

New Hope Community Development Group



Beginner / Refresher Microsoft Word



Technology Workshop Level 2

Microsoft Word is a **word** processing program. We use it to create documents such as letters and reports. In this workshop, we will learn to format documents., page layouts, text formatting, Inserting images, Creating, modifying, and filling tables, Page navigation, Grammar check, borders and shading, Headers and Footers, and more...

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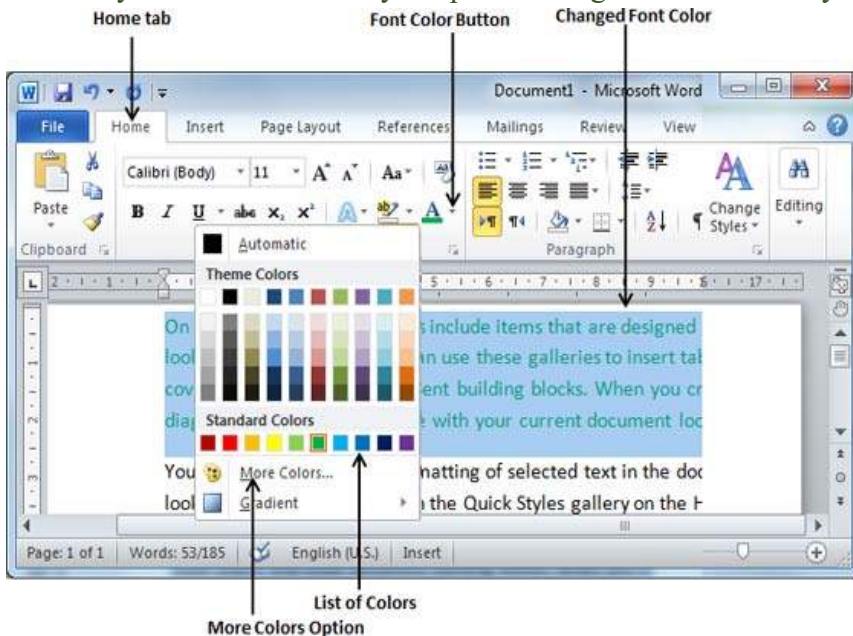
Technology Workshop Level 2

Change Text Color in Word

In this chapter, we will discuss how to change text colors in Word. We will also understand how to mark text which should look like it was marked with a highlighter pen. In addition, we will learn how to apply different effects on portions of text.

Change Font Colors

The text that we type comes in black by default; you can always change the color of the font to a color of your choice. It is very simple to change the text color by following two simple steps –



Step 1 – Select the portion of text the font color of which needs to be changed. You can use any of the text selection method to select the portion of text.

Step 2 – Click the **Font Color** button triangle to display a list of colors. Try to move your mouse pointer over different colors and you will see the text color will change automatically. You can select any of the colors available by simply clicking over

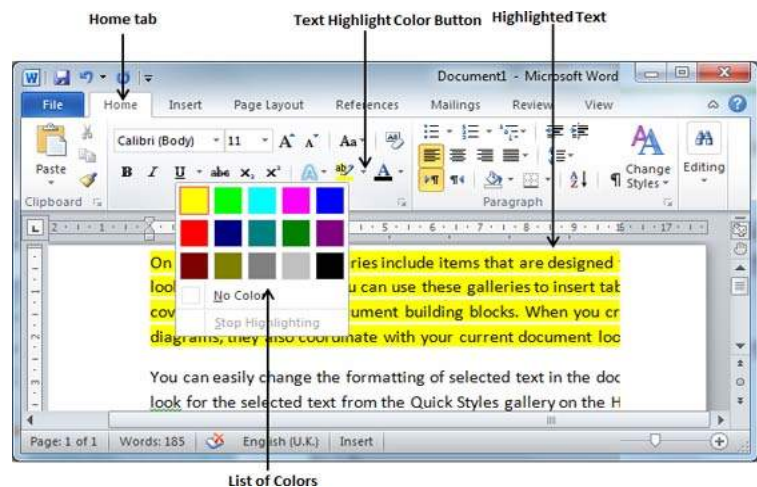
it.

If you click at the left portion of the Font Color button, the selected color gets applied to the text automatically; you need to click over the small triangle to display a list of colors.

If you do not find a color of your choice, you can use the **More Colors** option to display the **color pallet** box which allows you to select a color from a range of colors.

Highlight Text with Colors

You can highlight a selected portion of text using any color and it will look like it was



marked with a highlighter pen. Usually we highlight a text using yellow color. It is very simple to highlight a portion of text with a color by following two simple steps

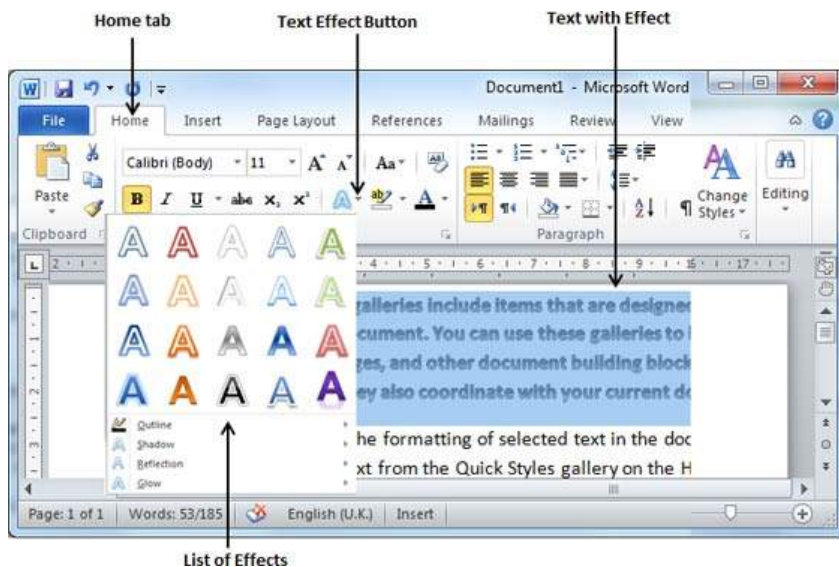
Step 1 – Select the portion of text that needs to be highlighted with color. You can use any of the text selection method to select the portion of text.

Step 2 – Click the **Text Highlight Color** button triangle to display a list of colors. Try to move your mouse pointer over different colors and you will see the text color changes automatically. You can select any of the colors available by simply clicking over it.

If you click at the left portion of the **Text Highlight Color** button, then the selected color gets applied to the portion of text automatically; you need to click over the small triangle to display a list of colors.

Apply Text Effects

Microsoft word provides a list of text effect which add to the beauty of your document, especially to the cover page or the headings of the document. This is very simple to apply various text effects by following two simple steps –



Step 1 – Select the portion of text that you want to change to a bold font. You can use any of the text selection method to select the portion of text.

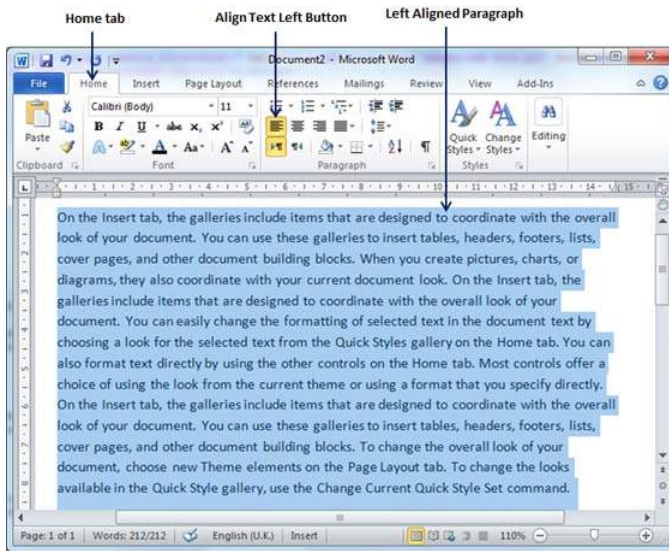
Step 2 – Click the **Text Effect** button to display a list of effects including shadow, outline, glow, reflection etc. Try to move your mouse pointer over different effects and you will see the text effect will change automatically.

You can select any of the text effect available by simply clicking over it.

Text Alignments in Word

In this chapter, we will discuss text alignments in Word. There are four types of paragraph alignment available in Microsoft Word — left-aligned, center-aligned, right aligned, and justified.

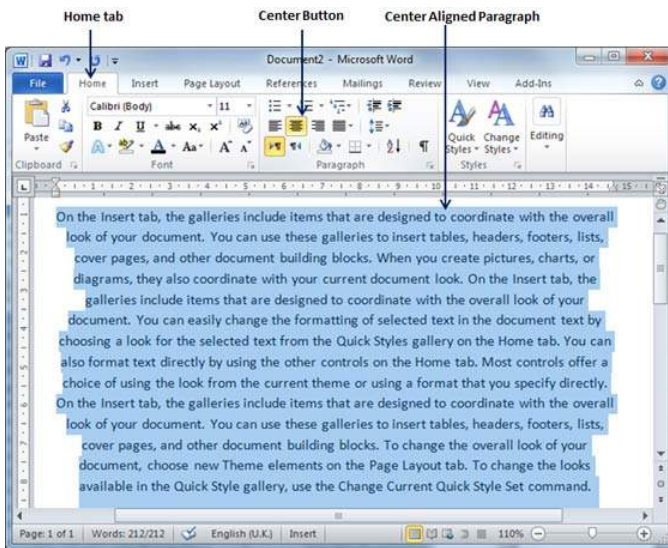
Left-Aligned Text



A paragraph's text is left aligned when it is aligned evenly along the left margin. Here is a simple procedure to make a paragraph text left-aligned.

Step 1 – Click anywhere on the paragraph you want to align and click the **Align Text Left** button available on the **Home tab** or simply press the **Ctrl + L** keys.

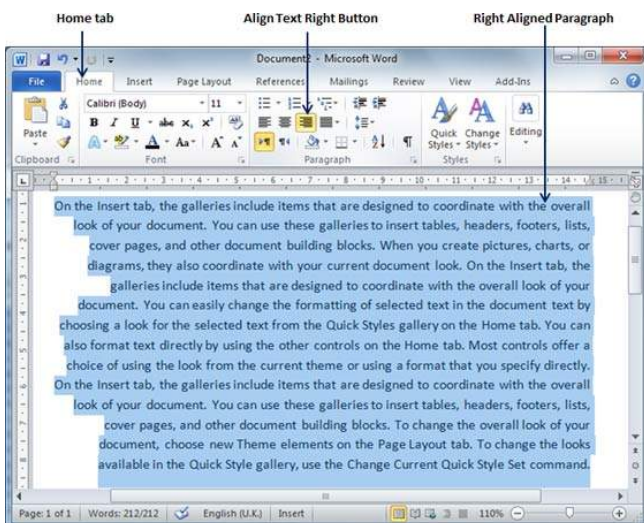
Center Aligned Text



A paragraph's text will be said center aligned if it is in the center of the left and right margins. Here is a simple procedure to make a paragraph text center aligned.

Step 1 – Click anywhere on the paragraph you want to align and click the **Center** button available on the **Home tab** or simply press the **Ctrl + E** keys.

