

**Peace Corps Uganda
WORD Fundamentals**



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Word Processing Overview

Microsoft Office's word processing product is called WORD. With it you can create text documents or modify existing ones. WORD is able to recognize & convert documents created with other Windows PC-based word processing products, such as WordPerfect. This occurs automatically when you open such a document. WORD allows you to save the documents you've created in either document or web-page format.

When you open the program, you'll see a screen similar to the one below.

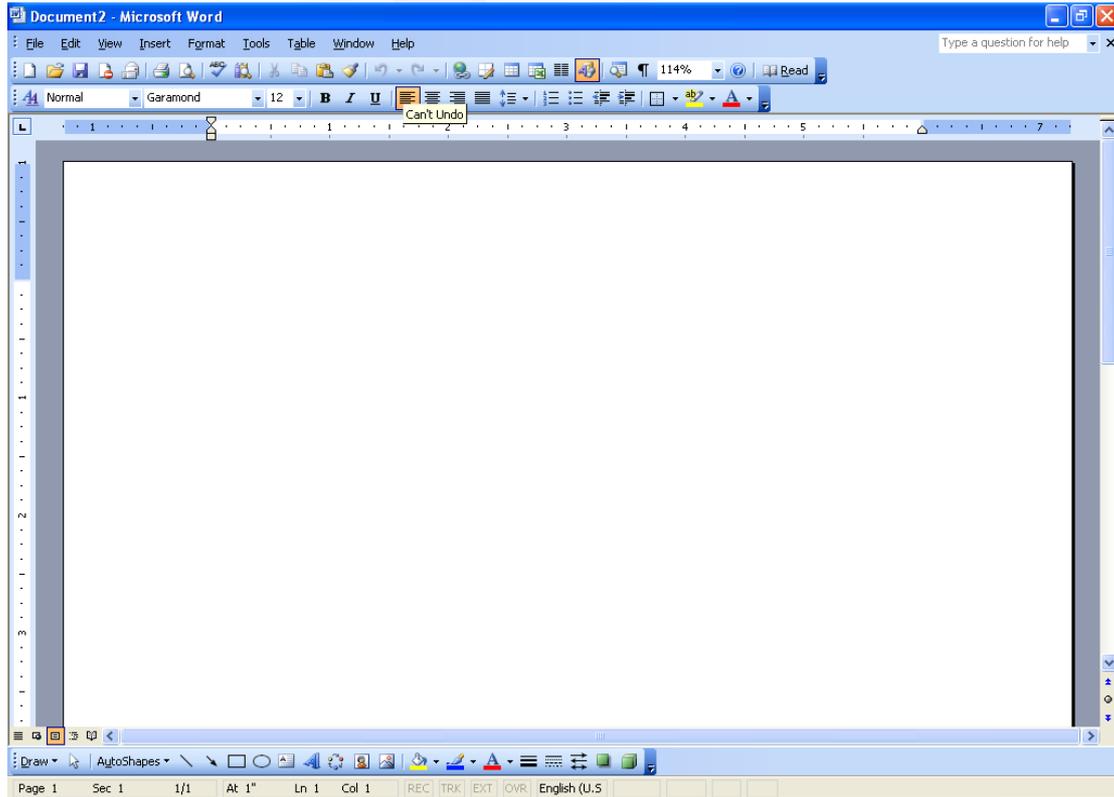


Figure 1: WORD Screen

At the very top is the name of your document (this one has a temporary name – Document2). Beneath that line are 3 bars listing various functions you need in creating documents.

Menu Bar

All of Microsoft's Office products (e.g. word processing, spreadsheet, slideshow, publisher, etc.) provide a similar user-interface, so that you can quickly learn to use them. At the top of each screen is a MenuBar, with features such as File, Edit, Format, Window & Tools. Each product will also have its own specialized features, but the last in the list is always Help. When you click on a feature, a dropdown menu of selections will appear.

The Help feature on each MenuBar allows you to access the online help feature as you work in your document. A sidebar on the right gives you the option to view the user manual's table of contents or to search for a keyword in the index.

File Feature

The File feature on the MenuBar allows you to create new files, open existing ones, save your file, print it, establish access permissions (such as unrestricted access or do not distribute), identify different versions of your document & define your document's properties (such as author, title, subject & keywords).

Edit Feature

The Edit feature on the MenuBar allows you to cut or copy the highlighted section of your text, paste it to a different location or document, undo or redo your last keystrokes, or find and replace a specific word or phrase within the text.

View Feature

The View feature on the MenuBar allows you to switch your document's view from normal to reading, print or webpage layout. It also allows you to access the header & footer sections of your document. With View you can tailor your toolbar & map your document, a convenient way to navigate from section to section.

Tool Bars

The second & third lines are ToolBars containing shortcuts to the most commonly used functions from those dropdowns. The third line is called the Styles & Formatting Toolbar because it contains exclusively style & formatting shortcuts.

When you're ready to save your file, you can either click on the diskette symbol on the second line or you can select File from the MenuBar, then Save (or Save As, if you'd like to change the document's name or it's location) from the dropdown menu.

To close your document & open a different one,

- ❖ Select File from the MenuBar, then Close from the dropdown menu
- ❖ The 4 most recent documents are listed at the bottom for quick access
- ❖ If you don't see the document you want, select Open & choose your file

Templates

When you first open WORD to create a new document, you can choose from several templates. You might want to begin with a blank document, an XML or webpage, an e-mail message or use the format of an existing document. Each of these templates contains a pre-defined style (font, pitch size, margins, page size & orientation) to help you get started. You can also define your favorite settings for a particular type of document & save that as a template for future use.

Defining the Layout of a Page

You have a great deal of control over the printed appearance of your document. There are some standard features that you shouldn't change (such as paper size & paper source), unless you're an expert. But there are other features that you might want to define. Most of these can be found either in the File or Format feature of the MenuBar.

Orientation

Orientation is either portrait or landscape & can apply to an entire document or to sections within it. This document has portrait orientation & it is the default orientation in most word processing templates.

To specify the orientation

- ❖ Click on File at the MenuBar
- ❖ Click on Page Setup from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ Click on the Margins tab
- ❖ Highlight your choice of Portrait or Landscape
- ❖ Click on Apply to Whole Document or This Point Forward
- ❖ Click on OK to close the dialog box.

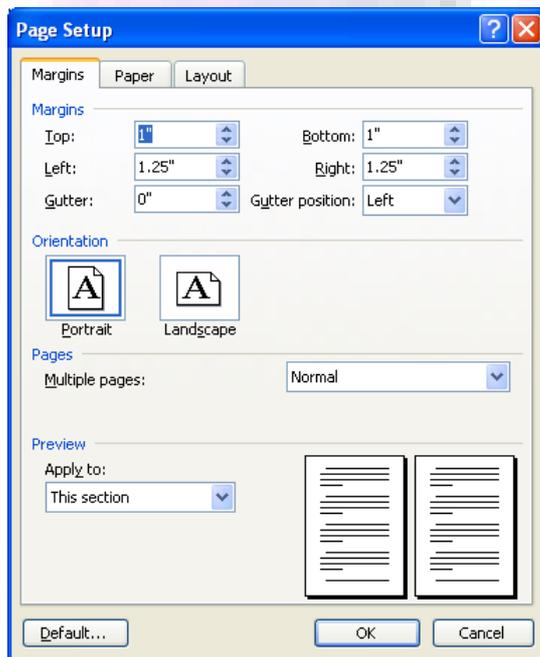


Figure 2: Page Setup Dialog Box

Borders & Shading

You can define a border or shading for your document or for a specific page in it. For example, the first page of this training document has a simple shadow border & this paragraph has a fancy shadow border.

