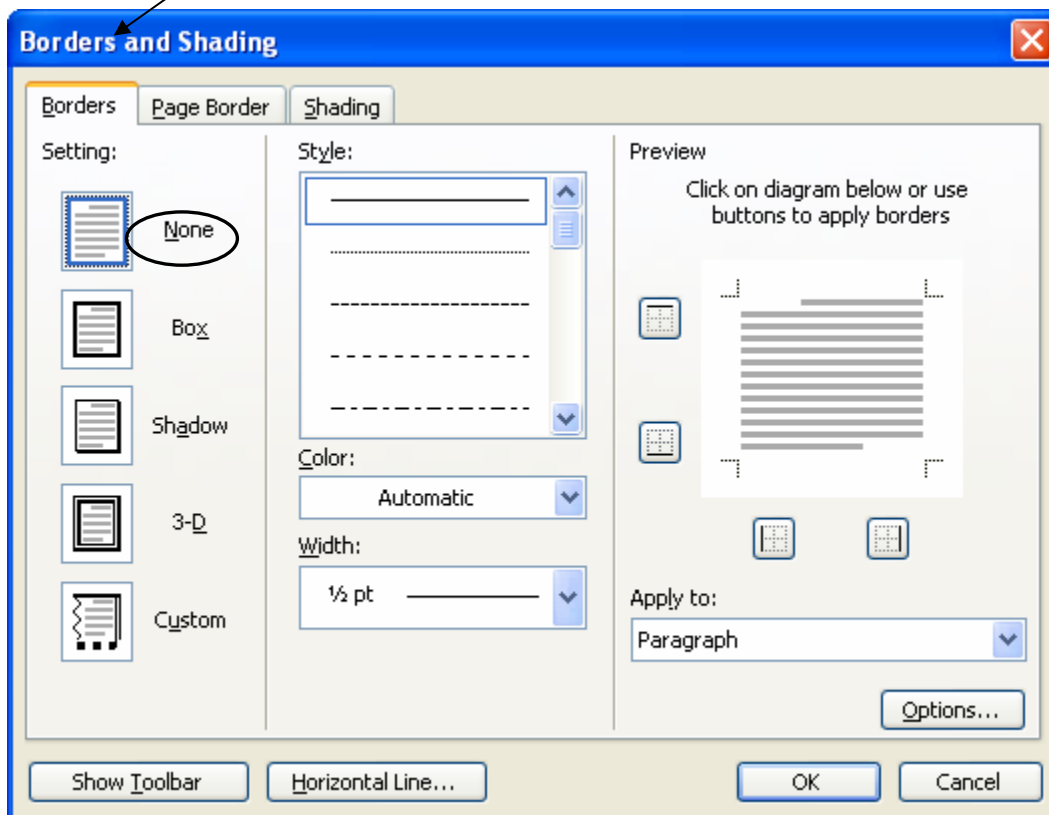


## Microsoft Word Level II

- A. Borders & Shading
- B. Bullets & Numbering
- C. Tables
- D. Turning Off the "Automatic Capitalization"

