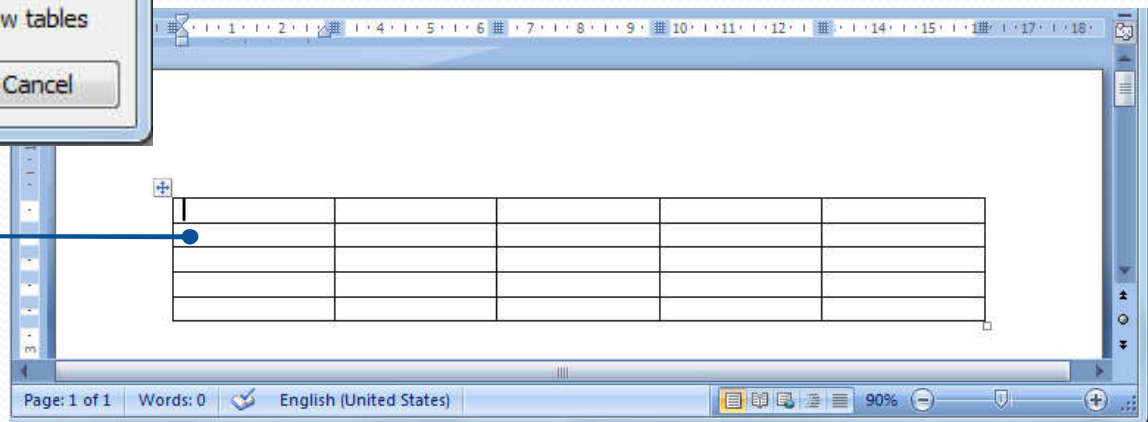
4 Specify number of columns

5 Specify number of rows

6 Click *OK* button

7

Get table with specified rows and columns



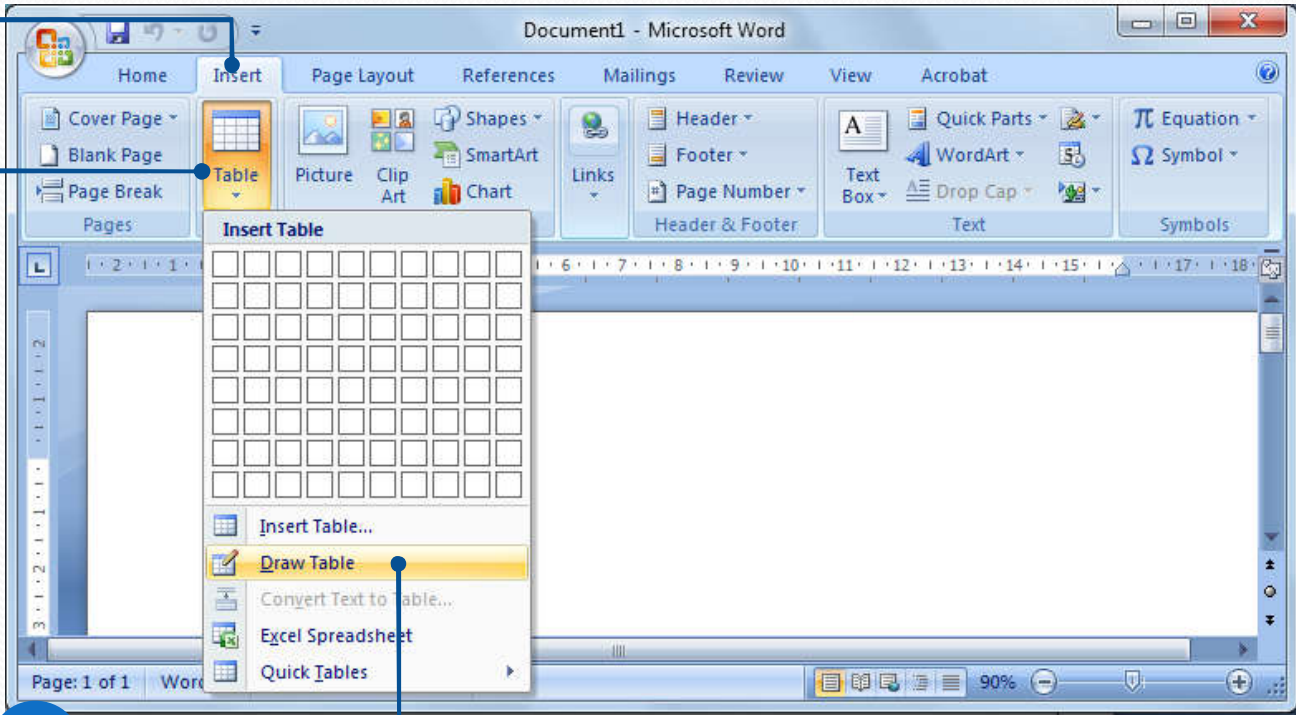


# Creating Table with *Draw Table*

Click *Insert* tab **1**

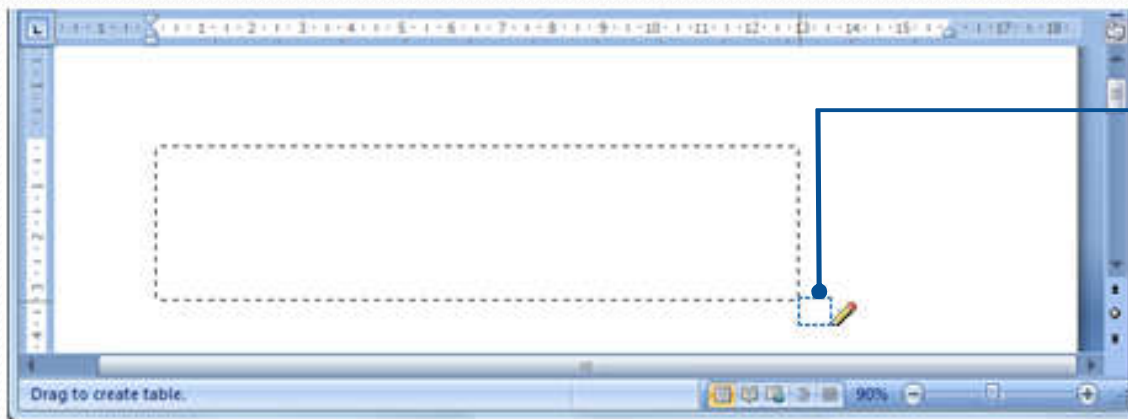
Click *Table* button **2**

Click *Draw Table* **3**



The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Table' button in the ribbon is highlighted. A dropdown menu is open, showing the 'Draw Table' option selected. The 'Draw Table' option is highlighted in yellow. The 'Insert Table' dialog box is also visible, showing a grid of cells.

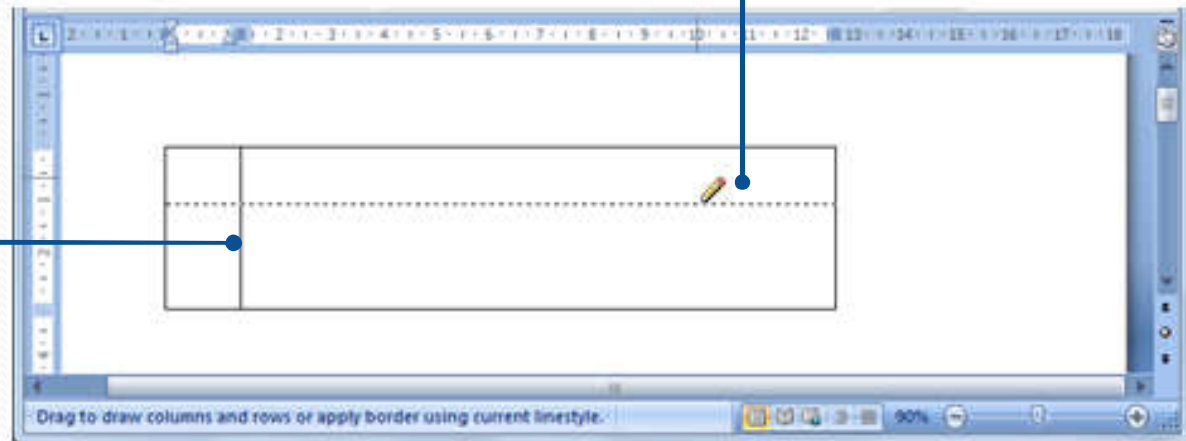
# Creating Table with *Draw Table* (2)



4 Drag mouse and release to specify table size

5 Drag mouse to divide rows

6 Drag mouse to divide columns



# Creating Table with Excel Spreadsheet

Click *Insert* tab

2

Click *Table* button

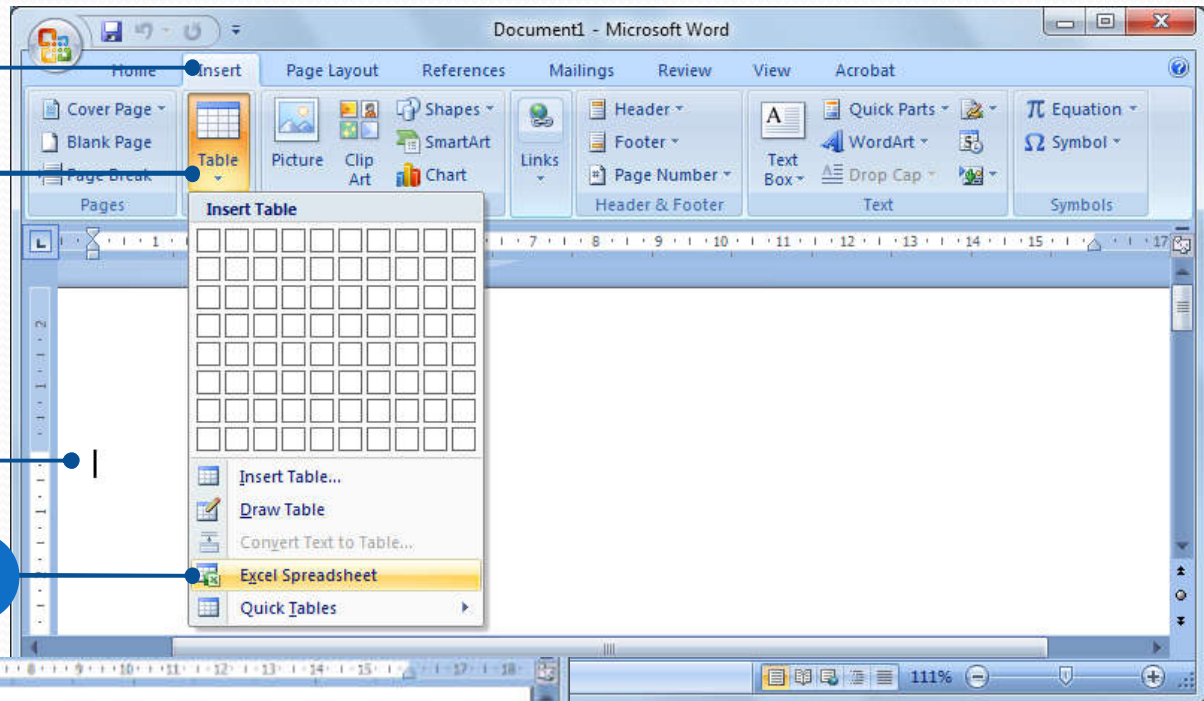
3

Move cursor to where you want to build the table

1

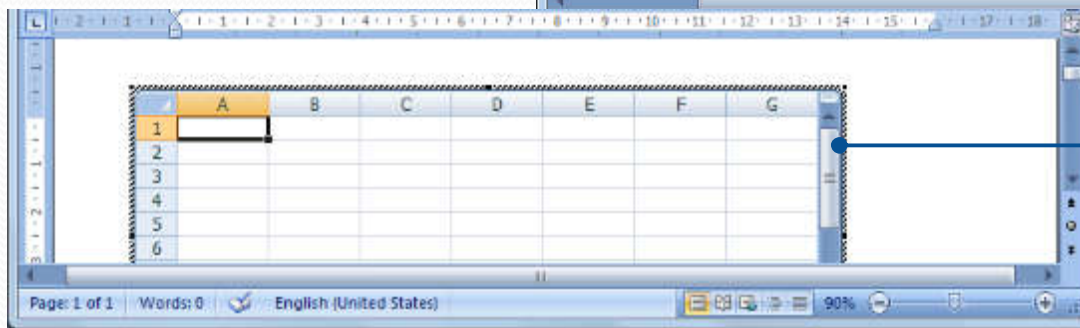
Click Excel Spreadsheet

4



5

Excel table will appear



# Using Quick Tables

Click *Insert* tab

Click *Table* button

Move cursor to where you want to build the table

Click *Quick Tables*

Pick a template you want

Document1 - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Cover Page Blank Page Page Break Pages

Table Picture Clip Art Chart

Links Header & Footer

Header & Footer

Text Box Drop Cap Text

Equation Symbol

Insert Table

Insert Table... Draw Table Convert Text to Table... Excel Spreadsheet Quick Tables

Built-In

Calendar 1

December

M T W T F S S

1

Calendar 2

MAY

M T W T F S S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

Calendar 3

December 2007

Sun Mon Tue Wed Thu Fri Sat

1

Words: 0

Save Selection to Quick Tables Gallery...

# Erasing Borders

Double click at move point (top-left corner) of the table

1

2 *Table Tools* tab will appear

3 Click *Eraser* button

4 Drag mouse to erase borders you don't want

5 Borders are erase. Cells are merged.

Document1 - Microsoft Word

Table Tools

Design Layout

Header Row First Column  
Total Row Last Column  
Banded Rows Banded Columns

Table Style Options

Table Styles

Shading Borders

3 pt

Pen Color

Draw Table Eraser

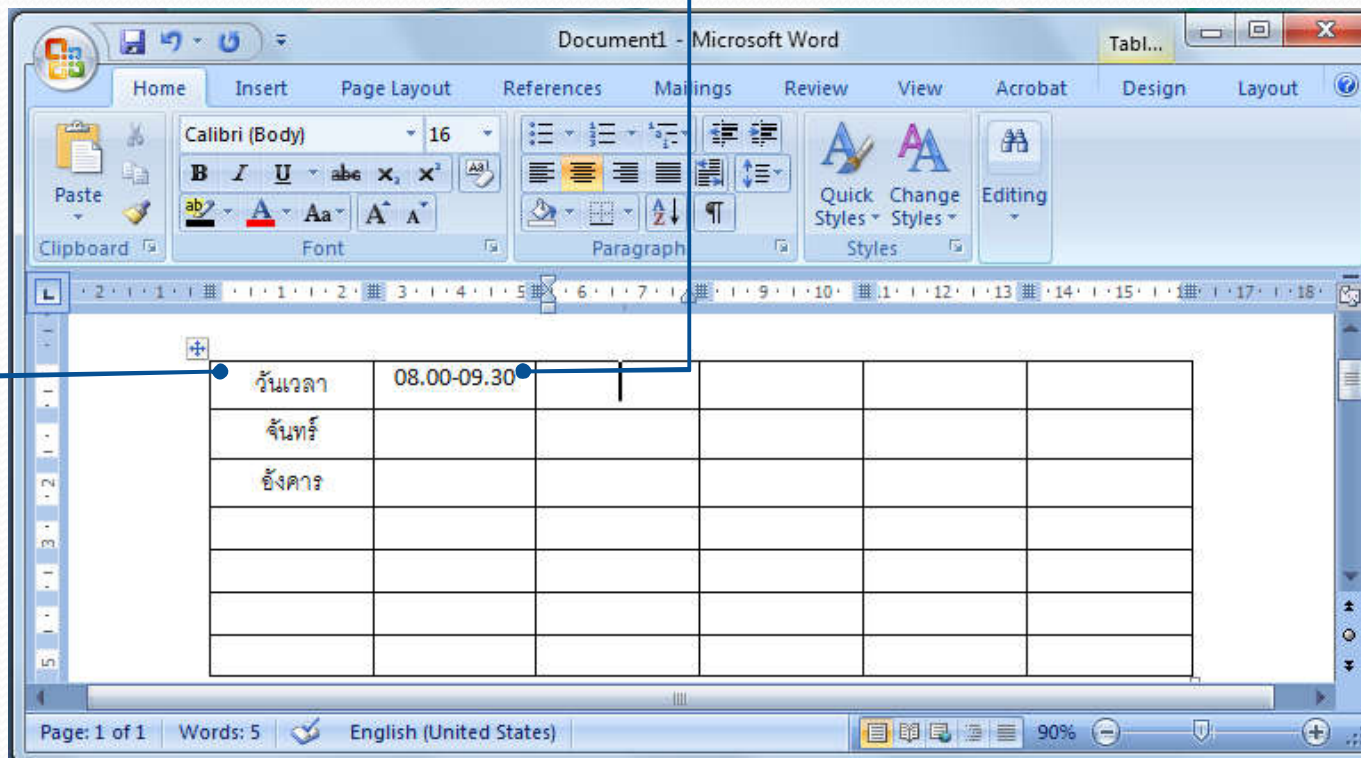
Click and drag to remove cell partitions.

Click and drag to remove cell partitions.

# Typing Data into Cells

1 Click at the cell you want, and type

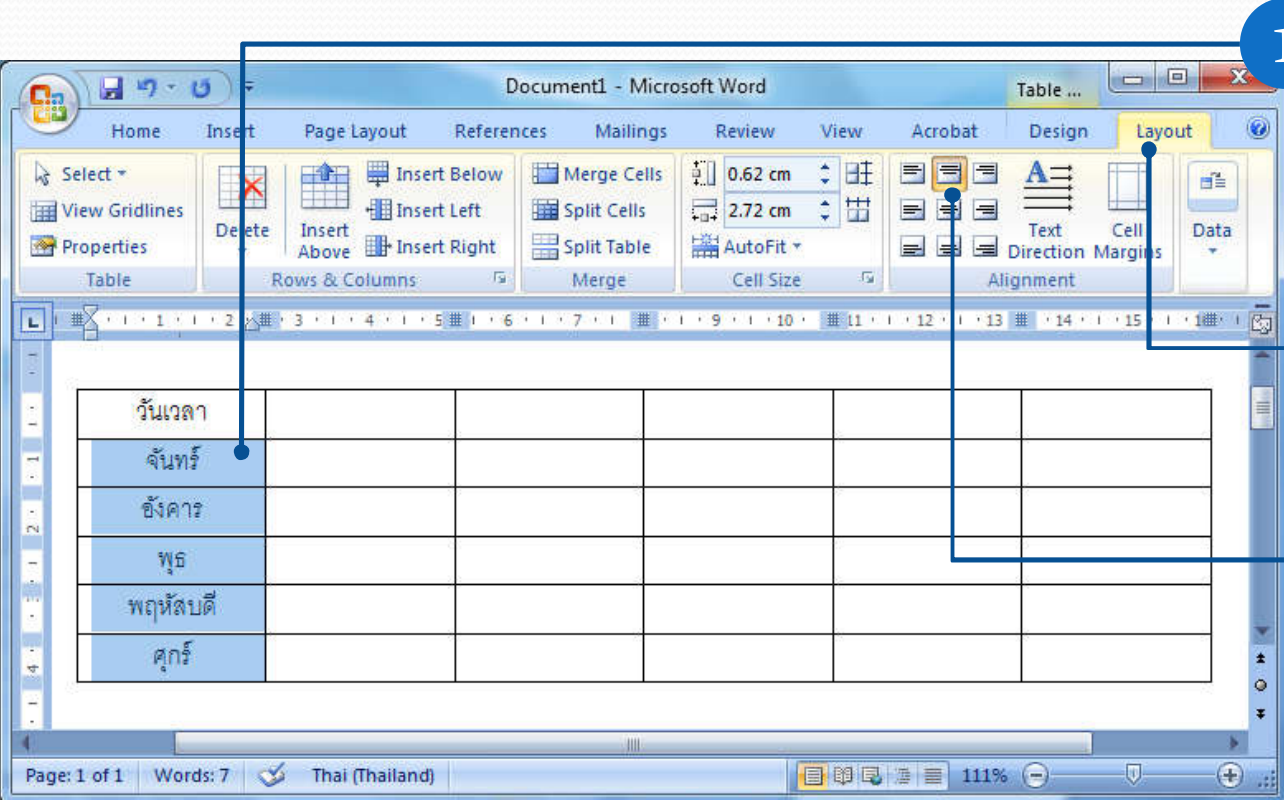
2 If you want to fill the next cell, click at that cell.



