Step - by - Step Tutorials

A Very
Warm
Welcome
to the
Exciting
World of
Computers

Let's get
Started
– It's easy
with my Step-
by-Step
Instructions

Basics of

MS Word (5)

This lesson is all about the basics of Microsoft Word 2003. I know we have worked in Microsoft Word in several lessons already, but I'm sure you will find this one very interesting and informative.

So what are we waiting for? Let's get started! I'll just repeat something I wrote in lesson 'Click Right – How to Write a Letter in Microsoft Word"….. Sorry, but sometimes we need to read things over and over and over again …. (Smile).

What is Microsoft Word?

Microsoft Word is also called MS Word or just Word.

We use MS Word to:

- **Create new documents**
- **Format documents**
- **Edit documents**

Word is simple to use, yet powerful enough to assist you in developing camera ready documents, newsletters, greeting cards or even books.

Microsoft Word is:

- A word processing application
- A word processing program
- A word processing package
- A word processor

All of these mean the same thing.

A document can be very short or very long. Even a 100-page document can be saved as one **file**

Remember all that? Ok let's get on with it then … This is what you will learn in this lesson:

❖ **What is a Table?**

What are we waiting for? Let's get started, first we need to open a document in Microsoft WORD:

DO THIS **Click on START**

1. **Place mouse pointer on the word PROGRAMS (another menu pops up)**

2. **Pointer on MICROSOFT OFFICE (another menu pops up)**

3. **Click on MICROSOFT WORD**

4. **You now have a blank word processing page in front of you.**

Do this on your computer At home

To shorten the above 4 steps to just two clicks, you can move the WORD icon to appear in the Start listing when you click on the START button.
1. **Click on START**
2. **Place mouse pointer on PROGRAMS (another menu pops up)**
3. **Pointer on Microsoft Office (another menu pops up)**
4. **Left click on Microsoft WORD and HOLD DOWN YOUR LEFT MOUSE BUTTON AND <u>DRAG</u> THE ICON INTO THE START MENU LISTING, LET THE BUTTON GO to 'drop' the icon in the list.**
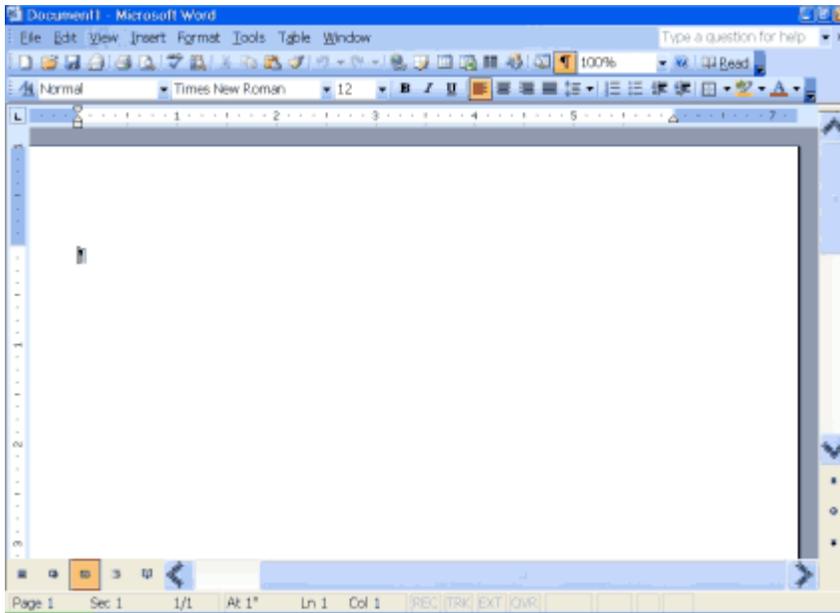
Now the next time you want to click on WORD, all you do is click on START and bingo!!! The WORD icon will be there for you to click on.
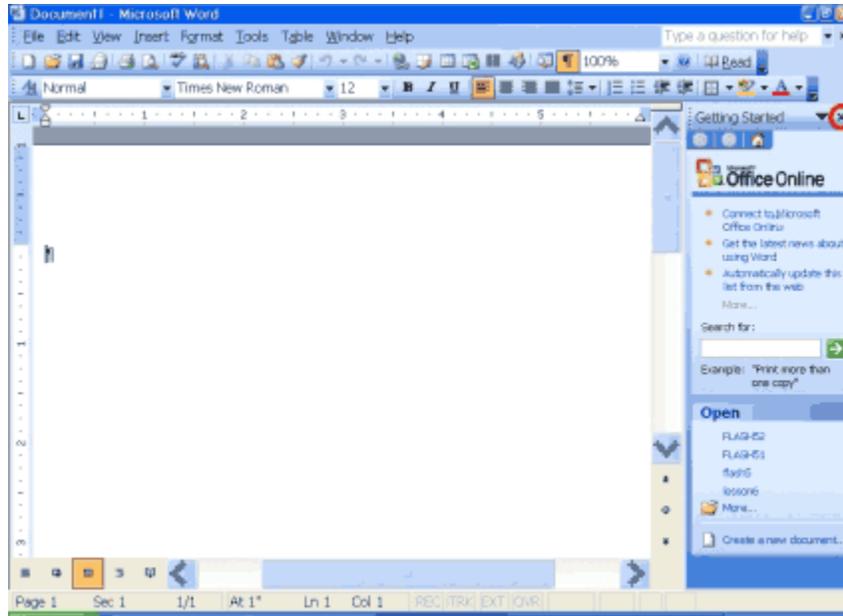
6. **Click the X in the upper right corner of the TASK PANE to close it (if the Task Pane is open, sometimes it isn't open).**

