Word 1

Module 6

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Module 6 – Create Tables, Borders, Shading, Text Boxes & Graphics

Performance Objectives:

- Create and edit a table
- Create and use text boxes
- Create Borders and Shading
- Insert a graphic
- Use templates to create letters

Overview

In Word, you can create tables to make column lists of information instead of using Tab or Indent.

Create a Table

To create columns in a table format:

1. You will use the *Insert* control tab and the *Table* icon.
2. You can set how many column and rows you want,
3. And then later you can insert or remove rows columns as needed.
4. A “box” in the table is referred to as a “cell”.
5. You move through the cells and create new rows by using the *Tab* key.
6. The *Enter* keys allows you to add lines (actually paragraphs) within a cell.

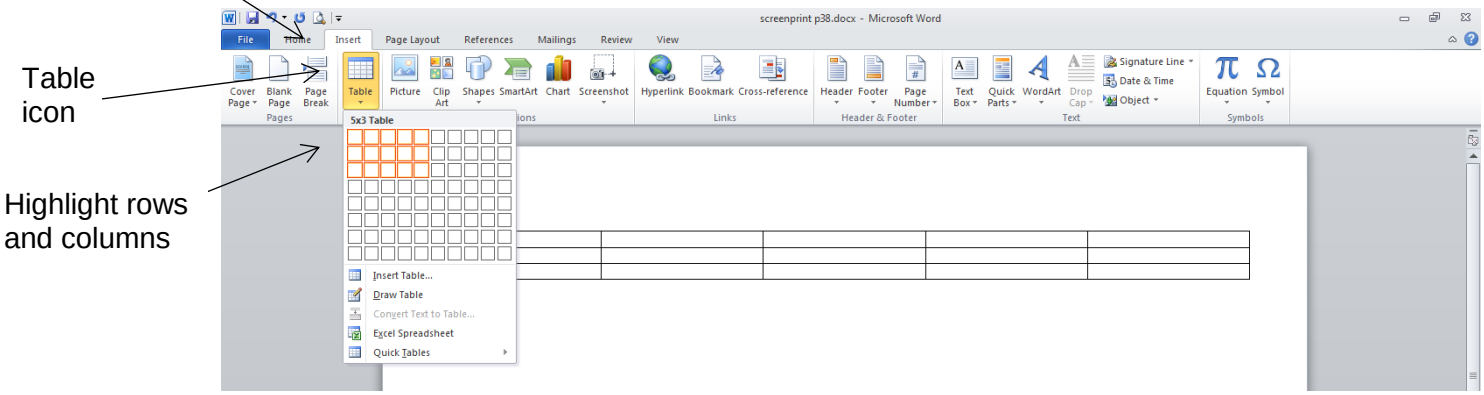
Class Demo/Walkthrough 6.1

Instructor will demonstrate creating this table, a small part of a People's Resource Center computer class schedule.

Class Schedule

Location	Day	Time	Class	Level
CTC	Tuesday	7:00 p.m.	Word	Intermediate
DG	Wednesday	7:00 p.m.	Excel	Intermediate
CTC	Friday	8:00 a.m.	Windows Fundamentals	Beginning

1. Create a blank document.
2. Type the name of the table (Class Schedule) and press *Enter* two times. Center the name.
3. Create the blank table
    a. Click the *Insert* command tab in the ribbon.
    b. Click *Table* icon in the ribbon and highlight the numbers of rows and columns. (In this demo, use 3 rows and 5 columns, even though the table actually has 4 rows. (Adding a new row at the bottom as the table is filled in will be demonstrated.)



4. Click in the first cell (upper left). Type the contents of that cell (the word "Location").
5. Use the *Tab* key to move to the next cell. Type its contents.
6. Once the first row is filled in, the *Tab* key will automatically take you to the first cell in the next row.
7. Once the last cell of the last row is filled in, the *Tab* key will automatically generate a new row.

8. At any time, click the mouse in any cell to add content.
   - Select text in a cell to edit or format it as you choose.
   - Each cell acts as a "mini-document".
   - You can use the *Enter* key within a cell to create multiple lines (actually, multiple paragraphs) within the cell.
   - Notice that the height of the cells in the whole row will adjust to fit the text. Also, text wraps within a cell (as was the case for the cell containing "Windows Fundamentals".
9. The following additional features will be demonstrated:
   a) Selecting an entire row:
      1. Move the mouse to the left of the table, next to the row to be selected. The mouse pointer becomes an arrow, pointing up and to the right.
      2. Click the left button once. The whole row can now be formatted. Using this method, make the title row bold.

   b) Insert a column anywhere in the table.
      1. For this demo, insert a column for **Instructor Name** to the right of the **Class** column.
      2. Click anywhere in the **Class** column. A new *Layout* tab appears in the ribbon.
      3. Click the *Layout* tab. Click the icon for inserting a column to the right (of the column with the insertion pointer).
      4. Now, fill in the cells of the new column.

   c) In a similar manner, a row may be added anywhere in the table. For this demo, insert a row under the Wednesday class for a Thursday class.

   d) Any row or column may be deleted.
      1. Place the insertion pointer anywhere in the row or column, and click the *Layout* tab.
      2. Click the *Delete* icon and then select *Delete Rows* or *Delete Columns* as desired. Note: You can even delete the entire table.

   e) Change the width of a column with the mouse.
      1. Place the mouse pointer on a vertical grid line
      2. Hold the left mouse button and drag.

   f) Manually, select the entire table with the mouse using the small square at the upper left of the table. This can be used to move or delete a table.