# Keyboard Shortcuts

Keys	Result
<b>Tab</b>	Go to the next cell
<b>Shift+Tab</b>	Go to the previous cell
<b>Alt+Home</b>	Go to the first cell in the row
<b>Alt+End</b>	Go to the last cell in the row
<b>Alt+Page up</b>	Go to the top cell in the column
<b>Alt+Page down</b>	Go to the bottom cell in the column
↑	Go up one cell
↓	Go down one cell
←	Go left one cell
→	Go right one cell

# Set Text Alignment in Cells



1 Highlight Cells










2 Click *Layout* tab

3 Select an Alignment

วันเวลา					
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					



# Text Alignment Buttons

Button	Alignment
	Text aligned to top-left corner
	Text aligned to center of the top side
	Text aligned to top-right corner
	Text aligned to center of left side
	Text aligned to center of the cell
	Text aligned to center of right side
	Text aligned to bottom-left corner
	Text aligned to center of bottom side
	Text aligned to bottom-right corner

# Changing Text Direction

1 Highlight Cells


2 Click *Layout* tab

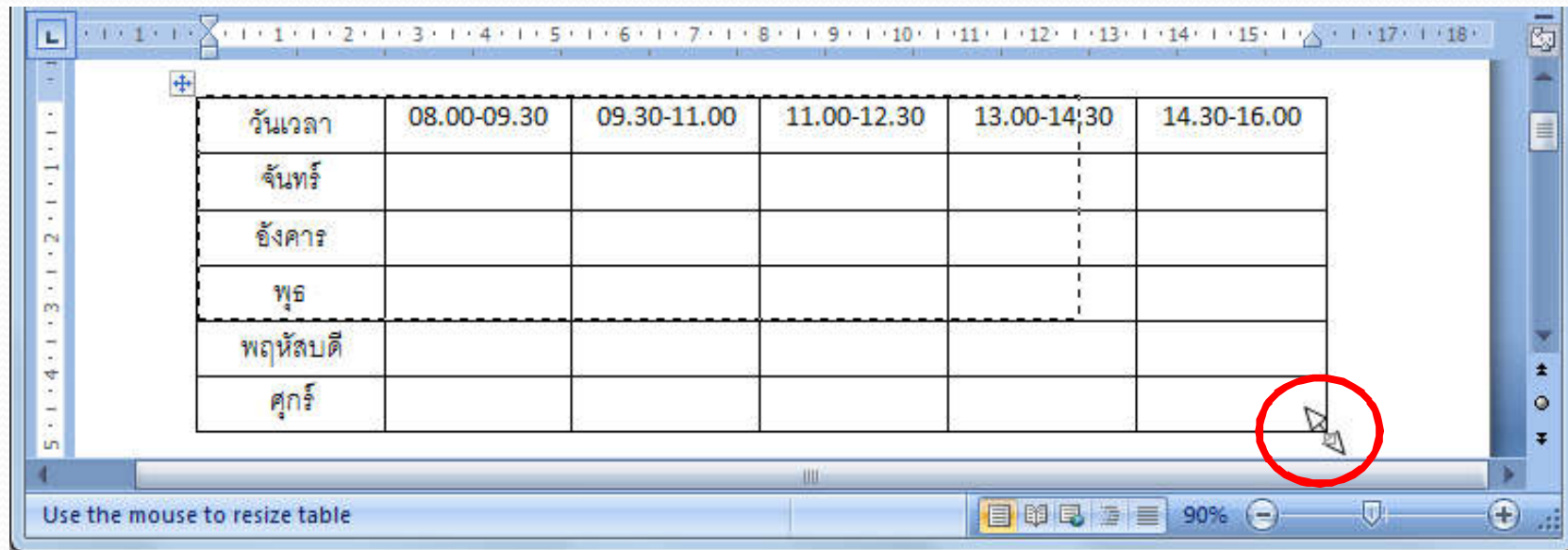
3 Click *Text Direction* button

4 Text direction is changed. Note that the alignments buttons are also changed.

ช่วงเวลา	08.00-09.30	09.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					

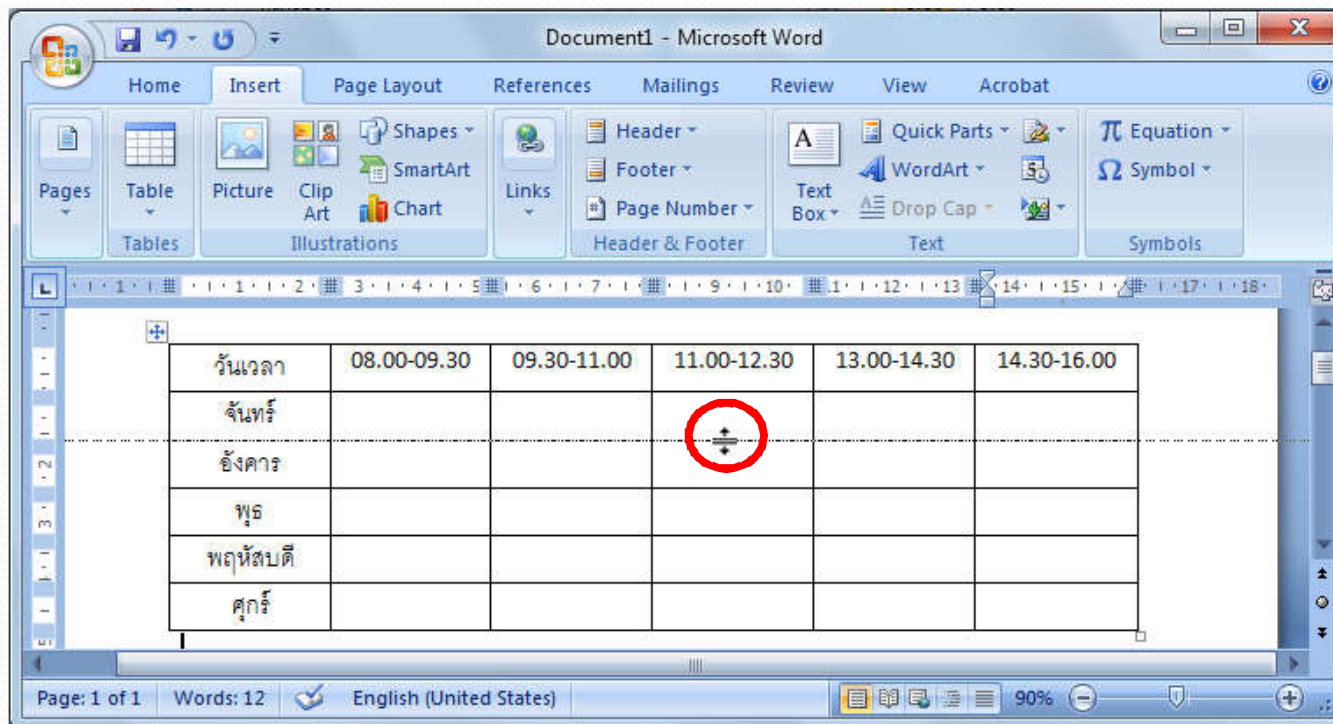
# Changing Table Size

- Click and hold at the bottom-right corner of the table, the mouse will change to  where you can change the size (width and height) of the table



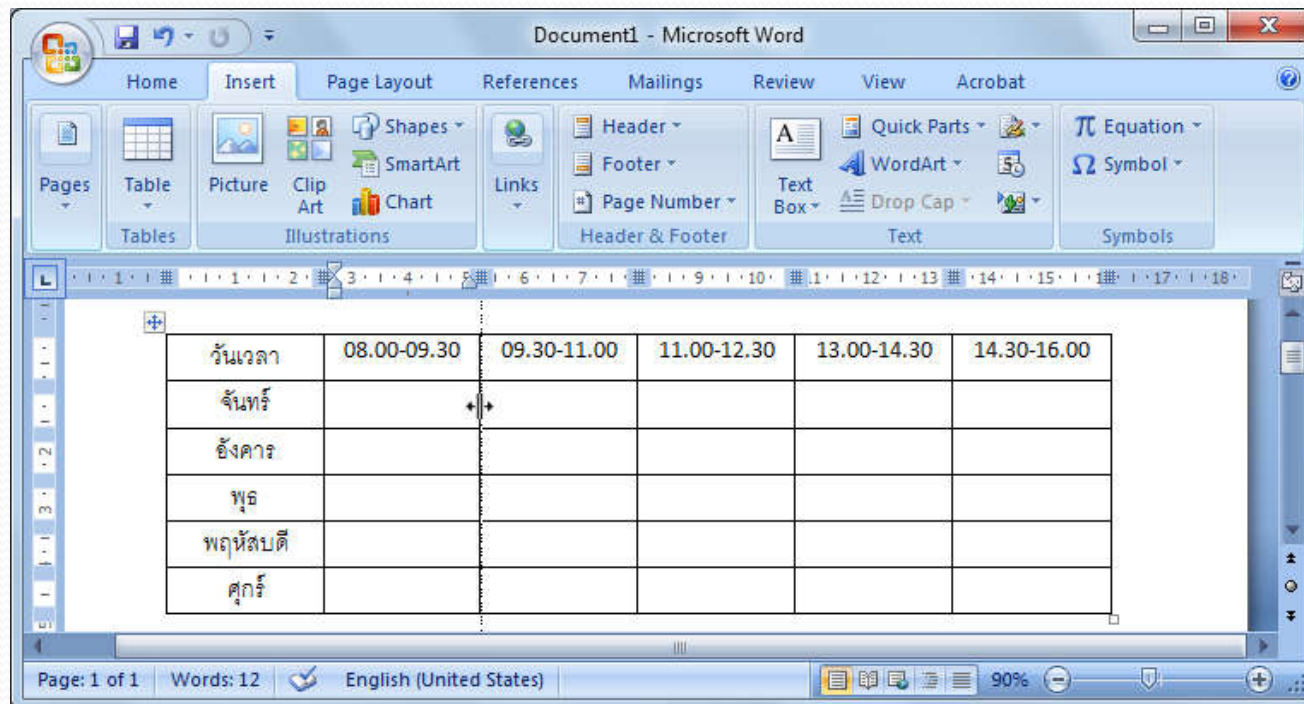
# Changing Row Height

- Click and hold at the border of the row. The mouse will change to  . Drag to change row height.



# Changing Column Width

- Click and hold at the border of the column. The mouse will change to  $\pm$  . Drag to change column width.



# Distributing Rows and Columns Evenly

1 Select the table.

2 Click *Layout* tab.

3 Click this button to distribute the rows evenly.

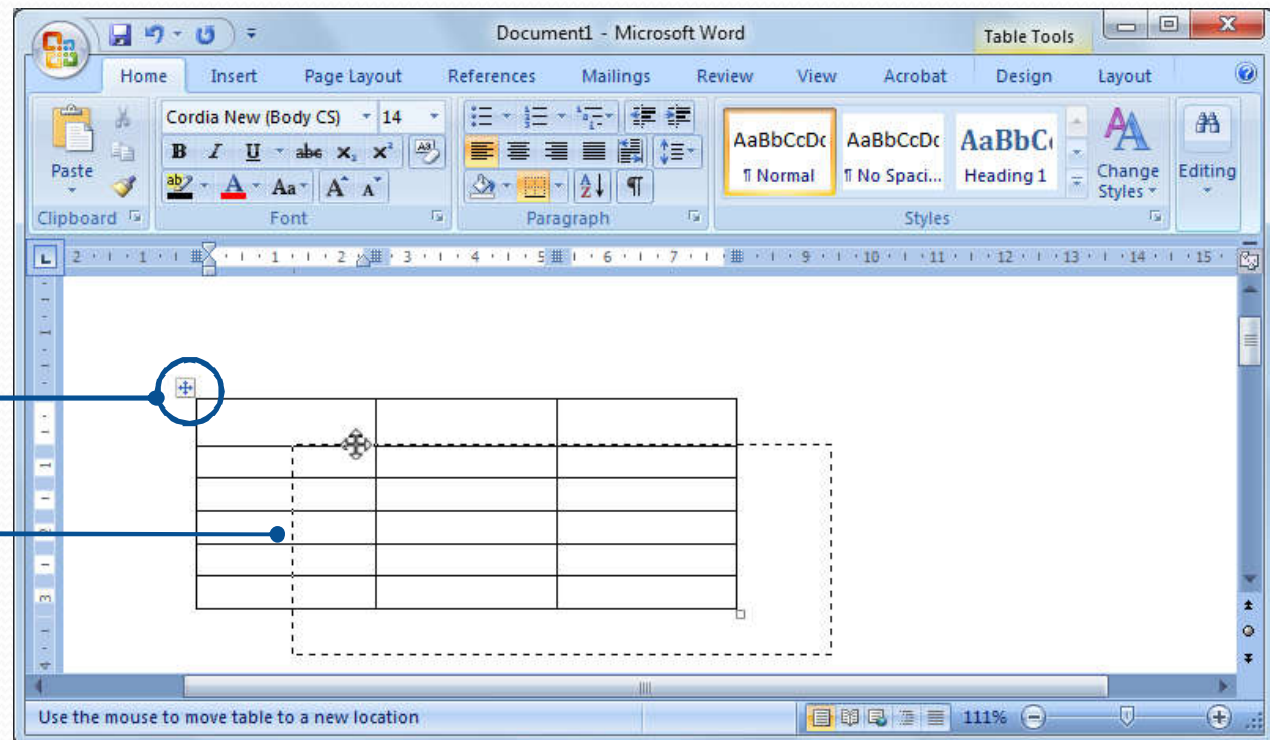
4 Click this button to distribute the columns evenly.

The screenshot shows the Microsoft Word interface with the 'Layout' tab selected. A table is visible in the document, and the 'Distribute Rows Evenly' and 'Distribute Columns Evenly' buttons are highlighted with callouts. The table contains the following data:

วันเวลา	08.00-09.30	09.30-11.00	11.00-12.30	13.00-14.30	14.30-16.00
จันทร์					
อังคาร					
พุธ					
พฤหัสบดี					
ศุกร์					

# Moving the Table

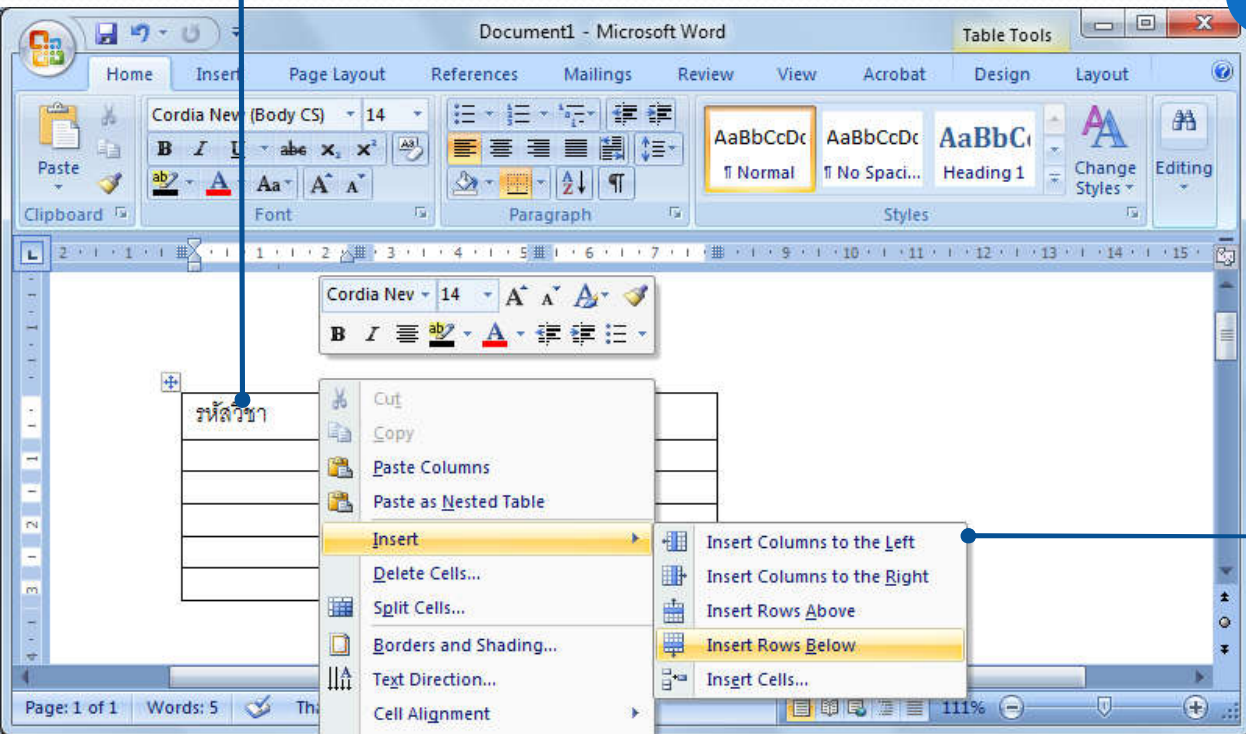
1 Click at the moving point at top-left corner 



2 Mouse will have this icon. 

Drag the mouse to move the table.

# Inserting Cells, Rows, and Columns



1 Click cells/rows/columns where you want to insert.

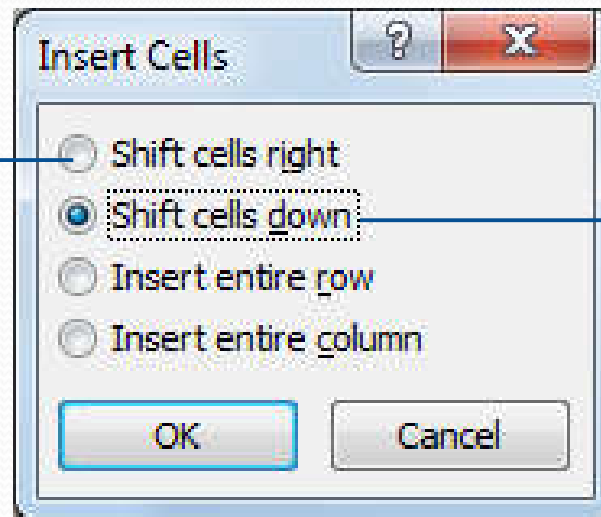
2 Right-click and select insert commands you want.



# Inserting Cells

- If you choose *Insert Cells...*, Dialog box will appear.

