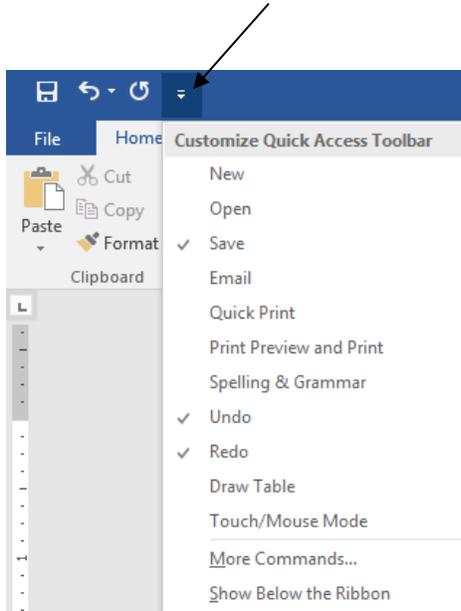# Microsoft Word Part 2

Today we will be going beyond the basics of Microsoft Word. We will go over how to create a table and how to add graphics to a document.

Using the Quick Access toolbar

- Click the arrow next to the Quick Access toolbar

- Select the command you want to add from the drop-down list. It will now appear in the Quick Access toolbar
- (Save, Undo, and Redo appear in the toolbar by default)

Creating a Table

**Organizing information in a Table**

> A **table** is information arranged in horizontal rows and vertical columns. When you first insert a blank table you will see a grid with black horizontal and vertical lines. The area where a row and column meet is called a **cell**. You can create a blank table or you can convert text to a table.
>
> The top row of a table is called the **header row** and tells you the type of information in each column. Some tables also have a **header column** which is the first column on the left and will tell you the type of information contained in each row.

Inserting a Blank Table

> o Click on the Insert tab, then click on the Table button. A table grid will open up.
> o Position the mouse pointer at the upper left corner of the grid and then drag the pointer so that you have a table with **two columns and five rows.**

     o Click the mouse button when you have a 2 X 5 table.
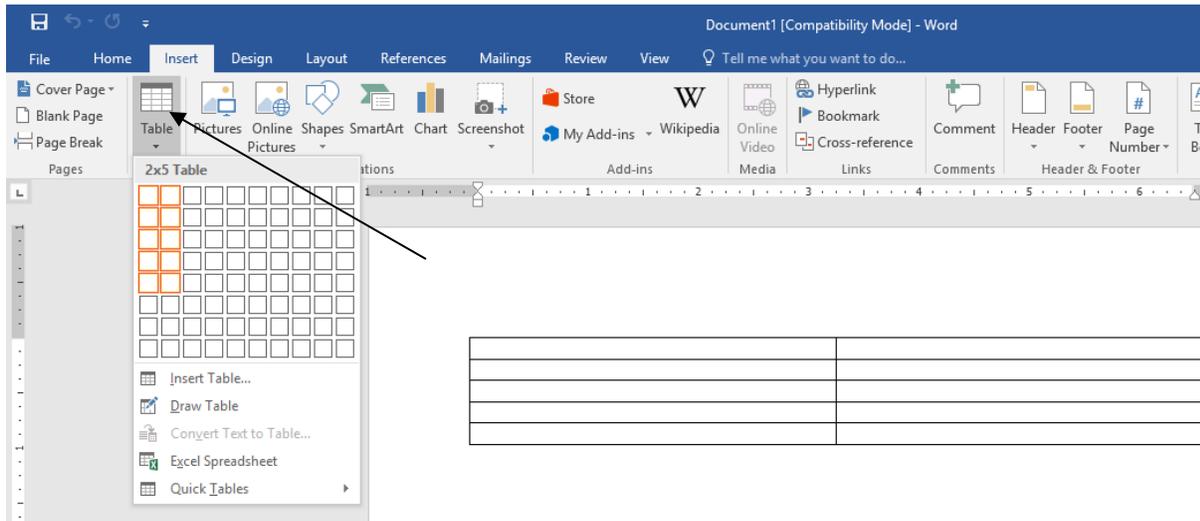
1. Move the pointer over the table. The **Table Move Handle** appears in the upper left corner and the **Table Resize Handle** appears in the lower right corner.
2. **Entering Data in a Table**

    a. Make sure that the insertion point is in the upper left cell.
    b. Type **Item**.
    c. Press the **Tab** key to move to the next cell. In this case it will move to the cell on the right.
    d. Type **Materials Cost.**
    e. Press the **Tab** key to move to the next cell. In this case it will move to the first cell in the second row.
    f. Continue to enter the following information in the table:

Weather Stripping	**$350**
High-efficiency water heaters	**$8,500**
High-efficiency furnaces	**$10,000**
Insulation	**$700**

Items	Materials Cost
Weather stripping	$350
High-efficiency water heaters	$8,500
High-efficiency furnaces	$10,000
Insulation	$700
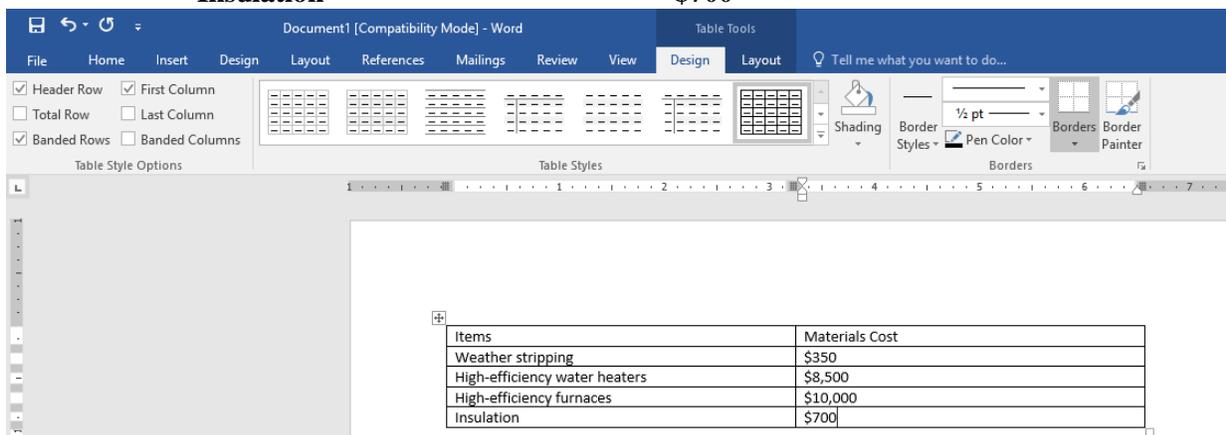
- **Selecting part of a Table**
  - You can select the first row by moving the mouse pointer outside the table until it changes to an arrow pointing right.
  - Click the left mouse button to select the first row.
  - Press **Ctrl + B** or you can click on the **B** in the Font group to make the heading bold.

- **Sorting Rows in a Table**
  - Make sure that insertion point is somewhere in the table. Click the **Table Tools Layout** tab.
  - From the **Table** group, click on the **Select** button then click **Select Table.** The entire table is selected.
  - In the **Data** group, click on the **Sort** button. The Sort Dialog box opens up and by default the **Item** heading is already selected indicating that the table will be sorted according to the contents of the Item column. Make sure that the radio button next to **Header Row** is selected in the My list has option.
  - Click **OK**.
  - Click anywhere in the table to deselect. You will see that the table is now sorted in alphabetical order according to the text of the Item column. Note that the header row remains in its original position at the top of the table.

- **Inserting Rows and Columns in a Table**

  - Click any cell in the **Item** column.
  - From the **Table Tools Layout** subtab group, click on the **Select** button then click on **Select Column**.
  - From the **rows & Columns** group, click on the **Insert Right** button. This will insert a blank column to the right of the Items columns.
  - Enter the following header and data. Use the down arrow key to move from one row to the next in the new column.