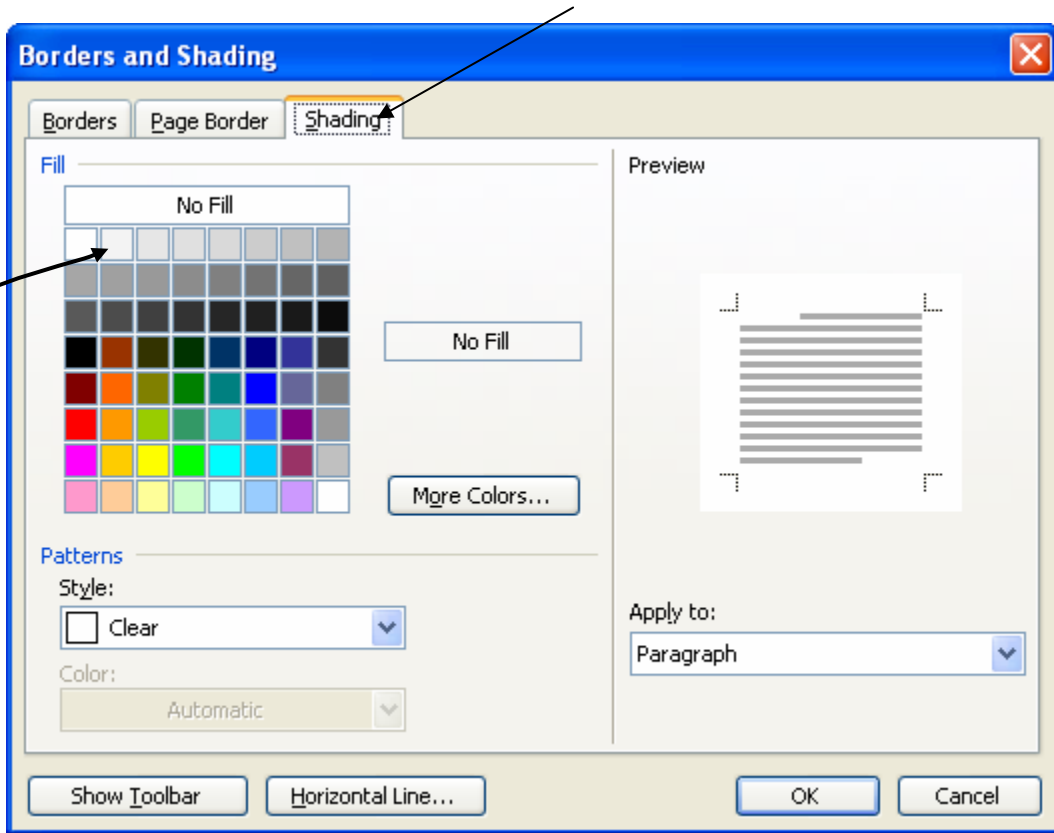
### **Borders & Shading**

1. Highlight the text that you want to give a border to.
2. Click on "Format"
3. Click on "Borders and Shading..."



4. You're already at the "Borders" tab, click on the border you would like.

5. Notice the different Style, Color, and Width options that you have!
6. If you want to add shading, click on the "Shading" tab.



7. Click on one of the little squares in the "Fill" section.
8. Click OK

Did you notice the "Page Border" option when you were at Step #4??  
Try it!

## Bullets (& Numbering)

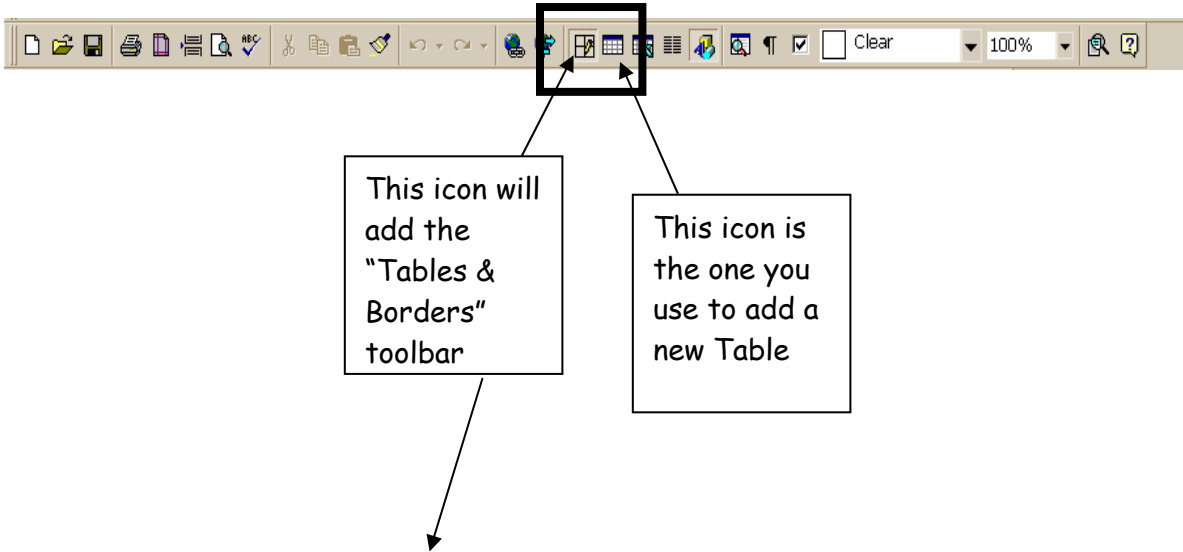
*If you have an existing list that you want to "bullet":*