Insert cell to the left.  
(Moving current cell  
to the right)



Insert cell to the top.  
(Moving current cell  
downward)

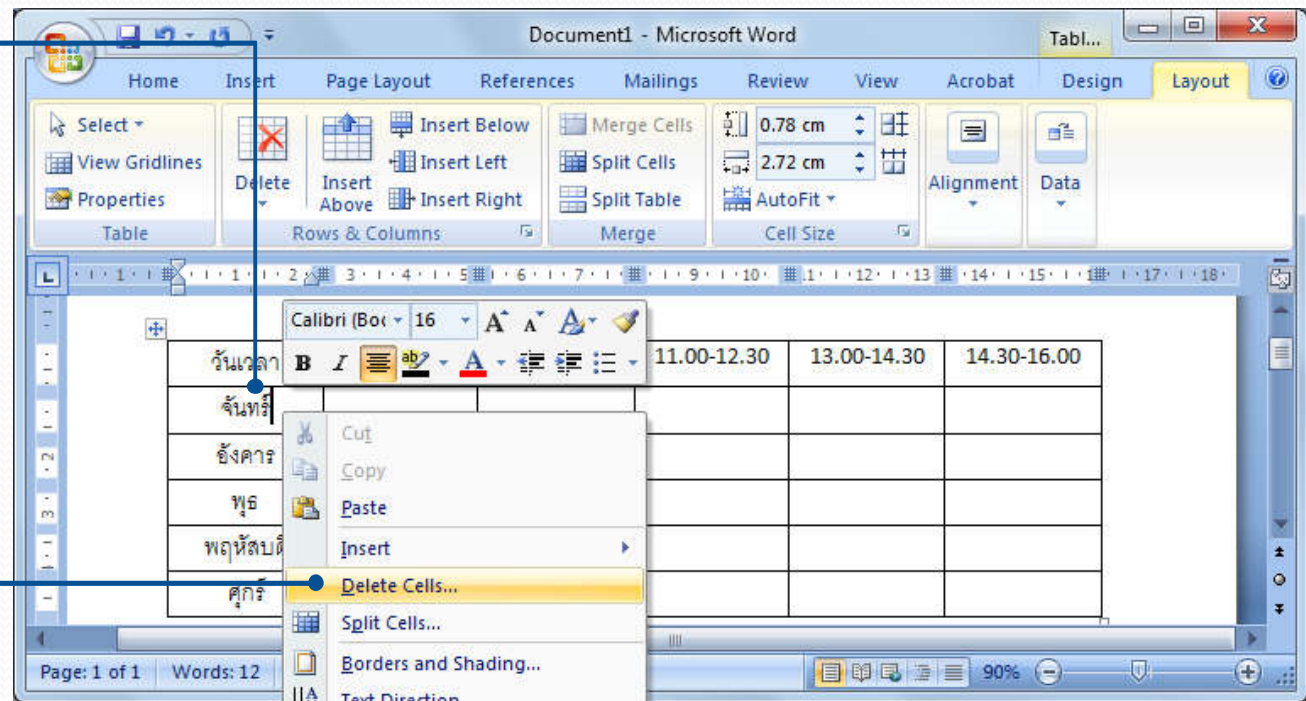
# Deleting Cells, Rows, and Columns

Select cells you  
want to delete

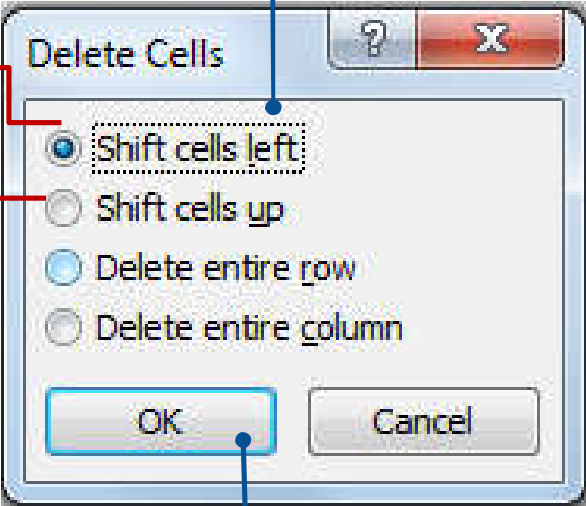
1

Right-click and select  
*Delete Cells...*

2



## Deleting Cells, Rows, and Columns (2)



The image shows a 'Delete Cells' dialog box with four radio button options: 'Shift cells left', 'Shift cells up', 'Delete entire row', and 'Delete entire column'. The 'OK' button is highlighted with a blue box. Red lines connect the text 'Move cells from the right' to the 'Shift cells left' option and 'Move cells from below' to the 'Shift cells up' option. Blue lines connect the text '3 Select how you want to delete cells' to the radio button options and '4 Click OK' to the 'OK' button.

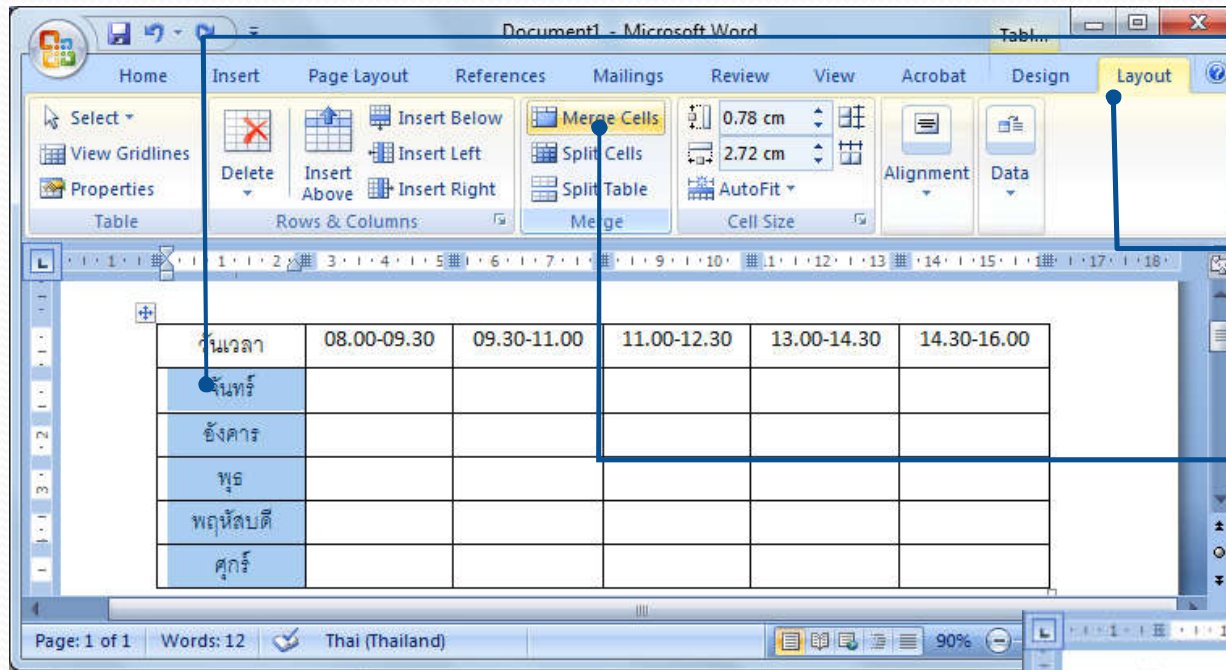
Move cells from the right

Move cells from below

3 Select how you want to delete cells

4 Click OK

# Merging Cells

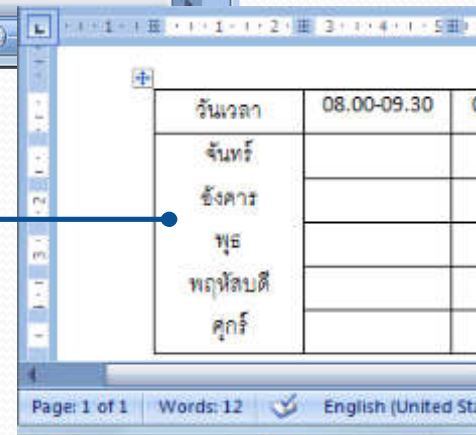


1 Highlight cells you want to merge.

2 Click *Layout* tab.

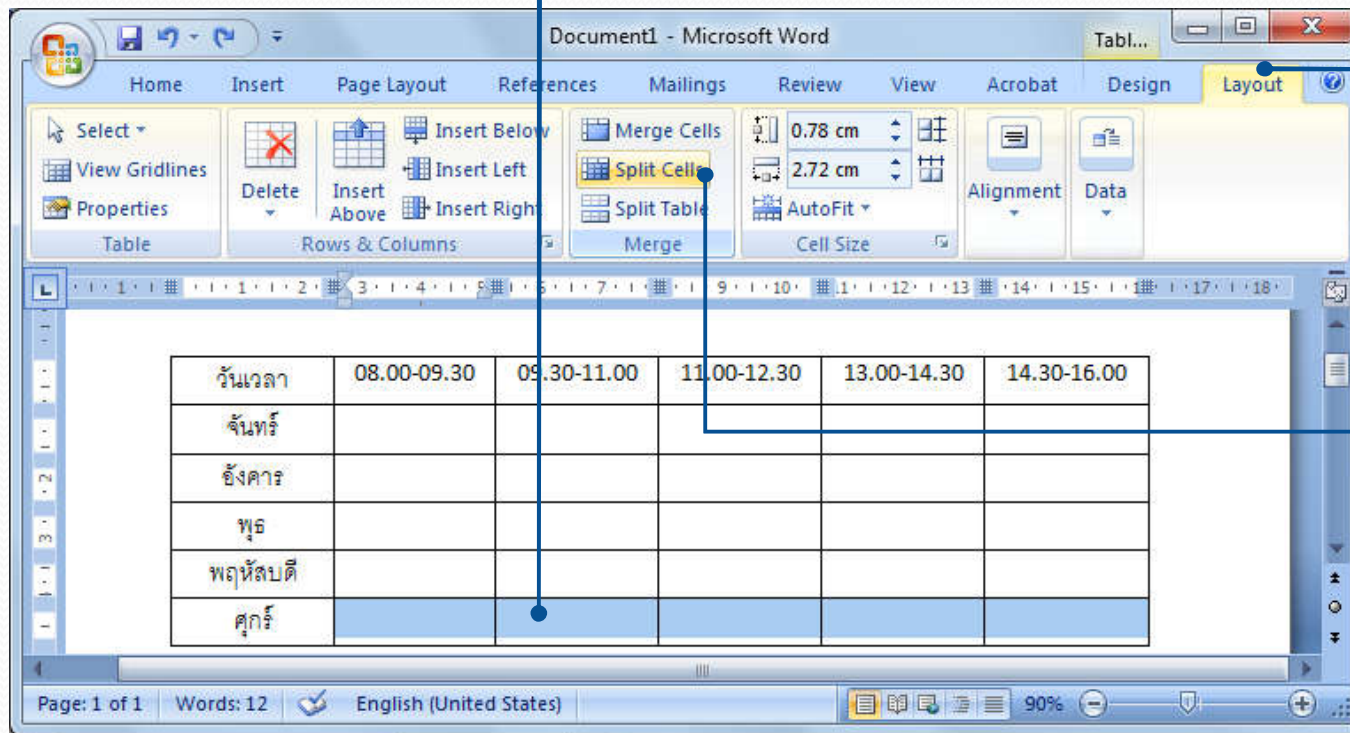
3 Click *Merge Cells* button

Result 4



# Splitting Cells

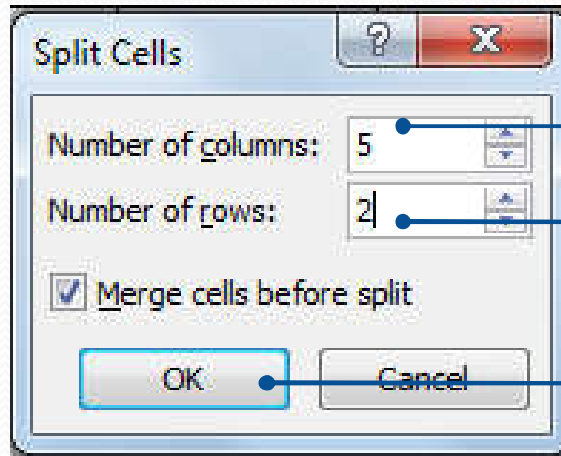
1 Select cells you want to split



2 Click *Layout* tab

3 Click *Split Cells* button

# Splitting Cells (2)



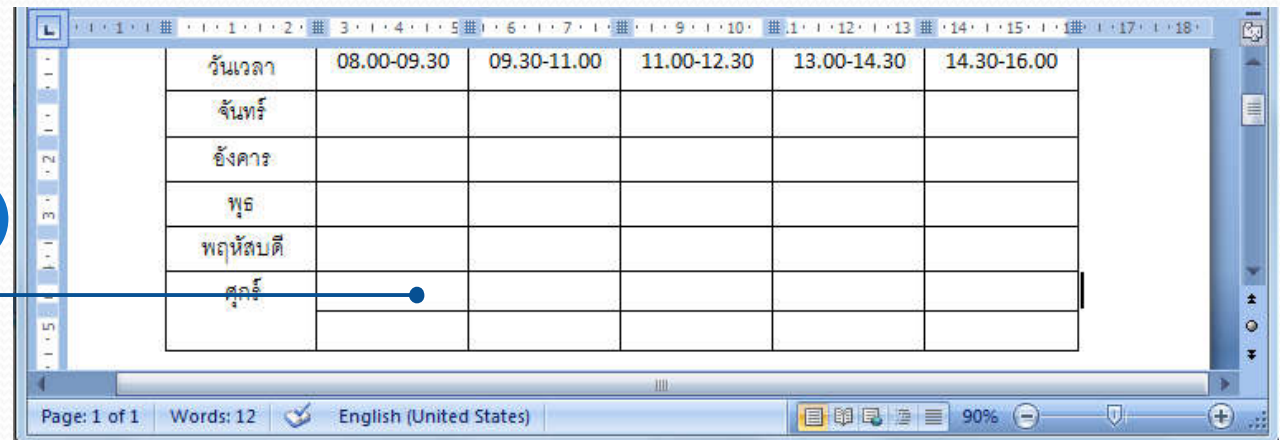
4 Specify number of columns.

5 Specify number of rows

6 Click *OK*

Selected cells will be divided as specified

7



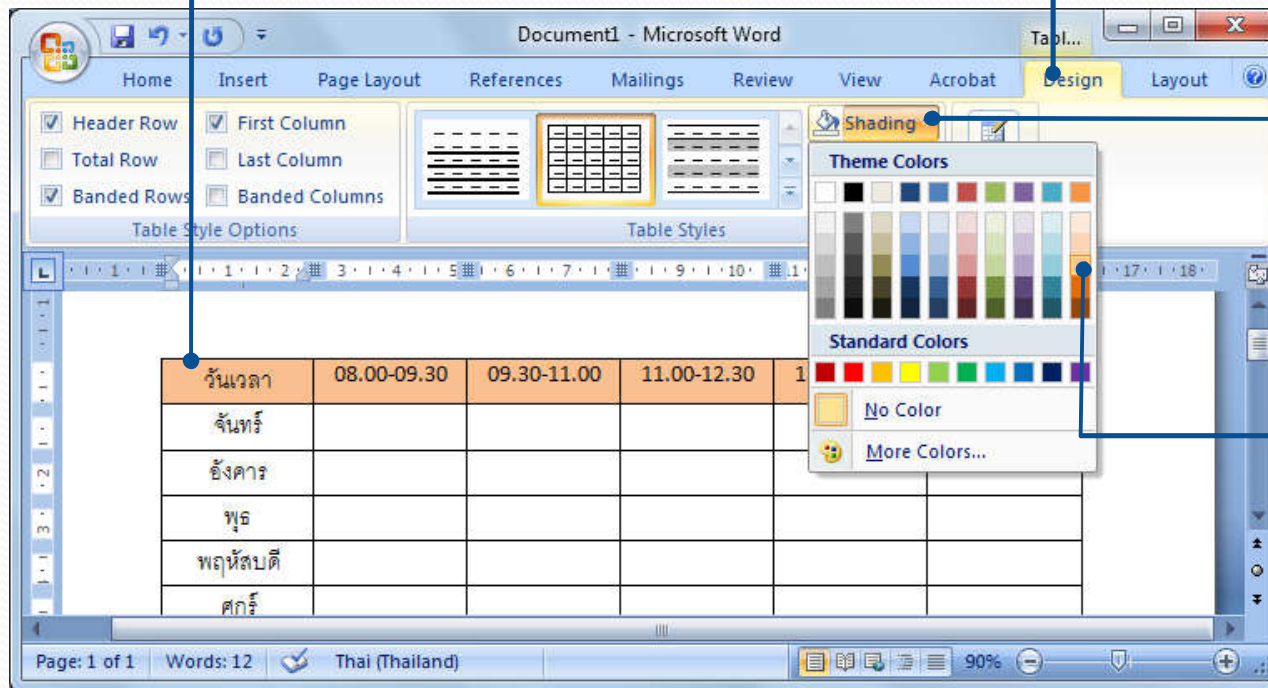
# Using Shading

1 Select cells you want to color.

2 Click *Design* tab.

3 Click the arrow beside shading button.

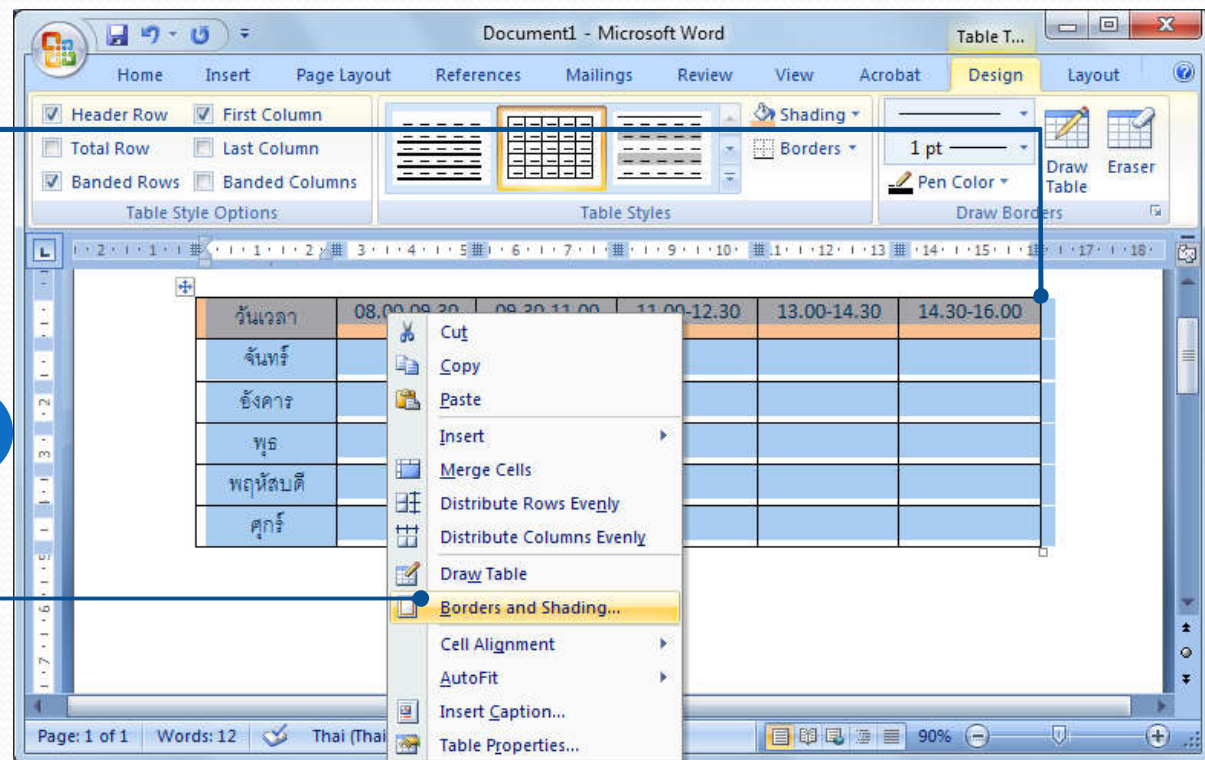
4 Select the color you want



# Adjusting Borders

1 Highlight the area you want to adjust borders

2 Right-click and select *Border and Shading...*





# Adjusting Borders (2)

The image shows a screenshot of the 'Borders and Shading' dialog box in Microsoft Word. The dialog has three tabs: 'Borders', 'Page Border', and 'Shading'. The 'Borders' tab is active. On the left, under 'Setting:', there are five options: 'None', 'Box', 'All', 'Grid', and 'Custom'. The 'Style:' section shows a list of border styles, with the first one (a solid line) selected. Below that, the 'Color:' is set to black and the 'Width:' is set to 1/2 pt. On the right, there is a 'Preview' area with a diagram of a table and several buttons. At the bottom, there are 'Horizontal Line...', 'OK', and 'Cancel' buttons. Six numbered callouts (3-6) point to specific elements: 3 points to the 'Style:' list, 4 points to the 'Color:' dropdown, 5 points to the 'Width:' dropdown, and 6 points to the 'OK' button.