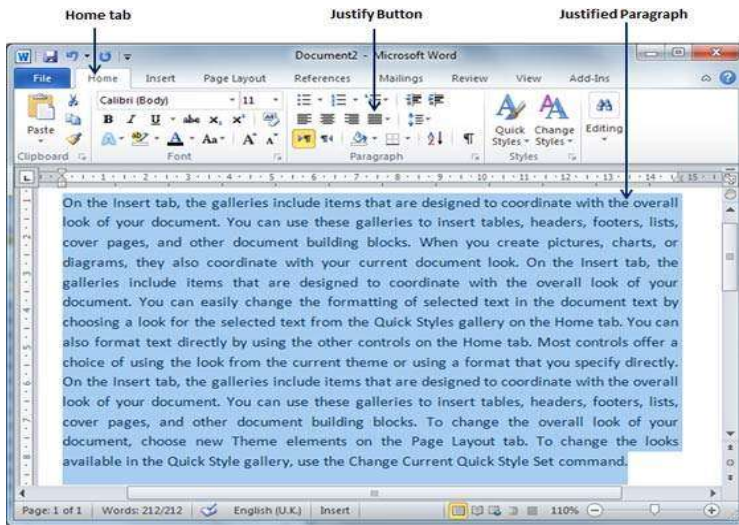
Right-Aligned Text



A paragraph's text is right-aligned when it is aligned evenly along the right margin. Here is a simple procedure to make a paragraph text right-aligned.

Step 1 – Click anywhere on the paragraph you want to align and click the **Align Text Right** button available on the **Home tab** or simply press the **Ctrl + R** keys.

Justified Text



A paragraph's text is justified when it is aligned evenly along both the left and the right margins. Following is a simple procedure to make a paragraph text justified.

Step 1 – Click anywhere on the paragraph you want to align and click the **Justify** button available on the **Home** tab or simply press the **Ctrl + J** keys.

When you click the **Justify** button, it displays four options, justify, justify low, justify high and justify medium. You need to select only the justify option. The difference between these options is that low justify creates little space between two words, medium creates a more space than low justify and high creates maximum space between two words to justify the text.

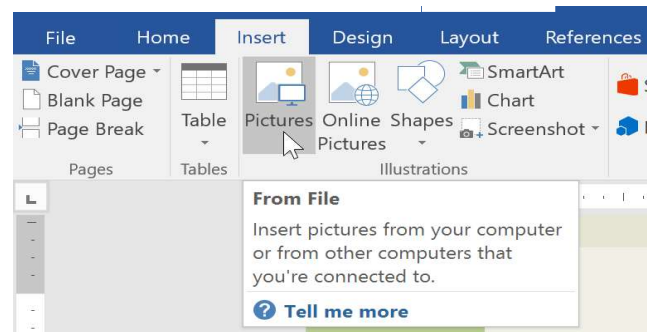
Working With Pictures

To insert a picture from a file:

If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer.



1. Place the **insertion point** where you want the image to appear.
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.
3. The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.
4. The image will appear in the document.



Resize an image

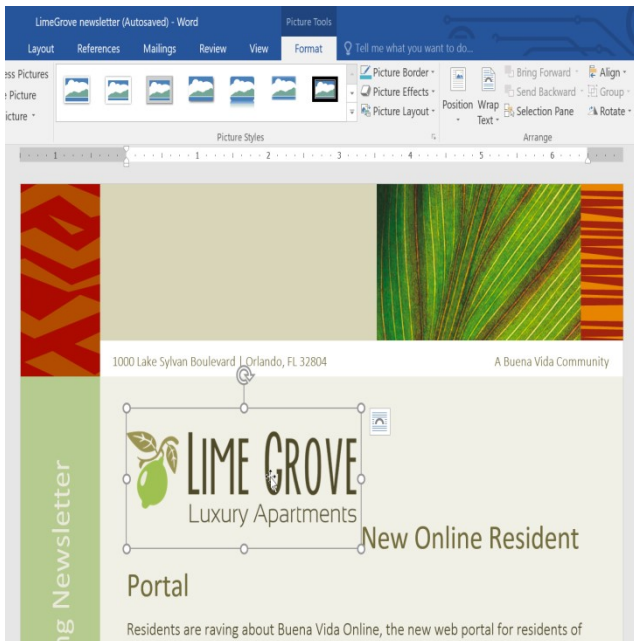
To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.



Text wrapping

Changing text wrapping settings

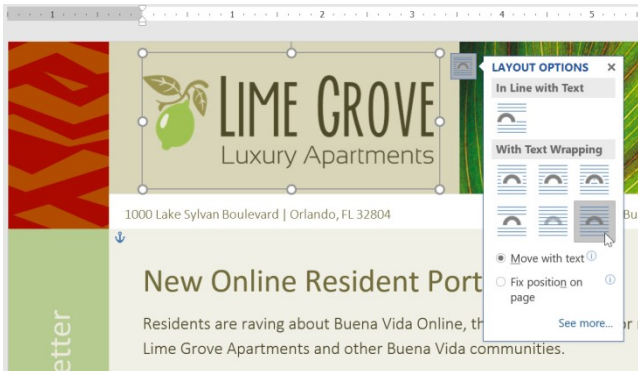
When you insert a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.



To wrap text around an image:

1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.
2. On the **Format tab**, click the **Wrap Text** command in the **Arrange** group. Then select the desired text wrapping option. In our example, we'll select **In Front of Text** so we can freely move it without affecting the text. Alternatively, you can select **More Layout Options** to fine tune the layout.
3. The text will wrap around the

image. You can now **move** the image if you want. Just click and drag it to the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.



Alternatively, you can access text wrapping options by selecting the image and clicking the **Layout Options** button that appears.

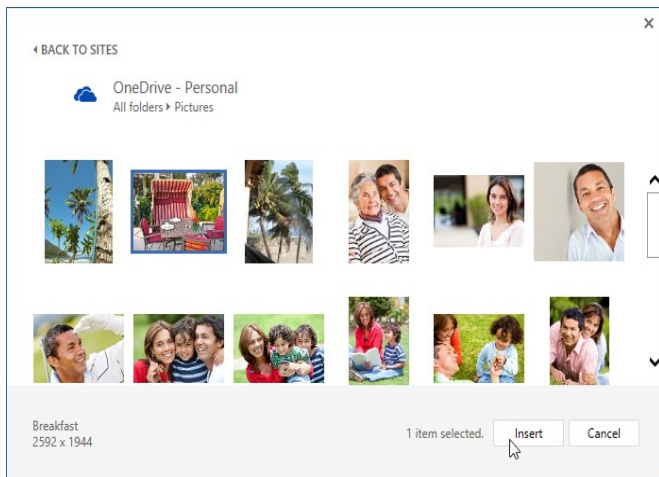
If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select **Use Alignment Guides** from the drop-down menu that appears.

Using a predefined text wrapping setting

Predefined text wrapping allows you to quickly move the image to a specific location on the page. The text will automatically wrap around the object so it's still easy to read.

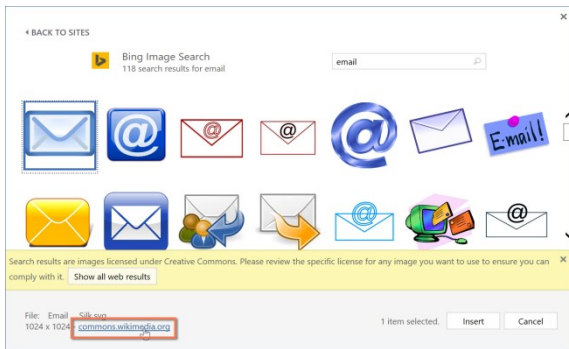
Inserting online pictures

If you don't have the picture you want on your computer, you can **find a picture online** to add to your document. Word offers two options for finding online pictures.



- **OneDrive:** You can insert an image stored on your OneDrive. You can also link other **online accounts** with your Microsoft account, such as Facebook and Flickr.

- **Bing Image Search:** You can use this option to search the Internet for images. By default, Bing only shows images that are licensed under **Creative Commons**, which means



you can use them for your own projects. However, you should click the link to the image's website to see if there are any restrictions on how it can be used.

To insert an online picture:

1. Place the **insertion point** where you want the image to appear.
2. Select the **Insert** tab, then click the **Online Pictures** command.
3. The Insert Pictures dialog box will appear.
4. Choose **Bing Image Search** or your **OneDrive**. In our example, we'll use Bing Image Search.
5. Press the **Enter** key. Your search results will appear in the box.
6. Select the desired image, then click **Insert**.
7. The image will appear in the document.

When adding images, to your own projects, it's important to make sure you have the legal rights to use them.

Class Assignment 1

1. Open a new **Document**.

2. Create a Business Letter

A “Corporate Stripe” is a set of documents that have the company logo, fonts, and styles. This exercise allows you to practice formatting text and pictures while you create a business letter.

Your **company name and address should already be there**.

Computers Are Us
555 Main Street
Brighton, MI 48116
(810) 555-1212

Type a sample business letter:

Dear Sir,

Thank you for your order, yesterday. We will be shipping your parts by FedX ground.

Sincerely,

Your Name

3. Select All of the text and use the Font options to format the type: Tahoma, 12 point, bold, centered, and dark red
4. Select the first line of type and make it 14 point.

NEXT

5. Insert a Picture from ClipArt or Online Pictures into the document.
 - Search for a photo or cartoon of a computer
 - Select two or three images and Download them
6. Use one of the pictures for a company logo
7. Resize the picture
8. Center it above the Company name and address
9. Change the text wrapping of the picture to Square.
10. Drag the picture to the right side of the bottom paragraph.
11. Place your insertion point next to the heading.
12. Use the Online Pictures command - type what you are looking for into the search.
13. Insert the picture.
14. If needed, use the corner sizing handle to resize the picture so everything fits.
15. Change the text wrapping to Square and drag the picture where desired

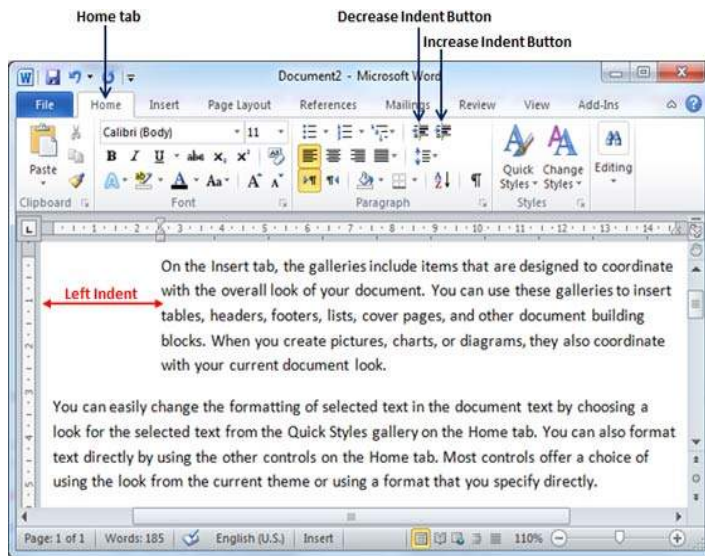
Save as Class Assignment 1

Indent Paragraphs in Word

In this chapter, we will discuss the how to indent paragraphs in Word. As you know the margin settings determine the blank space that appears on each side of a paragraph. You can indent paragraphs in your document from the left margin, the right margin, or both the margins. This chapter will teach you how to indent your paragraphs with or without the first line of the paragraphs.

Left Indentation

Left indentation means to move the left edge of the paragraph inward towards the center of the paragraph. Let us use the following steps to create left indentation.



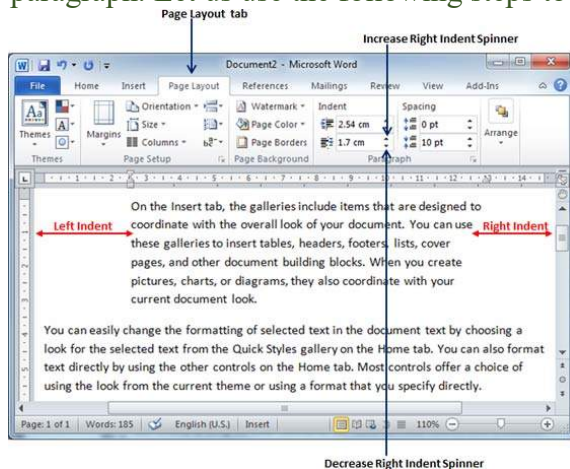
Step 1 – Click anywhere on the paragraph you want to indent left and click the **Increase Indent** button available on the **Home tab** or simply press the **Ctrl + M** keys. You can click multiple times to create deeper indentation.

