Introduction to Microsoft Word
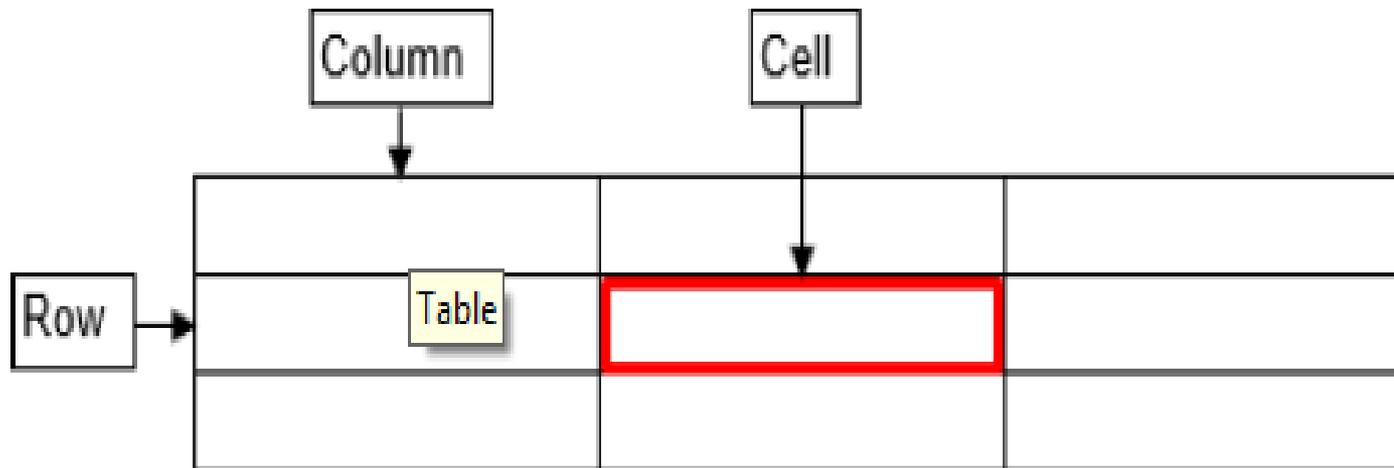
Lesson Objectives

After completing this lesson, you will be able to:

- **Work with tables.**

- **Work with images.**

- **Work with headers and footers.**

- **Change the page layout.**

Working with Tables

- Tables are commonly used to organize and present data. A table is made up of horizontal rows and vertical columns; the box at the intersection of a row and column is called a cell.

Inserting tables

- **To insert a table:**

1. Click the document where you want to insert table.

2. On the **Insert** tab, in the **Tables** group, click the **Table** button, drag across the grid until you select the desired numbers of rows and columns, and then release the mouse button.

   To insert a table with more than 8 rows and 10 columns, click the **Table** button, click **Insert Table** to open the **Insert Table** dialog box, enter the desired numbers of rows and columns in the corresponding boxes, and then click the **OK** button.