Select border style 3

Select border color 4

Select border width 5

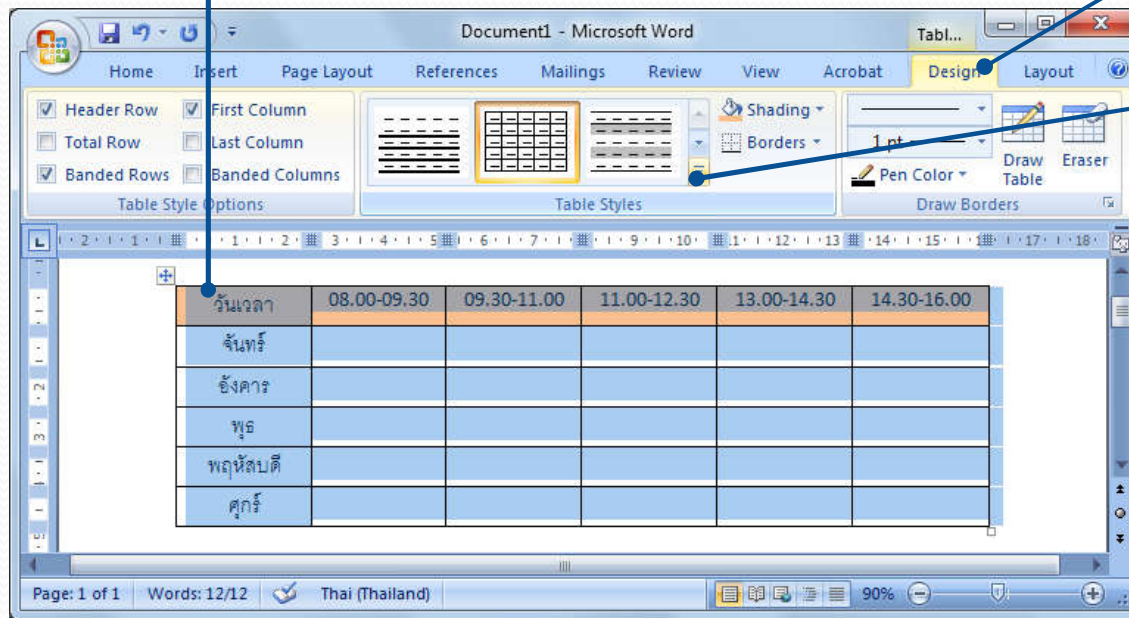
Click OK 6

# Built-In Table Style

1 Select the Table

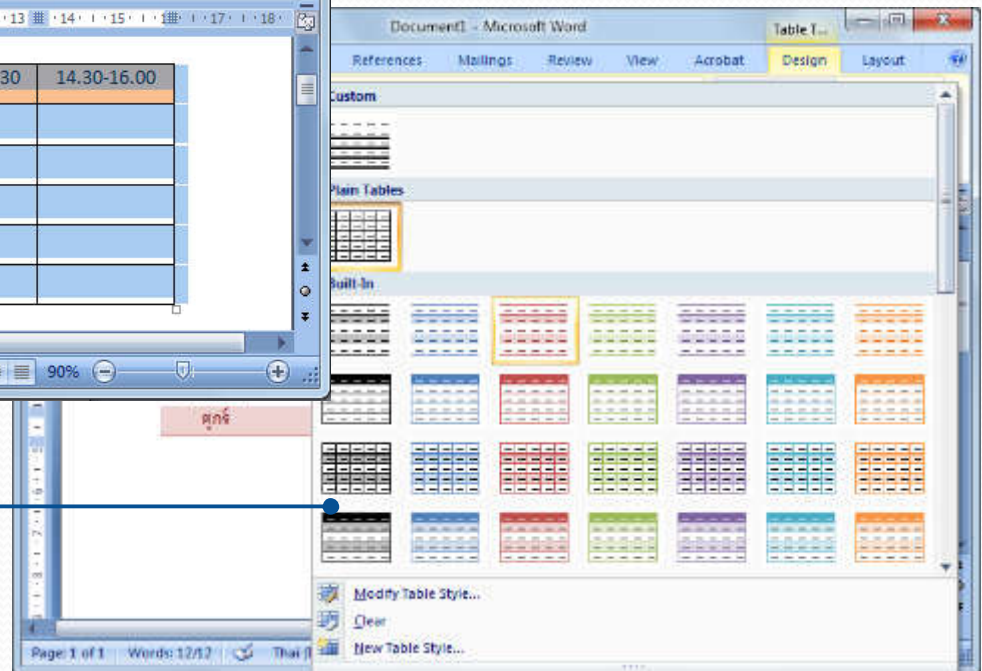
2 Go to *Design* tab.

3 Click *More* button.



Select built-in style

4



# Sorting Data in the Table

1 Select the Table

Document1 - Microsoft Word

Table Tools: Layout

Home Insert Page Layout References Mailings Review View Acrobat Design Layout

Select View Gridlines Properties Table

Delete Insert Above Insert Below Insert Left Insert Right Rows & Columns

Merge Cells Split Cells Split Table Merge

0.8 cm 2.72 cm AutoFit Cell Size

Text Direction Margins Alignment

Sort Repeat Header Rows Convert to Text Formula Data

ตารางข้อมูลพนักงาน

รหัสพนักงาน	ชื่อ	อายุ
0975	ดวงพร	24
0235	สมภพ	30
1286	สมจิต	25
1342	ทองมา	42
0679	มาลี	34

Page: 1 of 1 Words: 24 Thai (Thailand) 90%

2

Click *Layout* tab

3

Click *Sort*

# Sorting Data in the Table (2)

4 Select first column to be used in sorting

5 Select next column to be used in sorting

6 Select data type.

7 Select sorting style

8 Click OK

Sort

Sort by

รหัสพนักงาน

Type: Number

Using: Paragraphs

Ascending

Descending

Then by

Type: Text

Using: Paragraphs

Ascending

Descending

Then by

Type: Text

Using: Paragraphs

Ascending

Descending

My list has

Header row  No header row

Options...

OK

Cancel

# In-table Calculation

2 Click *Layout* tab

3 Click *Formula* button

1 Click cell you want to put the result in.

รหัสพนักงาน	ชื่อ	อายุ	เงินเดือน
0975	ดวงพร	24	8000
0235	สมภพ	30	12000
1286	สมจิต	25	12000
1342	ทองมา	42	15000
รวม			

# In-table Calculation (2)

Type in Formula (SUM,  
AVERAGE)

4

Click OK

5

The image shows a 'Formula' dialog box with the following fields and controls:

- Formula:** A text input field containing the formula `=SUM(ABOVE)`.
- Number format:** A dropdown menu that is currently empty.
- Paste function:** A dropdown menu that is currently empty.
- Paste bookmark:** A dropdown menu that is currently empty.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right. The 'OK' button is highlighted with a blue border.

# Converting Table to Text

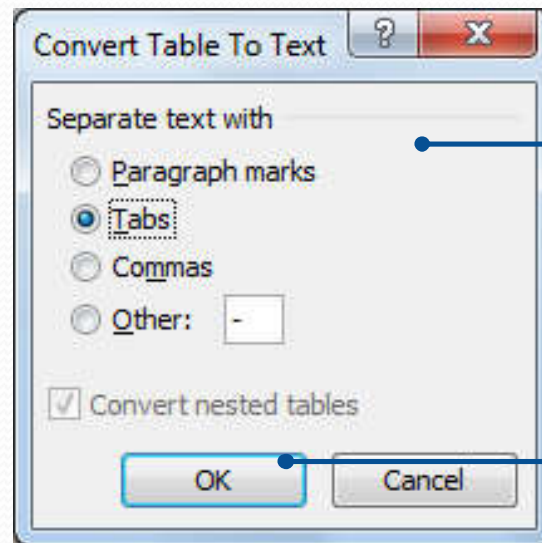
1 Select the Table

2 Click Layout tab

3 Click *Convert to Text*

รหัสพนักงาน	ชื่อ	อายุ	เงินเดือน
0975	ดวงพร	24	8000
0235	สมภาพ	30	12000
1286	สมจิต	25	12000
1342	ทองมา	42	15000
รวม			47000

# Converting Table to Text (2)



4

Select how data in columns are separated.

5

Click OK

ตารางข้อมูลพนักงาน

รหัสพนักงาน	ชื่อ	อายุ	เงินเดือน
0975	ดวงพร	24	8000
0235	สมภพ	30	12000
1286	สมจิต	25	12000
1342	ทองนภ	42	15000

6

Table is now converted to formatted text.



# Converting Text to Table

Click *Insert* tab

2

Highlight Text to Convert

1

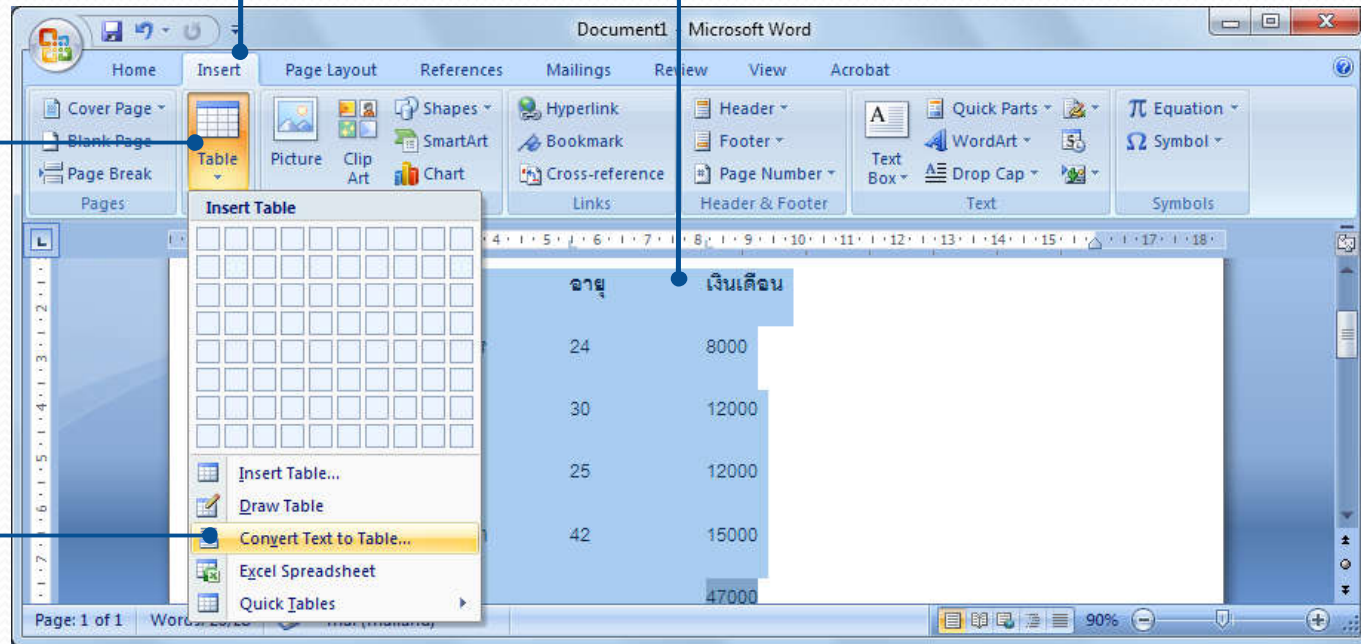
3

Click *Table* button

4

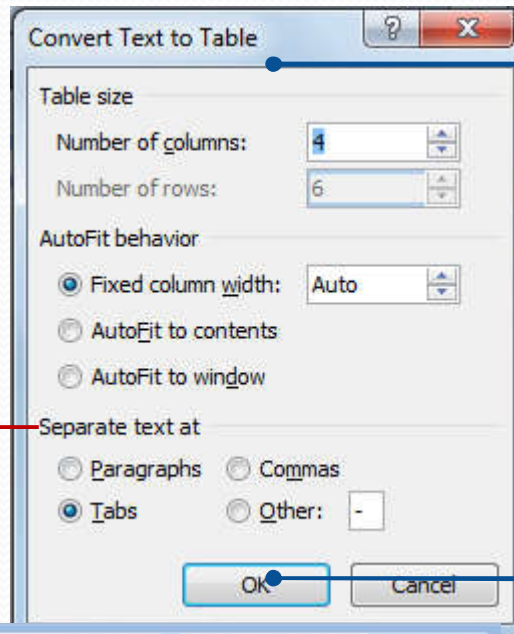
Select

*Convert Text to Table...*



# Converting Text to Table (2)

How data in texts are separated



5 Choose how to convert text into table.

6 Click OK

รหัสพนักงาน	ชื่อ	อายุ	เงินเดือน
0975	ดวงพร	24	8000
0235	สมภพ	30	12000
1286	สมเจต	25	12000
1342	ทองมา	42	15000

7 Text is now converted into a table.

# Inserting Images



# Inserting Images into Documents

Object in Microsoft Office programs are picture, clips arts, word arts, image from AutoShapes, SmartArt, etc.

- These objects can be managed the same way such as moving, resizing, rotating, placing in line with text.
- If you know how to manipulate one, you can handle the rest.

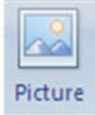



## Inserting Images into Documents (2)

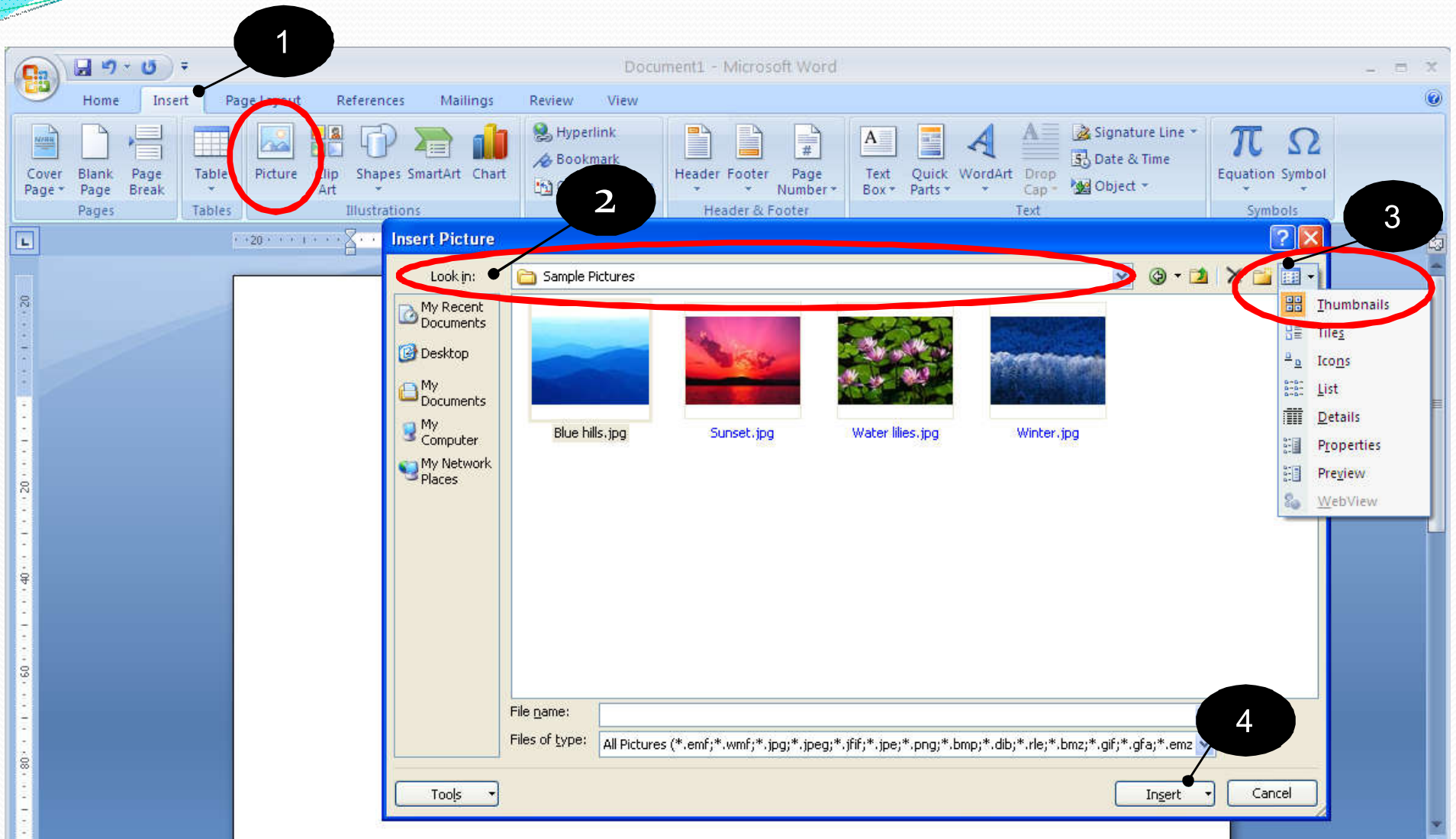
For example, you can do the following to pictures:

- Inserting picture from file
- Inserting clip art
- Setting how text wraps around image
- Moving and resizing image
- Cropping — cutting off parts of an image
- Rotating image
- Changing picture
- Reverting back to original



# Inserting Picture from File

1. Click *Insert* tab, then click  button under *Illustrations* group.
2. Insert Picture dialog box will appear. Select folder that contains the image file.
3. Change View to Thumbnails  (or Large Icon, if thumbnails view is not available) to preview the image files before choosing.
4. Click the image you want then click *Insert*. The picture will now appear on the document.

