#### **Microsoft Word Basics**

### **Opening a New File**



Opening a new file in Word is easy to do. There are several ways to open a new file. Follow any of the methods listed below:

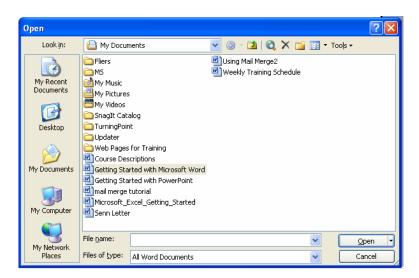
- 1. Open up Word and go to **File** and choose **New**. Then double click on **blank** document.
- 2. Click on the new document icon found on the standard toolbar.
- 3. Click on the **start button** and then click on **New Office Document**.
- 4. Double click on **blank document**.

Any of these methods will open up a new document for you to work on.

## **Opening Up an Existing File**

After you have begun creating Word documents you will need to open them to continue working on them. To open up an existing file follow these steps:

- 1. Go to **File** on the menu bar and choose **Open**, click on the **Open icon** on the standard toolbar, or click on Control +O.
- 2. The **Open dialog box** will display.
- 3. Click on the down arrow where it says **look in** and browse to the file you want to open.
- 4. Double click on the file or click on it once and choose open.
- 5. Your existing file will open.

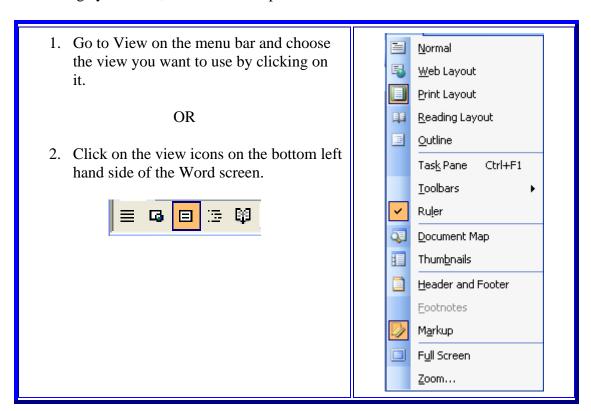


# **Viewing Files in Word**

There are four different types of views that you can use in Word. Below is a table listing each type of view and how they are best used.

Normal	Best used when working with text only. Graphic images do not show in this view.
Web Layout	This view is best used when creating a page for the web. In this view you can see the background, text is wrapped to fit the window, and images appear as they would online.
Print Layout	This view is best used when your document will contain things like images, headers, and footers, columns, etc. Each of these components will be visible.
Outline	Outline view displays your document as an outline. This is useful if you are moving sections of your document, or creating an outline.

To change your view, follow these steps:



## **Formatting Text/Paragraphs Using Toolbars:**

In Word, there are numerous options available for presenting your text.

### The Standard Toolbar:

Word allows all toolbars to be customized, so you may not find all options listed here. There are several buttons that may or may not appear immediately in your version of Word. Use the following graphic as a guide to the Standard Toolbar.



#### 1. New Blank Document:

To begin a new document, click on the New Blank Document icon, shaped like a blank sheet of paper.

### 2. **Open:**

Clicking on this icon opens up a previously saved document on your computer.

#### 3 Saves

Clicking on the Save icon saves the document you are currently working on. If you are saving a document for the first time, you can click on this button. However, if you want to save a new file from a preexisting document, then you must go to the menu bar and select "File" >> "Save As" and give the file a new name. When working on any document, you should be sure to save frequently, so that you don't lose any work.

## 4. **Permission:**

Microsoft has enabled Information Rights Management (IRM) within the new version of Word, which can help protect sensitive documents from being copied or forwarded. Click this for more information and options.

### 5. Print:

Clicking on the Print icon automatically prints the document currently active in Word. If you wish to explore more print options, then go to the menu bar and select "File" >> "Print."

### 6. Print Preview:

To get an idea of the appearance of your document in print before you actually print it out, you can click on this icon to view your document from a zoom-out distance.

### 7. Spelling and Grammar:

Clicking begins a review of your document in search of spelling and grammatical errors that may need to be corrected.

### 8. **Copy:**

Copy the current selection to the clipboard, which can then be pasted elsewhere in the document, or into a completely separate program/document.

#### 9. Paste:

Clicking on the Paste button inserts the text that has been most recently added to the Clipboard (the text would have been added there by Cutting or Copying). With Paste, you can either insert the copied text into a document or replace selected text.

## 10. Undo Typing:

The Undo Typing button goes back and removes the last addition or change made to your document.

## 11. Insert Hyperlink:

You may find that you want to make links to a particular web site, web page, or some other kind of online file in your Word document. Using the Insert Hyperlink button, you can turn selected text into hyperlinks. When the icon is clicked, a window will appear that will allow you to insert the URL (web address) of the web page you want to link to. You can type in the URL yourself or insert a preexisting bookmark. Once the link is inserted, the link in your Word document can be clicked and the web page will open up in a web browser.

### 12. Insert Table:

When this icon is clicked, a small window will appear in the form of a grid of squares. Use this window as a guide to indicate how many rows and columns you would like your table to contain. Once selected, a table will automatically appear in Word. Clicking the Tables and Borders button will allow you to modify the table. To modify an aspect of the table, select, or place the cursor in, the area and apply changes such as borders and colors.