Step 2 – You can remove left indentation by clicking the **Decrease Indent** button available on **Home tab** or simply press **Ctrl + Shift+ M** keys. You can click multiple times to remove deeper indentation.

You can also use the **Paragraph Dialog Box** to set left and right indentations.

Right Indentation

Right indentation means to move the right edge of the paragraph inward towards the center of the paragraph. Let us use the following steps to create right indentation.



Step 1 – Click anywhere on the paragraph you want to indent and then click on the Increase Right Indent spinner available on the Page Layout tab. You can click on the spinner multiple times to create deeper indentation. You can use the Left Indent spinners as well to set left indentation from the same place.

Step 2 – You can remove right indentation by clicking the **Decrease Right Indent** spinner in the opposite direction.

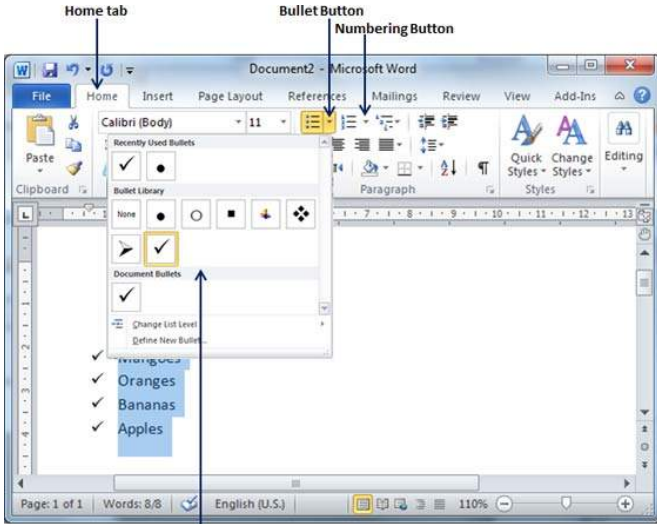
You can also use the **Paragraph Dialog Box** to set the left and the right indentations. We will see this dialog box in the next section.

Create Bullets in Word

Microsoft word provides bullets and numbers to put a list of items in a nice order. This chapter will teach you simple steps to create either the bulleted or the numbered lists in simple steps.

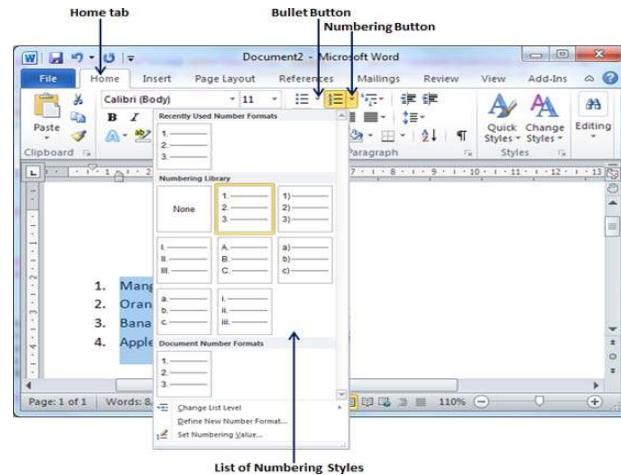
Create a List from Existing Text

This is very simple to convert a list of lines into a bulleted or numbered list. Following are the simple steps to create either bulleted list or numbered list.



Step 1 – Select a list of text to which you want to assign bullets or numbers. You can use any of the text selection method to select the portion of text.

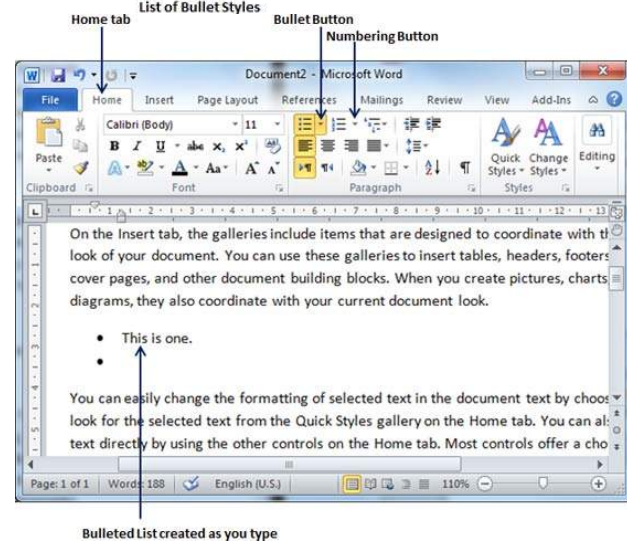
Step 2 – Click the **Bullet Button** triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.



Step 3 – If you are willing to create a list with numbers, then click the **Numbering Button** triangle instead of the bullet button to display a list of numbers you want to assign to the list. You can select any of the numbering style available by simply clicking over it.

Create a List as You Type

You can create a bulleted list as you type. Word will automatically format it according to your text. Following are the simple steps to create bulleted list as you type.

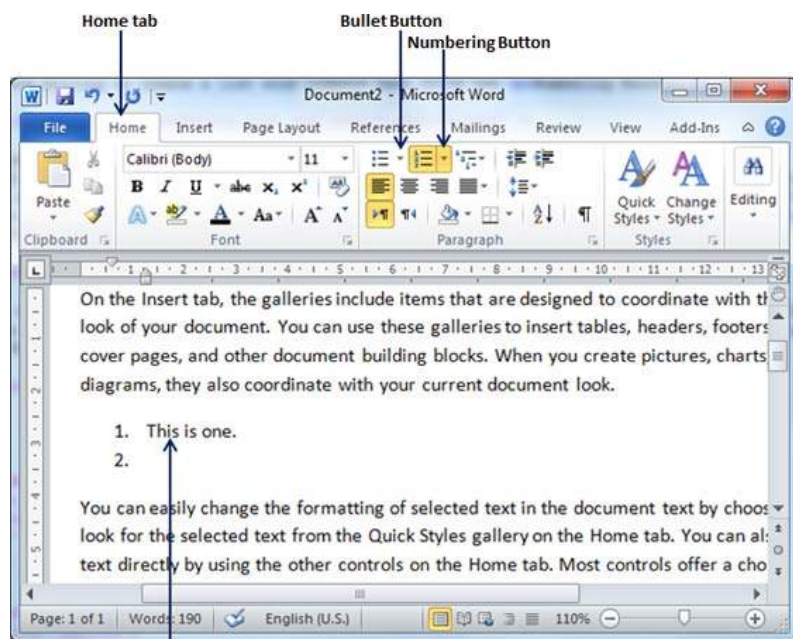


Step 1 – Type *, and then either press the **SPACEBAR** or press the **TAB** key, and then type the rest of what you want in the first item of the bulleted list.

Step 2 – When you are done with typing, press **Enter** to add the item in the list automatically and go to add next item in the list.

Step 3 – Repeat Step 2 for each list item.

You can create a numbered list as you type. Word will automatically format it according to your text.

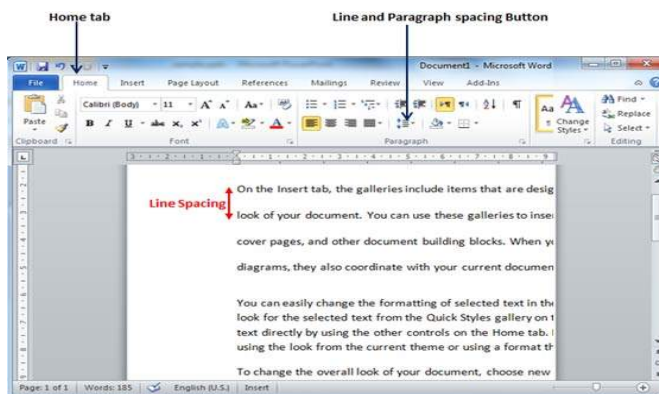


Numbered List created as you type

You can create sub-lists. These sub-lists are called multi-lists. It is simple to create sublists; press the Tab key to put items in sub-list. You can try it yourself.

Set Line Spacing in Word

In this chapter, let us discuss how to set line spacing in Word. A line spacing is the distance between two lines in a Microsoft Word document. You can increase or decrease this distance as per your requirement by following a few simple steps. This chapter will explain how to set the distance between two lines.



to

Spacing between Lines

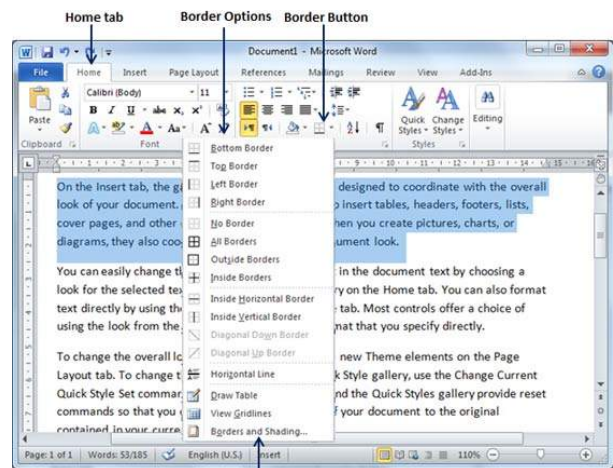
Following are the simple steps to adjust spacing between two lines of the document.

Step 1 – Select the paragraph or paragraphs for which you want to define spacing. You can use any of the text selection method to select the paragraph(s).

Step 2 – Click the **Line and Paragraph Spacing Button** triangle to display a list of options to adjust space between the lines. You can select any of the option available by simply clicking over it.

Borders and Shades in Word

In this chapter, we will discuss how to work on borders and shades in Word. Microsoft Word allows you to place a border on any or all of the four sides of selected text, paragraphs, and pages. You can also add different shades to the space occupied by the selected text, paragraphs, and pages. This chapter will teach you how to add any of the borders (left, right, top or bottom) around a text or paragraph or a page and how to add different shadows to them.



Border and Shading option

Add Borders to Text

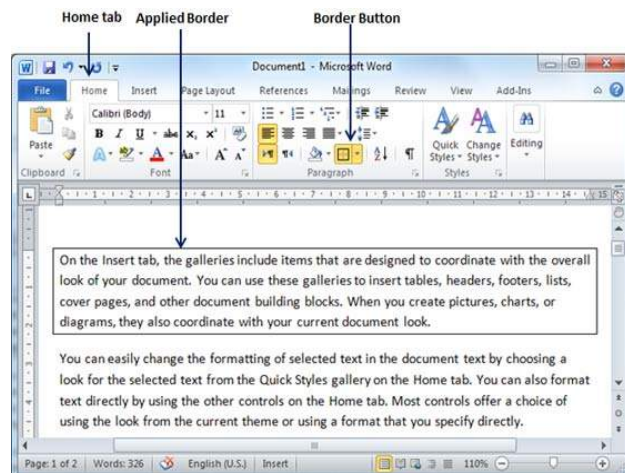
Following are the simple steps to add border to any text or paragraph.

Step 1 – Select the portion of text or paragraph to which you want to add border. You can use any of the text selection method to select the paragraph(s).

Step 2 – Click the **Border Button** to display a list of options to put a border around the selected text or paragraph. You can select any of the option available by simply clicking over it.

