جامعة بنى سويف التكنولوجية
BST
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MS Office Word

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Chapter 3. Manage Documents and Page Formatting

Objective:

- Using Columns and Page Breaks
- Using Headers and Footers.
- Changing page set up.

Adjusting Margins and Modify Page Setup

A margin is the empty space between a document's contents and the edges of the page. Word's default margins are 1inch on each side of the page, but you can easily change the margins to accommodate the needs of your document.

1. Click the Layout tab on the Ribbon and click the Margins button in the Page Setup group. A list of common page margins appears.
2. Select a margin setting.
3. Click Ok, the margin setting is applied to the document

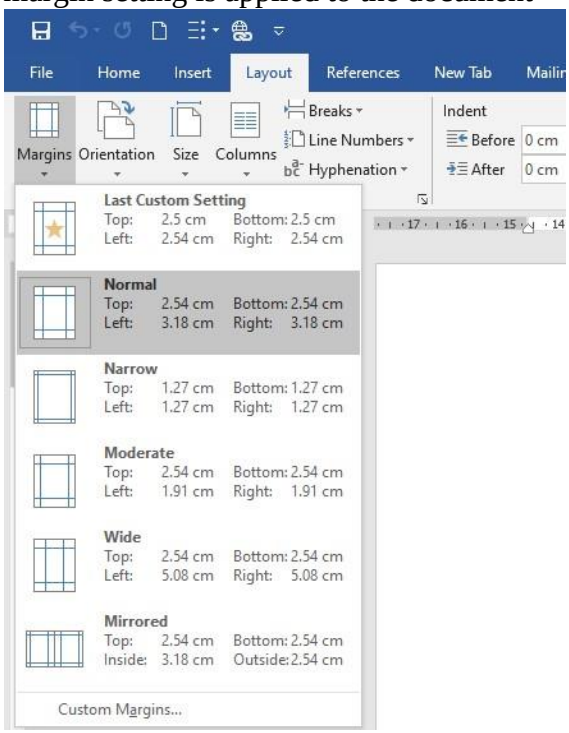


Figure [3-1] Common Page Margins

Other Ways to Adjust Margins: Click the **Margins** button in the Page Setup group and select **Custom Margins**. Then change the document's margins on the Margins tab of the Page Setup dialog box.

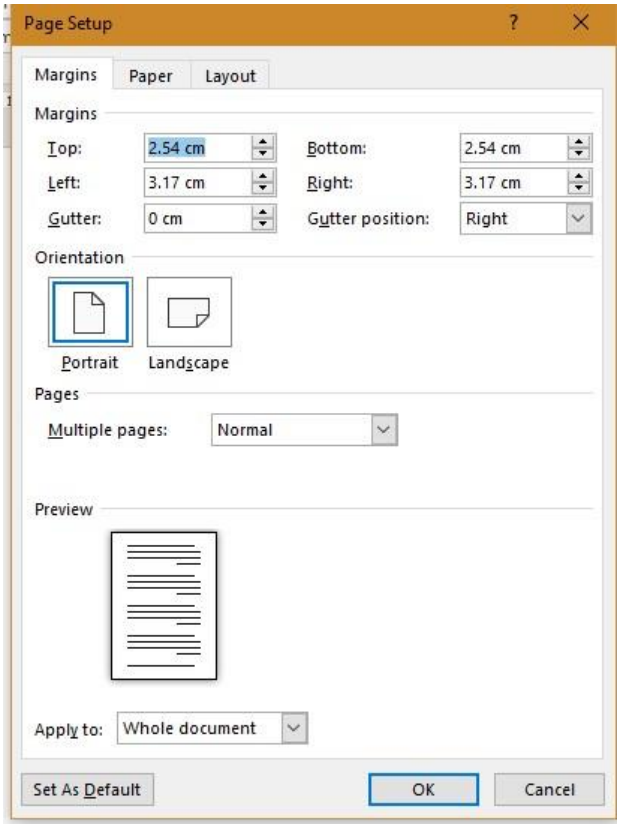


Figure [3-2] The Page Setup

Changing Page Orientation and Size

The page orientation and size are two of the most obvious page layout properties of a document. **Page orientation**

Every document you print uses one of two different types of page orientations: Portrait or Landscape.

1. Click the Layout tab on the Ribbon and click the Orientation button in the Page Setup group.
   A list of two options appears: Portrait and Landscape 2.

Select the page orientation you want to use.

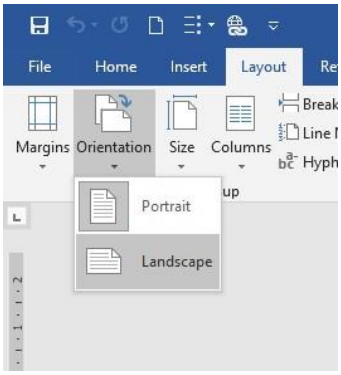


Figure [3-3] The Page Orientation

Other Ways to Change Page Orientation: Click the Dialog Box Launcher in the Page Setup Group. On the Margins tab, click the orientation you want to use.

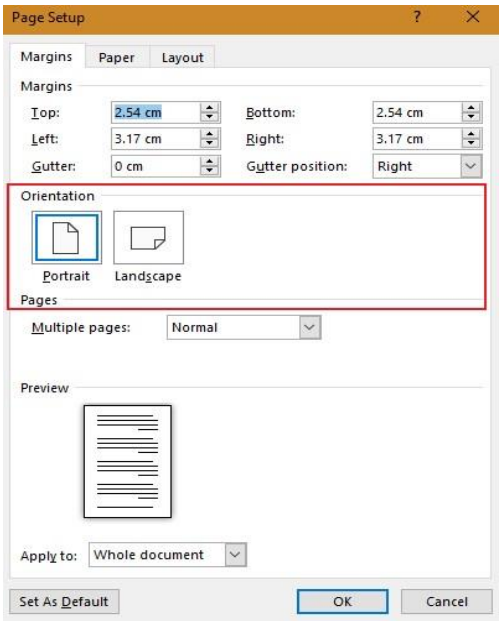


Figure [3-4] The Page Set up box

Page size

To change page size:

1. Click the **Layout** tab on the Ribbon and click the **Size** button in the Page Setup group, a list of common page sizes appears.
2. Select the page size you want to use.
3. The document on the screen adjusts to the selected size.

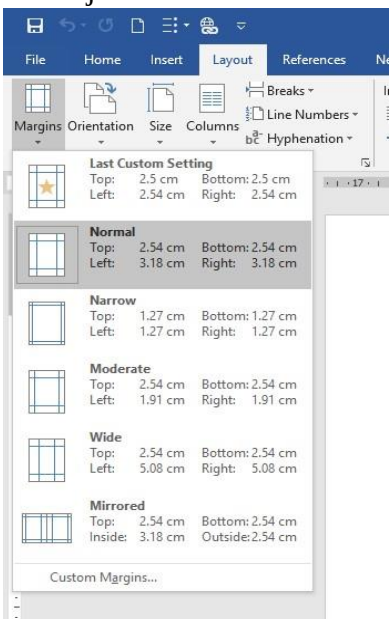


Figure [3-5] The Page size button

If the size you want to use doesn't appear in the list, select **More Paper Sizes**. The Paper tab of the Page Setup dialog box appears, where there are more page size options, and where you can enter a custom paper size if you wish.

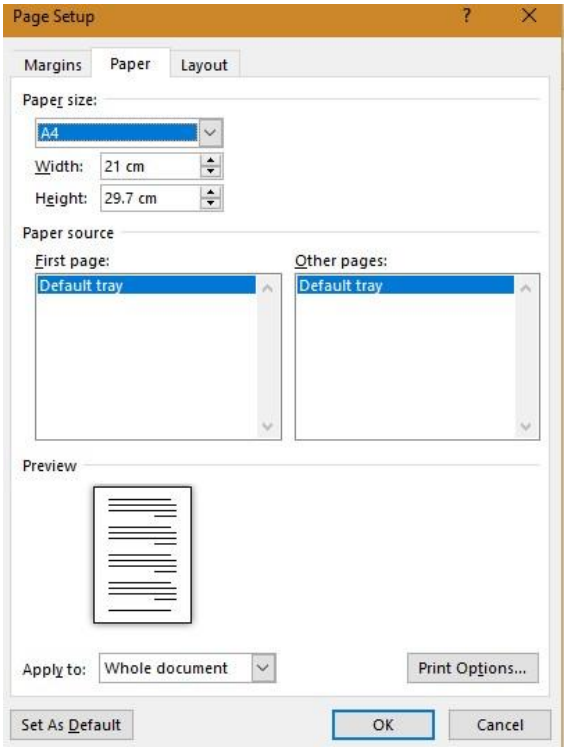


Figure [3-6] Page Setup dialog box to change page size

Working with the Page Background and borders.

Dress up pages in a document with page borders and background settings. You can line the margins of your pages with borders to give them finished edges or to bring out certain pages, and you can even create your own page designs using colors and watermarks. **To add page borders**:

1. Click the **Design** tab on the Ribbon and click the **Page Borders** button in the Page Background group. The Page Border tab of the Borders and Shading dialog box appears.
2. Choose border properties, such as style, color, width, or art. These properties change how the border(s) will appear around the page.

3. Click the side(s) (top, bottom, left, and/or right) of the page in the Preview diagram where you want to apply the borders. When the preview area looks the way, you want the borders to look, you're ready to apply the borders.

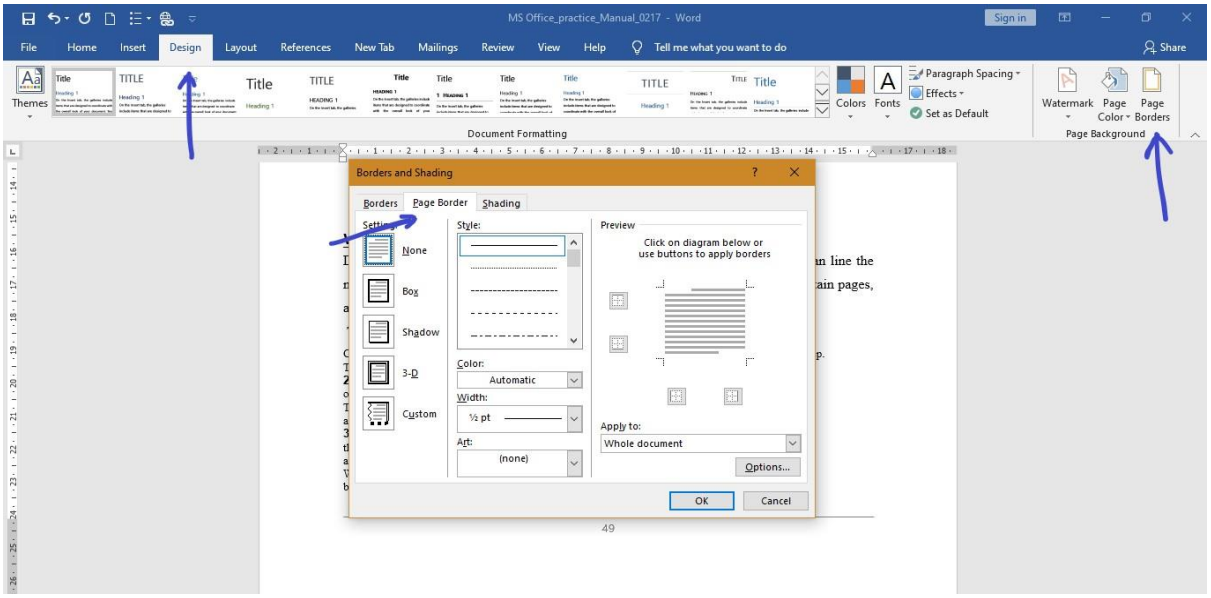


Figure [3-7] Page border dialog box.

4. Click the **Apply to** list arrow and select the pages to which you want to apply borders.

   - Whole document: Applies the borders to all pages in the document.
   - This section: Applies borders only to the current section.
   - This section – First page only: Applies borders to the first page of the current section and nowhere else.
   - This section – All except first page: Applies borders to all pages in the current section, except the first page.

5. Click **OK**. The borders are applied to the page(s) in the document.

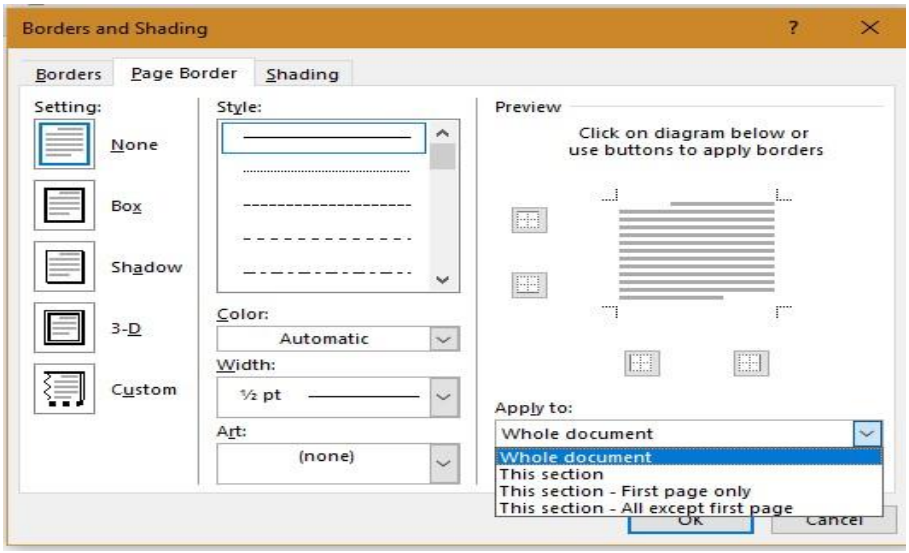


Figure [3-8] Apply **to** list arrow.

To add page background:

Add color to the background of one or several pages in the document. This formatting feature is only visible in electronic copies of the document: Word will not print the page color.

1. Click the **Design** tab on the Ribbon and click the **Page Color** button in the Page Background group.
2. The Page Color button displays the ten colors in the current color theme, and five shades of each color. This makes it easy to have a consistent look and feel in the document.
3. Select a color from the list. The color is applied to the page.
4. To remove page color, click the **Page Color** button and select **No Color**.

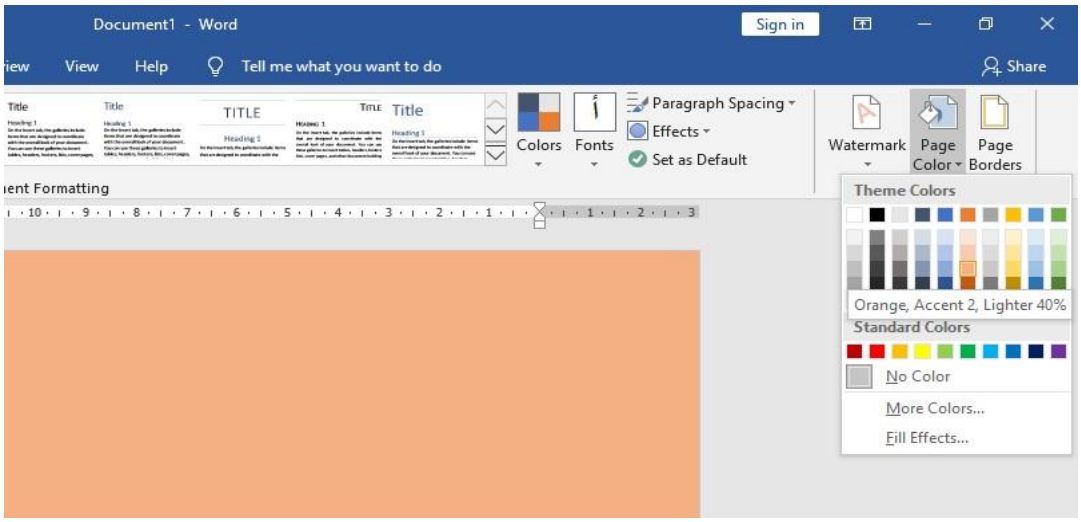


Figure [3-9] choose a page color

Add a watermark

A watermark is discrete text that indicates a document should be specially treated. It does not obscure text on the page.

1. Click the **Design** tab on the Ribbon and click the **Watermark** button in the Page Background group. A list of built-in watermarks appears, organized in different categories: Confidential, Disclaimers, Urgent. A preview of how the watermark appears on the page is shown next to each list option.
2. Select the watermark you would like to use. The watermark is applied to the pages of the document.

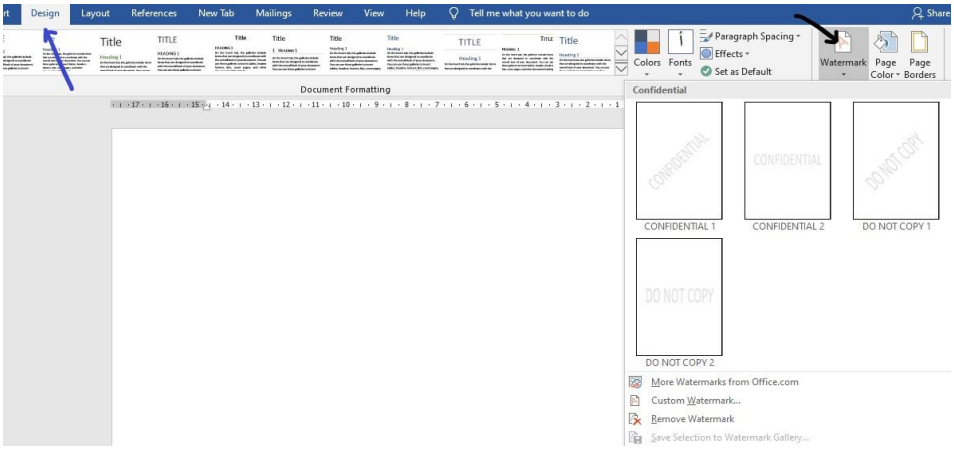


Figure [3-10] Add a watermark

To create your own watermark, click the **Watermark** button and select **Custom Watermark**. Select the Picture watermark or Text watermark option and make changes accordingly.

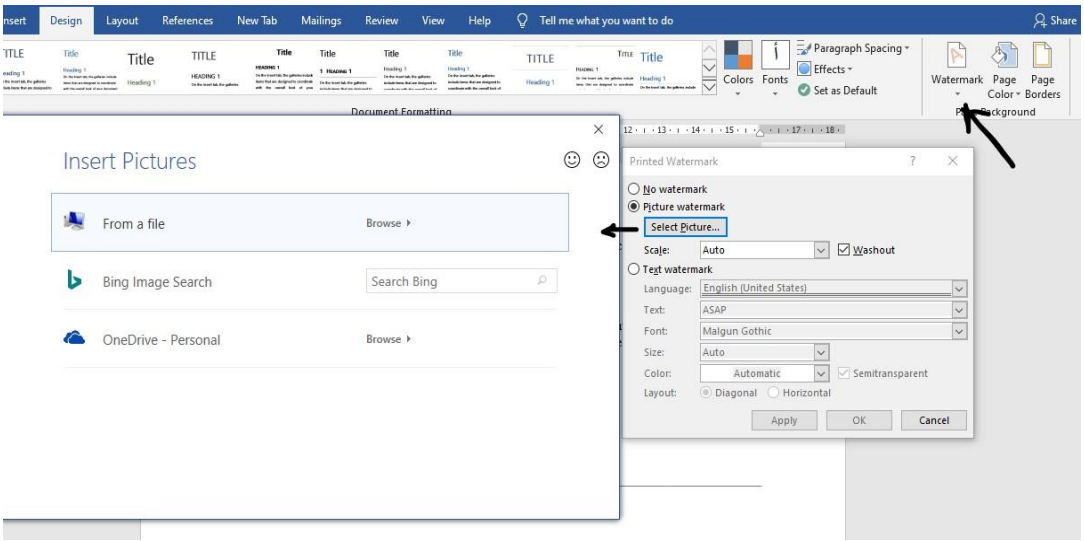


Figure [3-11] Add a watermark

To remove the watermark, click the **Watermark** button and select **Remove Watermark**.

Figure [3-12] watermark remover

Adding a Cover Page, line numbers and Page Numbers

A cover page and page numbers are two things that are easy to add and that make your document look polished and professional.

Cover page

A cover page for your document is like the cover of a book: it contains basic information, such as the title of the document, date, and author, presented in a way that is eye-catching and welcoming to the reader.

1. Click the **Insert** tab on the Ribbon and click **the Cover Page** button in the Pages group. A list of built-in cover pages appears. Notice that each design has a name, which makes it easier to match up with other built-in elements, such as built-in headers and footers.
2. Select the cover page you want to insert in the document.
3. The cover page always appears as the first page in the document, no matter where the insertion point is located when it is inserted. When inserted, placeholders for information appear on the cover page. Word tries to insert as much information as it can, such as user information like your name and company name, but you will probably have to insert information manually as well.