To specify a border or shading for a page,

- ❖ Click on Format at the MenuBar
- ❖ Click on Borders and Shading from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ Click on the Page Border tab of the dialog box.
- ❖ Select whether you want the border to apply to the whole document or to a specific section only
- ❖ Click on the style of border & size of line you would like. You'll see a preview on the right-hand side of the dialog box
- ❖ Click on OK to close the dialog box

To specify a border or shading for a paragraph or block of text

- ❖ Highlight the section of the document where you want to include a border.
- ❖ Click on Format at the MenuBar
- ❖ Click on Borders and Shading from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ Click on either the Border tab of the dialog box.
- ❖ Select whether you want your border to apply to paragraphs or lines of text.
- ❖ Click on the style of border & size of line you would like. You'll see a preview on the right-hand side of the dialog box
- ❖ Click on OK to close the dialog box

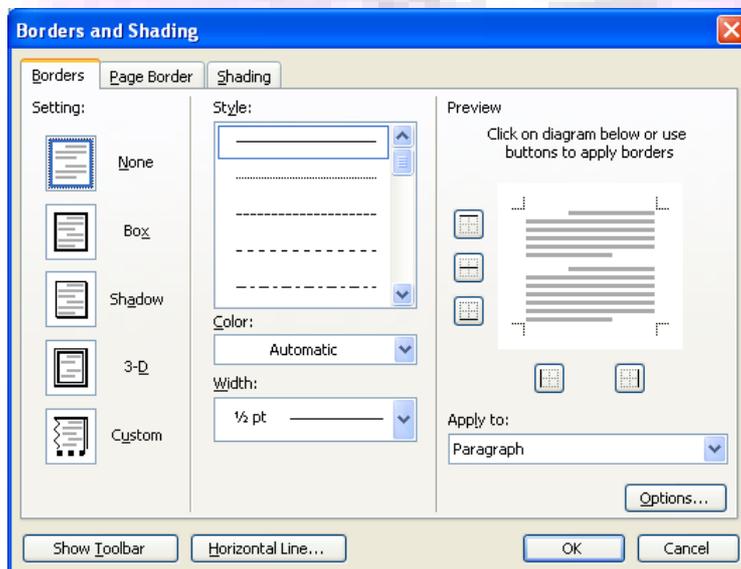


Figure 3: Borders & Shading Dialog Box

The Borders & Shading Dialog box has 3 tabs, allowing you to define borders for for a selected portion of text or for an entire page, or to create a background color for your page.

Margins

You can control the top, bottom, right & left hand margins of your document, either for the entire document, certain section or a single page. Unless there's a good reason, stick to the pre-defined margins, which are calculated based on the paper size you'll use to print to. If you do need to change the margins, be careful to use a value greater than zero.

To change the page margins for an entire document

- ❖ Click on File at the MenuBar
- ❖ Click on Page Setup from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ Click on the Margins tab
- ❖ Provide new values for your margins
 - Standard margins are 1" on all sides
 - Don't reduce the right or left margins to less than .5"
 - Don't reduce the top or bottom margins to less than .75"
- ❖ Click on Apply to Whole Document or This Point Forward in the Preview Section
- ❖ Click on OK to close the dialog box.

Follow the same procedures to change only a part of the document, being sure that your cursor is on the starting page before you begin. Choose This Point Forward.

Tab Stops

You can control the way your tab key operates, by defining multiple tab stops & specifying their positions. The default tab stop is set at one-half inch, for paragraph indentations.

To alter tab stops,

- ❖ Click on Format from the MenuBar, then select Tabs
- ❖ Make your changes & click OK to apply them.

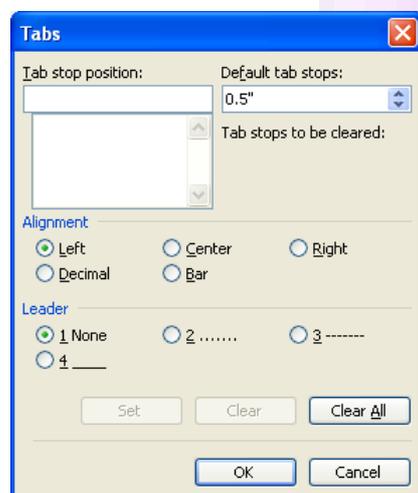


Figure 4: Tab Stop Settings

Headers & Footers

You can define a special header & footer for your document. For example, this document has a header that identifies the document's name & a footer that identifies the modification date, page number & an information security classification. The header & footer can be different for the first page than for the rest of the document. Odd & even-numbered pages can also have different headers. This document uses both features.

First, reserve the space for headers & footers.

- ❖ Click on File at the MenuBar
- ❖ Click on Page Setup from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ Click on the Layout tab
- ❖ Click the appropriate boxes if you want different headers or footers on the first page or different ones for odd & even numbered pages
- ❖ Click on OK to close the dialog box.

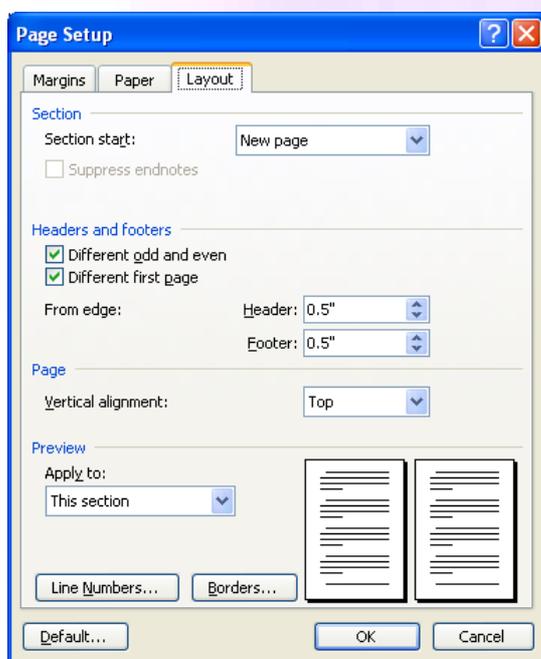


Figure 5: Page Setup Layout Tab

Next, define the contents of your headers & footers

- ❖ Click on View at the MenuBar
- ❖ Click on Header and Footer from the dropdown menu
- ❖ Enter your header & footer information using the control panel options.
- ❖ Using the buttons on the left, you can switch between header & footer, move to the previous or next page
- ❖ Insert automatic text, page number, total number of pages, date, time or format the page number using the buttons on the right.