### **The Formatting Toolbar:**

Word allows all toolbars to be customized, so you may not find all options listed here. There are several buttons that may or may not appear immediately in your version of Word. Use the following graphic as a guide to the Formatting Toolbar.



### 1. Style:

Styles in Word are used to quickly format portions of text. For example, you could use the "Normal" or "Default Paragraph Font" for the body text in a document. There are also three preset styles made for headings.

## 2. **Font:**

Font is a simple but important factor in Word documents. The choice of font (the style of the text itself) can influence the way others view documents, either on the screen or in print. For example, Arial font looks better on screen, while Times New Roman is clearer in print. To apply a font to text, select desired text with your cursor, and choose a font from the font drop down menu.

## 3. Font Size:

You may encounter times in which you need to display some text larger or smaller than other text. Selecting desired text with the cursor and choosing a font size from the drop down menu changes the size of text.

#### 4. **Bold:**

Places the text in **bold**.

#### 5. Italic:

Places the text in *italics*.

#### 6. Underline:

Underlines the text.

### 7. Align Left:

Aligns the selection to the left of the screen/paper.

### 8. Center:

Aligns the selection to the center of the screen/paper.

## 9. Align Right:

Aligns the selection to the right of the screen/paper.

## 10. **Justify:**

Aligns the selection to both the left and right of the screen/paper.

### 11. Line Spacing:

Adjust the line spacing (single-spaced, double-spaced, etc.)

### 12. **Numbering:**

Create a numbered list.

#### 13. Bullets:

Create an unordered, bulleted list.

### 14. Decrease Indent:

Decreases the indentation of the current selection (to the left).

### 15. Increase Indent:

Increases the indentation of the current selection (to the right).

### 16. Outside Border:

Places a border around the current selection; click the drop-down for a wide selection of bordering options.

## 17. **Highlight:**

Highlight the current selection; default color is yellow.

## 18. Font Color:

Change the font color; the default/automatic color is black.

## **Entering Text**

To enter text into a word document follow these steps:

- 1. Place the cursor inside the Microsoft Windows document.
- 2. Start typing your text.

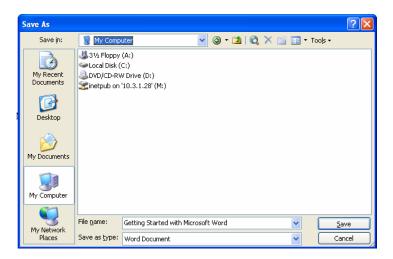
Start Typing

### **Saving**

It is a good idea to save your document right away and then continue saving every 5 or 10 minutes so if your computer crashes you will not have lost much. To save a document, follow these steps:

• Go to File on the menu bar and choose **Save As** if it is the first time you are saving a document or if you want to save your document to a new location.

• The Save As dialog box will open.

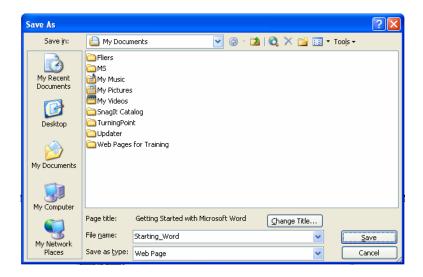


- Click on the down arrow and choose the location you want to save your file in. Click down in the file name box and type a name for your file. By default it will put in the first line or two of what you typed.
- Under files of type you usually don't have to change this but if you were saving to use this file on another computer that didn't have the same version of Word you can click on the down arrow and choose 95 format, Microsoft Word, Macintosh, txt, etc.
- Click on the **Save button**.
- The next time you work on this document or the next time you save you can just click on the **Save button** from the Standard toolbar.

## Saving As a Web Page

You can also save your files as a web page. It will save your document in an html format. If you have graphics in your document they will all end up left aligned unless they are in a table. If you have a document already typed and you want to include it on your web site save your file as a web page and you can quickly use it online. To save your document as a web page, follow these steps:

- Go to File on the menu bar and choose Save as Web Page.
- Give your file a name. It is a good idea to give it a shorter name without any spaces.
- Click on **Change title**.
- Type in the title you want for your web page title. Click on **Save**.
- Your file will be saved in html format.



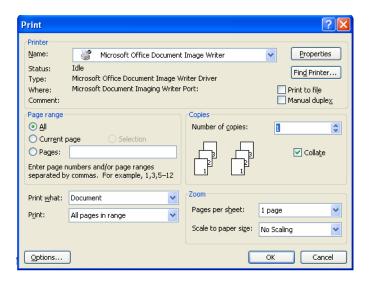
# **Printing & Print Previewing**

Using the print preview button will show you what your printed document will look like. It will show you if you have anything hanging out of the margin range. To do a print preview, follow these steps:

- Click on the **print preview** button.
- If you want to make any adjustments click on the **magnifier** and you can then click within the document to make changes.
- Click on the **close** button when you are done previewing.

## To Print follow these steps:

- Go to **File** on the menu bar and then click on **Print**.
- The Print dialog box will open.



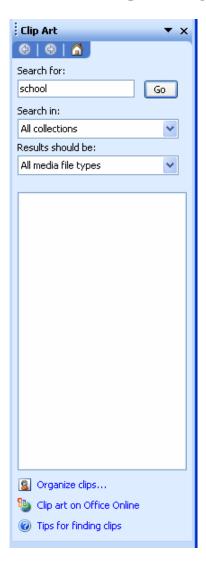
- Choose the printer you want to print to, the number of copies, the pages, etc and click on  $\mathbf{OK}$ .
- If you just hit the **print button** from the standard toolbar you will bypass the print dialog box and your document will be sent to the default printer.