# Inserting Picture from File (2)

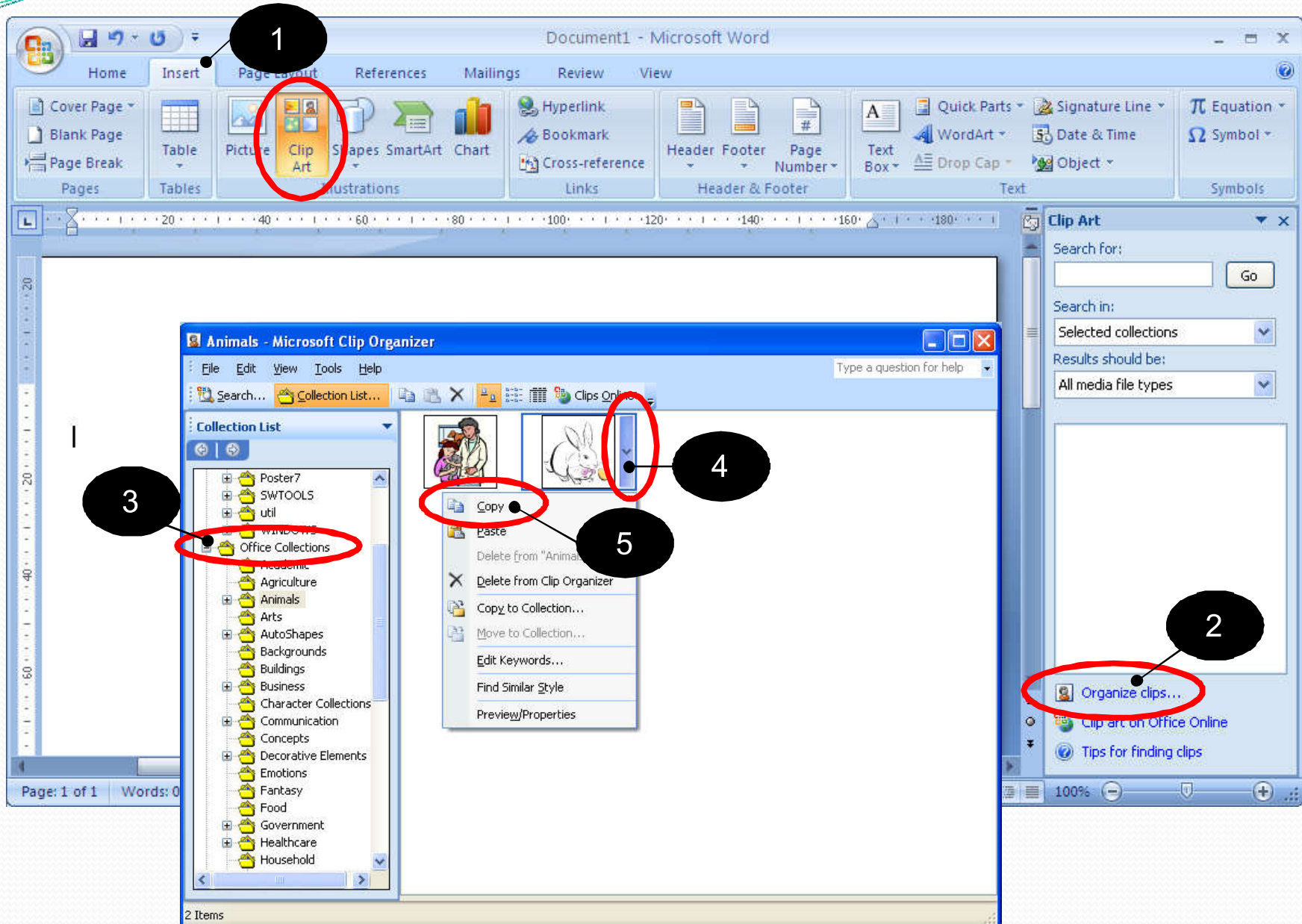


# Inserting Clip Art

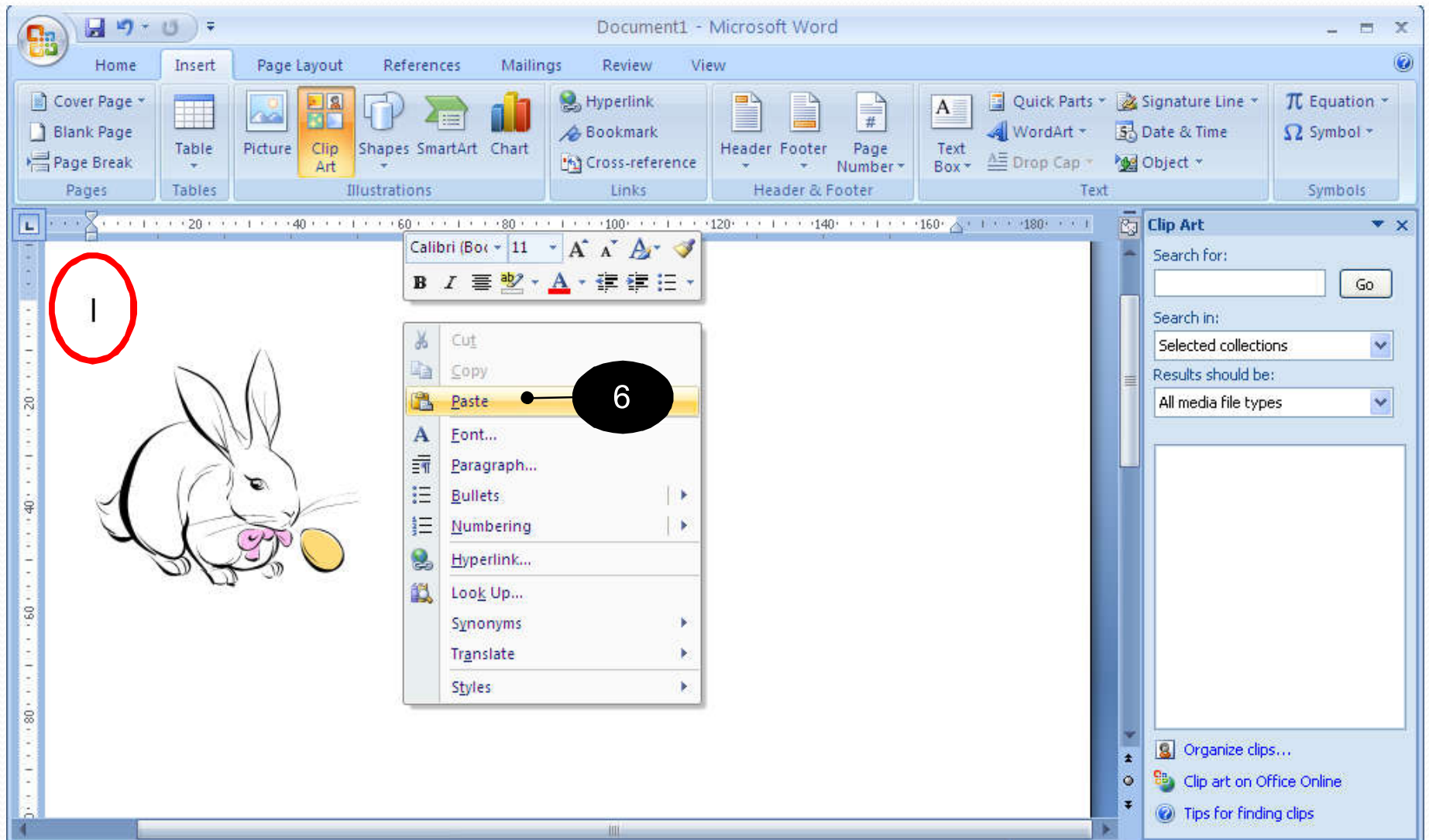
1. Click *Insert* tab, then click  button under *Illustrations* group.
2. A menu will appear on the right of the document, click *Organize Clips* button. 
3. Microsoft Clip Organizer dialog box will appear. Click + in front of *Office Collection* folder to expand.
4. You will see clip arts organized into multiple folders. Choose the clip art you want by clicking on the image, then click the drop-down button at the right of the image.
5. Select *Copy*, than place the cursor (click) on the document where you want to put the image.
6. Right-click and select *Paste* to insert the clip art.



# Inserting Clip Art (2)



# Inserting Clip Art (3)





# Moving and Resizing Images

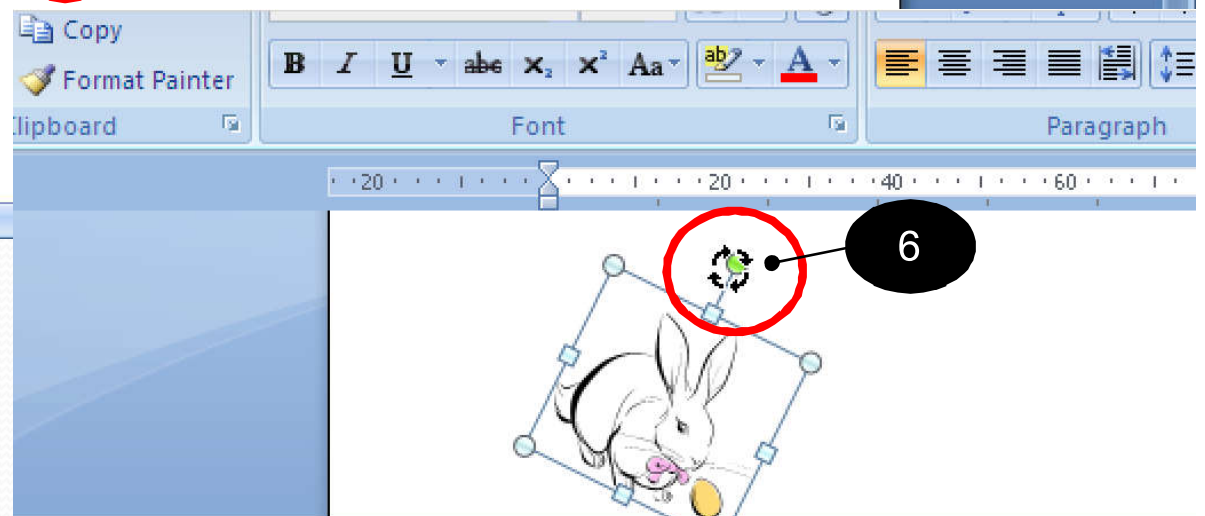
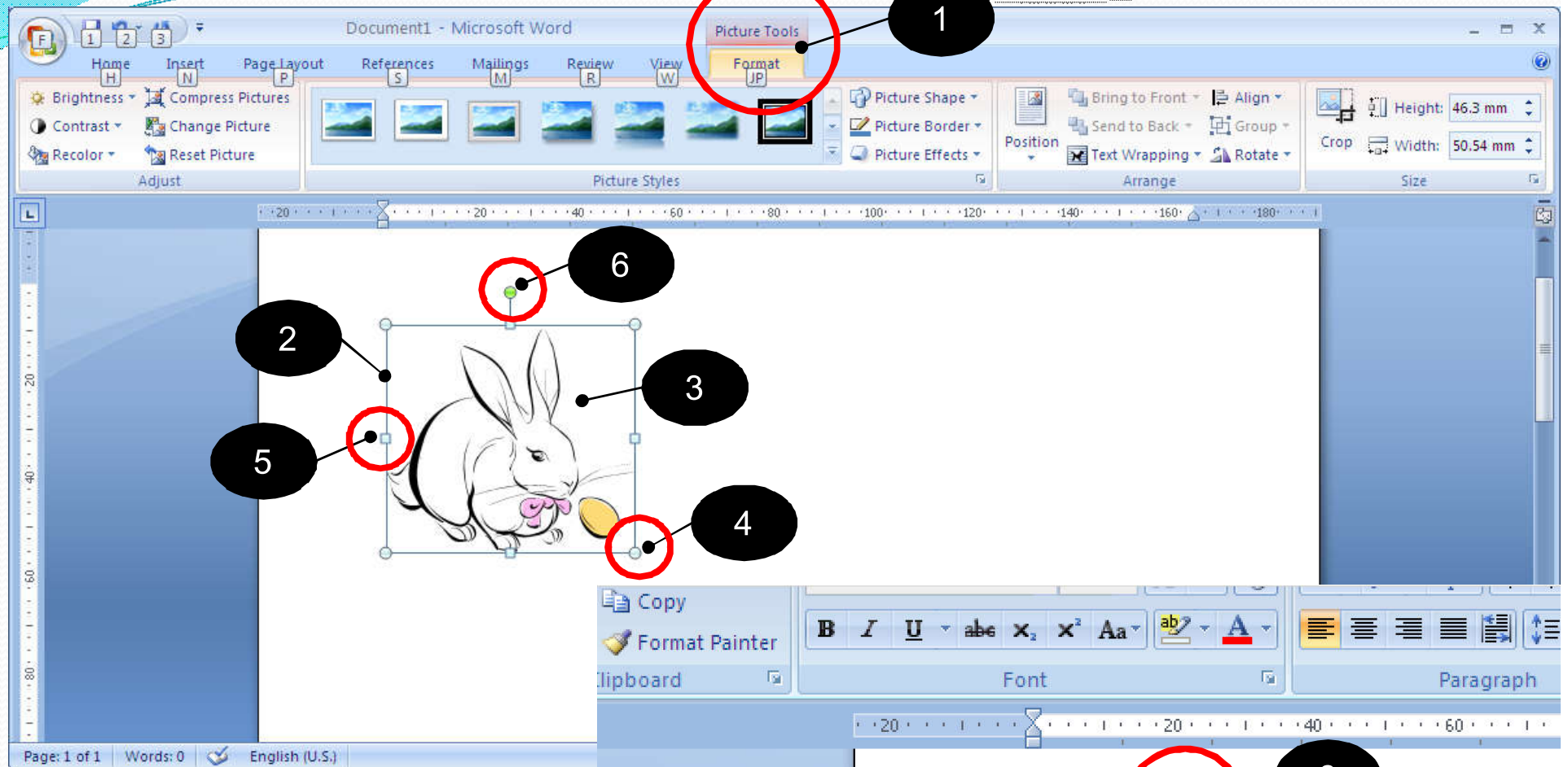
This works with every Microsoft Office objects, not just images:

1. Double click at the images (or other objects). You will see that *Picture Tools* and *Format* tabs have appeared at the ribbon.
2. The image will now has a new border, with small with circle at each corner and small white square at the center of each side. There is also a small green circle connected to the top square with a line.
3. To move the image, left-click the image and hold, then drag the image to where you want, the release to place it.
4. To resize, left-click at one of the corners and drag to resize. This will change both width and height of the image.
5. To resize just one dimension (width or height), left-click at one of the square at the side and hold. Drag to adjust that dimension and release when you have the desired dimension.

## Moving and Resizing Images (2)

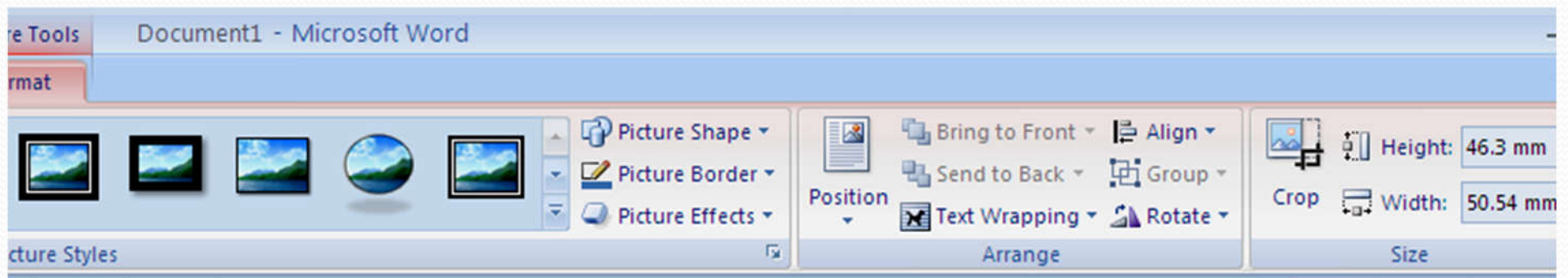
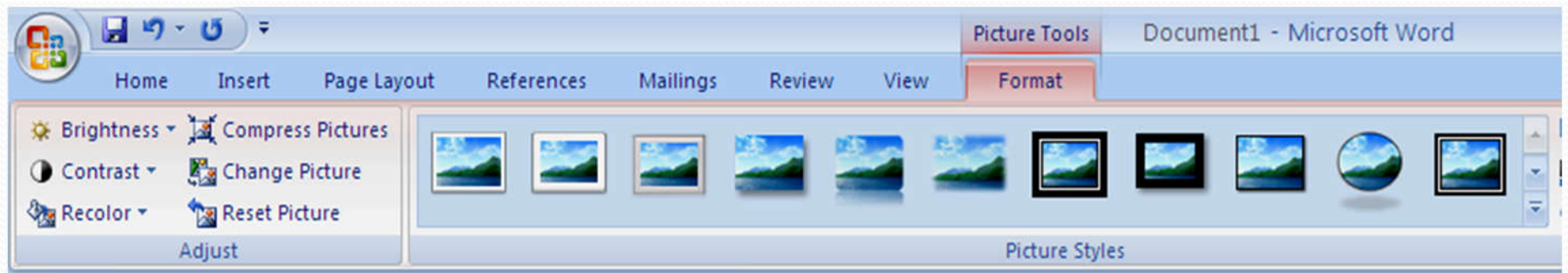
6. To rotate, click at the green circle at the top  and hold, you will see that the circle now has circular arrows  surrounding it. Drag mouse to rotate to the desired angle.

# การใส่รูปภาพในหน้าเอกสาร (ต่อ)



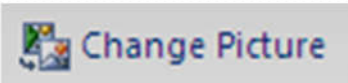
# Picture Tools

When you double-click an image in the document, Picture Tools tab will appear.



# Change Picture

This will replace the picture with a new one, while keeping the adjustments:

1. Double click the picture you want to replace.
2. Click *Format* tab. Under *Adjust* group. Click *Change Picture* button. The image shows a rectangular button with a light gray background. On the left side of the button is a small icon of a picture with a red 'X' over it. To the right of the icon, the text 'Change Picture' is written in a blue, sans-serif font.
3. *Insert Picture* dialog box will appear. Select the new picture.
4. Click *Insert*. The new picture will replace the old one in the document.

# Change Picture (2)

The screenshot shows a Microsoft Word document titled "Document1 - Microsoft Word" with the "Picture Tools" ribbon active. The document contains Thai text and a picture of a dog. The process of changing the picture is annotated with numbers 1 through 4:

- 1: A black circle with the number "1" points to the top-right corner of the selected picture in the document.
- 2: A black circle with the number "2" points to the "Change Picture" button in the "Picture Tools" ribbon, which is circled in red.
- 3: A black circle with the number "3" points to the "dog\_dogto.jpg" file selected in the "Insert Picture" dialog box.
- 4: A black circle with the number "4" points to the "Insert" button in the "Insert Picture" dialog box, which is circled in red.

