

Advanced Word Skills Tutor

[Personalize your Word Toolbars](#)

[Page Setup](#)

[Margins tab](#)

[Layout tab](#)

[Create columns](#)

[Use art from a file](#)

[Text wrapping](#)

[Resizing art](#)

[Adding a border](#)

[Cropping art](#)

[Create Text Boxes](#)

[Grouping and ordering Draw objects](#)

[Advanced features of Tables](#)

[Inserting a table](#)

[Inserting and deleting rows and columns](#)

[Merging and Splitting cells](#)

[Autoformatting tables](#)

[Using Table Properties](#)

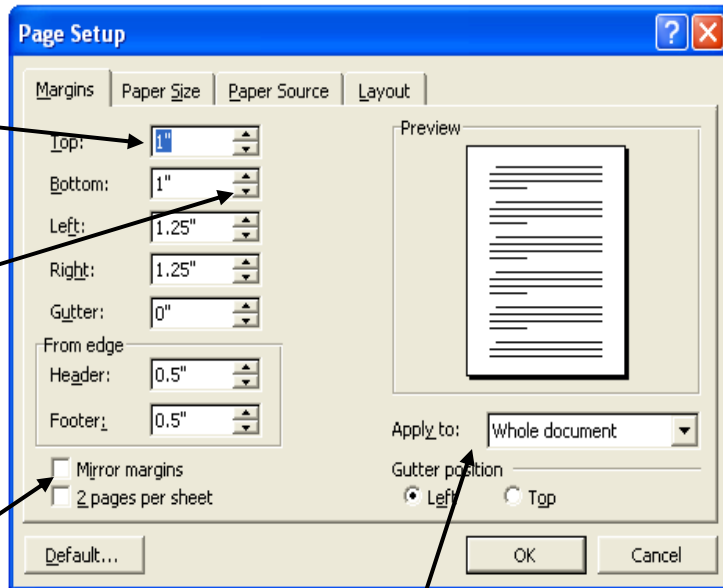
Page Setup

Tech Competency 1.2 covered the basics of Page Setup. In Competency 2.1 we will review setting margins and then cover how to create different headers and/or footers on different pages of a document. While this feature is not assessed, it is important to know!

Margins Tab

You can change the margins by highlighting the existing margin size and typing the new margin size.

Alternately, click on the up or down arrows next to each margin field to increase or decrease the margin size by 0.1" increments.



“Mirror margins” are used if you are binding the document. When it is checked, the Left and Right margins are replaced by Inside and Outside margins.

Be sure to select “Apply to Whole Document” if you want consistency throughout the entire document.

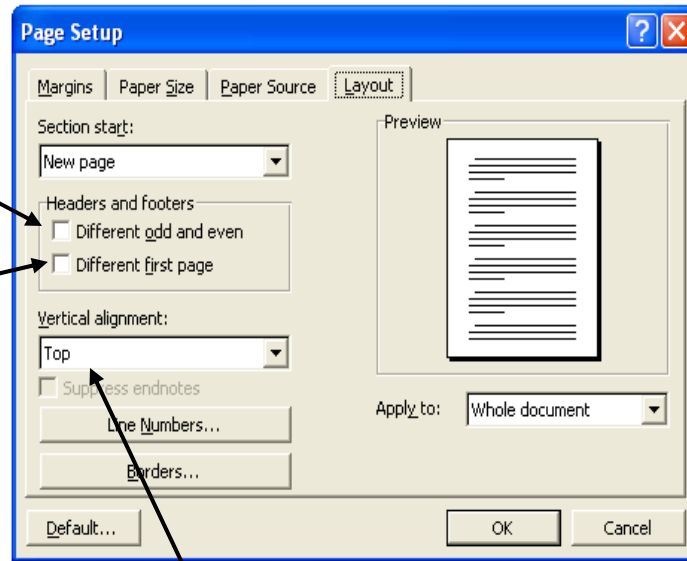
Layout Tab

The Layout Tab allows you to configure the headers and footers, and the vertical alignment of your document.

You can choose to have the headers and footers on odd-numbered pages different from those on the even-numbered pages.

Also, frequently, the first page's headers and footers will be different from those on subsequent pages.

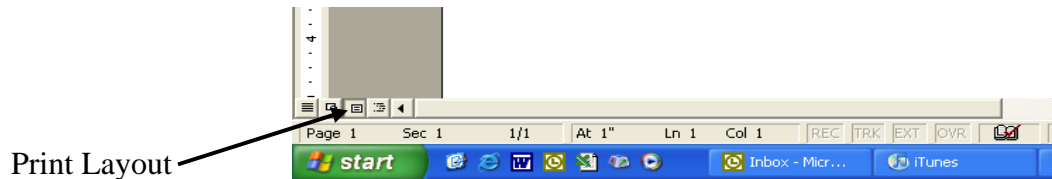
Tip: If you wish to have page numbers on each page but have chosen one of these two options, you will need to insert the page number in each header (or footer).