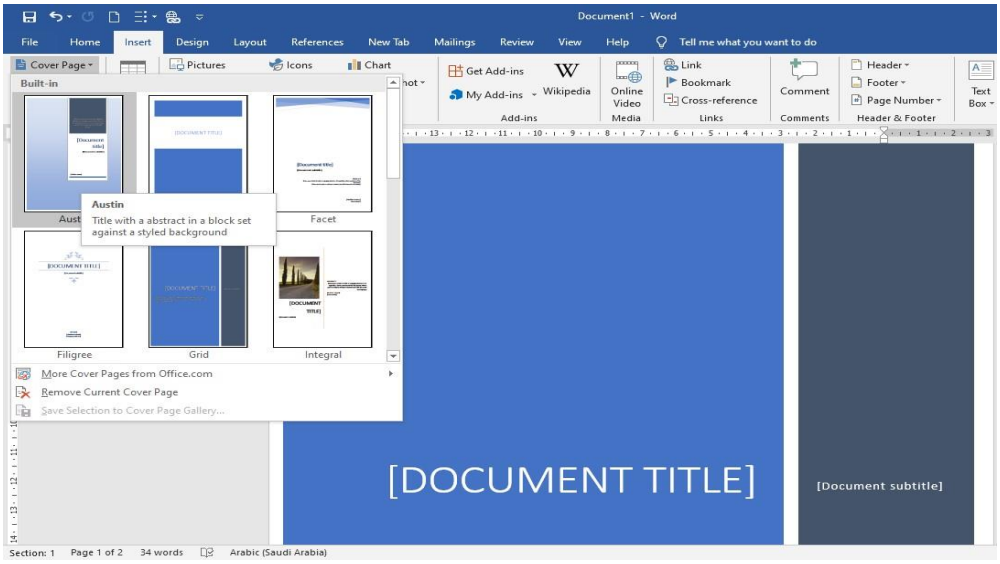


Figure [3-13] Insert a page cover

4. Click in a placeholder and type your own text. **Page numbers**

1. Click the Insert tab on the Ribbon and click the Page Number button in the Header & Footer group. First, choose where you would like the numbers to appear on the page. You can include the page numbers in three different places on the page—top, bottom, and margins.
2. Select where you want the page numbers to appear. A list of the available built-in page number styles appears.
3. Select the page number style you want to use. The page number style you chose appears on the current page and all the other pages in the document.

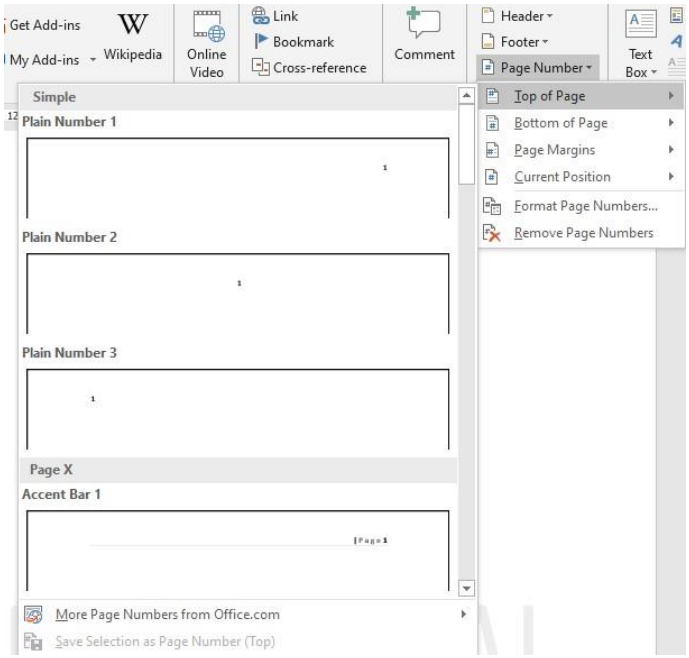


Figure [3-14] Add page numbers

- To remove page numbers, click the Page Number button and select **Remove Page Numbers**.
- If you like one of the built-in options but want the numbers to appear a little differently, you can change the number format. To modify page numbers, click the Page Number button and select **Format Page Numbers**. Select the style of number you want to use from the Page Number Format dialog box.

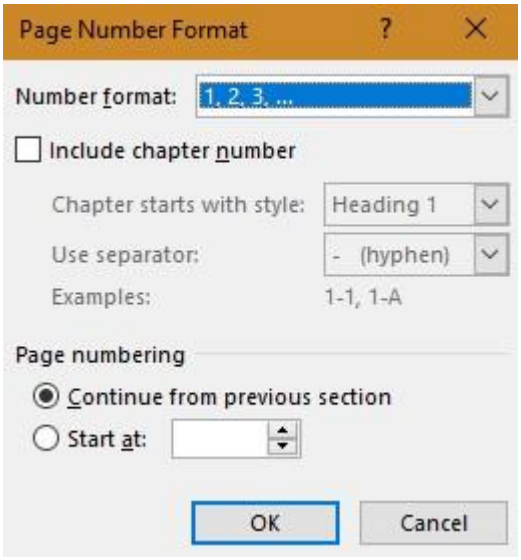


Figure [3-15] Format page number

Working with Line Numbers

Adding line numbers to documents is the most direct way to guide users through complex and lengthy documents. When you apply line numbers in Word, the numbers are displayed in the left margin of the document .

1. Click the **Layout** tab on the Ribbon and click the Line Numbers button in the Page Setup group. A list of ways you can add line numbers appears .
   - **None**: Removes line numbering in the document.
   - **Continuous**: Adds continuous line numbering to each section of the document.
   - **Restart Each Page**: Adds line numbering to the current page of the document. Restarts numbering at the beginning of the next page.
   - **Restart Each Section**: Adds line numbering to the current section of the document. Restarts numbering at the beginning of any added sections
   - **Suppress for Current Section**: Removes line numbering for the current section.
2. Select a line numbering option. The line numbers are applied to the document.

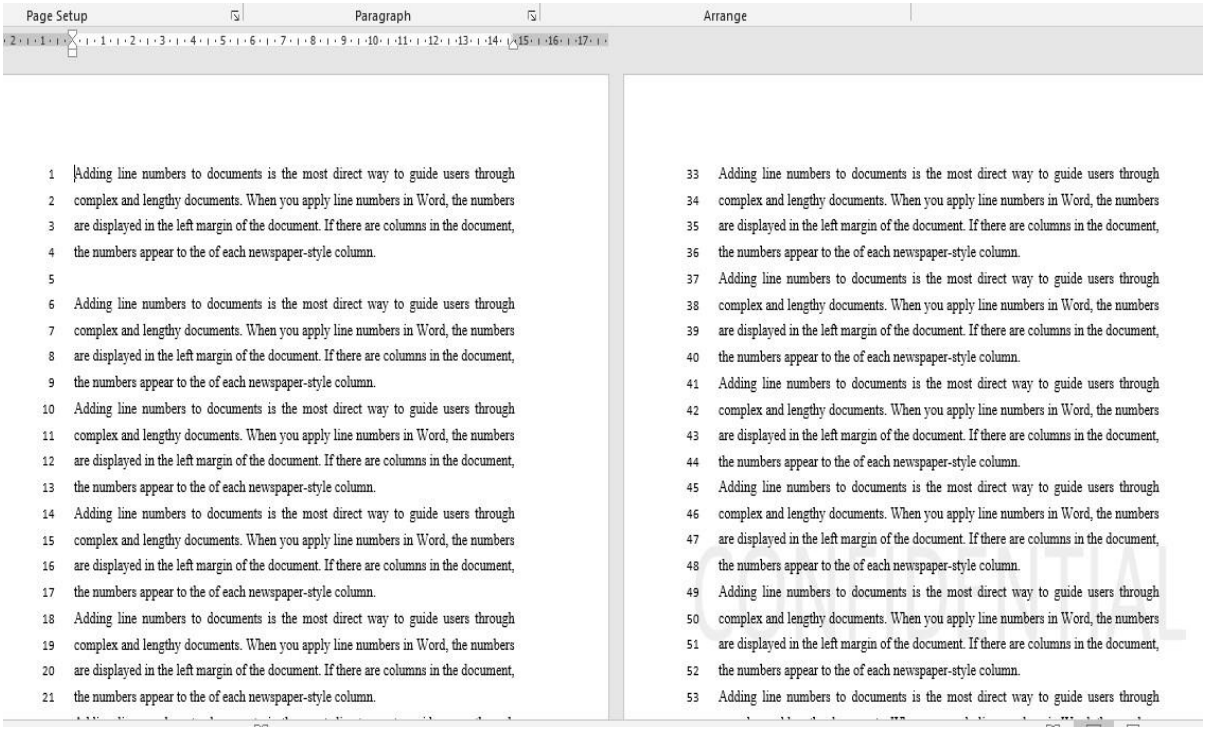


Figure [3-16] Continuous line numbers

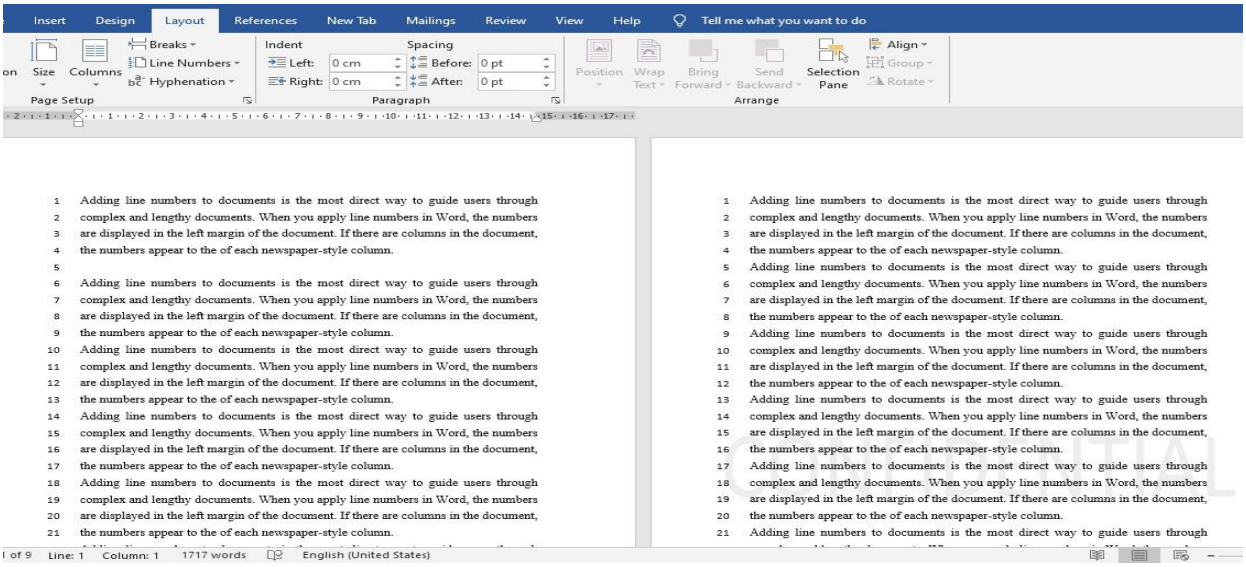


Figure [3-17] Restarts numbering at the beginning of the next page

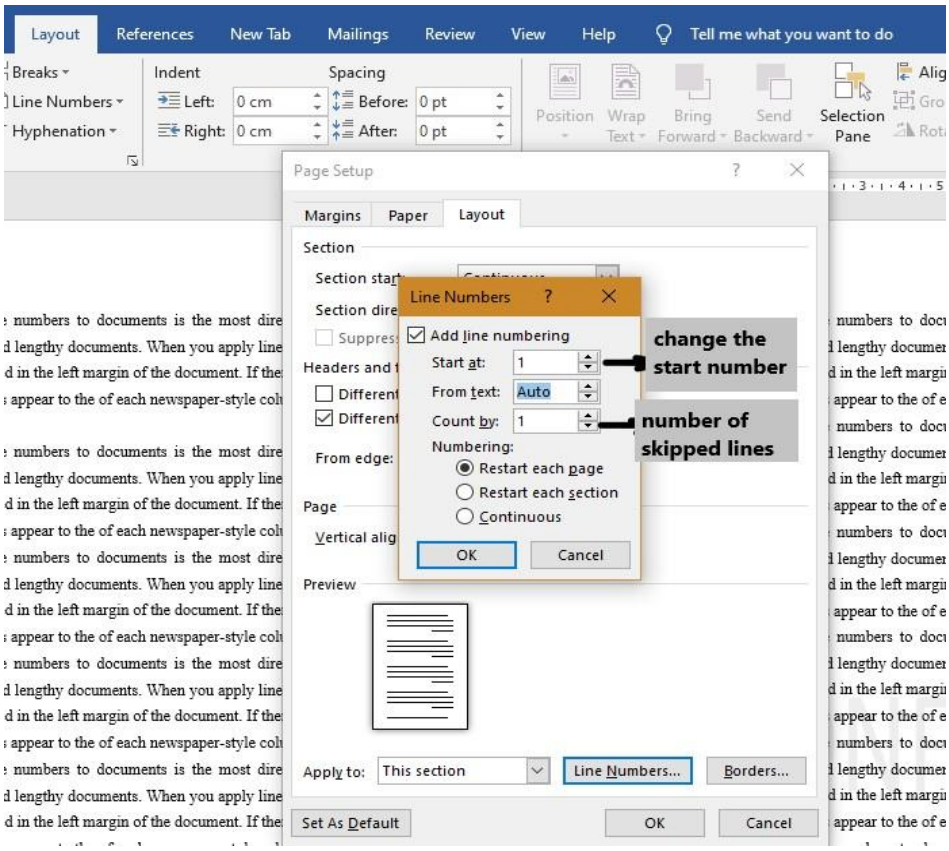


Figure [3-18] line numbers options

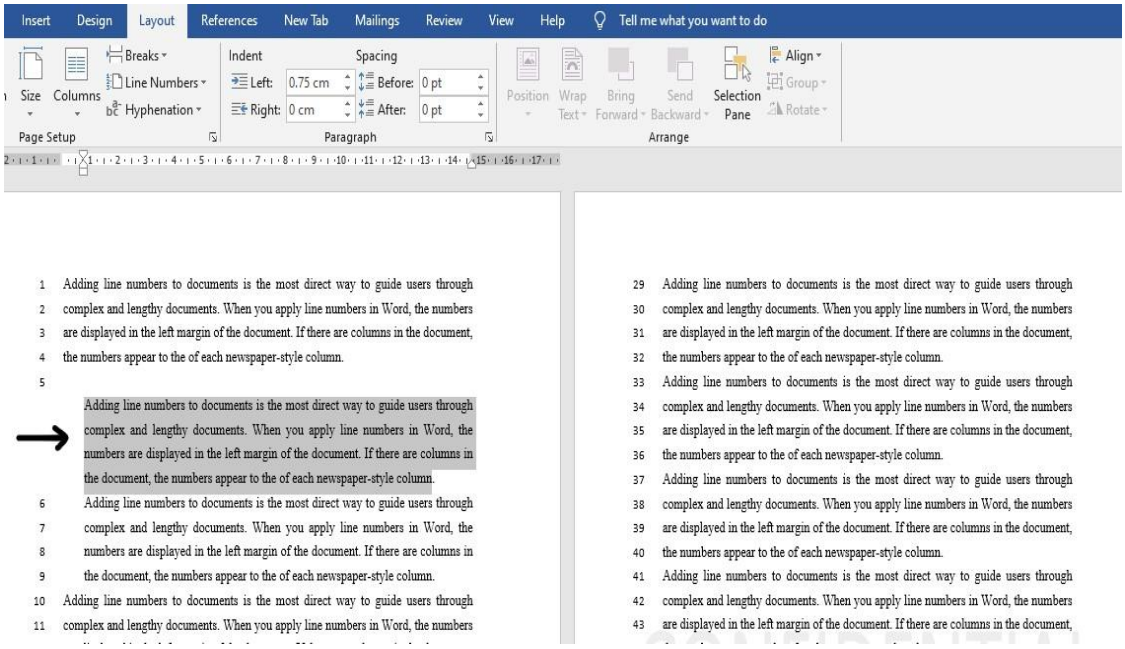


Figure [3-19] Removes line numbering for the current section

Apply document themes and style sets

Applying a document theme affects all elements of the document: colors, fonts, and effects.

1. Click the **Design** tab on the Ribbon and click the **Themes** button in the Document Formatting group.
2. A list of built-in document themes appears. The default theme is “Office,” which is highlighted in orange.
3. Select the document theme you want to apply. The formatting associated with the document theme is applied to the document.

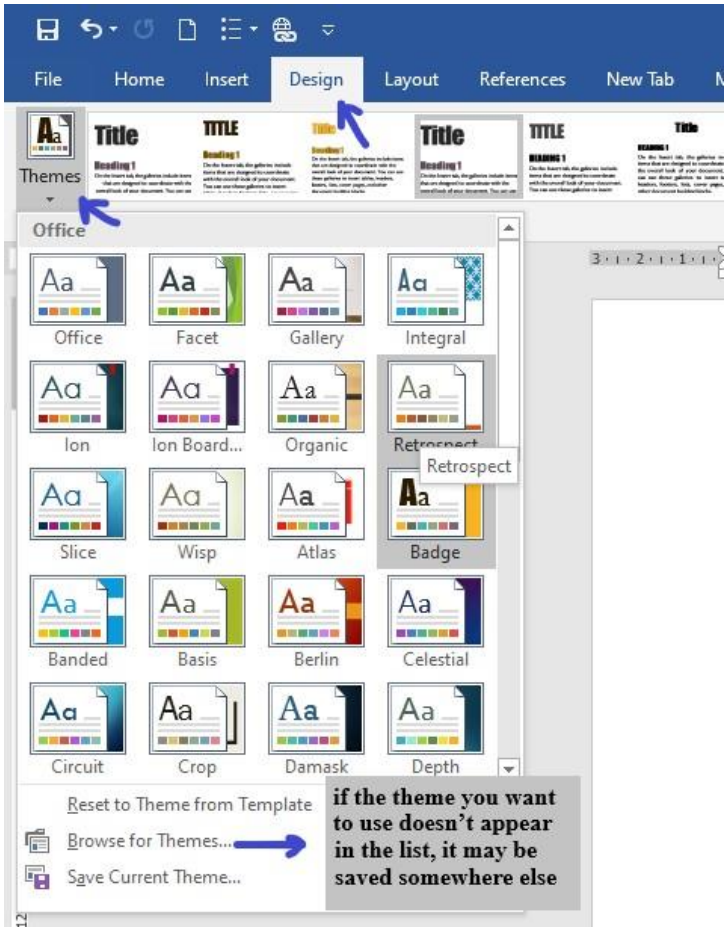


Figure [3-20] The built-in list of Document

Figure [3-21] The Style Set Gallery in the Design

Reset Style Sets

If you decide that you don't want to use the Style Set you applied to the document, you can remove it and reset to its default settings.

1. Click the **Design** tab on the Ribbon and click the Style Set Gallery's More button in the Document Formatting group.
2. Click **Reset to the Default Style Set**. The style set will reset accordingly.

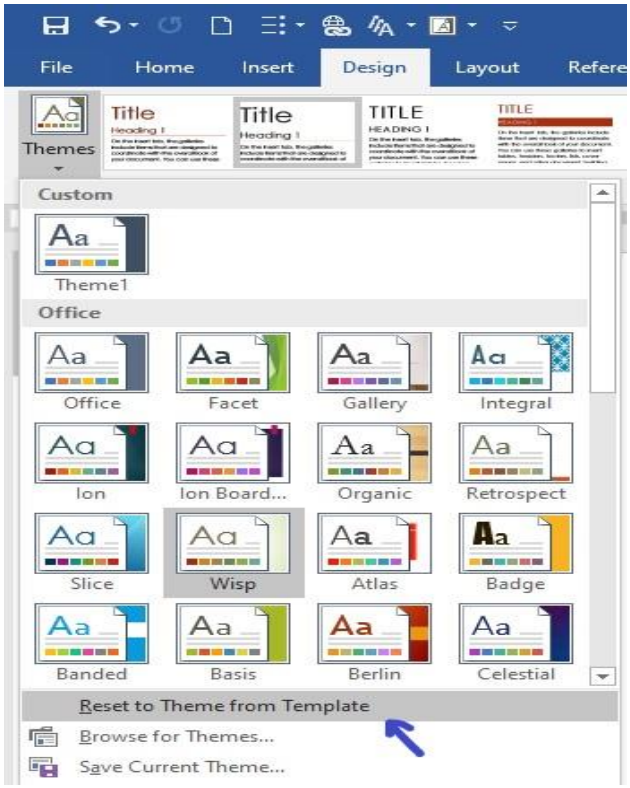


Figure [3-22] Reset a theme from Template

Using Headers and Footers.