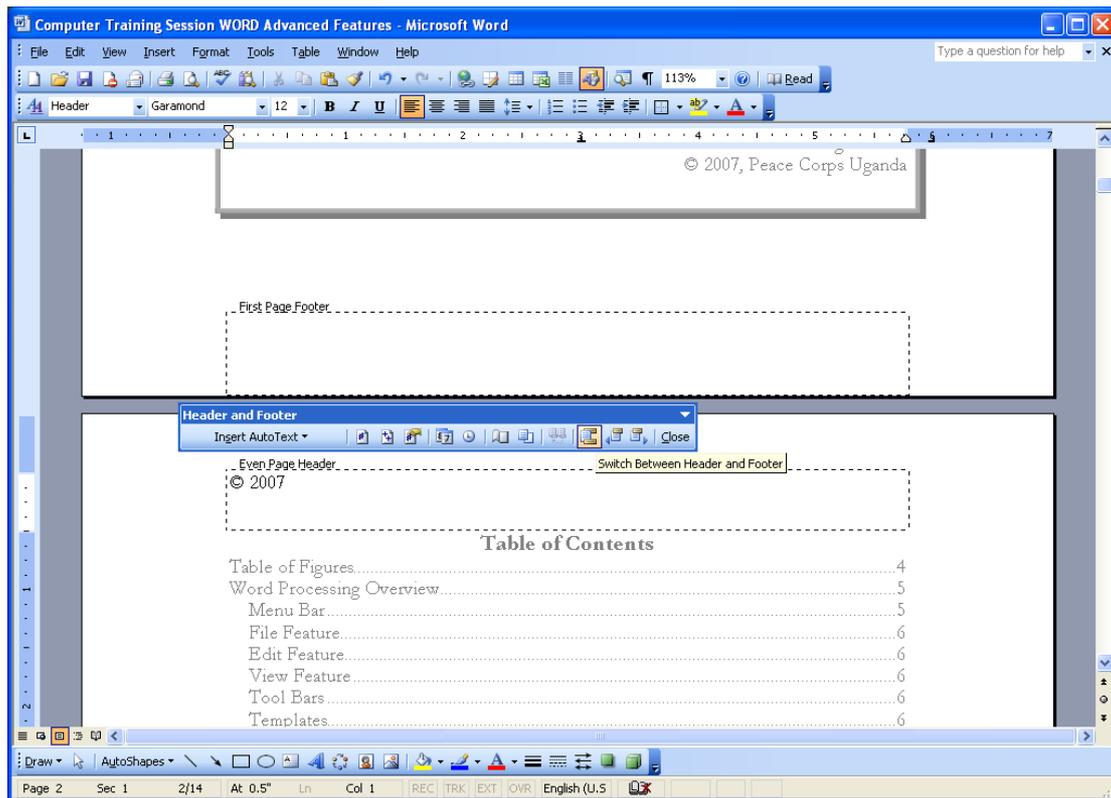


Figure 6: Header & Footer ToolBar

Defining the Format of a Document

You can choose the way your document is formatted in a variety of ways. Whatever template you began with will have pre-defined fonts, including sizes & highlighting characteristics, for normal type, heading levels (used to create tables of contents) & hyperlinks (used to link to websites). You can alter these, using either the Format feature of the MenuBar or using the formatting ToolBar.

Fonts

Each printer font looks somewhat different. You have a variety to choose from & you can even download special fonts from the internet & install them on your computer. The fonts you choose will be embedded in your document so that others can see them even if they don't have those fonts installed on their computer. The fonts in this document are various sizes and styles of Garamond. **THE FONT IN THIS SENTENCE, CALLED ENGRAVERS MT (BOLD, ITALICS, UNDERLINE), HAS ONLY CAPITAL LETTERS.**

The easiest way to change your font is through the Styles & Formatting dropdowns on your ToolBar. You can select the Style (e.g. normal, heading level, hyperlink), assign a Font (e.g. Garamond, Arial, Georgia, etc.) & a Size (10 or 12 is standard for text, with larger font sizes used for headings. And you can assign a special effect (such as **boldface**, *italic*, or underlined) by clicking on the **B**, *I* or U letters adjacent. If you need fancier effects, such as strikethrough or superscript, highlight the text you want to change & use the Format feature on the MenuBar.

To define the font for a specific area of text, highlight it, then

- ❖ Click on Format at the MenuBar
- ❖ Click on Font from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ On the Font tab of the dialog box, select the Font Name, Style & Size & check the boxes for any special effects you need. You'll see a preview.
- ❖ Click on OK to close the dialog box

Once you've defined a font for any part of your document, it will appear on the dropdown list of the Styles & Formatting section of your ToolBar when that document is open.

Some fonts are designated as TrueType fonts, which means that they appear on your screen in exactly the way they'll appear on printed copy. Garamond is a TrueType font.