Vertical alignment allows you to center text vertically on the page. If you choose Bottom for the vertical alignment, the text will start at the bottom of the page and then get “pushed” up the page as you type.

Columns

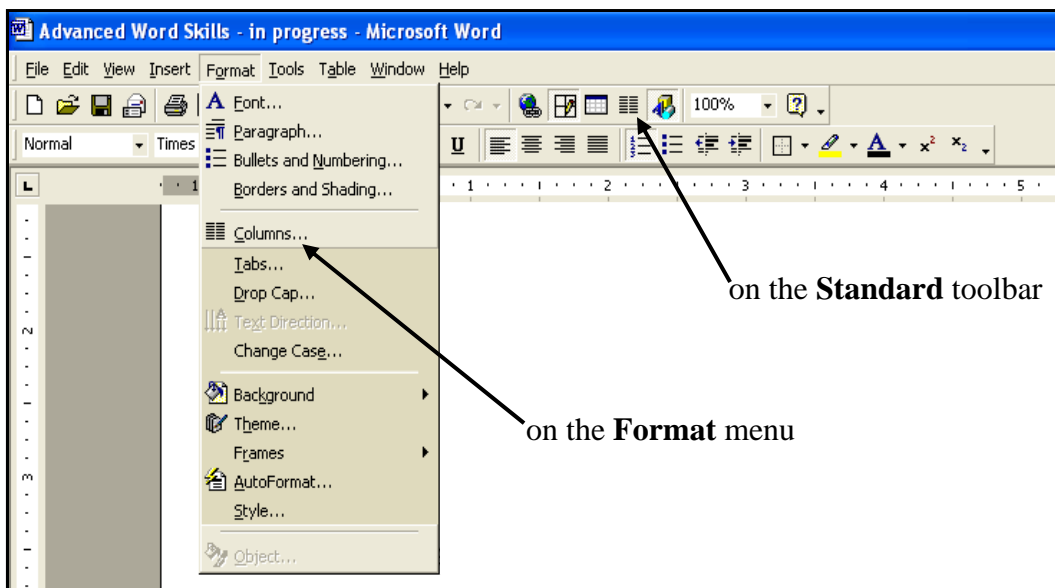
When working with columns, it is convenient to be in Print Layout view, as this enables the user to see what each page will look like when printed. To work in Print Layout view, go to **View → Print Layout**, or click the Print Layout button to the left of the horizontal scroll bar at the bottom of your document.



Formatting columns

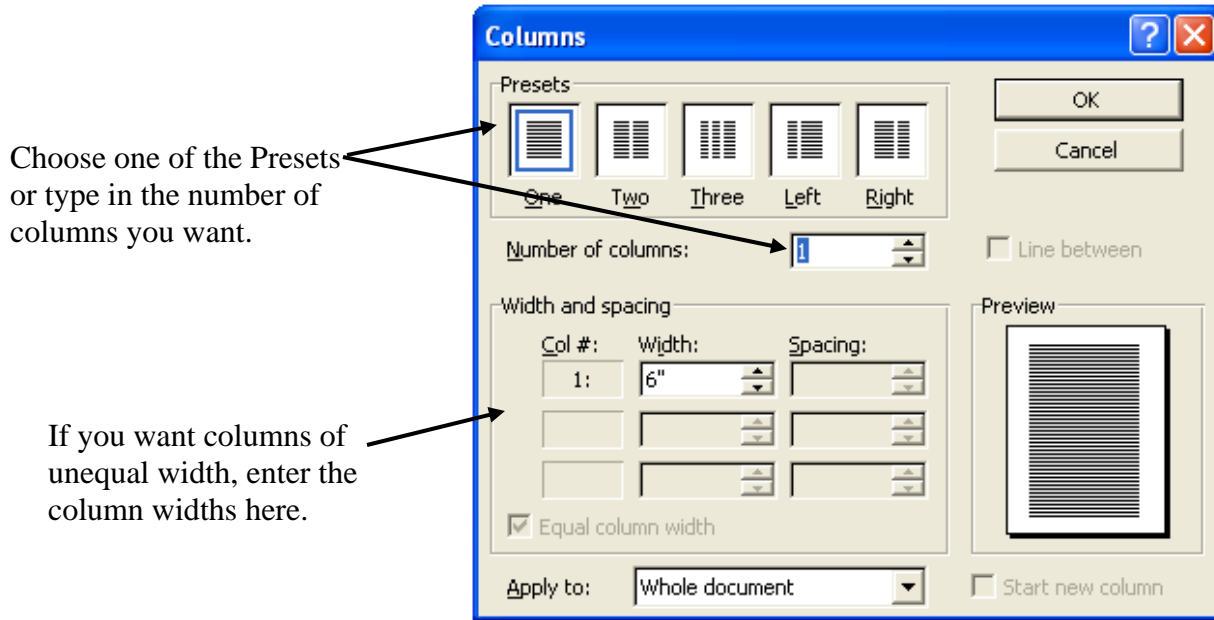
There are two ways of formatting text into columns:

1. The Columns button on the **Standard** toolbar can be used to put text into up to four, evenly spaced columns.
2. A greater range of options (up to twelve columns, columns of varying widths, etc.) is available by going to **Format → Columns**.



The following procedure is for using the **Format** menu, as that gives a greater range of options. If you use the Columns button, the procedure will be similar.

Begin by typing the text that you wish to place into columns. Highlight the text, then go to **Format** → **Columns**. Choose the desired number of columns using the presets at the top of the Columns dialog box or by typing in the number of columns you wish. If you want the columns to be of unequal width, indicate that in the lower left portion of the Columns dialog box.



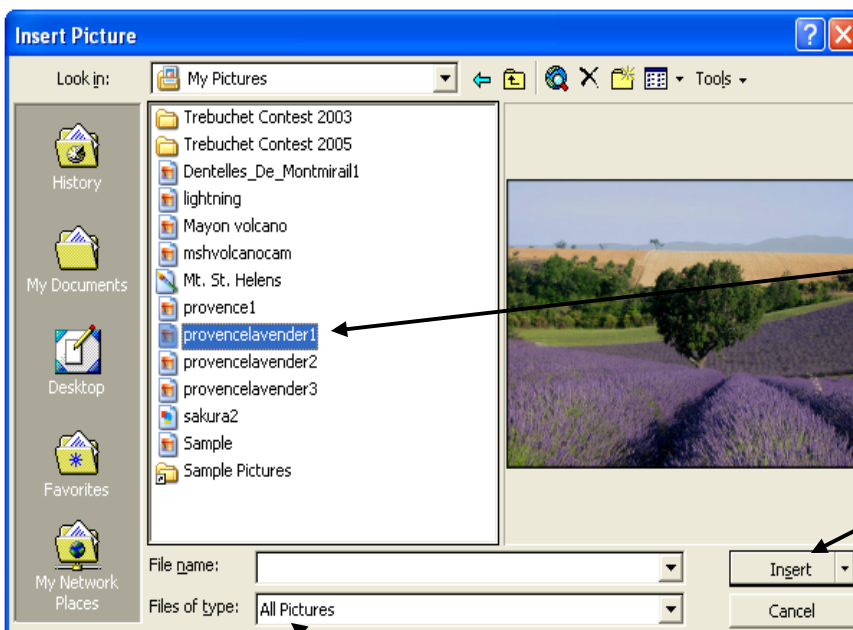
Note: Make sure to highlight the text you wish to place into columns. If no text is highlighted, it will apply the column format to the entire document.

When text is placed into columns, Microsoft Word automatically adjusts the column breaks so that the columns are even heights. You can overrule the column breaks by going to **Insert** → **Break** → **Column break**.

Adding Art from Files

Word allows you to import graphics from external sources such as a disk, CD-ROM, or your “My Pictures” folder. This is not the same as adding graphics from the Clip Art Gallery.

1. Go to **Insert** → **Picture** > **From File**.
2. Navigate to the graphic you want to insert using the Insert Picture dialog box.
3. Select the graphic.
4. Click on the Insert button.



Select your graphic.

Click here when done.

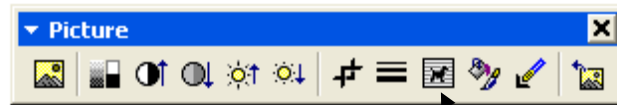
Note: You may have to select “All Pictures” in the **Files of type:** field located at the bottom of the dialog box to view all graphics in your My Pictures folder.

Formatting Your Graphic

Once you have inserted your graphic, you can format the graphic using the **Picture** toolbar or by right clicking on the graphic and selecting Format Picture... (this opens a Format Picture dialog box). This tutorial will cover using the **Picture** toolbar. Feel free to explore the other method on your own! Remember that if the **Picture** toolbar is not already showing, you may turn it on by going to **View** → **Toolbars**.