Documents with several pages often have information such as the page number, the document's title, or the date located at the top or bottom of every page. Text that appears at the top of every page in a document is called a header, while text appearing at the bottom of each page is called a footer. **Insert a built-in header or footer**

1. Click the **Insert** tab on the Ribbon and click the **Header or Footer button** in the Header & Footer group.
2. A list of built-in options appears. Each option looks different and contains different attributes. For example, some include placeholders for the title and date.
3. Select a built-in option to use as a document header or footer. The header or footer is added to the document.

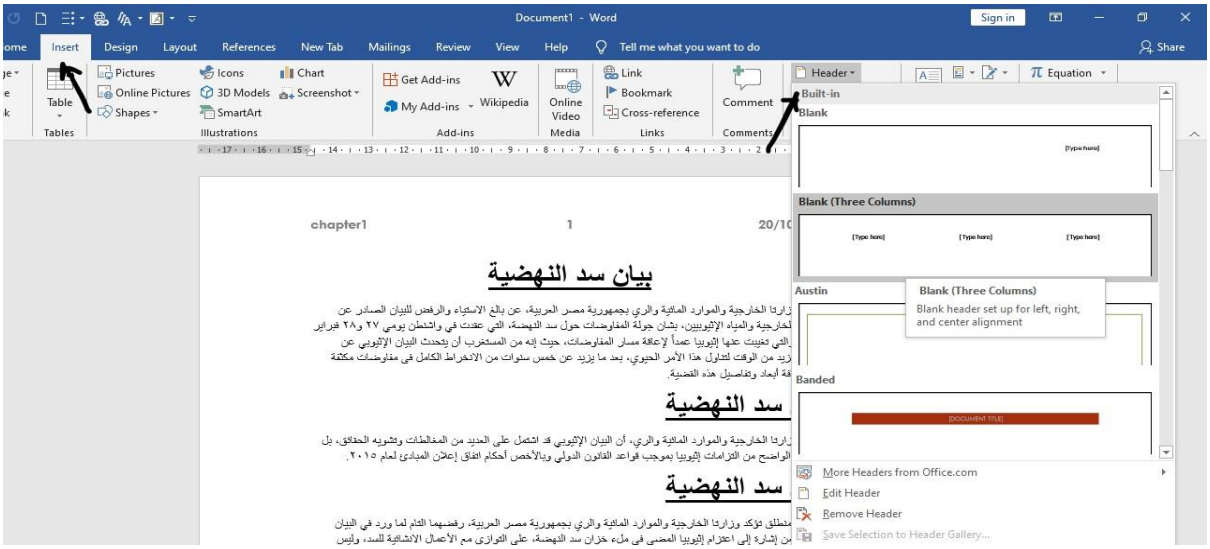


Figure [3-23] The built-in headers and footers

Create a header or footer

You don't have to use one of Word's built-in headers or footers: you can create one of your own.

1. Click the **Insert** tab on the Ribbon and click the **Header or Footer button** in the Header & Footer group.
2. Select **Edit Header or Edit Footer** from the list.

3. The Header & Footer Tools tab appears on the Ribbon. Use these commands to work with and insert elements into your headers and footers.

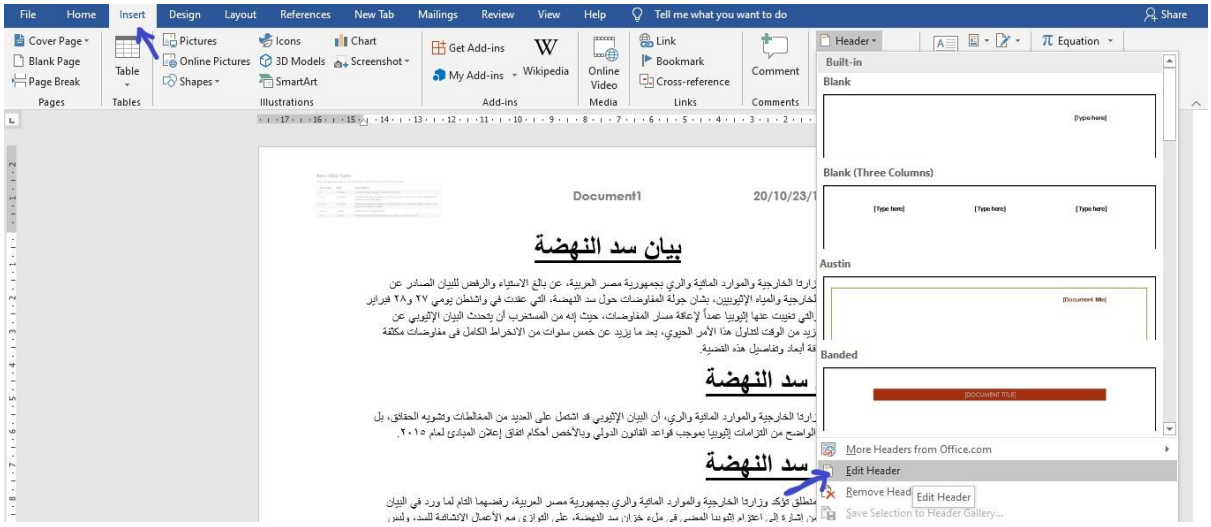


Figure [3-24] Edit header or footer command

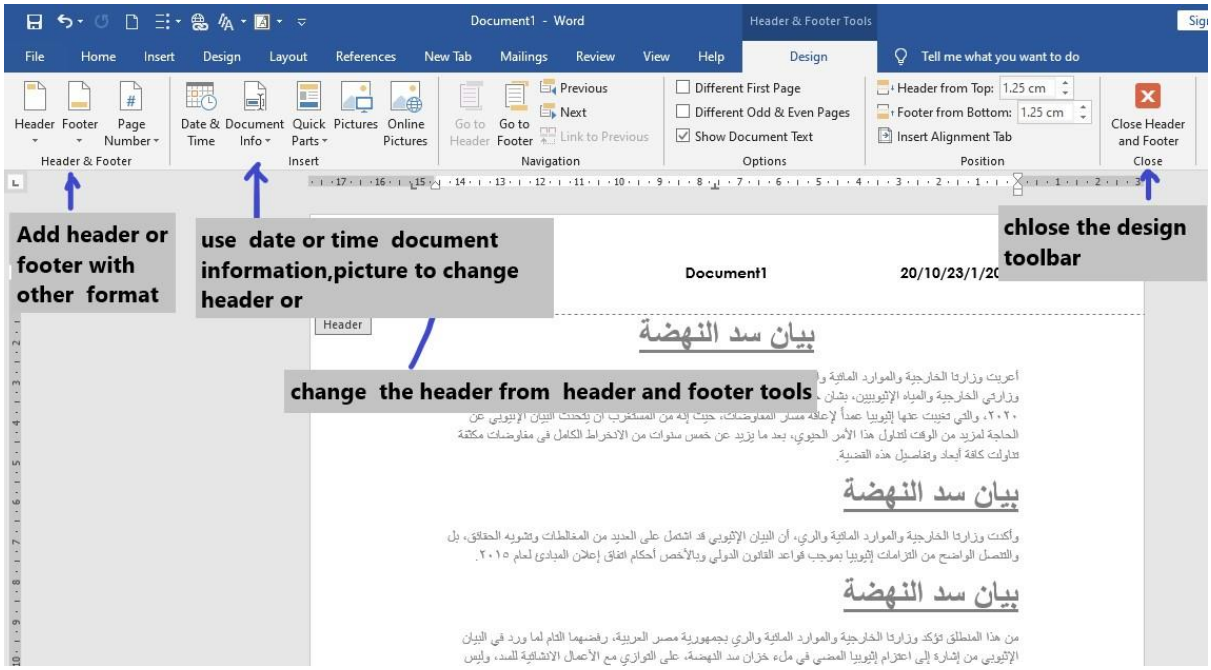


Figure [3-25] header and footer tools

4. Position the insertion point where you want to insert the text or element.

5. The header and footer areas have the same formatting abilities as the main area of the document. You can use the commands in the **Position group** to help align and position the contents of the header or footer.
6. Enter text and/or insert objects using the **Insert** group of the **Design** tab under Header & Footer Tools. When the header or footer looks the way you want it to, **close Header and Footer** view to resume work on the rest of the document.

Open a PDF in Word for editing

1. To open a PDF in Word, click the **File** tab and select Open. Browse for your PDF, select it and click **Open**.
2. Your PDF is opened in Word. Edit your document the way you would a regular Word document. When you are done, you will have the option of saving at as a Word document or exporting it as a PDF.

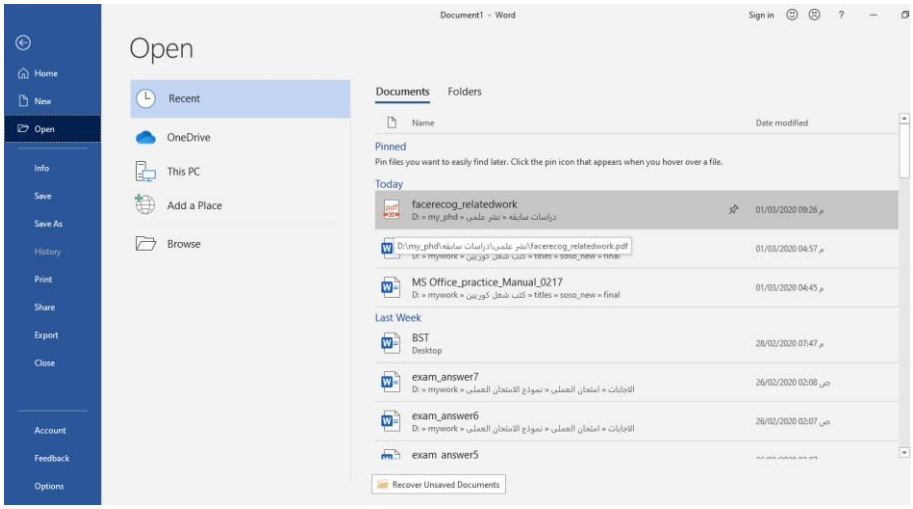


Figure [3-26] Edit pdf file in word

To convert Word file to pdf:

1. Click the **File** tab, and select **Export**.
2. Click **Create PDF/XPS document**. Give your document a name and click Publish.

   If you don't rename the file, a window will appear asking you

3. If you want to replace the previous version of the PDF. If you do, click Yes. If not, go back and change the name of your document so that you have an original and the new version

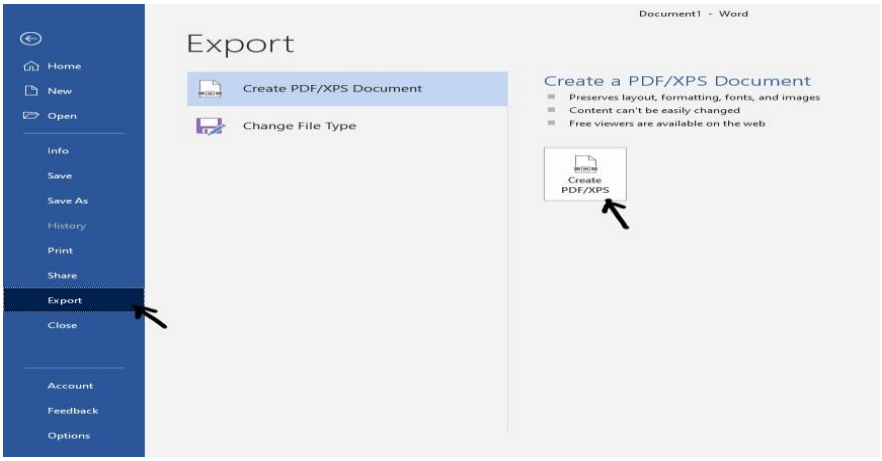


Figure [3-27] Create pdf document in word

Create bookmarks and hyperlink to additional resources

Using hyperlink

If you have ever been on the World Wide Web, you've used hyperlinks to move between different Web pages. A hyperlink points to a file, a specific location in a file, or a Web page on the Internet or your organization's Intranet. Whenever you click a hyperlink, you jump to the hyperlink's destination. A hyperlink is usually indicated by colored and underlined text.

You can insert a hyperlink anywhere in a document.

1. Select the text you want to use for the hyperlink.
2. Click the **Insert** tab on the Ribbon and click the **link** button in the Links group.
3. Other Ways to Insert a Hyperlink, press **<Ctrl> + <K>.** Or, right-click the text and select **link** from the contextual menu.
4. Insert hyperlink dialog will appear.
5. select the destination of the hyperlink.

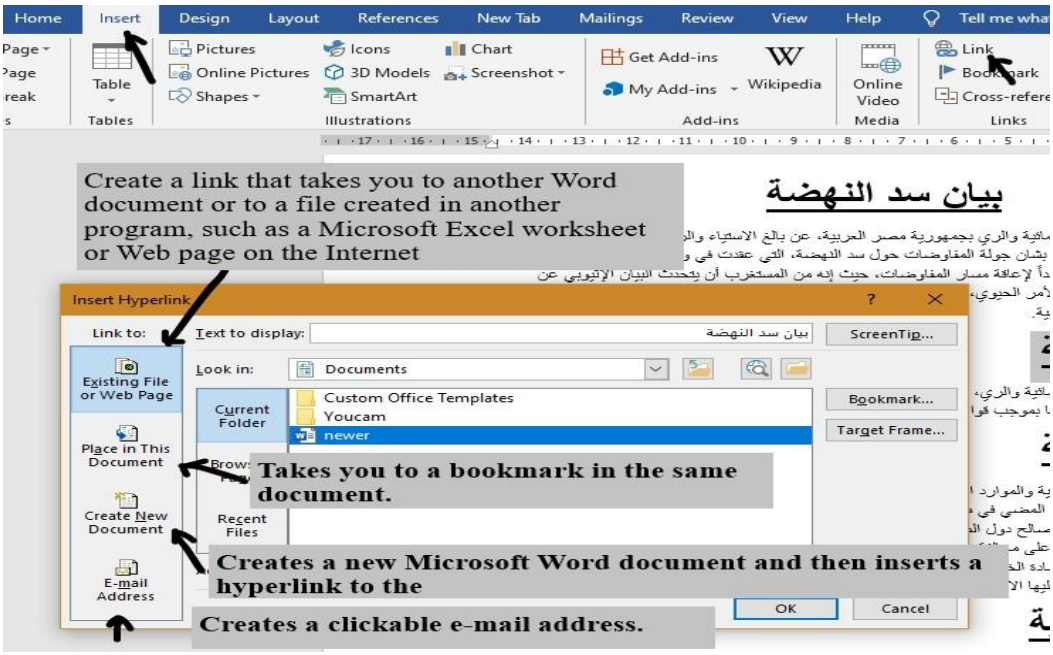


Figure [3-28] The Insert Hyper link dialog

Edit a hyperlink

1. You can change a hyperlink's display text, type, or destination after it is inserted.
2. Right-click the hyperlink and select **Edit Hyperlink** from the contextual menu. The Edit Hyperlink dialog box appears. You can change the type of link, the link's destination or target, or the text that is displayed for the hyperlink.
3. Edit the hyperlink and click OK. The hyperlink is updated with the new information .

Delete a hyperlink

If you no longer want to include a hyperlink in the Web page or document, it is easy to remove the hyperlink from the text.

1. Right-click the hyperlink and select **Remove Hyperlink** from the contextual menu.
2. The hyperlink is removed from the text.

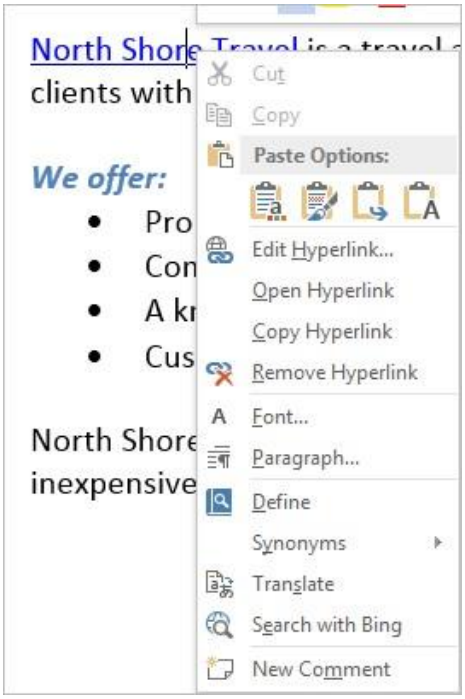


Figure [3-29] Right-click a hyperlink for more hyperlink

Using bookmark

A bookmark in Word is just like a bookmark that you would use to mark your place in a novel. You use bookmarks in Word to mark a location in a document so that you can quickly find and jump back to that location.

1. Place your insertion point or select the text where you want to insert the bookmark.
2. If you want to use a bookmark for a certain field in Word, you will probably select text to insert the bookmark for that purpose.
3. Click the **Insert** tab on the Ribbon and click the **Bookmark** button in the Links group.
4. The Bookmark dialog box appears.
5. Click the Bookmark name text box and enter a name for the bookmark.
6. Bookmarks can be from 1 to 40 characters in length, must begin with a letter, and can only contain numbers, letters, or the underscore character—no spaces.
7. Click **Add**. The dialog box closes and the bookmark is inserted in the document.

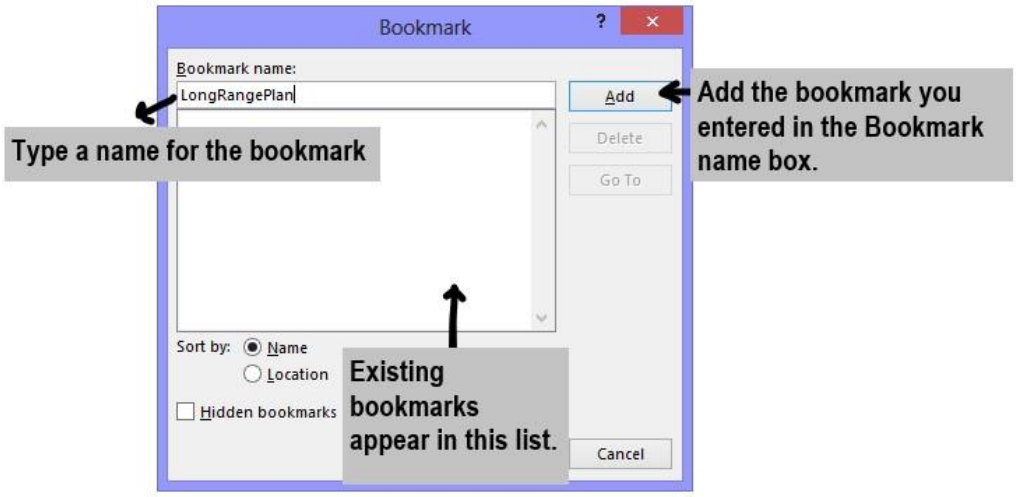


Figure [3-30] The Bookmark dialog box

Go to a bookmark

Once a bookmark is inserted, you can use the bookmark to quickly jump to the location in the document.

1. Click the **Home** tab on the Ribbon and click the **Find** button list arrow in the Editing group or Press **<Ctrl> + <G>.**
2. A list of editing options appears.
3. Select **Go T**o from the list.
4. Select **Bookmark** in the Go to what list
5. Click the **Enter bookmark name** list arrow and select the bookmark name.
6. Click the **Go To** button
7. The insertion point jumps to the location in the document.

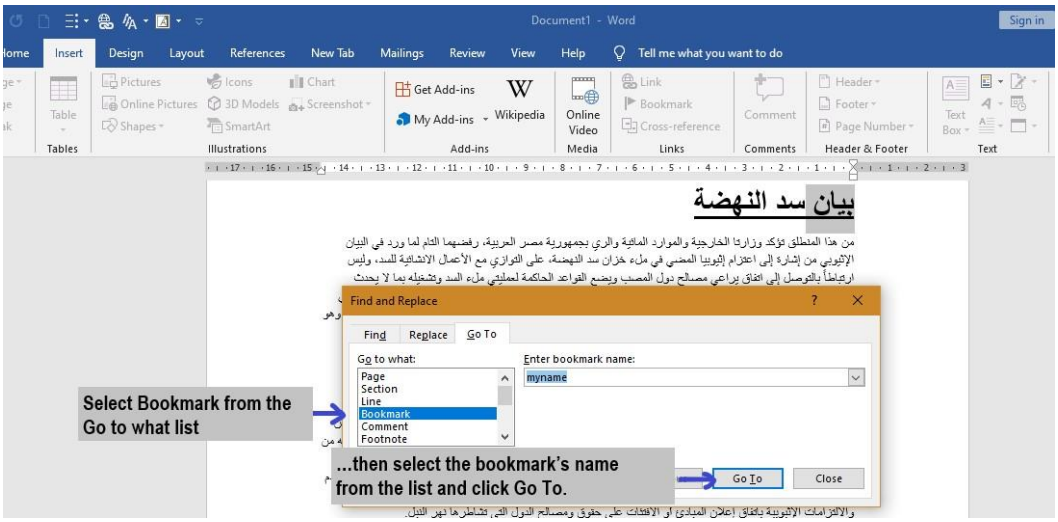


Figure [3-31] The Go To tab of the Find and Replace dialog

Working with Hyphenation

Word can automatically hyphenate your text so that rather than pushing a long word at the end of the line to the next line, it breaks across lines with a hyphen. This is especially useful in documents where a lot of text has to appear in a small amount of space, such as when using justified paragraph alignment in columns, for example.