❖ The *Table Tools contextual* tabs become available on the Ribbon when a table is inserted or selected. The Table Tools tabs contains the Design and the Layout Tabs which are used to change the appearance and structure of the a table.
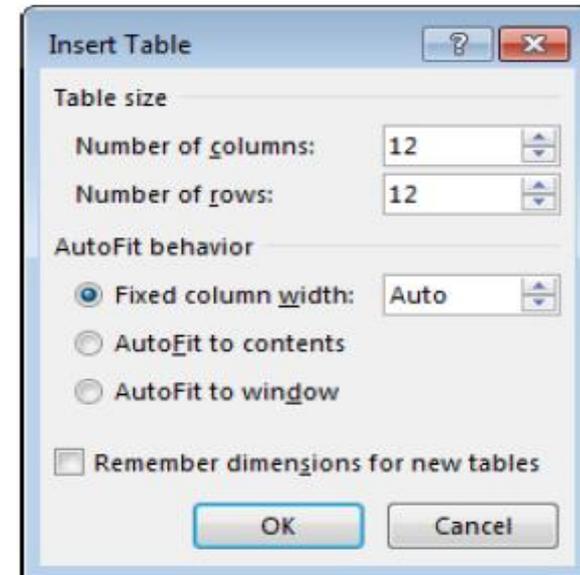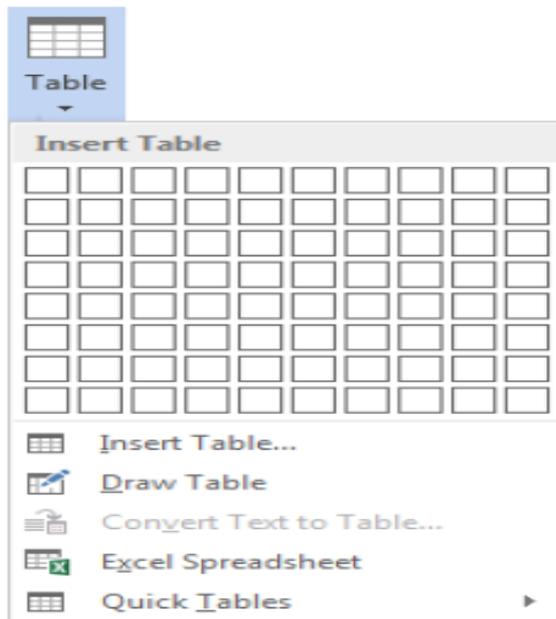
Navigating and selecting table parts

- **Navigating Tables:**

You can navigate a table using the mouse or the keyboard.

- ✓ To navigate the table using the mouse, just click in the desired cell.
- ✓ To use the keyboard, press the **Tab** key to move forward one cell at a time, or press *Shift+Tab* to move backward one cell at a time. You can also use the arrow keys on the keyboard to navigate up, down, left or right in a table.

- **Selecting table parts:**

In order to apply formatting or make other changes to a table, you need to know how to format various parts of the table.

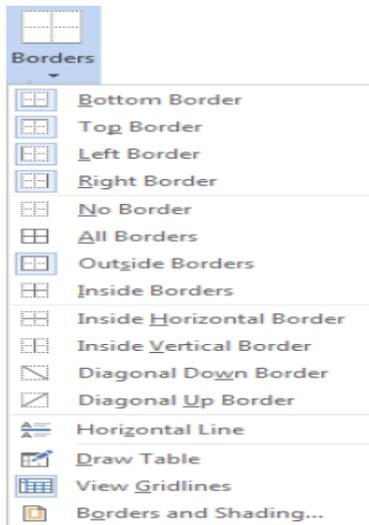**To select parts of a table:**

1. Click anywhere in the table, cell, row or column.
2. Under **Table Tools**, on the **layout** tab in the **Table** group, click the **Select** button and select the desired option from the menu.

OR

3. Click and drag on any row or column to select it.

Adding borders and shadings

- Borders and shading can enhance the appearance of a table.

- **To add borders:**

1. Select the table or cells which you want to add borders.

2. Under **Table Tools**, on the **Design** tab, in the **Table Styles** group, click the **Borders** button to apply the most recently used border, or click the **Borders** arrow and select a different border form the menu.

- **To add shading:**

1. Select the table or cells which you want to add shadings.

2. Under **Table Tools**, on the **Design** tab, in the **Table Styles** group, click the **Shading** button to apply the most recently used color, or click the **Shading** arrow and select a different color from the color palette.

Borders

	Bottom Border
	Top Border
	Left Border
	Right Border
	No Border
	All Borders
	Outside Borders
	Inside Borders
	Inside Horizontal Border
	Inside Vertical Border
	Diagonal Down Border
	Diagonal Up Border
	Horizontal Line
	Draw Table
	View Gridlines
	Borders and Shading...

Shading

Theme Colors

Standard Colors

No Color

More Colors...