1. Highlight, or block, the list
2. Click on the bullet icon, (or the number icon if you want numbers.)
3. If you selected the "bullet" icon, and you don't like your bullet:
  - A. Right-click IN THE BLOCKED TEXT
  - B. Bullets and Numbering...
  - C. You're presented with 8 options at this point. If you like an option here, double-click on the one you like. If you still don't have just the right bullet, continue on...
  - D. Customize button
  - E. Bullet... button
  - F. Click on the drop-down arrow near the top of the screen, this will allow you to change the font from "Symbol" to something else.
  - G. Click on "Monotype Sorts"
  - H. Double-Click on the desired bullet
  - I. OK
  - J. IF you want to change the size of the "bullet": With the bulleted list still blocked, right-click within the blocked text.
  - K. Customize button
  - L. Font...
  - M. To the right, you see the size in points (just like text). Double-click on a smaller or larger size.
  - N. Click OK

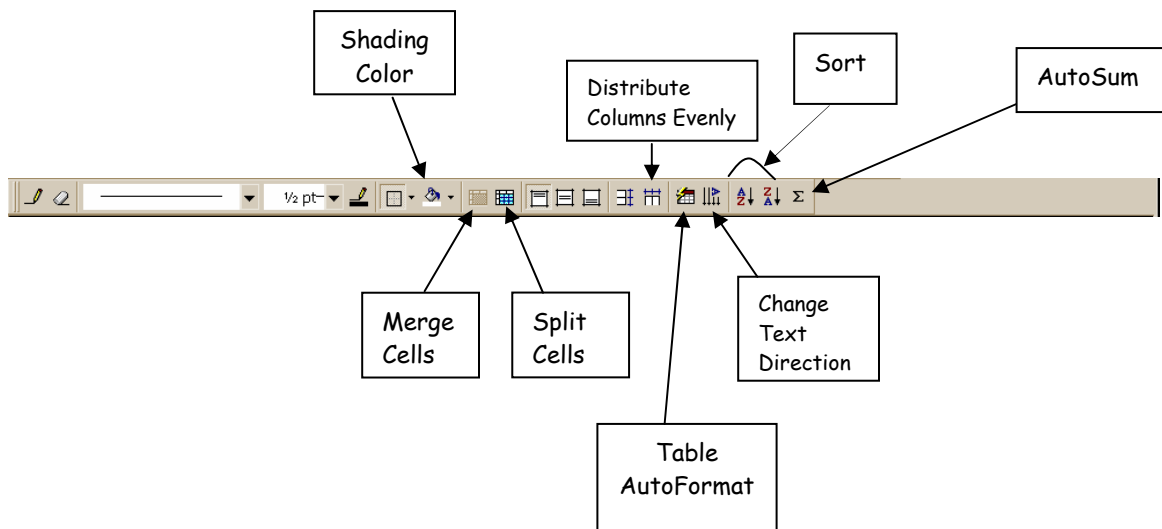
Whew! Lots of steps there, but it's often nice to use different "bullets".

# Microsoft Word Tables

Important "Table" Icons on the Standard Toolbar:



## The "Tables & Borders" Toolbar:



### To Add a Relatively Small Table to Your Document:

(No larger than 4 rows by 5 columns.)

You don't really need to worry about adding the correct number of rows when you create your table. It's very simple to add rows. It is better though if you can get the number of columns correct when you create your table.

Following is a table that is "4 x 5":


1. Position your cursor to where you want your table to be.
2. Click on the "Insert Table" icon. You will see a grid appear on your screen.
3. As you move your mouse pointer into the grid, parts are shaded. You are now determining the size of your table. Notice the bottom row of the grid, it show you the size of your table. For example: 3 x 3 Table
4. When you have the size of your desired table shaded in the grid, click.