1. Click the **Layout** tab on the Ribbon and click the **Hyphenation** button in the Page Setup group.
2. Hyphenation is turned off by default, but you may turn on automatic or manual hyphenation:
   - **Automatic**: Word automatically inserts hyphens where they are needed, according to the hyphenation zone. If the document is edited and lines change, Word re-hyphenates the document.
   - **Manual**: Word searches the text for words to hyphenate and asks if you would like to insert an optional hyphen. Word does not re-hyphenate the document for you. If you choose to manually hyphenate, Word will ask for approval before it inserts a hyphen.

3. Choose how you want to hyphenate the document. Word begins the hyphenation process using the method you chose.

4. To remove hyphenation, click the **Hyphenation** button in the Page Setup group and select None.

Using Columns and Page Breaks

This lesson explains how to control where the page breaks in a document.

Start a new page

1. Place the insertion point where you want to begin a new page.
2. Click the **Insert** tab on the Ribbon and click the **Page Break** button in the Pages group.
3. Word inserts a page break at the insertion point, and any page contents that appear after the insertion point appear on the new page.

Other Ways to Insert a Page Break:

- Press <**Ctrl**> + <**Enter**>.
- Click the **Layout** tab on the Ribbon and click the **Breaks** button in the Page Setup group. Select **Page Break** from the list.

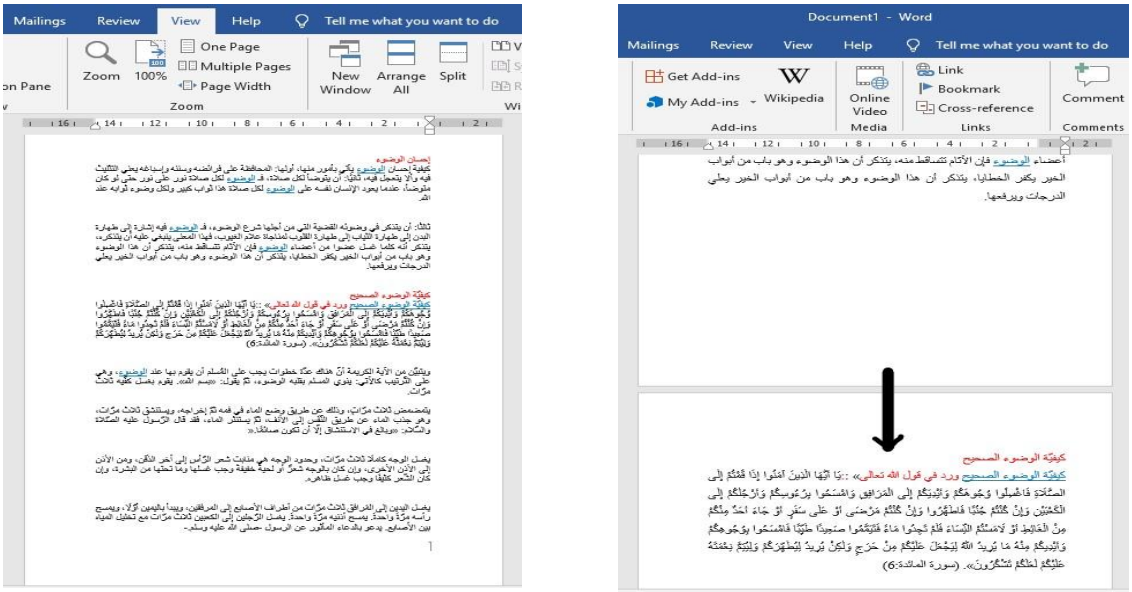


Figure [3-32] Paragraph and Page

Insert a blank page

Use this command to insert a blank page anywhere in a document.

1. Click the **Insert** tab on the Ribbon and click the Blank Page button in the Pages group.

2. Word inserts a blank page at the insertion point. The blank page is really just twopage breaks.

Using Columns

Newsletters and magazines often arrange text in two or more columns.

Format columns

1. Click the **Layout** tab on the Ribbon and click the Columns button in the Page Setup group.
2. A list of popular column layouts appears.
3. Select the column arrangement you want to use.
4. The document on the screen adjusts to the selected layout.
5. If the layout you want to use doesn't appear in the list, select **More Columns**. The Columns dialog box appears. Here, you can enter more columns, and adjust the size of columns on the page.

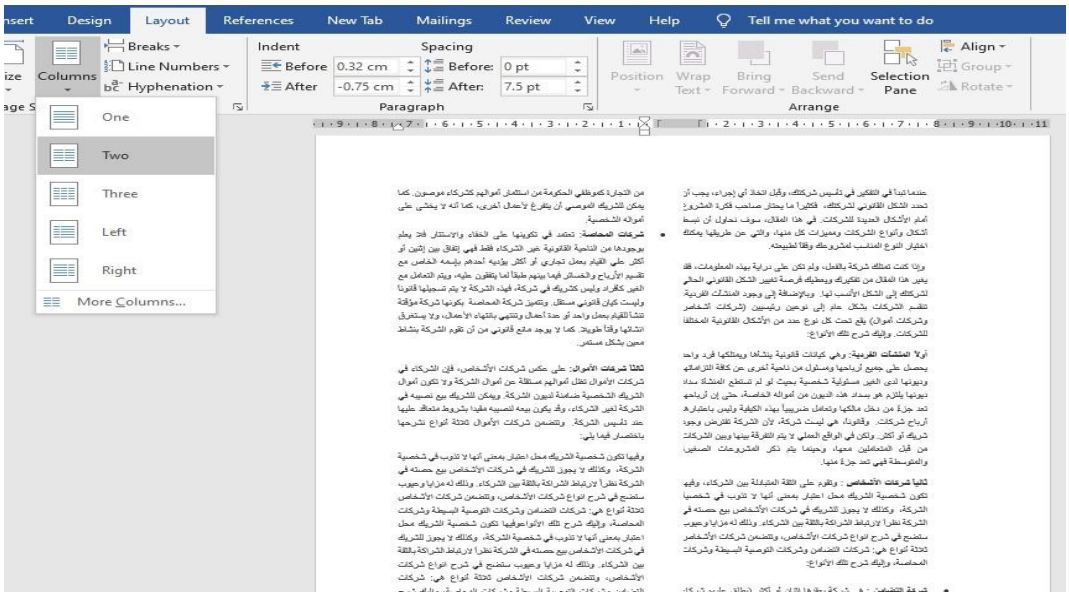


Figure [3-33] Page columns

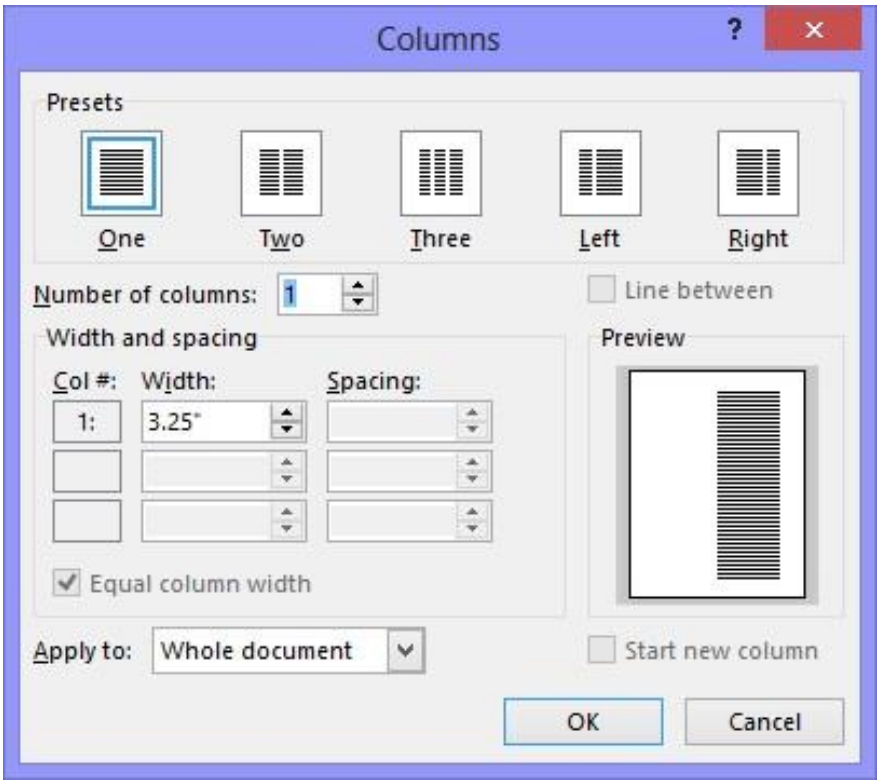


Figure [3-34] Edit and apply columns in a document in the Columns dialog box.

Chapter 4. Working with Objects and Tables

Objective:

- Insert pictures and shapes
- Create and format a table
- Move and resize shapes and tables

Working with Shapes and Pictures

Documents that include pictures, drawings, and graphics can be much more compelling and effective than documents that only contain boring text. Once you know how to work with pictures and graphics, you can make all kinds of neat documents, such as newsletters, greeting cards, and pamphlets. This chapter explains how to use Word's drawing tools to insert shapes and text boxes in your documents; how to insert pictures and clip art; and how to format pictures, shapes, and clip art.

Inserting Clip Art

Clip art is a collection of pictures and graphics that Microsoft has included with Word.

1. Click the **Insert** tab on the Ribbon and click the **Online Pictures** button in the Illustrations group.
2. Type the name of what you're looking for in the search text box.
3. Click the **search** button.
4. Scroll through the clip art until you find a file that you like.
5. Click the clip art that you want to insert.
6. Click **Insert**.
7. The Office.com Clip Art dialog box closes.

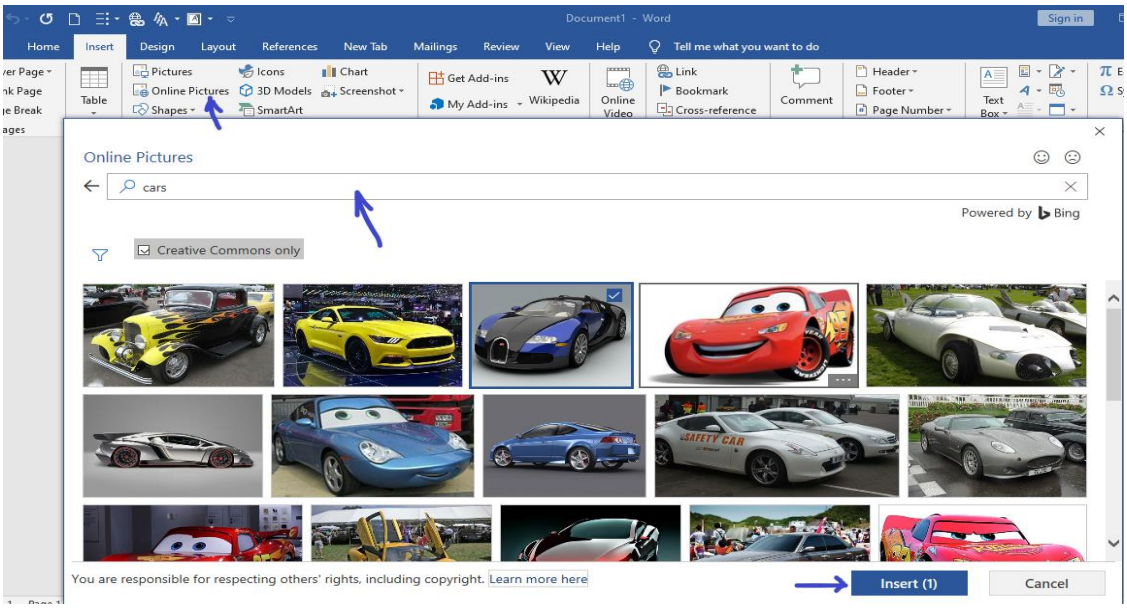


Figure [4-1] Insert Online

Inserting Screenshots

A screenshot is an image of any visible item you see on your monitor.

1. Make the window from which you want to take a screen clipping active
2. Minimize all programs to the taskbar except for the one from which you want to take a screen clipping.
3. In Word, click the **Insert** tab on the Ribbon and click the **Screenshot** button list arrow in the Illustrations group.
4. Select **Screen Clipping.**
5. Move the cursor to the corner of the area you want to clip.
6. Click and drag the cursor around the area you want to clip, and then release it.
7. The screen clipping is inserted into the document
8. To cancel a screen clipping, press the <**Esc**> when the screen clipping screen is active.

Figure [4-2] A Screen clipping in

Inserting Pictures and Graphics Files

In addition to inserting clip art into a document, you can also insert pictures or graphics that you have on file such as pictures uploaded from a digital camera or graphics created in another program.

1. Click the **Insert** tab on the Ribbon and click the **Pictures** button in the Illustrations group. The Insert Picture dialog box appears.
2. Navigate to the file you want to insert.
3. Click the name of the file that you want to insert and click **Insert**.

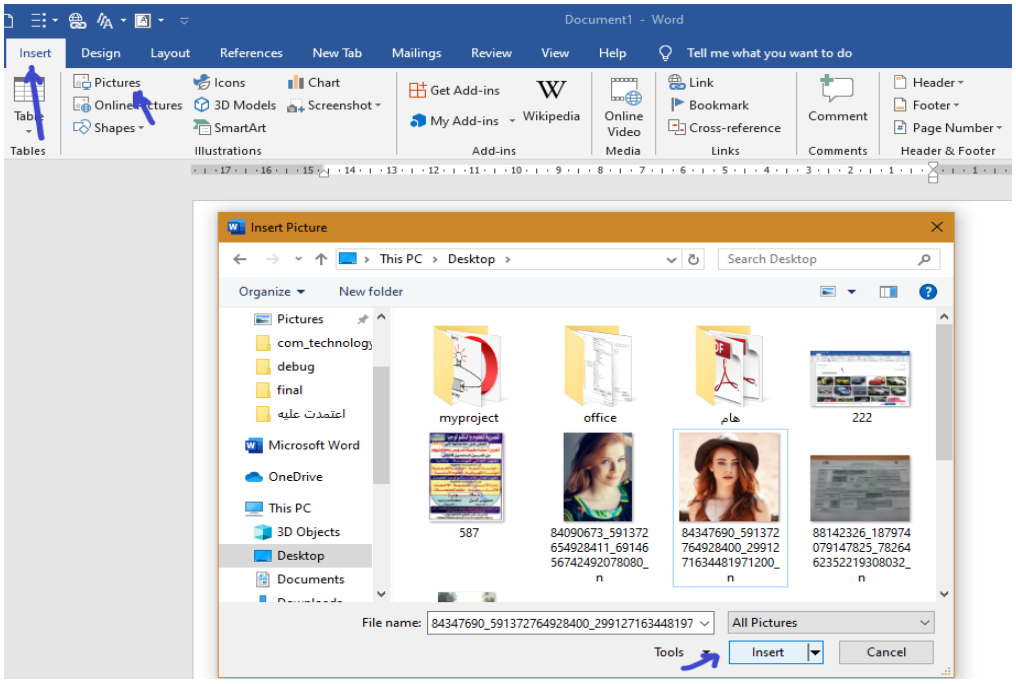


Figure [4-3] Insert picture to a document

Removing a Picture's Background

1. Double-click the picture or graphic from which you want to remove the background.
2. The **Format** tab appears on the Ribbon under Picture Tools.
3. Click the **Format** tab, and select the **Remove Background** button in the **Adjust** group.
4. The **Background Removal program** tab appears on the Ribbon and the area that will be removed from the picture or graphic appears in purple.
5. Click and drag the sizing handles of the inlaid rectangle around the area you want to keep.
6. The area identified as the background changes. It is unlikely that Word will get it exactly right, so you will have to refine the areas to be kept and removed.
7. Click **Mark area to keep** command in the refine to select the area you want to keep or **Mark area to remove** command to select the area you want to remove.
8. The cursor changes to a pencil.
9. Click the drag the mouse over the areas of the image that you want to keep or remove.
10. A line is drawn across the area. It changes depending on whether you want to keep it or not.

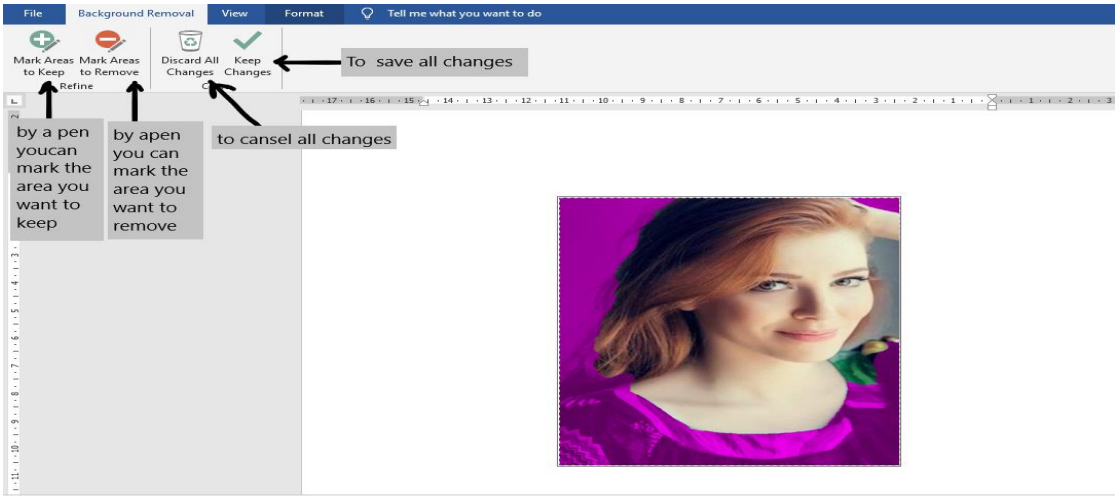


Figure [4-4] Removing the background from a

Apply corrections

Corrections that can be applied include sharpening or softening, and adjusting the brightness and contrast.

1. Double-click the picture or graphic to which you want to apply corrections.
2. The **Format** tab appears on the Ribbon under Picture Tools.
3. Click the **Format** tab and then select the **Corrections** button in the Adjust group.
4. A gallery of corrections options appears. Select a correction option from the gallery.
5. The picture or graphic corrected accordingly.

Adjust color

When you adjust color, you can change the color saturation, color tone, or simply re-color the image.

1. Double-click the picture or graphic for which you want to adjust color. The **Format** tab appears on the Ribbon under Picture Tools.
2. Click the **Format** tab and select the **Color** button in the **Adjust** group. A gallery of color options appears.
3. Select a color option from the gallery. The picture or graphic is re-colored accordingly

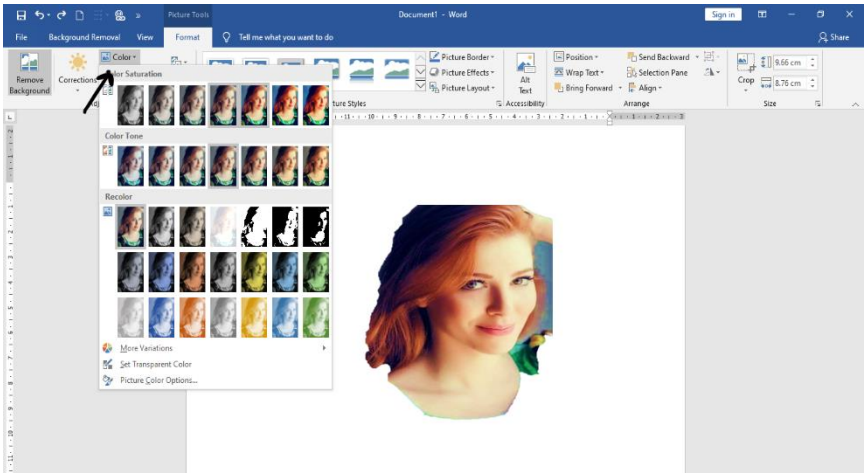


Figure [4-6] The Color gallery.

Apply artistic effects

Perhaps the most interesting new feature for image adjustment is the ability to apply artistic effects. You can make your picture or graphic appear as if it was painted or drawn with the click of a button.

