# Microsoft Word Day 4 Format Tables

#### **Objectives**

- <u>Change Page Orientation</u>
- Insert a table
- Add Column Headings
- Insert a column
- <u>Type information into a table</u>
- Insert a Row
- <u>Merge Cells</u>
- Insert Word Art
- Insert Online Picture
- Insert page numbers

#### **Activity:**

Tables are a great way to organize information, in an easy to read manner. Tables usually contain several rows and columns.You are going to create a table with your favorite movies, music, food, and hobbies.





#### 1. Open the Favorite Table document in Teams

#### 2. Change Page Orientation

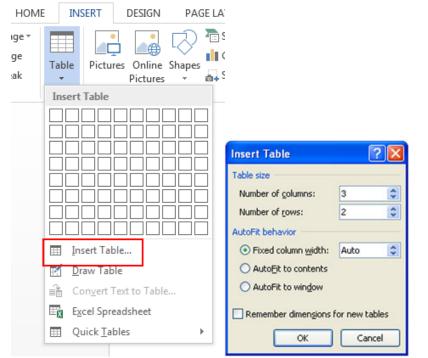
- We want our paper to go across instead of up and down, therefore, we need to change it to landscape.
  - Go to Page Layout Orientation Landscape

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FILE	HOME	INSERT
Margins	Orientation	Size Coli
<b>.</b>	<b>.</b>	*
	Po	ortrait
	La	indscape

# 3. Insert a Table

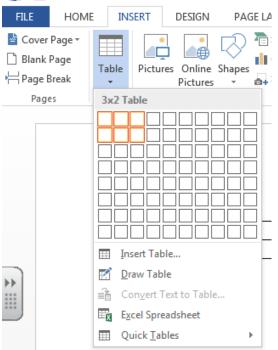
• Using the ribbon go to Insert - Table - Insert Table



- Change Columns to 3
- Leave Rows at 2 they will adjust accordingly

# OR

Drag the intended table columns and rows from the table grid- 3 X 2. The table will automatically insert into the document.
 Image: Image



# 4. Adding Column Headings

# Column Headings are used to explain the information in the table to the viewer

- Type the following information in the first row
  - \*Press the tab key to move to each cell (square)

Movies	Music	Food

### Add Shading/Borders

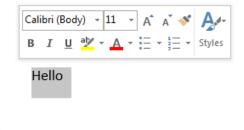
- $\circ~$  Make sure your table is still selected- double click anywhere in the table to select it
- $\circ~$  Suggestion: check Header Row and Banded Rows in the Table Style Options group
- Go to the Table Styles Group and click the More arrow; choose a style you like
- Notice how you get a live preview of how the table style will look by just hovering; you don't have to select it.
- If you don't like how the preset table styles look you can go to the shading and border commands to create your own.

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Document1 - Word TABLE TOOLS
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Plain Tables — — — · · · · · · · · · · · · · · · ·
Image: Styles *     Image: Styles * <td< td=""></td<>
Grid Tables

- Add Text Emphasis (suggestions)
  - Change Font Size
  - Apply Bold, Italics, or Underline
  - Center Text
  - Change Color of Font

\*You can either go to the Home Ribbon to change the text OR you can use the Mini Toolbar to format your text. This automatically appears when you select the text.



# Save Changes (CTRL + S)

# 5. Insert a Column

We want to add the Column "Hobbies" in between Music and Food

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- Click in the 2nd Column next to the word Music
- Go to Table Tools Layout Insert Right (in the Rows & Columns Group)

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- In the new column type in the word Hobbies
- Notice the formating is the same as the other headings

Movies	Music	Hobbies	Food

#### 6. Type information into a table

- Place your cursor in row two underneath Movies
- Type the name of your favorite movie (ex. War of the Worlds)
- Press Tab
- Type the name of your favorite music, band, or artist
- Press Tab
- **Type** the name of **your favorite hobby or activity** (school appropriate)
- Press Tab
- Type the name of your favorite food
- Press Tab
- \*\*Notice a new row is automatically added
- Fill in at least 2 things under each heading

Movies	Music	Hobbies	Food
War of the Worlds	Alternative	Basketball	Spaghetti
Glory Road	Rap / R&B	Reading	Mexican

- You may change the fonts, size, color etc. if you have time
- **Save Changes**

#### 7. Insert a Row

- Click in row one next to the word Movies
- Go to Table Tools Layout Insert Above (in the Rows & Columns Group)

Word Day 4 9/27/2018 w I . **৲** ত ≠ Document1 - Word TABLE TOOLS DESIGN LAYOUT FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ADD-INS E ₩ž Ħ [] Height: 0.16" ÷ E Distribute Rows N -----= Properties Draw Eraser Merge Split Split Width: 3" Select View Delete Insert Insert Insert Insert AutoFit H Distribute Columns = Table Gridlines Table Above Below Left Right Cells Cells Ŧ Cell Size Table Draw Rows & Columns E. Merge G,

### 8. Merge Cells

To merge cells means to combine multiple cells (squares) into one.