Explore On Your Own

Tables can be enhanced with *Built-In* designs These designs result in various shading of cells and treatments of the gridlines.

1. Create a table.
2. Select the table with the small square in the upper left.
3. Click the *Design* control tab.
4. Select from the designs in the Table Styles group. (Use the down arrow to see them all).

Student Practice 6.2

1. Create a new document.
2. Create the table below using the default column and row sizes,
3. Save to your Documents folder as student Practice 6.2

Weekly to Do List

Weekday	Daytime	Evening
Monday	Call Doctor Lunch with Susie Laundry	Attend Town Meeting
Tuesday	Visit Mom	Call Tom
Wednesday	Work	Church Meeting
Thursday	Work	
Friday	Work Pickup Laundry	Meet Ann for dinner

Student Practice 6.3

1. Open up Student Practice 6.2 table.
2. Make the following changes based on the table below. You will be inserting rows and columns, and changing the columns.
3. Make the first column narrower. Adjust other column widths as necessary.
4. Add two additional rows at the end.
5. Save to your Documents folder as Student Practice 6.3

Weekly to Do List

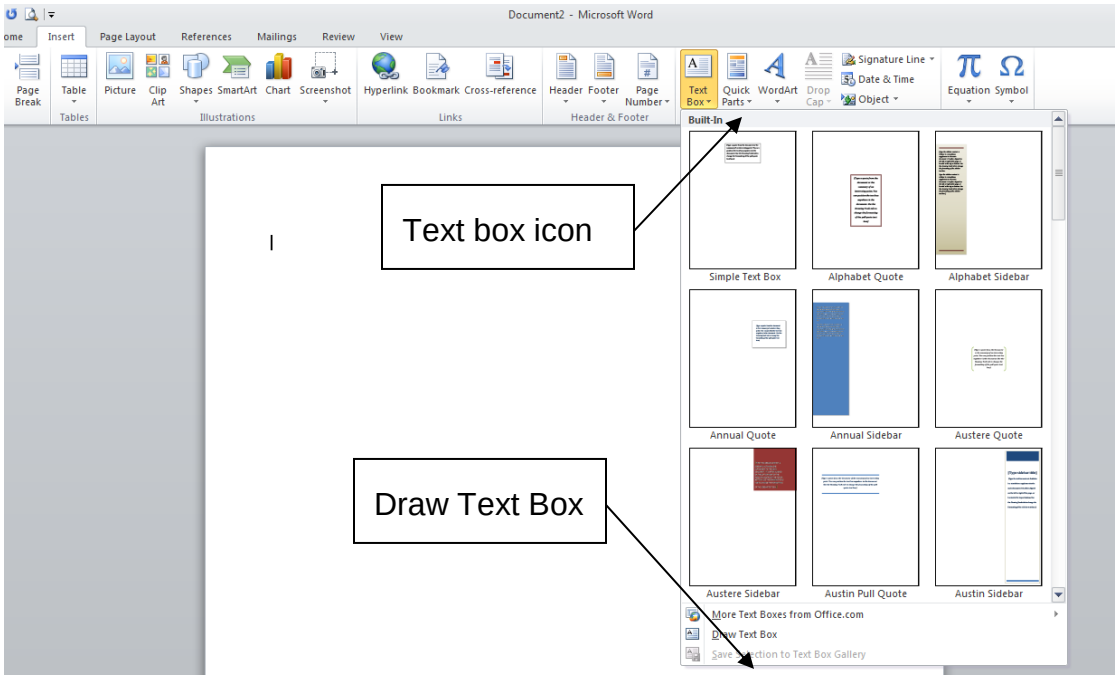
Weekday	Daytime	Afternoon	Evening
Monday	Call Doctor Lunch with Susie	Laundry	Attend Town Meeting
Tuesday	Visit Mom	Baby-sit Lily	Call Tom
Wednesday	Work	School pickup	Church Meeting
Thursday	Work	School pickup	
Friday	Work Pickup Laundry	Call Travel Agent	Meet Ann for dinner
Saturday	Art Museum		Movie with Todd
Sunday	Church Brunch		

Create a Text Box

Text boxes allow you to place text anywhere on a page. They are particularly useful for making flyers or for other desktop publishing projects such as newsletters.

Class Demo/Walkthrough 6.4

1. Open a blank document
2. Click the *Insert* command tab on the Ribbon.
3. Click the *Text Box* icon. You will see a number of pre-formatted text boxes.
4. Click on *Draw Text Box* on the bottom of the pull down menu.



5. With the mouse, draw a box of any size by starting at the upper left, holding the left mouse button down and moving to the lower right. Alternately, just pointing into the document and clicking the left mouse button creates a square text box.
6. Obviously, you can type text into the text box! Text will wrap within the box.

Move and Resize Text Boxes

Text boxes can be moved anywhere on the page and can also be resized.

