WORD 2002 (XP)

LEVEL 2: INTERMEDIATE TOPICS

December 19, 2005

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LEVEL 2: INTERMEDIATE TOPICS

LESSON 1 -
USING PARAGRAPH FORMATTING

In this lesson, you will learn how to:

- Format paragraphs

- Align paragraphs

- Use Click and Type to align text

- Modify paragraph spacing

- Reveal formatting

- Modify line spacing

- Copy paragraph formats

FORMATTING PARAGRAPHS

Discussion

Paragraph formatting refers to the layout of the paragraph on the page and involves alignment, spacing, and indentation options. Alignment refers to the relative location of text to the margins. Spacing refers to the distance between lines above, below, or within a paragraph.

PARAGRAPH ALIGNMENT

This paragraph is aligned to the left margin.

This paragraph is aligned to the right margin.

This paragraph is centered between the margins.

Every line of a justified paragraph (except the last line) is aligned to both the left and right margins. You will often find justified paragraphs used in books.

PARAGRAPH and LINE SPACING

Paragraph spacing refers to space above or below the

paragraph. Line spacing refers to the spacing between

each line of the paragraph.

Word paragraph formats

ALIGNING PARAGRAPHS

Discussion

Paragraph alignment refers to the position of each line of text in a paragraph between the left and right margins.

The **Formatting** toolbar contains four alignment buttons, **Align Left**, **Center**, **Align Right**, and **Justify**. Left alignment aligns text to the left margin and produces a ragged right margin. Right alignment aligns text to the right margin and produces a ragged

left margin. Center alignment centers text between the left and the right margins. Justified alignment aligns text to both the left and right margins so that neither margin is ragged. When a paragraph is justified, Word adds extra space between words to justify the text.
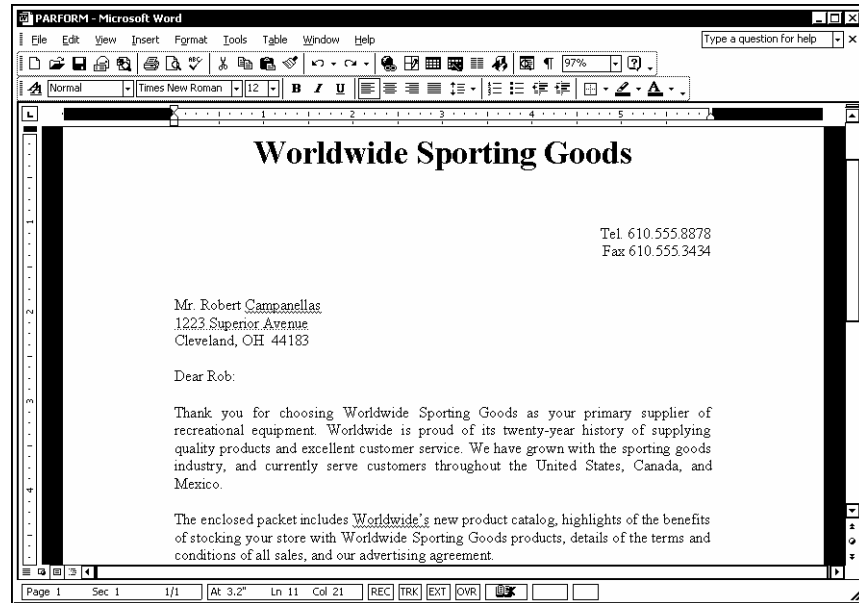
Aligning paragraphs

> You can also align text using the **Alignment** list in the Paragraph dialog box. The **Alignment** list is accessed by selecting the **Format** menu, the **Paragraph** command, and the **Indents and Spacing** tab.

✔ Procedures

1. Position the insertion point in the paragraph you want to align, or select multiple paragraphs.

2. Click the **Align Left** button [▤], the **Center** button [▤], the **Align Right** button [▤], or the **Justify** button [▤] on the **Formatting** toolbar.

USING CLICK AND TYPE TO ALIGN TEXT

Discussion

The **Click and Type** feature allows you to insert new text or graphics exactly where you point in a blank area of a document. If you are creating a special page such as a title page, the **Click and Type** feature allows you to create a title in the middle of the page without having to press the **[Enter]** key. You can simply double-click where you want the title to appear.

When the **Click and Type** feature is active, the mouse pointer appears as an I-beam with an alignment symbol attached. As you move the I-beam slowly across a blank line in a document from the left to the right margin, the alignment symbol changes. This change occurs because Word separates the blank areas of a line into alignment zones. To enter text, you point to the position on the page where you want to enter text, double-click the mouse button, and type the text.

The **Click and Type** feature is only available in the **Print Layout** or **Web Layout** views. Depending upon the location of the blank area in which you want to use the **Click and Type** feature, you may have to first click in a blank area of the line to activate it.

> In order to use the **Click and Type** feature, the **Enable click and type** option on the **Edit** page in the Options dialog box must be selected.

> If you double-click in a blank document area, but do not insert text, Word removes the alignment or tab.

Procedures

1. Display the document in **Print Layout** or **Web Layout** view.

2. Point to a blank area of the line where you want to insert text and click once.

3. Point to a blank area of the line until the desired alignment symbol appears with the mouse pointer.

4. Double-click the mouse button.

5. Type the desired text.

MODIFYING PARAGRAPH SPACING

Discussion

Paragraph spacing refers to the space above and below a paragraph. You can vary paragraph spacing based upon your individual needs.

You can adjust paragraph spacing on the **Indents and Spacing** page in the Paragraph dialog box. Any changes you make are previewed in the Paragraph dialog box.

The Indents and Spacing page

You can start a new line within a paragraph by inserting a manual line break. Manual line breaks are inserted by pressing the **[Shift**+**Enter]** key combination. A manual line break is considered part of the original paragraph and is useful when you want to break a paragraph without including the extra paragraph spacing.

You can click the spin boxes in the Paragraph dialog box as needed to set paragraph spacing or you can type a number into the box.

✔ **Procedures**

1. Position the insertion point in the paragraph for which you want to change the spacing.

2. Select the **Format** menu.

3. Select the **Paragraph** command.

4. Click the **Indents and Spacing** tab.

5. Under **Spacing**, enter the desired spacing above the paragraph in the **Before** spin box.

6. Under **Spacing**, enter the desired spacing below the paragraph in the **After** spin box.

7. Select **OK**.

REVEALING FORMATTING

Discussion

The **Reveal Formatting** task pane displays the attributes for the selected text. Attributes are grouped under headings, the most common being **Font**, **Paragraph**, and **Section**.

The **Font** heading shows the name and point size of the font, as well as the language of the text. If other font attributes have been applied (for example, highlighted text), they will also be listed under the **Font** heading. The **Paragraph** heading displays the alignment and indentation of the currently selected paragraph. In addition, if other paragraph attributes have been added (such as spacing or tabs), they will also be displayed. The **Section** heading displays attributes for margins, layout, and paper size.

You can expand and collapse the **Font**, **Paragraph**, or **Section** headings to view or hide the attributes. The underlined text attributes under the headings are links to the corresponding dialog boxes; when you click an underlined link, the corresponding dialog box opens and you can make any desired changes.

You can also use the **Reveal Formatting** task pane to compare the differences in formatting between two text selections.
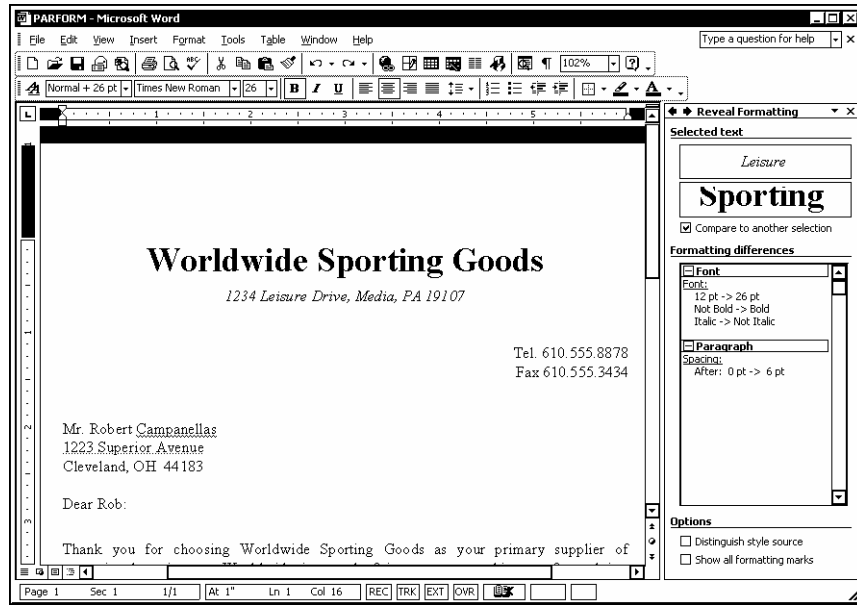
The Reveal Formatting task pane

📖	If the task pane is already open, you can use the **Other Task Panes** list to change task panes.

📖	Other attribute headings include **Table**, **Cell**, and **Bullets and Numbering**.

✅ Procedures

1. Select the **Format** menu.

2. Select the **Reveal Formatting** command.

3. Click a heading to expand or collapse its attributes.

4. Select the text for which you want to reveal the formatting.

5. Expand the desired format heading, if necessary, and click the desired formatting link.

6. Make the desired formatting changes.

7. To compare text, select the first text to be compared.

8. Select the **Compare to another selection** option.

9. Select the text to which you want to compare the formatting.

MODIFYING LINE SPACING

Discussion

Line spacing refers to the distance between each line in a paragraph. You can use the **Line Spacing** list on the **Formatting** toolbar to adjust paragraph line spacing. The options on the **Line Spacing** list start with 1.0 (single spacing) and increment by .5, up to 3.0.

You can also use the **Line Spacing** button to apply the last line spacing change to another paragraph. If you point to the button, a ScreenTip indicates the current setting. The last line spacing option used becomes the default for the button.

The **Line Spacing** list also includes the **More** option, which opens the Paragraph dialog box. The **Line spacing** option in the Paragraph dialog box includes the additional options: **At least**, **Exactly**, and **Multiple**. After selecting one of these options, you can change the specific point size in the **At** box.
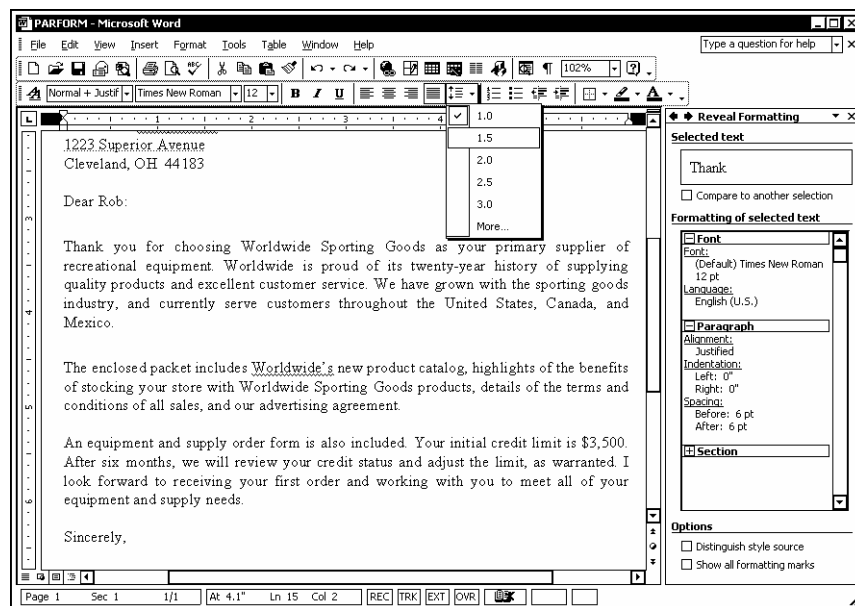
Modifying line spacing

You can also use the keyboard to change line spacing. For example, you can press the **[Ctrl+1]** key combination to single-space the current paragraph, the **[Ctrl+5]** key combination (above the keyboard keys, not on the numeric keypad) to change the line spacing to 1.5 lines, and the **[Ctrl+2]** key combination to double-space the current paragraph.

✔ **Procedures**

1. Position the insertion point in the paragraph for which you want to change the line spacing.

2. Click the arrow on the **Line Spacing** button on the **Formatting** toolbar.

3. Select the desired line spacing option.

COPYING PARAGRAPH FORMATS

🗗 **Discussion**

The Format Painter allows you to copy the paragraph formatting of specific text and apply it to one or more other paragraphs. This feature saves time when the formatted paragraph you copy contains multiple formatting attributes.

> 📖 To copy the selected formatting to multiple locations, double-click the **Format Painter** button to activate it. Then, click it again when you have finished formatting paragraphs to deactivate it.

> 📖 You can also use the **Styles and Formatting** task pane to apply all the attributes from one paragraph to another.

✔ **Procedures**

1. Position the insertion point in the paragraph containing the formatting you want to copy.

2. Click the **Format Painter** button on the **Standard** toolbar.

3. Click in the paragraph you want to format.

LESSON 2 -
INDENTING PARAGRAPHS

In this lesson, you will learn how to:

- Change the left indent

- Indent the first line

- Create a hanging indent

- Create a right indent

CHANGING THE LEFT INDENT

🕮 Discussion

Indenting a paragraph refers to moving it away from the left, the right, or both margins. This feature has many uses, including calling attention to sections in a document or indicating subordinate text. Additionally, the first line of each paragraph in many letters and documents is often indented from the left to improve readability.

The **Indent** buttons on the **Formatting** toolbar move the paragraph to the next tab stop. By default, tab stops are set every half-inch (0.5). Therefore, you can use the **Increase Indent** button to indent a paragraph to the right in half-inch increments and the **Decrease Indent** button to decrease a paragraph indent in half-inch increments.
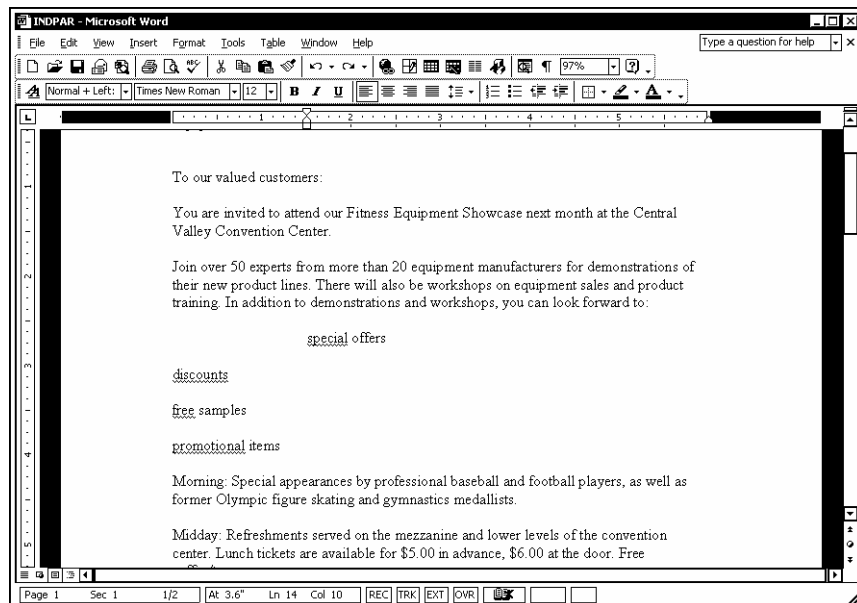
Creating a left indent

	If you want to indent a different amount (such as 0.7"), you can use the **Left** option in the Paragraph dialog box.

✔ **Procedures**

1. Position the insertion point in the paragraph you want to indent.

2. Click the **Increase Indent** button or the **Decrease Indent**
    button on the **Formatting** toolbar.

INDENTING THE FIRST LINE

Discussion

There are several ways in which you can indent a paragraph from the left margin. For example, you can indent only the first line of a paragraph. The first line indent is often used to begin a paragraph. It is easy to create this type of indent using the horizontal ruler.

The indent marker on the left side of the horizontal ruler is actually composed of two indent markers and a box. The top triangle is the **First Line Indent** marker and the bottom triangle is the **Hanging Indent** marker. The **First Line Indent** marker and the **Hanging Indent** marker move independently of each other; however, you can drag the **Left Indent** marker (the box) to move the **First Line Indent** and **Hanging Indent** markers simultaneously.