1. Double-click the picture or graphic to which you want to apply an artistic effect.
2. The Format tab appears on the Ribbon under Picture Tools.
3. Click the **Format** tab, then select the **Artistic Effects** button in the Adjust group. A gallery of artistic effects appears
4. Select an artistic effect from the gallery. The artistic effect is applied accordingly.

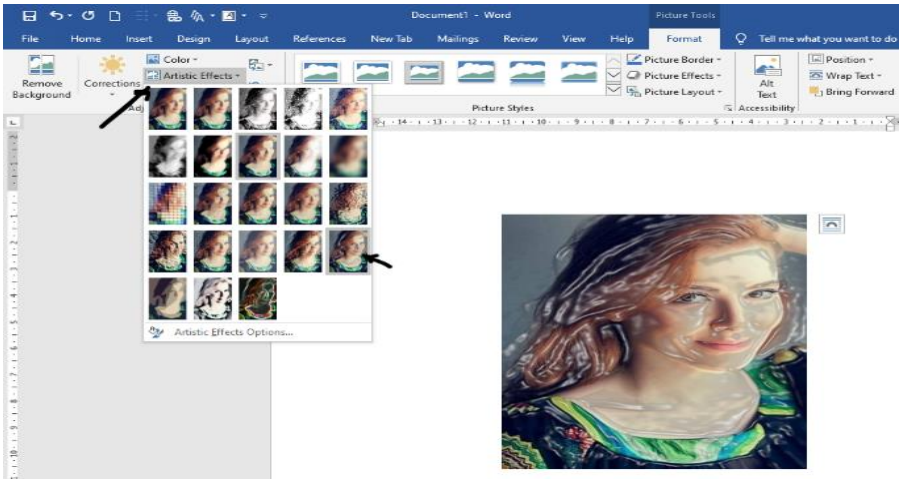


Figure [4-7] The Artistic Effects gallery.

Formatting Pictures or Graphics

Word comes with several features that allow you to alter a picture or graphics file once it has been inserted.

Crop a picture or graphic

When you crop a picture or graphic, you trim its horizontal and vertical sides. Cropping is useful when you only want to include a portion of a picture or graphic.

1. Double-click the picture or graphic that you want to crop.
2. The **Format contextual** tab appears on the Ribbon under **Picture** Tools.
3. Click the **Format** tab, then select the **Crop** button list arrow in the **Size** group.
4. A list of options appears. Click and drag the picture or graphic's cropping handles.
5. Word crops the picture or graphics.
6. Click the **Crop** button in the Size group once again to turn off the cropping tool.
7. The image is cropped.

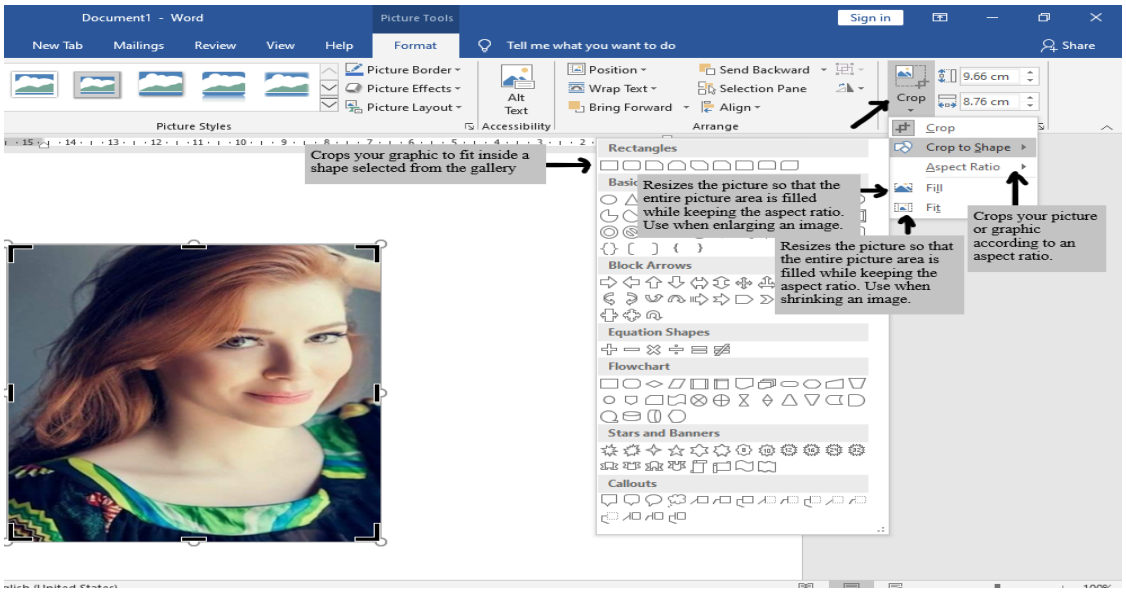


Figure [4-8] Cropping

Change the visual style of a picture or graphic

Changing the visual style of a picture or graphic changes how it appears on the page.

1. Double-click the picture or graphic that you want to adjust.
2. The **Format contextual tab** appears on the Ribbon under Picture Tools.
3. Click the **Format** tab, then select **a Picture Style** from the **Picture Styles Gallery** in the Picture Styles group.
4. To view all the available styles, click the More button in the Picture Styles group.
5. The style is applied to the picture or graphic.

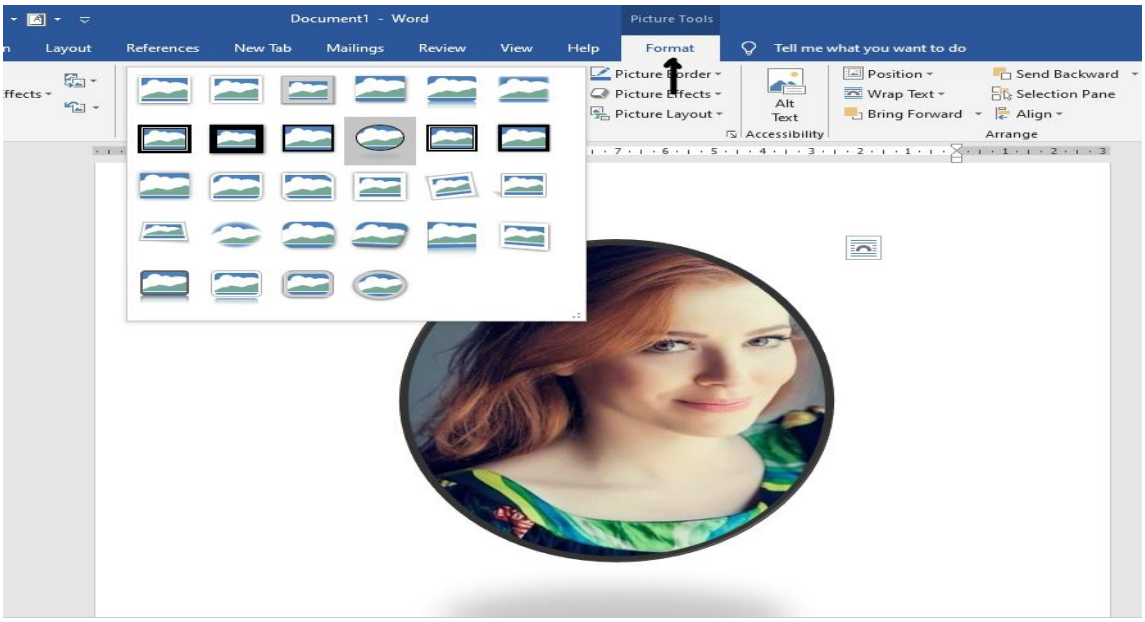


Figure [4-9] The Picture

Inserting Shapes

An extensive set of ready-made shapes, called AutoShapes that you can use to easily draw shapes on your documents

Draw a shape

To insert a shape into a document, draw it.

1. Click the **Insert** tab on the Ribbon and click the **Shapes** button in the Illustrations group.
2. The **AutoShapes** gallery appears.
3. Click the shape you want to insert. The arrow pointer changes to a crosshair.
4. Click and drag on the page or drawing canvas until the shape reaches the desired size.
5. To draw a straight line, perfect square or circle, or to constrain the dimensions of other shapes, press and hold down the <**Shift**> key as you drag.
6. Release the mouse button
7. The shape is inserted and the **Format contextual tab** appears on the Ribbon under Drawing Tools.

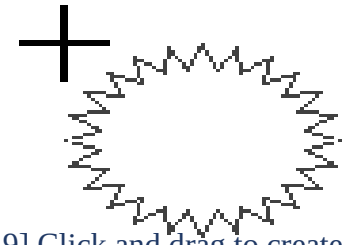
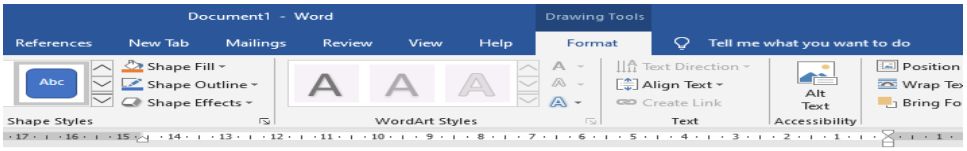


Figure [4-9] Click and drag to create an

Adjust a shape

1. Click the shape you want to adjust.
2. Click and drag the shape's adjustment handle, and release the mouse button when you're finished.
3. The shape is adjusted.



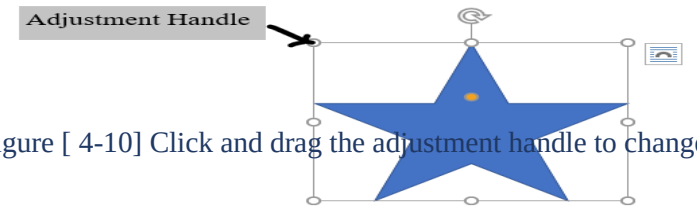


Figure [4-10] Click and drag the adjustment handle to change the AutoShape.

Add text to a shape

Adding text to a shape is extremely easy.

1. Click the shape you want to add to and start typing.
2. Right-click the shape you want to add text to, select **Add text** from the **contextual menu**, and type your text.

Formatting Shapes

This lesson will show you how to format a shape.

Change the fill color and outline of a shape

You can add, adjust, or remove the fill color of the shapes you create in Word

1. Double-click the **shape** whose fill color you wish to change.
2. The **Format** tab appears on the Ribbon under Drawing Tools.
3. Click the **Format** tab, then select the **Shape Fill** button list arrow in the Shape Styles group.
4. The **Shape Fill menu** appears. You have several options to choose from.
5. Select an option from the menu
6. **Other Ways** to Change the Fill Color of a Shape: Right-click the shape and select Format Shape from the contextual menu. Click the Fill tab, select your options.

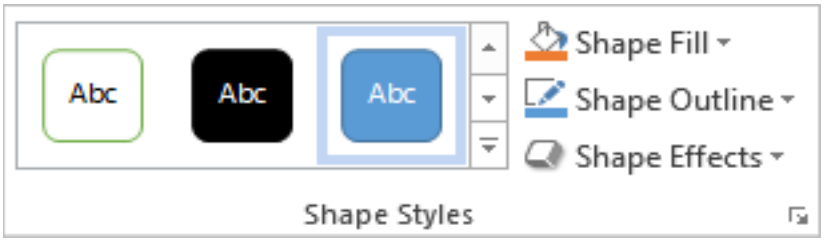


Figure [4-11] The Shape Styles group.

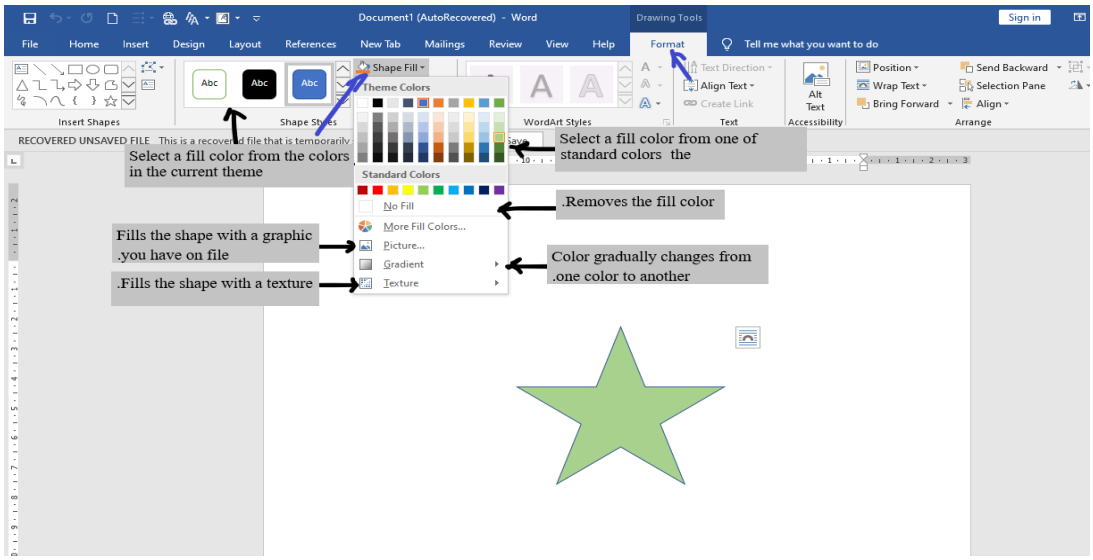


Figure [4-12] Shape Fill Options.

Change the outline of a shape

You can add an outline to shapes or adjust or remove an existing outline.

1. Double-click the shape whose outline you wish to change.
2. The **Format** tab appears on the Ribbon under Drawing Tools.
3. Click the **Format** tab, then select the **Shape Outline** button in the Shape Styles group.
4. The Shape Outline menu appears. You have several options to choose from
5. Select an option from the menu.

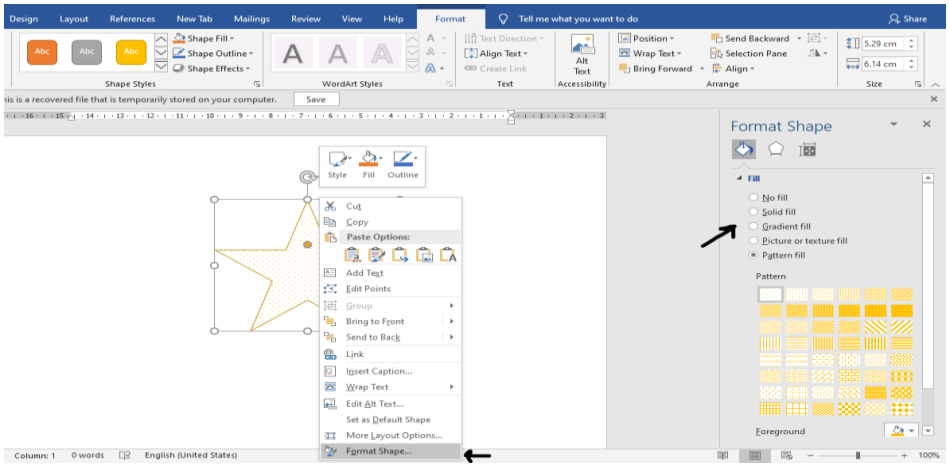


Figure [4-13] Other Way to Fill Shape.

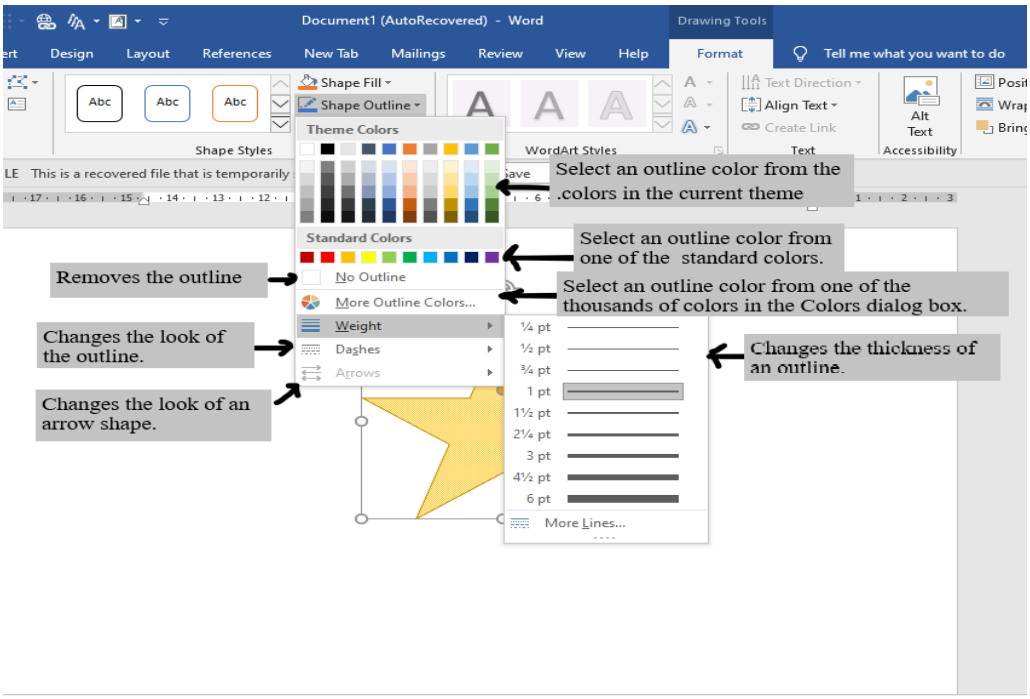


Figure [4-14] Shape Outline Menu

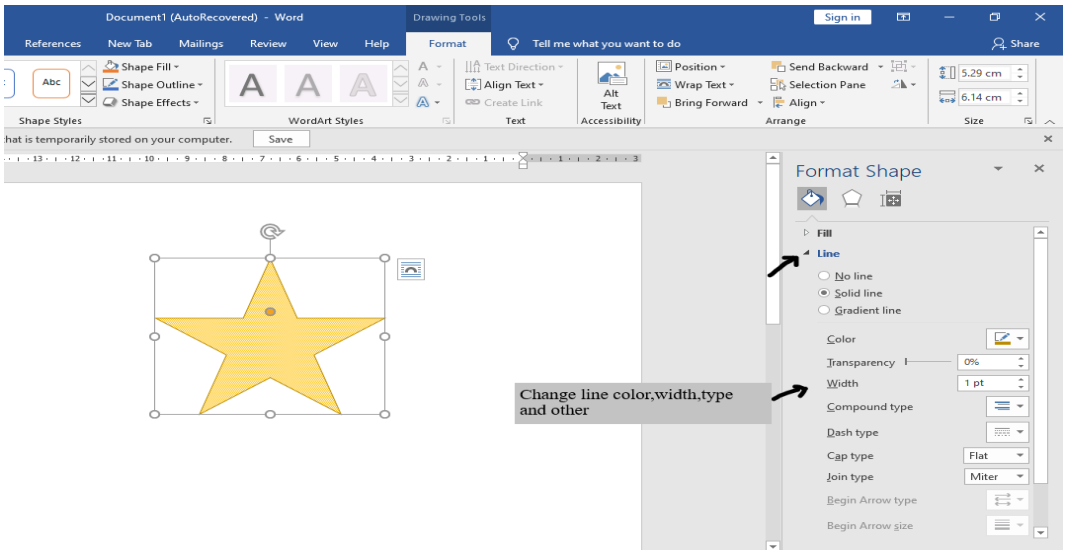


Figure [4-15] Other Way to make shape

Resizing, Moving, Copying, and Deleting Objects

This lesson will show you how to resize, move, copy, and delete the shapes and graphics in your documents.

Resize an object

Make an object larger or smaller by resizing it.

1. Click the object to select it. Sizing handles appear around the object once it is selected. You can use these sizing handles to change the size and proportions of the selected object.
2. Click and drag one of the object's sizing handles.
3. To maintain the object's proportions while resizing, hold down the <**Shift**> key as you drag.
4. Release the mouse button.

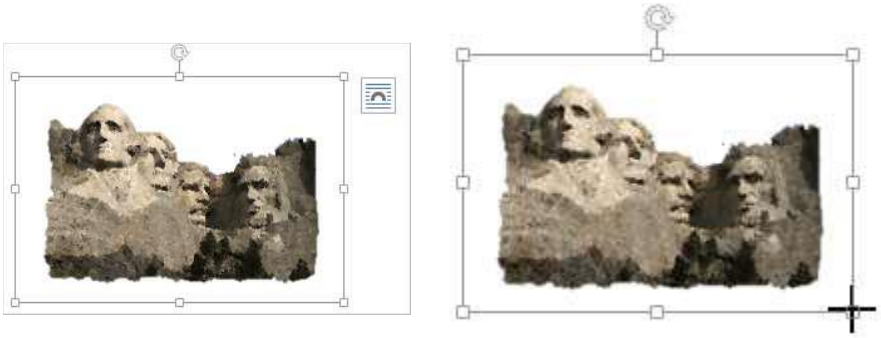


Figure [4-16] Resize Object

Move an object

1. By simply clicking and dragging with the mouse, you can move an object to a new location on the page.
2. Click and drag the object to a new location.
3. Release the mouse button when the object is positioned where you want it.