## **Microsoft Word Intermediate I**

# **Inserting Images from ClipArt Gallery**

Microsoft Office comes with its own clip gallery of images, sounds, and animations. To use the clip gallery follow these steps:

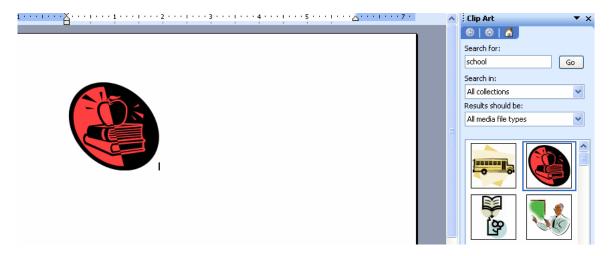
- 1. Go to **Insert** on the menu bar and choose **Picture** then click on **Clip Art**.
- 2. The **Insert ClipArt dialog box** will open to the right side of your document.



3. Type in a keyword in the text area under Search for that best describes what you are looking for and click on the Go button.



4. When you find the image that you want to use click on it. The image is inserted onto your page. You can insert multiple images.



5. When you are done click on the x in the top right hand corner to close the Insert ClipArt dialog box.

## **Inserting Images from a File**

Instead of using clip art, you may chose to use an image from a file. You can get these images from images that you take yourself with a digital camera, images that are scanned, or images that you obtain from the Internet. To insert images from a file follow these steps:

- 1. Go to **Insert** on the menu bar and choose **Picture**, then click on **From File**.
- 2. The **Insert Picture dialog box** will open.
- 3. Click on the drop down arrow and choose to browse to your file's location.
- 4. Double click on your file or click on it and click on **insert**.
- 5. Your image will be inserted on your page.

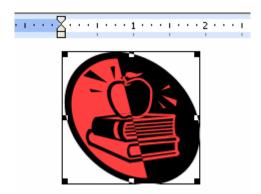




# **Deleting Images**

You can quickly delete images that you no longer want to use in your documents. To delete images follow these steps:

- 1. Click on the **image** to select it. Handles will surround the image.
- 2. Hit either the **backspace** or the **delete key** and the image will delete.



# Alignment

You can align your graphics quickly with the alignment buttons. To align your graphics follow these steps:

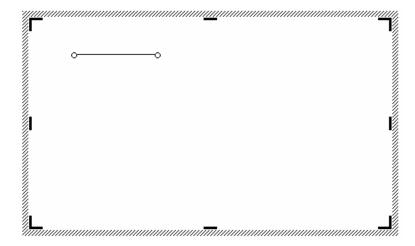
- 1. Select the **graphic** you want to align.
- 2. Click on the **alignment button** from the formatting toolbar. You can choose left aligned, center, right aligned or justified.



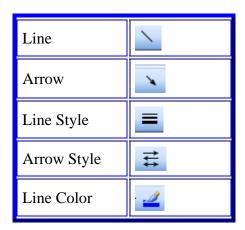
### **Lines & Arrows**

You can use lines and arrows in your documents. The drawing toolbar provides you with these tools. To draw lines and/or arrows follow these steps.

- 1. Click on **the line or arrow tool** from the Draw toolbar and move your mouse onto your document. Your cursor will turn to a crosshair.
- 2. Click and drag your line/arrow to the desired length then release the mouse button.



- 3. If you want to draw multiple lines or arrows double click the line or arrow icon from the Draw toolbar and you can draw repeated times.
- 4. You can change the color and thickness of your lines/arrows by using the Line Style, Arrow Style, and Line Color icons from the draw toolbar.





(The drawing toolbar)

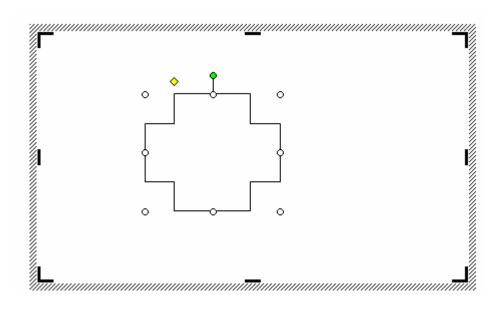
## **AutoShapes**

The drawing toolbar has AutoShapes that you can use. They are used for drawing shapes and lines and call outs to add to your documents. The AutoShapes are made up of the following categories:

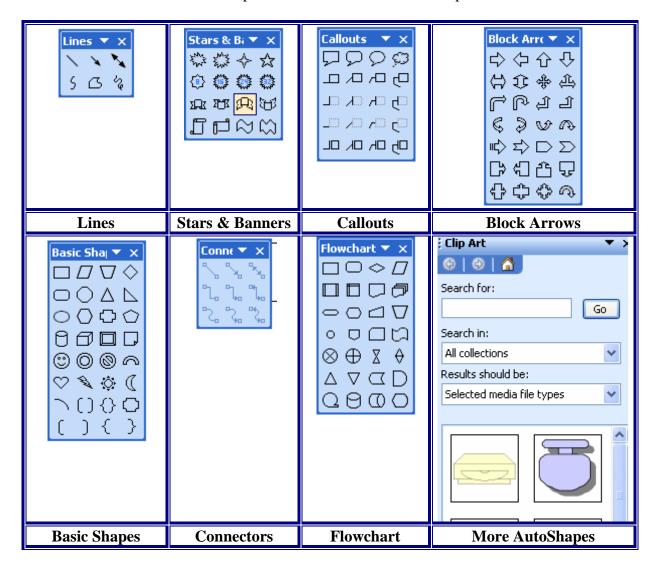
- Lines
- Connectors
- Basic Shapes
- Block Arrows
- Flowchart
- Stars and Banners
- Callouts
- More AutoShapes