### To Add a Large Table to Your Document:

1. Position your cursor to where you want your table to be.
2. Click on the "Insert Table" icon. **KEEP HOLDING YOUR MOUSE BUTTON DOWN!!!**
3. As you move your mouse pointer into the grid, parts are shaded. You are now determining the size of your table. Notice that you can go beyond the boundaries! ☺
4. When you have the size of your desired table shaded in the grid, click.


## How to Move From Cell to Cell Within a Table

- A. Press the TAB key
- B. Use your mouse to click to the cell you want to get to

## Adding Rows to an Existing Table

Note: This is very easy to do. Therefore, when creating your table, you don't need to be too concerned about getting all of the rows that you know you will need.

<i>Red Group</i>	<i>Grey Group</i>	<i>Yellow Group</i>
Alexander, Ross	<i>Erb, Denise</i>	West, Trevor
Pavelka, Tom	Pangman, Ellen	Allan, Kim



1. When your mouse pointer gets to the lower right hand corner of the table, just press the TAB key.

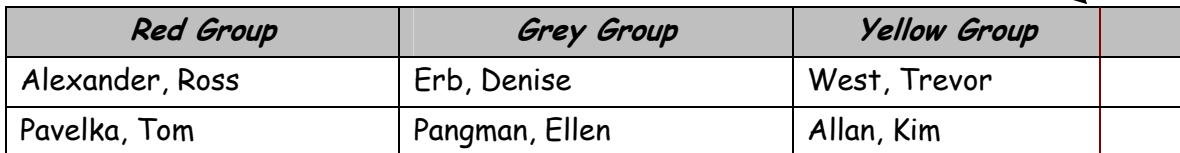
## Adding Columns to an Existing Table

There are several ways to accomplish this, following is (in my opinion) the easiest!

1. Click on the "Draw Table" icon (or click on "Table", then "Draw Table")



2. Draw a line in your table so as to create a new column where you want it to be. Don't worry about the column not being the correct size.

A screenshot of a table with three columns and two rows. The columns are labeled 'Red Group', 'Grey Group', and 'Yellow Group'. The rows contain names: 'Alexander, Ross', 'Pavelka, Tom' in the first row; and 'Erb, Denise', 'Pangman, Ellen' in the second row. A red vertical line is drawn to the right of the 'Yellow Group' column, creating a new, empty column. An arrow points to this red line.

3. If you want several columns the same width, highlight those columns (including the new one you just created.) In my example, I highlighted my entire table by clicking and dragging in the left margin.
4. Click on the "Distribute Columns Evenly" icon.



You will get the following result:

<i>Red Group</i>	<i>Grey Group</i>	<i>Yellow Group</i>	
Alexander, Ross	Erb, Denise	West, Trevor	
Pavelka, Tom	Pangman, Ellen	Allan, Kim	

### Changing the Width or Height of a Column or Row:

1. Move your Mouse Pointer to the Divider that you want to move.
2. Your mouse Pointer will change, so that it looks like this:
3. Click and drag the Divider.

	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	Total
Lakke, Erin	1	6	1						
Swanson, Sam	2	4	4						
Frank, Jarrod	3	2	0						
Adam, Kent	4	5	2						

### To Alphabetize:

1. Click anywhere in the column that you want to alphabetize.
2. Click on the "Sort Ascending" icon.



The result:

	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	Total
Adam, Kent	4	5	2						
Frank, Jarrod	3	2	0						
Lakke, Erin	1	6	1						
Swanson, Sam	2	4	4						