1. To move a text box, click anywhere on its border (other than on one of the little handles), hold the left mouse button down and drag the box.
2. To resize a text box, click on one of the handles, and while holding the mouse button down, drag. The handles in the middle of the top, bottom, or sides allow for resizing in one dimension (horizontal or vertical). The handles at the corners allow resizing in both dimensions.

Change Text Direction

You can change text to a vertical orientation within the box.

1. Click on the border of the text box to select it. This automatically displays the *Format* command tab on the Ribbon.
2. Click on the *Format* tab.
3. Click on *Text Direction* in the *Text* group.
    i. One click aligns the text top-to-bottom.
    ii. A second click aligns it bottom-to-top.
    iii. A third click returns the text to horizontal.

Change Text Box Borders

You can change the border of a text box, using different line styles (such as dashes) and different colors, or no visible border at all. These options are all available through the *Text Box Styles* group of the *Format* command tab. Click *Shape Outline* for these options. You can also change the fill color and style be clicking *Shape Fill*.

Text Box Within an Existing Document.

1. Open ***Master Walkthrough***.
2. Insert a text box. Notice that the text box obscures the text behind it.
3. Select the text box by its border, bringing up the *Format* tab.
4. From the *Arrange* group, select *Wrap Text*, *Tight*. Now the text of the original document wraps around the text box.
5. Move the text box around and notice the effect.

Explore On Your Own

1. Try some Built-In text boxes. (Click the *Insert* control tab, click the *Text Box* icon in the Text group and select from the Built-In text boxes.
2. Change the shape of a text box. Select the text box, click the *Format* control tab and click *Change Shape*. Choose from the numerous possibilities!

Student Practice 6.5

1. Create a new document.
2. Type the following.
3. Save as Student Practice 6.5 in your Documents folder.

To: PTA Board
From: Social Committee
Date: August 22, 2004

Below is the draft of the poster for the upcoming school activity night.

Attention Ben Franklin Families!

Please come to the annual

School Kickoff

September 2nd at 7:00pm

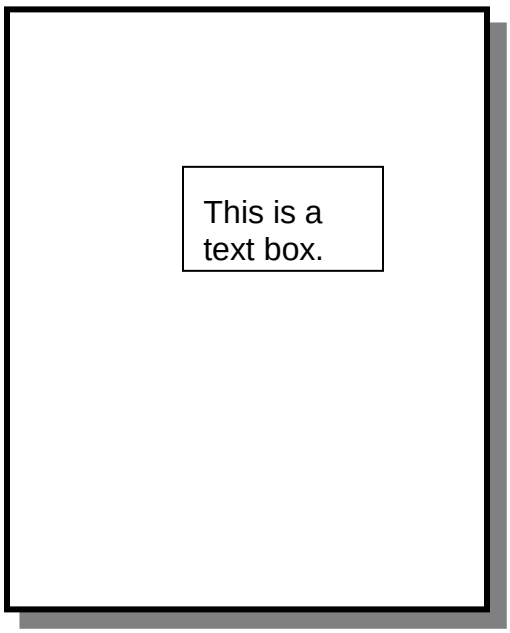
School Gym

Please proof read and reply with any changes or feedback to the committee no later than 8/25/04. We appreciate your prompt reply.

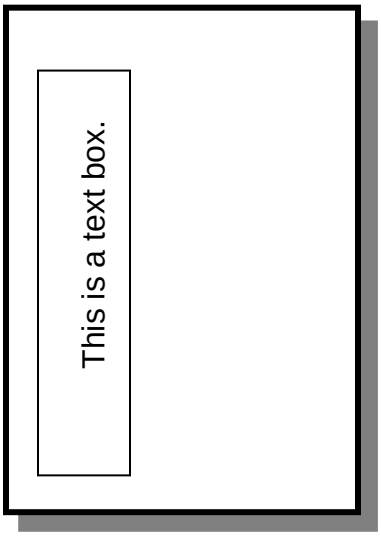
The Ben Franklin Social Committee

Student Practice 6.6

1. Create a blank document.
2. Add a text box. Adjust the size so that the words “This is a text box.” in size 48 Times Roman font, fit as shown in the example below.



3. Reshape the text box, making it narrower and longer so that the word wrap changes (for example, only the word “This” fits on the first line).
4. Practice moving the text box around the page into different positions.
5. Use the *Text Direction* within the *Format* command tab to make the text vertical. (Note: it can be bottom to top or top to bottom.) Resize the text box making it long and narrow so that the text fits in one vertical column as shown below.



6. Use the *Shape Outline* within the *Format* tab to make the outline of the text box invisible.
7. Open ***Master Walkthrough****.*
8. Create a text box on page 1 with wording of your choice in the box.
9. Use *Wrap Text* within the *Format* tab and select *Tight*.
10. Experiment moving the text box around the page. Note how the document text wraps around the text box.

Add Borders and Shading

You can enhance the look of your documents with borders and shading. You can add a border around a word, a paragraph, table, and even to a whole page.

Borders can be in different line styles and different colors. In addition, you can add shading to a word, paragraph, a cell in a table or even a whole page (the latter is a huge waste of ink if the page is to be printed).