    Labor Cost

    $3,000 to $4,500

    $2,000 to $3,000

    $1,000

    $1,500

3. **Deleting Rows and Columns in a Table**

1. In the cell contain **Weather stripping** click to the right of the **g** in stripping. Press the spacebar key and type **and insulation**. We can now delete the row insulation as it no longer needed.
2. Select the row **insulation** by clicking in the left margin next to the row after the pointer changes to a right pointing arrow.
3. In the **Rows & Columns** group, click on **Delete** button.
4. Click **Delete Rows**. The insulation row is deleted from the table.
5. Save your work.

4. **Changing Column Widths**

   1. Position the mouse pointer over the right border of the column **Labor Cost** until it changes to a vertical bar with arrows.
   2. **Double-click the left mouse button**. The column width will automatically adjust to the widest entry in the column.
   3. Position the mouse pointer over the right border of the column **Items** until it changes to a vertical bar with arrows.
   4. **Double-click the left mouse button**. The column width will automatically adjust to the widest entry in the **Items** column.
   5. Position the mouse pointer over the right border of the column **Materials Cost** until it changes to a vertical bar with arrows.
   6. **Double-click the left mouse button**. The column width will automatically adjust to the widest entry in the **Materials Cost** column.

- Click the **Insert tab.**
- In the Pages group, click on **Page Break**.

**Working with Text Boxes**

- Before we add a text box to our document, let's create some text we can play with.
  - Type **=rand(30)**
  - Hit the **Enter** key.
- You will see several pages of text appear.

Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them with a variety of styles and effects.

To insert a text box:
- Select the **Insert** tab on the ribbon
- Click the **Text Box** command in the **Text** group.
- Select **Draw Text Box** from the menu
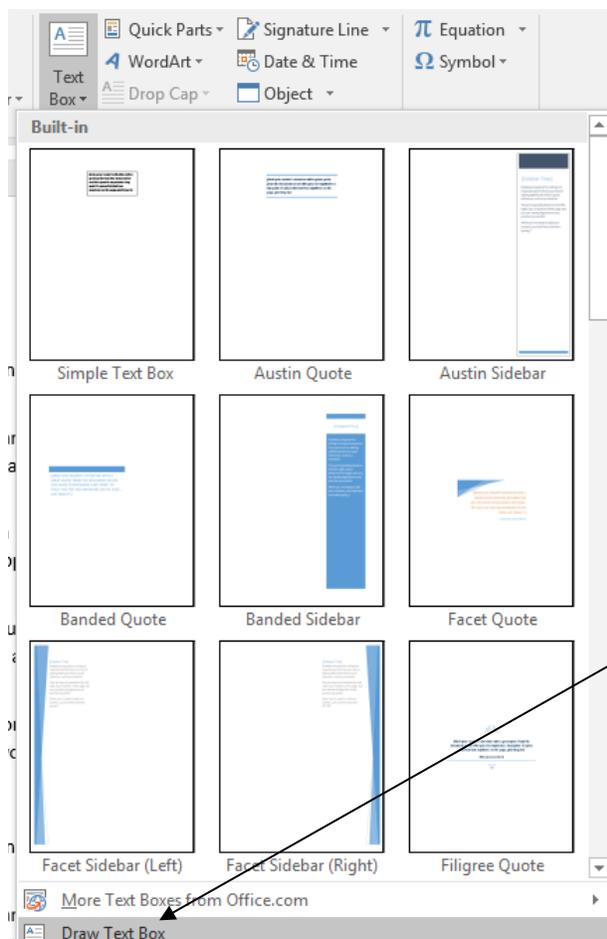
- A crosshair cursor will appear. Left-click your mouse. While holding it down, drag until the text box is the desired size.

- Release the mouse button.

