essage

The Kaplan eGuide to Office XP

Word Tables & Advanced Features

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As with everything related to computers, there is always something more to learn. Now that you already know the basics of what Word is used for, and how its toolbars and menus function, it's time to take your Word savvy one step further. To improve your efficiency with arranging data and information within a word- processing program, this tutorial walks you through the basics of creating and manipulating tables. For the ease of use of people reading documents onscreen, you will learn how to create a hyperlink to allow a reader clicks on a particular block of text that transports him or her to a new location either within or beyond that particular document. We will also introduce some fairly simple but powerful features you may find useful.

WHAT IS A TABLE AND WHY SHOULD I CREATE ONE?

A table is a great way to arrange text or numerical data in rows and columns. Many of us think only of using tables to line up and categorize strings of numbers and data. Because you can create tidy columns and rows of information using tab stops and the return key, the table is sometimes overlooked as a useful formatting tool. Over time, however, you will discover that it's almost always more efficient to arrange information in a Word table.

A table can be used to manage all kinds of information—everything from a calendar or a resume to recipe cards, applications, invoices and forms of various types. Any time you want to organize information both vertically and horizontally in a document, a table is your best bet. (Word can sort data and sum the contents of an entire row or column. A table can also be used as the jumping off point to create charts…but these are advanced topics not covered in this tutorial. In many cases, where more complicated mathematical operators are involved, you will want to consider learning the program Excel.) Tables save time both for the creator of a document and for the reader, making information easy to organize, easy to read and easy to find.

Anatomy of a Table

In Word, the most important components of a table are rows, columns, and cells. A table is simply a collection or grid of **rows** and **columns**—the place where any given row and column intersects is called a **cell**. A cell is the rectangular-shaped space into which you can type any sort of data you choose.
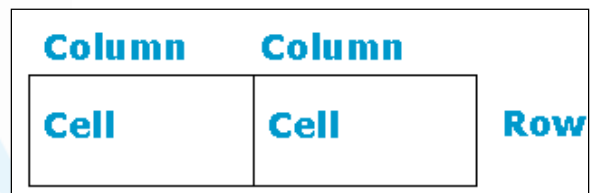
HOW DO I CREATE A TABLE?

As with everything in Windows, there is more than one way to create a table in a Word document. In all cases, remember to move your cursor to the point where you want to insert the table in your document. Do this before proceeding.
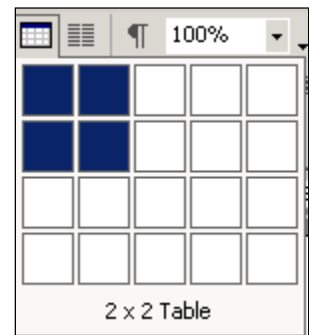
On the Standard toolbar, look for the button depicting a small grid. This is the **insert table** button. When you click on the insert table button, a 5 x 4 grid appears—the grid allows you to choose the dimensions of the table you want to create. Using this button, the largest table you can start with has 5 rows and 4 columns—in a grid, the first number always indicates rows, and the second number always indicates columns.

Though it's helpful to know exactly how many columns and rows you will need to create a particular chart, it is perfectly acceptable to estimate. Because Word offers a finite amount of horizontal space, but an almost infinite amount of vertical space, and because columns are usually used to delineate broader, and therefore fewer categories, it may be more obvious at the outset how many columns you need. Regardless, go ahead and estimate the amount of columns, because you can always add or delete rows and columns later. Some people purposely overestimate and delete cells later. Others purposely underestimate the dimensions of the chart they need so they can add more cells as they go. Either way is perfectly acceptable. Over time, you'll find a method that works best for you.

Scroll over the squares in the **insert table button grid**. When the dimensions (that is, the correct number of squares are highlighted and the dimensions at the bottom of the box) are correct, click. The corresponding table, completely empty, now appears in your Word document.