To use AutoShapes follow these steps:

- 1. Click on the down arrow next to AutoShape on the Draw toolbar. Choose a category then click on the type of AutoShape you want to use.
- 2. Move your mouse to the location on your document where you want to add the shape and click and hold down the mouse button while you draw it to the size you want.
- 3. Release the mouse button and you shape will be drawn.
- 4. You can then add line or fill colors.



Shown below are the different shapes that can be found in AutoShapes.

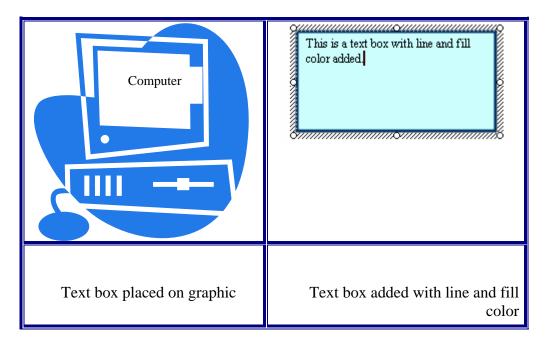


### **Text Boxes**

In word you can add text boxes. Text can seem to float or you can show the fill and lines for the box. You can also use text boxes to create text on an image. To create a text box follow the steps below.

- 1. Click on the **text box icon** from the Draw toolbar.
- 2. Click on your document and hold down your mouse button while you draw your text box.
- 3. Start typing your text for the box.

4. If you want to work with the **fill and line colors** then right click on the border of the text box and choose **format text box**. You can then work with the colors and lines tab to get your text box looking like you want.



### WordArt

WordArt is a feature of Microsoft word that allows you to make creative looking text. You can use WordArt to embellish any of your documents. You can use them for titles, sidebars, and attention grabbers. To create WordArt follow these steps:

1. Click on the **WordArt icon** from the Draw toolbar.



2. The WordArt Gallery will open.



- 3. Double click on the **WordArt design** you want to use.
- 4. Type in the text for your WordArt design and you can also choose the size and font as well.



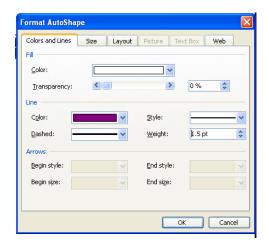
- 5. Click on **OK**.
- 6. Your WordArt will be inserted onto your page.



## **Line Color**

You can quickly change the line color and thickness of your images. To add a border or line color, follow these steps:

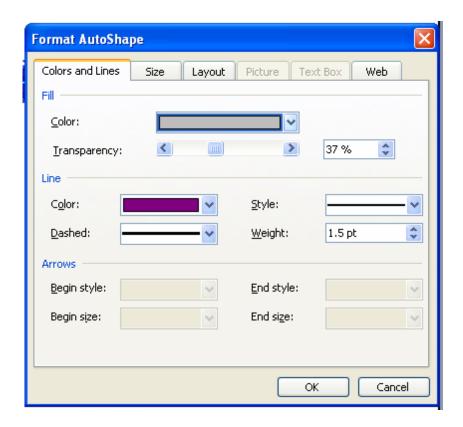
- 1. Right click on your **image** and choose **Format** (AutoShape, picture, etc.)
- 2. The format dialog box will open.
- 3. Click on the down arrow next to **Line color** and choose a color.
- 4. Click on the up or down arrow next to **weight** to change the thickness of the line.
- 5. Click on OK.



## Fill Color

You can quickly change the fill color and images, both images from the Clip Gallery and images that you draw with the drawing tools. To add a fill color, follow these steps:

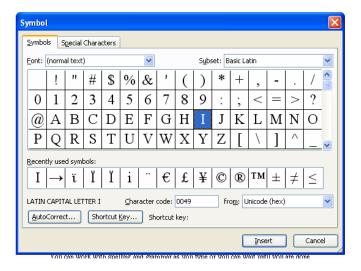
- 1. Right click on your **image** and choose **Format** (AutoShape, picture, etc.)
- 2. The format dialog box will open.
- 3. Click on the down arrow next to **Fill color** and choose a color.
- 4. If you move the slider next to Transparency the image color will be lightened.
- 5. Click on **OK**.



# **Inserting Symbols**

Inserting symbols into your word document is easy. To insert symbols follow these steps:

- 1. Go to **Insert** on the menu bar and choose **Symbol.**
- 2. The **Symbol dialog box** will open.



- 3. Click on the symbol you want to insert into your document.
- 4. Click the **Insert** button and then click the **Close** button.
- 5. Your symbol will be inserted on your page.

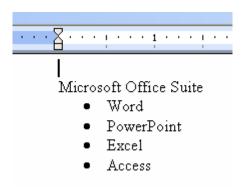
## **Bullets & Numbering**

You can add bullets and numbering to your Word document. You can also choose the type of bullets you want as well as the numbering style for outlining. To add bullets follow these steps:

Click on the **bullets button** on the Standard toolbar.