Indent Marker	Use
▽	Indents only the first line of the selected paragraph from the left margin.
△	Indents all lines of a paragraph other than the first line from the left margin.
▢	Moves both the **First Line Indent** marker and the **Hanging Indent** marker simultaneously.
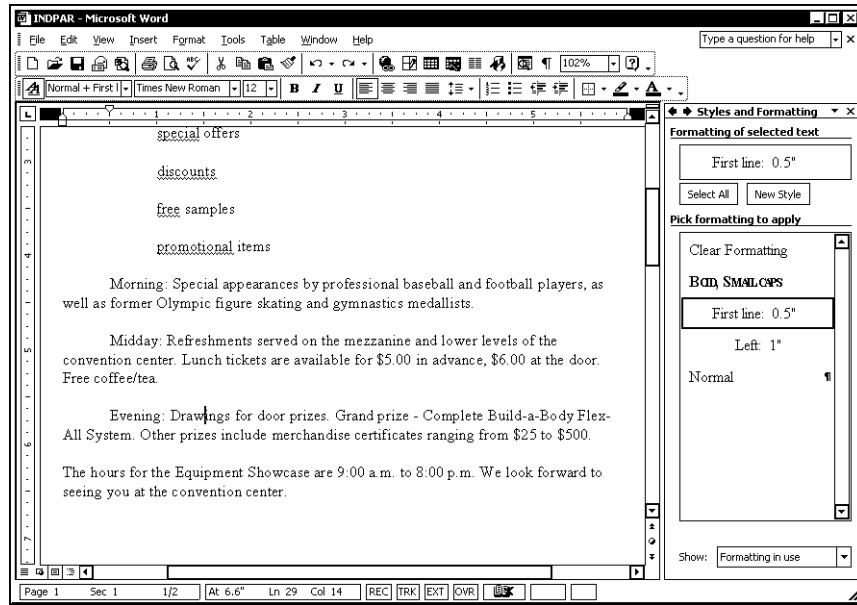
Indenting the first line

📖	You can also use the Paragraph dialog box to set a first line indent. Select **First line** from the **Special** list and enter the amount of the indent in the **By** spin box.

📖	After indenting text, you can easily apply the same indent settings to other paragraphs by opening the **Styles and Formatting** task pane and selecting **Formatting in use** from the **Show** list.

✓ Procedures

1. Select the paragraphs you want to indent.

2. Drag the **First Line Indent** marker 🔻 on the horizontal ruler to the desired position.

CREATING A HANGING INDENT

Discussion

You can indent all lines of a paragraph except the first line. This type of indent is known as a hanging indent. A hanging indent is often used for lists or bibliographic references.
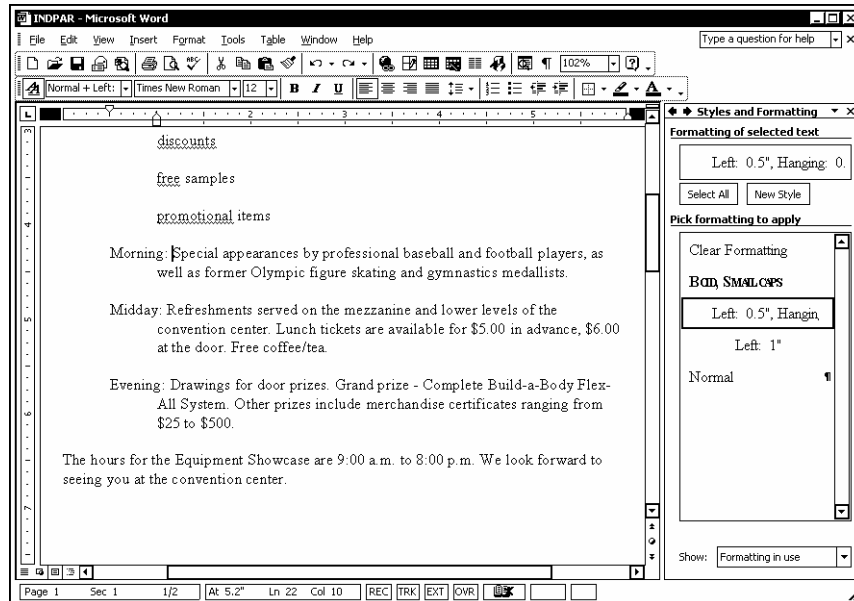
Creating a hanging indent

> 📖 You can also use the Paragraph dialog box to create a hanging indent. Select **Hanging** from the **Special** list and enter the amount of the indent in the **By** spin box.

> ❗ Be sure to drag the triangular **Hanging Indent** marker. If you drag the **Left Indent** marker (bottom square), the **First Line Indent** marker will move as well.

✔ Procedures

1. Select the paragraphs you want to indent.

2. Drag the **Hanging Indent** marker ⌂ on the horizontal ruler to the desired position.

CREATING A RIGHT INDENT

🕮 Discussion

You can indent a paragraph from the right margin. You may want to do this, for example, to make a paragraph stand out on a page or to indicate a subordinate paragraph.

You can indent selected text from the right margin by dragging the **Right Margin** marker on the horizontal ruler. The **Right Margin** marker is identical to the **Left Margin** marker, except that it appears alone near the right end of the horizontal ruler.
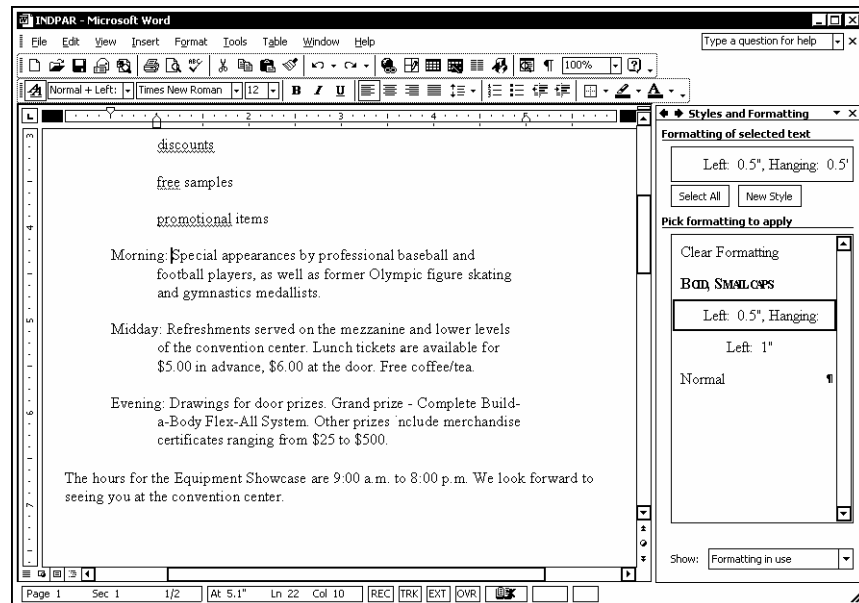
Creating a right indent

> 📖   You can also use the Paragraph dialog box to create a right indent. Set the desired indentation using the **Right** spin box under **Indentation**.

✔ **Procedures**

1. Select the paragraphs you want to indent.

2. Drag the **Right Indent** marker ⌂ on the horizontal ruler to the desired position.

LESSON 3 -
USING NUMBERS AND BULLETS

In this lesson, you will learn how to:

- Type a numbered or bulleted list

- Add numbers or bullets to text

- Delete a numbered or bulleted item

- Add a numbered or bulleted item

- Remove numbers or bullets from text

- Change a bullet or number style

TYPING A NUMBERED OR BULLETED LIST

Discussion

There may be times when you need to include a numbered or bulleted list in a document. Numbered lists are often sequential items or items listed by order of importance. For example, you may want to number specific steps on a list or add letters to an outline detailing the hierarchy of a corporation. When you want to emphasize items in a list in no particular order, you can use a bulleted list.

One way to create a numbered list is to use the **AutoFormat** feature, which applies numbers or bullets as you type. Whenever you type a **1** (Arabic or Roman) or an **A** (uppercase or lowercase) and a period (**.**), dash (**-**), or parenthesis (**)**) followed by a space or tab indent and then text, Word assumes you want to sequentially list the items. Whenever you type an asterisk (*****) followed by a space or a tab indent and then type text, Word assumes you want to create a bulleted list. Thereafter, each time you press the **[Enter]** key, the next applicable number or letter in the sequence appears in a numbered list or another bullet appears in a bulleted list.

After typing the first line of numbered or bulleted text and pressing the **[Enter]** key, the **AutoCorrect Options** button displays. At this point, you can accept the AutoFormat and continue typing your list, or you can use the **AutoCorrect Options** list to undo the previous automatic list formatting or to end the list on the current line.
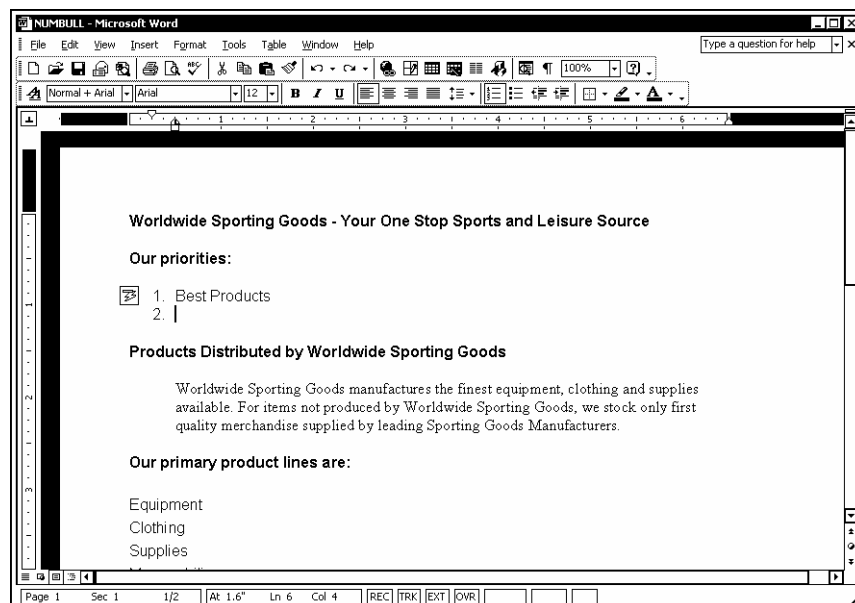
Typing a numbered list

> 📖 You can also disable numbering and bulleting after the last list item by pressing the **[Enter]** key and then pressing the **[Backspace]** key or by pressing **[Enter]** two times.

> 📖 Once you have created a numbered or bulleted list, you can view the format in the **Styles and Formatting** task pane. You can then apply the list format to other text in the document.

> 📖 You can permanently disable AutoFormat of numbers and bullets by selecting **Stop Automatically Creating Numbered Lists** or **Stop Automatically Creating Bulleted Lists** from the **AutoCorrect Options** list.

✅ Procedures

1. Position the insertion point where you want to begin the numbered or bulleted list.

2. To create a numbered list, type the number or letter you want to begin the list, or to create a bulleted list, type an asterisk (*****).

3. Add the desired spacing or punctuation.

4. Type the desired text for the first item on the list.

5. Press **[Enter]**.

6. Continue entering list items as desired.

7. To turn off numbering or bulleting after the last list item, press **[Enter]** two times.

ADDING NUMBERS OR BULLETS TO TEXT

🏃 Discussion

Word can generate a numbered or bulleted list from existing text. When you use the **Numbering** button on the **Formatting** toolbar, Word numbers each paragraph of the selected text sequentially, beginning with the number 1. When you use the **Bullets** button, Word adds a bullet to each paragraph of the selected text.

These buttons are a great time-saver. For example, you may decide that a previously created, unnumbered or unbulleted list would appear better with numbers or bullets.
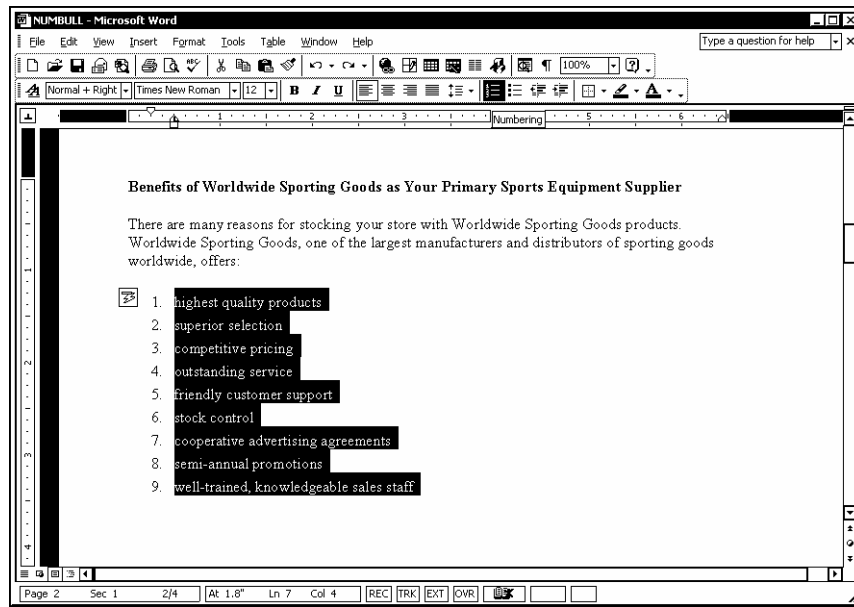
Adding numbers to existing text

📖   If the document contains a numbered list above the current list, the **AutoCorrect Options** button appears, allowing you to continue the numbering sequence from the previous list or to restart the numbering.

✅ Procedures

1. Select the text to which you want to add numbers or bullets.

2. Click the **Numbering** button to add numbers or the **Bullets** button to add bullets to the selected text.

DELETING A NUMBERED OR BULLETED ITEM

Discussion

Items can be deleted from a numbered or bulleted list. If an item in a numbered list is deleted, Word automatically renumbers the remaining items as needed. It is often helpful to display the formatting marks to assist you in this task.

The selection bar (the blank area to the left of a paragraph) provides a quick method of selecting a list item.

> 📖   In addition, Word automatically renumbers a list when numbered items are moved or added.

✅ **Procedures**

1. Click in the selection bar to the left of the numbered or bulleted item you want to delete.

2. Press **[Delete]**.

ADDING A NUMBERED OR BULLETED ITEM

🗪 **Discussion**

You can add an item to a numbered or bulleted list. If you add an item to a numbered list, Word automatically renumbers the existing items as needed.

> 📖   Word automatically renumbers a list when numbered items are deleted or moved.

✅ **Procedures**

1. Position the insertion point at the end of the numbered or bulleted item after which you want to add a new item.

2. Press **[Enter]**.

REMOVING NUMBERS OR BULLETS FROM TEXT

Discussion

If you decide that numbers or bullets are no longer appropriate, you can remove them from text. You can use the **Numbering** or **Bullets** buttons on the **Formatting** toolbar to remove numbers or bullets from a list.

Procedures

1. Select the list from which you want to remove numbers or bullets.

2. Click the **Numbering** button to remove numbers or the

    Bullets button to remove bullets from the selected text.

CHANGING A BULLET OR NUMBER STYLE

Discussion

You can use options available in the Bullets and Numbering dialog box to change bullet and number styles. You can also mix different bullet and number styles within the same document.

The **Bulleted** page provides a variety of bullet styles. You can use the **Customize** button to control indents and text position or to choose different bullet characters. The styles on the **Numbered** page include numbers, letters and roman numerals. You can use the **Customize** button to reset the starting number and to control indents and text position.

The most recently used style in the Bullets and Numbering dialog box becomes the default list style that is applied when you use the **Bullets** or **Numbering** button on the **Formatting** toolbar.
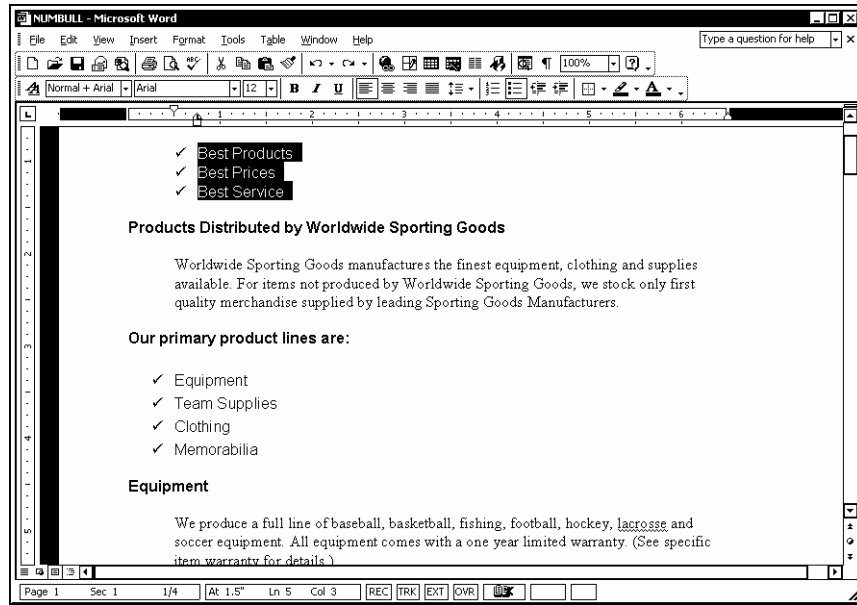
Changing a bullet style

📖   You can also double-click any bullet or number to open the Bullets and Numbering dialog box. However, when using this method, a bullet change affects only the bullet clicked, whereas a number change affects all the numbers in a list.