The document text includes:

รายงานข่าวปลาหมึกยักษ์

หมึกพอลหาย

มีรายงานว่า เ

แชมป์บอลโลก

ชนะอุรุกวัย

"พอล" เจ้า

เมืองโอเบอร์ไร

โลก 2010 อีกครั้งหนึ่งแล้ว หลังจากที

สร้างชื่อให้กับตัวเอง จากการท

รายงานล่าสุดระบุว่า พอลทำนายว่าทีมช

เนื่องจากมันเลือกเปิดกล่องแก้วที่มีรูปธงชาติ

รายงานข่าวปลาหมึกยักษ์เจ้าทำนาย

หมึกพอลหายแชมป์บอลโลกแล้ว สเปนชนะฮอลแลนด์ เยอรมนีที่

มีรายงานว่า เจ้าหมึกพอลหายแชมป์บอลโลก 2010 แล้ว สเปน

แชมป์บอลโลกโดยเอาชนะฮอลแลนด์ ส่วนคู่ชิงที่ 3 เยอรมนี

ชนะอุรุกวัย

"พอล" เจ้าปลาหมึกยักษ์ในตู้แห่งศูนย์ชีววิทยาทางทะเล

เมืองโอเบอร์ไรเซาเซินของเยอรมนี ทำนายผลการแข่งขันฟุตบอล

โลก 2010 อีกครั้งหนึ่งแล้ว หลังจากทีก่อนหน้านี้มันทำนาย

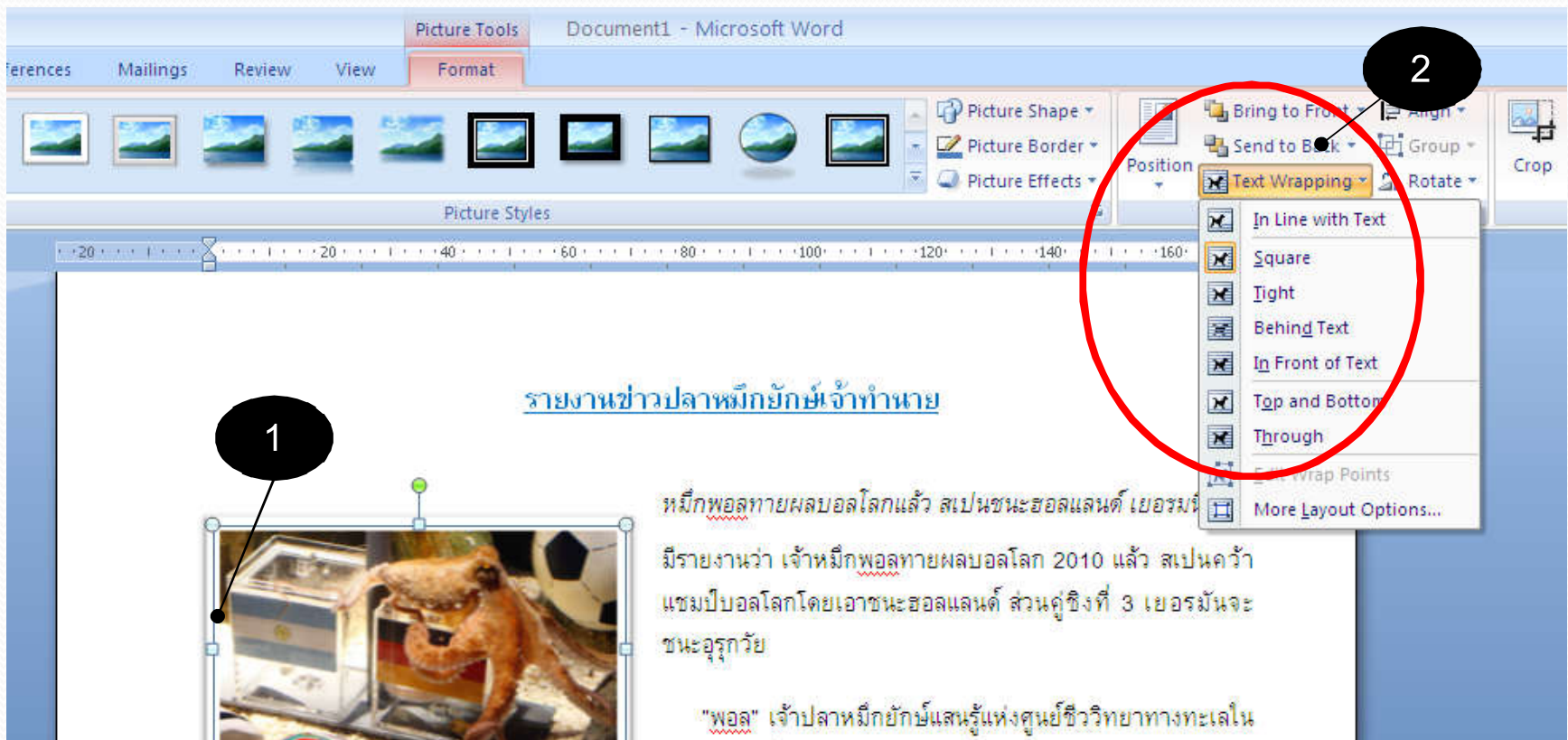
สร้างชื่อให้กับตัวเอง จากการทำนายผลการแข่งขัน ของทีมเยอรมนีถูกต้องถึง 6 นัดติดต่อกัน



# Text Wrapping

This shows you how to set text wrapping with the images

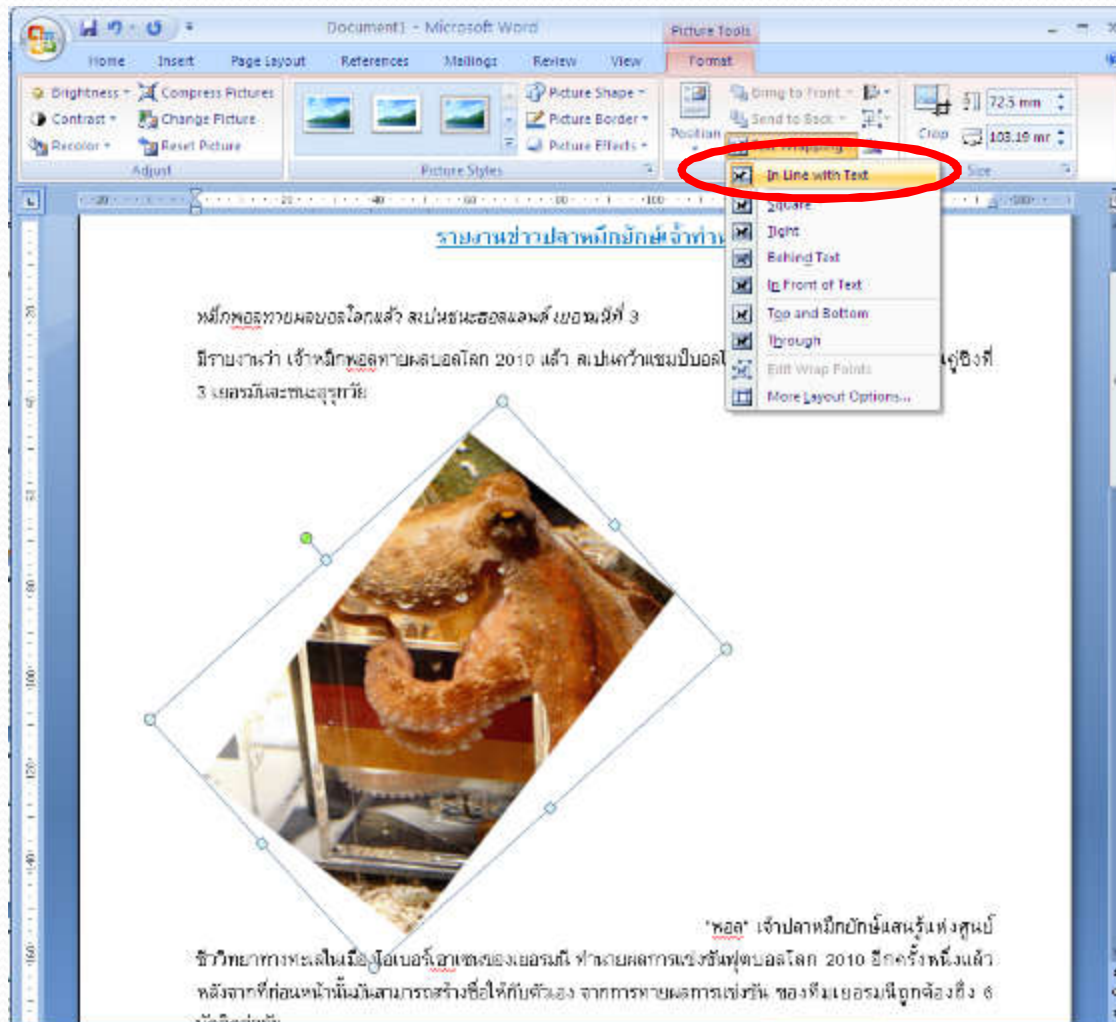
1. Double-click at the images, *Format* tab will appear
2. Under *Arrange* group, click at *Text Wrapping* button.
3. Select appropriate text wrapping setting.



# Text Wrapping (2)

- In Line With Text 

Image is treated like a text, part of the paragraph.

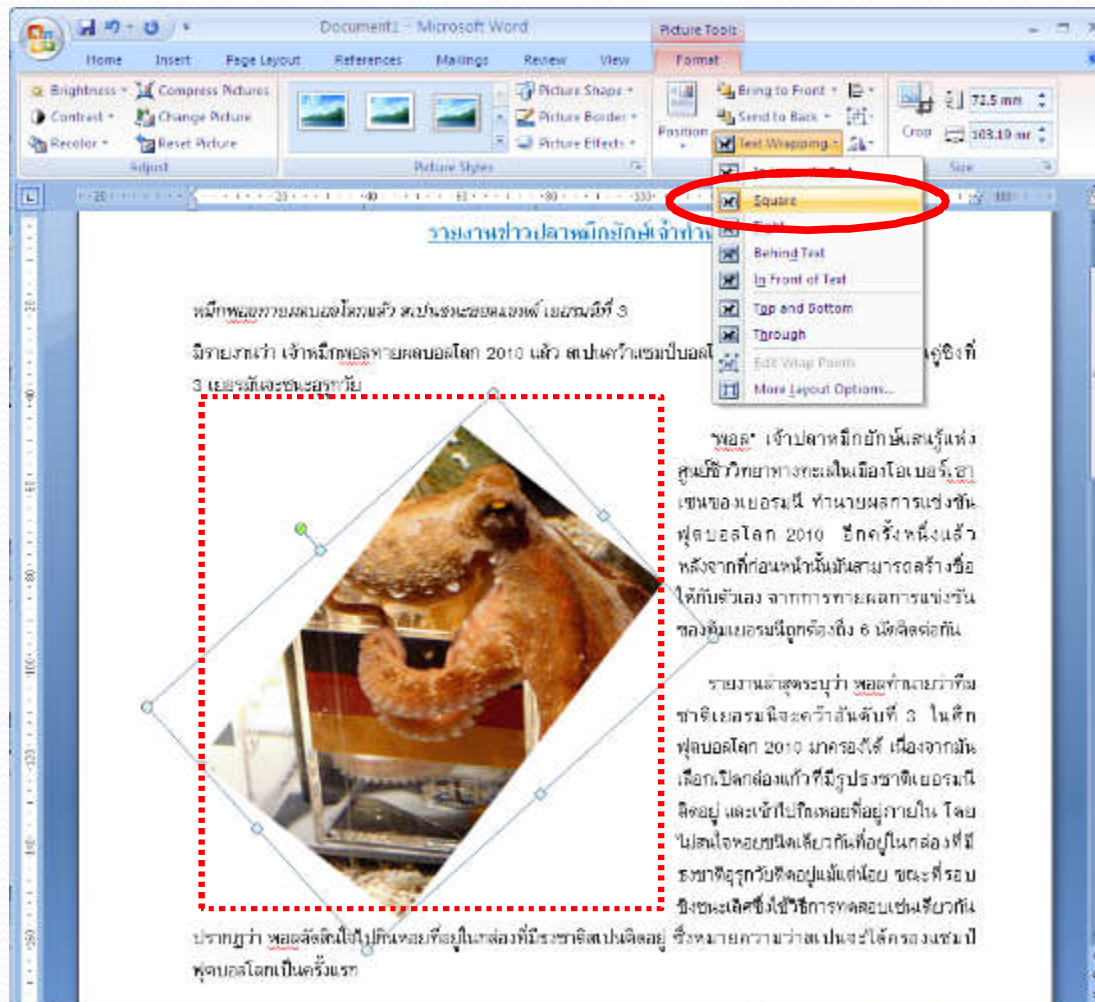


# Text Wrapping (3)

- Square



Text will wrap around the image like a square.

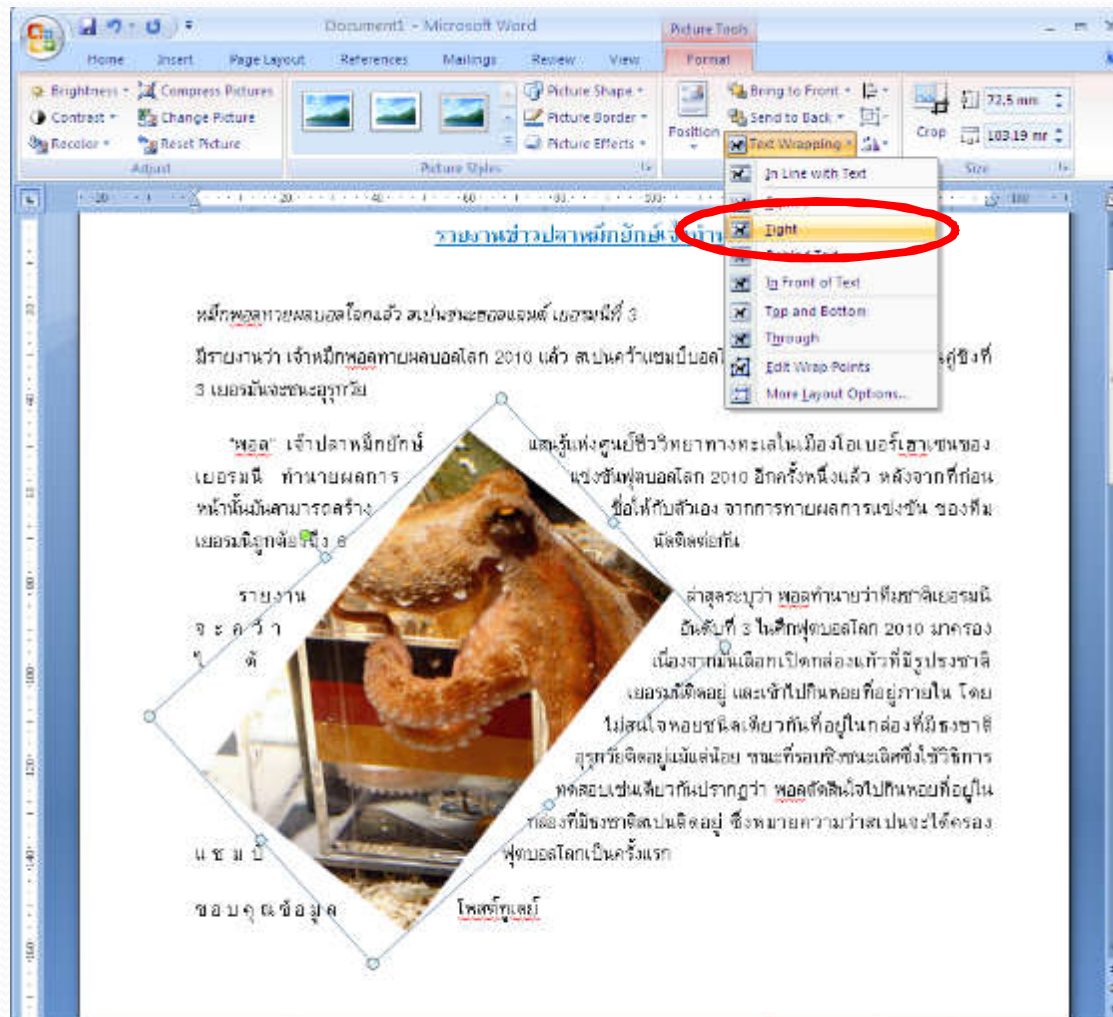


# Text Wrapping (4)

- Tight



Text will wrap around the actual shape of the image.