Aligning table data

- **To align table data:**
1. Select the cell that contains the data you want to align.
2. Under **Table tools**, on the **Layout** tab, in the **Alignment** group, click the desired alignment button.
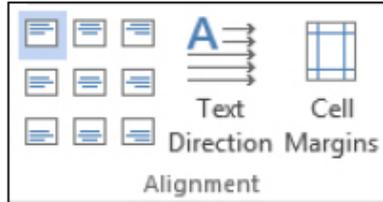
Alignment buttons and their description

| Name	Description
Align Top Left	Aligns data to the top-left corner of the cell.
Align Top Center	Centers data and aligns it to the top of the cell.
Align Top Right	Aligns data to the top-right corner of the cell.
Align Center Left	Centers data vertically and aligns it to the left side of the cell.
Align Center	Centers data horizontally and vertically within the cell.
Align Center Right	Centers data vertically and aligns it to the right side of the cell.
Align Bottom Left	Aligns data to the bottom-left corner of the cell.
Align Bottom Center	Centers data and aligns it to the bottom of the cell.
Align Bottom Right	Aligns data to the bottom-right corner of the cell.

Inserting rows and columns

- A new row can be inserted above or below the current location in the table; a new column can be inserted left or right of the current location in the table.

- **To insert a row or column:**

1. Select the row or column next to which you want to insert the new row or column.

2. Under **Table tools**, on the **Layout** tab, in the **rows** and **columns** group, do one of the following:

i. Click the **Insert Above** button to insert a new row directly above the selected row.

ii. Click the **Insert Below** button to insert a new row directly below the selected row.

iii. Click the **Insert Left** button to insert a new column directly to the left of the selected column.

iv. Click the **Insert Right** button to insert a new column directly to the right of the selected column.
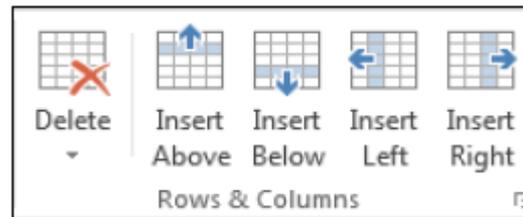
Resizing rows and columns

- You can resize a row or column of a table.

- **To resize a row or column:**

1. Select the row or column you want to resize.

2. Under the **Table Tools**, on the **Layout** tab, in **Cell Size** group, enter the desired value in the **Height** or **Width** box.
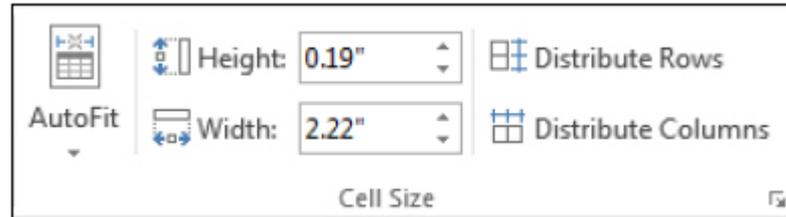

OR

3. Drag the bottom border of a row or the right border of a column.

Merging and splitting cells

- It is possible to merge two or more cells in the same row or column into a single cell, split one cell into two or more cells, as well as split one table into two separate tables.

- **To merge cells:**

1. Select the cells you want to merge.

2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click the **Merge Cells** button or **Right-click** on the selected cells and select **Merge cells** form the menu options.
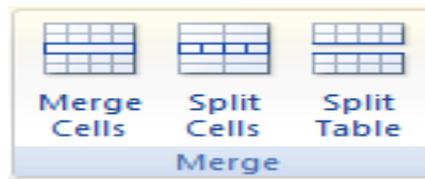
- **To split a cell:**

1. Select the cell you want to split.

2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cell** button or **Right-click** on the selected cell and select **Split cells** form the menu options.

3. In the **Split Cells** dialog box, enter the number of columns and rows that you want to split the cell into, and then click the **OK** button.
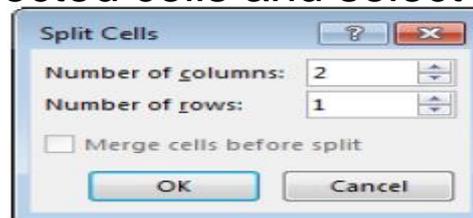
- **To split a table:**

1. Select the row that you want to be the first row of the second table.

2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click the **Split Table** button.