📖   You can also insert picture bullets by selecting **Customize** on the **Bulleted** page in the Bullets and Numbering dialog box, and **Picture** from the Customize Bulleted List dialog box. Different pictures can be used for each level in a list.

📖   You can use the **Outline Numbered** page to create a multi-level list and the **List Styles** page to create, apply, or modify a template list style.

✔ Procedures

1. Select the bulleted or numbered list for which you want to change the bullet or number style.

2. Select the **Format** menu.

3. Select the **Bullets and Numbering** command.

4. Select the desired tab.

5. Select the desired style.

6. Select **OK**.

LESSON 4 -
USING FIND AND REPLACE

In this lesson, you will learn how to:

- Use Find

- Use Find options

- Find special characters

- Find a format

- Use Replace

USING FIND

⚑ Discussion

You can use Word's **Find** feature to quickly find text in an open document. When Word finds the text, it selects it. You can then choose to search the remainder of the document or to close the Find and Replace dialog box. Using Find to move to specific text in a document saves you time, as well as the effort of having to manually scroll through the document.

Find begins searching at the insertion point; however, you can choose the direction in which you want to search and whether or not you want to search the entire document.

After you have performed a find and closed the Find and Replace dialog box, the **Next Page** and **Previous Page** buttons on the vertical scroll bar become blue and display the text **Previous Find/Go To** and **Next Find/Go To**. Instead of scrolling to the next or previous page when clicked, they now move to the next or previous occurrence of the text in the Find and Replace dialog box, even if it is closed. You can use the **Browse by Page** button on the **Select Browse Option** menu to reset the browse option.
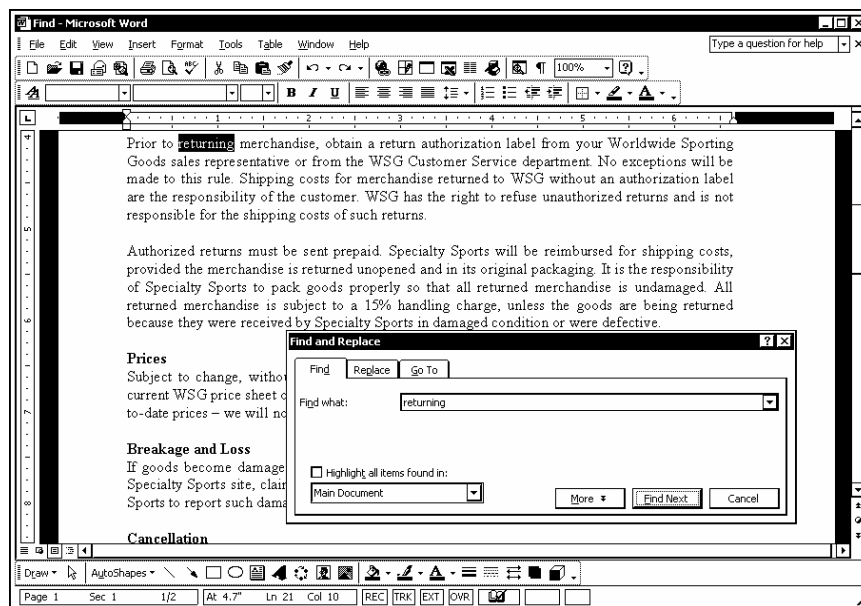
Finding text in a document

📖 You can also open the Find and Replace dialog box to the **Find** page by selecting the **Edit** menu and the **Find** command.

> 📖   You can move the Find and Replace dialog box as needed to view the found text.

> 📖   The **Select Browse Option** menu provides buttons you can use to navigate to various items in a document (such as graphics and tables). These buttons can be useful when navigating long documents.

✅ Procedures

1.   Click the **Select Browse Object** button on the vertical scroll bar.

2.   Select the **Find** button .

3.   Type the text you want to find in the **Find what** box.

4.   Select **Find Next**.

5.   Select **Find Next** as needed to search for additional occurrences of the text.

6.   Select **OK** when Word notifies you that it has reached the end of the document.

7.   Select **Cancel** when you have finished the search.

USING FIND OPTIONS

🧍 Discussion

You can select options on the **Find** page in the Find and Replace dialog box to narrow a search. The Find and Replace dialog box must be fully expanded to access these options.

When the **Match case** option is enabled, Word only finds text that exactly matches the characters in the **Find what** box, including uppercase and lowercase characters.

The **Find whole words only** option ignores text that appears as part of another word. For example, if the search text is **inform** and the **Find whole words only** option is selected, Word identifies only the word **inform** and not words containing **inform**.

The **Use wildcards** option allows you to use the asterisk (*****) and question mark (**?**) wildcards to search for words that fit a pattern. For example, **s?t** finds the words sit, sat, or set, and **s*t** finds those words, as well as the words shirt, shot, and sport.

If words have multiple correct spellings, such as **theater** or **theatre**, you can use the **Sounds like** option to find the desired text.

With the **Find all word forms** option enabled, Word finds both singular and plural forms of the search text (if it is a noun) and all possible tenses of the root form of a verb (if the search text is a verb). This option is unavailable if either the **Use wildcards** or **Sounds like** option is selected.
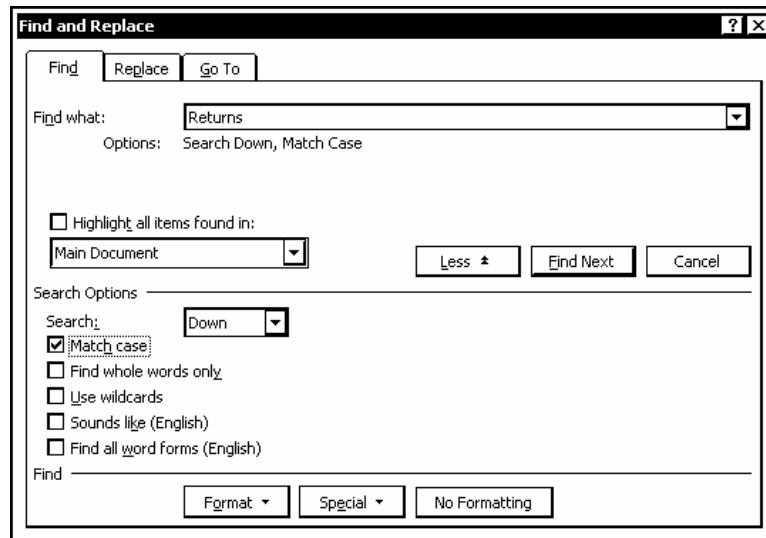
Using Find options

> 📖 You can move the Find and Replace dialog box to view the found text. You can also condense the **Search Options** section to view more of the document by selecting the **Less** button.

✅ **Procedures**

1. Click the **Select Browse Object** button ◎ on the vertical scroll bar.

2. Select the **Find** button 🔍.

3. Type the text you want to find in the **Find what** box.

4. Select **More** ⯮ .

5. Select the **Search** list.

6. Select the direction in which you want to search.

7. Select search options as desired.

8. Select **Less** ⯭ to collapse the **Search Options** section, if desired.

9. Select **Find Next**.

10. Select **Cancel** when you have finished the search.

FINDING SPECIAL CHARACTERS

Discussion

You can use the **Find** feature to search for special characters (such as an optional hyphen) or formatting marks (such as a paragraph mark or a tab character). You can use Find to locate extraneous characters or to check existing ones.

When you are searching for special characters, you can select the desired character from Find and Replace dialog box.
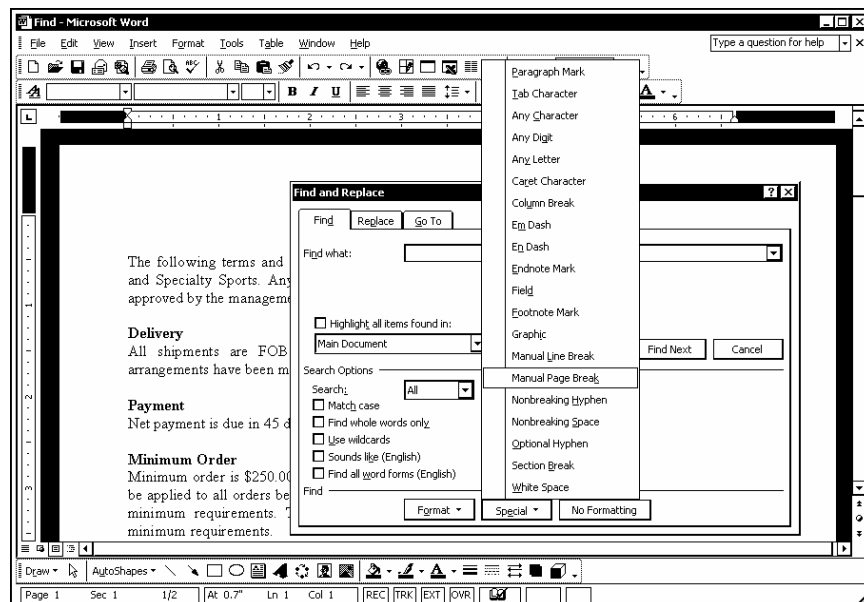
Finding special characters

✓ **Procedures**

1. Click the **Select Browse Object** button on the vertical scroll bar.

2. Select the **Find** button .

3. Select **More** ⊤ .

4. Select the **Search** list.

5. Select the direction in which you want to search.

6. Select **Special** ⊤ .

7. Select the desired special character.

8. Select **Less** ± to collapse the **Search Options** section, if desired.

9. Select **Find Next**.

10. Select **Cancel** when you have finished the search.

FINDING A FORMAT

Discussion

At times, you may want to locate text containing a specific format. You can search for font, paragraph, tab, language, frame, or style formats, as well as for highlighting. This feature enables you to easily locate formats in order to edit or delete them.

You can search for formats without identifying specific text.
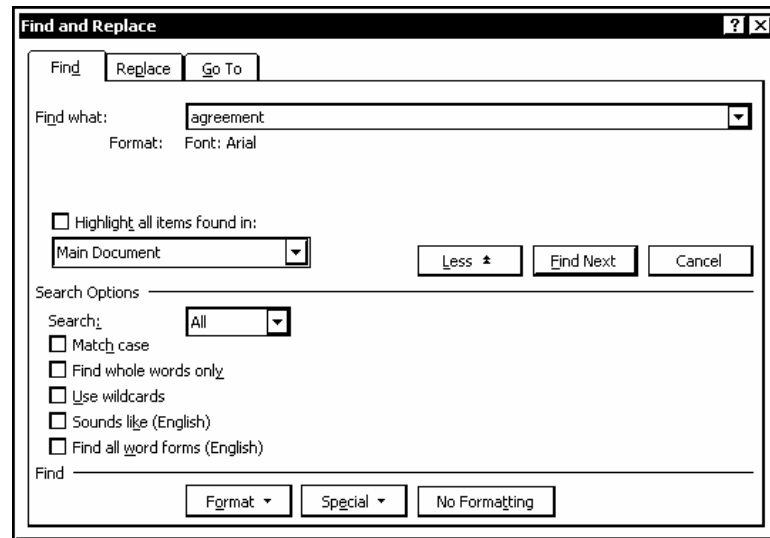
Finding a format

✔ **Procedures**

1.   Click the **Select Browse Object** button ⊙ on the vertical scroll
      bar.

2.   Select the **Find** button 🔍.

3.   Type the text you want to find in the **Find what** box.

4.   Select **More** ∓.

5.   Select the **Search** list.

6.   Select the direction in which you want to search.

7.   Select **Format**.

8.   Select the desired format type.

9.   Select the option you want to find, if necessary.

10. Select **OK**, if necessary.

11. Select **Less** ≛ to collapse the **Search Options** section, if desired.

12. Select **Find Next**.

13. Select **Cancel** when you have finished the search.

USING REPLACE

Discussion

With the **Replace** feature, you can replace found text with alternate text, formatting, or special characters. You can control what is replaced by confirming each replacement.

Word can also replace all occurrences of the specified text at one time if you do not want to review each replacement. It is a good idea, however, to use caution when you use the **Replace All** command. You must be precise when specifying the search text, so that you do not unintentionally replace the wrong text.
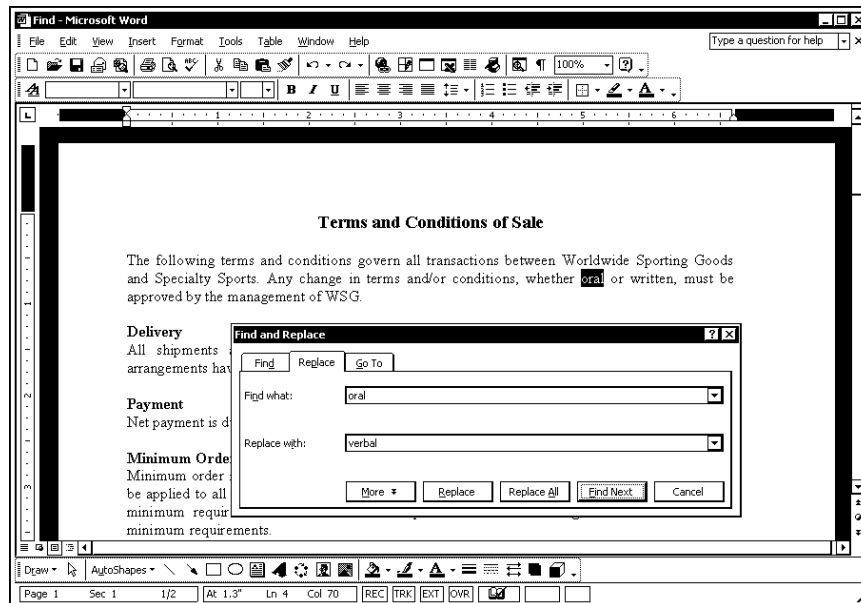
Replacing text

	You can also display the **Replace** page in the Find and Replace dialog box by selecting the **Edit** menu and then the **Replace** command.

	To completely remove the search text from the document, you can leave the **Replace with** box empty.

✔ **Procedures**

1. Click the **Select Browse Object** button ⬚ on the vertical scroll bar.

2. Select the **Find** button ⬚.

3. Select the **Replace** tab.

4. Type the text you want to find in the **Find what** box.

5. Select the **Replace with** box.

6. Type the desired replacement text.

7. Select **More** ⊤, if necessary.

8. Select the **Search** list.

9. Select the direction in which you want to search.

10. Select **Less** ⊥ to collapse the **Search Options** section, if desired.

11. Select **Find Next**.

12. Select **Replace** to replace the current occurrence with the replacement text, **Replace All** to replace all occurrences with the replacement text, or **Find Next** to skip the current occurrence.

13. Select **OK**.

14. Select **Close** when you have finished replacing text.

LESSON 5 -
USING AUTOTEXT

In this lesson, you will learn how to:

- Create an AutoText entry

- Insert an AutoText entry

- Delete an AutoText entry

CREATING AN AUTOTEXT ENTRY

Discussion

AutoText allows you to insert frequently used text and graphics using a keyword, called the AutoText entry name. AutoText entries are an excellent way to store "boilerplate" items such as addresses, letter salutations, logos, or copyright notices. AutoText entries can save time, ensure fewer errors, and maintain consistency when creating documents.

AutoText entry names, which can include spaces, should be short and meaningful. AutoText entries are inserted by typing the entry name or by selecting the entry name from the **AutoText** submenu on the **Insert** menu. You can also take advantage of the **AutoComplete** feature, which completes a text entry after four characters are typed, by making your AutoText entry name at least four characters long.