Alternatively, on the Table menu, click **Insert** and then **Table.** A dialog box displays and prompts you to type the number of rows and number of columns you desire. When you finish, click the **OK** button. Word then creates the corresponding table.
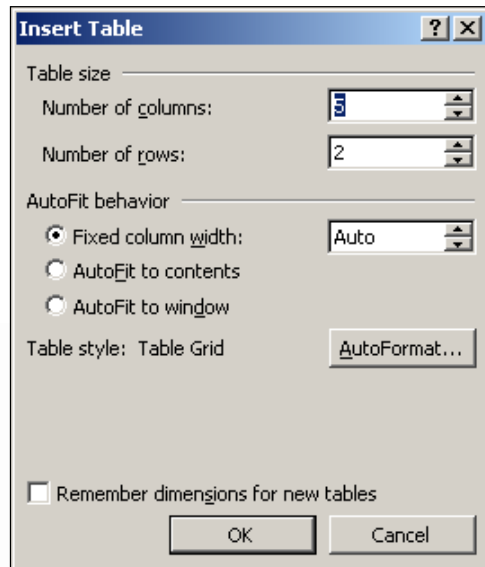
➔ *Try It*

Open a new document and create a table with two rows and three columns. As we progress through this Lesson, you will use this table to build your resume.

WHAT ARE BORDERS AND WHY SHOULD I USE THEM?

When you create a new table of any size, the black lines that define cells, rows, columns and table boundaries are known as **borders.** Word's default setting is for borders to appear on all four sides of every cell in your table. That is, every cell has a visible 4-sided outline. But in some instances, for emphasis, you may only need certain cell boundaries visible, or even none. For instance, the table heading may be placed in a cell, with the side and top boundaries removed, making it appear as though the text is floating on top of the table.

Table Example 1:

This is the Title of my Table. It's in a Cell, but Without Top and Side Borders

Cell #1 With Borders Intact	Cell #2 With Borders Intact

Table Example 2:

In this sample resume, the name and address are in a cell without a border, as is the title of the table "Experience." The job and description, however, are clearly set off by cell borders.

Rick Russels

68 Flatbush Avenue, Apt. 12

Brooklyn, New York 11217

Phone (347) 348-3478

rrussels@hotmail.com

http://resume.rrusells.com

Experience

| **Carlin Imports** January 2001 to Present	Assisted sales director with management of sales force. Managed scheduling of sales/client contacts, handled customer complaints, tracked sales data, managed employee recognition program, handled all contacts with new clients.

HOW DO I REMOVE BORDERS FROM A TABLE?

Every table starts with a black border around every cell. However, when you use tables, you may want to get rid of some or all of the borders.

You can use the Borders button to quickly remove unwanted table borders.

First, carefully select the cell, column, row or table from which you would like to remove one or more borders. Whatever border options you choose will apply to the entire selected area, so be sure that you've chosen only that area you want to change.

Click the small arrow next to the **Border** button on the toolbar. This will display border options. You will see approximately twelve small grids, some with certain borders darkened and solid, while others are gray and dotted.
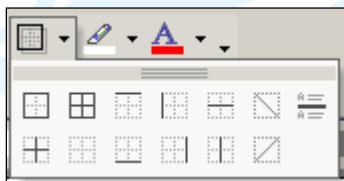
When you click on one of these options, the corresponding solid lines in the table area you've selected will disappear. Conversely, if you have no borders, the corresponding lines in the table area you've selected will reappear.

➔ *Try It*

Using the table you built in the last section, try the following steps:

- Click **Tables and Borders** button to view the Tables and Borders toolbar

- Using the **Borders** button, remove all of the borders in your table except for the borders around the bottom-left and bottom-right cell

Your document should now look like this:

HOW DO I ENTER INFORMATION AND NAVIGATE WITHIN A TABLE?

The data that you enter into a cell wordwraps within the boundaries of that cell, just as text wordwraps between the margins in a Word document.

All of the basic ways of inputting text in a Word document apply to a table. You can cut or copy and past text from elsewhere. You can type in new copy. You can also align and format text within individual cells, columns, rows, or the entire table by using the same tools you would normally use in Word. To put data into any given cell, either select that cell or put the cursor into that cell and than type or paste as you normally would.

To advance to the right from one cell to the next through a table (without having to abandon your keyboard for your mouse), press the TAB key. When your cursor is in the rightmost cell of any given row, pressing the TAB key will advance the cursor to the first cell in the following row. (It may seem counterintuitive, but pressing the ENTER key does not advance you to the next row. Instead, it starts a new paragraph within a cell, thus increasing the vertical size of your cell.)

You can also use your arrow keys to maneuver the cursor throughout a table.

➔ *Try It*

Tables are a great way to organize and lay out information.

Now that you have begun a simple table, you can use that table to begin a resume for yourself.

- In the top-left cell, enter your name and address.