To change text box style:

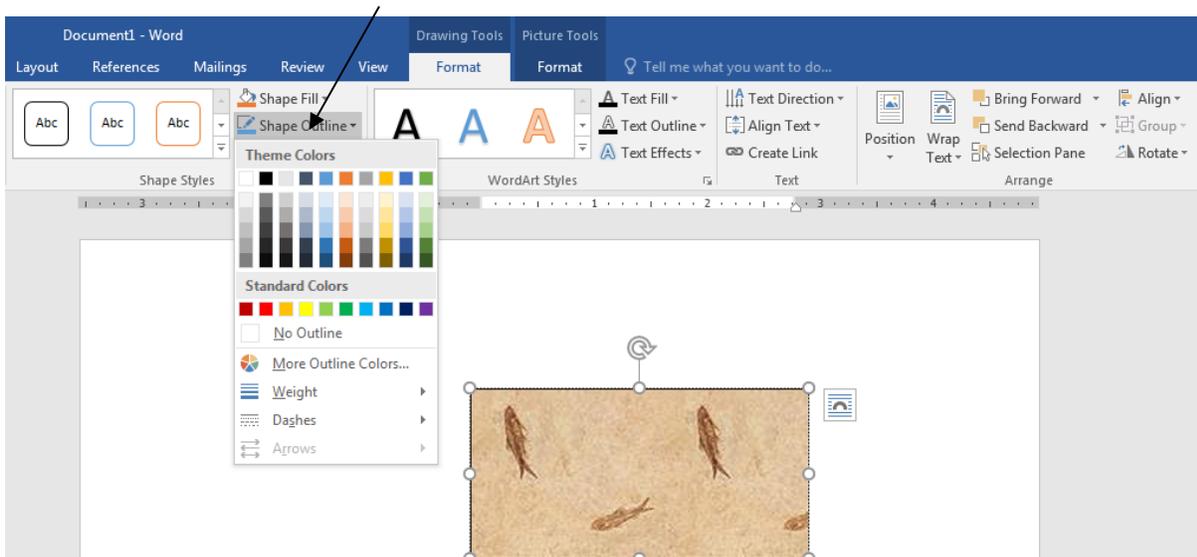- Select the text box. The **Drawing Tools Format tab** appears.
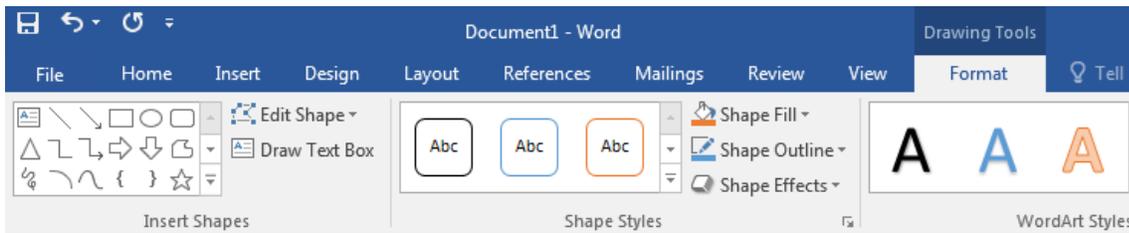
- Click the **More drop-down arrow** in the Shape Styles group to display more options.
- Move your cursor over the styles, and Live Preview will preview the style in your document.
- Left-click a style to select it.

To change shape fill:

- Select the text box again.
- In the **Drawing Tools Format tab** click on the **Shape Fill** command to display a drop-down list.
- Select a color from the list, choose No Fill, or choose one of the other options.

**To change the shape outline:**

- Select the text box again.
- In the **Drawing Tools Format tab** click on **Shape Outline** command to display a drop-down list.

- Select a color from the list, choose No Outline, or choose one of the other options.

To change the text box shape:

- Select the text box again.
- In the **Drawing Tools Format tab** in the **Insert Shapes** group, click on **Edit Shape** then **Change Shape** to display a drop-down list of shapes.
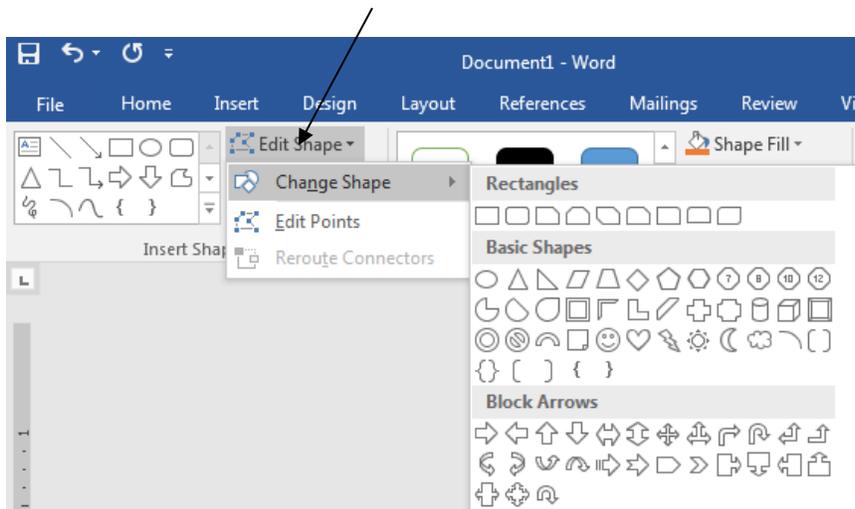
- Select a shape from the list.