AutoText entries are stored in the **Normal** template, which means that the AutoText entries are available to any document based on the **Normal** template. You can also save an AutoText entry to another template. In this way, you can create AutoText entries for use only in documents using a specific template.
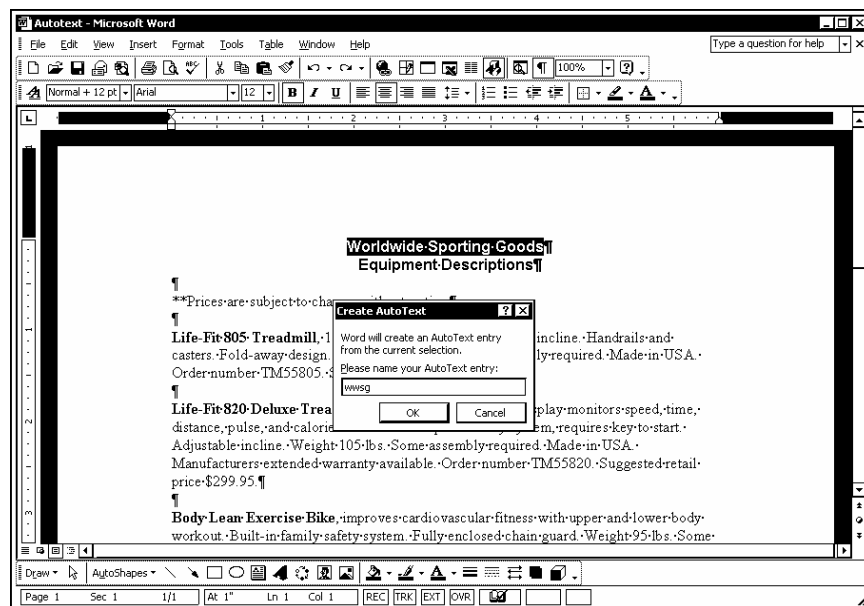
Creating an AutoText entry

You can also use the **AutoText** toolbar to create and insert AutoText entries.

> 📖 You can print a list of AutoText entries by selecting the **Print What** option in the Print dialog box and then the **AutoText entries** option.

> 📖 It is a good idea to show all formatting marks; it makes it easier to include or not include the paragraph marks in the AutoText entry.

☑ Procedures

1. Select the desired text for the AutoText entry.

2. Select the **Insert** menu.

3. Point to the **AutoText** command.

4. Select the **New** command.

5. Type the desired AutoText entry name.

6. Select **OK**.

INSERTING AN AUTOTEXT ENTRY

👤 Discussion

Word provides many default AutoText entries. These entries include commonly used salutations, closings, and other text items. For example, the **Author, Page #, Date** entry, automatically inserts your name, the current page, and the current date at the insertion point.

You can insert any default AutoText entry or one you have created. The AutoText entry can be inserted into any open document that uses the template containing the AutoText entry.

AutoComplete can also insert an AutoText entry, but you must type at least four letters of the AutoText entry name. For example, if you have created an AutoText named **catalog** for the full text **Worldwide Sporting Goods Equipment Catalog** and you type **cata** into the document, a ScreenTip displays the full AutoText entry. When the ScreenTip appears, you can press either the **[Enter]** or **[F3]** key to insert the full text into the document. If you do not want to insert the suggested AutoText entry, you can continue typing.

AutoComplete can also complete dates. If you start to type the current date, a day of the week, or a long month name, AutoComplete will offer completed text, which you can either accept or ignore.

> 📖   You can also use the **AutoText** toolbar to create and insert AutoText entries.

> 📖   If you do not recall the name of an AutoText entry, you can choose it from the **AutoText** submenu on the **Insert** menu or from the **AutoText** page in the AutoCorrect dialog box.

> 📖   If you create an AutoText entry name with less than four characters, AutoComplete will not be able to complete the text. In this case, you must press the **[F3]** key to insert the full AutoText entry.

✅ **Procedures**

1. Position the insertion point where you want to insert the AutoText entry.

2. Type the desired AutoText entry name.

3. Press **[F3]** or **[Enter]**.

DELETING AN AUTOTEXT ENTRY

🝰 **Discussion**

You can delete an AutoText entry when you no longer need it. Deleting unnecessary AutoText entries reduces the size of the AutoText list and can save time if you must frequently scroll the list to locate an AutoText entry name.

> ❗   You cannot undo the deletion of an AutoText entry, although the AutoText entry can be added again at any time.

✓ **Procedures**

1. Select the **Insert** menu.

2. Point to the **AutoText** command.

3. Select the **AutoText** command.

4. Select the AutoText entry you want to delete.

5. Select **Delete**.

6. Select **Close**.

LESSON 6 -
SETTING TABS

In this lesson, you will learn how to:

- Use tab stops

- Set tab stops

- Delete and move tab stops

- Clear all tabs

- Create a leader tab

USING TAB STOPS

Discussion

When you need to create a document in which the text appears at fixed locations across the page, you can use tabs to space the text. Tabs can serve many functions in a document. For example, you can use a combination of tabs to create a table for an office telephone list.

Tab stops appear on the horizontal ruler. Word allows you to set left, center, right, and decimal tab stops in any combination.

Tab stops are a component of paragraph formatting and, therefore, apply to every line in a paragraph. Each paragraph, however, can have a different combination of tab stops.

Each type of tab stop positions text differently. Text and numbers are aligned flush-left to a left-aligned tab stop, centered under a center tab stop, and aligned flush-right to a right-aligned tab stop. Finally, the first decimal point or period occurring in the text or number is aligned to a decimal tab stop. (If there is no period or decimal in the text or number, it is aligned flush-right to the decimal tab.) Decimal tabs are most useful when you need to enter a list of numbers, and you want the decimal points of the numbers to be aligned.

The following illustration represents how text appears with the various tab settings:

LEFT	CENTER	RIGHT	DECIMAL
Joanne Morgan	Vice President	Active Wear	170.90
Francis Orr	Manager	Diving	250.30
Robert Maxwell	Associate	Shoes	79.00
Betty Fields	Supervisor	Racquet Sports	98.70

Setting tabs

You can also set a bar tab. A bar tab creates a vertical line at the tab stop each time you create a new line. A bar tab can be useful for separating columns of numbers or for creating a sidebar for a paragraph.

You can use the **Tab Alignment** button on the horizontal ruler to set a tab stop. In addition, you can use the Tabs dialog box to define more precise tab stops.

By default, left-aligned tabs are set at half-inch intervals across the page.

SETTING TAB STOPS

Discussion

Tab stops can be positioned anywhere on a line, and you can set a combination of left-aligned, center, right-aligned, decimal, and bar tabs for each paragraph.

You can create tab stops by clicking the **Tab Alignment** button on the left side of the horizontal ruler until the desired tab character appears and then clicking the desired location on the horizontal ruler. You can also use the Tabs dialog box to enter a specific tab type and location.

You can have as many tab stops as desired in a document.

The following five types of tabs are available:

Tab Character	Tab Type
L	**Left**
⊥	**Center**
⌐	**Right**
⊥	**Decimal**
I	**Bar**

Tab stops only apply to the current paragraph. After creating tab stops, you should make sure that you start typing the tabbed text on a line formatted with the desired tabs. In addition, each time you press the **[Enter]** key, you create another line formatted with the same tab stops.
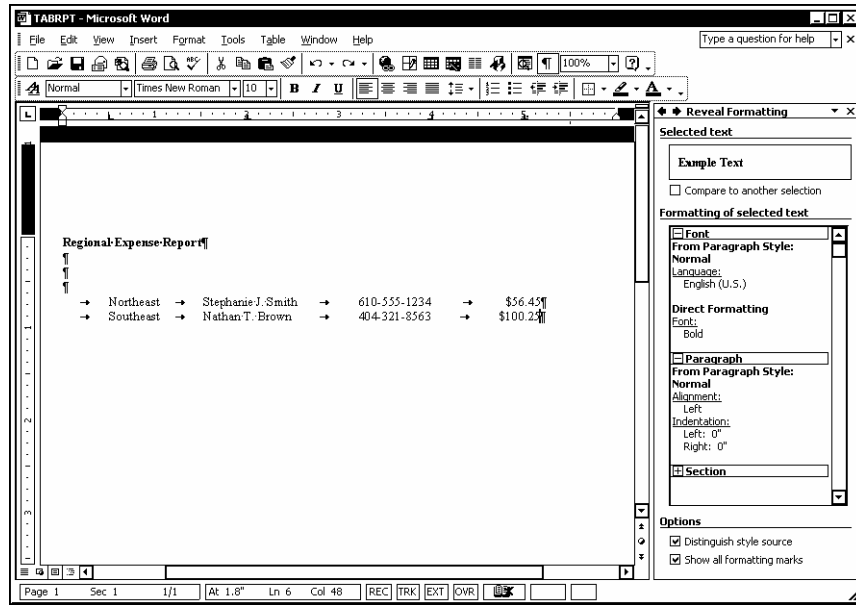
Setting tab stops

You can click the left mouse button on the **Tab Alignment** button to cycle forward through the tab characters or the right mouse button to cycle backwards.

You can also set tab stops using the **Click and Type** feature in the **Print Layout** or **Web Layout** view.

✔ Procedures

1. Position the insertion point in the line to which you want to add a tab stop.

2. To set a left-aligned tab, click the **Tab Alignment** button until the **Left Tab** character appears.

3. Click the horizontal ruler at the desired location for the tab stop.

4. To set a center tab, click the **Tab Alignment** button until the **Center Tab** character appears.

5. Click the horizontal ruler at the desired location for the tab stop.

6. To set a right-aligned tab, click the **Tab Alignment** button until the **Right Tab** character appears.

7. Click the horizontal ruler at the desired location for the tab stop.

8. To set a decimal tab, click the **Tab Alignment** button until the
    Decimal Tab character appears.

9. Click the horizontal ruler at the desired location for the tab stop.

10. To set a bar tab, click the **Tab Alignment** button until the **Bar Tab**
    character appears.

11. Click the horizontal ruler at the desired location for the tab stop.

DELETING AND MOVING TAB STOPS

Discussion

You can delete tab stops. For example, you may want to delete tab stops if you are
removing data from a telephone list. Although you can use the Tabs dialog box to
delete tab stops, it is much easier to drag them off the horizontal ruler.

After you have removed a tab stop, any text positioned at that tab stop moves to the
next defined tab stop or to the first default tab stop after the last defined tab stop.

Tab stops can also be moved to other positions on the ruler to accommodate the text in
your columns or to align a column under a column heading. Moving a tab stop moves
the text aligned to that tab stop to the new position.

If you wish to move a whole column of tabbed text, select all the tabbed text before
moving any tabs. If tab stops are set differently for certain lines in your tabbed text
(such as the title line), some tabs may appear dimmed on the ruler when you select all
the tabbed text. You can drag a dimmed tab stop to delete or move it.

> After setting a tab on the ruler, you can view the distance from
> the tab to each margin by holding the **[Alt]** key and clicking
> and holding the mouse button on the tab. You can continue to
> press the **[Alt]** key and drag the tab to the desired position
> relative to either margin.

✅ Procedures

1. To delete a tab stop, select the text from which you want to remove the tab stop.

2. Drag the desired tab character off the ruler.

3. To move a tab stop, select all text aligned to the tab stop you want to move.

4. Drag the tab stop to the desired position on the horizontal ruler.

CLEARING ALL TABS

❓ Discussion

After typing all of your tabbed text, you want to be able to return to the default tabs in order to enter more tabbed or paragraph text. You can return to the default tab set by placing the insertion point below the tabbed text and then clearing the existing tabs. Clearing tabs removes them from the current paragraph(s).

You can choose to clear a specific tab, or you can clear all tabs simultaneously. A quick way of clearing tabs is to use the Tabs dialog box.

✅ Procedures

1. Select the paragraph from which you want to clear the tabs.

2. Select the **Format** menu.

3. Select the **Tabs** command.

4. Select **Clear All**.

5. Select **OK**.

CREATING A LEADER TAB

Discussion

You can use the Tabs dialog box to apply a leader to a tab. A leader is a dotted, dashed, or solid line that appears in the space between the last character to the left and the first character of the text aligned to the tab stop to which the leader has been applied.

Leader characters can have many uses. For instance, they can visually connect text on a line, such as a chapter heading aligned to the left margin and its page number aligned to the right in a table of contents.

If you add or remove text to the left or right of a leader tab, the length of the leader changes accordingly to accommodate the text.
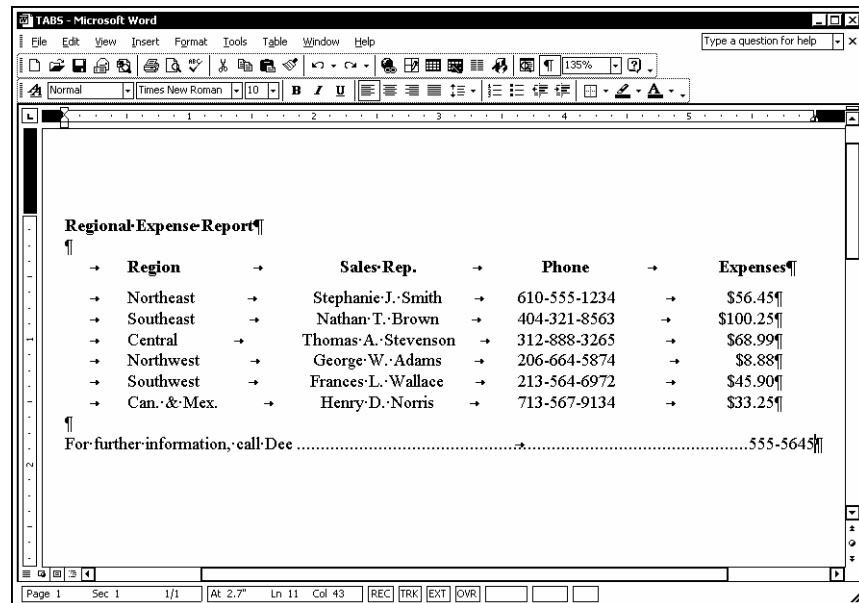
Creating a leader tab

Procedures

1.   Select the **Format** menu.

2.   Select the **Tabs** command.

3.   Type the desired tab position in the **Tab stop position** box.

4.   Under **Alignment**, select the desired tab type.

---

5. Under **Leader**, select the desired leader type.

6. Select **Set**.

7. Select **OK**.

LESSON 7 -
WORKING WITH TABLES

In this lesson, you will learn how to:

- Create a table

- Navigate a table

- Enter text into a table

- Insert a blank line

- Use Table AutoFormat

- Hide and show gridlines

- Use the Draw Table button

- Convert existing text into a table

CREATING A TABLE

⬛ Discussion

It is often useful to put information in your documents into table format. For example, an employee phone list is usually easier to read in a table.

A table is composed of horizontal rows and vertical columns. The intersection of a row and a column is referred to as a cell. Text is entered into a cell and a cell can contain one or more lines of text. You can also vary the amount of text you enter into table cells. For example, one cell can have multiple lines of text and another can have only one line of text.

There are several ways to create a table in Word. You can enter the desired rows and columns in the Insert Table dialog box, or you can use the **Insert Table** button on the **Standard** toolbar. If you have already created a table in your document, you can select the **Table Grid** style from the **Styles and Formatting** task pane to insert a new table. Finally, you can use the **Draw Table** feature to draw your own table. Additional rows and columns can be added to any table, and extra rows and columns can be deleted.

You can also create nested tables. A nested table is a table within a cell of a larger table.
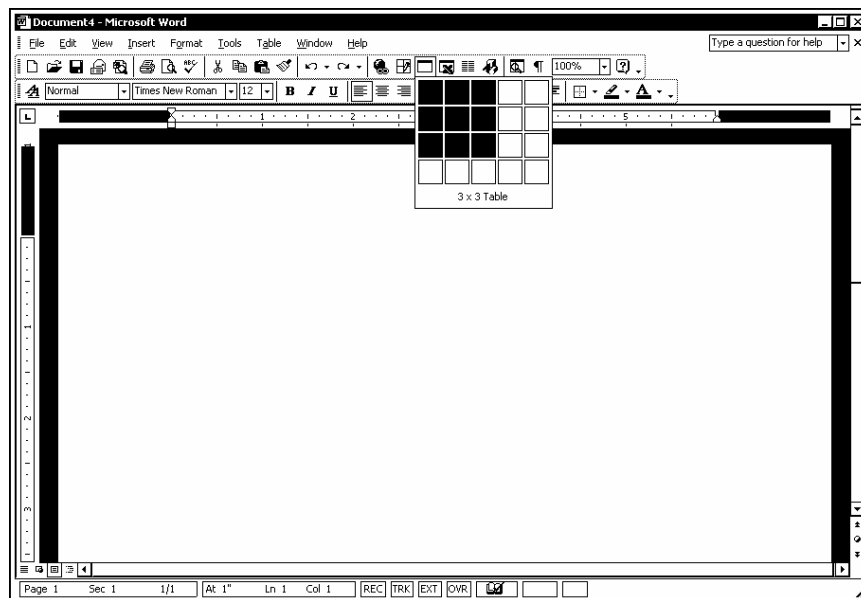
Dragging to define a table

> 📖 You can open the Insert Table dialog box by selecting the **Table** menu, pointing to the **Insert** command, and then selecting the **Table** command. When you create a table in this manner, you must indicate the desired number of rows and columns.