Repeating Header rows

- The **Repeat Header Rows Button** is used to place the row header or table title at the top of each page for a table that occupied more than one page.

- **To make a header row repeat:**

1. Select the header row.

2. Under **Table Tools**, on the **Layout** Tab, in the **Data** group, click the **Repeat Header Rows** button.

Sorting table data

- Table data can be sorted by column in ascending order (A to Z, smallest to largest, oldest to newest) or descending order Z to A, largest to smallest, newest to oldest).

- **To sort table data:**

1. Click anywhere in the table.

2. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click the **Sort** button. The Sort dialog box opens.

3. If the table has a header row, under **My list has**, select the **Header row** option. Note: Selecting the Header row option prevents the header row from being sorted, and provides labels in the **Sort by** and **Then by** lists.

4. In the **Sort by** section, select the column by which you want to sort from the **Sort by** list, select the type of data stored in the column from the **Type** list, and then select the **Ascending** and **Descending** option.

5. Click the **OK** button.

Sort

Sort by

Column 1 | **Type:** Text | ○ Ascending
| **Using:** Paragraphs | ● Descending

Then by

| **Type:** Text | ● Ascending
| **Using:** Paragraphs | ○ Descending

Then by

| **Type:** Text | ● Ascending
| **Using:** Paragraphs | ○ Descending

**My list has**

○ Header row   ● No header row

Options...   OK   Cancel

Deleting row, column and table

- **To delete a row or column:**

1. Select the row or column that you want to delete.

2. Under **Table Tools**, on the **Layout** tab, in the **Rows and Columns** group, click the Delete button, and then click **Delete Columns** or **Delete Rows.** Note: To delete the contents of a row or column without deleting the row or column itself, select the row or column, and then press the **Delete** key.

- **To delete a table:**

1. Click anywhere in the table.

2. Under **Table Tools**, on the **Layout** tab, in the **Rows and Columns** group, click the **Delete** button, and then click **Delete Table.** Note: to delete the contents of a table without deleting the table itself, select the table, and then press **Delete** key.
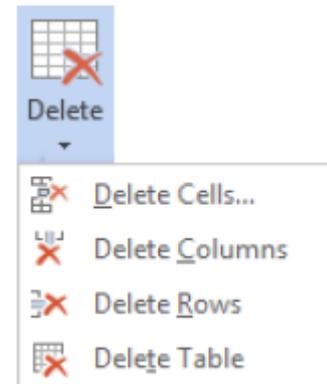
Working with Images

- Images add visual interest and are used to convey ideas and information in documents. When you select an image, the Picture Tools tab becomes available on the Ribbon. The tools on this tab enables you to modify the image and enhance its appearance.

- **To insert an image:**

1. Click the document where you want to insert the image.

2. On the **Insert** tab, in the **Illustrations** group, click the **Picture** button.

3. In the **Insert Picture** dialog box, locate and select the image that you want to insert, and then click the **Insert** button.

Resizing images

- The size of an image could be changed to make it fit better in the document layout.

- **To resize an image using a specific measurements:**

1. Select the image that you want to resize.

2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, enter the desired values in the **Height** and **Width** boxes.

- **To resize an image using sizing handles:**

1. Select the image that you want to resize. **Sizing handles** appear at the corners and on the sides of the image.

2. Drag any of the resizing handles toward the center of the image to make it smaller, or away from the center to enlarge it.
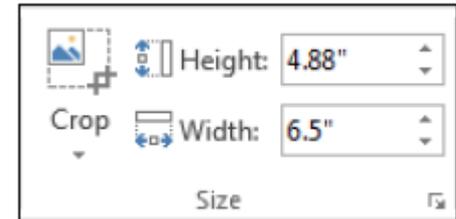
Rotating images

- You can rotate an image to face any direction of your choice.

- **To rotate an image:**

1. Select the image that you want to rotate.

2. Under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click the **Rotate** button and select the desired option from the menu.

Note: You can quickly rotate an image by selecting it, and then dragging the **rotation handle** to the direction of your choice.