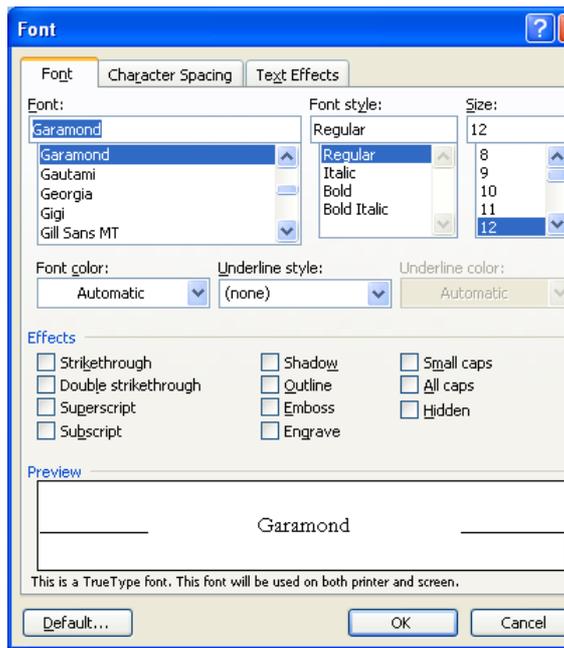


Figure 7: Font Controls

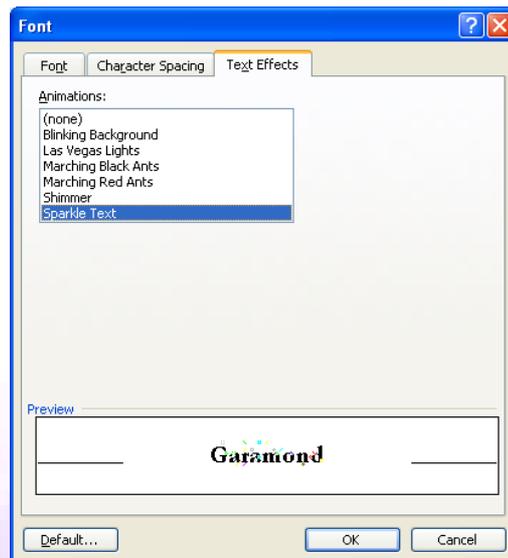


Figure 8: Text Effects Controls

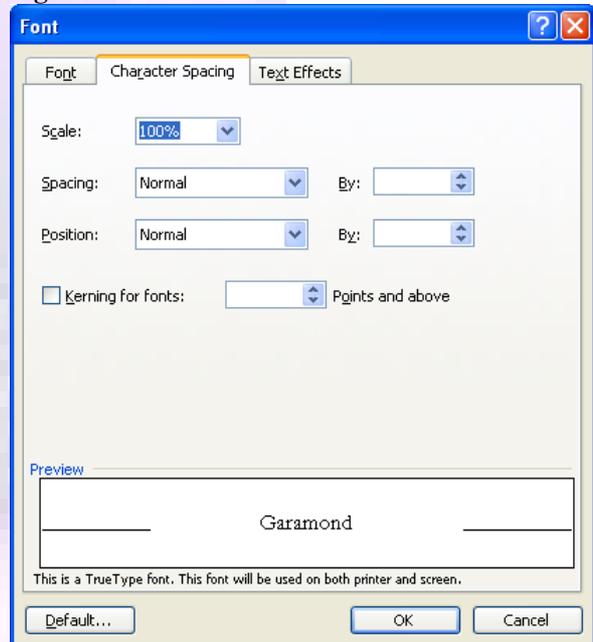


Figure 9: Character Spacing Controls

Alignment

On the Styles & Formatting ToolBar you can choose where you want your text to be aligned relative to the page margins. Highlight your text & click on 1 of the 4 alignment symbols, which follow the boldface, italic & underline tools.

Normal business documents are aligned left.

The header on this document is aligned right, however.

The page number in the footer is aligned center.

You also have the option to justify each line, which means that the first character in the line will appear at the left margin & the last character will appear at the right margin, with spaces inserted between words to fill out the line. Books are often printed justified.

Line Spacing

Next to the alignment symbols on the Styles & Formatting ToolBar is the Line Spacing symbol. You can increase the spacing from single, by half-lines. Highlight the section of text you want to modify, then click on the symbol & select your desired spacing from the dropdown. If you need special line spacing effects, use the Paragraph option of the Format feature on the MenuBar.

To define specialized line spacing, highlight the text, then

- ❖ Click on Format at the MenuBar
- ❖ Click on Paragraph from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ On the Indents & Spacing tab of the dialog box, select the desired level of indentation & line spacing.
- ❖ On the Line & Page Breaks tab of the dialog box, select the desired break controls. You'll see a preview.
- ❖ Click on OK to close the dialog box

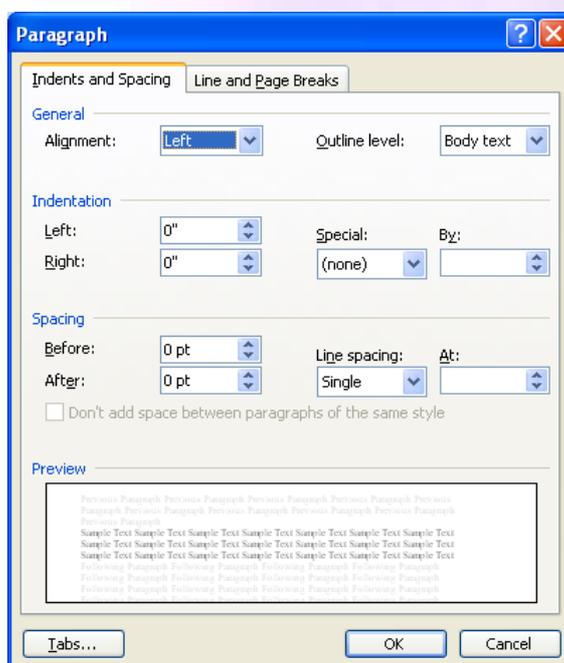


Figure 10: Paragraph Indents & Line Spacing

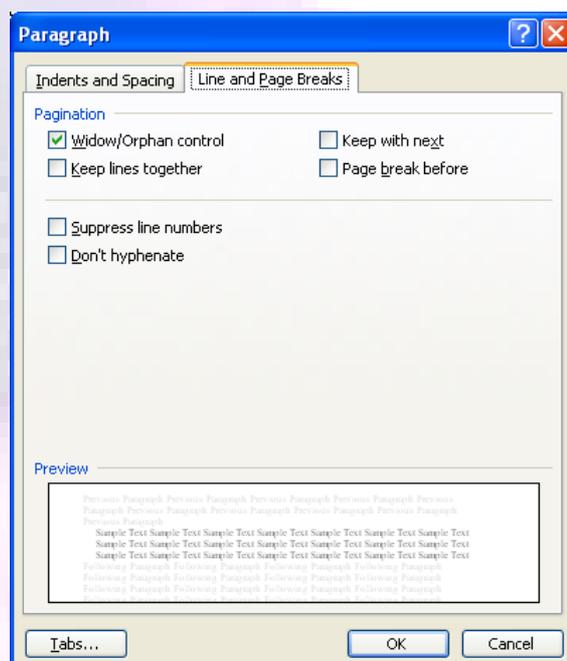


Figure 11: Line & Page Break Controls

Pagination

WORD will automatically hyphenate words to break lines & determine where to break pages according to the section levels defined in your document. WORD will also indent paragraphs for you & capitalize sentences, if you forget to do that. For the most part you don't need to alter the existing format controls. However, you may want to add additional page breaks to control the flow of your document.

To define a page break, position your cursor where you want the new page to begin, then

- ❖ Click on Insert at the MenuBar

- ❖ Click on Break from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ On the Break Types tab of the dialog box, select the Page Break
- ❖ Click on OK to close the dialog box

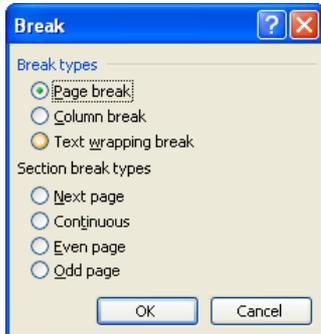


Figure 12: Breaks Dialog Box

List Controls

Next to the Line Spacing symbol on the Styles & Formatting ToolBar are 2 symbols for controlling the appearance of lists. The first symbol allows you to define numbered lists, the second to define bulleted lists. Each type of list can have several levels of nested lists.

A simple numbered list looks like this.

1. the first instruction
2. the second instruction
3. the third instruction

A numbered list with nested levels might look like this.

1. the first instruction
 - a. a note on the first instruction
 - i. a qualification on the note
 - b. another note
2. the second instruction
3. the third instruction

A simple bulleted list looks like this.

- the first list item
- the second list item
- the third list item

A bulleted list with nested levels might look like this.

- the first list item
- the second list item
 - a note on item 2
 - another note on item 2
 - a qualification on the note
- the third list item

To create a list of items, click on either the number symbol or the bullet symbol & begin entering your text. Your list will continue with the next entry each time you press the ENTER key. To terminate the list & return to standard formatting, press the ENTER key twice.