> 📖 A table created using the **Insert Table** button or the **Table** command on the **Insert** submenu from the **Table** menu displays borders around each cell by default.

✅ Procedures

1. Click the **Insert Table** button [⊞] on the **Standard** toolbar.

2. Drag to select the number of rows and columns in the table.

NAVIGATING A TABLE

🔍 Discussion

You can navigate a table using the mouse or the keyboard. Using the mouse, you just click in the desired cell. Using the keyboard, you can press the **[Tab]** or arrow keys. If there is text in the next cell and you press the **[Tab]** key, the text will be selected. If there is text in an adjacent cell and you use an arrow key to access it, the text will not be selected.

> ❗ If you press the **[Tab]** key when the insertion point is in the last cell of the table, Word inserts a new row below the current row.

✅ Procedures

1. Click in the cell you want to select.

2. Press **[Tab]** to move to the next cell.

3. Press **[Shift**+**Tab]** to move to the previous cell.

4. Press **[Down]** to move down one cell.

5. Press **[Right]** to move right one cell.

6. Press **[Left]** to move left one cell.

7. Press **[Up]** to move up one cell.

ENTERING TEXT INTO A TABLE

Discussion

When you create a table, the insertion point appears in the first cell of the table by default, so that you can immediately begin typing text into the table.

Text is entered into a cell at the insertion point and is typed into a cell just as it is typed into other areas of the document. When the typed text exceeds the width of the cell, Word automatically wraps the text to the next line. In addition, you can press the **[Enter]** key to create a new paragraph within a cell.

✅ Procedures

1. Position the insertion point in the cell in which you want to enter text.

2. Type the desired text.

INSERTING A BLANK LINE

Discussion

You can insert a blank line above a table to place a title or some other identifying text above the table. Once the blank line has been inserted, you can enter, format, and align the text as desired.

✓ **Procedures**

1. Position the insertion point at the top of the document.

2. Press **[Enter]**.

USING TABLE AUTOFORMAT

🔔 **Discussion**

You can use Table AutoFormat to apply table formatting styles to a table. Table AutoFormat styles provide many combinations of shading and lines to make the table easier to view and to add a more finished, professional look.

In the Table AutoFormat dialog box, you can select the formatting elements you want to apply, as well as which parts of the table you want Word to format.

As soon as you create a table, its formatting appears in the **Pick formatting to apply** list in the **Styles and Formatting** task pane. Any table style applied within the document also appear in the task pane, thereby allowing you to easily apply formatting to a new table or to apply a consistent format to all tables in the document.

You can also right-click any table style in the **Styles and Formatting** task pane to modify it or to create a new table style. If you frequently format tables in the same manner, you can save the table formats as a table style and add the table style to the template; it will then be available for all future documents.

After a Table AutoFormat has been applied, you can modify or remove the formatting as desired, directly in the document. You can also remove table formats by selecting the **Table Normal** style from the Table AutoFormat dialog box. When you apply the **Table Normal** style, all table formatting is removed from the table; any character formatting you may have applied, however, is not removed.

You can also apply a Table AutoFormat style by showing **All styles** in the **Styles and Formatting** task pane and selecting a table style.
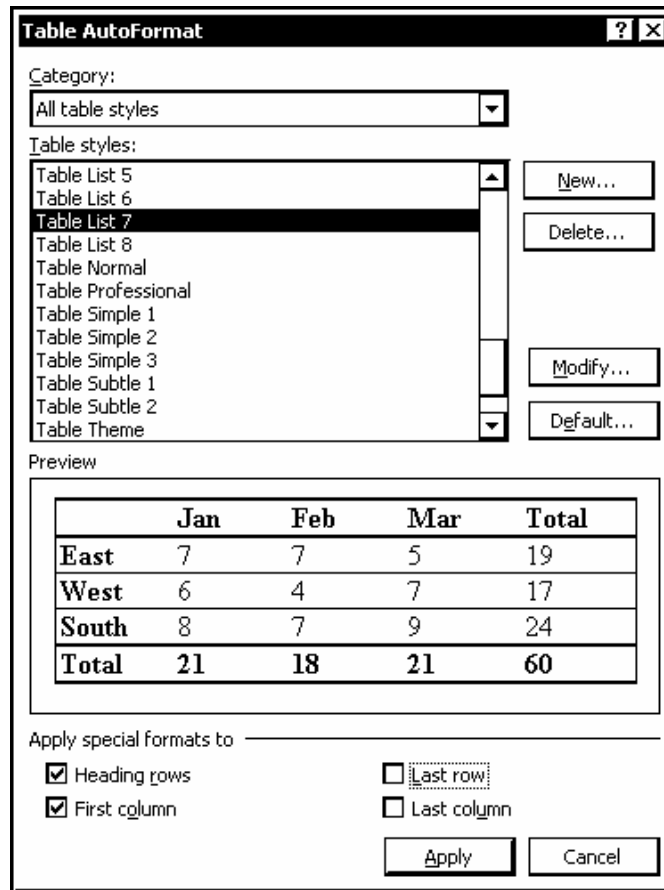
Applying a Table AutoFormat

📖   You can use the **Reveal Formatting** task pane to review the formatting of a table; clicking any link in the **Table** or **Cell** section accesses the applicable dialog box for modification, if desired.

📖   The **AutoFit to Contents** command on the **AutoFit** submenu of the **Table** menu automatically adjusts the width of a column to the amount of text typed into cells within the column.

❗   Selecting the **Delete** button in the Table AutoFormat dialog box deletes user-defined table styles from Word.

✅ **Procedures**

1.   Position the insertion point anywhere in the table you want to format.

2.   Select the **Table** menu.

3.   Select the **Table AutoFormat** command.

4.   Select the desired style in the **Table styles** list.

5.   Select or deselect any options as desired.

6.   Select **Apply**.

HIDING AND SHOWING GRIDLINES

🔎 **Discussion**

Word displays table gridlines by default. Gridlines are faint, gray lines that border each cell of the table and are useful in viewing your table data. You can see the table gridlines only where there are no borders.

You can hide the gridlines if you find them distracting. When the gridlines are displayed, the **Hide Gridlines** command is available on the **Table** menu. Conversely, when the gridlines are hidden, the **Show Gridlines** command appears on the **Table** menu. The default Word border is a black, solid, ½-point single line.

📖	Gridlines are never printed, even if they are displayed in the document.

📖	The **Hide Gridlines** and **Show Gridlines** command affects the display of gridlines in all tables in the document.

✅ **Procedures**

1.   Position the insertion point in any cell of the table.

2.   Select the **Table** menu.

3.   Select the **Hide Gridlines** or **Show Gridlines** command, as applicable.

USING THE DRAW TABLE BUTTON

Discussion

You can use the mouse as a "pencil" to draw a table. You can access this feature from the **Draw Table** button on the **Tables and Borders** toolbar. The **Draw Table** button can also be used to add cells, columns, and rows to a table, in any dimensions you choose. You can also draw diagonal lines to define the outside boundaries of a table or to split the contents of a cell.

In addition, you can use the **Draw Table** button to create a nested table. A nested table is a table that appears within a table cell. For instance, you might want to use a nested table if a document uses a table for its page layout and you want to use additional tables within the document. Tables are often used to lay out side by side paragraphs of text or web pages. Smaller, nested tables are then used to contain reference material or graphics pertaining to information contained in the larger table.

If you make a mistake while drawing a table, you can use the **Eraser** button, also located on the **Tables and Borders** toolbar, to remove any incorrect lines.
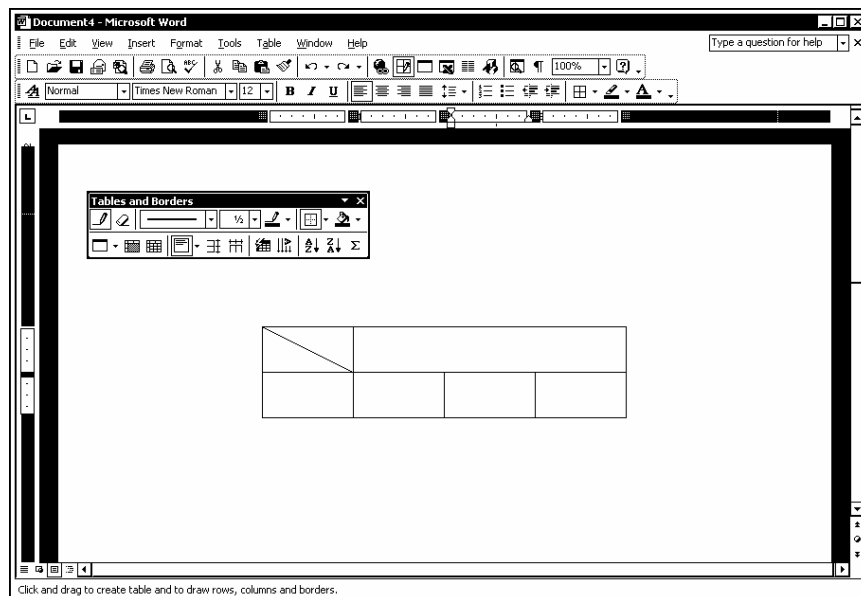
Drawing a table

> 📖 Clicking the **Tables and Borders** button on the **Standard** toolbar displays the **Tables and Borders** toolbar and switches the document to **Print Layout** view.

> 📖   You can also create a nested table by clicking in a table cell, selecting the **Insert Table** button on the **Standard** toolbar, and dragging to define the table configuration.

✔ Procedures

1. Click the **Tables and Borders** button on the **Standard** toolbar.

2. Drag the pencil diagonally to draw the desired table in the document.

3. Drag the pencil in the table as desired to draw table cells, rows, and columns.

4. To erase a line, click the **Eraser** button on the **Tables and Borders** toolbar.

5. Click the line you want to erase.

6. To continue drawing, click the **Draw Table** button on the **Tables and Borders** toolbar.

CONVERTING EXISTING TEXT INTO A TABLE

Discussion

You can easily create a table from existing text in a document. The Convert Text to Table dialog box allows you to select the number of columns you want in the table. Word will suggest the number of columns and rows, based on the tabs and paragraph marks contained in the selected text.

Alternately, you can indicate the character you want to use as a text separator; Word will use the specified text separator as a column marker and determine the number of columns based on where the text separator occurs in the text you want to convert. You can separate text at paragraph marks, tabs, or commas, or you can specify a different character, if desired.

In addition, the Convert Text to Table dialog box allows you to specify a fixed column width, AutoFit columns to the text typed within them, or AutoFit the table to the window. The **AutoFormat** button allows you to select a table style and AutoFormat the table even before you create it.
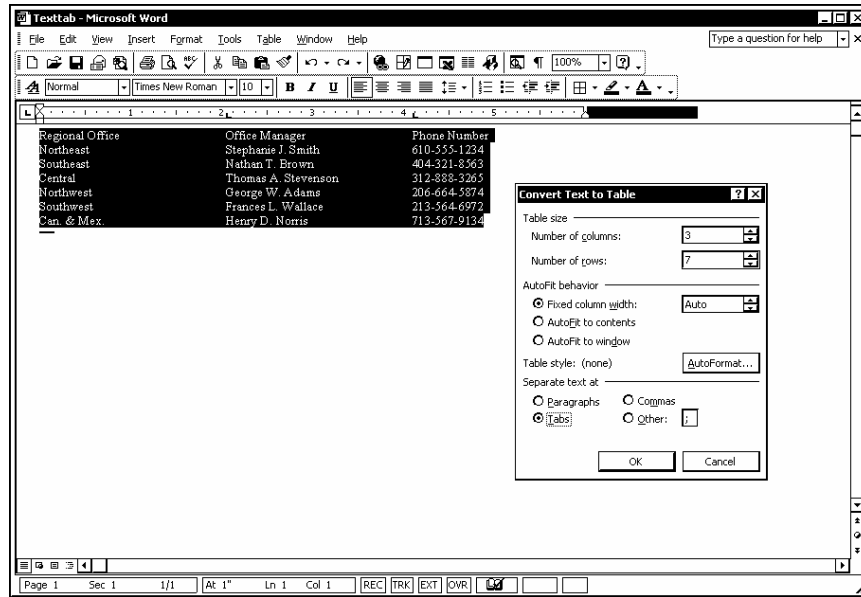
Converting existing text into a table

📖   Word always creates a new row at each paragraph mark.

✔ **Procedures**

1. Select the text you want to convert into a table.

2. Select the **Table** menu.

3. Point to the **Convert** command.

4. Select the **Text to Table** command.

5. If necessary, specify the desired number of table columns in the
   Number of columns spin box under **Table size**, or select the desired
   Separate text at option.

6. Select the desired **AutoFit behavior** option.

7. Select **OK**.

LESSON 8 -
EDITING A TABLE

In this lesson, you will learn how to:

- Select table components

- Select the entire table

- Insert rows and columns into a table

- Merge cells

- Rotate text in a table

- Change column width and row height

- Align table text

- Distribute rows and columns evenly

- Split cells

- Delete columns and rows

- Set table properties

- Convert a table into text

- Create a table heading

SELECTING TABLE COMPONENTS

Discussion

You can select a single table cell, row, or column using the mouse. You might want to select a single cell, row, or column in order to format or edit its contents.

You can quickly select a cell by clicking to the left of the first character in the cell, within the cell gridline. You can quickly select a row by clicking to the left of the row, outside the gridline. Likewise, you can quickly select a column by clicking above the column, outside the gridline. The area immediately to the left of the table is referred to as the row selection bar, and the area immediately above the table is referred to as the column selection bar.

Once a cell, row, or column has been selected, you can perform certain functions on the selection, such as formatting it or deleting its contents. In addition, you can move a selected cell, column, or row, either by cutting and pasting it or by dragging it as desired.

You select table text in the same way you select text in other parts of a document. For example, you can select a word by double-clicking it, or you can select a paragraph by triple-clicking it. You can also select a block of text by dragging across the text you want to select.

Once text has been selected, you can perform a number of functions on it, such as formatting, deleting, or copying it.

📖	You can drag to select multiple cells, rows, or columns.

📖	You can also select a cell, row, or column by positioning the insertion point in the cell, row, or column you want to select and then selecting the **Table** menu, pointing to the **Select** command, and selecting the **Column**, **Row**, or **Cell** command, as appropriate.

📖	When positioned correctly, the mouse pointer will appear as a smaller, solid black arrow in the cell and column selection areas. However, in the row selection area, the default mouse pointer appears.

✅ **Procedures**

1. Click in the blank space between the first character and the left gridline of the cell you want to select.

2. Click in the row selection bar to the left of the row you want to select.

3. Click in the column selection bar above the column you want to select.

SELECTING THE ENTIRE TABLE

🖳 **Discussion**

You can select the entire table. You might want to select the entire table in order to format it or edit its contents.

Once an entire table has been selected, you can perform a number of functions on it, such as deleting information or formatting text, cells, rows, or columns.

> 📖   You can also select a table by clicking the table move handle. The table move handle, a square containing a four-headed arrow, appears when you point to the upper, left corner of a table in **Print Layout** view. You can also use the table move handle to move the table within the document.

✅ **Procedures**

1. Position the insertion point within the table.

2. Select the **Table** menu.

3. Point to the **Select** command.

4. Select the **Table** command.

INSERTING ROWS AND COLUMNS INTO A TABLE

Discussion

When you create a table, you can designate the desired number of rows and columns. If you need to add additional information to an existing table, you do not need to recreate the table. Instead, you can insert new rows or columns in the current table.

You can insert a row above or below the current row or a column to the left or right of the current column. You can also add multiple rows or columns by first selecting the same number of rows or columns you want to add and then inserting the rows or columns.
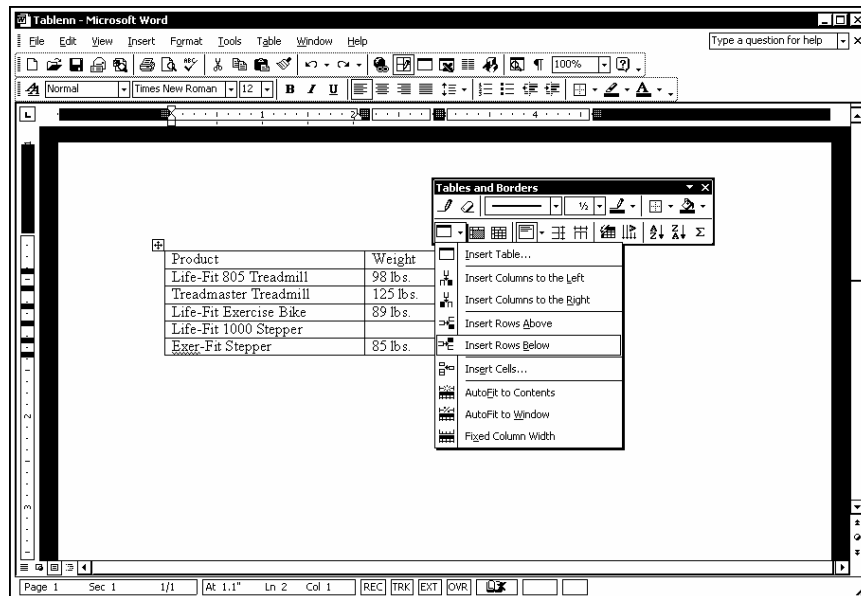
Adding a row to a table

> 📖 To add a new column beyond the last column in the table, select the last column, select the **Table** menu, point to the **Insert** command, and then select the **Columns to the Right** command.