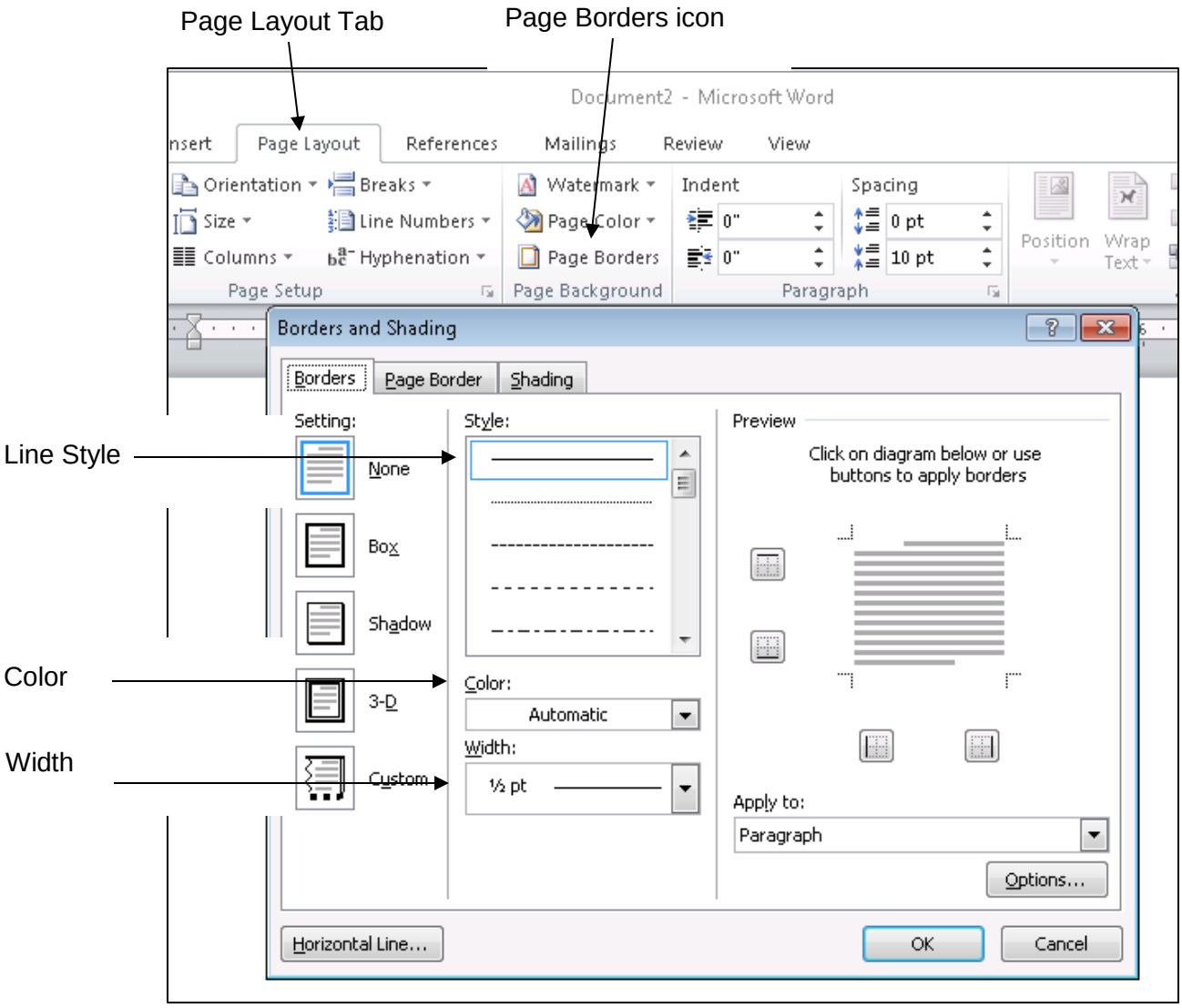
Borders and shading are added through *Page Borders* button in the *Page Background* group of the *Page Layout* tab. This button has a confusing name since it is used for both borders and shading and since it includes the options for words, paragraphs, tables, and whole pages.

A border can surround:

a. A string of text - select the text.
b. A paragraph - place the insertion pointer anywhere in the paragraph.
c. An entire table - select the table (with the square at the upper left).
d. An entire page.

Class Demo/Walkthrough 6.7

1. Click the *Page Layout* tab
2. Click the *Page Borders* icon. This brings up the *Borders and Shading* dialog box.
3. Within the dialog box, select the *Borders* tab.
4. Select the *Box* icon.
5. Choose a line style, color, and width.
6. Click OK.



To add a border around a whole page (actually, each of the pages of your document):

1. Click the Page Layout tab
2. Click the *Page Borders* icon. This brings up the *Borders and Shading* dialog box.
3. Within the dialog box, if the *Page Border* tab is not selected, click it.
4. Select the *Box* icon.
5. Choose a line style, color, and width.
6. Click OK.
7. As an alternative to steps 4 and 5, choose a border from the *Art* pull-down list and click OK.

Student Practice 6.8

1. Open Student Practice 6.8.
2. Follow the instructions.
3. Save the document as Student Practice 6.8 in your Documents folder.

Shading

a. A string of text - select the text.
b. A paragraph - place the insertion pointer anywhere in the paragraph.
c. A cell in a table - select the contents of the cell
d. An entire table - select the table (with the square in the upper left).