- In the cell beneath that, enter the word "Experience."

- In the bottom-left cell, right the name of your current (or most recent) employer.

- In the bottom right cell, enter a description of your current (or most recent) job.

Your table should now look something like this:

Rick Russels

68 Flatbush Avenue, Apt. 12

Brooklyn, New York 11217

Phone (347) 348-3478

rrussels@hotmail.com

Experience

Carlin Imports	Assisted sales director with management of sales force. Managed scheduling of sales/client contacts, handled customer complaints, tracked sales data, managed employee recognition program, handled all contacts with new clients.

Remember, when you print a table, the gray gridlines will not show—only the black border lines.

HOW DO I MERGE TWO OR MORE CELLS?

After creating your table, you may want to merge two adjacent cells so that you don't have empty cells waiting for information.

To merge two or more cells, do the following:

- Select the cells to be merged.
- On the **Table** menu, click **Merge Cells.**

Word automatically combines the selected cells, removing the borders between them and creating one larger space for data or text.

➔ *Try It!*

On your resume, you might want to center or right-align your address. To do so, try the following:

- Select the cells on the top row.
- On the Table menu, click **Merge Cells.**
- Highlight the text in the cell.
- Click the **Right-Align** button.
- Your resume will look like this:

Rick Russels

68 Flatbush Avenue, Apt. 12

Brooklyn, New York 11217

Phone (347) 348-3478

E-mail rrussels@hotmail.com

Experience

Carlin Imports	Assisted sales director with management of sales force. Managed scheduling of sales/client contacts, handled customer complaints, tracked sales data, managed employee recognition program, handled all contacts with new clients.

HOW DO I SPLIT CELLS?

Conversely, if you want more cells than those already created, you can **Split Cells**. You might choose to split instead of adding cells if you want the cells to appear smaller than they already do, or if you want the margins of your table to remain static, but want more cells within those margins.

Select the cell that you would like to split in two. Go to the **Table** menu and then click the **Split Cells** command. You may also select the cell that you would like to split, and then right-click to retrieve the shortcut menu, or click **Split Cells** on the toolbar.

Whichever method you use, a dialog box will appear. You must designate the number of rows and columns into which you wish the cells to split. After inputting the appropriate numbers, click the **OK** button, and Word automatically divides the cells based on the instructions you provided in the dialog box.

➔ *Try It*

- On your resume, highlight the lower left-side cell
- Click the Split Cells button on the toolbar
- Set "Number of Columns to 1" and "Number of Rows" to 2
- Click OK
- The cell will split in two horizontally
- Click on the newly created empty cell
- Type the dates that you worked at your most recent job
- Your resume will look like this:

Rick Russels

68 Flatbush Avenue, Apt. 12

Brooklyn, New York 11217

Phone (347) 348-3478

rrussels@hotmail.com

http://resume.rrusells.com

Experience

Carlin Imports January 2001 to Present	Assisted sales director with management of sales force. Managed scheduling of sales/client contacts, handled customer complaints, tracked sales data, managed employee recognition program, handled all contacts with new clients.

HOW DO I ADJUST COLUMN WIDTH?

You may also change the appearance of a table by resizing entire rows or columns. When you insert a new table into a document, Word extends the table from the left margin to the right margin. But you may not want or require a table this wide. In addition, when you create a new table, all of the columns will automatically be the same width—this, too, may not be the best way to show your data or information. For these reasons, you may want to consider resizing pieces of your table.

After entering text into your new table, Word can automatically fit each column and/or row to the cell in that column/row that contains the largest number of characters. To perform this function for the entire table, put the cursor in the table. Click Table on the menu bar. Click on **AutoFit**, then **AutoFit to Contents**.

Your rows and columns will expand or contract to accommodate the cells in each category that contain the largest number of characters. The same process can be undertaken for individual rows or columns by first selecting a particular row or column, and then following the AutoFit instructions above.

If you right-click on your table (or a selected row/column), a submenu appears that also contains the AutoFit command. Proceed as described above.

A third way to resize a row or column is by dragging any column or row boundary. When you point to any such boundary, your pointer changes from an arrow to a double-line with two black arrows pointing in opposite directions.

Once the pointer changes, drag a row boundary up or down, and a column boundary left or right.

To resize your entire table, point to the bottom right corner of your table. The **table resize handle** appears.