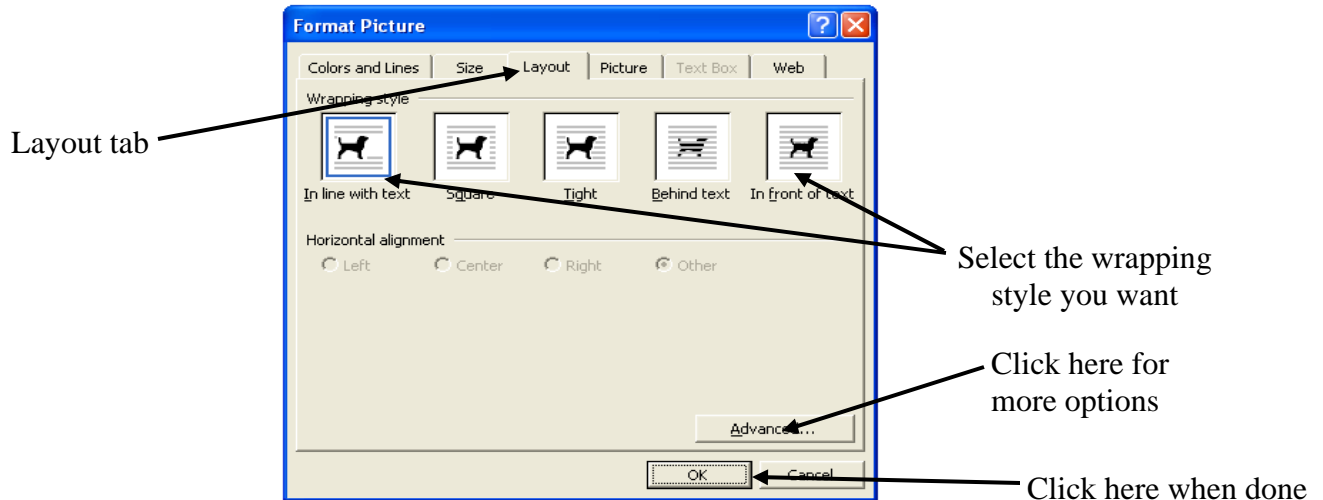
Text Wrapping

Text wrapping affects how your picture interacts with the text on the screen. If you are using the **Picture** toolbar click on your graphic to select it (you should see handles), and then click on the **Text Wrapping** tool and drag down to your wrapping choice.



Text Wrapping

If you are using the Format Picture dialog box (right click or double click on your graphic), select the **Layout** tab.

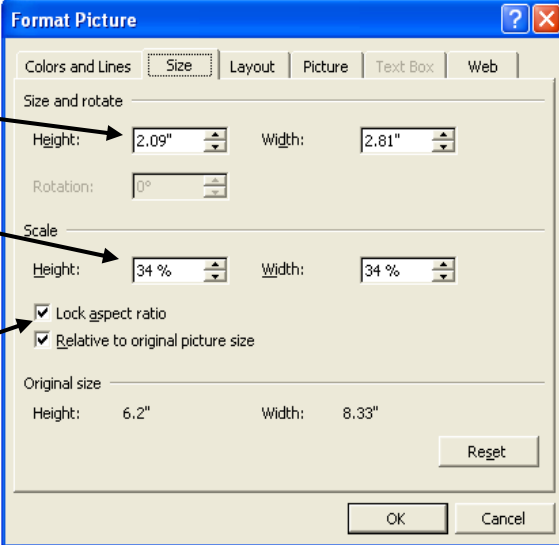


Tip: To see a pop-up box that explains what each wrapping option does, highlight the option and press the Shift - F1 keys. This works with either method.

Resizing Graphics

Graphics can be easily resized by clicking and dragging the “handles” on the graphic. Drag the corner handles while resizing to keep the width and height proportions relative. If you drag a side handle, as opposed to a corner handle, it may distort the image.

Another way to resize graphics is to use the Format Picture dialog box to enter exact measurements. As long as the “Lock aspect ratio” box is checked, you only need to enter the height or the width, and Word will automatically calculate the other dimension. By adjusting the percentages in the Scale portion of the dialog box, you can reduce or enlarge the graphic to a specific percentage of the original size of the graphic.



Enter the exact size here.

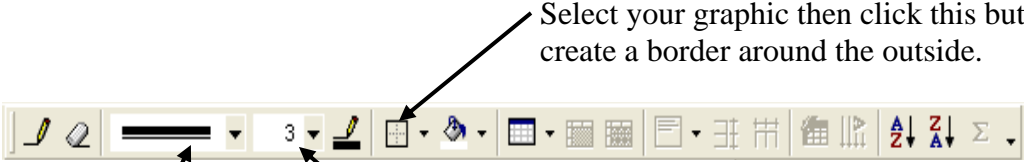
Reduce or enlarge to a specific percentage of the original size.