> 📖 You can also insert rows and columns by right-clicking a row or column selection bar and using the **Insert Rows** or **Insert Columns** command on the shortcut menu or by selecting the **Table** menu, pointing to the **Insert** command, and selecting the appropriate command.

> The **Insert Table** button on the **Tables and Borders** toolbar displays the last command selected.

✔ Procedures

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Position the insertion point in a cell adjacent to where you want to insert the row or column.

3. Click the arrow on the **Insert Table** button.

4. Select the desired command.

MERGING CELLS

Discussion

You can merge two or more adjacent cells into a single cell. You may want to merge cells, for example, to create a table heading by spanning text in one cell across the entire table.

When you are selecting cells to merge, you can select an entire row or column, or you can select just the cells you want to merge.
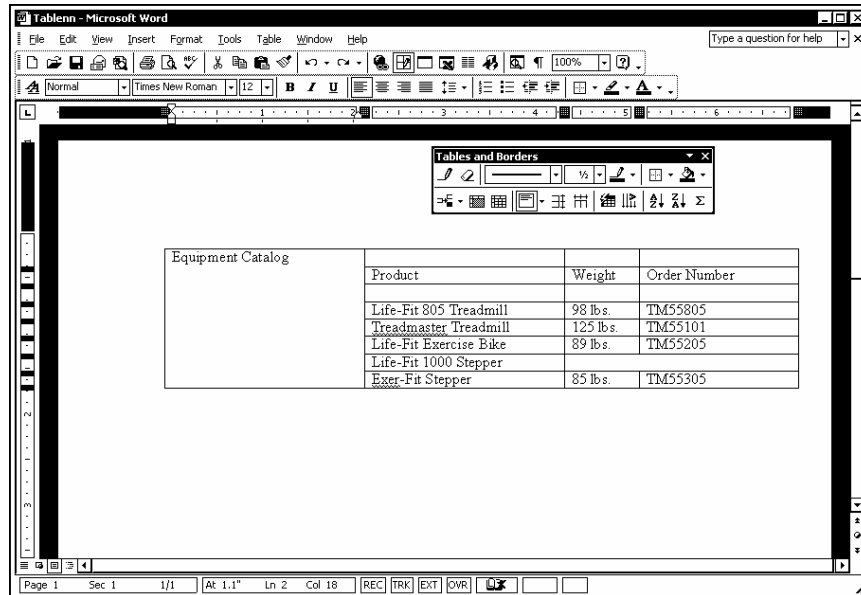
A merged cell

📖	You can also merge cells by selecting the **Table** menu and then the **Merge Cells** command.

📖	You can easily merge two cells by using the **Eraser** button on the **Tables and Borders** toolbar to erase the line between them.

✔ Procedures

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Select the cells you want to merge.

3. Click the **Merge Cells** button [ ].

ROTATING TEXT IN A TABLE

Discussion

You can rotate text in table cells. This option allows you to create special effects. For example, you can change the orientation of long labels so that they fit within the table.

The **Change Text Direction** button on the **Tables and Borders** toolbar cycles through three orientations: horizontal, vertical facing right, and vertical facing left. As you cycle through the orientations, the **Change Text Direction** button changes to display the current text orientation.

When the insertion point is in a cell with rotated text, the alignment, bullet, number, and indent buttons on the **Standard** toolbar rotate as well to reflect the orientation of the text. In addition, the vertical alignment button on the **Tables and Borders** toolbar also matches the text orientation.
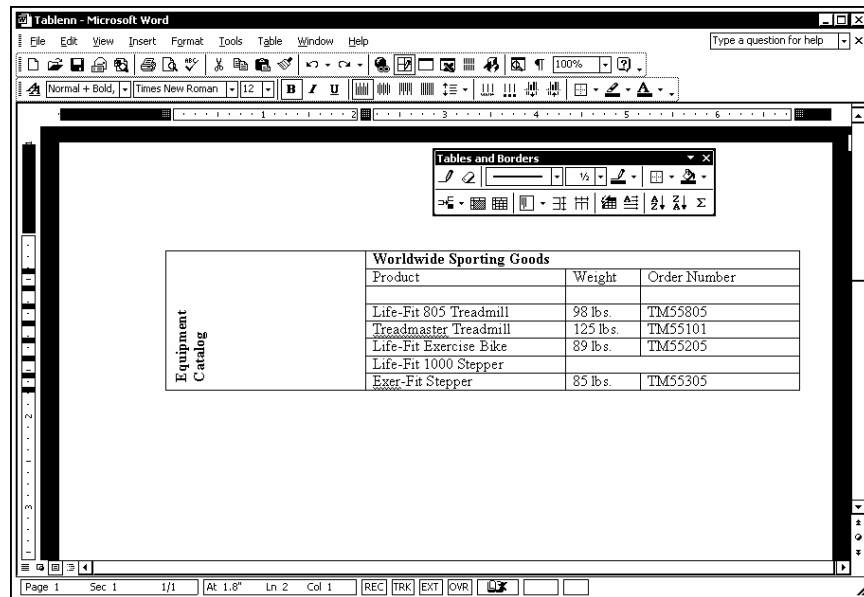
A table with rotated text

You must be in **Print Layout** view in order to view rotated text; the document automatically switches to **Print Layout** view as soon as you rotate text.

You can also rotate text in a table by selecting the **Format** menu and then the **Text Direction** command.

✓ Procedures

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Select the cell containing the text you want to rotate.

3. Click the **Change Text Direction** button, as needed, to the desired orientation.

CHANGING COLUMN WIDTH AND ROW HEIGHT

Discussion

When you first create a table, the columns are a fixed width by default. As you enter data into a table, you may find that some columns need to be narrower than the default width and others need to be wider.

You can quickly adjust the width of any table column by dragging its column border to the desired width. You can adjust as many columns in a table as desired, although adjusting the width of any one column (except the last) does not affect the overall width of the table.

If all the cells in a column are the same width, the width of the entire column changes. If the cells within the column are different widths, however, only the width of the current cell changes.

The overall width of the table does not change when you change the width of one or more cells within the table. As a result, if you widen one column, the width of the column to its right is decreased accordingly, so that the overall width of the table stays the same. You can, however, adjust the overall width of the table by dragging either the left border of the first column or the right border of the last column as desired.

Row height automatically adjusts to fit the font size or the number of lines of wrapped text within a row. If you want to add more spacing above or below the text in a row, you can change row height by dragging the row border to the desired height. You can only adjust the height of one row at a time by dragging.

> If you hold the **[Alt]** key as you drag a column or row border, the exact column or row measurement appears on the corresponding ruler.

📖 You can also change column width by dragging the table column markers on the horizontal ruler, or you can change row height by dragging the table row markers on the vertical ruler. If you need precise measurements, you can access the **Row** or **Column** page in the Table Properties dialog box.

✅ Procedures

1. Drag any column border to the left to decrease or to the right to increase the width of that column.

2. Drag any row header border up to decrease or down to increase the height of that row.

ALIGNING TABLE TEXT

🗣 Discussion

You can align text in a table cell in much the same way as you align text elsewhere in the document. In addition to the standard horizontal alignments, however, you can also align table text to the top, center, or bottom of a cell. The alignment palette available from the **Tables and Borders** toolbar provides every possible combination for aligning table text both horizontally and vertically in one click.
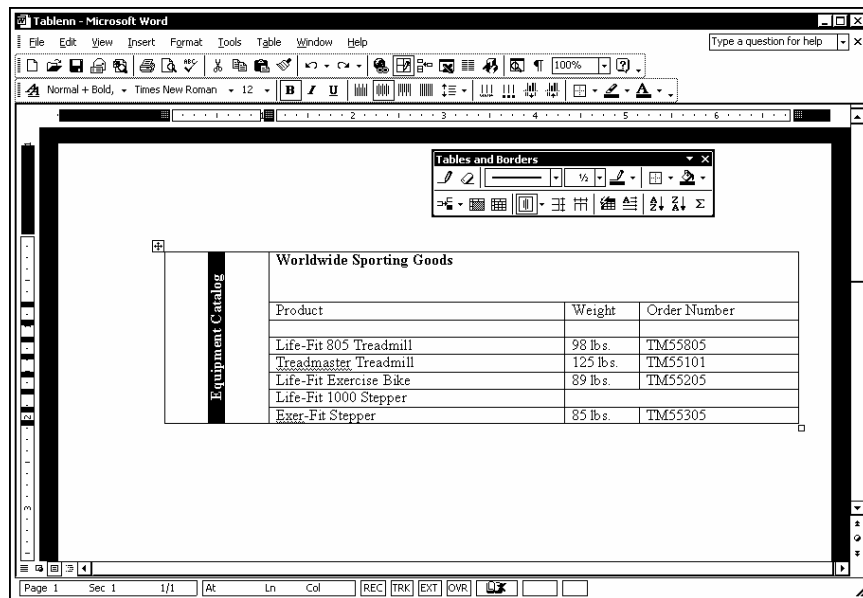
Aligning table text

> 📖 The **Align** button on the **Tables and Borders** toolbar always displays the last alignment option selected.

✅ Procedures

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Select the cell containing the text you want to align.

3. Click the arrow on the **Align** button [image] on the **Tables and Borders** toolbar.

4. Select the desired alignment.

DISTRIBUTING ROWS AND COLUMNS EVENLY

🕴 Discussion

Although you can individually size each cell, row, and column in a table, you may decide that a table would look better if all the rows or columns were the same size.

The **Distribute Columns Evenly** option adjusts the width of selected columns to an equal size, without changing the total width of the selected columns. For example, if the total width of three unequally sized columns is six inches, distributing the columns results in three columns, each two inches wide. In addition, you can distribute all the columns in a table by first selecting the entire table.

Likewise, the **Distribute Rows Evenly** option distributes the height of selected rows evenly, without changing the total height of the selected rows.

You can also select adjoining cells and distribute the widths of the cells evenly with the **Distribute Columns Evenly** option. If you select only adjoining cells, and not entire columns, the remaining cells in the columns do not change.
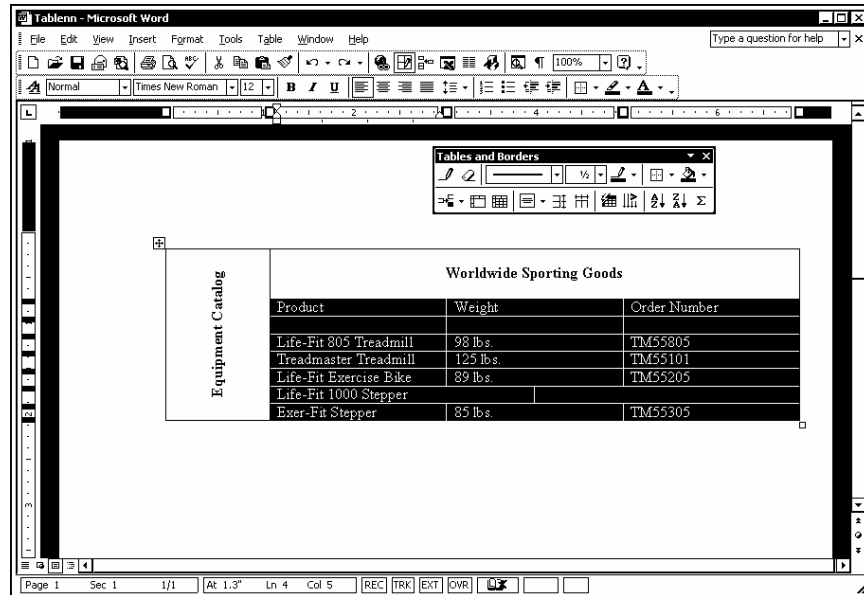
Distributing columns evenly

✔ Procedures

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Select the cells, rows, or columns you want to distribute evenly.

3. Click the **Distribute Columns Evenly** button ⊞ or the

   Distribute Rows Evenly button ⊟, as desired.

SPLITTING CELLS

⧉ Discussion

You can split cells to break a single cell or group of cells into a larger number of cells. Splitting cells is the opposite of merging cells. Instead of creating a single cell from multiple cells, you are creating multiple cells from a single cell.

In the Split Cells dialog box, you can specify the number of rows and/or columns into which you want to split a cell. If you select multiple cells, the **Merge cells before split** option is selected in the Split Cells dialog box. When the **Merge cells before split** option is selected, the selected cells are merged as one and then split into the

selected number of columns or rows. For example, if you select two cells and then choose to split those cells into six cells, the **Merge cells before split** option will produce a total of six cells; three in each of the two selected cells. If you choose to deselect the **Merge cells before split** option, however, those two cells are split into six cells each, for a total of twelve cells.

When you are selecting cells to split, you can select an entire row or column, or you can drag to select only the cells you want to split.

> 📖   You can also split cells by selecting the **Table** menu and then the **Split Cells** command.

> 📖   You can also use the **Draw Table** button on the **Tables and Borders** toolbar to split cells by drawing one or more lines within the cells as desired.

✅ Procedures

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Select the cells you want to split.

3. Click the **Split Cells** button .

4. Select the desired number of rows and/or columns.

5. Select **OK**.

DELETING COLUMNS AND ROWS

🔖 Discussion

You can delete any rows and/or columns you no longer need in a table. Deleting a column or row deletes not only the column or row, but also all contents within it.

> 📖   You can also delete a column or row by selecting the column or row you want to delete, right-clicking the selection, and then selecting the **Delete Columns** or **Delete Rows** command, as appropriate.

✔ **Procedures**

1. Click in the row or column you want to delete.

2. Select the **Table** menu.

3. Point to the **Delete** command.

4. Select the **Columns** or **Rows** command, as desired.

SETTING TABLE PROPERTIES

🖳 **Discussion**

When you create a table, Word sets certain defaults for the table and the table cells. You can customize the table by changing table settings to override these defaults.

The Table Properties dialog box provides one central site from which you can customize a table. This dialog box has four pages: **Table**, **Row**, **Column**, and **Cell**. The options available in the Table Properties dialog box are listed in the following tables:

Table Options	Description
Preferred width	Sets the width of the entire table to a specific measurement in inches or to a percentage of the page width
Alignment	Controls the alignment of the table on the page; can be used to center or right align a table
Indent from left	Controls the indent of the table from the left margin; available only when the **Left** alignment option is selected
Text wrapping	Controls the placement of text around a table; when the **Around** option is selected, you can use the **Positioning** button to specify the exact table position, the distance between the text and the table, and table movement options
Borders and Shading	Opens the Borders and Shading dialog box, in which you can change border options and apply or modify shading

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Table Options	Description
Options	Opens the Table Options dialog box, which allows you to set the default margins between text and cell borders for all cells in the table, set the default spacing between cells, and set the table to resize automatically to fit its contents

Row Options	Description
Specify height	Sets the height of the selected row to a specific or minimum height in inches; use the **Previous Row** and **Next Row** buttons to select adjacent rows
Allow row to break across pages	Allows a row to be split across a page break; to prevent rows from breaking, deselect this option
Repeat as header row at the top of each page	Sets the top row or rows in a table as a header that repeats at the top of the table on each page; header rows make long tables spanning multiple pages easier to read

Column Options	Description
Preferred width	Sets the width of the selected column(s) to a specific measurement in inches or to a percentage of the table width; use the **Previous Column** and **Next Column** buttons to select adjacent columns

Cell Options	Description
Preferred width	Sets the width of the selected cell to a specific measurement in inches or a percent of the table width
Vertical alignment	Controls the alignment of text within a cell; use this option to align text to the top, center, or bottom of a cell
Options	Opens the Cell Options dialog box, which allows you to set the margins within a cell, have text wrap within a cell, or allows Word to size text to fit within a cell
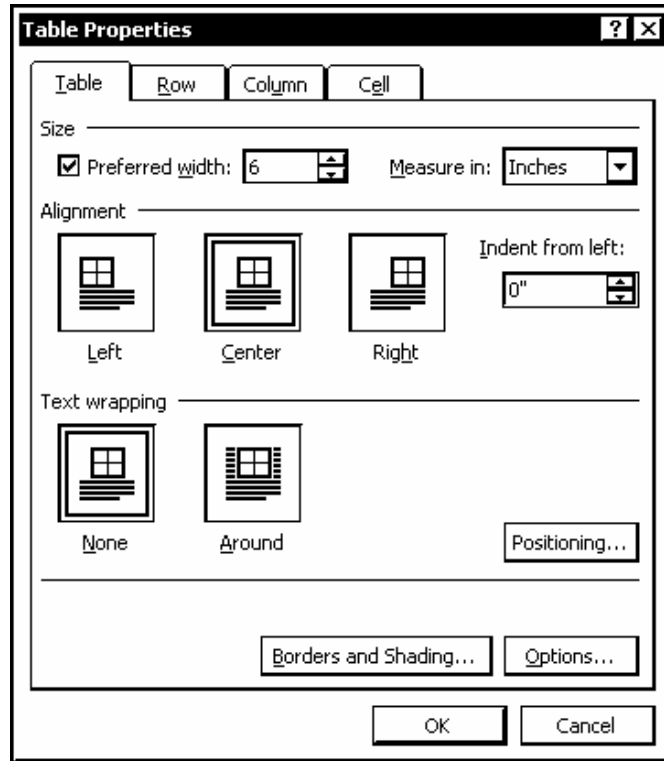
Setting properties for a table

📖   You can also access the Table Properties dialog box by clicking any link the **Table** or **Cell** sections in the **Reveal Formatting** task pane; the Table Properties dialog box opens to the page corresponding to the link clicked. The insertion point must be positioned in a table for these sections to be available.