1. Click the Page Layout tab
2. Click the *Page Borders* icon. This brings up the *Borders and Shading* dialog box.
3. Within the dialog box, select the *Shading* tab.
4. Select a *Fill* or select one of the *Patterns* (*Style* and *Color*).
5. Click OK.

Student Practice 6.9

1. Open Student Practice 6.9.
2. Follow the instructions.
3. Save the document as Student Practice 6.9 in your Documents folder.

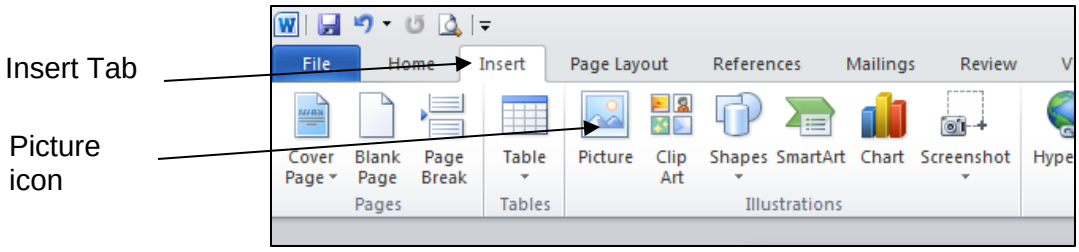
Inserting a Graphic

Class Demo/Walkthrough 6.10

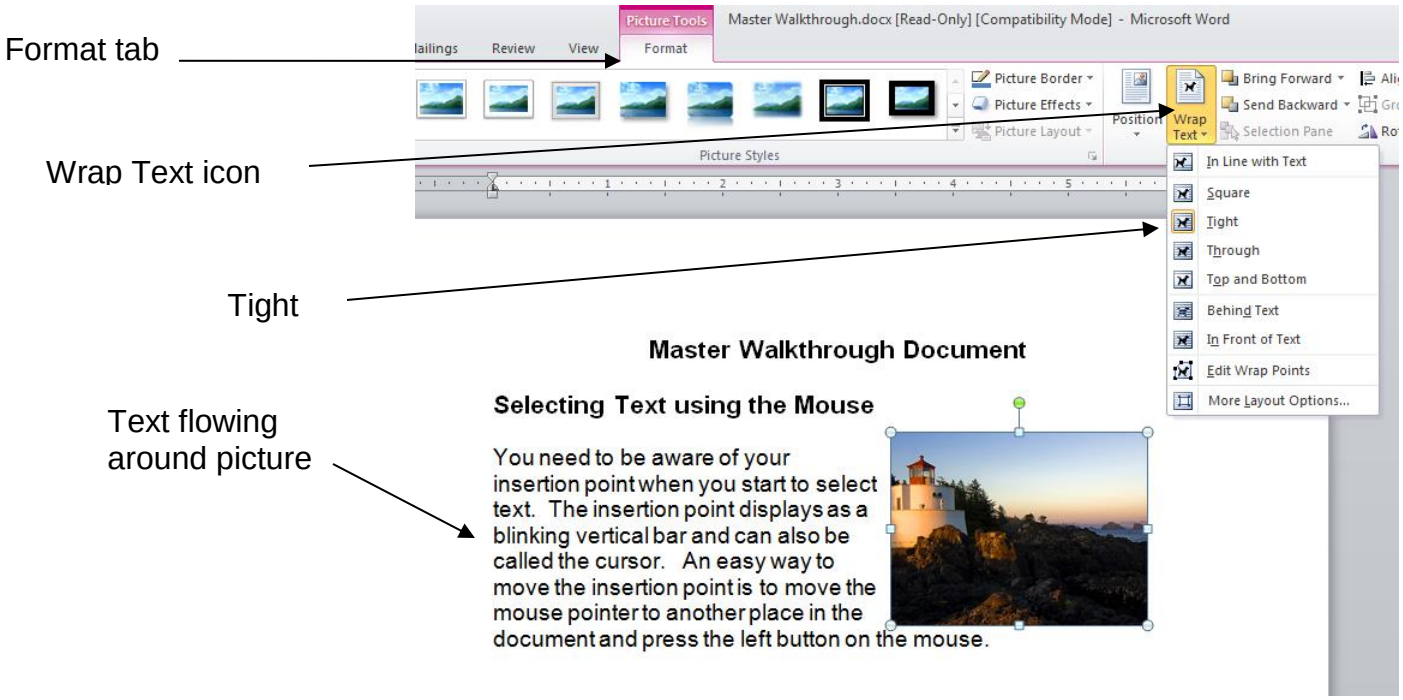
To enhance the look of a document, you can insert graphics (photos or clip art) into a document. Clip art is available from Microsoft. Photos can be obtained in several ways:

a. A digital camera.
b. Through email.
c. From the Internet. Instructor will demonstrate finding and saving a photo from the Internet.

1. Open the document into which you will insert the graphic. We will use ***Master Walkthrough***. Place the insertion pointer at the approximate place where you want the picture.
2. To insert a picture, click the *Insert* tab in the ribbon and click the *Picture* icon.