If this box is checked, the shape of the image will not change, just the size.

The screenshot shows the 'Format Picture' dialog box with the 'Size' tab selected. The 'Size and rotate' section has 'Height' set to 2.09" and 'Width' to 2.81". The 'Scale' section has 'Height' and 'Width' both set to 34%. The 'Lock aspect ratio' and 'Relative to original picture size' checkboxes are checked. The 'Original size' section shows 'Height: 6.2"' and 'Width: 8.33"'. A 'Reset' button is at the bottom right. Arrows point from the text annotations to the Height and Width input boxes, the Scale percentage boxes, and the 'Lock aspect ratio' checkbox.

Adding a border to your graphic

It can be surprisingly difficult to add a border to some graphics. The easiest way is to use the **Tables and Borders** toolbar to add a border.



Select your graphic then click this button to create a border around the outside.

Change the line thickness here.

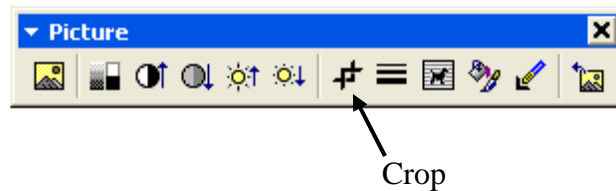
Change the line style here.

The screenshot shows the 'Tables and Borders' toolbar. The 'Border' button (a square with a border) is highlighted with an arrow. The 'Line thickness' dropdown is set to '3' and the 'Line style' dropdown is set to a solid line. Arrows point from the text annotations to these three elements.

Cropping Graphics

Word has a cropping feature that allows you to trim or cut off vertical and/or horizontal edges.

To crop a graphic with the Crop tool on your **Picture** toolbar, first select the graphic to be cropped (you will see “handles”). Next, click on the Crop tool. Then, click and drag the image handles. Unlike when you resize an image, dragging the handles with the Crop tool cuts off anything outside of the new dimensions of the image.



Note: You can use the cropping tool to restore cropped images if you change your mind. Just click on the cropping tool and drag the handles back out. Deselect the cropping tool on the picture tool bar when finished.

To crop using the Format Picture dialog box, select the Picture tab and then type in the amount you wish to cut off of each side of the image. This method is particularly good if you are trying to get your image to fit a particular size. The toolbar method is better if you are trying to focus in on a particular part of the image.

Adding Text Boxes

Text boxes are containers for text that can be positioned on a page and sized to fit your needs.

To add a text box, click on the **Text Box** tool on the **Drawing** toolbar. Then, click and drag in your document where you want to insert the text box.



Text Box

Tip: You can use the options on the **Drawing** toolbar to enhance a text box — for example, change the fill or font color — just as you can with any other drawing object. You can also select text wrap options as you would a graphic (see above).

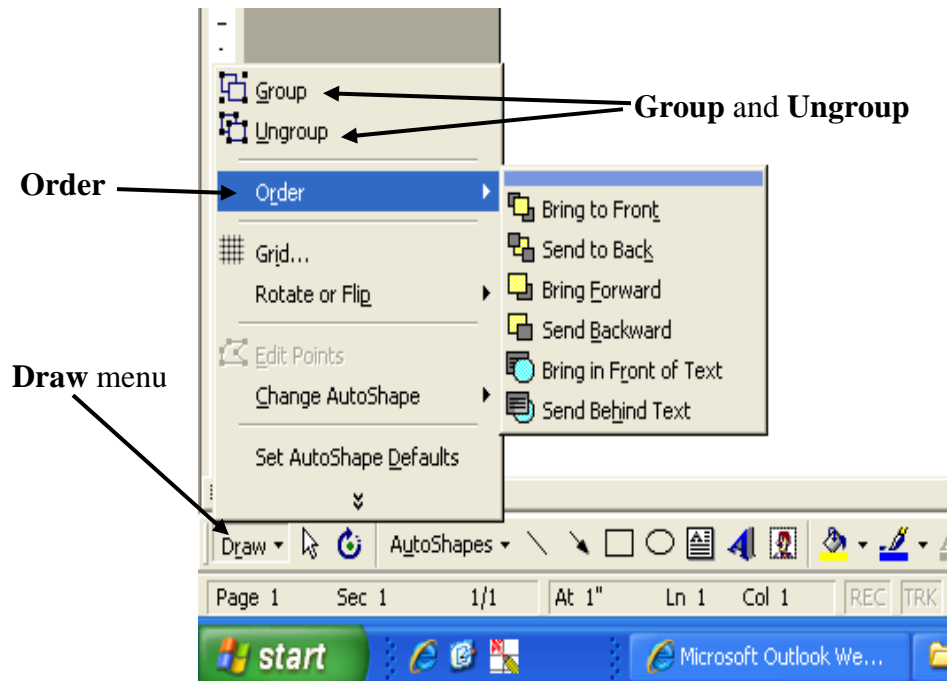
To move or resize a text box, click on its border. To edit its properties, double click on the border, or right click and select Format Text Box.... To delete an unwanted text box, click on the border (to select the text box) and press your **Delete** key.