**Your screen should now look like the one shown below.**

Ok, let's get started. This lesson will teach you how to create tables. You use tables to format all or part of your document into columns and rows. This is a much easier way than trying to space your work using the tab key.

Creating a Table

This time we are going to create a four-column, five-row table:

DO THIS

1. **Choose *Table > Insert > Table* from the menu. The Insert Table dialog box opens.**
2. **Type 4 in the Number of Columns field.**
3. **Type 5 in the Number of Rows field.**
4. **Select Auto in the Column Width field. Selecting Auto allows Microsoft Word to determine the s**
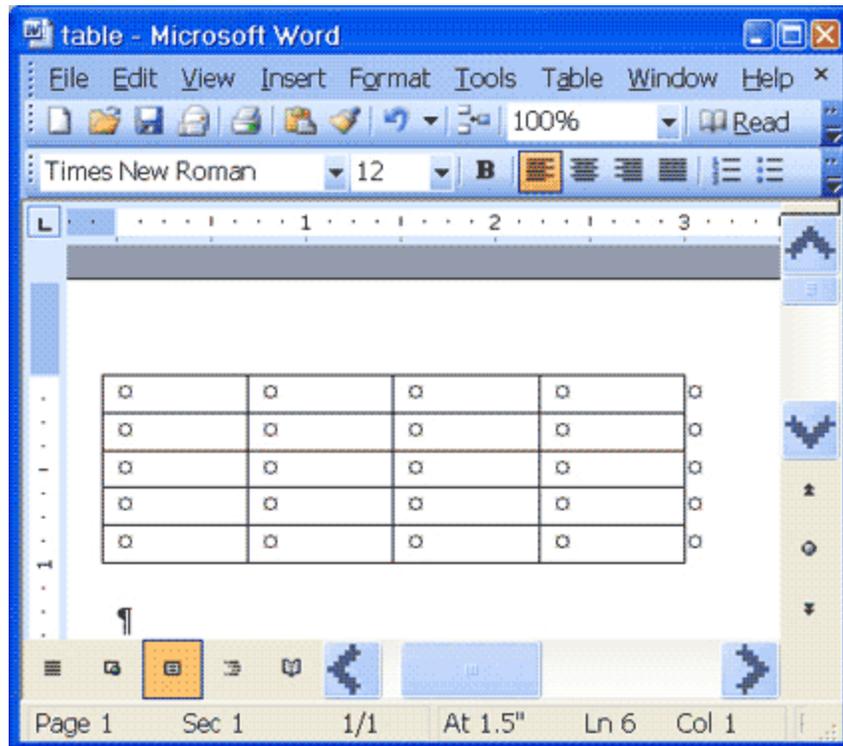
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column widths. Alternatively, you can enter the
column width you desire.