Your bullets will appear. Each time you hit enter a new bullet will appear.

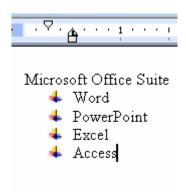


When you are done using your bullets click on the **bullet button** again to turn it off or hit enter twice and then backspace and start typing. You will no longer have bullets.

## **Changing Bullets Design**

To change your type of bullet, follow these steps:

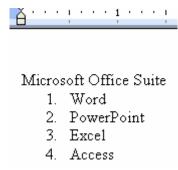
- Select your **bulleted**.
- Go to **Format** on the menu bar and choose **Bullets and Numbering**.
- Choose the type of bullets from the list or click on **Customize** and then click on **Bullet**. If you click on picture then you can choose some graphic images that can be used as well.
- Choose a font like Wing Dings or Monotype sort and pick the image that you want to use by clicking on it.
- Click **OK** and **OK** again. Your new bullet will be inserted in your document.



## Numbering

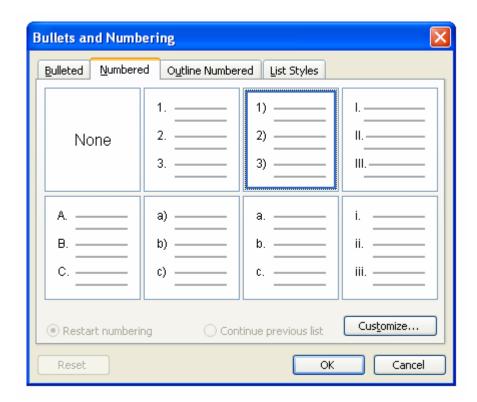
To add numbering follow these steps:

- 1. You can either use the automated feature and type 1. Then a space and a word and hit enter. It will automatically begin numbering or you can click on the numbering button on the Standard toolbar.
- 2. When you are done using the numbering scheme you can either click on the **numbering button** to turn it off or hit **enter twice** and then **backspace**.



## **Changing the Numbering For Outlining**

- 1. Select **the numbering list** you want to change.
- 2. Go to Format on the menu bar and choose Bullets and Numbering.
- 3. You can choose from the **Numbered tab** or click on **Outline Numbered**.
- 4. Click on the **format** you want to use.
- 5. Click on **OK**.



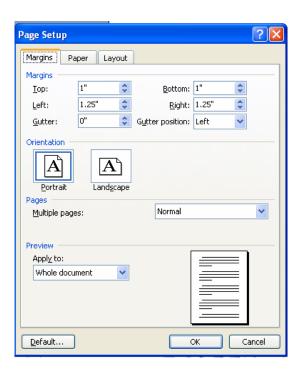
- 6. When typing and you want to indent to the next level click on the **increase indent** button from the Standard toolbar.
- 7. When you want to come back out a level click on the **decrease indent** button from the Standard toolbar.

### Microsoft Word Intermediate II

# **Page Setup**

You can change your page orientation quickly in Word. Portrait is the default for new documents. To change your layout, follow these steps:

- 1. With your new document open go to **File** on the menu bar and choose **Page Setup**.
- 2. Click on the **Margins** tab and choose either **landscape** or **portrait**.
- 3. Click on **OK**.



# Margins

By default your new documents are set with the margins you see below. You can change this at any time.

Top: 1"

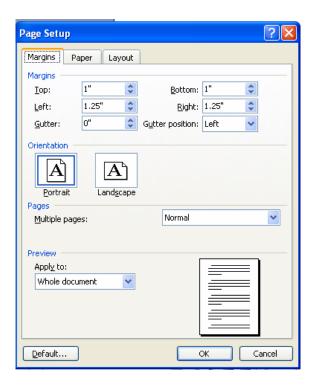
Bottom: 1"

Left: 1.25"

Right: 1.25"

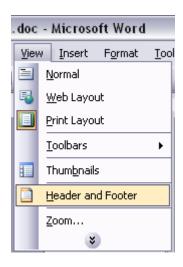
To change your margins follow these steps:

- 1. With your document open go to File then Page Setup.
- 2. Click on the **Margins tab**.
- 3. Type in the numbers you want for your margins or use the up and down arrows.
- 4. Click on **OK**.

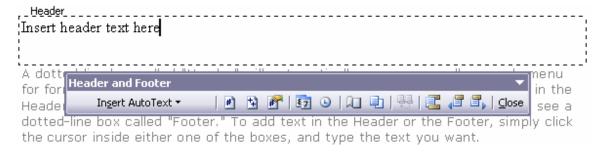


## **Inserting Headers/Footers:**

Headers and footers are important aspects of a Word document if you wish to include information such as page numbers and headings on every page. To access the header and footer options, go to the menu bar and select "View" >> "Header and Footer."



A dotted-line box called "Header" will automatically appear, as well as a sub-menu for formatting header and footer properties. The cursor will already be placed in the Header box. If you scroll down on your current page opened in Word, you will see a dotted-line box called "Footer." To add text in the Header or the Footer, simply click the cursor inside either one of the boxes, and type the text you want.



To add page numbers to your document, click your cursor inside of the footer box. Then, click on the icon shaped like a sheet of paper with a "#" inside. The page number will then be inserted and applied to all of the pages in your document.