## Formatting a Table:

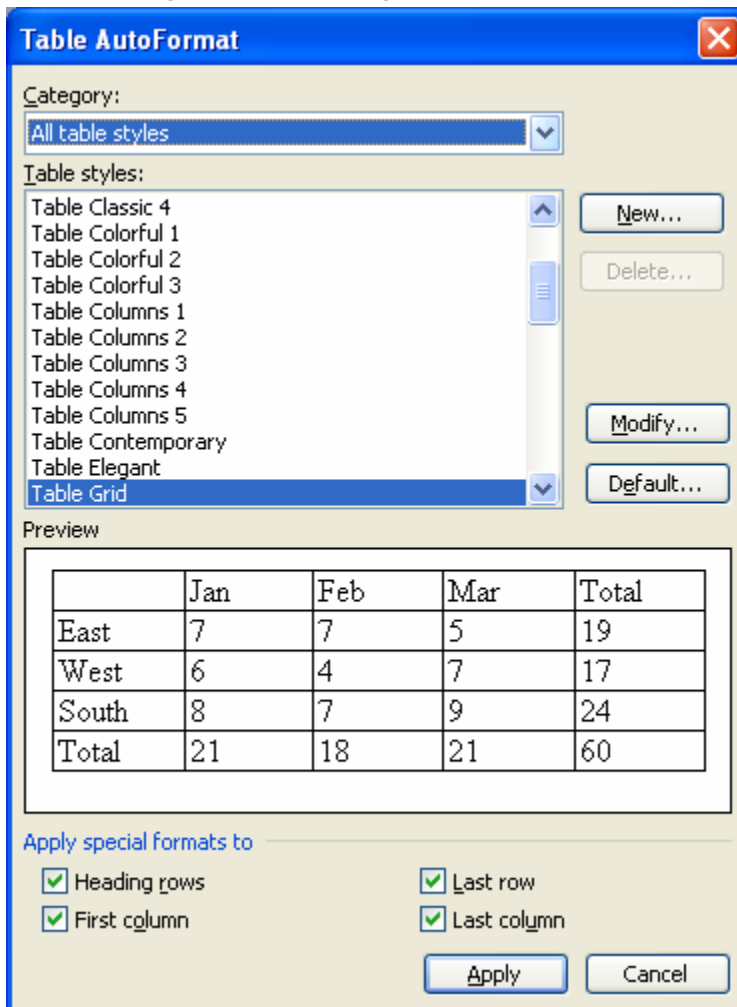
- You can center, underline, bold, etc. just as you would in the "regular" part of your Word document.

### To use the "AutoFormat" feature:

1. Make sure your cursor is somewhere within the table.
2. Click on the "AutoFormat" icon.



3. You will get the following window:



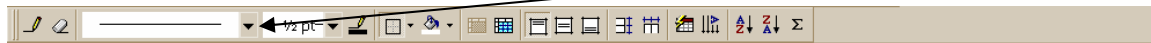
- a. 99% of the time, I take away the check mark by "AutoFit". If you leave the checkmark there, your column widths will all be changed.
  - b. Sometimes you may want to "Apply special formats to" "Last row" and "Last column". It just depends on what's in your table.
  - c. Scroll through the "Formats" section to try and find a format that you like.
4. Once you make your selection(s), click "OK".

	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	Total
<b>Smoe, Joe</b>	4	5	2						
<b>Bulbs, Suzy</b>	3	2	0						
<b>Hunt, Hook</b>	1	6	1						
<b>Pitt, Brad</b>	2	4	4						

4. If you happen to get results that you don't like, just click "Undo" and go back to Step #1!!

To Add Some Special Lines of Your Own:

1. Click on the drop-down arrow that's associated with "Line Style".



2. Select a different line style.
3. Your mouse pointer will now look like a pencil.
4. Draw on top of the line that you want to make look different.
5. Press Escape 3 times to get rid of the mouse pointer pencil.