📖   You can also open the Table Properties dialog box by right-clicking in a table and selecting the **Table Properties** command.

✓ Procedures

1. Select the cell, row, or column you want to change.

2. Select the **Table** menu.

3. Select the **Table Properties** command.

4. Select the tab for the property you want to change.

5.   Select the desired option.

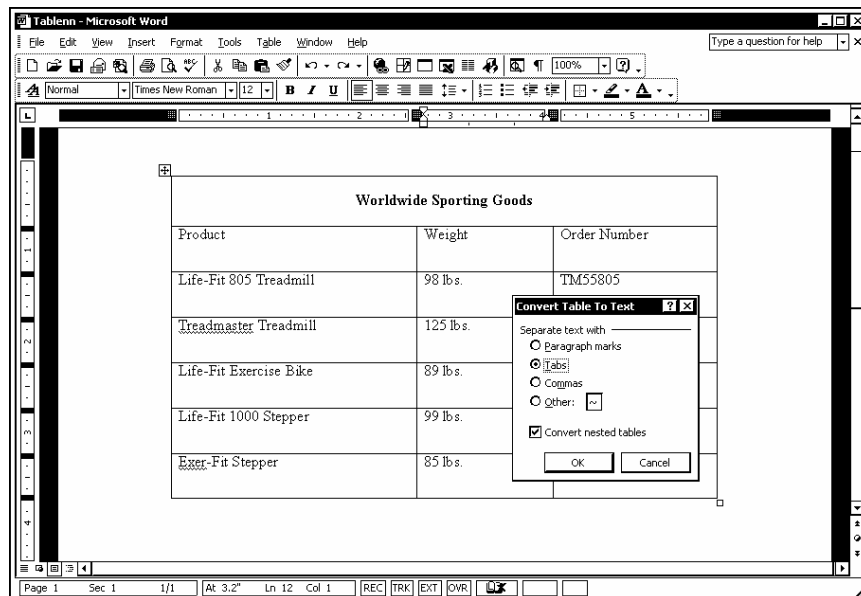6.   Continue setting options as desired.

7.   Select **OK**.

CONVERTING A TABLE INTO TEXT

Discussion

You can convert all or part of a table to text. When you convert a table to text, you must specify the character you want Word to use to replace the column markers. You can select paragraph marks, tabs, or commas; Word also allows you to specify a character of your choice.

Converting a table into text

	Word always converts the end of row mark into a paragraph mark.

✅ Procedures

1. Select the table rows you want to convert.

2. Select the **Table** menu.

3. Point to the **Convert** command.

4. Select the **Table to Text** command.

5. Under **Separate text with**, select the desired option.

6. Select **OK**.

CREATING A TABLE HEADING

🗣 Discussion

You can create a table heading that appears on multiple pages. For example, if your table extends to two or more pages, you might want to have your column headings repeat at the top of each page.

You must switch to print preview or **Print Layout** view to view the table heading on pages other than the first.

> 📖   The table heading can be created only from the top row or rows of the table.

> 📖   You can also create column headings by first selecting the rows you want to repeat, and then selecting the **Table** menu and the **Table Properties** command. On the **Row** page in the Table Properties dialog box, select the **Repeat as header row at the top of each page** option.

> 📖   You can insert a page break anywhere in a table to control the amount of rows on a page. You can also split a table into two tables by selecting the row above which you want to split the table, then selecting the **Table** menu and the **Split Table** command. Repeated heading rows, however, do not carry over from the first section of a split table.

✔️ **Procedures**

1. Select the row or rows you want repeat as a table heading.

2. Select the **Table** menu.

3. Select the **Heading Rows Repeat** command.

LESSON 9 -
APPLYING BORDERS AND SHADING

In this lesson, you will learn how to:

- Use borders and shading

- Add borders and shading to text

- Add a border to a page

- Add a border to a table

- Remove a border from a table

- Add and remove shading

USING BORDERS AND SHADING

Discussion

Borders and shading can enhance the appearance of a document. Borders are lines that appear around an object. Borders can range from a single horizontal line under a paragraph to fancy boxes with drop shadows or three-dimensional effects. Shading is color and/or a pattern behind graphics or text. You can add borders and shading to text, paragraphs, graphic images, or tables. You can also add a border around a page to make the page more visually attractive.

Horizontal lines under paragraphs are often used to separate sections in a long document. You can create a box around a report title to enhance a cover page. In a table, borders and shading can be used to differentiate column and row headings from the rest of the table data.

Borders can be customized by changing their style, color, and thickness. Available line styles include single, double, triple, solid, dashed, dotted, and shaded, among others. Each line in a box border can be independently customized.

Shading provides a background behind text or graphics. You can apply shading to text, paragraphs, individual cells in a table, or to an entire table.

Lines, boxes, and shading can be added to text, tables, and graphics from either the **Tables and Borders** toolbar or the Borders and Shading dialog box.

After a border or shading has been added to a document, you can review or make changes to its settings by clicking the corresponding link in the **Paragraph** section of the **Reveal Formatting** task pane.

	The length of a line under a paragraph or the width of a box around it is determined by the paragraph margins. You can use the left and right indent markers on the ruler to adjust the margins.

	You can open the Borders and Shading dialog box by selecting the **Format** menu and the **Borders and Shading** command or by clicking the corresponding link in the **Reveal Formatting** task pane.

ADDING BORDERS AND SHADING TO TEXT

Discussion

You can use either the Borders and Shading dialog box or the **Tables and Borders** toolbar to add borders and shading to text and paragraphs. You can also remove borders and shading from text and paragraphs.

Before applying a border, you should select the line style, line weight (thickness), and line color. After selecting the line settings, you can apply a border style. Each line setting button on the **Tables and Borders** toolbar displays either a list or a palette of choices.

If you decide to change the line style, weight, or color of an existing border, you must reapply the border for the changes to take affect.

> You can make changes to existing borders and shading by clicking the corresponding links in the **Paragraph** section of the **Reveal Formatting** task pane.

> You can remove borders from the current paragraph by selecting the **No Border** option from the **Border** palette. Both the **Border Color** and the **Shading Color** palettes include a **More...Colors** command that allows you to add colors to the palette.

> When you type three or more consecutive hyphens (**-**) and then press the **[Enter]** key, a single line is inserted across the page. Typing equal signs (=) inserts a double line across the page.

Procedures

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Position the insertion point in the text around which you want to apply a border.

3. Click the **Line Style** arrow on the **Tables and Borders** toolbar, if desired.

4. Select the desired line style.

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5. Click the **Line Weight** arrow on the **Tables and Borders** toolbar, if desired.

6. Select the desired line weight.

7. Click the arrow on the **Border Color** button on the **Tables and Borders** toolbar, if desired.

8. Select the desired border color.

9. Click the arrow on the **Border** button on the **Tables and Borders** toolbar.

10. Select the desired border position.

11. To apply shading, click the arrow on the **Shading Color** button on the **Tables and Borders** toolbar.

12. Select the desired shading color.

ADDING A BORDER TO A PAGE

Discussion

Page borders can enhance the appearance of a document such as an invitation. Page borders are created on the **Page Border** page in the Borders and Shading dialog box.

You can select the type of page border: box, shadow, or 3-D. Then, you can choose the line style, line color, and line width (thickness) of the border. Although the style, color, and width settings apply to all the lines in the page border by default, you can use the **Custom** setting to apply different settings to each line in the page border.

If your document contains sections, you can apply a page border to the whole document, the current section, the first page of the current section, or to every page in the current section except the first page.

The **Options** button on the **Page Border** page in the Borders and Shading dialog box provides selections for modifying the border placement on the page. Borders can be placed at specific distances from the edge of the page or from the text.
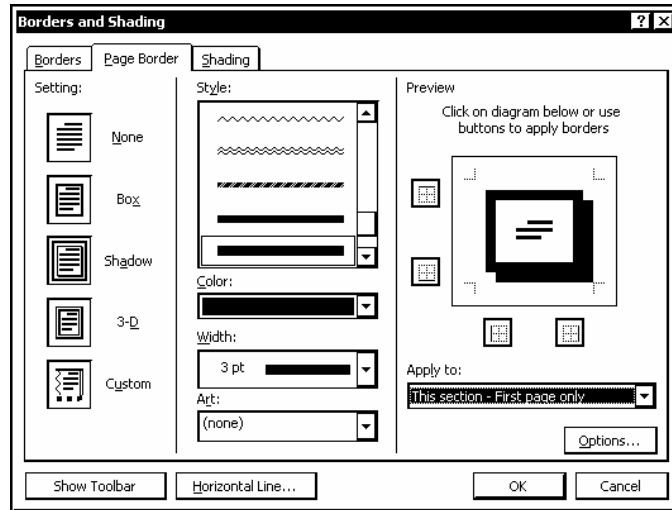
Adding a page border

📖 The **Art** list on the **Page Border** page in the Borders and Shading dialog box allows you to create page borders from a variety of graphical designs.

📖 To change an individual page border line, click **Custom** under **Setting** on the **Page Border** page in the Borders and Shading dialog box. Select the desired combination of **Style**, **Color**, **Width**, or **Art** settings and click the border button in the **Preview** diagram corresponding to the border line you want to change.

📖 You can make changes to existing page borders by clicking the corresponding link in the **Section** section of the **Reveal Formatting** task pane.

✔ Procedures

1. Select the **Format** menu.

2. Select the **Borders and Shading** command.

3. Select the **Page Border** tab.

4. Under **Setting**, select the desired border type.

5. Select the desired options under **Style**, **Color**, **Width**, and **Art**.

6. Select the **Apply to** list.

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7.   Select the desired option.

8.   Select **OK**.

ADDING A BORDER TO A TABLE

Discussion

Even though you can use the Table AutoFormat feature to apply a combination of formats, shading, and borders to a table, you can add your own border style to a table as well. Similar to adding borders to text, you can select a border style from the **Line Style** or **Line Weight** lists on the **Tables and Borders** toolbar. In addition, you can apply diagonal borders to tables in which the cells are divided diagonally.
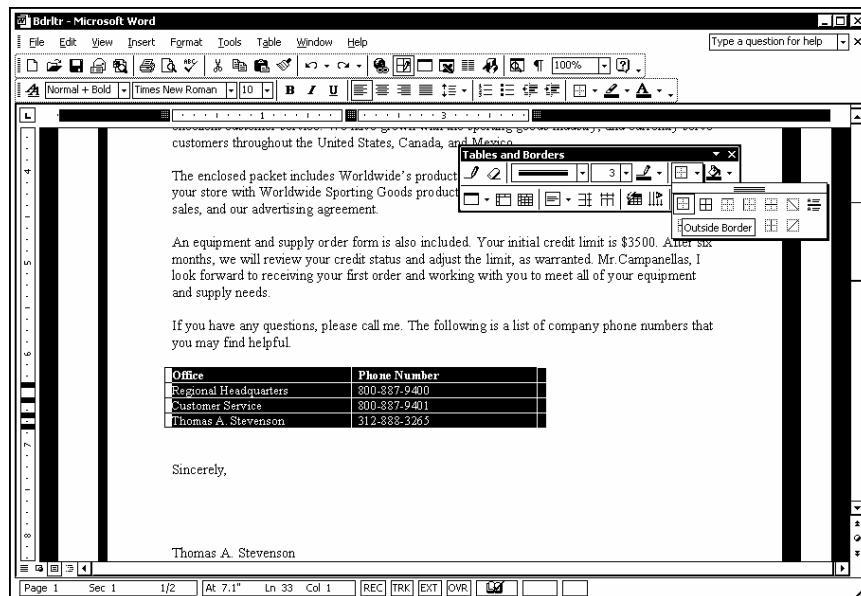
Adding a border to a table

	You can also select a border from the **Borders** page in the Borders and Shading dialog box. To open this dialog box, select the **Format** menu and the **Borders and Shading** command.

	You can make changes to existing table borders and shadings by clicking the corresponding links in the **Cell** section of the **Reveal Formatting** task pane.

✅ **Procedures**

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Select the table cells, rows, or columns to which you want to add a border.

3. Click the **Line Style** arrow on the **Tables and Borders** toolbar.

4. Select the desired line style.

5. Click the arrow on the **Border** button ▦ on the **Tables and Borders** toolbar.

6. Select the desired border position.

REMOVING A BORDER FROM A TABLE

📖 **Discussion**

You can remove a border from individual or multiple cells, columns, or rows in a table, if desired. You can also remove borders from an entire table, as well as from text in a table or document.

> 📖   You can remove all borders from a table by selecting the **No Border** option from the **Borders** palette on the **Tables and Borders** toolbar or by selecting the **None** option on the **Borders** page in the Tables and Border dialog box.

✅ **Procedures**

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** button, if necessary.

2. Select the document text or table object from which you want to remove a border.

3. Click the **Line Style** arrow on the **Tables and Borders** toolbar.

4. Select the **No Border** option.

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5.   Click the arrow on the **Border** button [ ] on the **Tables and Borders** toolbar.

6.   Select the option corresponding to the border you want to remove.

ADDING AND REMOVING SHADING

Discussion

You can apply shading to table cells and text. There are several shading intensities from which you can choose, as well as numerous fill colors. The shading intensities appear at the top of the **Shading Color** list on the **Tables and Borders** toolbar and range from light gray to black.

Shading can be removed from a cell, a table, or text, if you decide you do not want it. Removing shading returns the cell, table, or text to its original appearance.
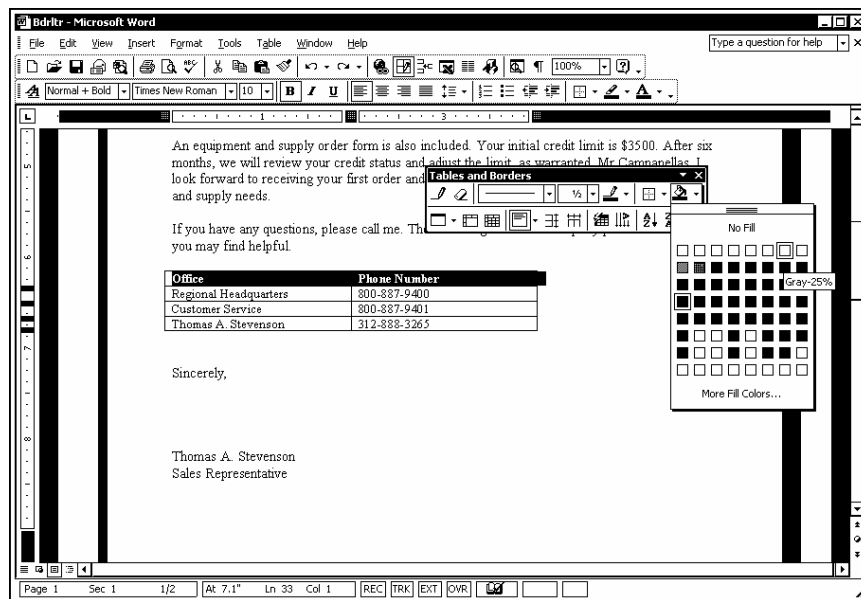
Adding shading to a table row

📖   You can also apply shading using the **Shading** page in the Borders and Shading dialog box. To open this dialog box, select the **Format** menu and the **Borders and Shading** command.