- Highlight the new blank row (now row one)
- Go to Table Tools Layout Merge Cells (in the Merge Group)
- Or Right Click select Merge Cells

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- Type Your Name's Favorites in row one (ex. John Smith's Favorites)
- Change Text Emphasis
- Save Changes

Your Name's Favorites						
Movies	Music	Hobbies	Food			
War of the Worlds	Alternative	Basketball	Spaghetti			
Glory Road	Rap / R&B	Reading	Mexican			

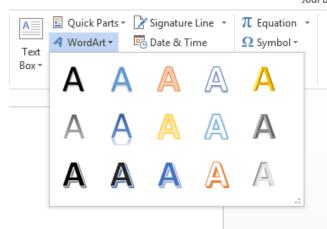
#### 9. Insert Word Art

- Click after your table
- Press Enter 2 times
- Go to Insert Word Art (in the Text Group) and choose your style

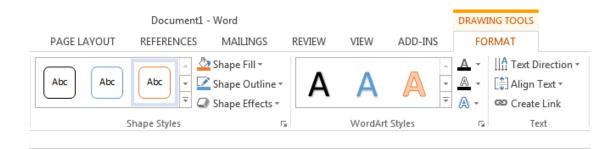
file:///C:/Users/edierkj591/OneDrive%20-%20Omaha%20Public%20Schools/Info%20Tech%20Fund/Word/Favorites%20Table%20Practice.html

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\*Don't worry too much about your style choice- you will have plenty of opportunities to change it!



- Select a style of WordArt you want by clicking on it
- Type in one of your favorite things in the box
- Select your WordArt by clicking on it, if needed
  - Now you can make formatting changes using the ribbon
  - Hold your mouse over buttons to get a popup that tells you what the button does





- Text Group edit text, spacing, size, align
- Word Art Styles styles, shape fill and outline, change shape

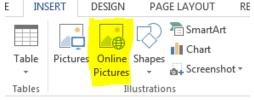
- Shadow and 3-D Effects Groups drop shadows, change color, 3-D perspective, direction, etc.
- Arrange Group \*If you want to move your text freely on your document, select Text Wrapping In Front of Text
- Size Group change the height and width; can also be done by moving your pointer to the bottom right corner handle until it changes to the Diagonal Resize shape. 5

Dragging with a corner handle changes the width and height at the same time without changing the proportions of the image.



# **10. Insert Picture**

• From the Ribbon go to Insert - Online Pictures



- In the search box type: one of your favorite things, such as pizza or basketball
- Select the picture you want to insert in your document
- To move your picture easily, go to the Arrange group, select Text Wrapping In Front of Text
  PICTURE TOOLS

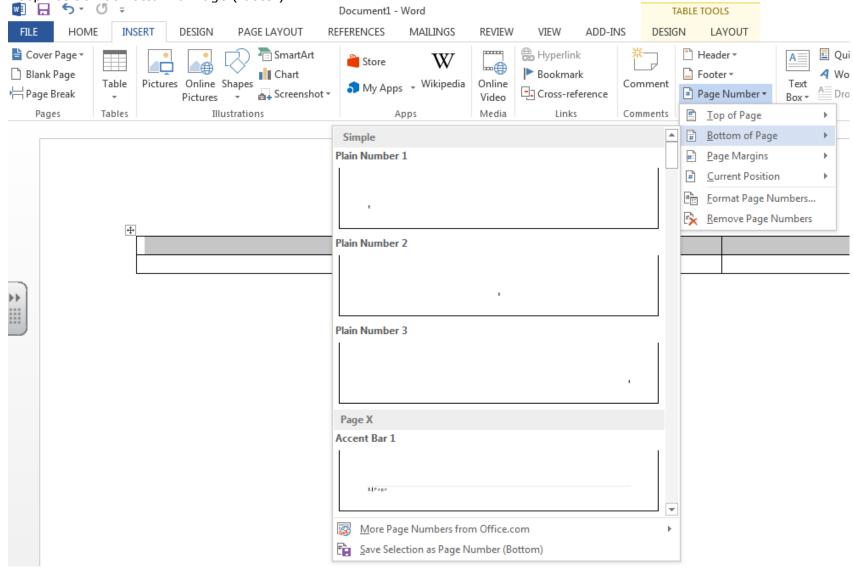
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### **11. Insert Page Numbers**

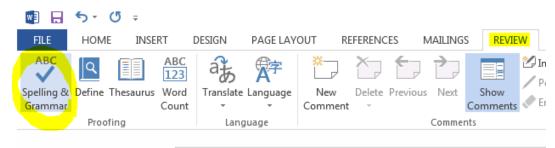
#### Word can automatically number your pages for you

- From the ribbon go to Insert Page Number Bottom of Page Choose the style you prefer by clicking it
- Keep Position at Bottom of Page (footer)





12. Spell Check Document (Review - Spelling and Grammar or F7)



## **13. Print Preview - DO NOT PRINT**

• Make sure document looks pleasing to the eye - only one page

### 15. Save and Turn in Teams by clicking <Turn In>

Grading Scale:

### **Basic/Level 2**

- Change page orientation to landscape
- Insert a table with 3 rows and 3 columns
- Insert word art
- Insert clip art
- Insert page numbers as instructed
- Use spell check

#### **Proficient/Level 3**

- Insert a 4th column (Hobbies)
- Insert a 4th row
- Merge row 1 (Your Name's Favorites)

#### Advanced/Level 4

- Insert a 2nd picture from the internet (not clip art)
- Add a border, shadow or glow around both of your pictures
- Make sure everything fits on one page

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