Copy an object

You can also copy an object by clicking and dragging.

1. Press and hold down the <**Ctrl**> key, and click and drag the object to a new location.
2. Release the mouse button, and then release the key.

Delete an object

If you decide you don't want an object, delete it.

1. Select the object that you want to delete and press the <**Delete**> key.
2. The object is removed from the document

Positioning Objects

Whenever you insert a graphic into a document, it is inserted In line with text by default. This means that the text in the document moves in order to accommodate the graphic. This lesson will show you how to adjust text wrapping and how to use the grid to position objects.

Adjust text wrapping

To adjust how text reacts to the objects in your documents, change the object's text wrapping.

1. Double-click the object whose text wrapping you wish to adjust.
2. The **Format** tab appears on the Ribbon. Click the Wrap Text button in the Arrange group.

3. A list of text wrapping styles appears
4. Select **a text wrapping style** from the list.
5. The text wrapping style is applied to the image.
6. **Other Ways** to Adjust Text Wrapping: Right-click the image, point to Wrap Text in the contextual menu, and select an option from the submenu.

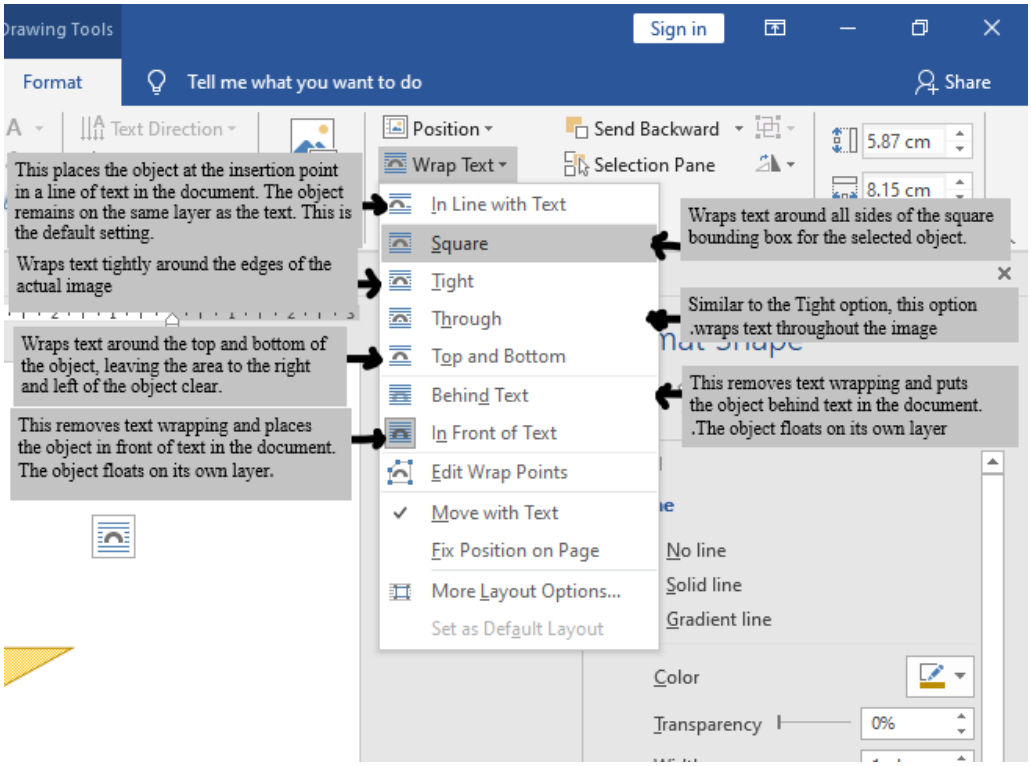


Figure [4-17] Text Wrapping Styles

Applying Special Effects

You can apply special effects such as reflection, glow, and 3-D rotation to clip art, shapes, and pictures.

1. Select the picture or shape that you want to apply special effects to.
2. The **Format** tab appears on the Ribbon under Picture Tools or Drawing Tools.
3. Depending on the object, click the **Picture Effects** button in the Picture Styles group or the Shape Effects in the Shape Styles group.
4. A list of different types of effects appears.

5. Point to the type of effect that you want to use, then select an option from the submenu.
6. The special effect is applied to the picture.
7. To preview how **a special effect** will change your image or object, point to different effects in the gallery before clicking them to select.

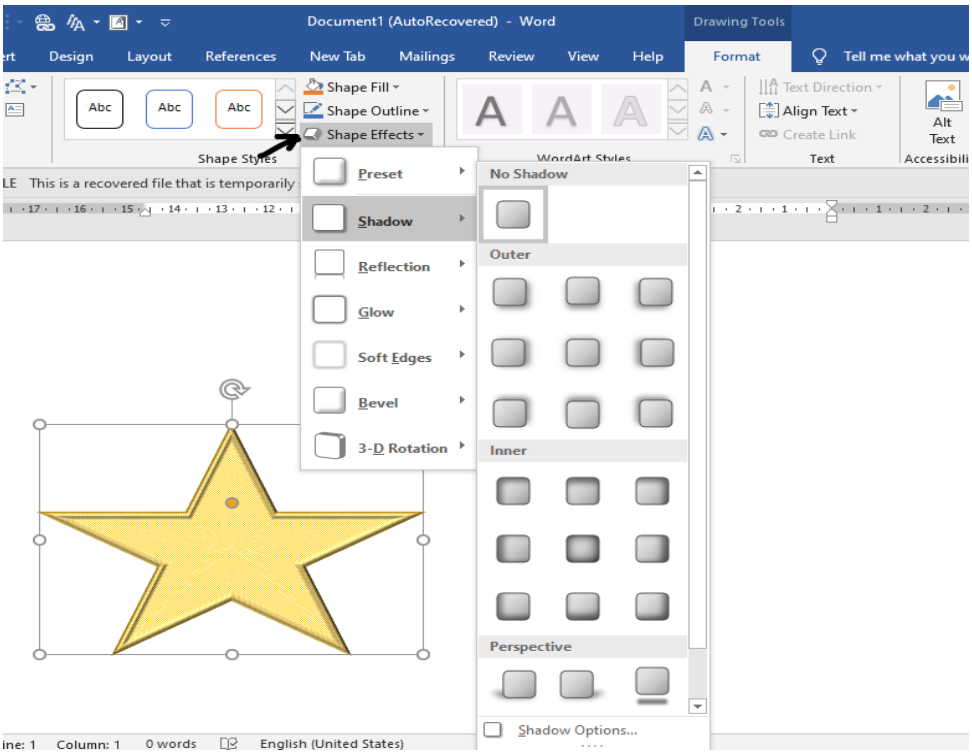


Figure [4-18] Shape Effects

Grouping Objects

It is often easier to work with a single object than it is to work with several smaller objects.

Select multiple objects

Before you can work with multiple objects, you must select them. Press and hold down the **<Shift> or <Ctrl>** key as you click each object that you want to select.

Group objects

By grouping several objects together, you can format an entire group of objects rather than formatting each object individually.

1. Select the objects that you want to group and click the Format tab on the Ribbon.
2. Click the Group button in the Arrange group and select **Group** from the list.
3. **Other Ways to Group Objects**: Select the objects that you want to group.
4. Then, right-click one of the selected objects, point to **Group** in the contextual menu, and select Group.
5. If you want to ungroup, Click the **Group** button in the Arrange group, and select **Ungroup** from the menu.

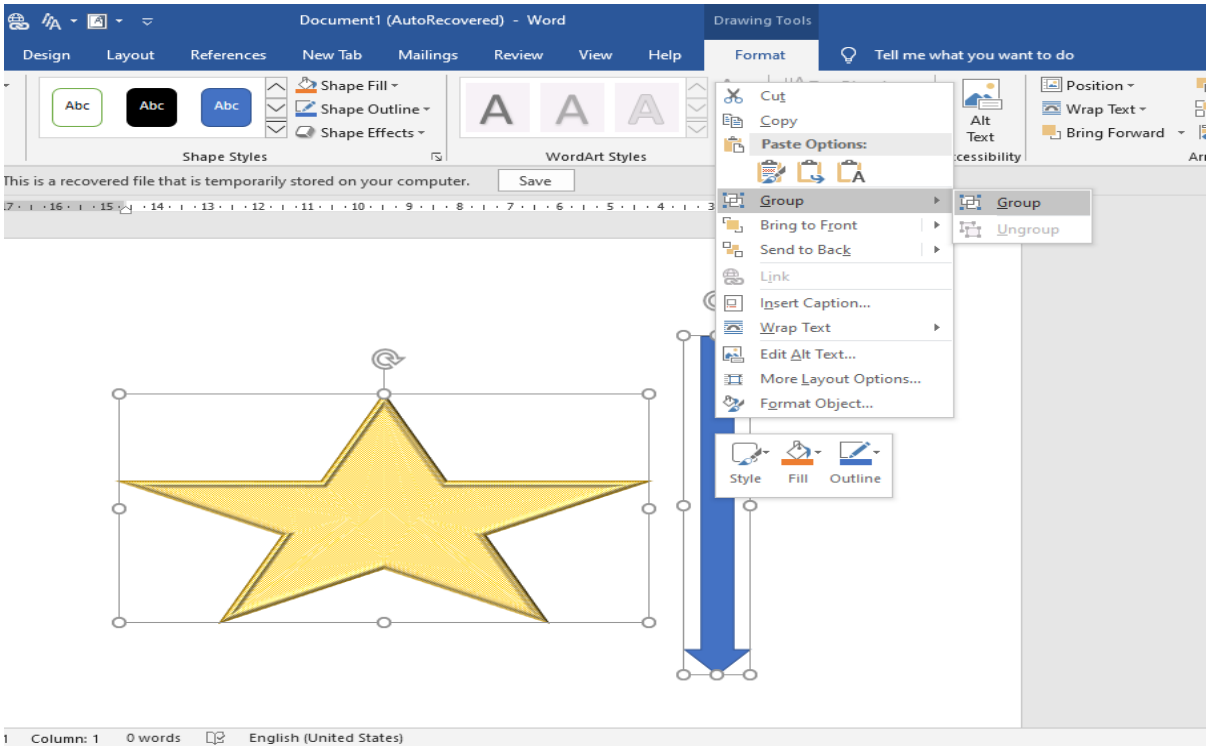


Figure [4-19] Group objects

Flipping and Rotating Objects

When you flip an object, you create a mirror image of it. Word allows you to flip an object horizontally or vertically.

1. Select the object that you want to flip.
2. Click the **Format** tab on the Ribbon, then select the **Rotate** button in **the Arrange group.**
3. Select **Flip Vertical or Flip Horizontal** from the list. The object is flipped accordingly.

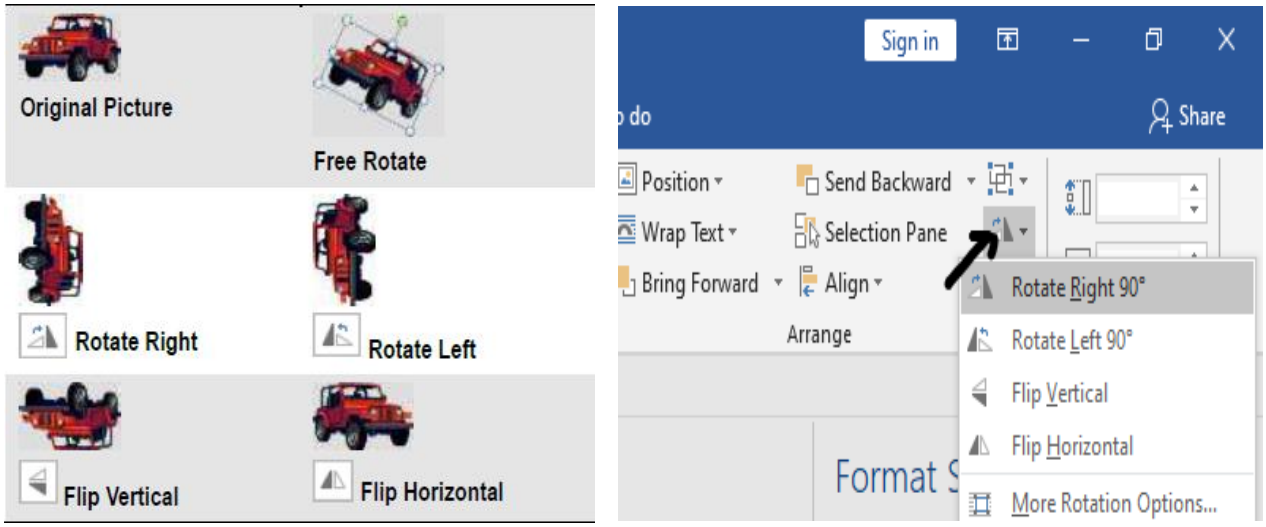


Figure [4-20] Rotate and Flip Objects

Rotate an object with greater precision

Using an object's rotation handle is the fastest and easiest way to rotate an object, but you can rotate an object with greater precision using a dialog box.

1. Double-click the object that you want to rotate. The **Format** contextual tab appears on the Ribbon.
2. Click the **Format** tab, then select the **Rotate** button in the Arrange group and select **More Rotation Options** from the list.
3. A dialog box appears, offering rotation options relative to the type of object that is selected.
4. In the **Rotate box**, enter the number of degrees that you want to rotate the object.
5. Click OK to close the dialog box.

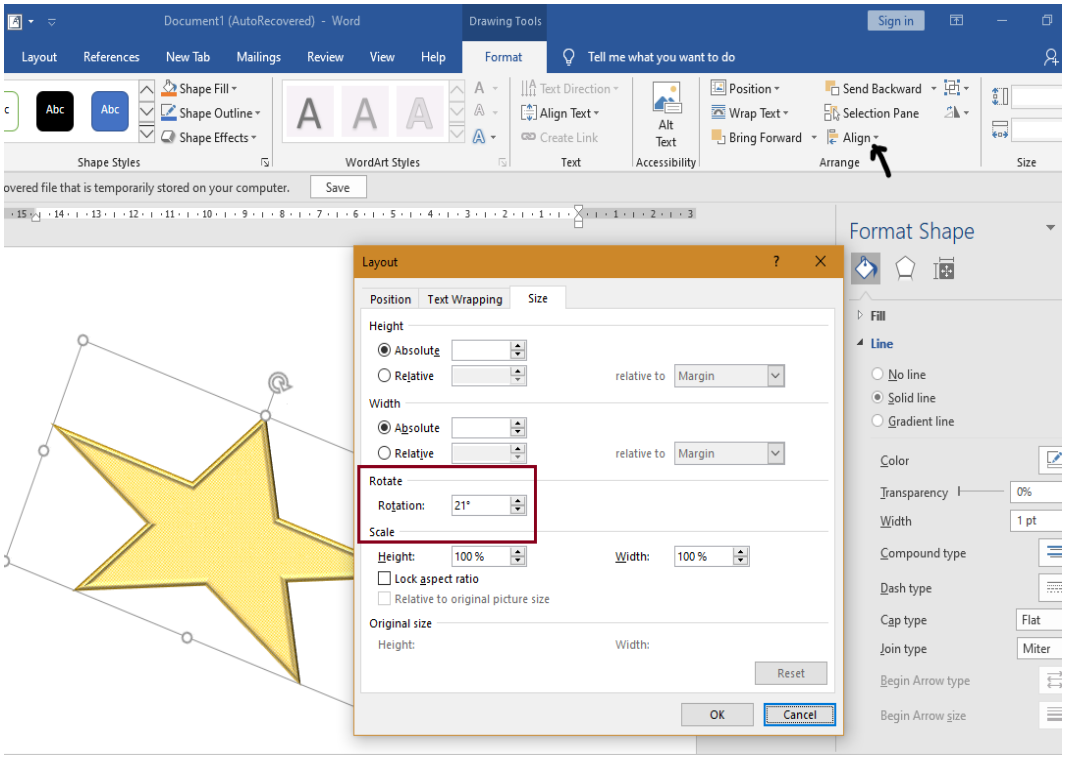


Figure [4-21] More Rotation Options dialog

Layering Objects

How can you make sure one object on a page appears in front or in back of another object? Word solves this problem by layering objects, like a stack of papers.

There are four layering commands in Microsoft Word:

- **Bring to Front**: You can choose to Bring to Front, Bring Forward, or Bring in Front of Text with this command.
- **Send to Back**: You can choose to Send to the Back, Send Backward, or Send in Behind Text with this command.
- **Bring Forward**: Brings the selected object up one layer.
- **Send Backward**: Sends the selected object down one layer.