Step 3 – Try to add different borders like left, right top or bottom by selecting different options from the border options.

Step 4 – To delete the existing border, simply select the **No Border** option from the border options.



Note – You can add a horizontal line by selecting the **Horizontal Line** option from the border options. Otherwise type --- (three hyphens) and press **ENTER**. A single, light horizontal line will be created between the left and the right margins.

Add Borders to Page

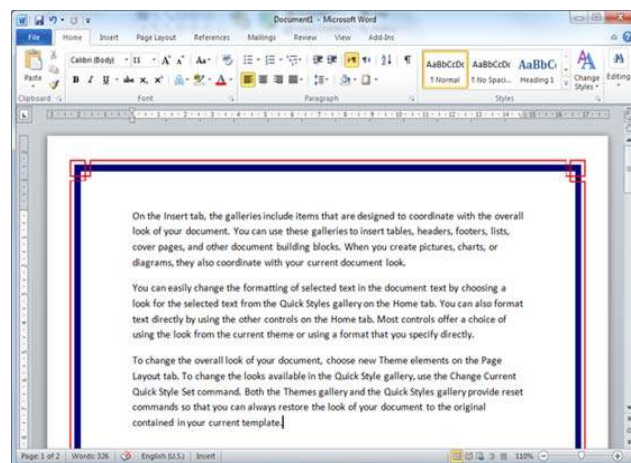
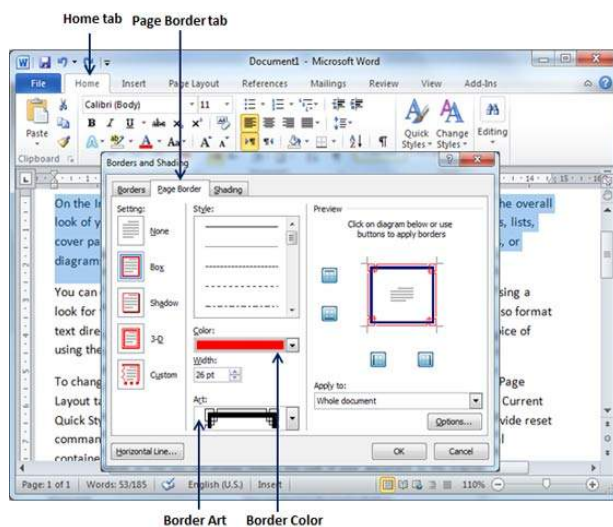
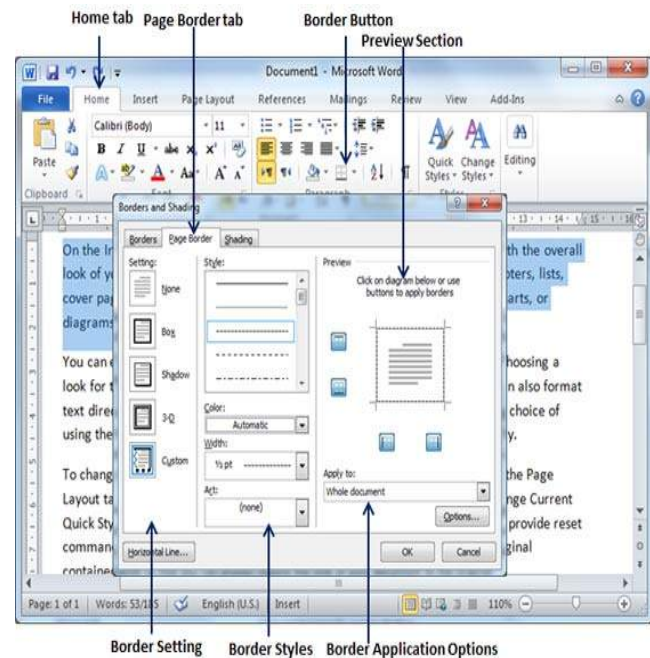
You can add borders of your choice to word pages by following the steps given below.

Step 1 – Click the **Border Button** to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options as shown in the above screenshot. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected text or page borders.

Step 2 – Click the **Page Border** tab which will display a list of border settings, styles and options whether this border should be applied to the whole document or just one page or the first page.

Step 3 – You can use the **Preview** section to disable or enable left, right, top or bottom borders of the page. Follow the instruction given in the preview section itself.

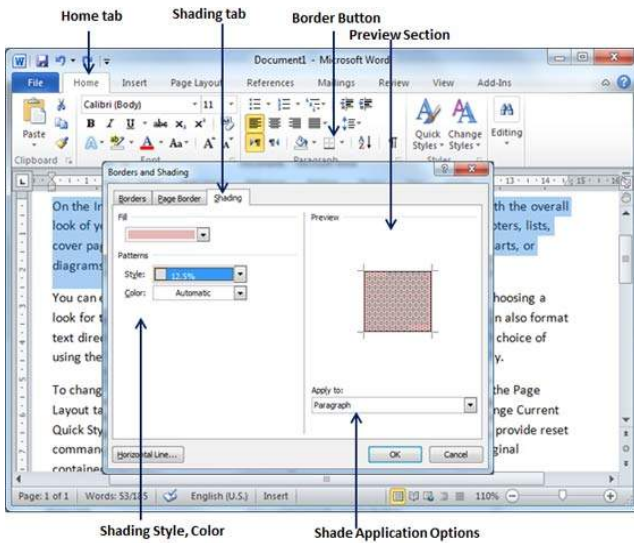
Step 4 – You can customize your border by setting its color, width by using different art available under the style section.



You can have similar or even better borders as given below.

Add Shades to Text

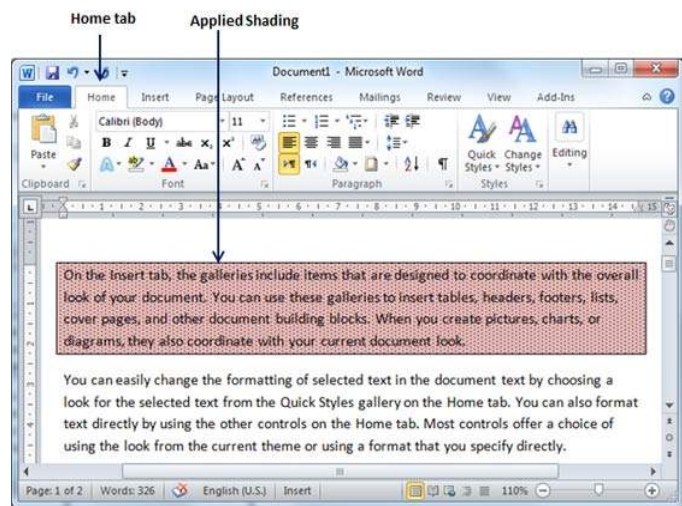
The following steps will help you understand how to add shades on a selected portion of text or a paragraph(s).



Step 1 – Click the **Border Button** to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options as shown in the above screenshot. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected portion of text or page borders.

Step 2 – Click the **Shading** tab; this tab will display the options to select **fill**, **color** and **style** and whether this border should be applied to a paragraph or a portion of text.

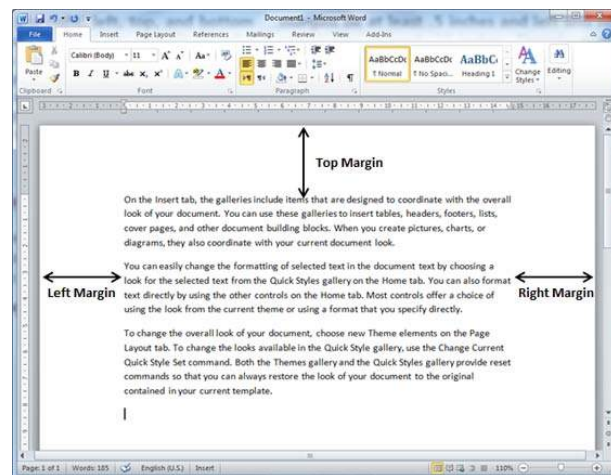
Step 3 – You can use the **Preview** section to have an idea about the expected result. Once you are done, click the **OK** button to apply the result.



Adjust Page Margins in Word

In this chapter, we will discuss how to adjust page margins in Word. Margins are the space between the edge of the paper and the text. You can adjust the right, left, top, and bottom margins of your document. By default, Word sets all margins left, right, top, and bottom to 1 inch.

In the screenshot given below, I have shown top, left and right margins, if you will type the complete page, word will leave 1-inch bottom margin as well.



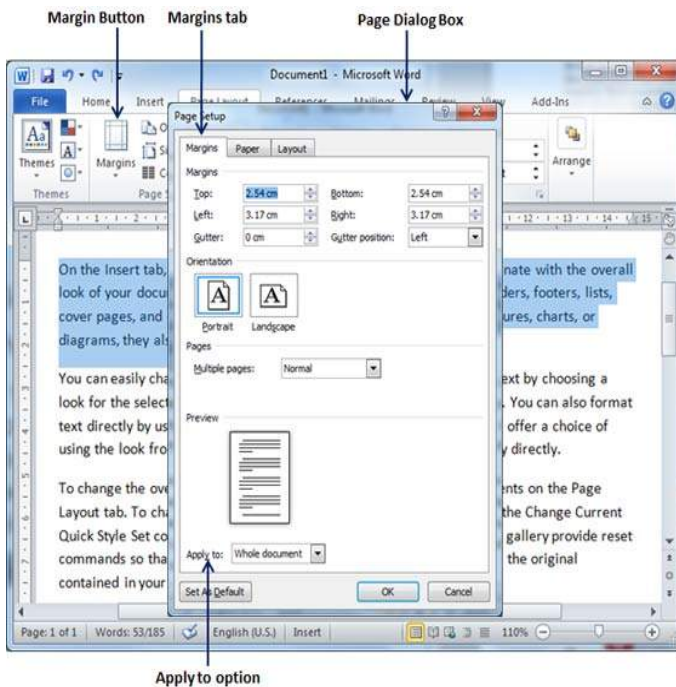
Adjust Margins

The following steps will help you understand how to set margins for an open document.

Step 1 – Open the document the margins of which need to be set. If you want the margins to be applied only to a selected part of a document, select that particular part.

Step 2 – Click the **Page Layout** tab, and click the **Margins** button in the Page Setup group. This will display a list of options to be selected but you have to click the **Custom Margins** option available at the bottom.

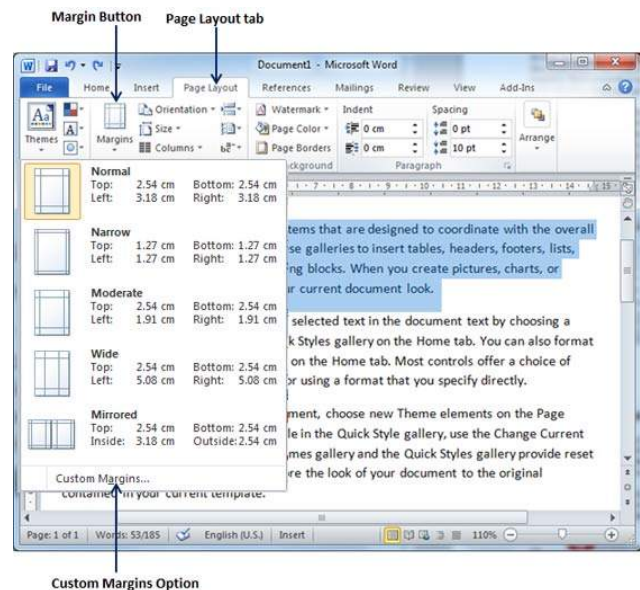
You can also select any of the predefined margins from the list, but using custom margins option you will have more control on all the settings.



one edge for the binding, enter that amount in the **Gutter** text box, and select the side the gutter is on with the **Gutter Position** drop-down list. After setting all the desired values for all the margins, click the **OK** button to apply the margins.