Cropping images

- You can crop an image to remove unwanted parts
- **To crop an image:**

1. Select the image you want to crop:
2. Under **Picture Tool s**, on the **Format** tab, in the **Size** group, click the **Crop** button. **Cropping handles** (black lines) appear at the corners and on the sides of the image.
3. Drag any of the cropping handles towards the center of the image. The parts that will removed are shaded.
4. When you are done, click outside the image or press the **Esc** key.

Positioning images

- When you insert an image, it appears where the cursor is. After inserting an image, you can change its position.

- **To reposition an image:**

1. Select the image that you want to reposition.

2. Under **Picture Tools**, on the **Format** tab, in the **Arrange** group, click the **Position** button and select the desired option from the menu.
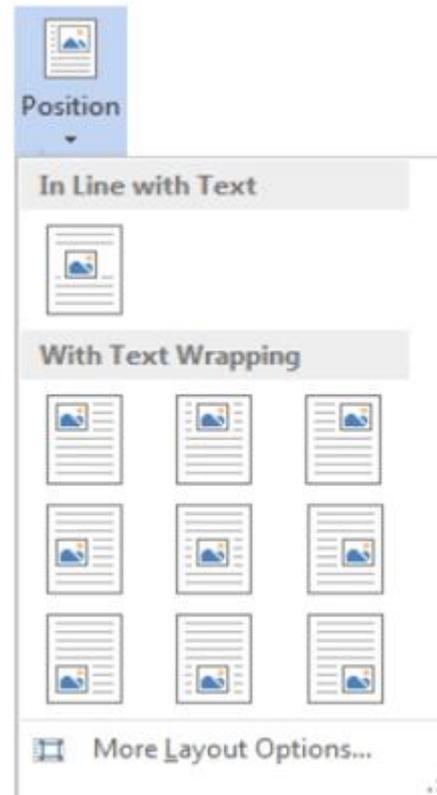
Adding border

- **To add a border:**

1. Select the image to which you want to add border.

2. Under **Picture Tools**, on the **Format** tab, in the **Picture Styles** group, click the **Picture Border** button and select the desired colour from the colour palette. If you want to assign a different line thickness or style, click **Weight** or **Dashes** and select the desired option from the submenu.
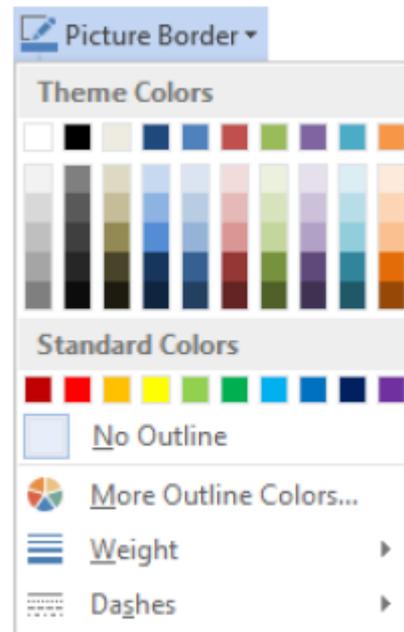
Working with Headers and Footers

- Headers and footers are the areas in the top and button margins of each page. You can insert text or graphics in headers and footers. When you insert headers and footers, it appears on every page of the document.

- **To insert a header or footer:**

1. On the **Insert** tab, in the **Header & Footer** group, click the **Header** or **Footer** button to open the corresponding menu and select the desired option.

2. In the header or footer area, replace any placeholder text with your own text.

3. When you are done, double-click anywhere in the document area to return to the main document. Note: to edit a header and footer, double-click in the header and footer area and make the desired changes. To remove a header and footer, on the **Insert** tab, in the **Header & Footer** group, click the **Header or Footer** button to open the corresponding menu, and then click **Remove Header** or **Remove Footer.**

Inserting page numbers

- Page numbers are the most common type of header or footer. When you insert page numbers, you can select the position and alignment of the numbers on the page.

- **To insert page numbers:**

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button, point to the desired position (**Top of Page**, **Bottom of Page**, **Page margins**, or **Current Position**) and select the desired option from the submenu.