To move a text box:

- Left-click the text box. Your cursor becomes a **cross with arrows** on each end.
- Hold down the mouse button and drag the text box to the desired location on the page.
- Release the mouse button.

To resize a text box:

- Click the text box you want to resize.
- Click any of the sizing handles on the corners or sides of the text box until it is the desired size.

* If you drag the sizing handles on any of the four corners, the text box will resize in the same proportions. The sizing handles on the top or bottom of the text box will allow you to resize vertically, while the handles on the left and right sides will resize the text box horizontally.
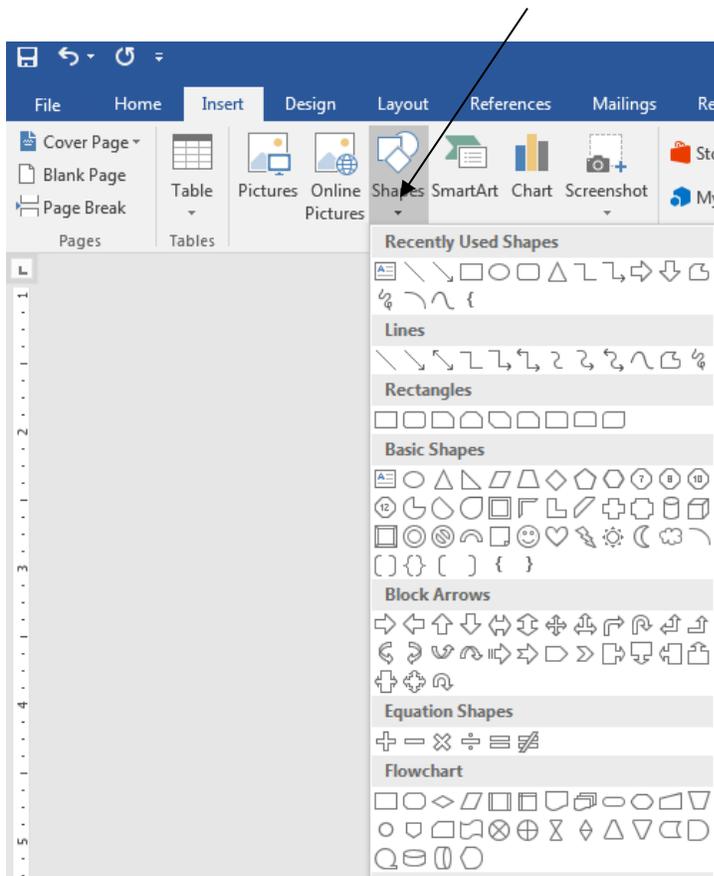
To wrap text:
- Click to select your text box.
- In the **Drawing Tools Format** tab look at the **Arrange** group.
- Click on **Wrap Text.**
- A menu will pop up with a list of options for text wrapping.