Step 3 – You will have to display a **Page Dialog Box** as shown below where you can set top, left, right and bottom margins under the **Margins** Tab. Select the **Apply to:** option to apply the margin on selected text or complete document.

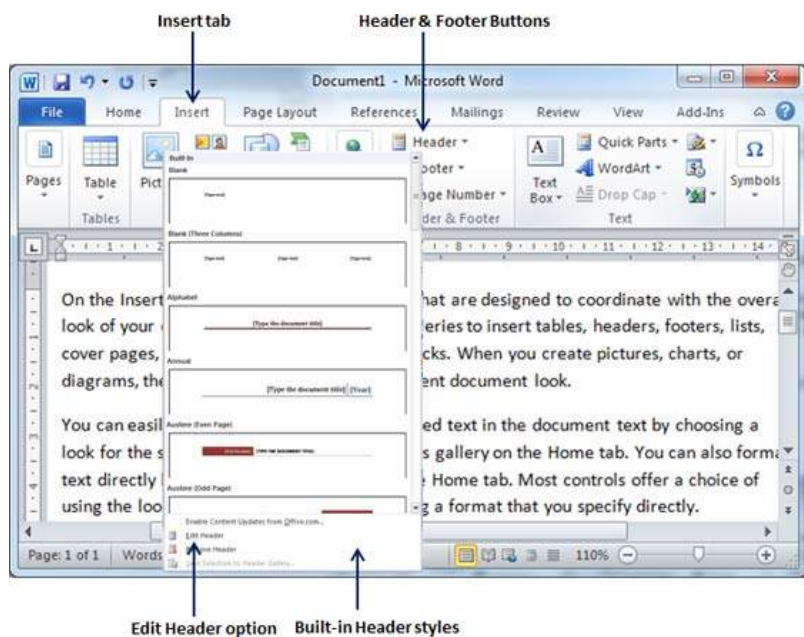
Step 4 – If you are going to bind the document and want to add an extra amount of space on



Header and Footer in Word

In this chapter, we will discuss how to add header and footer in Word. Headers and footers are parts of a document that contain special information such as page numbers and the total number of pages,

the document title, company logo, any photo, etc. The header appears at the top of every page, and the footer appears at the bottom of every page.

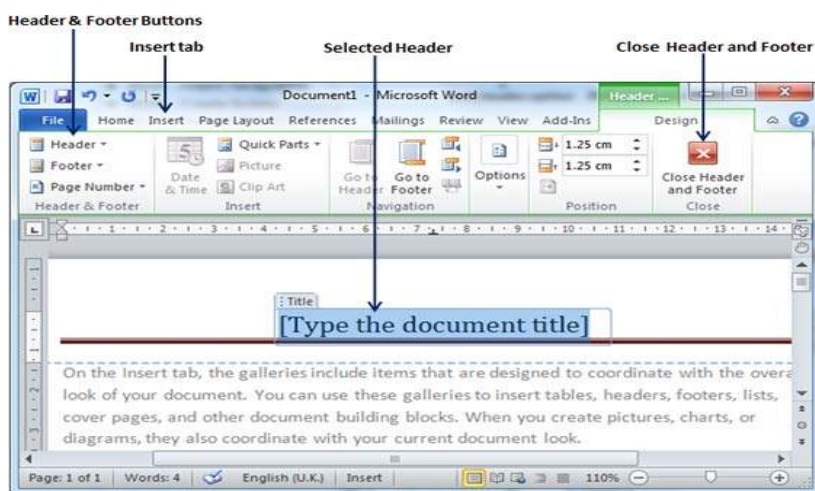


Add Header and Footer

The following steps will help you understand how to add header and footer in a Word document.

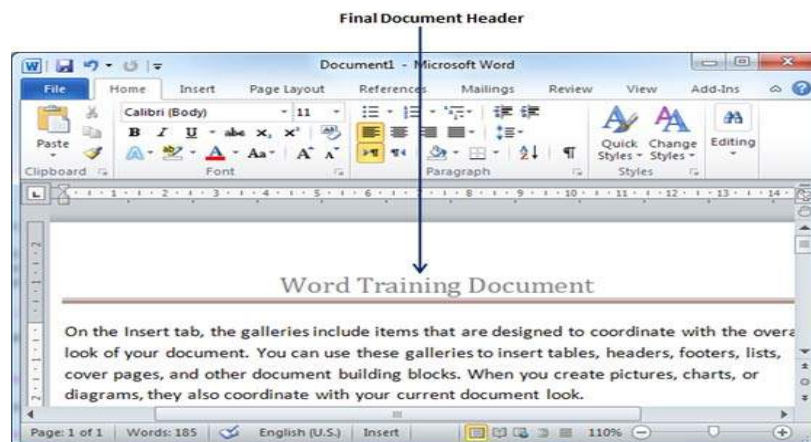
Step 1 – Click the **Insert** tab, and click either the **Header** button or the **Footer** button that which needs to be added first. Assume you are going to add Header; when you click the **Header** button it will display a list of built-in Headers from where you can choose any of the headers by simply clicking on it.

Step 2 – Once you select any of the headers, it will be applied to the document in editable mode and the text in your document will appear dimmed, **Header** and **Footer** buttons appear on the Ribbon and a **Close Header and Footer** button will also appear at the top-right corner.



Step 3 – Finally, you can type your information whatever you want to have in your document header and once you are done, click **Close Header and Footer** to come out of the header insertion mode. You will see the final result as follows.

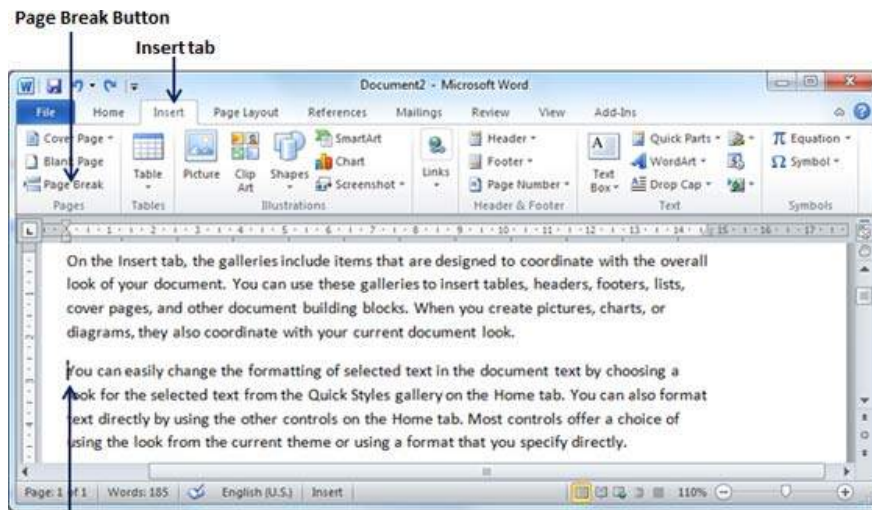
You can follow a similar procedure to add footer in your document.



Insert Page Breaks in Word

In this chapter, we will discuss how to insert page breaks in Word. Microsoft Word automatically starts a new page when the current page fills with text but you can insert a page break to force Word to start text on a new page. You can insert a page break using either the mouse or the keyboard.

Insert Page Breaks



The following steps will help you insert page breaks in a Word document.

Step 1 – Bring your insertion point immediately before the text that has to appear on a new page.

Step 2 – Click the **Insert** tab, and click the **Page Break** button available in the Pages group.

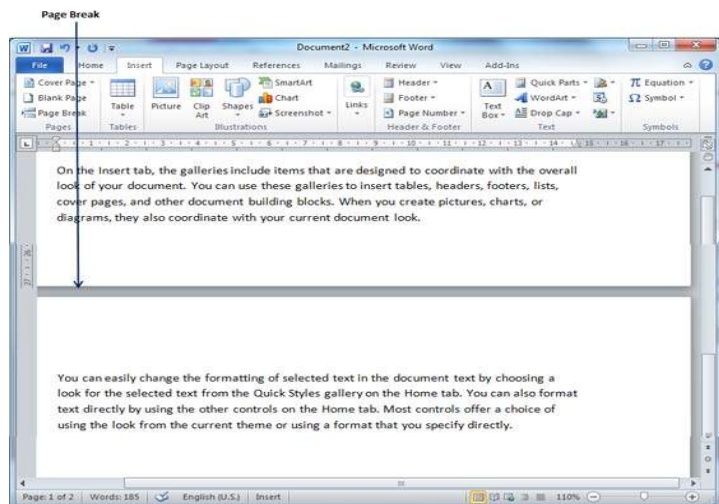
Insertion Point

Word inserts a page break and moves all text after the page break onto a new page. You can also use the **Ctrl + Enter** keys to create a page break at the pointed location.

Delete a Page Break

Just put the insertion point on the previous page of the page break that needs to be deleted. Press the **Delete** key multiple times until both the pages get merged.

Insert Blank Pages in Word



In this chapter, let us discuss how to insert blank pages in Word. A blank page is a page which does not have any text or any other content over it. This chapter will also make you understand how to delete a blank page from your Microsoft Word document.

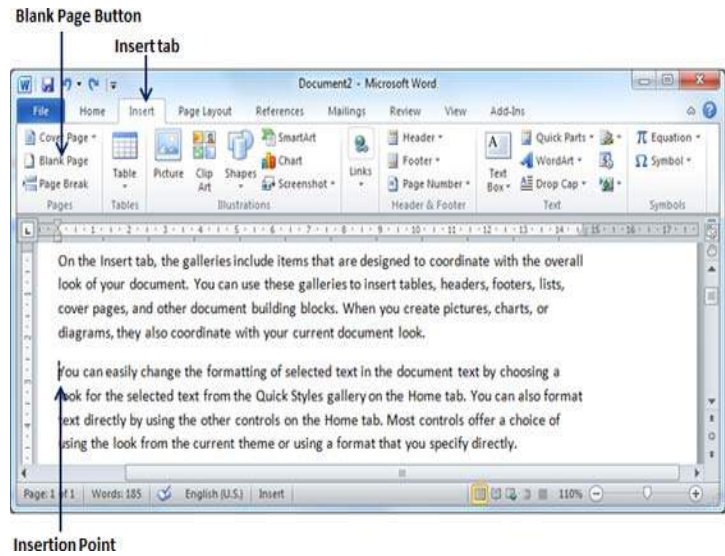
Insert Blank Pages

Following are the simple steps to insert blank page in a word document.

Step 1 – Bring your insertion point immediately before the text where you want to insert a blank page.

Step 2 – Click the **Insert** tab, and click the **Blank Page** button available in the Pages group.

Word inserts a new blank page and moves all the text after the page break onto a new page.



Delete Blank Pages

The following steps will help you delete blank page from a Word document.