Drag this handle diagonally to expand or shrink the entire table.

➔ *Try It!*

- Place your mouse on the border between the bottom-right cell and the bottom-left cells.

- Drag the border one inch to the left.

- The row will now look like this:

Carlin Imports January 2001 to Present	Assisted sales director with management of sales force. Managed scheduling of sales/client contacts, handled customer complaints, tracked sales data, managed employee recognition program, handled all contacts with new clients.

HOW DO I ADD, INSERT, AND DELETE ROWS AND COLUMNS?

To include more information to the your tables, you may have to add rows and columns.

One simple way to add another row is to place your cursor in the bottom-right cell of your table. Now press the **Tab** key on your keyboard. A new row, exactly like the one above it, will appear at the bottom of your table.

To insert a row into an existing table, place the cursor in one of the cells. On the Table menu, click **Insert** and then click **Rows Above** or **Rows Below.** A new row will appear above (or below, depending) the row in which you placed the cursor.

You can add or insert columns in a similar manner. Place the cursor in one of the cells. On the Table menu, click **Insert** and then click **Columns to the Left** or **Columns to the Right.** A new column will appear to the left (or right, depending) of the column in which you placed the cursor.

➔ *Try It!*

- Place the cursor in the lower-right-hand corner of your resume.

- Press **Tab** on your keyboard.

- A new row will appear.

- Type your next-most-recent employer and job description in the appropriate boxes.

Deleting Rows and Columns

To delete an entire row or column, highlight all of the cells in the row (or column) and press Delete on your keyboard. It will disappear.

You can also place the cursor in a cell, and go to the Table menu. Click on **Delete**, and then **Row** or **Column.** The row or column the cursor is in will disappear.

HOW DO I INSERT A HYPERLINK?

A hyperlink is a shortcut that allows a reader to jump to a new location within a document, in another document, or on the internet. By pressing CTRL and then clicking on the hyperlinked text, you are transported to the new location. When you close the hyperlink destination window, you will return to the original document.

Word may already have a default setting that turns any web address into a hyperlink. Type the Web address you would like hyperlinked and then hit the **Spacebar** or **Enter** keys. The address font turns blue and it now appears underlined. You have created a hyperlink.

But what if you want to hyperlink a single word or phrase without the Web address itself appearing in your document so that you don't have to interrupt the flow of text? In this case, do the following: Simply type the word or phrase you wish to link. Select that text. Click the **Insert Hyperlink** button on the toolbar (it looks like a globe with two chair links). In the dialog box, click **Existing File or Web Page**. Insert the web address into the Address text box and then click **OK**. The hyperlinked text now appears blue and underlined.

Alternatively, right-clicking the selected text produces a shortcut menu that includes a Hyperlink button. Proceed as above.

HOW DO I MAKE SURE MY HEADINGS ARE CONSISTENT?

To avoid confusing readers, all of your headings and sub-headings should follow a consistent format. Word comes with several standard type and heading styles.

- Select your heading.
- Go to the Style dropdown menu.
- Click the appropriate format for your heading (for instance, "Heading 1").
- Your heading will appear in the appropriate format.

Repeat this process for all of your headings.

➔ *Try It!*

- Select your most recent employer in your resume.
- Go to the Style dropdown menu and click "Heading 3."
- Select the next-most-recent employer in your resume.
- Go to the Style dropdown menu and click "Heading 3."
- Select the word "Experience."
- Go to the Style dropdown menu and click "Heading 2."

Your resume will look something like this:

Experience

| Carlin Imports January 2001 to Present	Assisted sales director with management of sales force. Managed scheduling of sales/client contacts, handled customer complaints, tracked sales data, managed employee recognition program, handled all contacts with new clients.

HOW DO I CHANGE THE DEFAULT FONT WORD USES?

If you do a lot of typing on screen, you may decide that the type size you are working in is too small, and you might even prefer a different, easier-to-read font, such as Verdana or Palatino Linotype. While you can change these fonts for every document you work in using the skills you learned in Lesson 4 (Word Basics), this process may eventually become slow.

Instead of changing each document every time, you can change the default font and font size for all of your documents. To do so:

- From the Format menu, click **Styles and Formatting….** The Styles and Formatting menu will appear on the right side of your screen.

- Scroll down to Normal on the Styles and Formatting menu.

- Click the small arrow that appear next to Normal style when you set your mouse point over it.