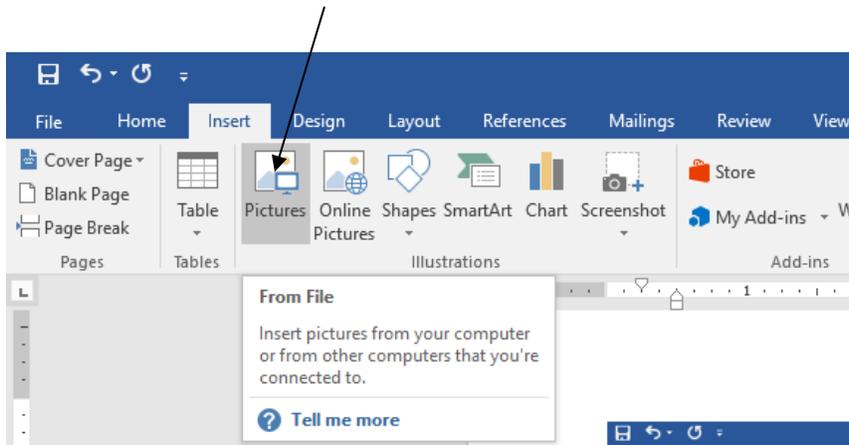- Choose **Square.**
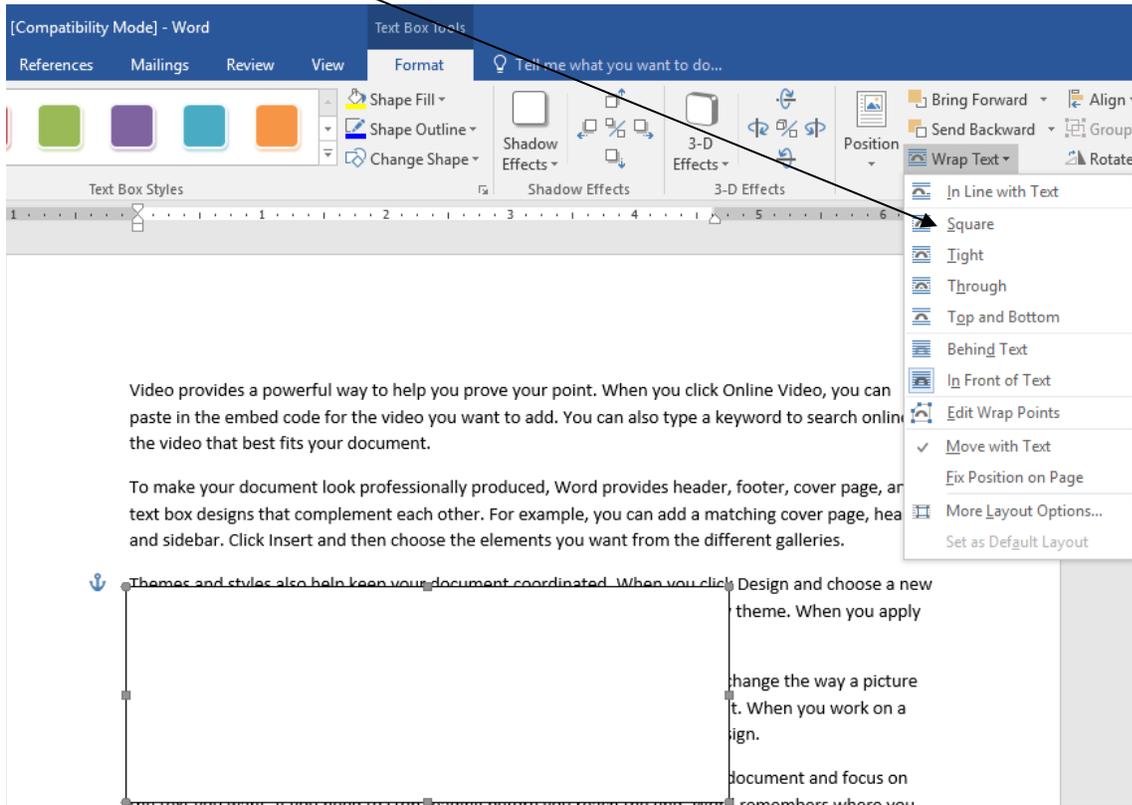
To insert a shape:

- Click on the **Insert tab** then click on **Shapes** in the **Illustrations** group.