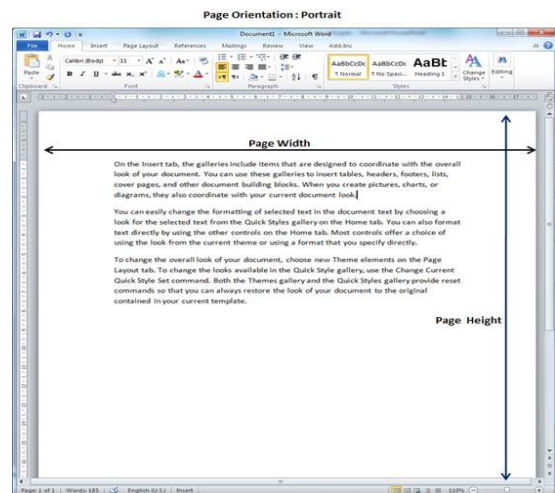
Step 1 – Click the **Home** tab. Bring your cursor immediately before the **Page Break** mark available on the blank page and press the **Delete** Key. This will delete the blank page

Page Orientation in Word

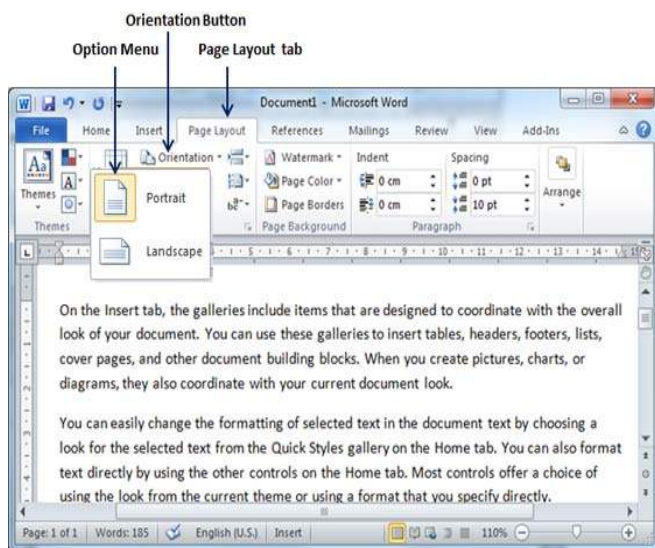
In this chapter, we will discuss page orientation in Word. Page Orientation is useful when you print your pages. By default, Microsoft Word shows a page in **portrait** orientation and in this case the width of the page is less than the height of the page; the page will be 8.5 inches × 11 inches.

You can change the page orientation from portrait to **landscape** orientation. In such case, the width of the page will be more than the height of the page and page will be 11 inches × 8.5 inches.

Change Page Orientation



The following steps will help you understand how to change the page orientation of a word document.



Step 1 – Open the Word document the orientation of which needs to be changed. By default, orientation will be **Portrait Orientation** as shown below.

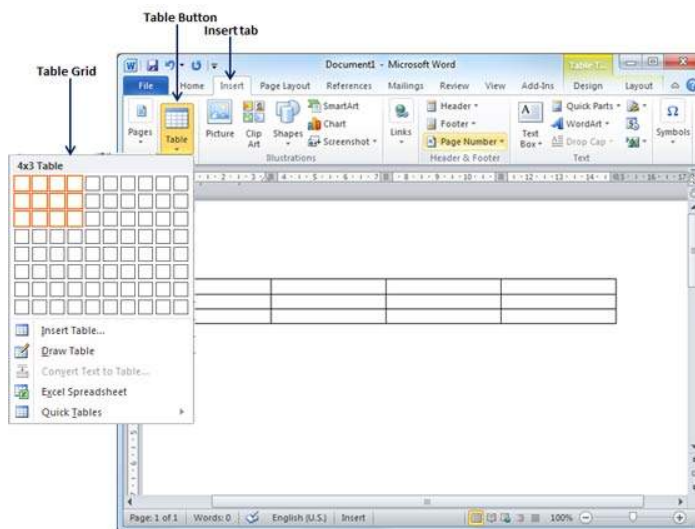
Step 2 – Click the **Page Layout** tab, and click the **Orientation** button available in the Page Setup group. This will display an **Option Menu** having both the options (Portrait & Landscape) to be selected.

Step 3 – Click any of the options you want to set to orientation. Because our page is already in portrait orientation, we will click

the **Landscape** option to change my orientation to landscape orientation.

Create a Table in Word

In this chapter, we will discuss how to create a table in Word. A table is a structure of vertical columns and horizontal rows with a cell at every intersection. Each cell can contain text or graphics, and you can format the table in any way you want. Usually the top row in the table is kept as a table header and can be used to put some informative instruction.

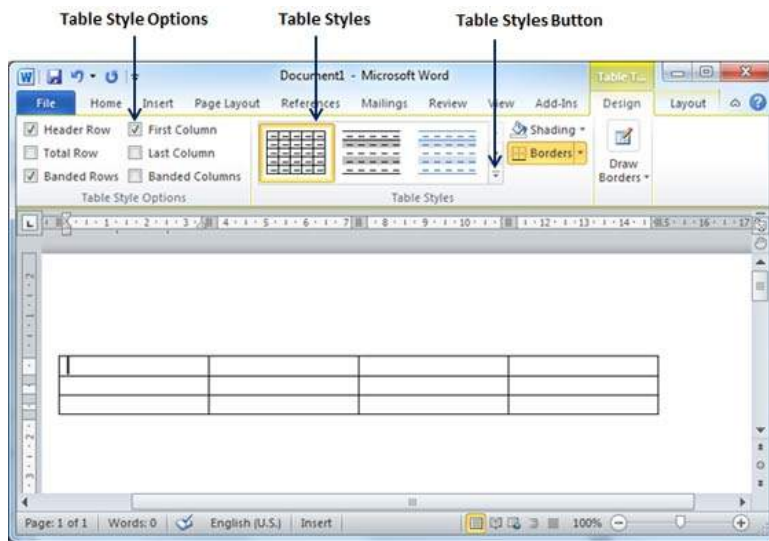


Create a Table

The following steps will help you understand how to create a table in a Word document.

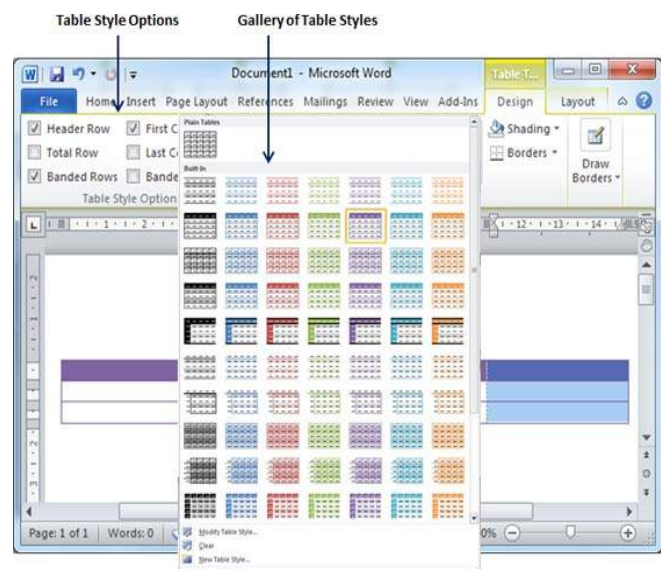
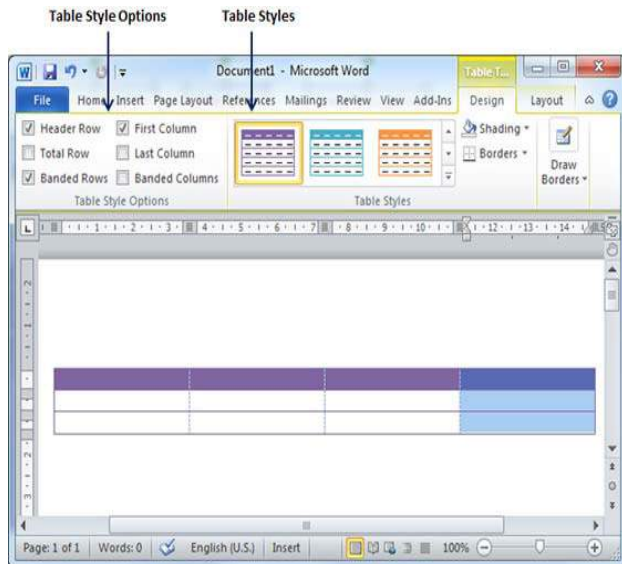
Step 1 – Click the **Insert** tab followed by the **Table** button. This will display a simple grid as shown below. When you move your mouse over the grid cells, it makes a table in the table that appears in the document. You can make your table having the desired number of rows and columns.

Step 2 – Click the square representing the lower-right corner of your table, which will create an actual table in your document and Word goes in the table design mode. The table design mode has many options to work with as shown below.



Step 3 – This is an optional step that can be worked out if you want to have a fancy table. Click the **Table Styles button** to display a gallery of table styles. When you move your mouse over any of the styles, it shows real time preview of your actual table.

Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.



Delete a Table

Following are the simple steps to delete an existing table from a word document.

Step 1 – Click anywhere in the table you want to delete.

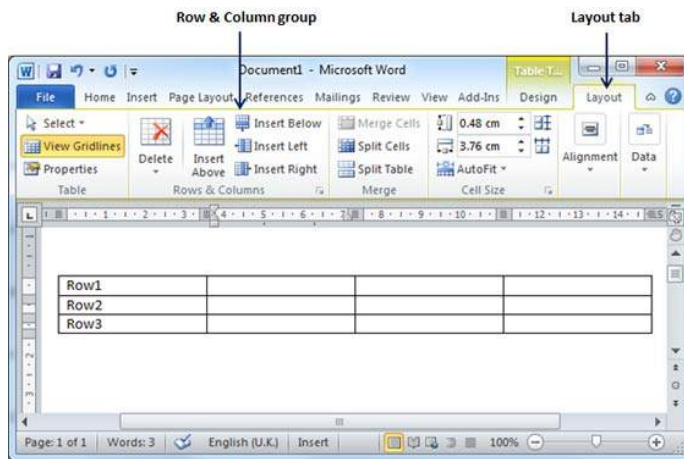
Step 2 – Click the **Layout tab**, and click the **Delete Table option** under the **Delete Table Button** to delete the complete table from the document along with its content.

Rows & Columns in Word

In this chapter, we will discuss how to work with rows and columns in Word. As discussed in the previous chapter, a table is a structure of vertical columns and horizontal rows with a cell at every intersection. A Word table can contain as many as 63 columns but the number of rows is unlimited. This chapter will teach you how to add and delete rows and columns in a table.

Add a Row

Following are the simple steps to add rows in a table of a word document.

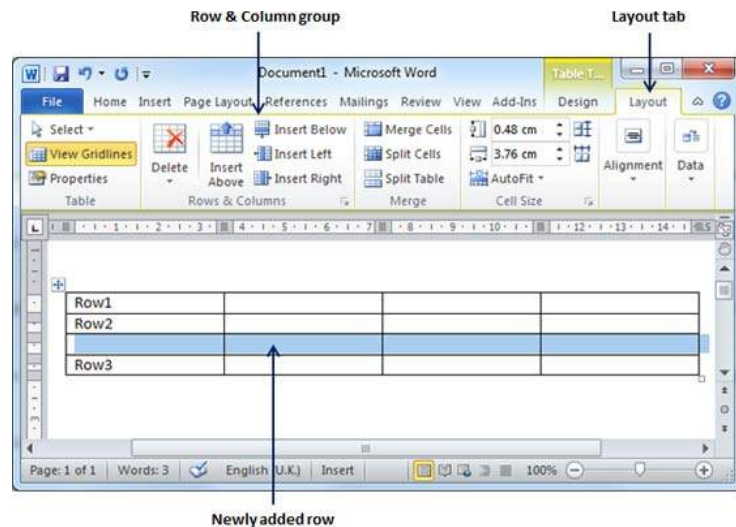


Step 1 – Click a row where you want to add an additional row and then click the **Layout tab**; it will show the following screen.

Step 2 – Now use the **Row & Column group** of buttons to add any row below above to the selected row. If you click the **Insert Below** button, it will add a row just below the selected row as

or

follows.



If you click the **Insert Above** button, it will add a row just above the selected row.

Delete a Row

The following steps will help you delete rows from a table of a Word document.

Step 1 – Click a row which you want to delete from the table and then click the **Layout tab**; it will show the following screen.