5. Click OK. Your table should look like the one
shown here, with four columns
and five rows.

Alternate Method -- Creating a Table by
Using the Insert Table Icon

NOTE

You can also create a table by clicking on the Insert Table icon on the Standard toolbar. If the icon is not visible, click on VIEW on the top Menu Bar, then click on TOOLBARS, then click on TABLES & BORDERS. You will see the '*Insert* Table' icon on this toolbar.

DO THIS

1. Click the Insert Table icon.

2. Highlight the number of rows and columns you need. The maximum table size you can create by this method is a four-row by five-column table.
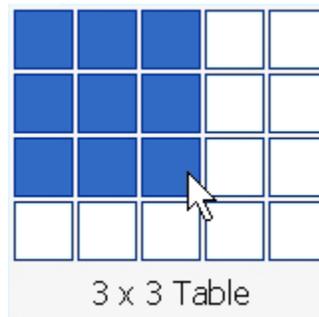
3. Press Enter (or click) to create the table.

Note: Microsoft Word has a Tables and Borders toolbar. This lesson does not cover the Tables and Borders toolbar; I'll save that for another lesson (smile)

Ok, let's get on to moving Around a Table

Each block in a table is called a cell.

Use the Tab key to move from cell to cell from left to right.

Use Shift-Tab to move from cell to cell from right to left. The following exercise demonstrates.

DO THIS

1. **Click in the first cell in the first column.**
2. **Press the Tab key nine times. The cursor moves forward nine cells.**
3. **Press Shift-Tab six times. The cursor moves backward six cells.**

Note: You can also move to a cell by clicking in the cell. In addition, you can move around the table by using the left, right, up, and down arrow keys.

Let's try entering text into a table

To enter text into a table, simply type as you normally would. Press Tab to move to the next cell. Enter the text shown below into your table.

DO THIS

1. Type the word **Salesperson** in the first cell in the first column. Press the Tab key.

2. Type **Dolls** in the first cell in the second column. Press the Tab key.
3. Continue until you have entered all of the text you see in the example below.

Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203

Selecting a Row and Bolding the Text

You learned about **bolding** in the previous lesson, but we will go over it again here. In this exercise, you will select the first row of the table and bold all of the text on the row.

DO THIS

1. Click anywhere on the first row of your table.

2. Click on *Table* on the top MENU BAR

3. Click on *Select*

4. Click on *Row* from the menu (Note the row has been highlighted.

5. Now hold down your Ctrl button and hit the 'b' key on your keyboard (Ctrl-b) the text in this row is now **bold**.

Now wasn't that a piece of cake? Let's try something else...

Right-Aligning Text

In this exercise, you will right-align the second (Dolls), third (Trucks), and fourth (Puzzles) columns of the table you created.

DO THIS

1. **You need to highlight "Dolls," "Trucks," and "Puzzles." Place the cursor before the "D" in "Dolls." Press the F8 key to anchor the cursor. Then press the right arrow key until you have highlighted "Dolls," "Trucks," and "Puzzles."**
2. **Click on *Table* on the top Menu Bar**
3. **Click on *Select***
4. **Click on *Column* from the menu.**
5. **Hold down the Ctrl key and hit the 'r' key (Ctrl-r) this will right-align the cells.**
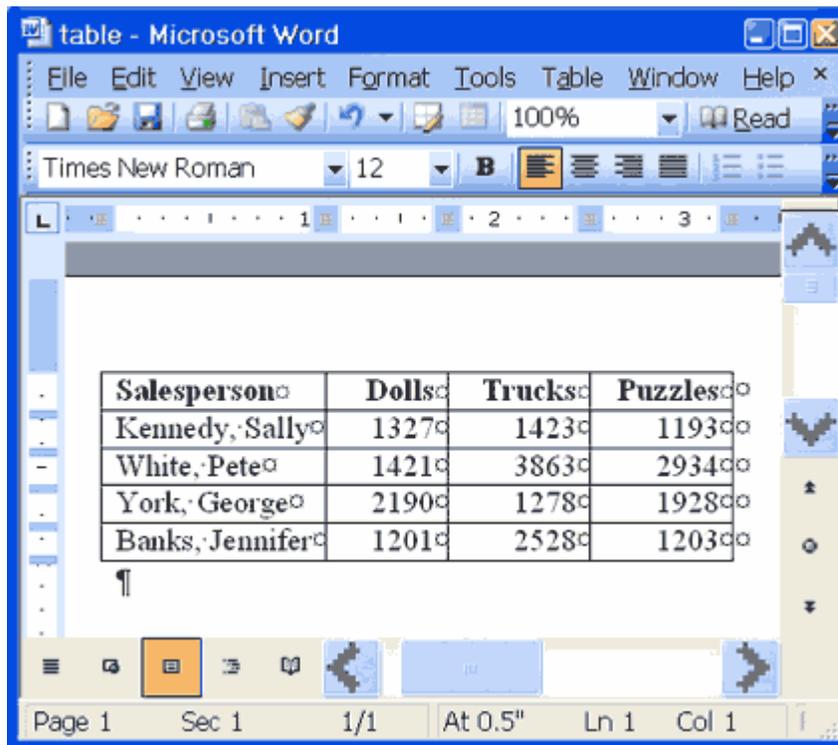
Your table should look like the one shown here. Make any needed corrections before continuing.

Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203

Note: All of the formatting options you learned about in previous lessons can be applied to cells in a table.

Want to add another row? Let me show you how …. We'll add another to the End of the Table

You can add additional rows to your table. The simplest way to add a new row is to move to the **last column** of the **last row** and press the **Tab key**.

See? Now was that difficult? (smile)

Now you can type any additional text you need to add.

DO THIS →

1. Move to the last column of the last row of your table.
2. Press the Tab key.
3. Type the text shown here.

Atwater, Kelly	4098	3079	2067

Adding a Row within the Table

You can add a new row anywhere in the table. Let's give it a try.

To add a row just above York, George:

DO THIS →

1. **Place the cursor anywhere in the fourth row (the row with York, George as the salesperson).**
2. **Click on *Table***
3. **Click on *Insert***
4. **Click on *Rows Above* from the menu.**
5. **Type in the information shown here to the new row.**

Pillar, James	5214	3247	5467

Now we are going to resize the Columns

You can easily change the size of your column widths. In this exercise, I'd like you to select the entire table and adjust all the column widths.

DO THIS

1. **Click anywhere in your table.**
2. **Click on *Table* on the above Tool *Bar***
3. **Click on *Select***
4. **Click on *Table* from the menu. Your table is selected.**
5. **Click on *Table***
6. **Click on *Table Properties* from the menu.**
7. **Choose the Column tab.**
8. **Type 2 cm in the Preferred Width field. This will cause Microsoft Word to set all the columns to a width of 2 centimeters.**
9. **Click OK.**

Salesperson¤	Dolls¤
Kennedy, Sally¤	1327¤
White, Pete¤	1421¤
Pillar, James¤	5214¤
York, George¤	2190¤
Banks, Jennifer¤	1201¤
Atwater, Kelly¤	4098¶ ¤

¶

Depending on your font, the first column of your table might not be wide enough and the text might be wrapping.

To widen the first column:

DO THIS

1. Place the cursor anywhere in the first column.
2. Click on *Table* on the above Menu Bar
3. Click on *Select*

4. Click on *Column* from the menu.

5. Click on *Table*

6. Click on *Table Properties* from the menu.

7. Choose the Column tab.

8. Type **5** in the Preferred Width field.

9. Click OK.

Alternate Method -- Resizing Your Column Widths by Using the Width Indicator
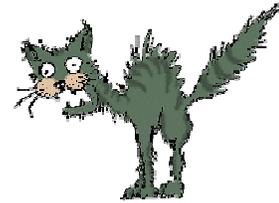
You can resize your column widths by placing the cursor on the line that separates two columns. This causes the width indicator to appear.

Salesperson¤	Dolls¤	Trucks¤
Kennedy, Sally¤	1327¤	1423¤
White, Pete¤	1421¤	3863¤
Pillar, James¤	5?14¤	3247¤
York, George¤	?190¤	1278¤
Banks, Je...¤	1201¤	2528¤
Atwater, ...¤	4098¶	3079¤

After the width indicator appears left-click and drag with the mouse to adjust the column width.