2. When you are done, double-click anywhere in the document area to return to the main document.
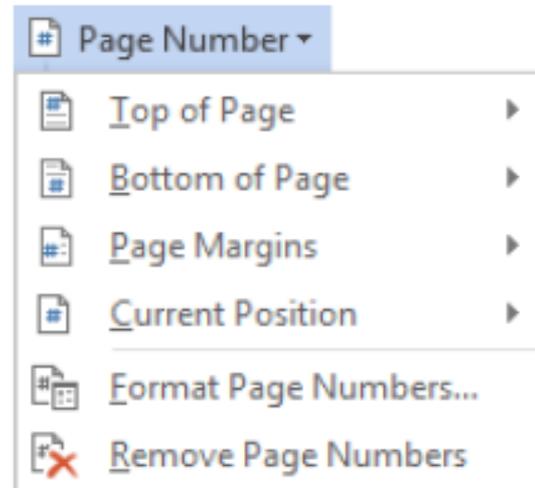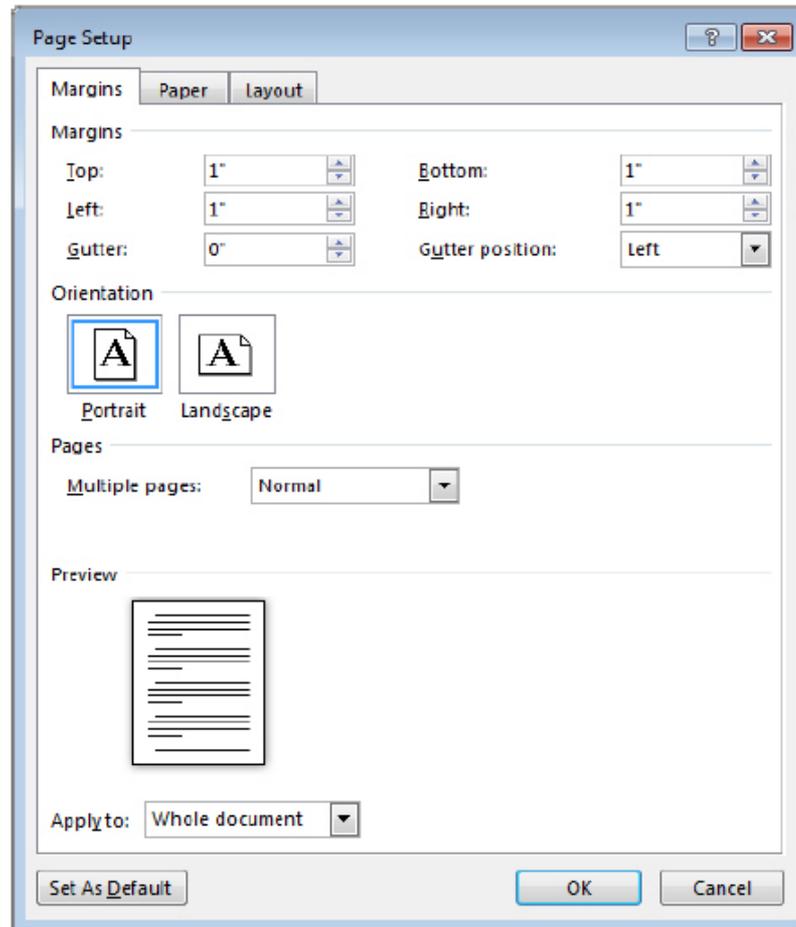
Changing the Page Layout

- Page layout affects how page contents appear.
- **Changing the page margins**. Page margins are the areas at the edges of the document pages.
- **To change page margins**:

1. On the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button and select the desired margin setting from the menu.
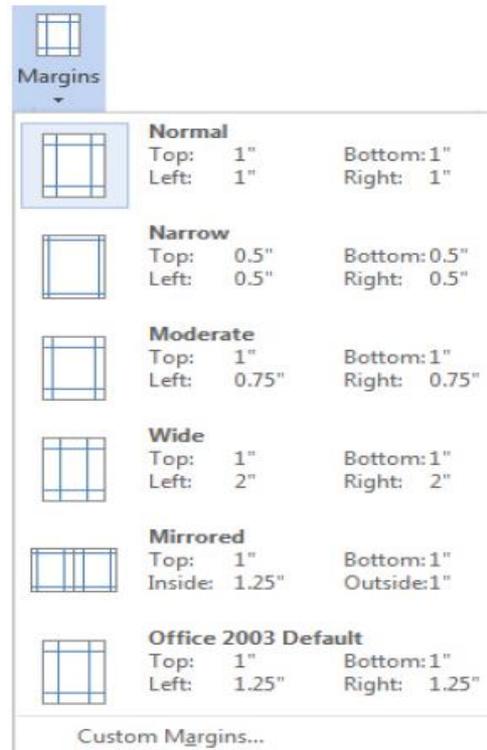
- **To set custom margins:**

1. On the **Page Layout** tab, in the **Page Setup** group, click the **Margin** button, and then click **Custom Margins** at the bottom of the menu.

2. In the **Page Setup** dialog box, on the **Margins** tab, in the **Margins** section, enter the desired values in the **Top**, **Bottom**, **Left**, and **Right** boxes.

3. Click **OK** button.

Changing the page orientation

- Orientation refers to whether the page is horizontal (landscape) or vertical (portrait).

- **To change the page orientation:**

1. On the **Page Layout** tab, in the **Page Setup** group, click the **Orientation** button, and then click **Portrait** or **Landscape**.
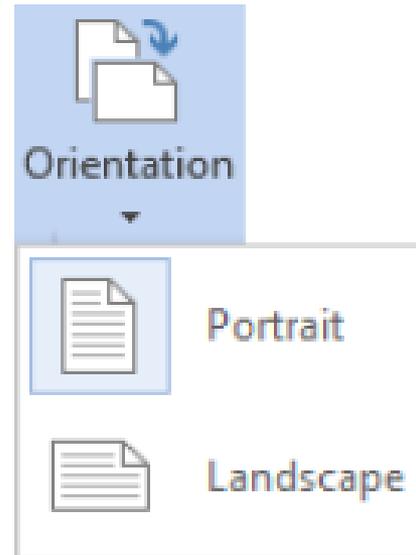
Changing the page size

- To change page size:

1. On the **Page Layout** tab, in the **Page Setup** group, click the **Size** button and select the desired page size from the menu.
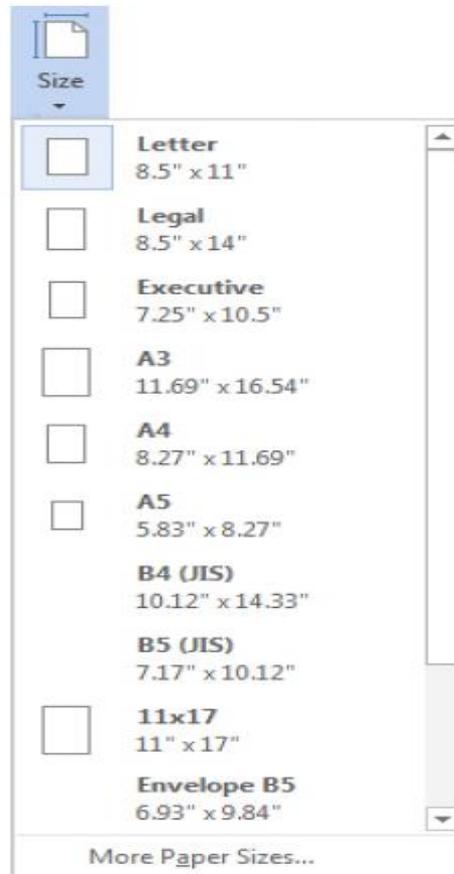
Changing the number of columns

- You can format the entire document into two, three, or more columns to look like those used in magazines and newspapers.

- **To change the number of columns:**

1. Select the text or graphics that you want to flow into column.

2. On the **Page Layout** tab, in the **Page Setup** group, click the **Columns** button and select the desired layout from the menu. You can select one, two or three columns of equal width, or two columns of unequal width.