Step 2 – Click the **Layout tab**, and then click the **Delete Rows** option under the **Delete Table Button** to delete the selected row.

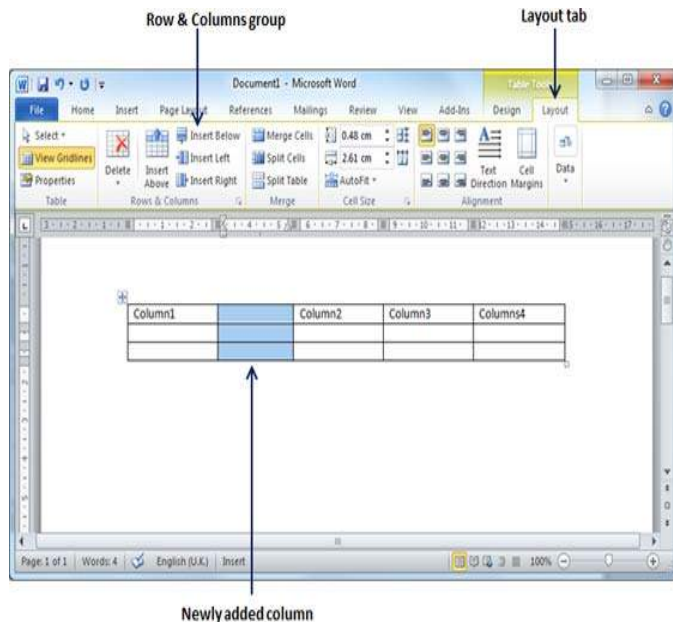
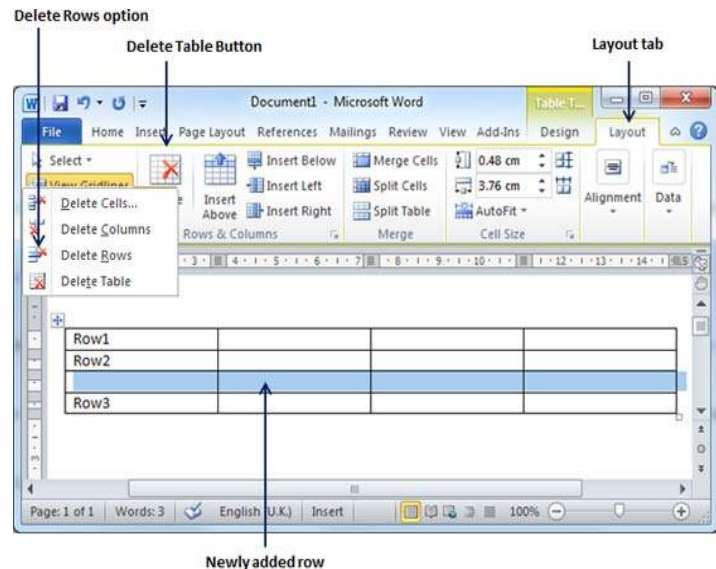
Add a Column

The following steps will help you add columns in a table of a Word document.

Step 1 – Click a column where you want to add an additional column and then click the **Layout tab**; it will show the following screen.

Step 2 – Now use the **Row & Column** group of buttons to add any column to the left or right of the selected column. If you click the **Insert Left** button, it will add a column just left to the selected column as follows.

If you click the **Insert Right** button, it will add a column just next to the selected column.



Delete a Column

Following are the simple steps to delete columns from a table of a word document.

Step 1 – Click a column which you want to delete from the table and then click the **Layout tab**; it will show the following screen.

Step 2 – Click the **Layout tab**, and click the **Delete Column** option under the **Delete Table Button** to delete the selected column.

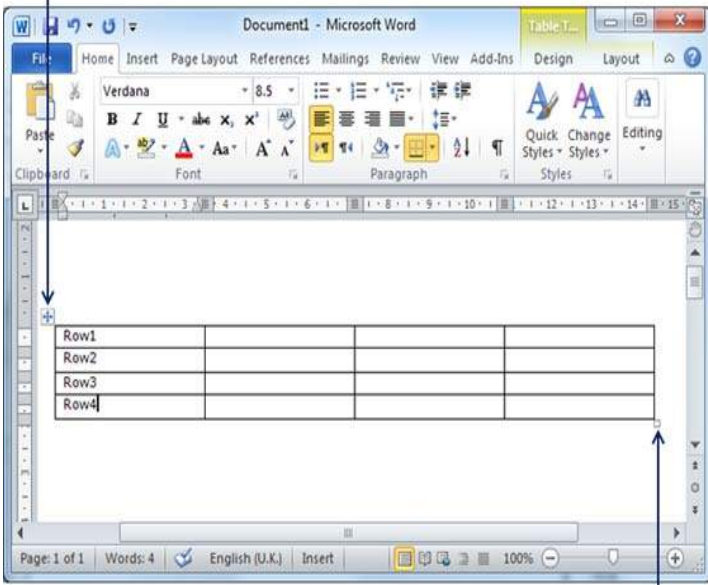
Resize a Table in Word

In this chapter, we will discuss how to resize a table in Word. Microsoft Word allows to resize a table to make it smaller and bigger as per your requirement.

Resize a Table

The following steps will help you resize a table available in a Word document.

Cross Icon



Resize Icon

Step 1 – Bring your mouse pointer over the table which you want to resize. As soon as you bring your mouse pointer inside the table, a small **Cross Icon** will appear at the top-left corner and a small **Resize Icon** will appear at the bottom-right corner of the table as shown below.

Step 2 – Bring the mouse pointer over the **Resize Icon** till it changes to a diagonal double-sided arrow and this is the time when you need to press the left mouse button and keep holding the button while resizing the table. Drag the table up to make it shorter or down to make it larger. You can drag the

table diagonally to simultaneously change both the width and the height of the table.

Merging Cells in Word

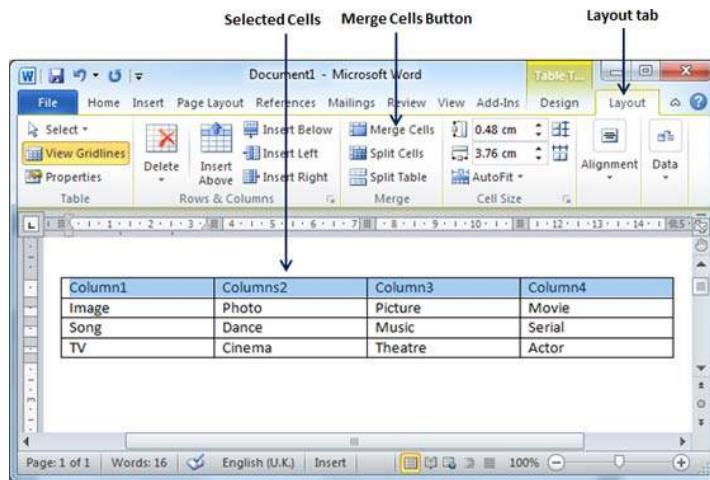
In this chapter, we will discuss how to merge table cells in Word. Microsoft Word allows the merging of two or more cells to create one large cell. You will frequently need to merge columns of the top row to create the title of the table. You can merge cells either row-wise or column-wise, rather you cannot merge cells diagonally. This chapter will teach you how to merge multiple rows or columns.

Merging Cells

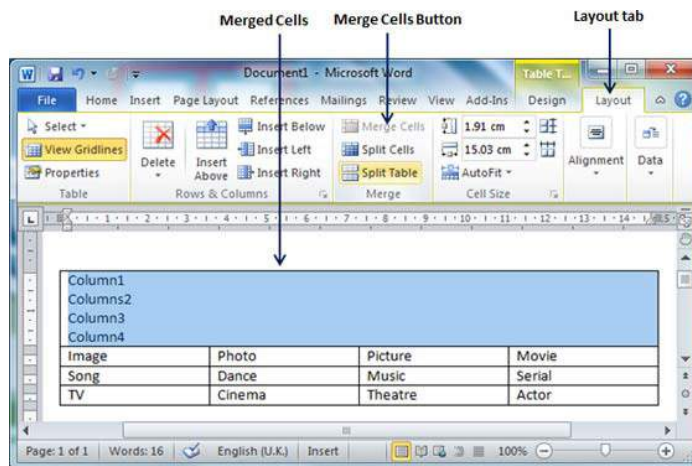
The following steps will help you merge table cells in a Word document.

Step 1 – Bring your mouse pointer position inside the first cell that you want to merge. Now press the **Shift** key and click the cells around the cell which you want to merge into the first cell. This will highlight the cells which you click and they will be ready to be merged.

Step 2 – Now click the **Layout tab** and then click the **Merge Cells** button which will merge all the selected cells.



After merging the cells, all the content of the cells will be scrambled which you can fix later as you like. For example, you can convert the merged cells text into title or some other description. For example, let us have center-aligned and bigger font text as follows on top of the table.

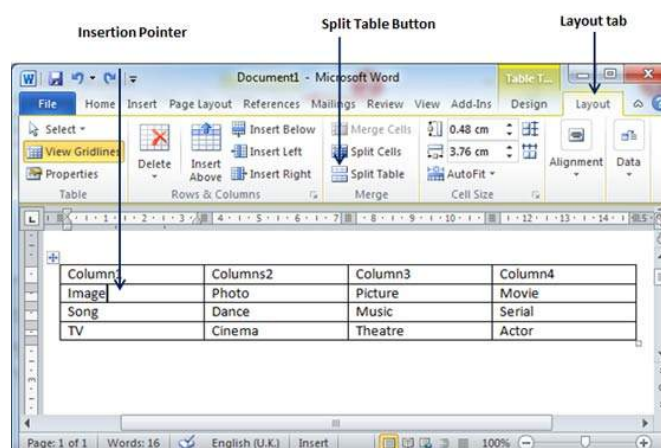


Split a Table in Word

In this chapter, let us discuss how to split a table in Word. Microsoft Word allows splitting a table into multiple tables but a single operation will always divide a table into two tables. This chapter will teach you how to split a table into two smaller tables.

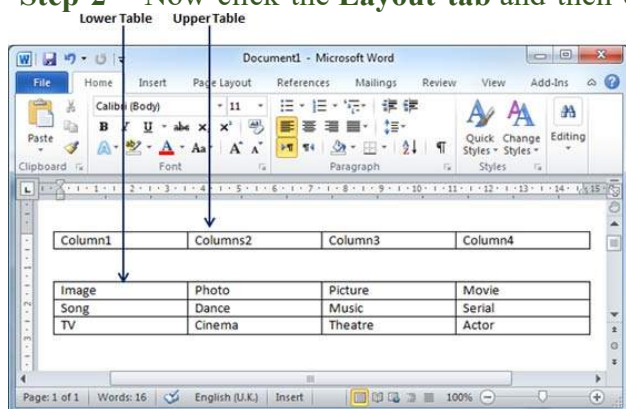
Split a Table

Following are the simple steps to split a table into two tables in a Word document.



Step 1 – Bring your mouse pointer position anywhere in the row that should appear as the first row of the new table.

Step 2 – Now click the **Layout** tab and then click the **Split Table** button which will split the table into two tables and the selected row will become the first row of the lower table.

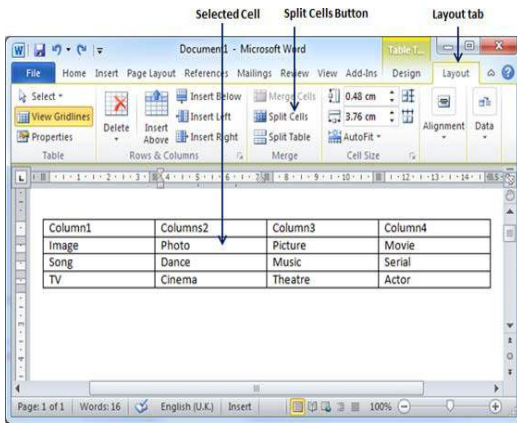


After splitting the table into two tables, you can further divide it into two parts and you can continue dividing the Word tables as long as a table has more than one row.