- From that menu, click **Modify….**
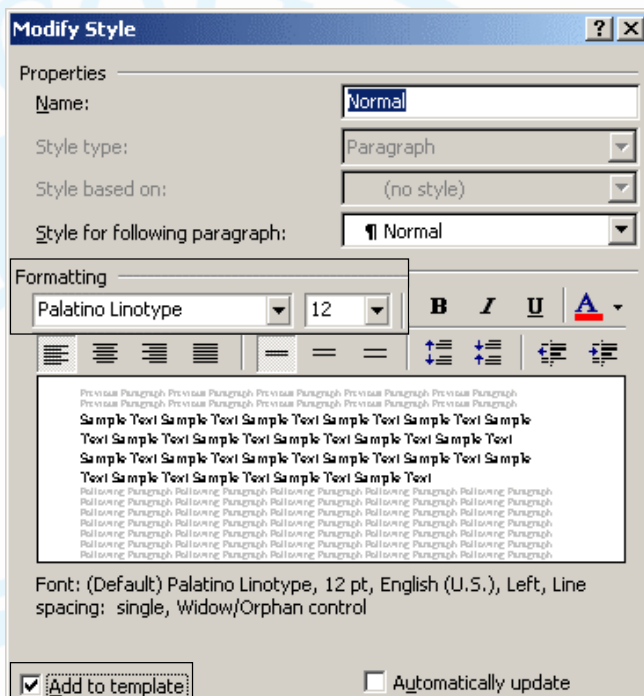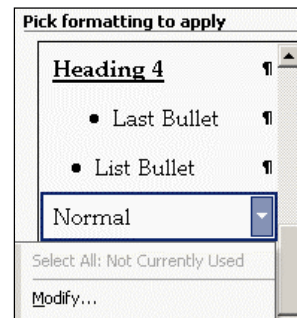
The **Modify Style** window appears.

From this window, you can select a new default font and font size. Be sure to pick one that looks professional: Verdana, Palatino Linotype, Garamond, Book Antiqua, Bookman Old Style, and Georgia are all good choices. The best size is 10 to 12 points.

When you are done, check the box that says "Add to template" and then click **OK**.

HOW DO I KEEP TRACK OF DOCUMENT CHANGES WHEN I WORK IN A GROUP?

When you are working on group projects or papers in Word, you can keep track of which group members have added or changed your project by using Word's Track Changes feature.

There are a number of ways to turn on Track Changes, but the simplest is to point your mouse at the Word menu bar and right-click. This will give you a long list of extra button bars you can work with.

Click on the reviewing button bar. A new toolbar will appear near the top of your screen.

The reviewing toolbar makes it easy for you to quickly use track changes to work on documents in groups.

To use Track Changes, first type a draft of your document as you normally would.

Then, when you are ready for other members of the group to review your document, click the Track Changes button.

While Track Changes is turned on, anyone adding or deleting any text will have their changes tracked. That means that you can see specifically what they changed.

The Reviewing toolbar also includes a feature called "comment." Comments are questions, thoughts, or suggestions that you include in the margins of the document. For example, if you were working on a paper in a group, you could add comments such as "Is this really true?" or "I like this section! Can we make this our first paragraph?" To make the comments, select the section of the project or paper you want to comment on and press the comment button. You can type the comments into a comment bubble in the right margin of your document, or Word may open a separate window at the bottom of the screen where you can type your comments.
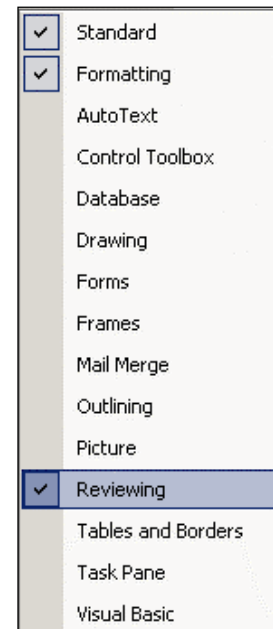
Viewing Changes and Comments

When you are ready to review the changes and comments your group has added to your project, go the View menu and click **Print Layout**. This is the easiest way to see what has changed in your document and what has not.
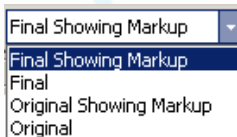
Word 2002 gives you several options for viewing and reviewing the comments in your document. You can select them from the left side of the Reviewing toolbar.