To control the styles of bullets & numbers used in your lists,

- ❖ Click on Format at the MenuBar
- ❖ Click on Bullets and Numbering from the dropdown menu (if you don't see this option, click on the double downward arrows at the bottom of the list)
- ❖ On the Bulleted tab of the dialog box, select the desired bullet style (such as these flowered bullets).
- ❖ On the Numbered tab of the dialog box, select the desired numbering levels.
- ❖ On the Outlined Numbers tab of the dialog box, select the desired outline style.
- ❖ Click on OK to close the dialog box

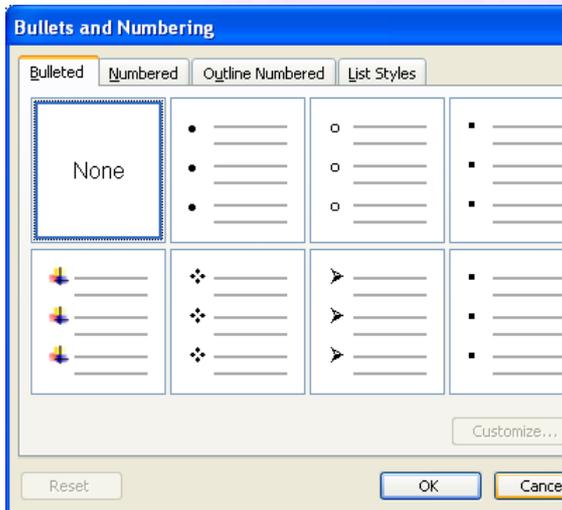


Figure 13: List Format Controls

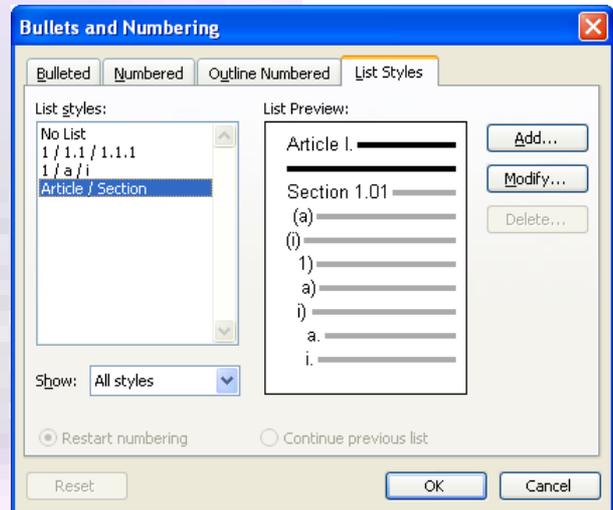


Figure 14: List Styles

Nested lists are created using the indentation function of Styles & Formatting.

Indentation

To the left of the number & bullet symbols are 2 indentation symbols, with blue arrows. Clicking on the first (arrow pointing left) decreases the indentation, moving your text closer to the left margin of the page. Clicking on the second (arrow pointing right) increases the indentation & moves your text closer to the right margin of the page. You can indent repeatedly.

When you indent a line within a list, the identifier will change, as well. In numbered lists, the numbers will change to letters on first indentation, then to Roman numerals on second indentation. In bulleted lists, the bullets will change in size and shape each time you indent.

Columns

It's possible to organize a section of your text into multiple columns. Above the Styles & Formatting ToolBar is a Columns symbol, located on the Functions ToolBar. Highlight the text that you want to format into columns, then click this symbol. Select the number of columns you want. Return to a single column using the same symbol.

A 2 column menu:

Beef	Posho
Goat	Matooke
Chicken	G-nuts
Fish	Cowpeas
Rice	Beans
Cassava	Greens

A 3 column menu:

Beef	Rice	G-nuts
Goat	Cassava	Cowpeas
Chicken	Posho	Beans
Fish	Matooke	Greens

A 4 column menu:

Beef	Fish	Posho	Cowpeas
Goat	Rice	Matooke	Beans
Chicken	Cassava	G-nuts	Greens

To alter the number or size relationships of the columns, highlight the text, then

- ❖ Click on Format from the MenuBar & select Columns
- ❖ Select the formatting options you prefer & click OK to apply them

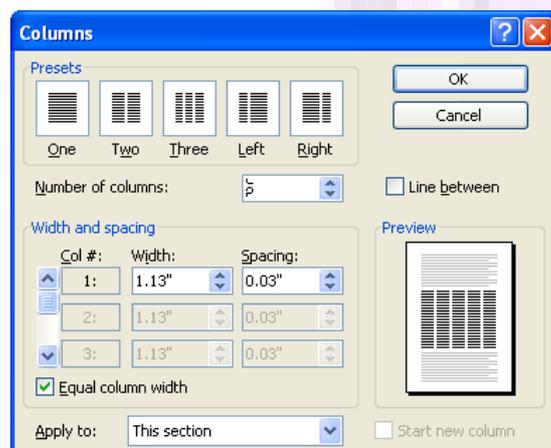


Figure 15: Columns Dialog Box

Watermarks

Watermarks are small shadow pictures or texts that appear in the background of your document & are sometimes used to demonstrate its ownership or authenticity. If you choose a picture, it may appear in color on your screen, but unless you have a color printer, it will be grey on paper. This document has a flower watermark, which should be clearly visible on the following page, as it's mostly blank.

To add a watermark to your document

- ❖ Click on Format at the MenuBar
- ❖ Click on Background from the dropdown menu, then select Printed Watermark
- ❖ For a picture, click on Picture Watermark, then on select. After locating the picture, click on Insert.
- ❖ For text, select Text Watermark & provide the contents.
- ❖ Click on OK to close the dialog box

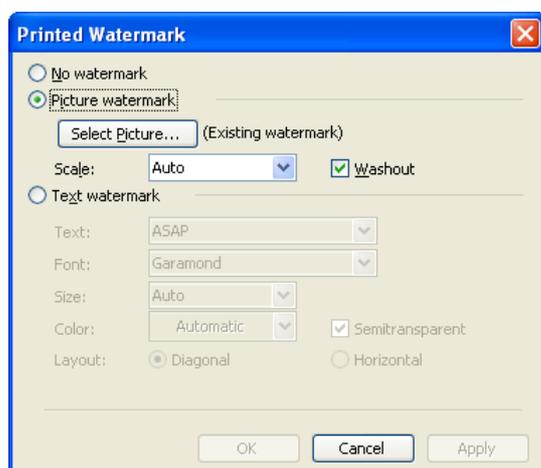


Figure 16: Picture or Text Watermarks

Entering & Modifying Text in a Document

Once you've defined the format for your document, you can enter text or modify any existing text. Whatever you type on the keyboard will appear on your screen. Use your mouse to position the cursor & to highlight words you want to remove with the delete key. The tab key will indent text & caps lock will change to exclusively uppercase.

Copying Text

You can copy text from 1 part of your document to another, or from 1 document to another, or even from 1 product (such as a spreadsheet or photo) to another. When you copy text it will remain in its original location in the document, but it will also be placed on a clipboard, for future use. When you close the WORD program, the contents of its clipboard are usually lost.

Copying to a new location involves a 2-step process using the Edit functions Copy & Paste. First, highlight the section you want to copy with your cursor, then

- ❖ Click on Edit at the MenuBar
- ❖ Click on Copy from the dropdown menu

Pasting Text

When you are ready to place the copied text in its new location (or document), position the cursor to that location, then

- ❖ Click on Edit at the MenuBar
- ❖ Click on Paste from the dropdown menu

A simple paste operation will retain the same formatting of the original text. You can specify a different format for the contents in its new location, however.

To alter the formatting of copied text, position the cursor to its destination, then

- ❖ Click on Edit at the MenuBar
- ❖ Click on Paste Special from the dropdown menu
- ❖ Highlight the new formatting option you prefer
- ❖ Click on OK to close the dialog box

Moving Text

You can move text from its original location to a new one through a different 2-step process, Cut & Paste.