Grouping, Ungrouping, and Ordering Items

Sometimes you would like several **Draw** objects such as text boxes and graphics to be grouped together as one object for ease in moving them within your document or to copy and then paste them into another document. For instance, a series of evenly spaced horizontal and vertical lines can be drawn to create a grid for graphing, but you don't want any of the lines to get moved on its own, because that would mess up the spacing.

Select the items you wish to group together, by holding the shift key down as you click on each item. Then, go to **Draw** → **Group** on the **Drawing** toolbar to group them together. They will now behave as a single object. If you need to edit any of the items, you will need to ungroup them by going to **Draw** → **Ungroup**.

To control which items are on top when they overlap, select an item (they must be ungrouped for this to work), and then go to **Draw** → **Order** → **Bring Forward** if you want to move the object more towards being on top, or **Draw** → **Order** → **Send Backward** if you want it more towards underneath. The options **Bring to Front** and **Send to Back** will make the item the very top or very bottom object of all of the items on the screen.



Advanced Features of Tables

Inserting Tables

Use the Insert Table tool on the formatting toolbar or the **Table** menu to insert a table in Word. (These skills were covered in Technology Competency 1.2 – Beginning Word.)

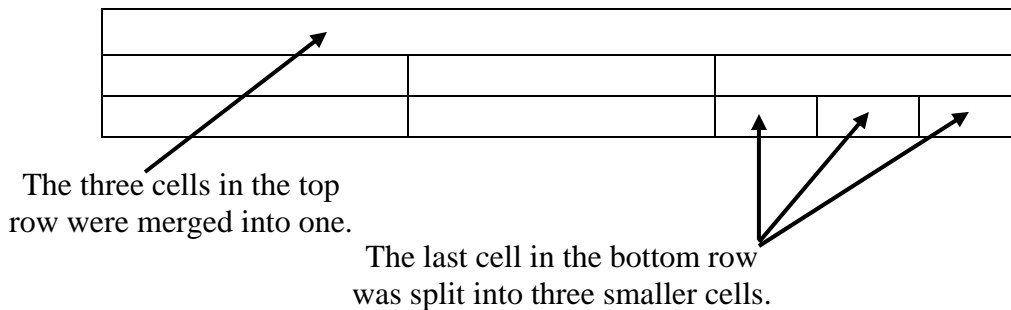
Add or Delete Rows or Columns in a Table

In order to add rows or columns to a table, first select the *same number* of rows or columns as the number of rows or columns you want to insert (click and drag to highlight rows or columns, or use the arrow shaped cursor to the left or top of the table). Next, go to **Table → Insert**, and then select the **Insert** command you want. You can choose to insert columns to the left or to the right of the columns you selected, or to insert rows above or below the rows you selected. If you choose to just insert cells, Word will ask if you wish to shift the existing cells down or to the right in order to make room for the inserted cells.

If you wish to remove cells, rows or columns in a table, select the cells, rows or columns and then go to **Table → Delete** and then select the **Delete** command you want (cells, rows, or columns). If you are removing cells, you need to tell Word whether to shift the surrounding cells up or to the left to fill the space.

Merging and Splitting Cells in Tables

You might occasionally want to merge or split cells in a table. Merging the top row is an easy way to add a title to a table. See example below.



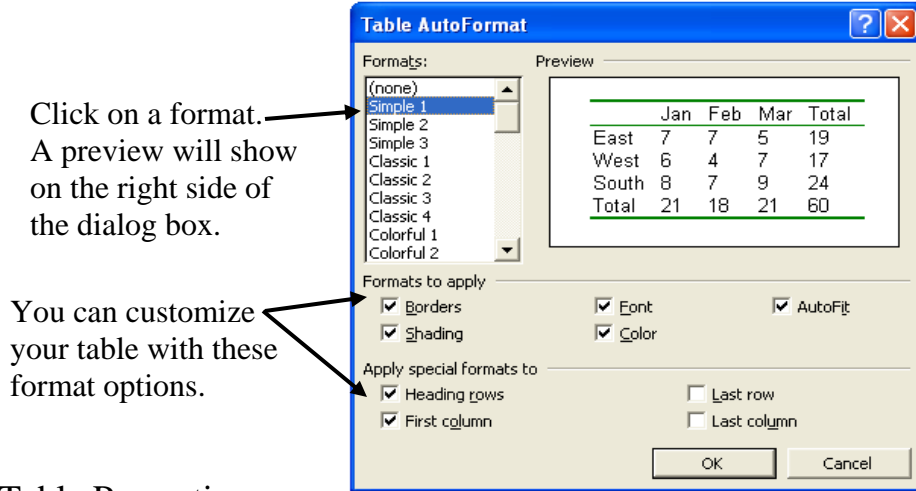
The three cells in the top row were merged into one.