The default way of looking at changes is called **Final Showing Markup**. This view shows you what the final version of your document will look like, with all the text that your group inserted highlighted in a different color. If more than one person is making changes to the document, each person's changes will be in a different color. You can see everything that was deleted in a bubble in the right-hand margin, next to any comments.

- If you want to see what the your project looks like without any of the changes highlighted, choose **Final**. Comments will still appear in the margins, but insertions and deletions will not.

Original Showing Markup is the exact opposite of **Final Showing Markup**: This view displays the original document with deletions highlighted and crossed out. Anything that was inserted into the final version is displayed in the margins along with the comments.

- **Original** shows your original document with none of the insertions or deletions highlighted. Comments will still appear in the margins.

If you want to see only what one person changed, click the **Show** button on the Reviewing toolbar, and then click **Reviewers**. This allows you to click the name of one of the reviewers who made changes to the documents and to see only his or her changes and comments. Uncheck the name of any reviewers you do not want to focus on at this time. For instance, if you are working on a report for two officers in your company—Gina Remisiewicz and Richard Ruane—you might want to see the comments made by each one separately. To do so, uncheck the names of the other reviewers.
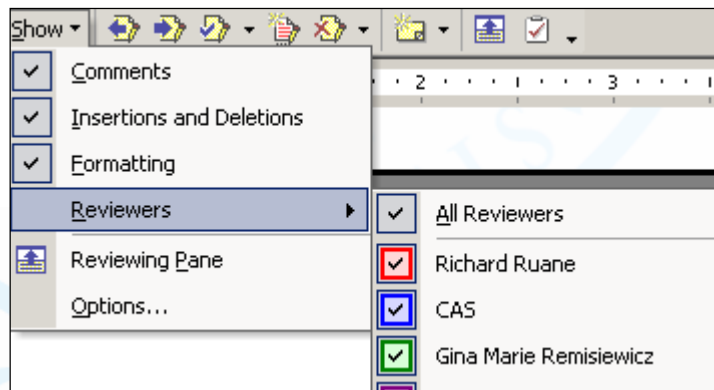

Navigating Changes

You can also move between changes by clicking the **Previous** and **Next** buttons. Simply clicking either of these buttons will move you to the next change or to the change preceding it.

Accepting & Rejecting Changes

If you want to keep a change someone has made to your document, you can accept it by clicking the **Accept Change** button. You can accept several changes at once by selecting all of them and clicking this button.
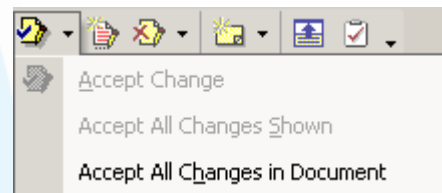

If you like all of the changes in a document (or if all the changes come from your boss!), you can click the small arrow next to the **Accept Change** button and then click **Accept All Changes in Document** from the menu.

If you do not like one or more changes, you can use the **Reject Change** button. You can

reject multiple changes by selecting them and clicking this button.

Just like with accepting all the changes in a document, if you do not like any of the changes, you can click the small arrow next the **Reject Change** button and then clicking **Reject All Changes in Document**.
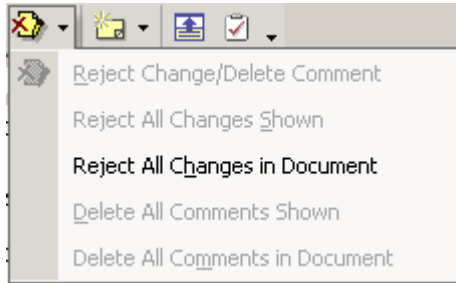
You can delete any comments you no longer need to see by clicking the comment bubble and pressing the **Reject Change** button

WHAT ARE SOME TOPICS TO EXPLORE?

Just as with any other Office program, there are many more things to learn about Word. If you are interested in using Word in the workplace or in your coursework, you may want to use the help systems to learn more about the following.

- Using Word's outline view to plan and edit your documents (this is especially helpful for writing well-organized research papers or workplace reports)

- Using pictures in Word, including using Word to edit clip art

- Using AutoShapes and WordArt to enhance your documents

- Using Word to create Web pages

- Placing watermarks on your documents so that a word or image appears behind the text on every page

- Downloading images from a scanner or digital camera directly