Split Cells in Word

In this chapter, we will discuss how to split table cells in Word. Microsoft Word allows splitting a cell into multiple cells. We will understand how to split a cell into multiple smaller sub-cells.

Split a Cell



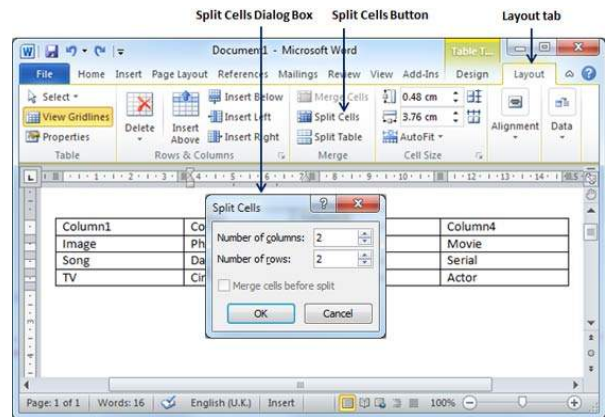
The following steps will help you split a cell into two sub-cells of a table available in word document.

Step 1 – Bring your mouse pointer position inside the cell that has to be divided into multiple cells.

Step 2 – Now click the **Layout** tab and then click the **Split Cells** button; this will display a dialog box asking for the number of rows and columns to be created from the selected cell.

Step 3 – Select the desired number of rows and columns that have to go into the resultant cell and finally click the **OK** button to apply the result.

You can divide a cell into multiple cells either row-wise or column-wise or both.



Borders & Shades in Word

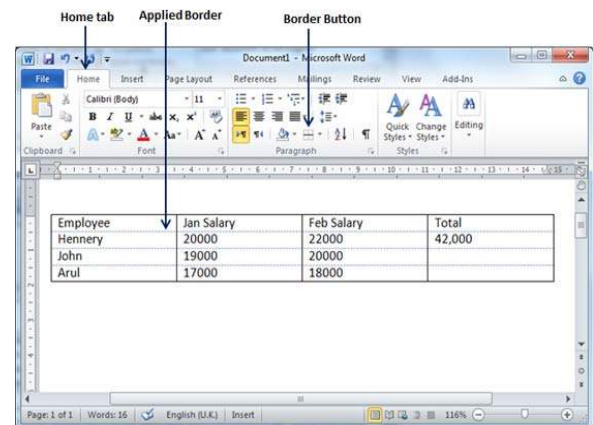
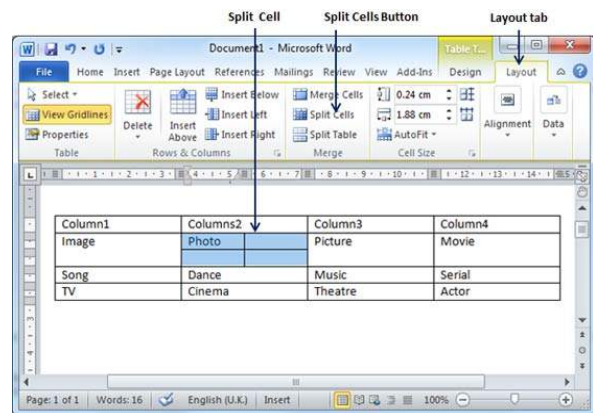
In this chapter, we will discuss how to apply table borders and shades in Word. Microsoft Word allows you to place a border on any or all of the four sides of a table very similar to text, paragraphs, and pages. You can also add shades to table rows and columns.

Add Borders to Table

The following steps will help you add borders in a table cell available in Word document.

Step 1 – Select the table to which you want to add border. To select a table, click over the table anywhere which will make the **Cross** icon visible at the top-left corner of the table. Click this cross icon to select the table.

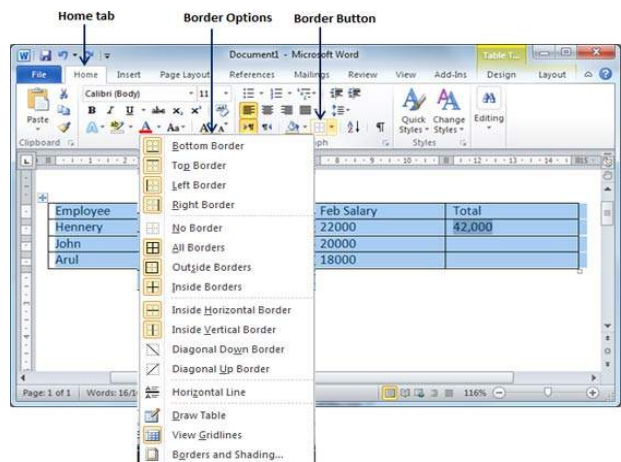
Step 2 – Click the **Border** button to display a list of options to put a border around the selected table. You can select any of the option available by simply clicking over it.



Step 3 – Try to add and remove different borders like left, right, top or bottom by selecting different options from the border options.

Step 4 – You can apply border to any of the selected row or column. You can try it yourself.

Step 5 – To delete the existing border, simply select the **No Border** option from the border options.



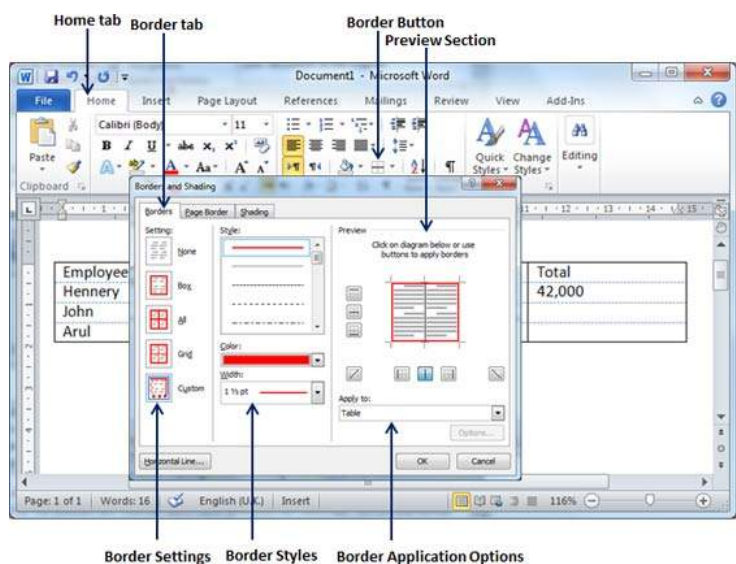
Using Border Options

You can add borders of your choice to word table by following the simple steps given below.

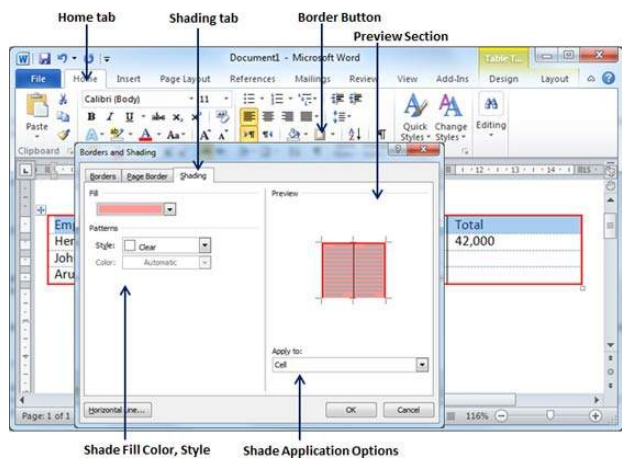
Step 1 – Click the **Border** button to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options as shown in the above screenshot. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around a selected table.

Step 2 – Click the **Border** tab; this will display a list of border settings, styles and options whether this border should be applied to the table or text or paragraph.

Step 3 – You can use the **Preview** section to disable or enable left, right, top or bottom borders of the selected table or row or column. Follow the given instructions in the preview section itself to design the border you like.



Add Shades To Table



column(s).

The following steps will help you add shades on a selected table or its rows or columns.

Step 1 – Select a row or column where you want to apply a shade of your choice.

Step 2 – Click the **Border** button to display a list of options to put a border. Select the **Border and Shading** option available at the bottom of the list of options. This will display a **Border and Shading** dialog box. This dialog box can be used to set borders and shading around selected row(s) or

Class Assignment 2


List Exercise

Your friend has expressed an interest in learning how to sew. You have compiled a list of 3 Websites you think she would find useful. But the list needs some spiffing up and re-formatting before it's ready to give to your friend.

1. Space list in order to make it more readable.
2. Change font so all entries have the same type face and size.
3. Add a heading to the list.
4. Download a picture of a sewing machine..

Table Exercise

1. Type your name.
2. Make your name bold and italicized.
(Select your name → Home Tab → Font Group → Bold & Italic Buttons)
3. Change the font size of your name to 20 and the fontface to ***Forte***.
(Home Tab → Font Group → Font Size & Font Buttons)
4. Make your name right-aligned and then deselect your name.
(Home Tab → Paragraph Group → Align Text Right Button)
5. At the end of the line with your name, insert a page break.
(Move insertion point to the end of your name → Insert Tab → Pages Group → Page Break Button)
6. Change all the margins to 1.2 inches.
(Page Layout Tab → Page Setup Group → Margins Button → Custom Margins → Margins Tab → Margins Section → Assign 1.2" to each margin → Click OK)
7. Move the insertion point to the very end of the document and press Enter.
(Ctrl + End → Press Enter)
8. Insert a table with 2 columns and 5 rows.
(Insert Tab → Tables Group → Tables Button → Mouse over the live preview and click to commit)

9. Merge the two cells in the top row.
(Select top row → Table Tools Contextual Tab → Layout Tab → Merge Group → Merge Cells Button)
10. Type the word “Schedule” in the top row.
11. Give the cell an alignment of “bottom center”.
(Table Tools Contextual Tab → Layout Tab → Alignment Group → Align Bottom Center Button)
12. Add three rows to the bottom of the table.
(Right-click on the bottom row → Insert menu → Insert rows below → Repeat this process two more times)
13. Enter the days of the week in the first column of rows two through eight. Make use of the autocomplete prompt.
(Click inside of the first cell → Type the letters “Mond” → Press → Repeat for other days)
Move the insertion point below the table.
14. Insert a piece of clip art related to sports.
(Insert Tab → Illustrations Group → Clip Art Button → Type “sports” into the search pane → Click on a picture)
15. Format the clip art so you can freely move it around the page.
(Select the picture → Picture Tools Contextual Tab → Format Tab → Arrange Group → Wrap Text Button → In Front of Text)
16. Move the picture so that it is overlapping with the right side of the table.
(Locate the move cursor  on the picture → Click and drag it)
17. Run the spellchecker and correct all misspelled words.
(Review Tab → Proofing Group → Spelling & Grammar button)
18. Save your work

Flyer Exercise

1. **Make the headline for the flyer**
2. Format the headline big, bold, centered and dark red
 - A. Enter two blank lines after the headline
 - B. Type your text
 - C. Make a bulleted List
3. Create a table

4. Add pictures

5. Insert Pictures from online pictures
6. For each picture, change the text wrapping to be tight

7. Format Borders and Shading

8. Before you add borders and shading, notice what you have selected on your document. If the picture is selected, then you will be adding borders to it. If you have text selected, then the border will be added to your word(s). To add Borders and Shading to an entire page, make certain you have NOTHING selected!
9. Save your work

*Congratulations, You Have Completed Beginner /
Refresher Microsoft Word 2*