Inserting and modifying pictures
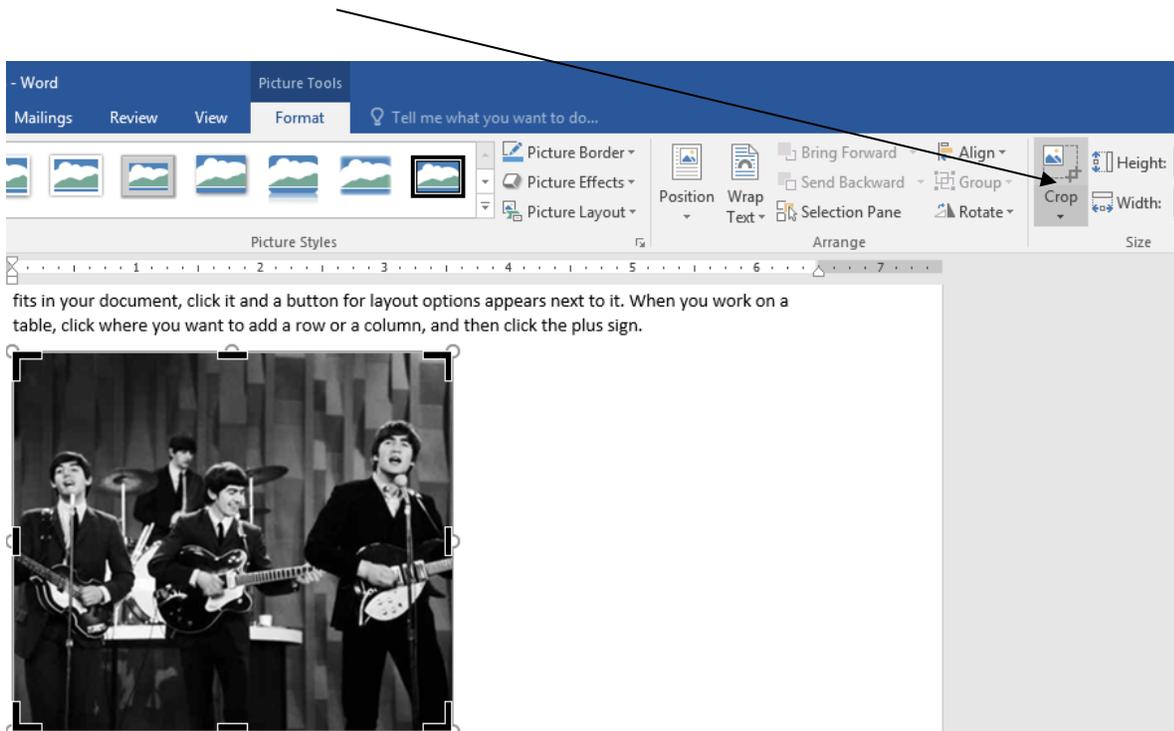
To insert a picture

- On the **Insert tab**, click on **Pictures**
- This allows you to search your computer for pictures to add to your Word document.

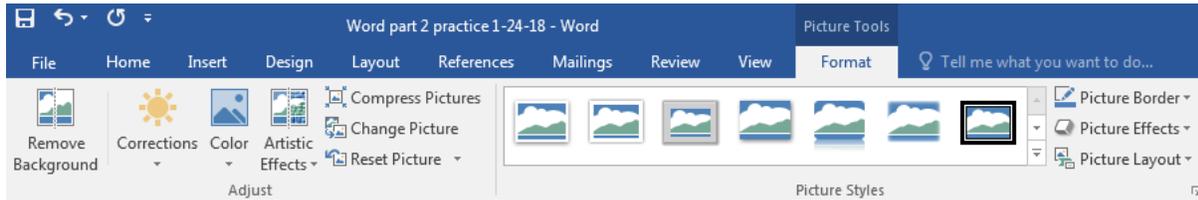- Select the image file on your computer.

To crop an image:
- Select the image.
- Select the **Picture Tools Format.**
- Click the **Crop** command. The black cropping handles appear.

- Click and move one of the handles to crop the image.
- Click the **Crop** command to deselect the crop tool.

Other Picture tools

- Picture layout
- Picture Effects
- Picture Styles
- Artistic Effects
- Color

Work Cited

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