## **Spelling & Grammar**

You can work with spelling and grammar as you type or you can wait until you are done and then check the spelling and grammar for the whole document. As you type in Word the default is set up to automatically check your spelling and grammar as you type. Words that are spelled wrong are indicated by a red squiggly line and grammar mistakes are indicated by a green squiggly line. To correct as you type you can right click on the words and choose one of the words that pops up. If the word you spelled is correct you can choose ignore. If you have other occurrences of that word choose ignore all. There are some words that you may type wrong that are automatically corrected as you type them. This is part of the autocorrect feature in Word. To correct spelling and grammar of your whole document follow these steps:

1. Go to Tools on the menu bar and choose **Spelling & Grammar**.

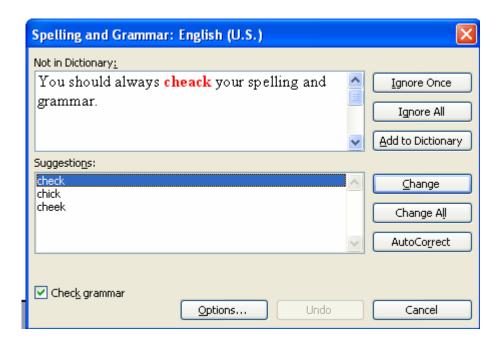
OR

2. Click on the **Spelling and Grammar button** from the Formatting toolbar.



OR

- 3. Click on the **F7 Key**.
- 4. It will go through each of your spelling and grammar errors. Make your changes and then your spelling and grammar check will be complete.



## **Moving Text**

There are a few different ways to move your text in Word. To move text, follow any one of these steps:

- Select the text, click in the selected area while holding the mouse button down and drag the text to the desired location.
- Select the text, copy it and then paste it where you want it. It will remain in the original place and be added to the new location.
- Select the text and cut the text and paste it. It will be removed from the original place and moved to a new location.

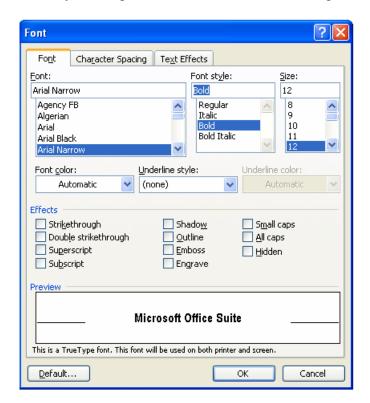
## **Formatting Text**

You can format you text quickly in Word. You can use either the **format dialog box** or the **formatting toolbar**. Formatting text will allow you to format things like bold, font, underline, italic, color to text, superscript, subscript, etc. To format your text, follow these steps:

Select your text and click on the appropriate button from the formatting toolbar.



• Or you can go to **Format font** and the dialog box will open.



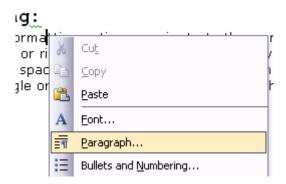
• Make your changes and click on **OK**.

Some commands you can do with the Control keys:

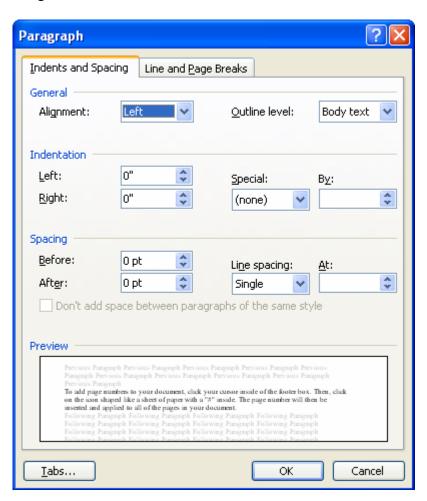
- 1. Bold- Control +B
- 2. Underline- Control +U
- 3. Italic-Control + I

# **Paragraph Spacing:**

To access the Paragraph formatting options, navigate to the menu bar, and select "Format" >> "Paragraph," or right-click within a paragraph.



A window will appear with options for modifying spacing and indenting. Here, you can choose to make the text in your document single or double spaced, as well as edit the margins for the document.

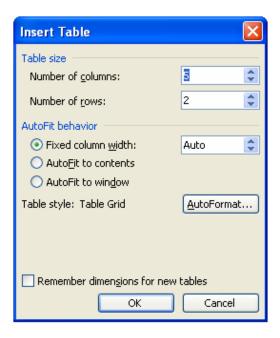


#### Microsoft Word Advanced I

## Inserting Tables

There are many uses for tables in a Word document. There are a couple different ways to add your table to the document. To add a table, follow these steps:

- Go to **Table** on the menu bar and choose **Insert** and click on Table.
- The Insert table dialog box opens up.
- Put in the number of columns and rows you want in your table.
- Click on **OK**.
- Your table will be added to your page.



OR

- Click on the **table button** on the standard toolbar and drag your mouse over, down and over until you cover the number of rows and columns you want. If you need more just click when you are dragging and it will give you more.
- Release the mouse button and your table will be added.

## **Deleting a Table**

To delete a table follow these steps:

• Click anywhere within the table.

• Go to **Table** on the menu bar and choose **Select** and click on **Table**. This will highlight the table in black.



• Go to Table on the menu bar and choose Delete Table.