> You can make changes to existing shading by clicking the **Shading** link in the applicable **Paragraph** or **Cell** section of the **Reveal Formatting** task pane.

✔ Procedures

1. Display the **Tables and Borders** toolbar and deactivate the **Draw Table** toolbar, if necessary.

2. Select the text or table object to which you want to add or remove shading.

3. Click the arrow on the **Shading Color** button on the **Tables and Borders** toolbar.

4. Select the shading or color you want to add, or select **No Fill** to remove shading.

LESSON 10 -
WORKING WITH HEADERS AND FOOTERS

In this lesson, you will learn how to:

- Create headers and footers

- Insert the current page number

- Insert the current date

- Create a first page header/footer

- Alternate odd and even headers/footers

- Set the starting page number

CREATING HEADERS AND FOOTERS

Discussion

You can insert headers and footers into Word documents. A header is text or graphics that appears in the top margin of every page in a document. A header can include a date, a file name, chapter titles, or a company logo.

A footer is similar to a header, but footers appear in the bottom margin of a page. A footer can include page numbers and author names. Headers and footers function in the same way. The only difference is their position on the page.

You can use the same header and footer throughout a document, or you can change the headers and footers for different sections of a document. For instance, you can display the author's complete name in the first page footer, but show only the author's last name in the footer on subsequent pages.

When creating a header or footer, Word automatically switches to **Print Layout** view. The document text is grayed and the Header and Footer areas are marked off by dashed boxes.

The default tab stops for headers and footers are different than the default tab stops for the document. A center tab is set at approximately three inches from the left margin, and a right-aligned tab is set at approximately six inches from the left margin. These default header and footer tab stops are useful because a header or footer usually contains multiple bits of information evenly spaced across the page.

The **Header and Footer** toolbar appears whenever you are creating or editing a header or footer. You can use the **Switch Between Header and Footer** button on the **Header and Footer** toolbar to switch between the header and footer.
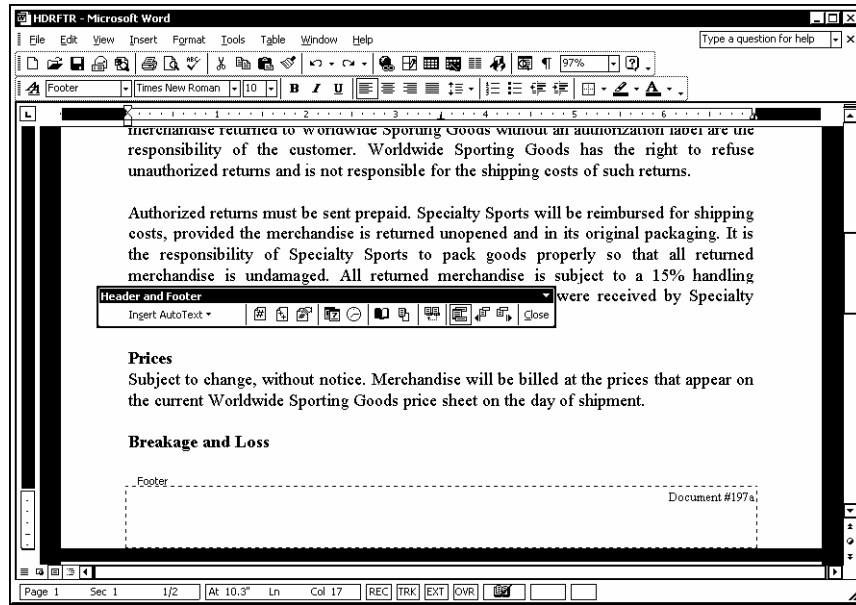
Creating a footer

📖   You can also access the Header and Footer areas by double-clicking in either the header or the footer in **Print Layout** view.

📖   The buttons on the **Header and Footer** toolbar allow you to add information such as page numbers, dates, and time. The information is added as a field, which is a placeholder for text that can vary in content and format.

📖   You can use the **Insert AutoText** list on the **Header and Footer** toolbar to automatically insert specific text and document information.

✅ **Procedures**

1. Select the **View** menu.

2. Select the **Header and Footer** command.

3. Position the insertion point where you want to add header text.

4. Type the desired header text.

5. Click the **Switch Between Header and Footer** button on the
   Header and Footer toolbar.

6. Position the insertion point where you want to add footer text.

7. Type the desired footer text.

8. Select **Close** to close the **Header and Footer** toolbar and access the
   document text.

INSERTING THE CURRENT PAGE NUMBER

Discussion

If you want a document to contain page numbers, Word can automatically number
each page. You can use the **Insert Page Number** button on the **Header and Footer**
toolbar to insert a page number into the header or the footer. In addition, you can add
text to the number (such as the word **Page**).

In **Print Layout** view, you can see the headers and footers in your document.

> You can also use the Page Numbers dialog box to insert a
> page number. To open the Page Numbers dialog box, select
> the **Insert** menu and then the **Page Numbers** command.

> If you use the **Header and Footer** toolbar to insert a page
> number into the header or footer and then use the Page
> Numbers dialog box to insert a page number, your document
> will display the page number twice.

Procedures

1. Select the **View** menu.

2. Select the **Header and Footer** command.

3. Click the **Switch Between Header and Footer** button on the
   Header and Footer toolbar, if desired.

4. Position the insertion point where you want to add the current page number.

5. Click the **Insert Page Number** button .

INSERTING THE CURRENT DATE

Discussion

Word can automatically print the current date in the header or footer of a document. This task is accomplished using the **Insert Date** button on the **Header and Footer** toolbar. Word inserts the date as a field, which means that it updates automatically to show the current date. Once you have entered the date, you can change its format as desired.

> You can also use the Date and Time dialog box to enter the current date as text or as a field in a header or footer. Select the header or footer, the **Insert** menu, the **Date and Time** command, and then the desired format.

Procedures

1. Select the **View** menu.

2. Select the **Header and Footer** command.

3. Switch to the footer, if necessary.

4. Position the insertion point where you want to insert the current date.

5. Click the **Insert Date** button .

6. To change the date format, right-click the date.

7. Select **Edit Field**.

8. Select the desired date format from the **Date formats** list.

9. Select **OK**.

CREATING A FIRST PAGE HEADER/FOOTER

Discussion

In many documents, the first page has a different header and footer than the rest of the document. If you have a title page on which you do not want to display the header or footer, you can choose to have a different first page header or footer.

You can use the **Show Previous** and **Show Next** buttons on the **Header and Footer** toolbar to navigate the different headers and footers.
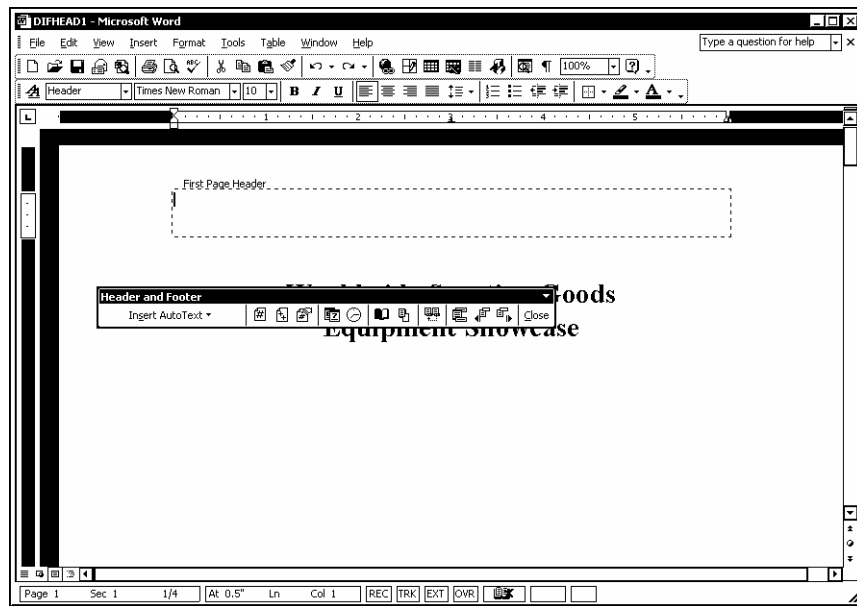
Creating a first page header

Procedures

1. Select the **View** menu.

2. Select the **Header and Footer** command.

3. Click the **Page Setup** button on the **Header and Footer** toolbar.

4. Under **Headers and footers**, select the **Different first page** option.

5. Select **OK**.

6. Enter the first page header text, or click the **Show Next** button on the **Header and Footer** toolbar to display the next Header area.

7. Enter the desired header text.

8. Click the **Switch Between Header and Footer** button on the **Header and Footer** toolbar.

9. Enter the desired footer text.

10. Close the **Header and Footer** toolbar.

ALTERNATING ODD AND EVEN HEADERS/FOOTERS

Discussion

Documents that are printed on both sides and bound in book form contain facing pages. You can create different header and footer text for odd- and even-facing pages. For example, you can alternate your page numbers by left-aligning the page number for even page footers and right-aligning the page number for odd page footers. You can also create odd and even headers and footers that contain different text.

You can use the **Show Previous** and **Show Next** buttons on the **Header and Footer** toolbar to navigate the headers and footers on different pages.
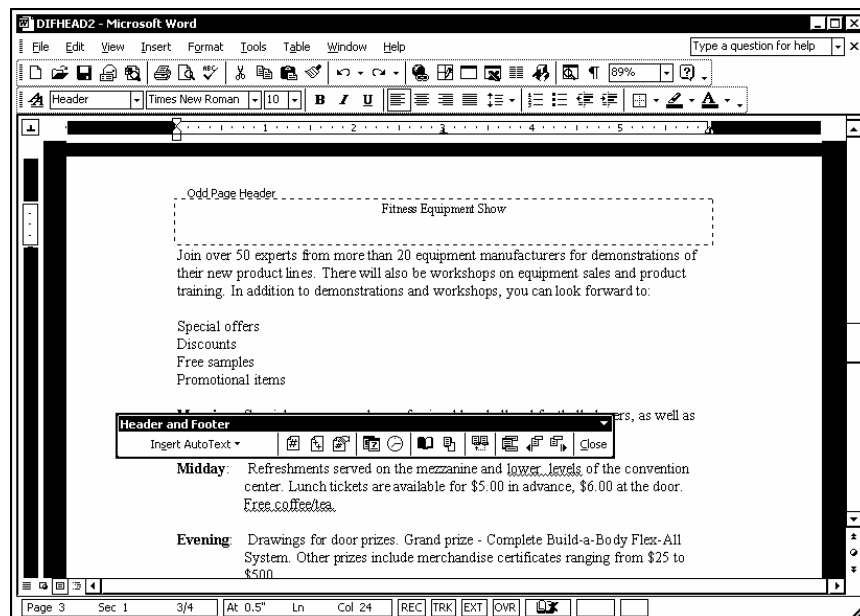
Creating an even page header

✔ Procedures

1. Select the **View** menu.

2. Select the **Header and Footer** command.

3. Click the **Page Setup** button on the **Header and Footer** toolbar.

4. Under **Headers and footers**, select the **Different odd and even** option.

5. Select **OK**.

6. Position the insertion point as desired in the displayed Header area.

7. Enter the desired header text.

8. Click the **Switch Between Header and Footer** button on the **Header and Footer** toolbar.

9. Position the insertion point as desired in the displayed Footer area and enter the desired footer text.

10. Click the **Show Next** button on the **Header and Footer** toolbar to display the next Footer area.

11. Position the insertion point as desired in the displayed Footer area.

12. Enter the desired footer text.

13. Click the **Switch Between Header and Footer** button on the **Header and Footer** toolbar.

14. Position the insertion point as desired in the displayed Header area.

15. Enter the desired header text.

16. Select **Close** on the **Header and Footer** toolbar.

SETTING THE STARTING PAGE NUMBER

☃ Discussion

The Page Numbers dialog box is an easy way to number the pages in your document without opening the header and footer area. This method provides options to position

and align the page number or to omit the display of the page number on the first page. You can also select a page number format other than numbers, such as letters or Roman numerals.

Although Word automatically starts numbering pages at page 1, you can start the page numbering for your document at a different page number. If your document is to be inserted at page 5 in a larger document, you can start your first page number at page 5 so that the page numbers in the header or footer agree with the final printed document.

You may also want to reset your page numbers if your document contains a cover page. Page numbers are usually not printed on the cover page of a document, and the cover page is not usually considered part of the page count. Therefore, you may want the second page of the document to be page 1 rather than page 2. You can do this by designating the starting page number of your document (the cover page) as 0; then, the next page will be considered page 1.
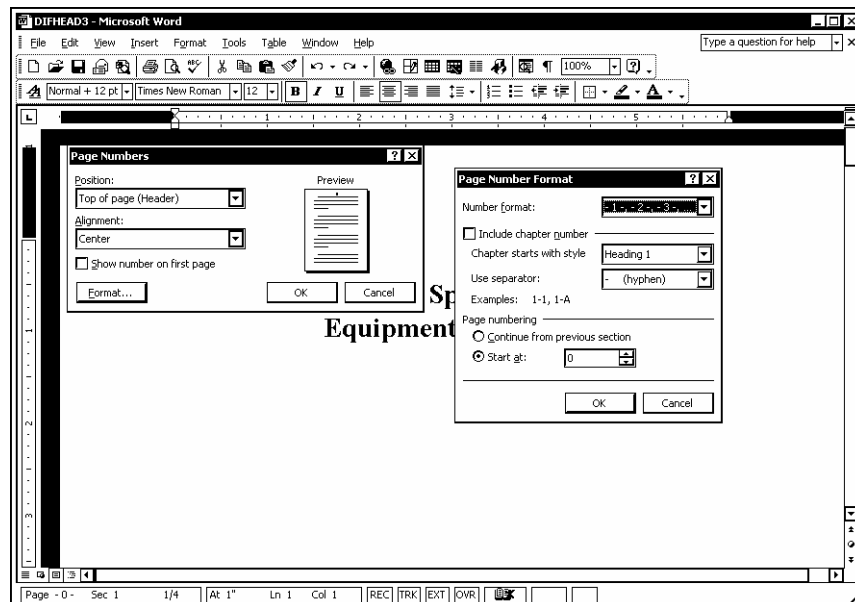
The Page Number Format dialog box

📖   If your document contains several front pages that you do not want included in the page count, you should use section breaks to control the page numbering and the numbering styles.

📖   You can also use the **Format Page Number** button on the **Header and Footer** toolbar to open the Page Number Format dialog box.

✔ Procedures

1. Select the **Insert** menu.

2. Select the **Page Numbers** command.

3. Select the **Position** list.

4. Select the desired position.

5. Select the **Alignment** list.

6. Select the desired alignment.

7. Deselect the **Show number on first page** option, if desired.

8. Select **Format**.

9. Select the **Number format** list.

10. Select the desired format.

11. Select the **Start at** option under **Page numbering**.

12. Enter the desired starting page number in the **Start at** spin box.

13. Select **OK**.

14. Select **OK**.

INDEX

typing aligned text, 4
Replace
   replacing text, 32, 33
Reveal Formatting task pane, 6, 7
Row selection bar, 58
Rows
   changing height, 64, 65
   deleting, 68, 69
   distributing evenly, 66, 67
   inserting into a table, 60, 61
   selecting, 58
Shading
   adding to text, 77
   applying, 76
   applying in a table, 82, 83
   removing from a table, 82, 83
Tab stops, 40, 41
Table AutoFormat, 51, 53
Tables
   adding a header row, 73, 74
   adding borders, 80, 81
   adjusting cells, 64
   aligning text, 65, 66
   changing column width, 64, 65
   changing row height, 64, 65
   converting into text, 72, 73
   converting text into, 55, 56
   creating, 48, 49, 54, 55
   deleting columns, 68, 69
   deleting rows, 68, 69
   distributing columns evenly, 66, 67
   distributing rows evenly, 66, 67
   drawing, 54, 55
   entering text into, 50
   formatting, 51, 53
   gridlines, 53
   inserting, 48, 49
   inserting columns, 60
   inserting lines above, 50, 51
   inserting rows, 60, 61
   merging cells, 61, 62
   navigating, 49
   nested, 48
   removing borders, 81
   repeating column headings, 73, 74
   rotating text, 63, 64
   selecting, 59
   selecting cells, 58
   selecting columns, 58
   selecting components, 58, 59
   selecting rows, 58