3. Navigate to the picture file (typically in the *Pictures* folder) and click *Insert*.
4. The picture appears in the document. Resize the picture with your mouse using one of the handles.
    a. If you use a corner handle, the aspect ratio of the picture will be maintained (the picture will not distort).
    b. If you use a handle in the middle of the side, top, or bottom, you can stretch or squeeze (distort) the picture - an easy way to make a picture of a person look thinner (or fatter)!
5. The picture can be moved by placing the mouse pointer anywhere within the body of the picture, holding down the left mouse button and dragging. Note the difference between a picture and a text box.
    a. To move a text box, place the mouse on the border.
    b. To move a picture, place the mouse pointer within the picture.
6. At this time, it is difficult to move the picture freely.
    a. To allow the picture to be moved easily within the document, click on the picture. This causes the *Picture Tools/Format* tab to appear in the ribbon.
    b. With the *Format* tab selected, click the *Wrap Text* icon and select *Tight*. Now the picture can be moved easily. In addition, the text of the document flows around the picture. Notice the effect of moving the picture around the document.



7. Even in cases where you are inserting a picture in a document with no text, selecting *Wrap Text* and *Tight* wrap is useful in that it makes the picture easy to move.
8. A picture can be removed from a document by selecting it and pressing the *Delete* or *Backspace* key on the keyboard.

Student Practice 6.10

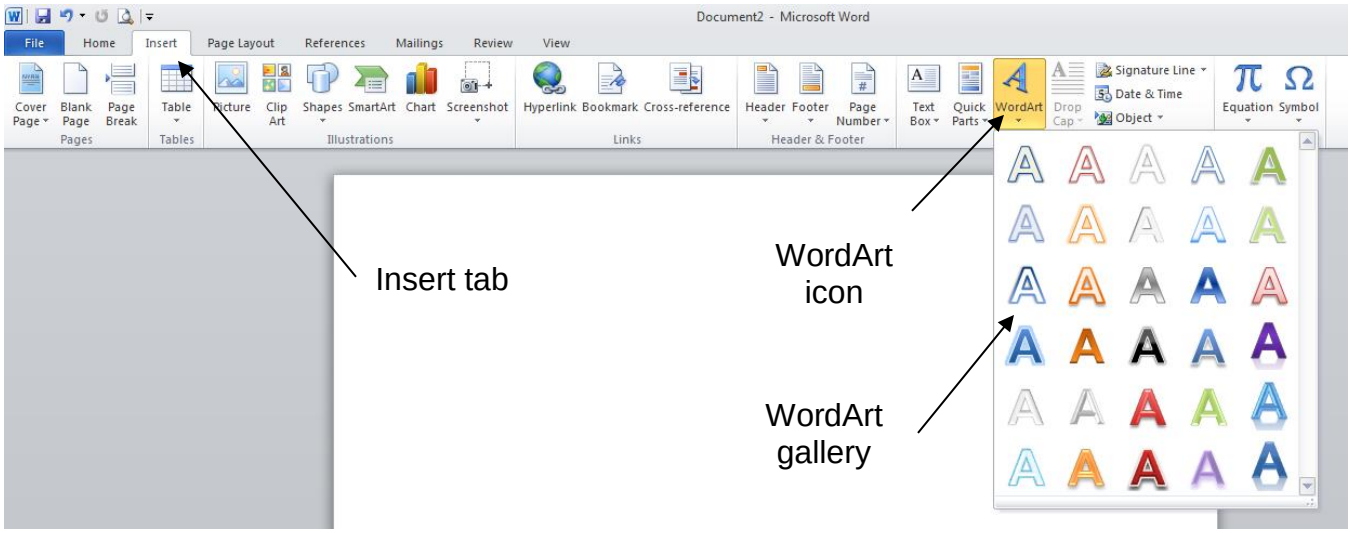
1. Find a picture from the Internet and save it in your Pictures folder.
2. Open ***Master Walkthrough***.
3. Insert your picture into ***Master Walkthrough***.
4. Resize the picture to your liking.
5. Wrap the text of the document around the picture.
6. Practice moving the picture around the document.
7. Save the document as Practice 6.10 in your Documents folder.

WordArt

Word Art is a quick way to create stunning effects with text in your documents.

Class Demo/Walkthrough 6.11

1. Open a blank document.
2. Click the *Insert* tab in the ribbon.
3. In the *Text* group, click the *WordArt* icon.
4. The WordArt gallery appears, click on a style.



5. You are presented with a box for entering text. Enter the desired text and click OK. The WordArt appears in your document.
6. When the WordArt is selected, the Drawing Tools/Format tab appears.
    a. Apply text wrapping, which works the same as it does for pictures.
        i. Select the *Wrap Text* icon from the *Arrange* group
        ii. Click on *Tight*.
    b. Your WordArt is now easy to move anywhere in the document. Grab it with your mouse and drag.
    c. Resize and/or stretch your WordArt with the handles.

Explore On Your Own

1. Create a piece of *WordArt* and apply text wrapping.
2. With the WordArt selected and the Format control tab selected, change to one of the other WordArt styles. You are not tied to the one you chose originally.
3. Use *Shape Fill* to change the fill color of the WordArt text.
4. Use *Edit Shape* in the Insert Shapes group to create some amazing effects!
5. Try *Shadow* under *Shape Effects.*
6. Try *Glow* or *Reflection* under *Shape Effects.*
7. The possibilities are limitless.