The last cell in the bottom row was split into three smaller cells.

To merge cells, highlight the cells you want to merge, and then go to **Table → Merge Cells**. To split cells, highlight the cells you want to merge, and then go to **Table → Split Cells**.

Table AutoFormat

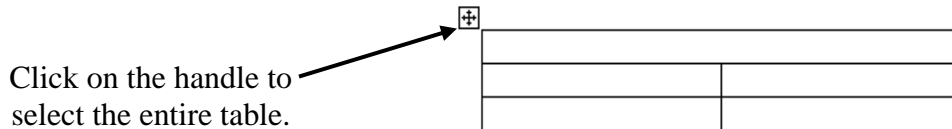
Word offers a variety of formats for your table, available using the **AutoFormat** feature. To use **AutoFormat**, go to **Table → Table AutoFormat**.



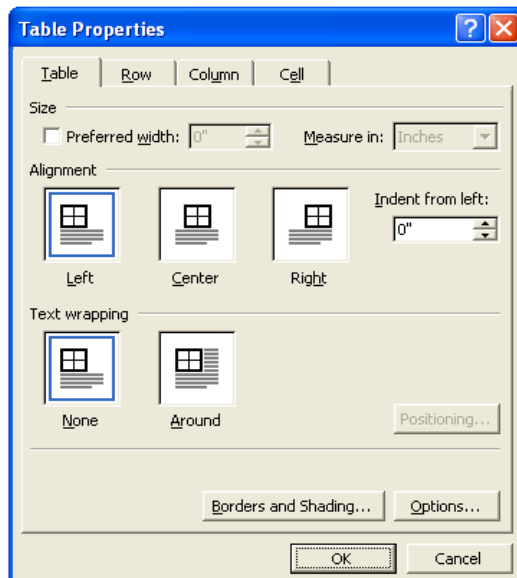
Use Table Properties

Use “**Table Properties**” to format table cells to an exact height and width.

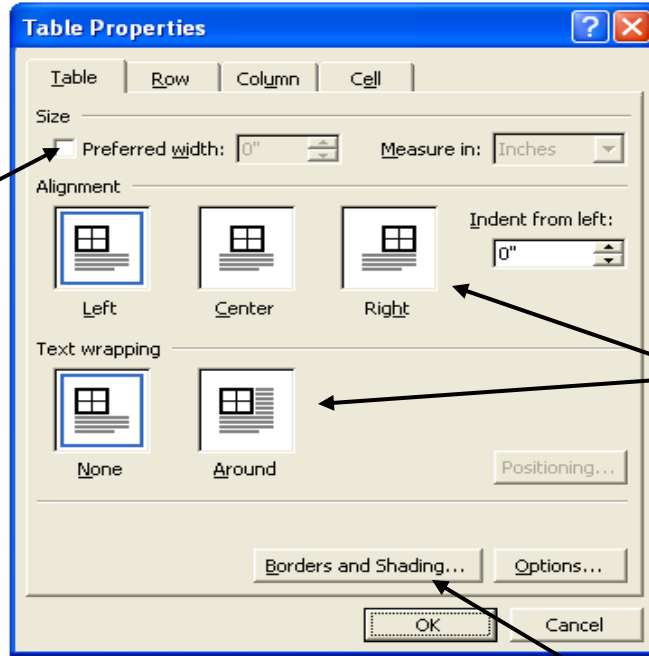
1. Select your entire table (click and drag over all cells or click on the moving handle”)



2. Go to **Table → Table Properties** or right click on your table and select **Table Properties**.
3. This will open the Table Properties dialog box.