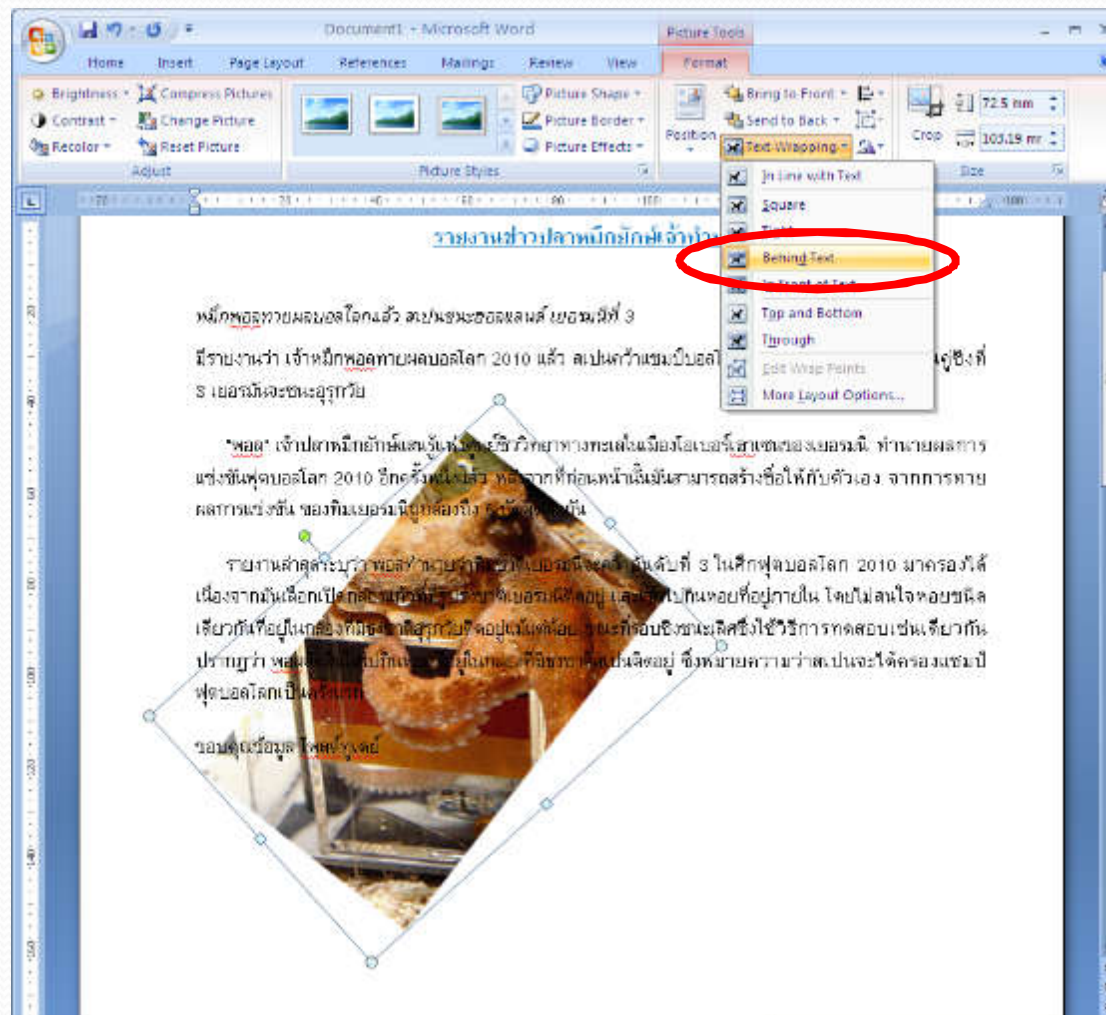


# Text Wrapping (5)

- Behind Text



Image will be placed behind the text

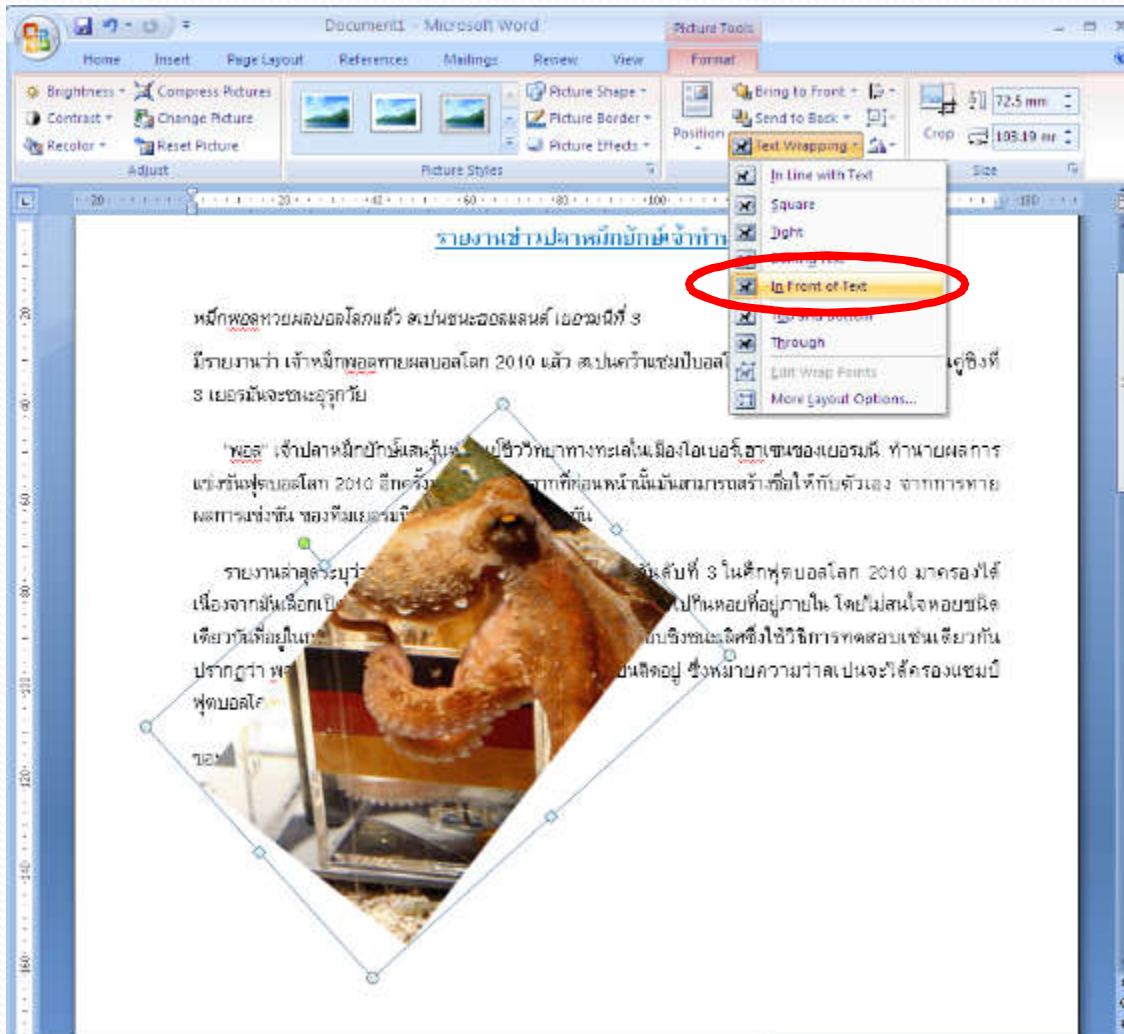


# Text Wrapping (6)


- In Front Of Text



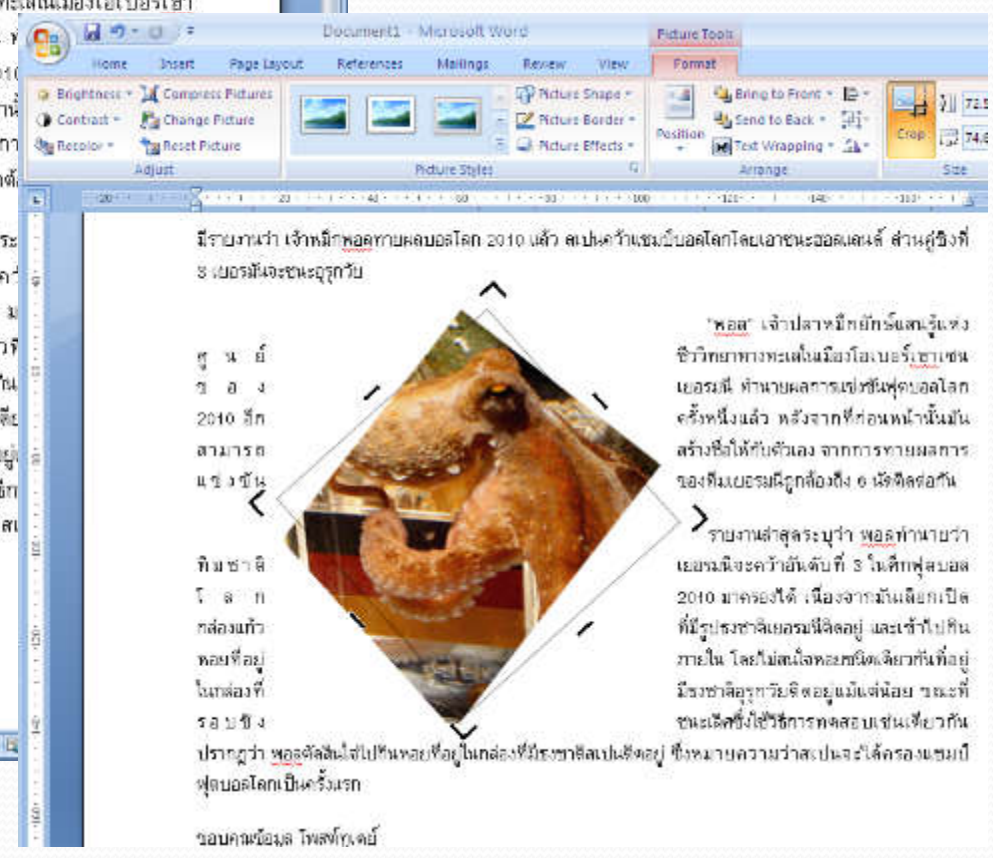
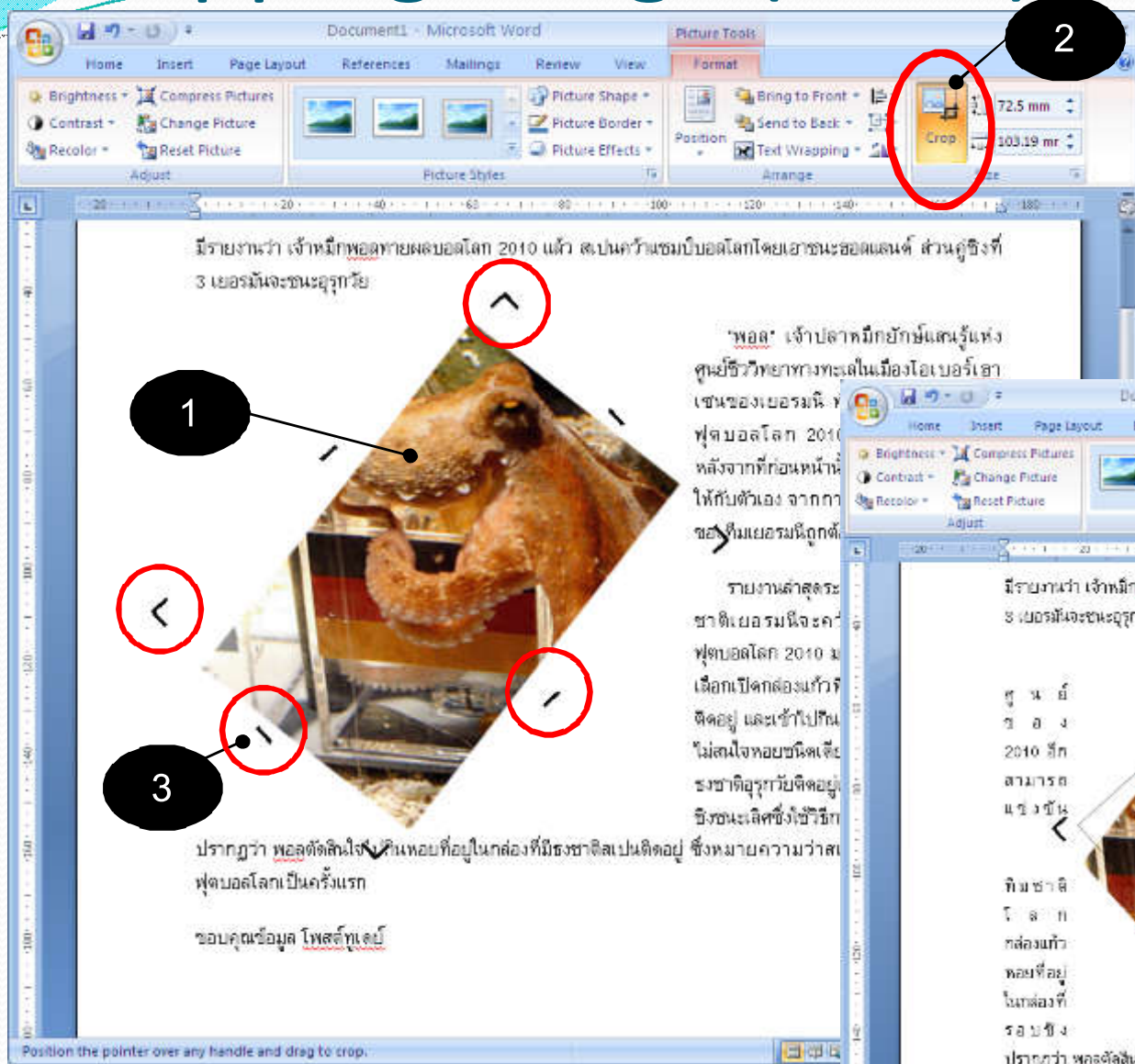
Image will be place in front of text, blocking some of them.



# Cropping Images

1. Double-click an image. *Picture Tools* tab will appear.
2. Under *Format* tab, *Size* group, Click Crop button. The image shows a small icon for the 'Crop' button. It features a blue square with a white border, containing a white image of a landscape with a sun and mountains. Below the icon, the word 'Crop' is written in a blue, sans-serif font.
3. Dashed line will appear around the image. Left-click and hold one of the corners or the middles of the sides, where there are solid black lines, and drag to crop (remove) a part of the image. Release the mouse when image is cropped as you wanted.

# Cropping Image (cont.)

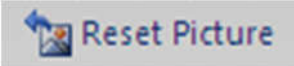




# Reset Picture

## How to revert the picture to the original

1. Double-click the image, *Picture Tools* tab will appear at the Ribbon.
2. Under *Adjust* group on the left, click *Reset Picture*.



3. If the image has been adjusted in term of brightness, contrast, or resized, or cropped. All those changes will be lost and the image will be changed back to as it was originally inserted into the document.



# Inserting Special Objects

# Inserting Special Objects to The Document

In Microsoft Word, these are special objects:

- *AutoShapes* – or just *Shapes*
- *WordArt*
- *Text Box*
- *SmartArt*
- *Symbols*
- *Equation*

# Inserting AutoShapes

1. Move cursor to where you want to insert the AutoShape
2. Click *Insert* tab. Under *Illustrations* group, Click Shapes 
3. There are many shapes under many categories. Click on a shape to select it, like this smiley. 
4. Mouse will turn into a cross (a + sign). Left-click and hold, then drag the mouse to draw the shape to the desired size, then release the click. If you want to maintain proportion, while you are drawing, **press and hold Shift.**

# Inserting AutoShapes (2)

2

1

3

4

แทรกรูปภาพ Auto Shape

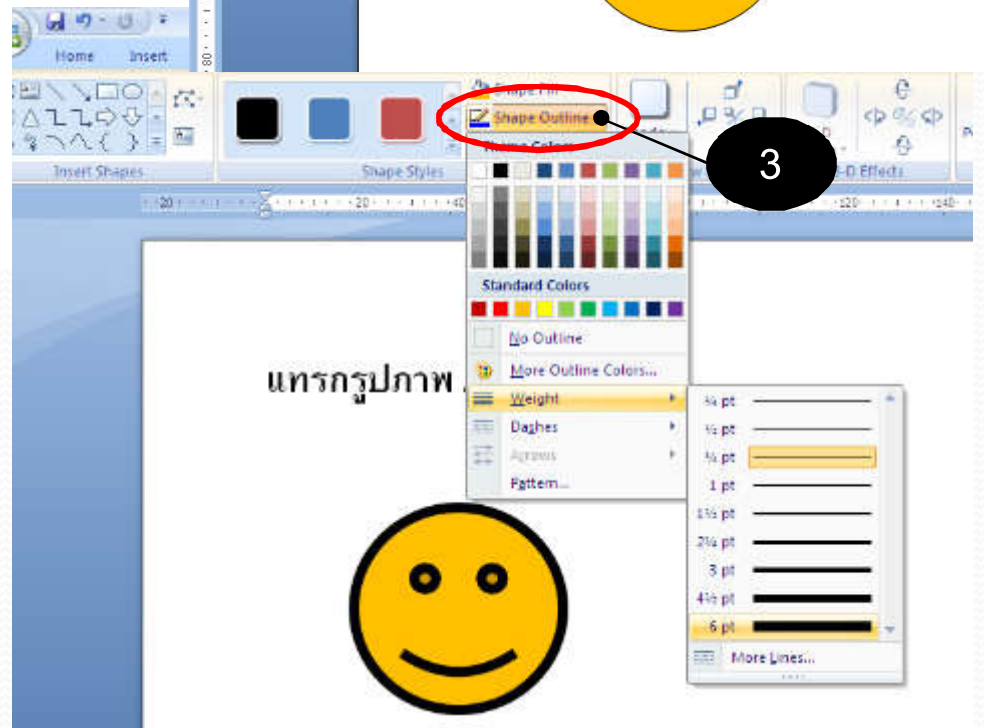
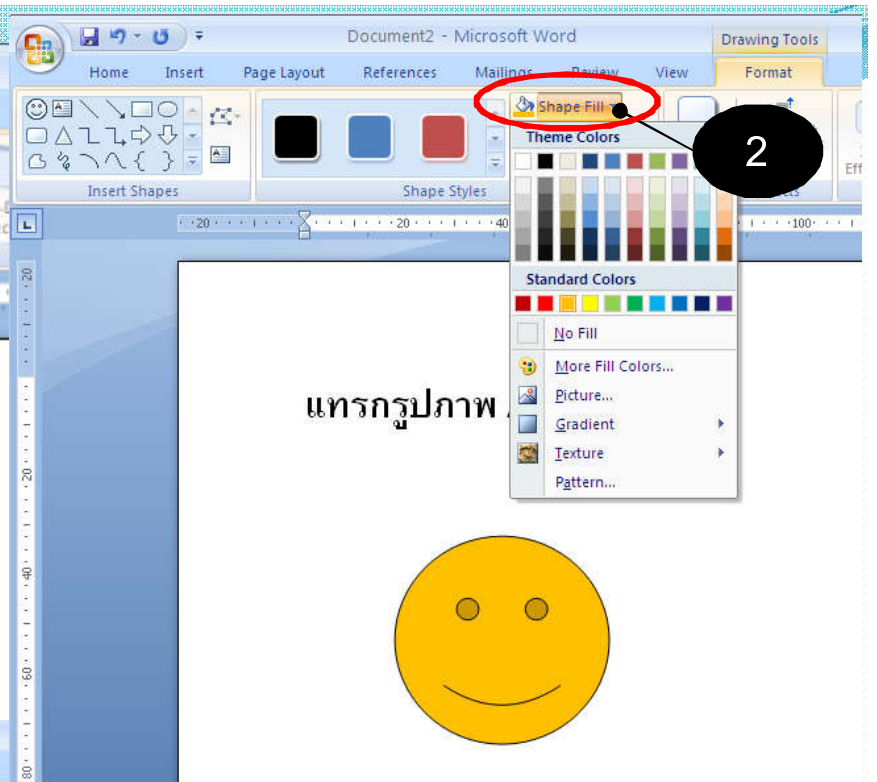
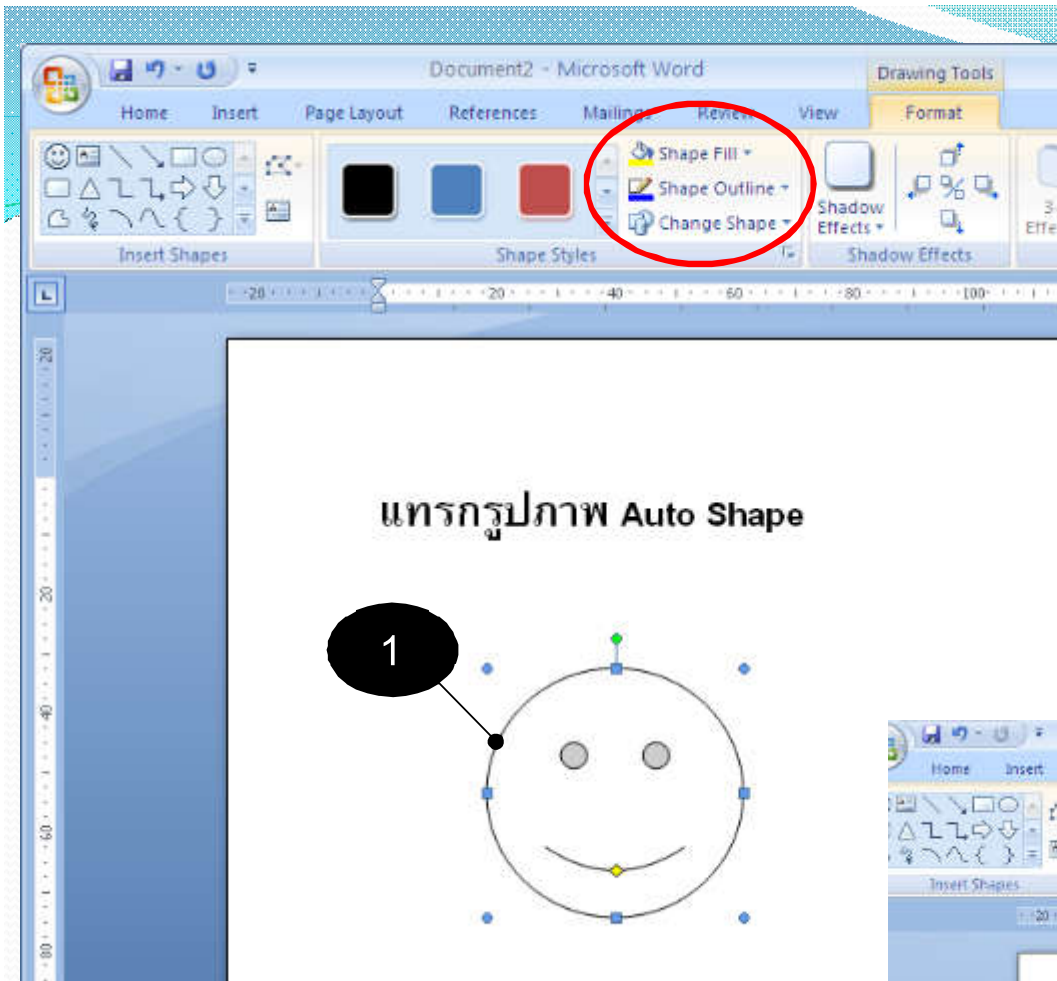
Click and drag to insert an AutoShape.

แทรกรูปภาพ Auto Shape

# Adjusting AutoShape

This will change AutoShape's fill (inside color) and outline.

1. Click the shape. *Drawing Tools* and *Format* tabs will appear at the Ribbon. Go to *Format* tab.
2. Click *Shape Fill*, to fill the shape with base color, texture, gradient colors or even a picture. You can also set the shape to not have any fill (*No Fill*), which make it transparent.
3. Click *Shape Outline*, to change the shape's outline. You can set the outline's color, width, type (dash, solid, multiple lines), or even set the shape to have no outline.