Use Letter and Memo Templates

Class Demo/Walkthrough 6.12

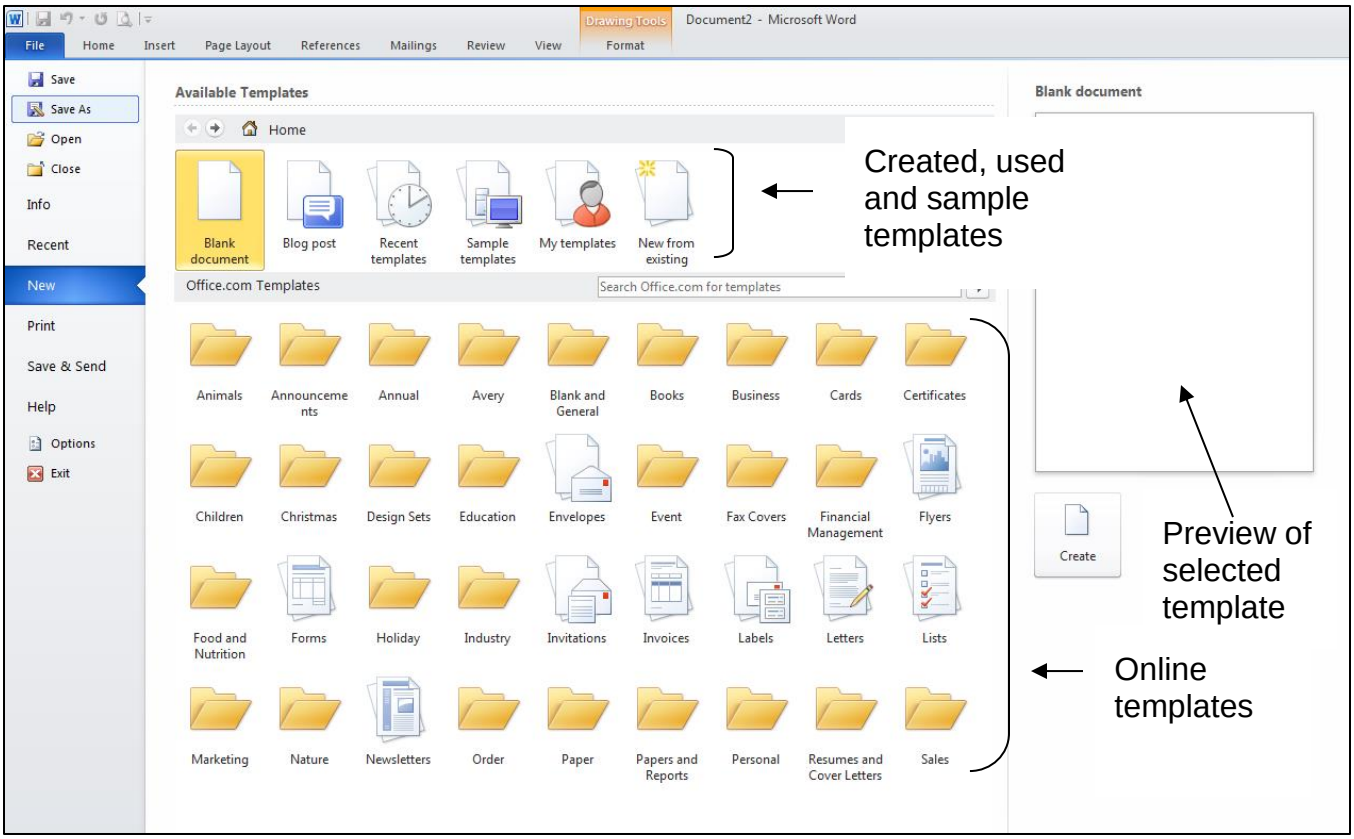
We have spent the major part of this course discussing ways to create a document from scratch and the many features for formatting such documents. However, sometimes, it is useful to produce compelling, professional-looking documents without doing all that work. That's where templates come in.

Templates are complete, pre-formatted documents of various types: (letters, resumes, etc.) You simply open the template, edit the existing text to suit your needs, make additions or deletions as required, and save the final document.

- Some templates are pre-installed or you can search for templates online.
- You can create your own template, such as for a letterhead.
- Templates that match Avery products are also included in the on-line templates. Examples of these templates include business cards, return address labels and file folder labels.

To find these Templates:

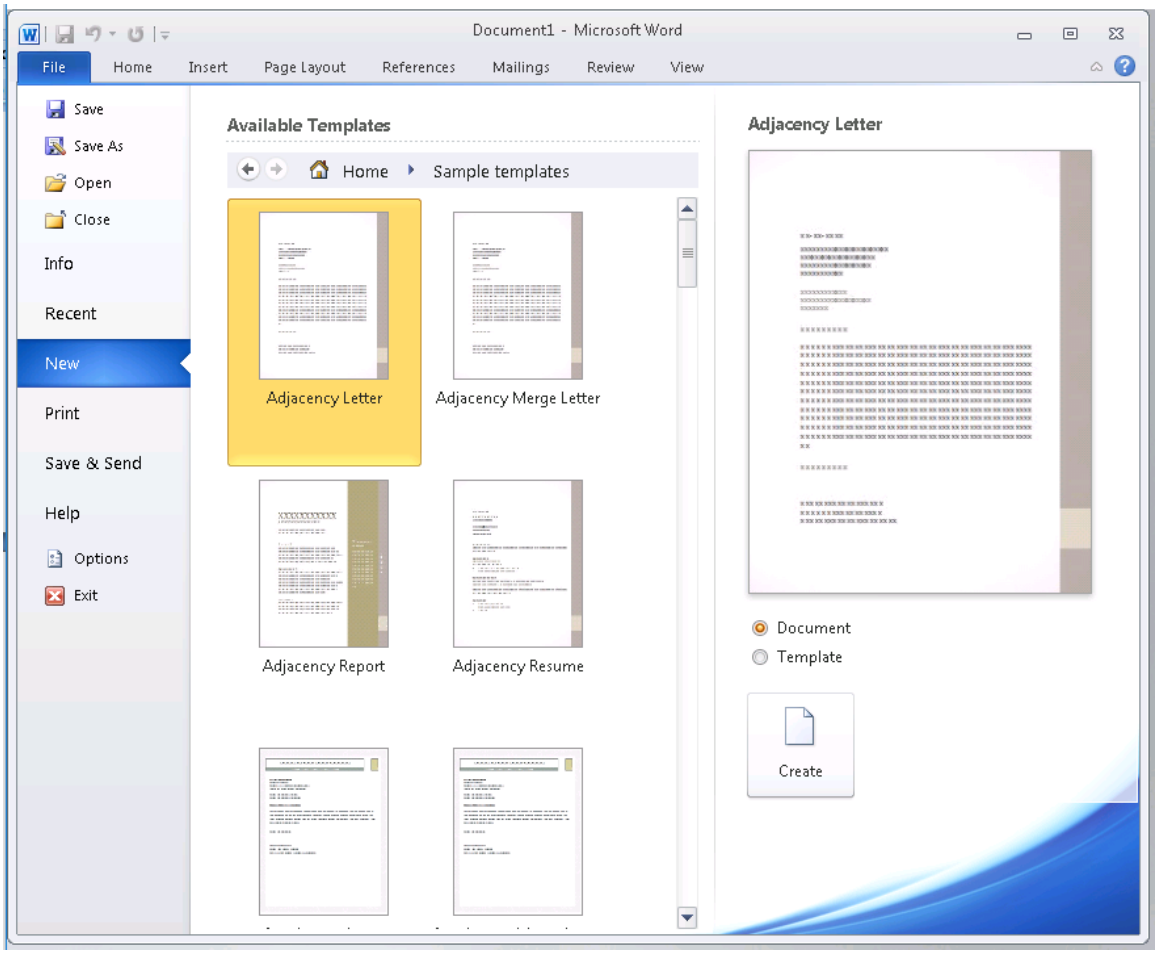
1. Click the *File tab* and then *New*. The Template window is divided into two parts:
    a. Templates that you have used or created appear in the upper half of the screen. There is also a folder of *Sample templates* that are loaded on your computer when Word is installed.
    b. The bottom of the screen shows pre-formatted templates available online at *Office.com*. You need an internet connection to access these templates. You can also search for additional templates on *Office.com.*



2. Click on a desired template to see a preview. If you want to use that template, click *Create*. A Word document will open based on that template. Click on the designated fields and type your own text. Save the file as a Word document.

Student Practice 6.12

1. Using *Adjacency letter template* in the *Sample Templates* folder, type a letter to the instructors informing them of your favorite movies.
2. Using another letter template of your choice, type a letter to the instructors informing them of your favorite foods.



Extra Practice to do at home

Open Homework 6.3 in the Week 6 folder and follow the directions.

Do you know how to do this?

1. Minimize and maximize a window
2. View paragraph markers
3. The difference between the Delete and Backspace keys
4. Where the Redo, Undo and Repeat arrows are located
5. Select a word, sentence, paragraph and the entire document
6. Know the difference between Save and Save As
7. Use the Help feature in Word
8. Format a document using bold, italic, and underline
9. Change the font type and size
10. Access the Font Dialog box on the Ribbon
11. Format using the Mini Toolbar
12. Clear Formatting
13. How to Cut, Copy and Paste in the same document and to a different document
14. Change the margins, page orientation, and paper size
15. Print more than one copy and only specific pages of the document
16. Align the text left, center, right and justified
17. Indent a paragraph to 1” on the ruler
18. Use the Tab key and Increase Indent
19. Create a bullet or number list
20. Define a new bullet
21. Turn off the bullet/number feature
22. Spell check a document
23. Find a word and replace it with another word throughout the document
24. Insert a Page Break
25. Add a header and footer to the document
26. Create a table
27. Add or delete a row/column in a table
28. Add a style to a table
29. Create a Text Box in a document
30. Move and resize a Text Box
31. Change the direction of the text in a Text Box
32. Change the fill color and border of a Text Box
33. Add borders and shading to a document
34. Insert a clip art or picture in a document
35. Move and resize a picture or clip art
36. Wrap text around a picture or clip art
37. Insert WordArt in the document
38. Wrap text around the WordArt
39. Resize and move the WordArt
40. Change the shape color and effect of the WordArt
41. Use a template