To eliminate text from 1 section of your document, highlight the text, then

- ❖ Click on Edit at the MenuBar
- ❖ Click on Cut from the dropdown menu
- ❖ Position your cursor to the new location for the text
- ❖ Click on Edit at the MenuBar
- ❖ Click on Paste (or Paste Special) from the dropdown menu

Undoing or Repeating Keystrokes

If you make a mistake, you can often undo your most recent set of keystrokes. This feature won't work if you have saved your document, however. There is a limit to how far back you can restore a document. This is because WORD periodically saves your work to a temporary document, which it will use in a recovery process if you lose current & cannot save your document in time.

To restore text to a previous state,

- ❖ Click on Edit at the MenuBar
- ❖ Click on Undo Typing (or Undo Clear, Undo Formatting, etc.) from the dropdown menu
- ❖ Repeat this process until you have restored the original text
- ❖ If you go too far, click on Edit, then Redo from the dropdown menu

Sometimes it's convenient to repeat a set of keystrokes – especially if it involves special formatting commands.

To repeat keystrokes,

- ❖ Click on Edit at the MenuBar
- ❖ Click on Repeat Typing from the dropdown menu

Finding and Replacing Text

Just as you can find documents containing words or phrases from your desktop, you can also find words or phrases in an open document in WORD.

To find a word or phrase in your current document,

- ❖ Click on Edit at the MenuBar, then select Find from the dropdown menu
- ❖ On the Find tab of the dialog box, enter the word or phrase you want to search for in your document
- ❖ Click on More if you want to specify search options (such as matching case or whole words only, using wildcards, searching for homonyms, etc.)
- ❖ Click on Find Next
- ❖ To replace all or some instances of the found word or phrase, on the Replace tab, enter the desired replacement value
- ❖ Specify any search options
- ❖ Click on Find Next
- ❖ Click on Replace to substitute the current instance, or on Replace All to process all instances of the found word or phrase in your document

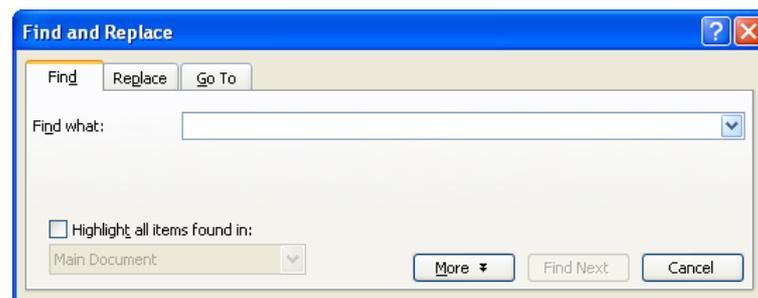


Figure 17: Finding & Replacing Text

Accessing Language Features

WORD has a variety of features to help you write professionally. You can write in any one of hundreds of languages & dialects. You can set WORD to automatically correct your spelling as you type. By default misspelled words will be underlined in red. Acronyms & unusual words may also be marked up in this way. WORD will underline in green all phrases or sentences containing grammatical errors. If you're writing in multiple languages, you can set the language separately for each document you're working on.

To check or set a document's language

- ❖ Click on Tools at the MenuBar
- ❖ Click on Language from the dropdown menu, then select Set Language
- ❖ Select your language
- ❖ Indicate whether WORD should perform spelling checks or automatically detect the language you're writing in
- ❖ Click on OK to close the dialog box

Symbols

You may need to include foreign words or other symbols not found on the standard keyboard in your document. For example, you may need © (a copyright symbol), € (a currency symbol), or Michèle (which includes an alphabetic presentation symbol).

To insert a symbol into your text, position your cursor where you want the symbol to appear, then

- ❖ Click on Insert at the MenuBar
- ❖ Click on Symbol from the dropdown menu
- ❖ On the Symbols tab select the subset of symbol that you need.
- ❖ Highlight the display box containing the symbol you want
- ❖ Click on Insert to close the dialog box

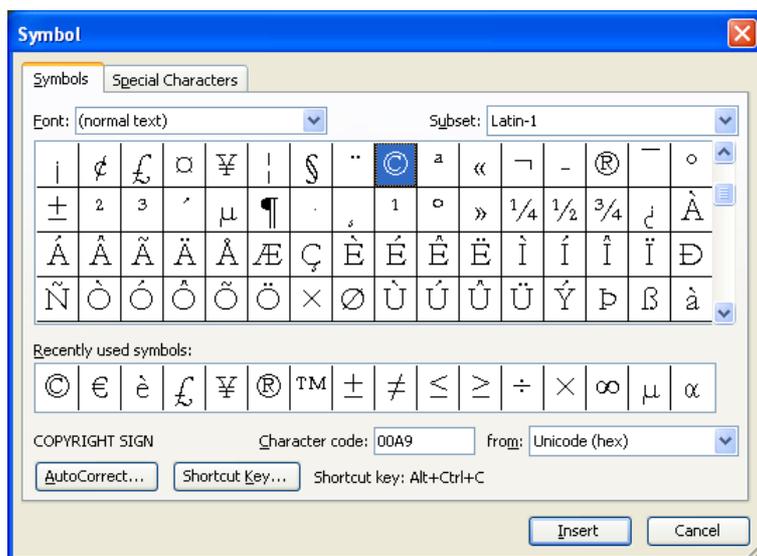


Figure 18: Symbols & Special Characters

Checking Spelling & Grammar

If you want to run an interactive spelling or grammar check on your document,

- ❖ Click on Tools at the MenuBar
- ❖ Click on Spelling and Grammar from the dropdown menu
- ❖ Errors will be highlighted & suggestions provided, but you must choose whether or not to accept or ignore the suggestions
- ❖ Click on OK to close the dialog box



Figure 19: Spelling & Grammar Check

Checking Word Counts

To check the word count of your document

- ❖ Click on Tools at the MenuBar
- ❖ Click on Word Count from the dropdown menu
- ❖ A dialog box will appear, listing the number of characters, words, lines, paragraphs will appear
- ❖ Click on Close to close the dialog box



Figure 20: Word Count

Using the Thesaurus

If you would like to find synonyms or antonyms (opposites) for a word in your document, you can use the thesaurus. If you're connected to the Internet, you can also search online dictionaries from this feature.