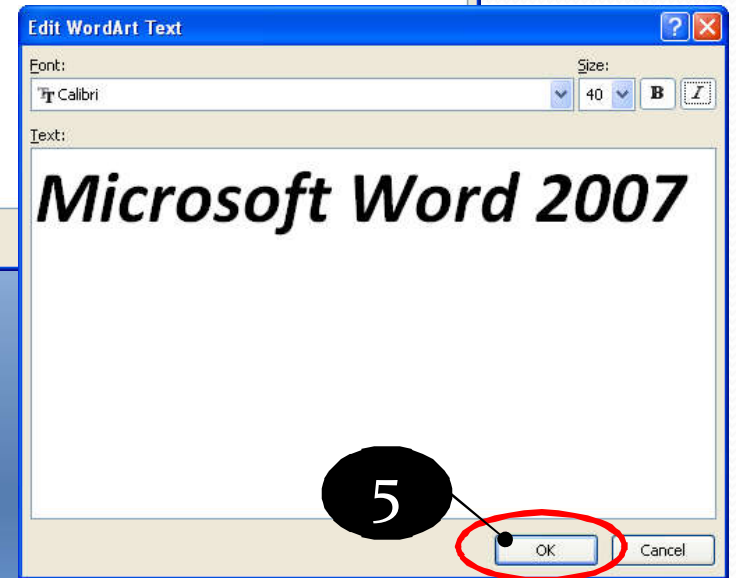
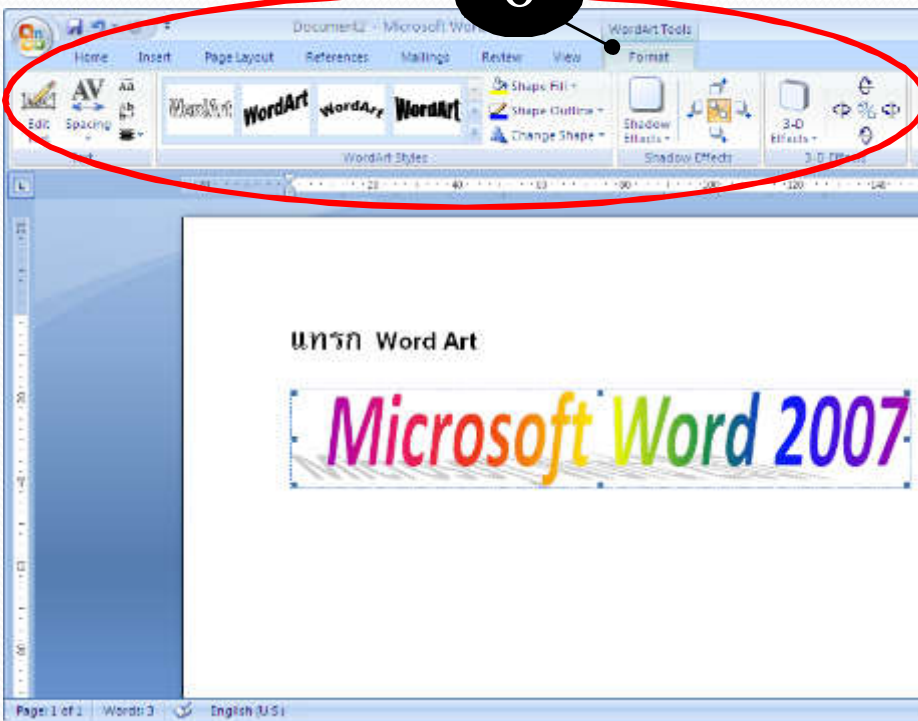
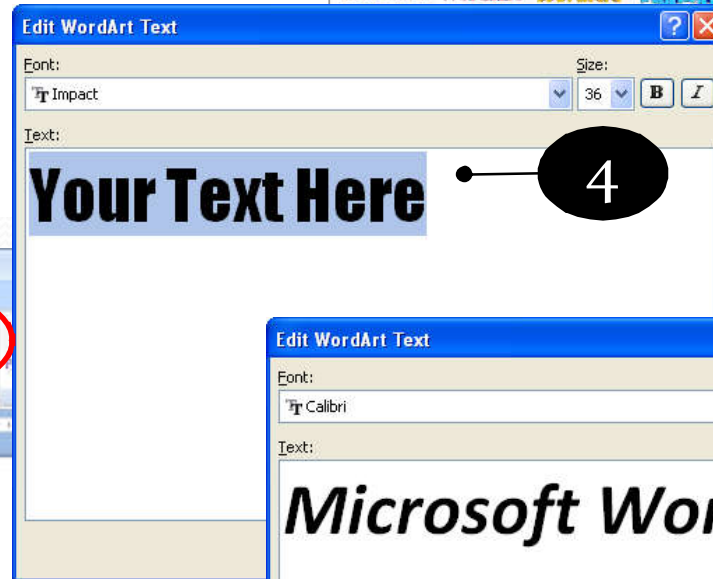
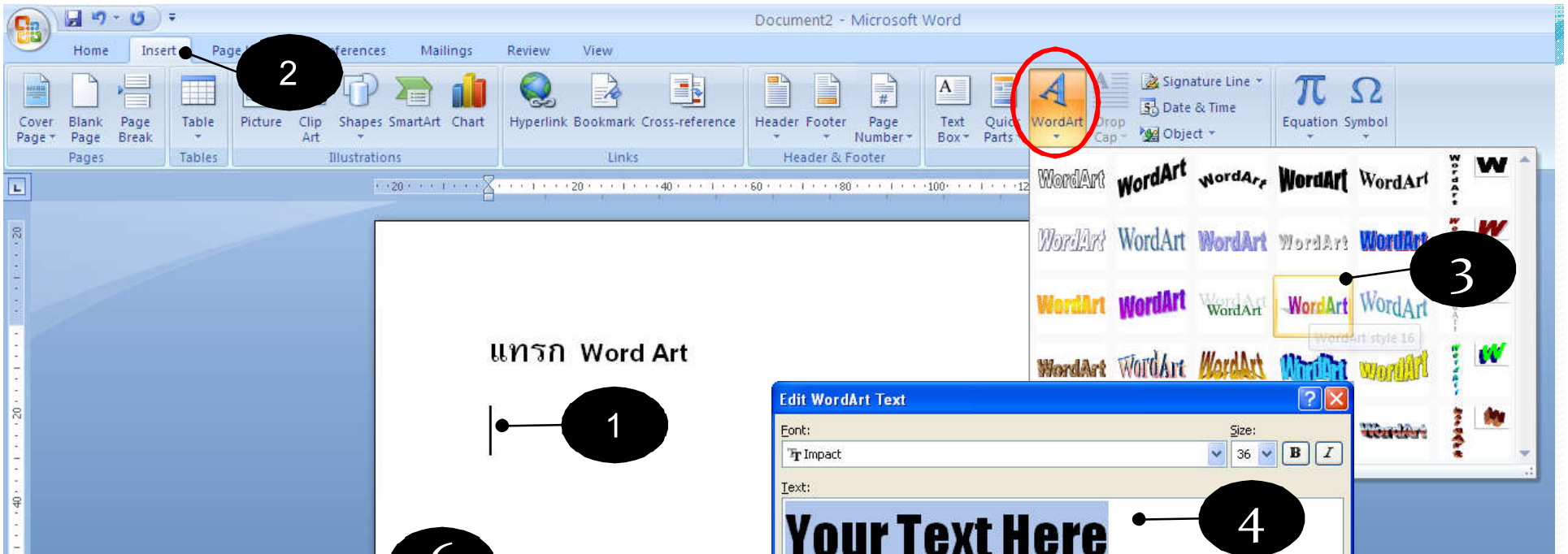
# Inserting WordArt



1. Move cursor to where you want to insert the object.
2. Click *Insert* tab. Under *Text* group, click on Word Art button.
3. Select WordArt object you want from the drop-down menu.
4. After you have chosen a WordArt object, *Edit Word Art Text* dialog box will appear. Type in the text you want at the box where *Your Text Here* appear.
5. Click *OK* when you're done. WordArt object will appear in your document.
6. When you click on the WordArt object, *Word Art Tools* and *Format* tabs will appear. You can adjust the details there.

**Notice** WordArt is also an object. You can adjust the WordArt object as you can a picture.



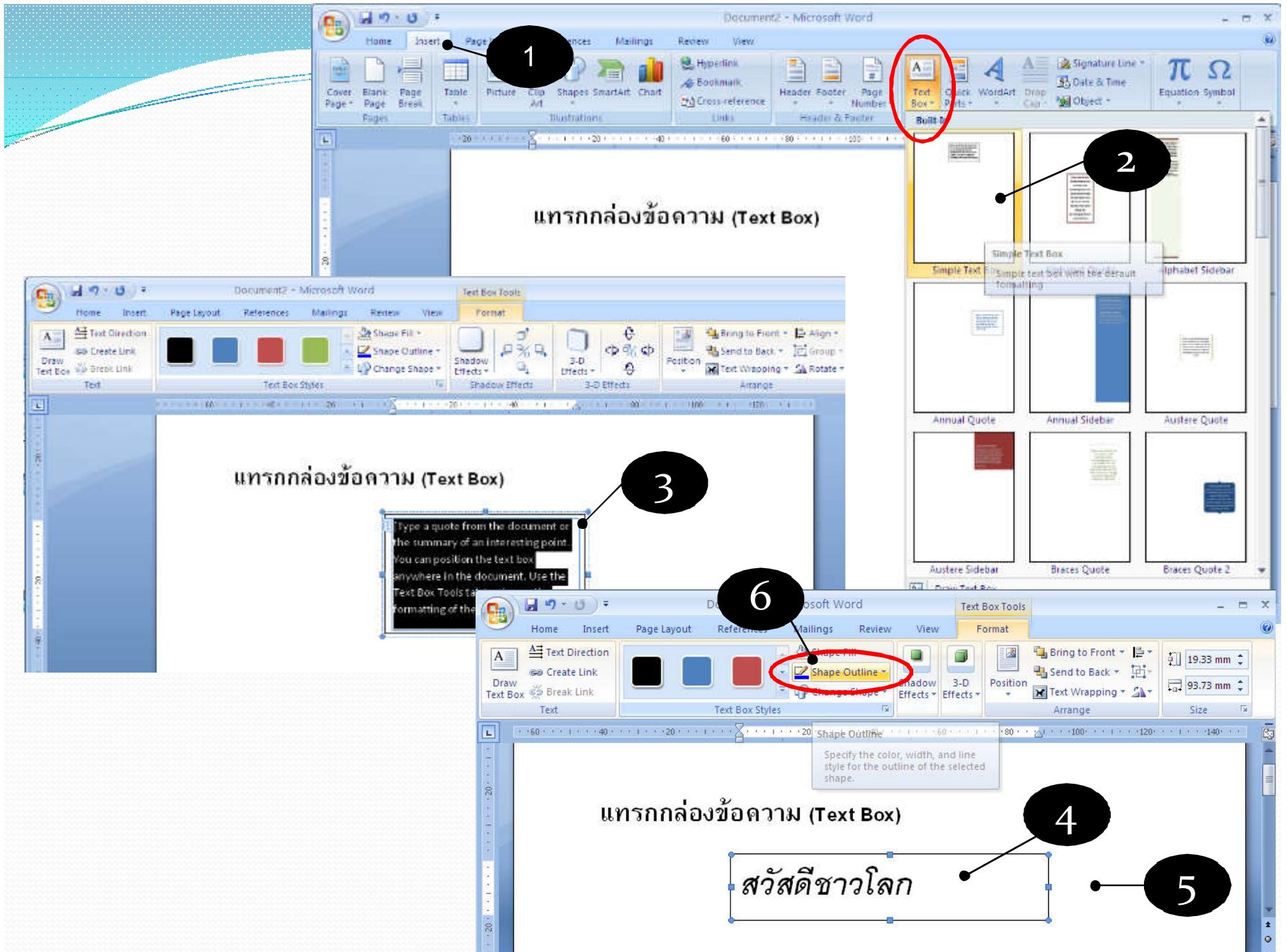


# Inserting Text Box



1. Click *Insert* tab. Under *Text* group, Click Text Box button.
2. Click to select the layout of text box. A text box will appear in the document, with default text (in black bar) inside.
3. Type in the text you want, or press space bar to remove the default text.
4. Text inside the text box can be formatted like text in other part of the document.
5. Click outside the textbox to end typing.
6. If you want a text box with no border, Double click the border and click *Shape Outline* in the *Ribbon*. Select *no Outline*.

**Notice** Text box is also an object. You can adjust a text box as you can a picture.



# Inserting SmartArt

SmartArt includes diagrams, organizational charts, pyramid charts. To include a SmartArt, do the following:



1. Click *Insert* tab. Under *Illustrations* group, click *SmartArt* button.
2. Choose a *Smart Graphic* dialog box will appear. Click to select the SmartArt you want.
3. Click *OK*.
4. SmartArt will appear, with *[Text]* where the text should be. Replace them with the text you want.
5. Click outside of SmartArt to end inputting text.

**Notice** SmartArt is also an object. You can adjust a SmartArt as you can a picture.

Document2 - Microsoft Word

Home Insert Page Layout References Mailings Review View

Cover Page Blank Page Page Break Table Picture Clip Art Shapes SmartArt Chart Hyperlink Bookmark Cross-reference Header Footer Page Number Text Box Quick Parts WordArt Drop Cap Signature Line Date & Time Equation Symbol

Tables Illustrations Links Header & Footer Text Symbols

### แทรก SmartArt

Choose a SmartArt Graphic

- All
- List
- Process
- Cycle**
- Hierarchy
- Relationship
- Matrix
- Pyramid

Segmented Cycle

Use to show a progression or a sequence of stages, tasks, or events in a circular flow. Emphasizes the interconnected pieces. Each of the first seven lines of Level 1 text is placed in a wedge or pie shape. The text does not appear, but reappears when you switch layouts.

OK Cancel

แทรก SmartArt

แทรก SmartArt

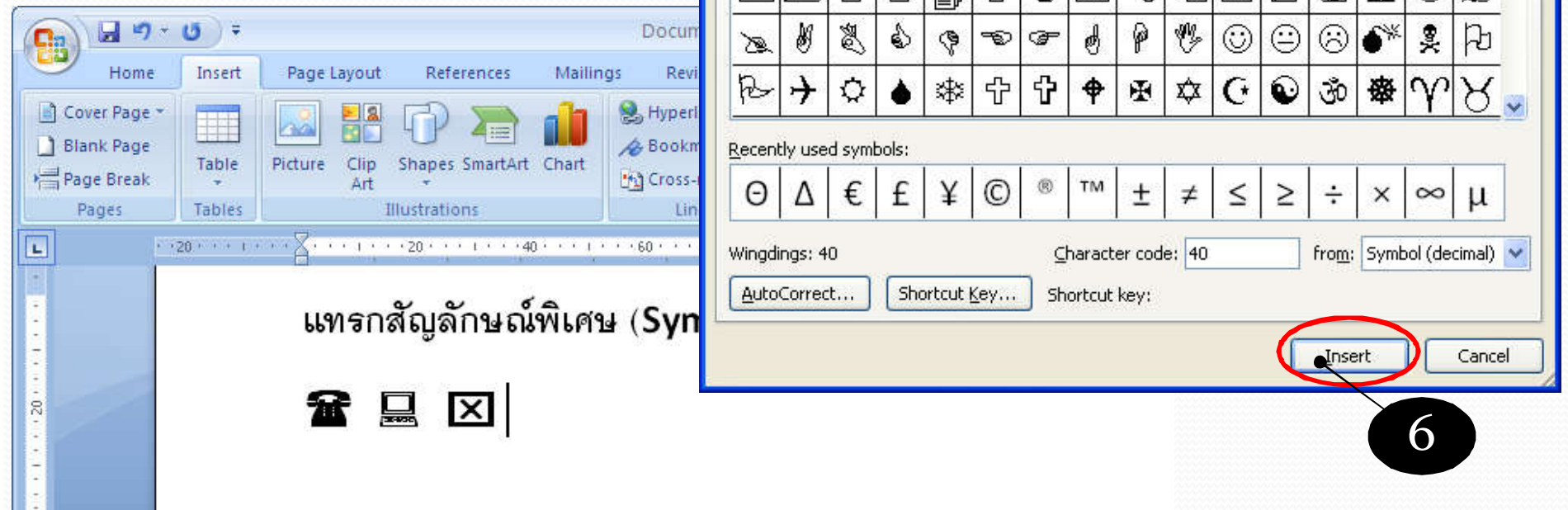
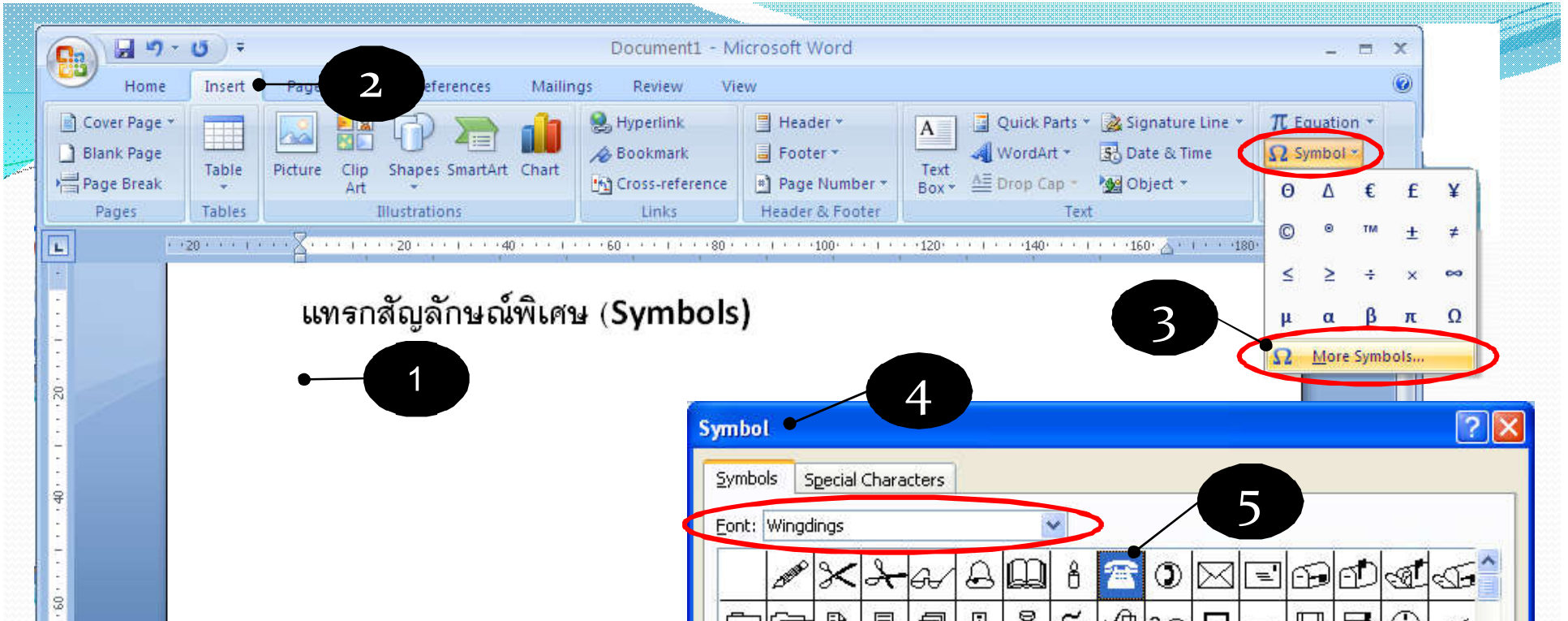
แทรก SmartArt

ผู้เลือก นพอน ดักแด้

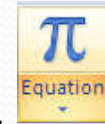
# Inserting Symbols



1. Move cursor to where you want to insert the symbol.
2. Click *Insert* tab. Under *Symbols* group, click *Symbol* button.
3. Click *More Symbols* to select the symbol you want.
4. *Symbol* dialog box will appear. Click *Symbol* tab. At *Font*, you can specify fonts with special symbols, such as *Symbol*, *Wingdings*, *Wingdings2* และ *Wingdings3*.
5. Select the symbol you want, then click *Insert*. The symbol will appear in the document.
6. If you want to insert more symbol, click the new symbol and click *Insert* again.
7. You can adjust color and size of symbol like you can with other text.



# Inserting Equation



1. Move cursor to where you want to insert the equation.
  2. Click *Insert* tab. Under *Symbols* group, click *Equation* button.
  3. Click to select the equation you want, such as Area of Circle or you can click *Insert New Equation* to create your own.
  4. Equation box will appear with the equation inside. You can edit and add to the equation.
    - Design tab is now Equation Tools tab. It contains symbols, brackets, and other equation-related objects.
  1. When you use equation-related object, such as radicals, you can click to select the form you want. You can fill in the number, variable, symbols, or other equation-related objects inside dashed rectangles.
  5. Click outside the equation area to finish editing the equation.
- Notice** Equation is also an object. You can adjust a Equation as you can a picture.