See example below:

	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	Total
<b>Smoe, Joe</b>	4	5	2						

<b>Pitt, Brad</b>	3	2	0							
<b>Bulbs, Suzy</b>	1	6	1							
<b>Smoe, Joe</b>	2	4	4							

To Sum Rows:

1. Position your cursor in the cell that you want to contain the total.
2. Click on the "AutoSum" icon.

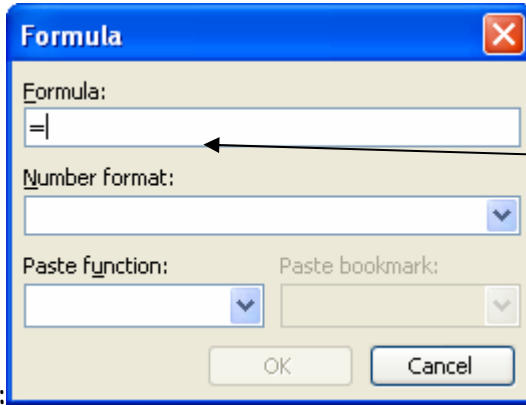


<i># Cans of Food Donated for Food Drive</i>				
Date/Name	Adam, Sally	Engelhardt, Sue	Jones, Lance	Zimmer, Vernon
12/1	4	1	0	2
12/2	4	4	2	0
12/3	1	1	1	1
TOTAL	9	6	3	3

To Sum Rows:

1. Position your cursor in the cell that you want to contain the total.
2. Click "Table". (The word Table in the Menu Bar.)

3. Click on "Formula..." You will see a window like the



4. If you're totaling rows, you want this to say =SUM(LEFT) so change the ABOVE to LEFT.
5. Click OK

following:

	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	Total
Smoe, Joe	4	5	2	4	2	1	1	3	22
Bulbs, Suzy	3	2	0	1	0	0	5	2	13
Pitt, Brad	1	6	1	2	3	2	3	1	19
Hunt, Hook	2	4	4	2	2	2	4	1	21

Quick quiz! How would you sort by the "Total" column??

**Misc. Formatting Hints**

<i># Cans of Food Donated for Food Drive</i>					
Date/Name	Adam, Sally	Engelhardt, Sue	Jones, Lance	Zimmer, Vernon	
12/1	4	1	0	2	
12/2	4	4	2	0	
12/3	1	1	1	1	

If you don't want the text at the top of a row, but you want the text aligned in the center of a row: 1. Click in the row, 2. Click the "Center Vertically" icon.

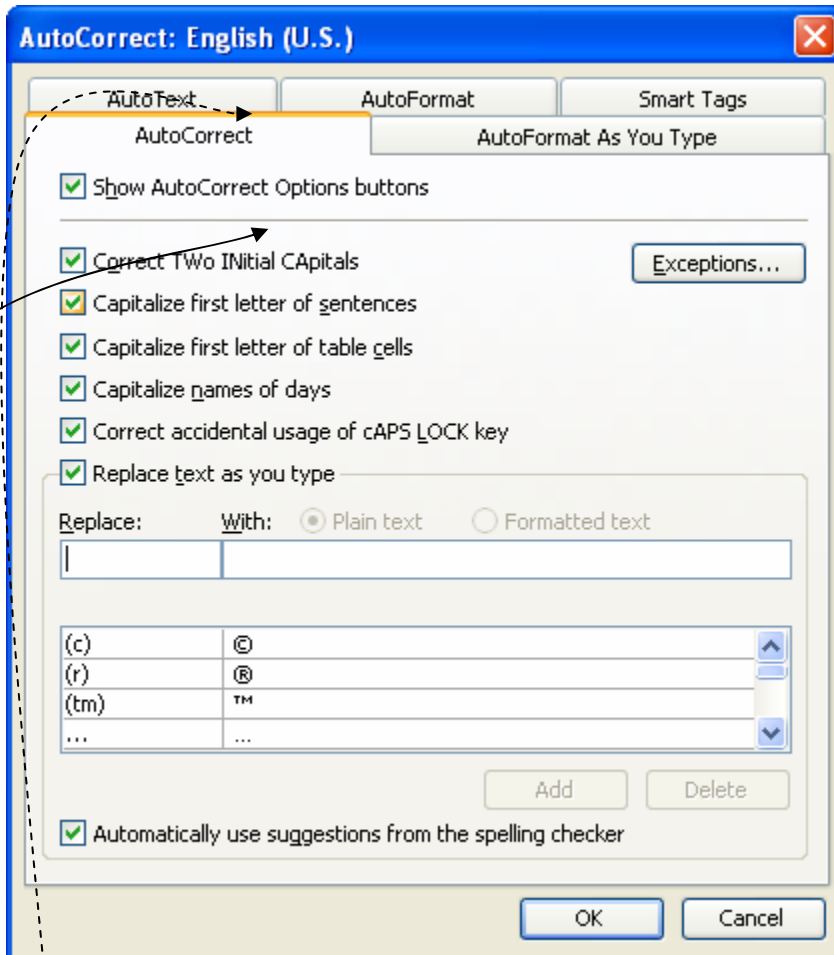
- To get text to rotate, highlight the cells you want rotated, then click on the "Change Text Direction" icon.
- Keep clicking the icon until you the text is the direction you want it to be.