Let's try adding a New Column to a Table

You can add new columns to your table. To add a new column between the Salesperson and Dolls columns:

DO THIS ➡

1. **Place the cursor anywhere in the Dolls column.**

2. **Click on *Table* on the above Menu Bar**

3. **Click on *Insert***

4. **Click on *Columns to the Left* from the menu.**

5. **Label the new column Region and type in the text shown in the table below**.

Salesperson	Region	Dolls	Trucks	Puzzles
Kennedy, Sally	S	1327	1423	1193
White, Pete	N	1421	3863	2934
Pillar, James	N	5214	3247	5467
York, George	S	2190	1278	1928
Banks, Jennifer	S	1201	2528	1203
Atwater, Kelly	S	4098	3079	2067

You are doing so well, keep going ....

Now we are going to do some Sorting

With Microsoft Word, it is easy to sort the data in your table. To sort your table data by Region and within Region by Salesperson in ascending order:

DO THIS

1. **Click anywhere on your table.**
2. **Click on *Table* on the above Menu *Bar***
3. **Click on *Sort* from the menu.**
4. **Select Region in the Sort By field.**
5. **Select Text in the Type field (because you are sorting text).**
6. **Select Ascending.**
7. **Select Salesperson in the *Then By field*.**
8. **Select Text in the Type field (because you are sorting text).**
9. **Select Ascending.**
10. **Select Header Row (because your table has titles across the top of the table).**
11. **Click OK.**

Microsoft Word should have sorted your table like the one shown here:

Salesperson	Region	Dolls	Trucks	Puzzles
Pillar, James	N	5214	3247	5467
White, Pete	N	1421	3863	2934
Atwater, Kelly	S	4098	3079	2067
Banks, Jennifer	S	1201	2528	1203
Kennedy, Sally	S	1327	1423	1193
York, George	S	2190	1278	1928

I know it feels as if you have been sitting here for ever!! Feel free to stand up and stretch and walk around before continuing

The Sum Function

You can even perform calculations on the numbers in your table. Several functions are available to you.

A review of all of the functions is beyond the scope of this tutorial, but in the exercise that follows I'll briefly demonstrate the Sum function.

In this exercise, we will add a new row to your table; place the word **"Total"** at the bottom of the **Salesperson** column, and sum (add) the Dolls, Trucks, and Puzzles columns.

Whew!!!   Don't panic ….   It's easy (smile) Just take one step at a time

DO THIS

1. **Place your cursor in the cell located on the last row in the last column.**

2. **Press the Tab key to create a new row.**

3. **Type in the word Total in the cell on the bottom row in the Salesperson column.**

4. **Now move to the Dolls column.**

5. **Click on *Table* on the above Menu Bar**

6. **Click on *Formula* from the menu.**

7. **Type =SUM(ABOVE) in the formula field, if it does not automatically appear.**

8. **Select #,##0 in the Number Format field. This selection causes Microsoft Word to separate thousands with a comma.**

9. **Click OK.**

10. **Move to the Trucks column.**

11. **Click on *Table* on the top Menu Bar**

12. **Click on *Formula* from the menu.**

13. **Type =SUM(ABOVE) in the formula field, if it does not automatically appear.**

14. **Select #,##0 in the Number Format field. This selection causes Microsoft Word to separate thousands with a comma.**

15. **Click OK.**

16. **Ok, now move to the <u>Puzzles</u> column.**

17. **Click on *Table* on the top Menu Bar**

18. **Click on *Formula* from the menu.**

19. **Type =SUM(ABOVE) in the formula field, if it does not automatically appear.**

20. **Select #,##0 in the Number Format field. This selection causes Microsoft Word to separate thousands with a comma.**

21. **Click OK.**

You did it!!! Well done!!

Ok, now let me show you how to Delete a Column

You can delete columns from your table. Let's delete the Trucks column:

DO THIS ➡

1. **Place your cursor anywhere in the Trucks column.**
2. **Click on *Table***
3. **Click on *Delete***
4. **Click on *Columns* from the menu.**

Let's delete a Row

You can delete rows from your table. To delete the **York, George** row:

DO THIS ➡

1. Place your cursor anywhere in the York, George row.
2. Click on *Table* on the above Menu Bar
3. Click on *Delete*
4. Click *on Rows* from the menu.

Oh no! Now we have to Recalculate

Unlike a spreadsheet, Microsoft Word does **not** automatically recalculate every time you make a change to the table.