Highlight the word you would like to look up, then

- ❖ Click on Tools at the MenuBar
- ❖ Click on Language from the dropdown menu, then select Thesaurus
- ❖ A research box will appear at the right listing all of the definitions of the word & possible synonyms & antonyms.
- ❖ Click on the word from these lists that you prefer to substitute in your text

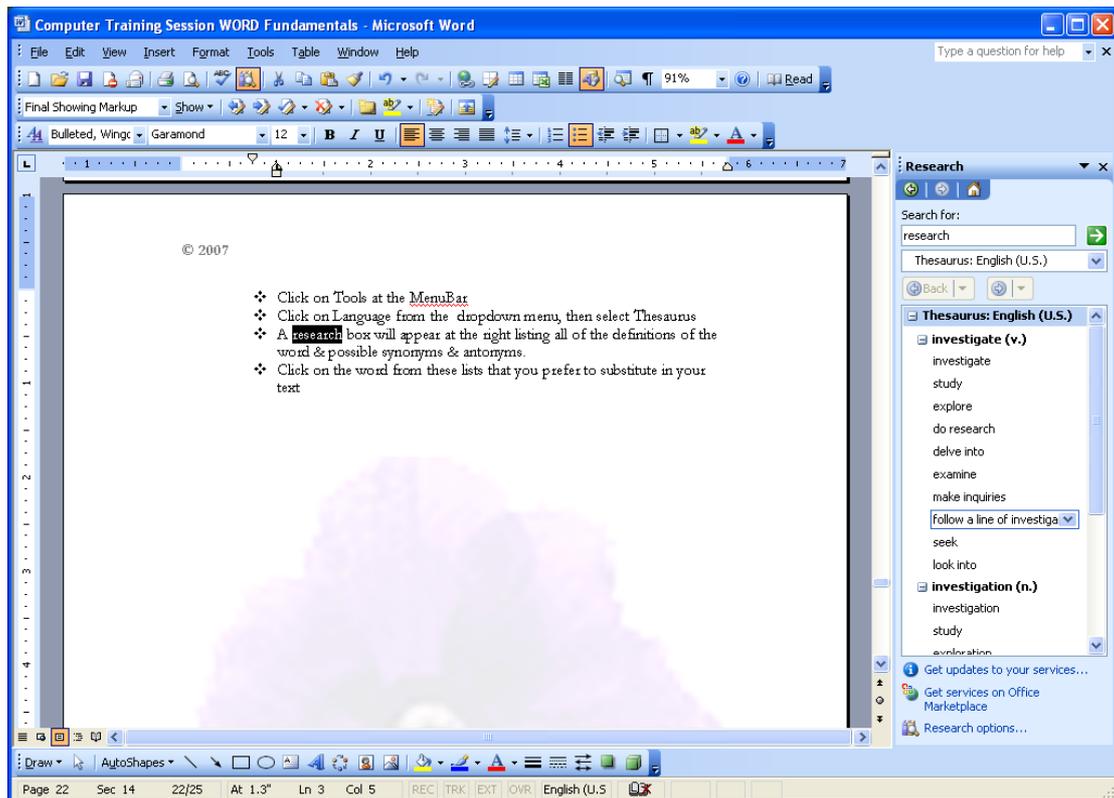


Figure 21: Using the Thesaurus

Working with Tables

If you have some data that you need to include in your document & it's more complex than a list, you can include a table. Tables are a good way to highlight important information. You can choose from a variety of table styles. You can either pre-define a fixed height & width for the columns & rows in your table or allow the contents of each cell to determine their size.

This sample table uses the Professional Style, with a variety of cell formats. It uses the AutoFit to Contents behavior feature. You can define each cell's font style & alignment separately.

Donor Organization		Amount in Ugandan Shillings
UNICEF	Bugiri District	84,211,200
	Busia District	136,000,000
	Moroto District	244,968,650
	Nakapiripirit District	244,968,650
Geneva Global		87,975,135
GOAL Uganda		137,781,915
Firelight Foundation		26,400,000
AJWS		52,200,000
FHI		119,990,000
NAADS Bugiri		6,883,700
MacKnight Foundation		30,065,000
TOTAL		1,171,444,250

Figure 22: Table of 2006 Donors

Defining a Table's Format

To insert a table into your document, position your cursor to the location where you want your table to begin, then

- ❖ Click on Table at the MenuBar
- ❖ Click on Insert from the dropdown menu



Figure 23: Inserting a Table

- ❖ Select the number of rows & columns you need for your table (remember to include a heading & totals row)
- ❖ Select an AutoFit behavior: Fixed Width, AutoFit to Contents or AutoFit to Window (page)
- ❖ Click on AutoFormat, then highlight the table style you prefer (you'll see a preview)

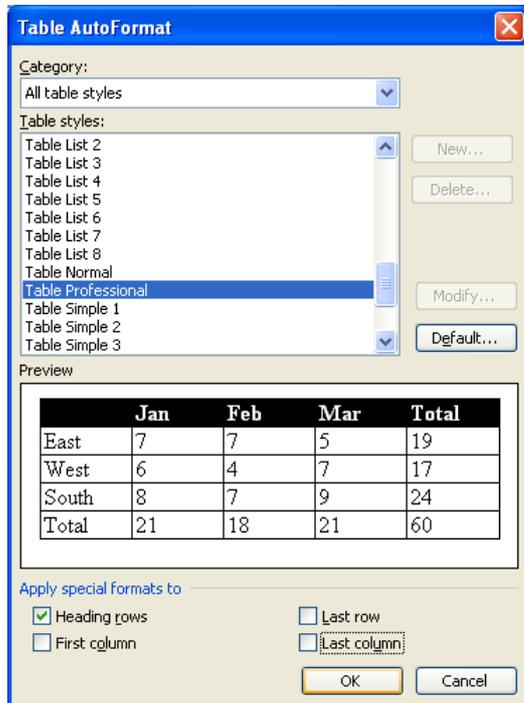


Figure 24: Table Formatting

- ❖ Check the boxes to apply any special formatting to the heading rows, last row, first column or last column in your table.
- ❖ Click on Apply

You now have an empty table in your document. You can enter information directly into each cell. By highlighting a cell (or row or column) you can define the font face, size & style. You can also set the alignment. In the sample table, the heading row & the last row use a larger font size & bold face. The second column (specifying the amounts) is aligned right. The table itself is aligned center to the page.

If you discover later on that you need to add columns or rows to your table, you can insert them. You can also remove columns or rows (including any data in them), with the delete function.

To add to your table, position your cursor in a cell, then

- ❖ Click on Table at the MenuBar
- ❖ Click on Insert from the dropdown menu
- ❖ Choose whether you want to insert empty columns to the left or the right of your selected cell, or empty rows above or below your selected cell

To remove from your table, position your cursor in a cell, then

- ❖ Click on Table at the MenuBar

- ❖ Click on Delete from the dropdown menu
- ❖ Choose whether you want to delete the entire table, that particular column, that particular row or cells. (If you choose cells, you can either shift remaining cells to the right or shift them up.)

Splitting Cells

Sometimes the data you need to enter into your table isn't uniform. Certain entries may require qualifying information, while others do not. So you might need to split some of the cells in your table to accommodate these differences. In the example on the previous page, UNICEF was the only donor to specify donations by district. So UNICEF's entry requires an extra column.

To accomplish this, we performed 2 steps. First, we split the first column in the first 4 rows (following the heading) into 2 columns. In the first column of the first row of data, we entered 'UNICEF'. In the second column we entered the names of the districts, a row at a time. Then we merged the first column in those 4 rows into a single cell, containing 'UNICEF'.

To split 1 or more cells, highlight them, then

- ❖ Click on Table at the MenuBar
- ❖ Click on Split Cells from the dropdown menu
- ❖ Indicate the number of rows & columns you would like to be contained in the(se) cells
- ❖ Specify whether or not any existing data in these cells should be merged
- ❖ Click on OK to close the dialog box

Merging Cells

Sometimes you need to consolidate several cells in a table, to reflect a consolidation of your data. If you have already typed information into these cells, you may lose some of it.