TOTAL	9	6	3	3
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## AutoCorrect

*To Stop Word From Doing the "Automatic Capitalization":*

1. You need to be in Word
2. Click on Tools
3. Click on AutoCorrect. You will see the following window:

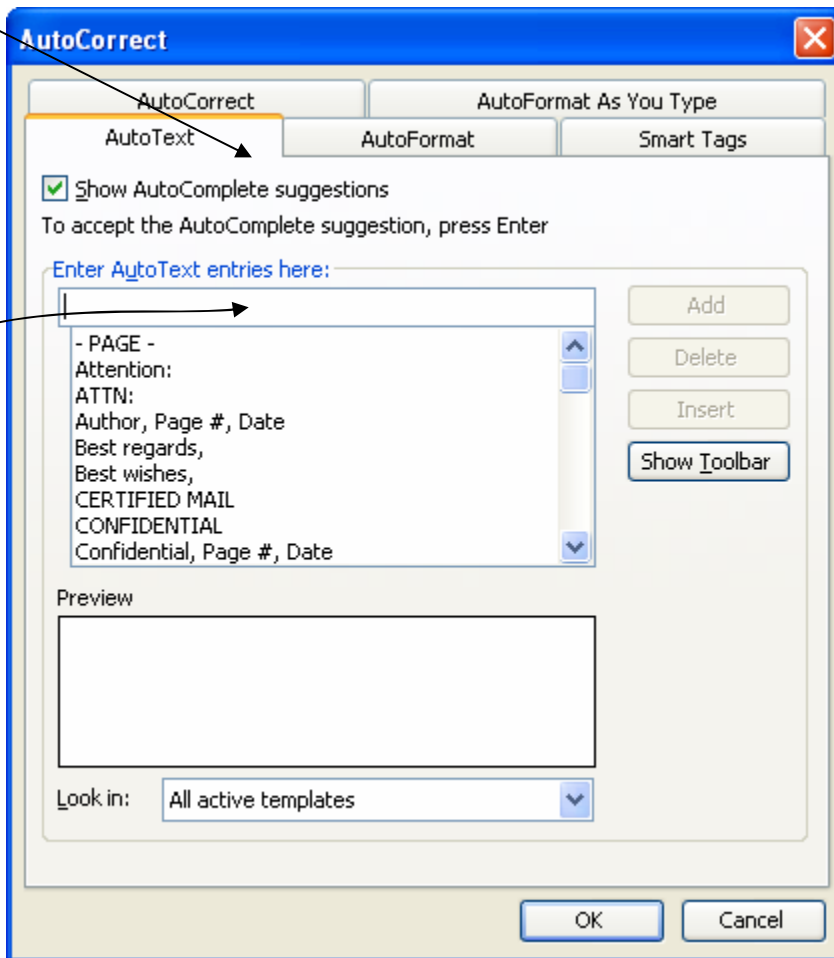


4. Make sure the "AutoCorrect" tab is selected. (If you are looking at the above window, it already is selected.)
5. Click on the check mark next to "Capitalize the first letter of sentences". This will remove the check mark.
6. Click OK

## AutoText

### *To Add Names to AutoText:*

1. You need to be in Word
2. Click on Tools
3. Click on AutoCorrect.
4. Click on the "AutoText" tab:



5. Enter the Text you want in "AutoText" here.
6. Click "Add"