To cause a function to recalculate, you must first move to the cell that contains the function and then **press the F9 key.**

Alternatively, you can move to the cell that contains the function, right-click, and select **Update Field** from the context menu.
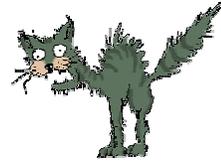
Do you understand? Because you deleted a row in the previous exercise, your calculations are now incorrect. Let's do it step-by-step.

To recalculate:

DO THIS

1. **Move to the Dolls/Total cell.**
2. **Press F9.**
3. **Move to the Puzzles/Total cell and right-click.**
4. **Click Update Field.**

Note: Right Clicking – or the context menu, is a useful tool. When you right-click, Microsoft Word supplies you with a list of menu choices. You can execute a command by selecting an option from the context menu.

Now we are going to learn to Merge Cells

Using Microsoft Word, you can merge cells -- turn two or more cells into one cell. In this exercise, you are going to create a new row at the **top** of your table, merge the cells, and add a title to the table.

Ok let's give it a go ….

DO THIS

1. **Move to the cell located on the first row of the first column of your table (the Salesperson cell).**
2. **Click on *Table* on the top Menu Bar**
3. **Click on *Insert***
4. **Click on *Rows Above* from the menu.**

5. **Click on *Table* on the top Menu Bar**

6. **Click on *Merge Cells* from the menu.**

7. **Type in the words Toy Sales in the new cell.**

8. **Hold down the Ctrl key and hit the 'e' key (Ctrl-e to center the title).**

Table Headings

I know this is a bit advanced and I don't expect you to remember it all …. But it is good to have a go ….. (Smile)

If Microsoft Word splits your table with a page break, the table heading will display on the first page but not on subsequent pages. To correct this problem, you can designate rows as headings. Heading rows are repeated on the top of your table at the top of each page. To designate a row as a heading:

DO THIS

1. Place your cursor on the row.

2. Click on *Table* on the above Menu Bar

3. Click on **_Heading Rows Repeat_** from the menu.

Converting Text to a Table

You can convert text to a table; however, a delimiter such as a comma, paragraph marker, or tab must separate columns of text. In the exercise that follows, you will convert comma-delimited text into a table.

NOTE

First click anywhere below your table (NOT on it)

Hit Enter a few times to move your cursor down a few rows, then….

DO THIS

1. **Type the following words as shown (do not bold).**
   Color, Style, Item
   Blue, A980, Van
   Red, X023, Car
   Green, YL724, Truck
   Name, Age, Sex
   Bob, 23, M
   Linda, 46, F
   Tom, 29, M

2. **Highlight the text.**

3. **Click on *Table* on the above Menu Bar**

4. **Click on *Convert***

5. **Click on _Text to Table_ from the menu.**

6. **_Type 3_ in the Number of Columns field.**

7. **Select _Auto_ in the Column Width field.**

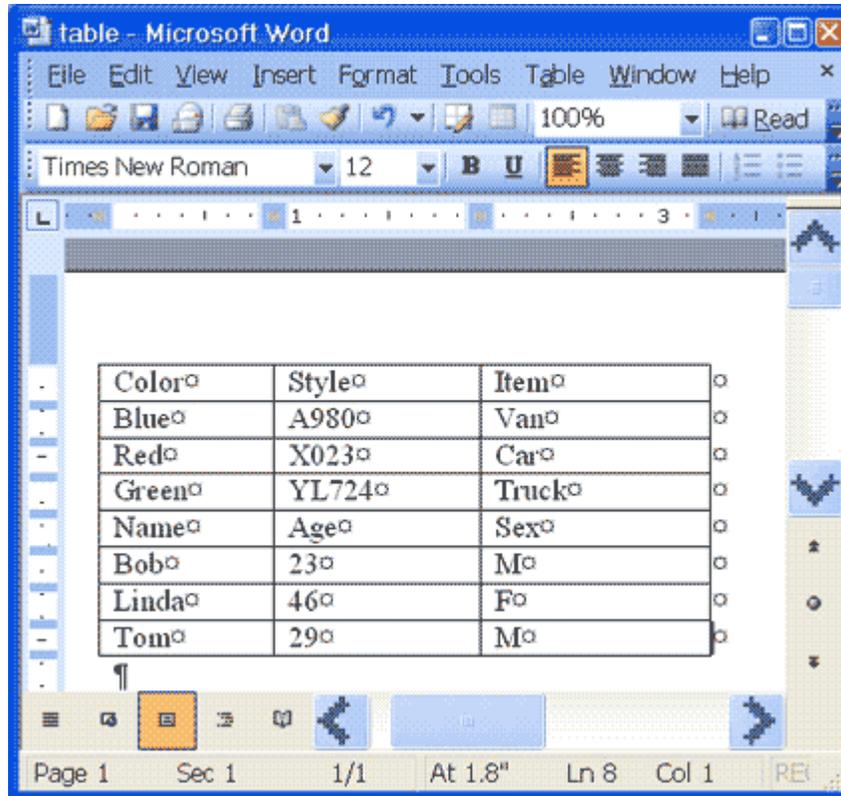8. **Select the _Commas_ radio button in the *Separate Text At frame.***