To merge several cells into a single cell, highlight them, then

- ❖ Click on Table at the MenuBar
- ❖ Click on Merge Cells from the dropdown menu

Sorting Table Data

Once you have entered the data into your table, you may discover that you prefer the rows to be in a different order. Rather than moving the contents around using copy & paste, you can sort the records in the table. There are some restrictions to this. If you have previously split or merged cells in a row, you will not be able to include this row in your sort.

To sort records in a table, highlight the rows you would like to sort, then

- ❖ Click on Table at the MenuBar
- ❖ Click on Sort from the dropdown menu

- ❖ Specify which column to sort on, the type of data in this column (text, date or number) & which order to use (ascending or descending)
- ❖ Specify up to 2 additional columns to sort on
- ❖ Identify whether or not your table has a header row.
- ❖ Click on OK to close the dialog box

This example shows the original table records sorted in descending order, by amount (column 2), but excluding the UNICEF entries, as those rows were merged.

Donor Organization		Amount in Ugandan Shillings
UNICEF	Bugiri District	84,211,200
	Busia District	136,000,000
	Moroto District	244,968,650
	Nakapiripirit District	244,968,650
GOAL Uganda		137,781,915
FHI		119,990,000
Geneva Global		87,975,135
AJWS		52,200,000
MacKnight Foundation		30,065,000
Firelight Foundation		26,400,000
NAADS Bugiri		6,883,700
TOTAL		1,171,444,250

Figure 25: Table of Donors Sorted by Donation Amount

Altering a Table's Properties

If your table becomes quite large & spans pages, you may need to change its characteristics to improve its appearance & readability. You can change an existing table definition using the Table Properties feature.

To change a table's, row's or column's definition, highlight it, then

- ❖ Click on Table from the MenuBar
- ❖ Select Table Properties from the dropdown list
- ❖ Alter the table's overall size, alignment, text wrapping, borders & effects, margins & line spacing from the Table tab
- ❖ Alter a row's characteristics (such as height, whether or not a header row should repeat at the top of each page, or whether or not the row can span pages) on the Row tab
- ❖ Alter a column's width on the Column tab
- ❖ Alter individual cell characteristics (such as width, alignment, margins & text spacing options) from the Cell tab

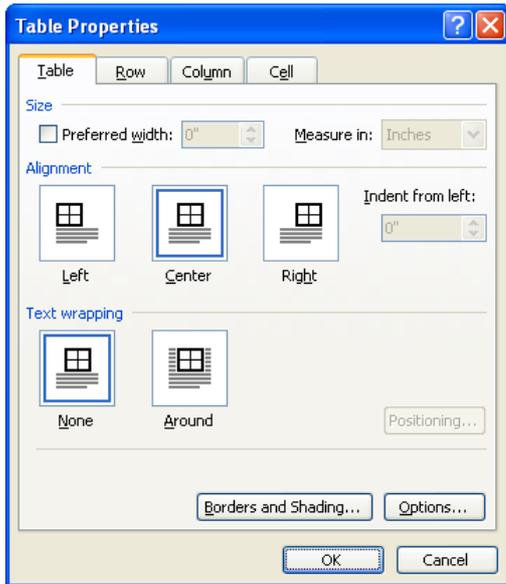


Figure 26: Table Definitions

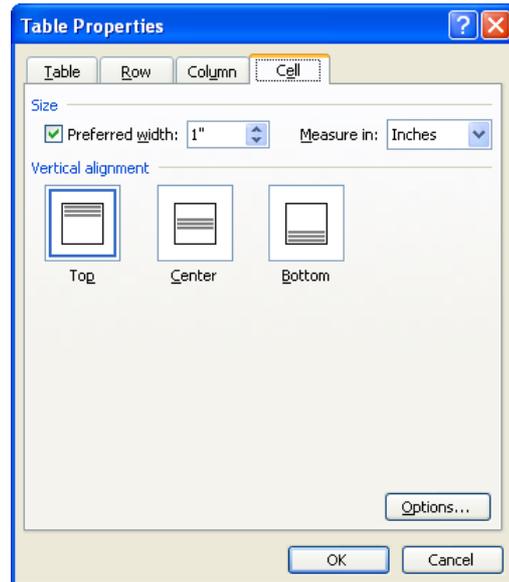


Figure 29: Cell Characteristics



Figure 27: Table Margin & Spacing

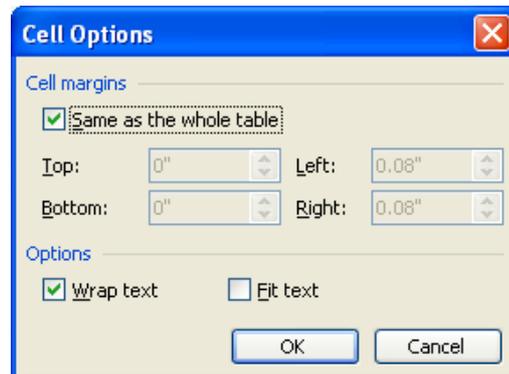


Figure 30: Cell Margins & Text Options

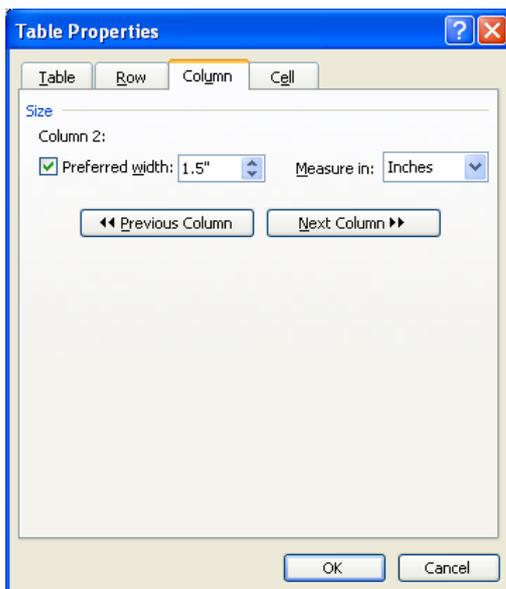


Figure 28: Column Characteristics

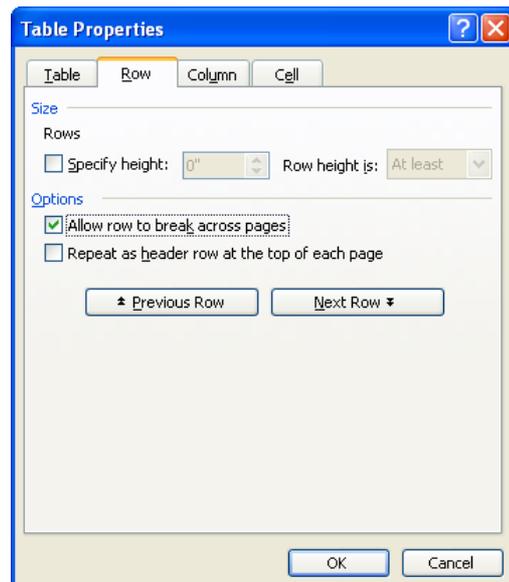


Figure 31: Row Characteristics