

How to add multiple files into a single document

Quick text insert from another document

- 1. Click on the location within your document you wish to insert the text.
- 2. Click the **Insert** tab from the ribbon.
- 3. Click the **Object** drop-down option from the text group and click **Text from File**.
- 4. Select the file you wish to insert, then click Insert.
- 5. You should then see the text from the inserted document appear.

Inserting other file types

- 1. This is feature allows you to insert other file types such as pdf or spreadsheet information.
- 2. Click on the location within your document you wish to inset the text.
- 3. Click the **Insert** tab from the ribbon.
- 4. Click the **Object** drop-down option from the text group and click **Object**.
- 5. Click the **Create from File** tab, then click **Browse**.
- 6. Navigate to the location on the file you with to insert, then click **Insert**.
- 7. Click **OK** and the content of the file will be added into the document.

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Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page header, and sidebar. Click insert and then choose the elements you want from the different ealleries.

eenes and styles also help keep your document coordinated. When you click Design and choose new Theme, the pictures, charts, and SmartAT graphics change to match your new theme. Wappy styles, your headings change to match the new theme. The time in Word with new battors that show un where you need them. To chanse the way a

Save time in word with new buttoms that show up where you need them. To change the way a plattern (fits in your document, dick it and a button for layout options appears and to it. When you work on a table, dick where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the test you want. If you need to stor preading before you reach the end, Word remembers where you left off - even on another device.

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Kesult	Inserts the contents of the file into your document so that you can edit it later using the application which created the source file.	
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Editing Information: Depending on the form of content you insert, if you double click on the added content, it will open the related application to allow basic editing of the content; however, these changes will not be updated within the original file that you used to insert the content.