9. **Click OK.**

You should have converted your text to a table and your table should look like the one shown on the next page.

How did you do?

Good work!

Ok now let's see how we can Split a Table

With Microsoft Word, splitting a single table into two tables is easy. To separate the table you just created into two tables:

DO THIS

1. **Place your cursor anywhere on the row that reads "Name, Age, Sex."**
2. **Click on *Table* on the top Menu bar**
3. **Click on *Split Table* from the menu.**

You should now have two tables.

This is the last lap ..... then you can relax and have a nice cup of tea (smile)

Table AutoFormat

You can use AutoFormats to apply borders, shading, special fonts, and color to your table.

Microsoft Word lists all Formats in the Table AutoFormat dialog box.

While in the Table AutoFormat dialog box, click on something in the Table Styles column to see that style displayed in the Preview box.

Then select the style you like the best.

You can customize how the format is applied.

Check the features you want in the Formats to Apply and the Apply Special Formats To frames.

Microsoft Word comes with a long list of AutoFormats.

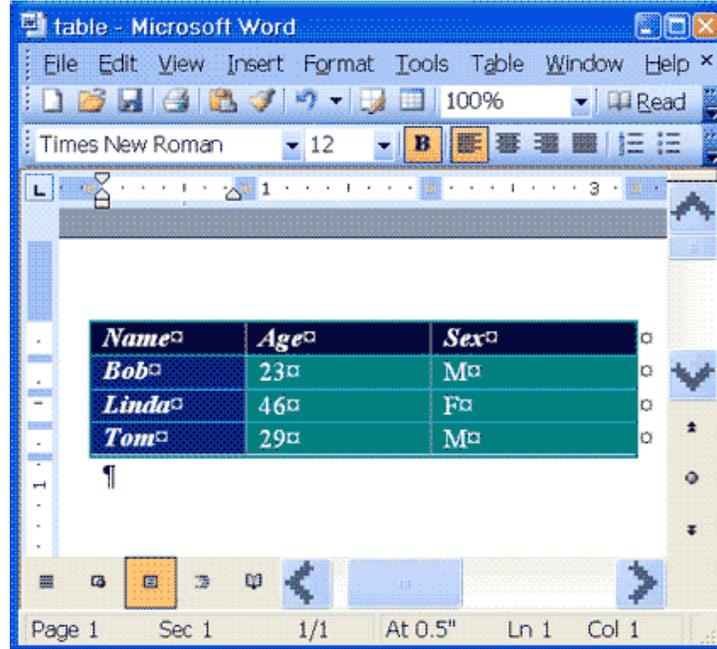To apply an AutoFormat to your **Name, Age, and Sex** table:

DO THIS

1. **Click anywhere in the table.**
2. **Click on *Table* on the top Menu Bar**
3. **Click on *Table AutoFormat* from the menu.**
4. **Click Table Colorful 1 in the Table Styles box.**
5. **Select Heading Rows and First Column in the Apply Special Formats To frame. Do not select Last Row and Last Column.**
6. **Click Apply.**

Your table should look like the one shown on the next page.

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Excellent Work!!!

Repeat this lesson from time to time. It's amazing how quickly we forget the little shortcuts!!

Perhaps make a few notes to keep next to your computer.

Hope you enjoyed the lesson .....

END