## Adding a Table Border

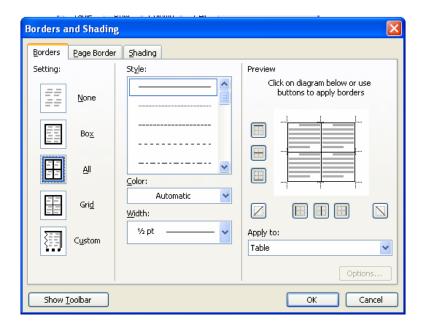
You can add style to your table by changing the thickness, style or color of your table border. To make these changes to your table follow these steps:

- You can right click within your table and choose **table properties** or click within your table and go to **Table** on the menu bar and choose **Table Properties**.
- The **Table properties dialog box** will open.



- Click on the **Borders and Shading button**.
- Chose the setting, style, color and width that you want.
- Click on OK.

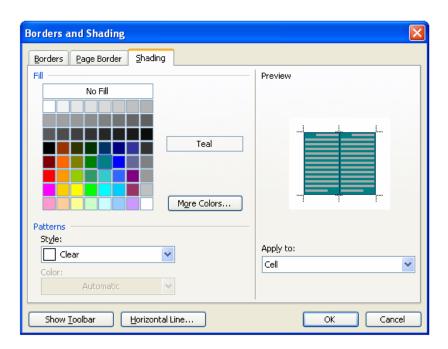
• Your new settings will be added to your table.



# **Adding Table Shading**

You can shade in your table or shade in individual cells. To do this, follow these steps:

- Select the **cell, rows, or columns** you want to add shading to.
- Go to **Format** on the menu bar and choose **Borders & Shading**.
- Click on the color you want to use from the Fill choices. (Click on the more colors button to find additional color choices).



- Click on **OK**.
- That color will be added to your selected cells.

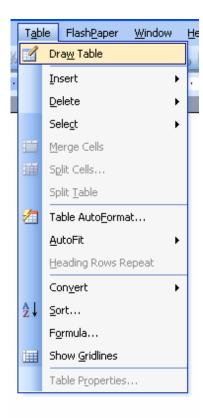


Ex. Table with a row of teal shading and a row of pale blue shading.

Input the necessary information needed to create your table. Decide on a number of rows and columns. "AutoFit" refers to the space that the table takes up in your document. For your initial table, you might want to set the "Fixed column width" to "Auto." This sets the width to all of the columns in your table to an equal amount, and the table itself will take up the entire width of the document. When you have decided on all of your table options, click on the "OK" button. The table will then be automatically inserted into your document.

### Draw Table:

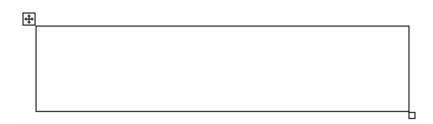
If you'd like to draw your own table from scratch, go to the menu bar and select "Table" >> "Draw Table."



Once this option is selected, the "Tables and Borders" toolbar will pop up (we will cover this toolbar more in-depth in a little bit).



Click on the first icon on this toolbar, the "Draw Table" tool (looks like a pencil drawing a line), to begin drawing a table. Then, navigate to the location in your document where you want to draw your table. Using the "Draw Table" tool, click and drag to form the outside border of the table, determining its width. When you are finished, let go of the mouse button so that the outside border of the table can be rendered.

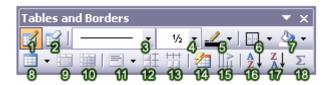


You can draw rows and columns by using the "Draw Table" tool to draw vertical lines to create columns, and horizontal lines to form rows. Continue to draw your table as you see fit.

Now that you have the initial table inserted into your Word document (either by using the "Insert Table" or "Draw Table" method), you can begin to modify your table as needed.

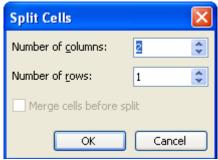
### The Tables and Borders Toolbar:

You'll primarily be using the Tables and Borders toolbar for formatting and modifying the appearance of your table. To open the toolbar, go to the "File" menu and select "Toolbars" >> "Tables and Borders."



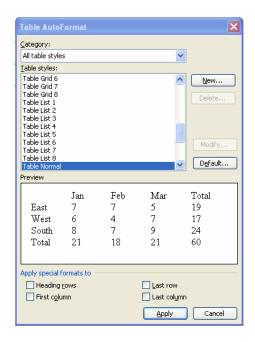
- 1. **Draw Table:** Lets you create a table by drawing it freehand (see above section).
- 2. **Eraser:** You can remove parts of your table by using the eraser to click and drag on lines, rows and columns.
- 3. **Line Style:** Click on the small triangle to show the drop down menu. From here, you can choose a line style for your borders, such as solid, dotted, dashed, and more.

- 4. **Line Weight:** Click on the small triangle to show the drop down menu. Using this, you can choose a line thickness for your table line borders. The bigger the line weight, the thicker the line.
- 5. **Border Color:** By clicking on this button, you can access the color template that will allow you to apply a color to your line borders.
- 6. **Borders:** To apply a certain border style to the borders of specific cells, or to remove the borders from specific cells completely, use your mouse to select the desired cells. Then, use the Borders menu to apply or remove borders from those selected cells. You can identify the cells that have borders by the border type icons that are a light shade of gray in the Borders menu.
- 7. **Shading Color:** You can apply a background color to cells, rows, and columns by accessing the color palette that appears when you click on the small triangle next to the paint bucket.
- 8. **Insert Table** :: Clicking on this icon brings up the "Insert Table" window which allows you to input specific information about the look and design of your table (see above section on "Insert Table").
- 9. **Merge Cells** Merging cells is the act of selecting more than one separate cell and merging them so that they become one. First, select the cells that you want to merge with your mouse (by clicking and holding within one cell and dragging the mouse across the cells you want to select), and then click on the "Merge Cells" icon. Word will automatically merge the two cells together.
- 10. **Split Cells**: Splitting a cell is the act of selecting a specific cell, and dividing it into one or more rows or columns. Select the cell that you want to split, and then click on the "Split Cells" icon. Once you do this, the "Split Cells" window will appear. From here, you can decide how many rows or columns you wish to create from the one cell.