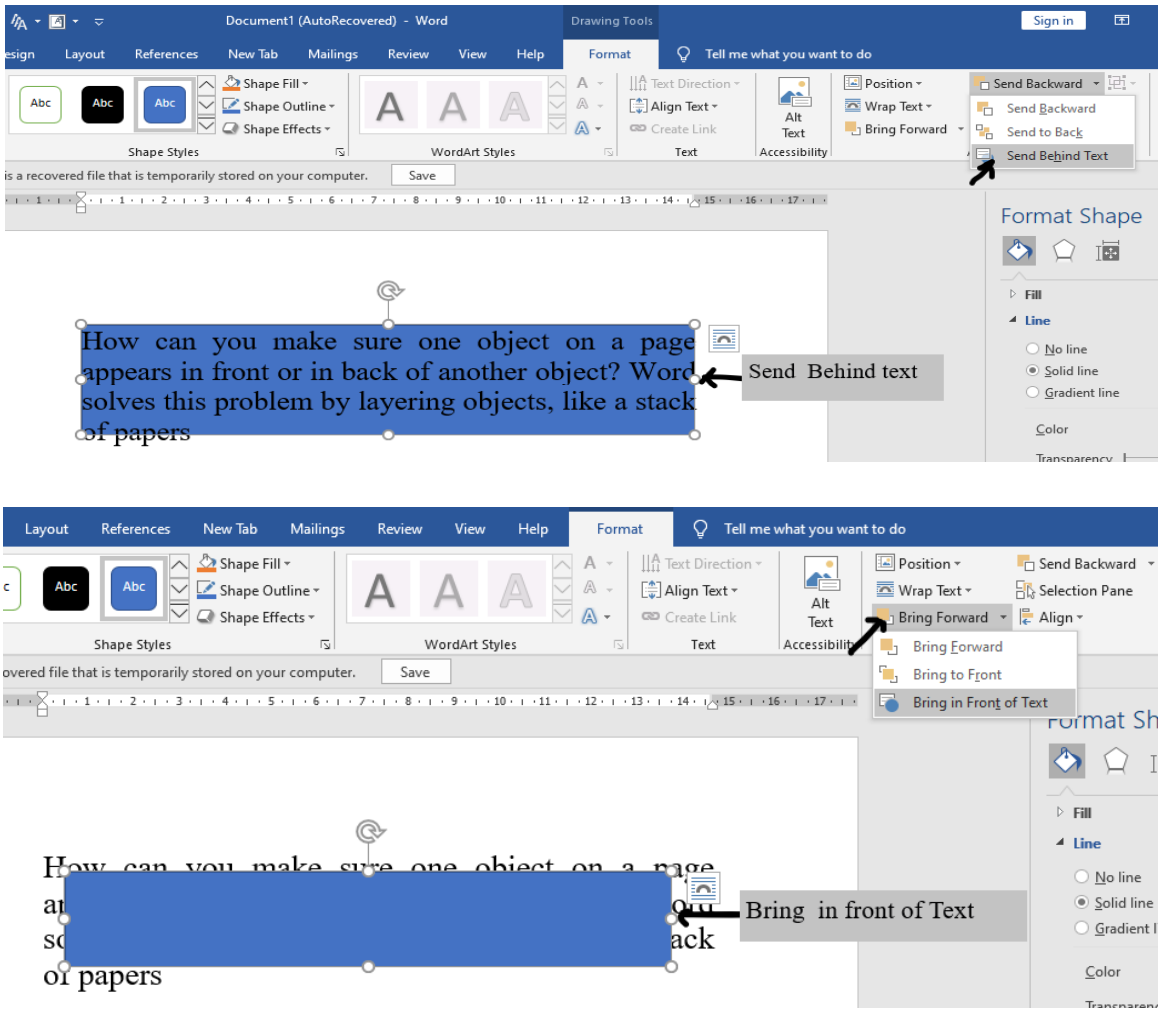


Figure [4-22] layering Text with

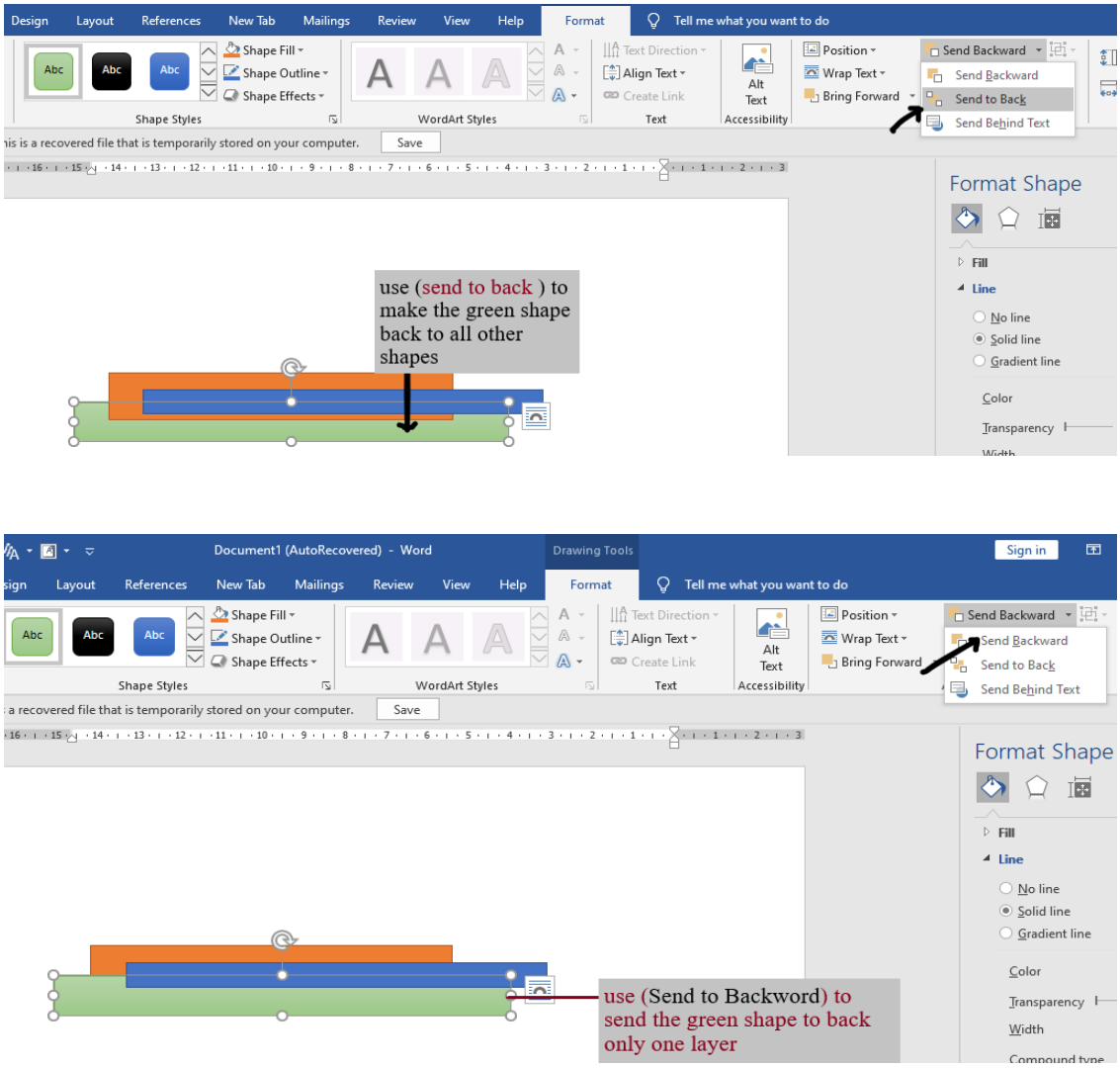


Figure [4-23] Layered

Other Ways to Layer an Object:

Right-click the object that you want to layer, point to **Bring to Front** or **Send to Back** in the
contextual menu, and select an option from the submenu.

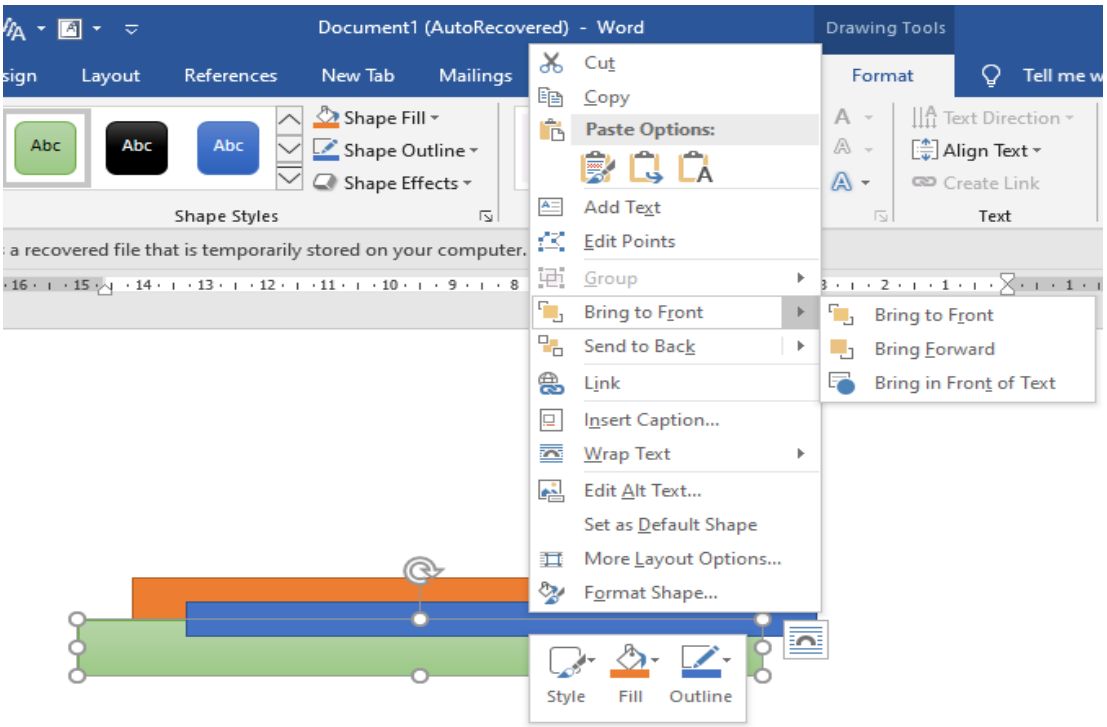


Figure [4-24] Layered objects by the contextual menu

Creating, resizing, moving and deleting a Table

Tables are very useful tools in creating and formatting documents.

Insert a table

To create a table, you must first specify how many columns (which run up and down) and rows (which run left to right) you want to appear in your table. Cells are small, rectangular-shaped boxes where the rows and columns intersect. The number of columns and rows determines the number of cells in a table.

1. Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group.
2. A grid appears, representing rows and columns in the table. As you move the cursor inside the grid, the number of rows and columns that will appear in the table is updated at the top of the list. A preview of how the table will look in the document also appears as you drag your cursor across the grid.
3. Select the number of columns and rows you want to create using the new table grid.
4. The table is inserted with the number of columns and rows you selected.

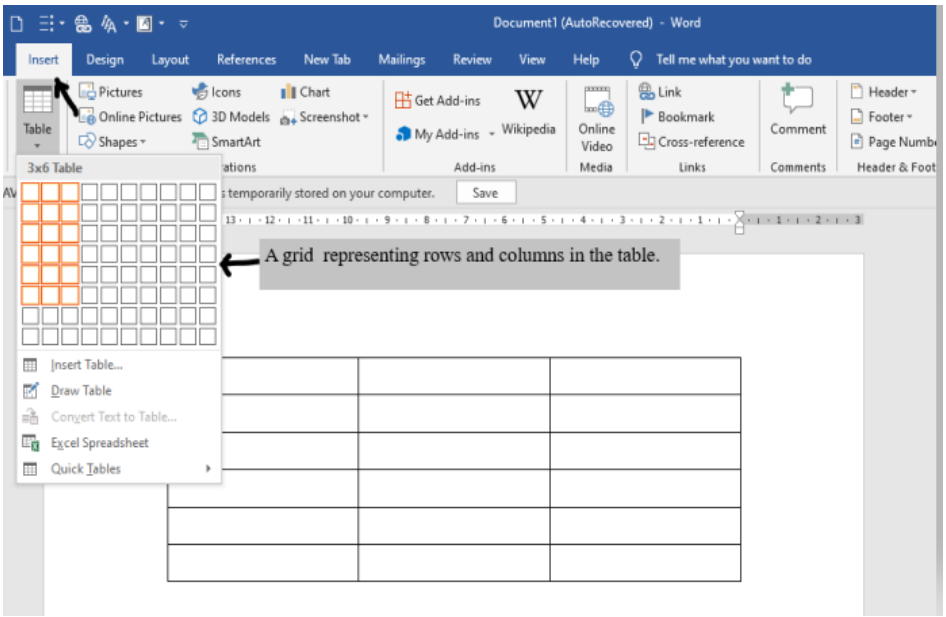


Figure [4-25] Insert A table

Other Ways to Insert a Table:

1. Click the **Insert tab** on the Ribbon and click the **Table** button in the **Tables group**.
2. Select **Insert** Table from the list and select the number of columns and rows you want to use in the Insert Table dialog box. Click OK.

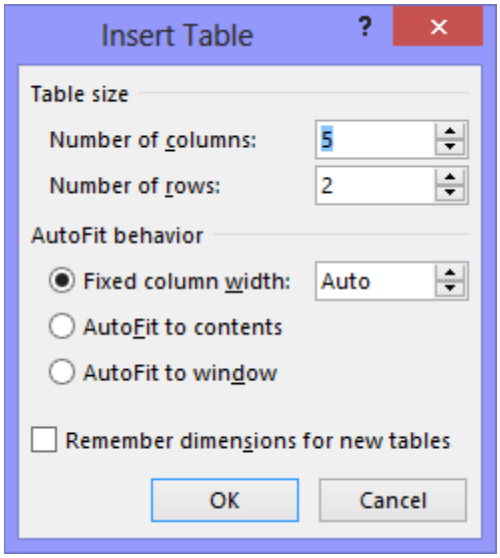


Figure [4-26] Insert A table Dialog

In order to work with a table, you need to learn a few basic skills: how to move the insertion point between cells, how to enter or edit table data, and how to select items.

Move between cells

- Click in a cell with the mouse.
- Use the up, down, left, and right arrow keys.
- Press **<Tab>** to move forward one field or cell, and
- press **<Shift>** + **<Tab>** to move back one field or cell.

Enter or edit information in a table

- Click a cell in the table.
- The insertion point appears in the cell.
- Enter or edit text or numerical data as desired.

- If you enter more text than fits in a cell, the cell height expands automatically to hold it.

Select cells, rows, columns, and tables

Just like other elements in Word, you have to select the parts of a table in order to work with them.

- Position the insertion points in the cell, row or column you want to select.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Select button** in the Table group.
- Choose the table item you want to select: **Cell, Column, Row or Table.**

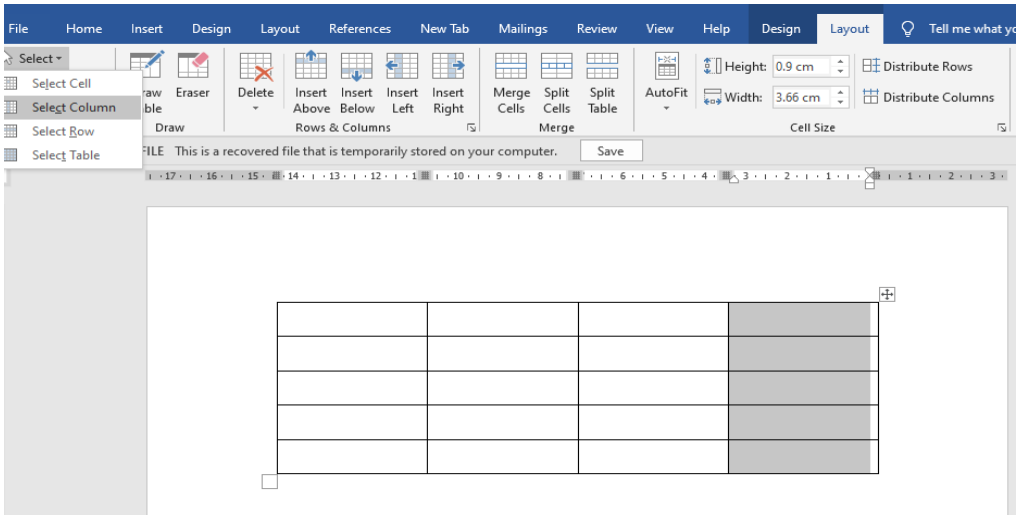


Figure [4-27] Select a table, cell and

Other Ways to Select:

- **Cells:** Click the left edge of the cell.
- **Multiple Cells:** Drag across the cell, row, or column. Or select a single cell, row, or column and hold down the **<Shift>** key while you click another cell, row, or column.
- **Row:** Click to the left of the row (outside of the table).
- **Column:** Click the column's top border (the pointer will change).

- **Table:** Click the move handle next to the table (must be in Print Layout view).

Resizing and Moving a Table

You can quickly and easily resize or move a table in Word.

You can use the mouse to resize a table.

1. Make sure you are in Print Layout view.
2. Click anywhere inside the table, if necessary.
3. The **table's resize handle** appears in the lower right-hand corner of the table until the table is the desired size.
4. As you resize the table, a dotted outline appears to show you the new outline of the table.

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

Figure [4-28] Resize

Move a table

Moving a table is very similar to resizing it.

1. Make sure you are in Print Layout view.
2. Click anywhere inside the table, if necessary.
3. **The table's move handle** appears in the upper left-hand corner of the table.
4. Click and drag the table's **move handle** to a new location on the page.
5. As you move the table, a dotted outline appears to show you the new location of the table.

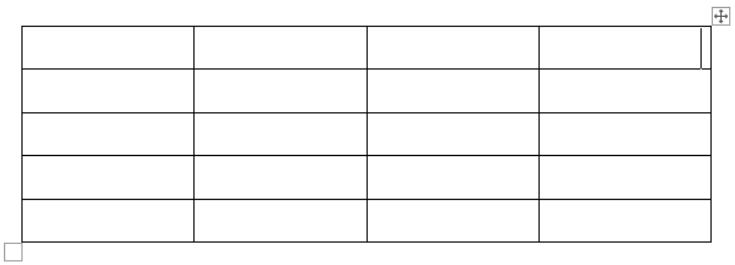


Figure [4-29] Moving table

Adjusting Table Alignment and Text Wrapping

In the Table Properties dialog box, you can adjust the alignment of a table within the document, as well as the way document text wraps around a table.

1. Select the table.
2. Under Table Tools on the Ribbon, click the **Layout tab** and click the **Properties** button in the Table group. The **Table** Properties dialog box appears.
3. Click the **Options, Positioning, or Borders and Shading** buttons for even more detailed table options.
4. Select the **Table** tab if it isn't already selected. Here you can adjust table alignment within the document, select from Left, Center, or Right alignment, as well as whether or not you want the document text to wrap around the table.
5. Select an **Alignment or Text wrapping option** and click **OK**.
6. The table alignment or text wrapping is adjusted.

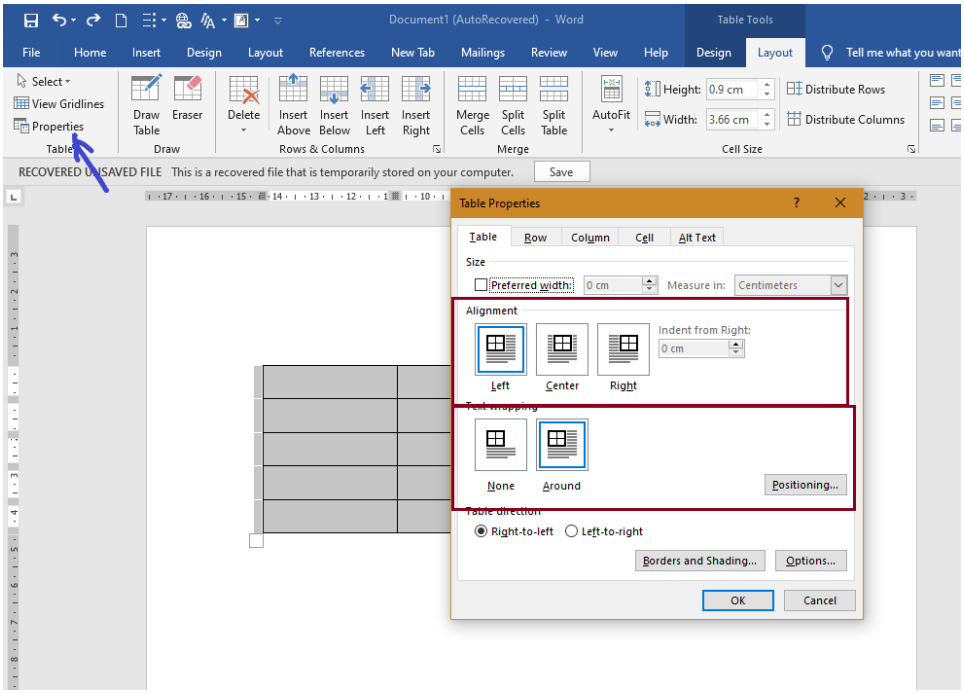


Figure [4-30] The Table Properties

Working with Cell Formatting and Using Table Style options

In this lesson, you will learn how to align text horizontally and vertically in a cell, change text direction, and adjust cell margins.

Align cell contents

Select the cell(s) containing information you want to align.

1. The Design and Layout tabs appear under the Table Tools on the Ribbon.
2. Under Table Tools on the Ribbon, click the **Layout** tab and click an alignment button in the Alignment group.
3. Select the cell(s), right-click, select **Cell Alignment** from the contextual menu, and select an alignment.

Figure [4-31] The Alignment

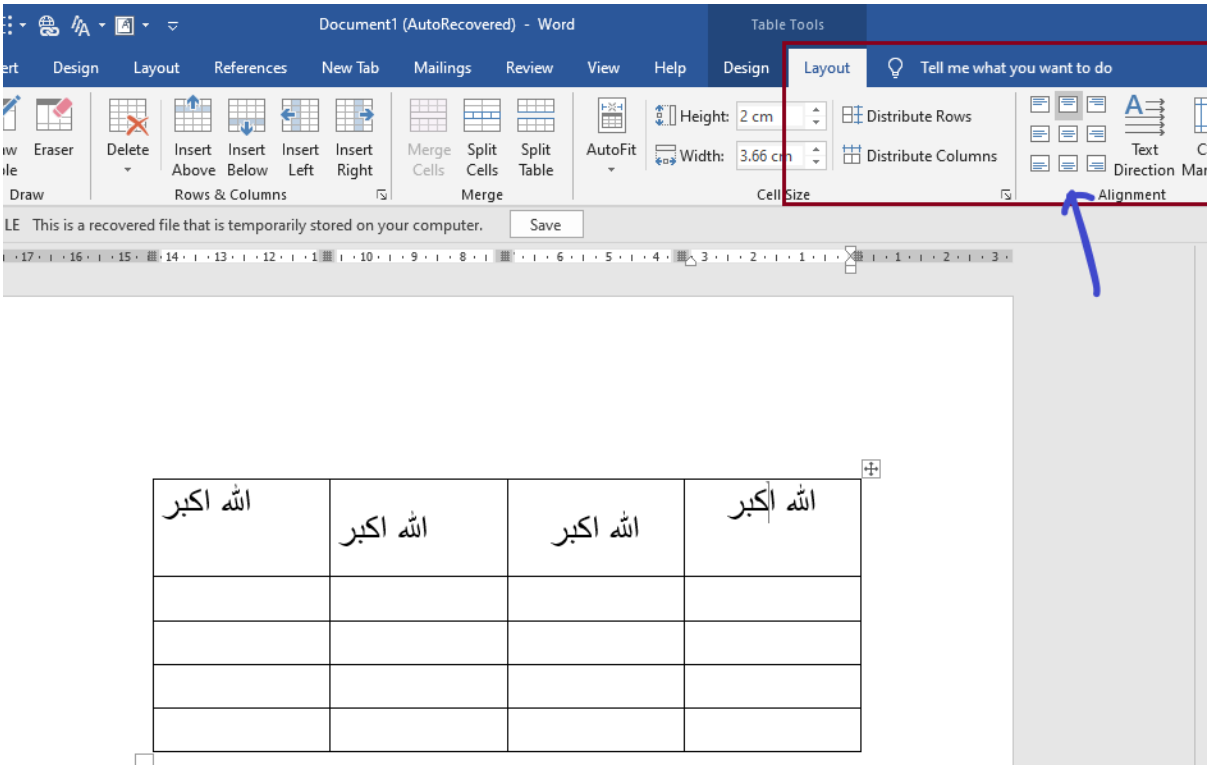


Figure [4-32] Cell Alignment

Change text direction

1. Select the cell(s). The Design and Layout tabs appear under the Table Tools on the Ribbon.

2. Under Table Tools on the Ribbon, click the **Layout** tab and click the **Text Direction** button in the Alignment group. The text direction for the selected cell(s) changes.

3. Click the **Text Direction** button again to cycle through available directions.

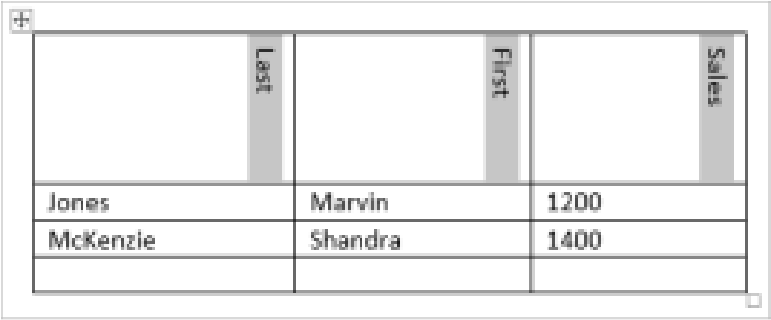


Figure [4-33] Changing text

Adjust cell margins

You can adjust how much space appears between a cell's contents and its borders by adjusting cell margins.

1. Click anywhere inside the table. The Design and Layout tabs appear under the Table
   Tools on the Ribbon.
2. Under Table Tools on the Ribbon, click the **Layout** tab and click the **Cell Margins** button in the Alignment group. The Table Options dialog box appears.
3. Adjust the cell margins and click OK.

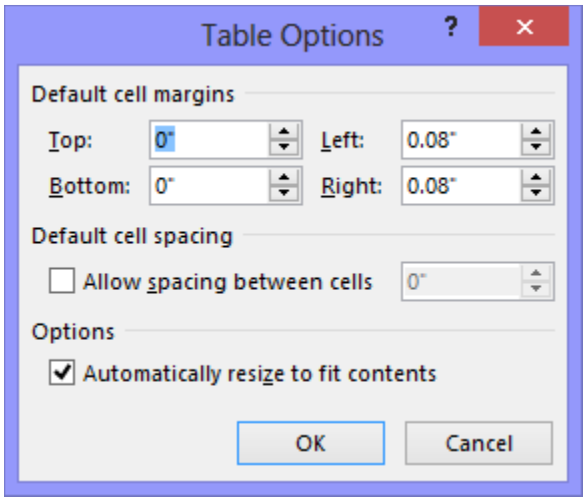


Figure [4-34] Changing table cell margins using the Table Options dialog

Using Table Styles

You can easily spice up your tables by applying built-in table formatting styles.

Apply a table style

By default, a table is created with the Table Grid style, which includes a basic black border around each cell in the table. Word includes many built-in styles that include more interesting formatting.

1. Select the table.
2. Under Table Tools on the Ribbon, click the **Design** tab.
3. Here you can see the **Table Styles group**. You can use the arrow buttons to scroll through **the table styles** in the gallery.
4. Select the style you want to use in the Table Styles group.

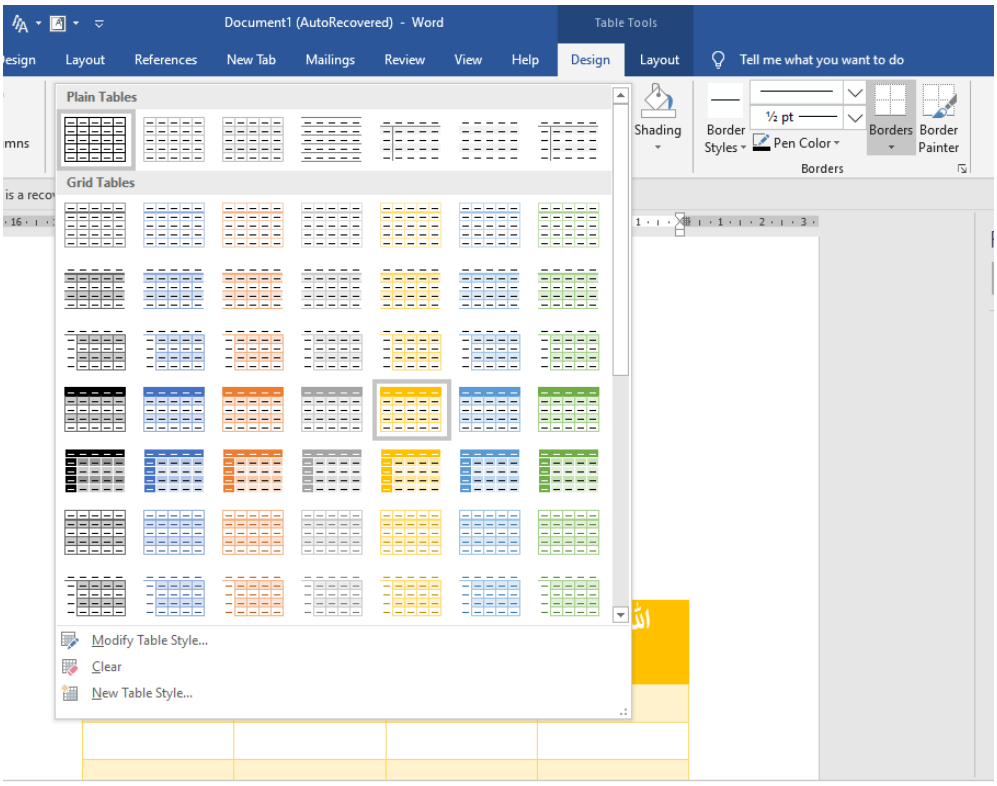


Figure [4-35] The Create New Style from

Remove a table style

You can easily remove table styles.

1. Select the table from which you want to remove the style.

2. Under Table Tools on the Ribbon, click the **Design** tab and click the **More** button in the Table Styles group.

3. Select **Clear**. The Table Normal style, which doesn't have any formatting, is applied.

Create a custom table style

You can also create a new, custom table style that meets your exact specifications.

1. Select the table you want to format with a style. Under Table Tools on the Ribbon, click the **Design** tab and click the **More** button in the Table Styles group.
2. Select **New Table Style**. The Create New Style from Formatting dialog box appears

3. Select the formatting attributes you want to use in the new table style and click OK.
4. The new style will appear in the **Custom** area of the Table Styles gallery in the Table Styles group.

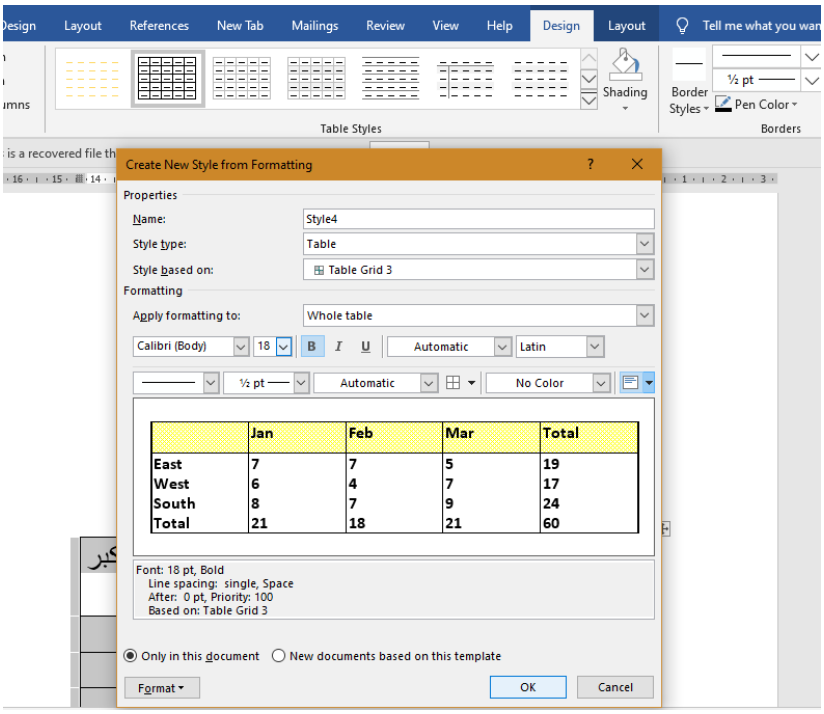


Figure [4-36] The Create New Style from

Converting and Deleting Rows and Columns

If you don't want table data to appear in a table any longer, preferring that the contents are part of the other text of the document, you can convert a table to text. You can also simply delete a table.

Convert a table to text

1. Place your insertion point in the table.
2. Under Table Tools on the Ribbon, click the Layout tab and click the Convert to Text button in the Data group.
3. The **Convert Table to Text** dialog box appears.
4. Select the **character** you want to use to separate the text contained in each cell.
5. You can select one of the options to separate text or define your own separation character in the dialog box.
6. Click OK.
7. The table disappears and the table's contents appear as document text.

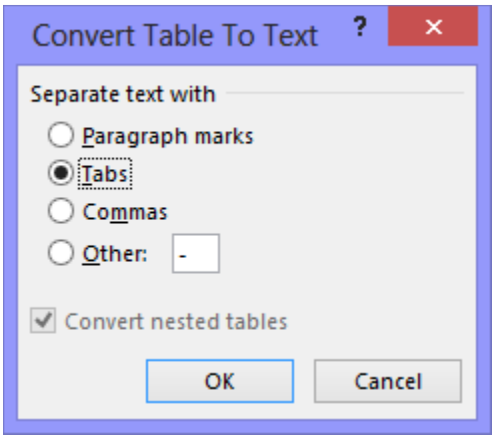


Figure [4-37] The Convert Table to Text dialog

Delete a table

1. Place your insertion point in the table.
2. Under Table Tools on the Ribbon, click the **Layout** tab and click the **Delete** button in the Rows & Columns group.
3. A list appears. Select **Delete Table**.
4. The table is deleted from the document.
5. **Other Ways** to Delete a Table: Right-click the selection and select Delete Table from the contextual menu.

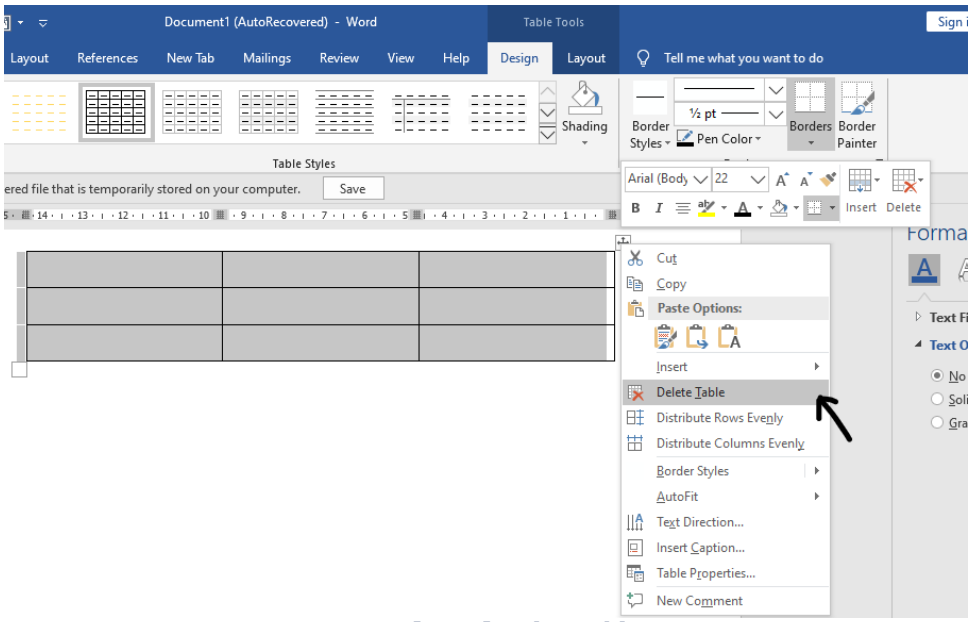


Figure [4-38] Delete table

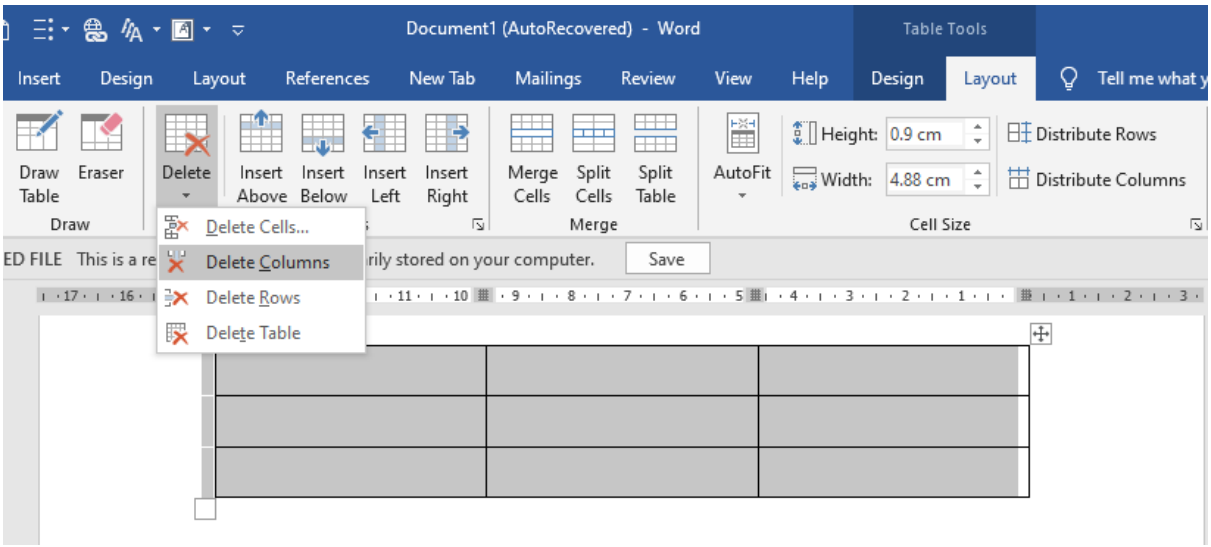


Figure [4-39] Delete table by Delete Command in layout tab

Using Table Drawing Tools and Quick tables.

Using Quick Tables

1. Insert a **formatted table quickly** by inserting one of Word's built-in Quick Tables.
2. Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group.
3. A list of table options appears. Point to Quick Tables.
4. A gallery of built-in tables appears. As you point to each built-in table, a description of the table and how it might best be used is shown.
5. Select the table you would like to insert.
6. The table is inserted in the document. All you have to do is modify the table contents to your needs.

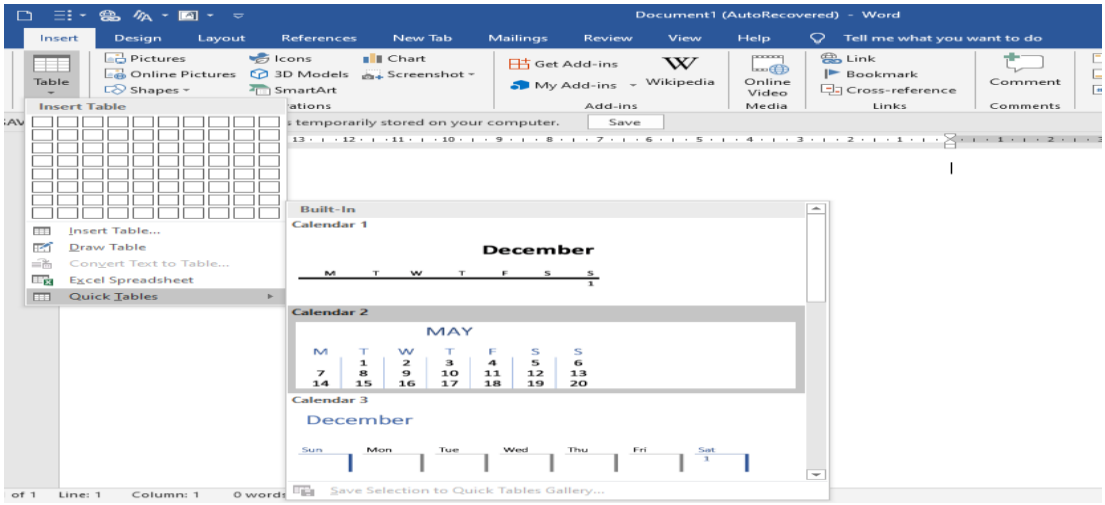


Figure [4-40] Inserting Quick tables

Using Table Drawing Tools

In Word, you can draw and modify tables the same way you would use a pencil to draw a table on a piece of paper.

Draw borders

1. To draw a table from scratch, or add lines or borders to an existing table, click the **Layout** tab under Table Tools on the Ribbon and click the **Draw Table** button in the Draw Group.
2. The pointer changes to look like a pencil.
3. Click and drag to draw boundaries, rows, columns, or table cells.
4. Use the **Line Style, Line Weight, and Pen Color** commands in the **Borders** group on the **Design** tab to determine how the borders appear

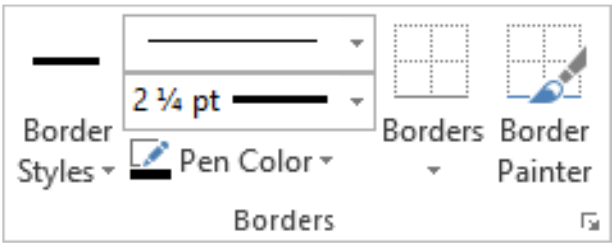


Figure [4-41] the border group

Erase borders

1. Under Table Tools on the Ribbon, click the **Layout** tab and click the **Eraser** button in the Draw group.
2. The pointer changes to look like an eraser.

3. Click and drag across table lines to erase the lines. The border is erased.

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

Figure [4-42] Erasing a table border

Merging and Splitting Cells and Tables

You can adjust the number of cells that appear in a table by merging and splitting cells. You can also split a table into two tables.

Merge cells

The merge cells command combines several smaller cells into a single larger cell that spans the space that the previous cells occupied.

1. Select the cells you want to merge.
2. Under Table Tools on the Ribbon, click the **Layout** tab and click the **Merge Cells** button in the Merge group.
3. Other Ways to Merge Cells:

4. Select the cells you want to merge, then right click and select **Merge Cells** from the contextual menu.

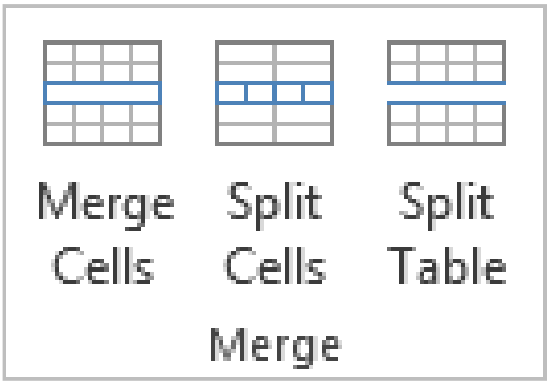


Figure [4-43] The Merge group.

Split a cell

Cells can also be broken up into several smaller cells by using the Split Cells command.
Select the cell you want to split.

1. Under Table Tools on the Ribbon, click the **Layout** tab and click the **Split Cells** button in the Merge group.
2. **Other Ways to Split a Cell**: Select the cell you want to split, then right-click and select Split Cells from the contextual menu.
3. Specify how you want to split the cell in **the Split Cells dialog box** and click OK.

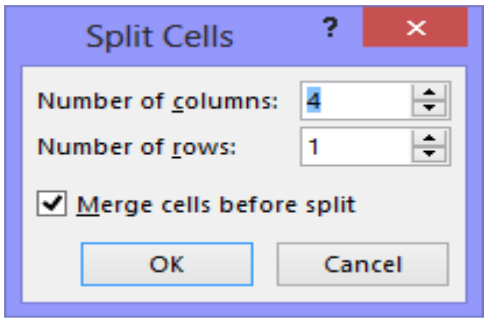


Figure [4-44] The Split Cells

Split a table

You can also split a table into two separate tables.

1. Select the table row where you want to split the table.
2. The row you select will become the first row of the new table.
3. Under Table Tools on the Ribbon, click the **Layout** tab and click the **Split Table** button in the Merge group.
4. The table is split into two tables. If the new table overlaps or obstructs the original table, you may need to move the tables in order to view them.

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

Last	First	Sales
Jones	Marvin	1200

McKenzie	Shandra	1400

Figure [4-45] Before and after splitting a table.