- 11. **Align:** Choosing an alignment from the drop-down menu allows you to format the text or content within a cell. From here, you can make your text right, left, and centered aligned. There are also other alignments to choose from, such as different horizontal and vertical alignments.
- 12. **Distribute Rows Evenly:** Makes the heights between rows equally spaced. Select the desired rows that you wish to format, and then click on the "Distribute Rows Evenly" icon.
- 13. **Distribute Columns Evenly:** Makes the widths between columns equally spaced.
- 14. **Table AutoFormat:** Clicking on this icon brings up the Table AutoFormat window. There are a number of pre-made design table templates you can use to

apply to your table. You can customize colors, fonts, borders, and other table features.



- 15. **Change Text Direction:** This allows you to modify the orientation of text within a cell. The default setting is horizontal, but by clicking on this icon, you can change the orientation of the text to display vertically.
- 16. **Sort Ascending:** Sort a selection of text in cells in ascending order.
- 17. **Sort Descending:** Sort a selection of text in cells in descending order.
- 18. AutoSum: Automatically calculates formulas within cells.

# Inserting Text and Content into a Table:

To begin adding text to a table, click your cursor in the cell where you want the text to be placed. Begin typing (or paste text from another source) into the cell. To move from one cell to another, hit the "Tab" button on your keyboard, and continue typing in the cell as needed. You can format the text within the cell using the Formatting toolbar, just as you would edit any other text in Word (see Word Introduction tutorial).

## Inserting an Image into a Table:

Place your cursor into the cell where you wish to insert an image. Then, go to the menu bar, and select Insert >> Picture, and then choose from "Clip Art" or "From File." Locate a picture, and click on "Insert" to put the image into a cell.

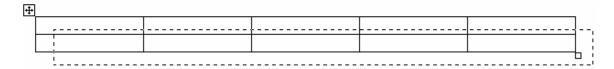
# Modifying a Table:

Not only can you edit your table using the Tables and Borders toolbar, but you can also use your mouse to physically alter a table.

## Moving a Table

To move a table, follow these steps:

Move your cursor over the table until you see the icon that appears in the upper left-hand corner of the table, shaped like a square with crosshair arrows inside.



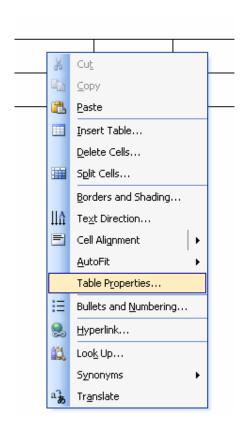
When you see this appear, click on it. You will see that it selects the entire table. With the table selected, you can drag it to any new place in your document.

## Change Row/Column Heights/Widths:

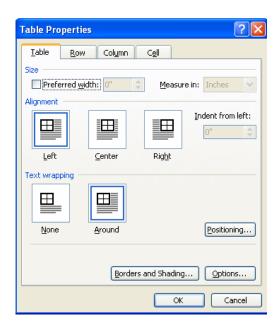
If you need to increase or decrease the height or width of a row or column, you can do so by clicking and dragging the borders of rows or columns. Drag the borders until you create the desired amount of space between rows or columns.

## Table Properties:

At any time, you are free to change the properties of your table. Right-click inside of any table and select "Table Properties."



A new window with four tabs will appear. Within these tabs, you can adjust every minor detail about the table including alignment, spacing, text wrapping, etc.



## **Inserting Page Breaks**

When you fill a page with text or graphics, Microsoft Word inserts an automatic page break (page break: The point at which one page ends and another begins. Microsoft Word inserts an "automatic" (or soft) page break for you, or you can force a page break at a specific location by inserting a "manual" (or hard) page break.) and starts a new page. To force a page break at a specific location, you can insert a manual page break.



- Automatic page break
- <sup>2</sup>Manual page break

For example, you can force a page break to ensure that a chapter title always starts on a new page.

If you work on documents of more than several pages in length, and you insert manual page breaks, you might have to frequently rebreak pages as you edit the document. Instead, you might want to set pagination options to control where Word positions automatic page breaks. For example, you can prevent a page break from occurring within

a paragraph or within a table row. Or ensure that a page break doesn't fall between two paragraphs, such as a heading and the following paragraph.

## **Insert a Manual Page Break**

- 1. Click where you want to start a new page.
- 2. On the **Insert** menu, click **Break**.
- 3. Click Page Break.

## **Insert a Section Break**

- 1. Click where you want to insert a section break. (section break: A mark you insert to show the end of a section. A section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers.).
- 2. On the **Insert** menu, click **Break**.
- 3. Under **Section break types**, click the option that describes where you want the new section to begin. (Section: A portion of a document in which you set certain page formatting options. You create a new section when you want to change such properties as line numbering, number of columns, or headers and footers.)