The Table Tab

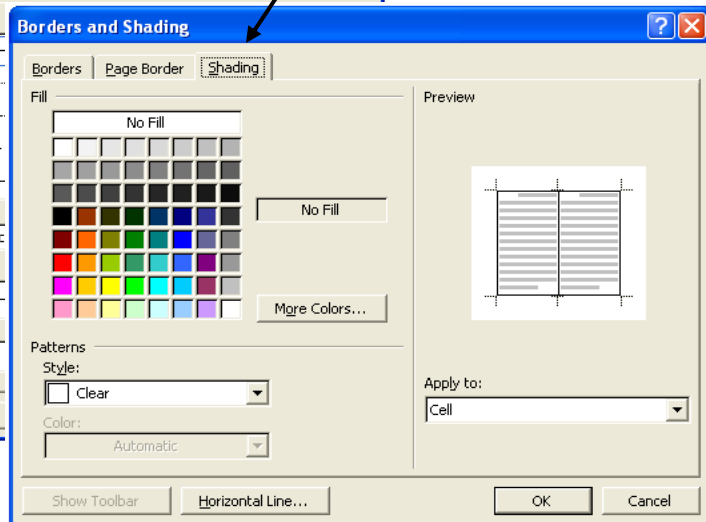
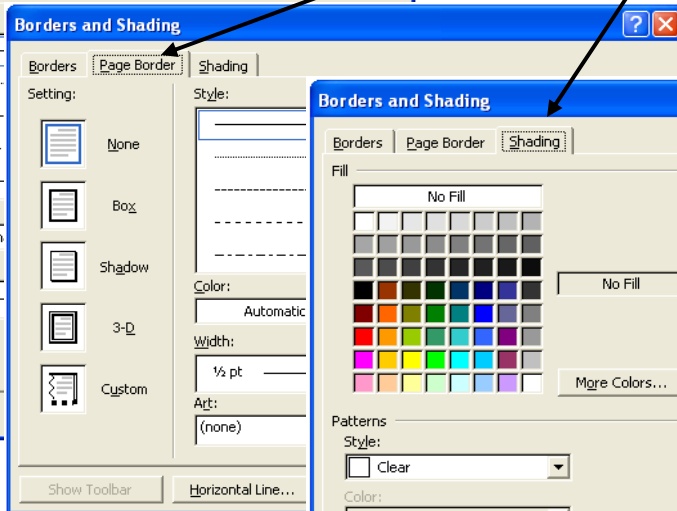
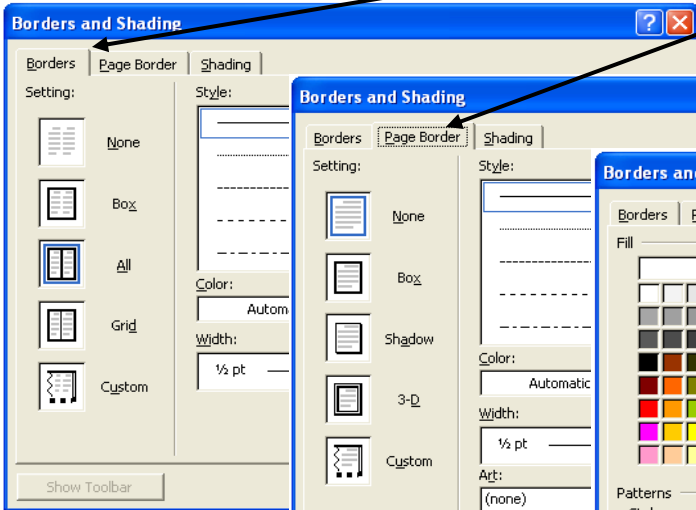


Check this box and enter the width if you have a particular size of table in mind.

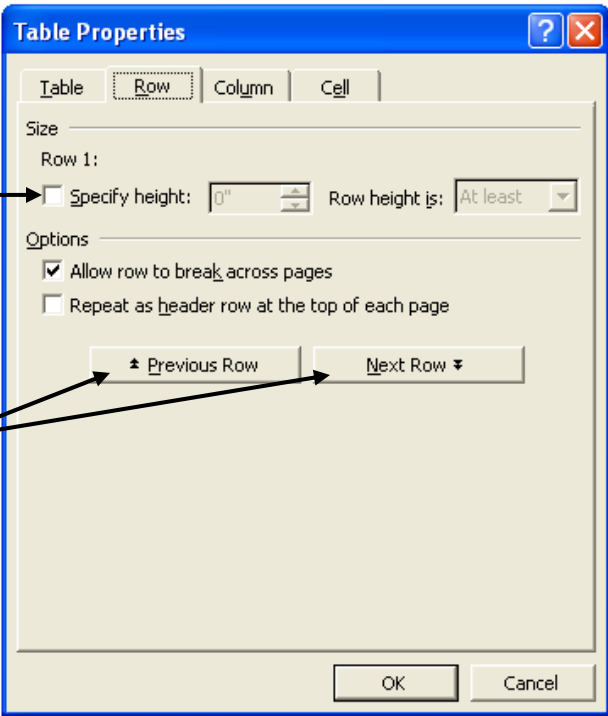
Select the options you want to control how the table is placed on the page and interacts with text.

Click here to:

- create borders around your table
- create a border around the entire page
- fill cells with a background color.



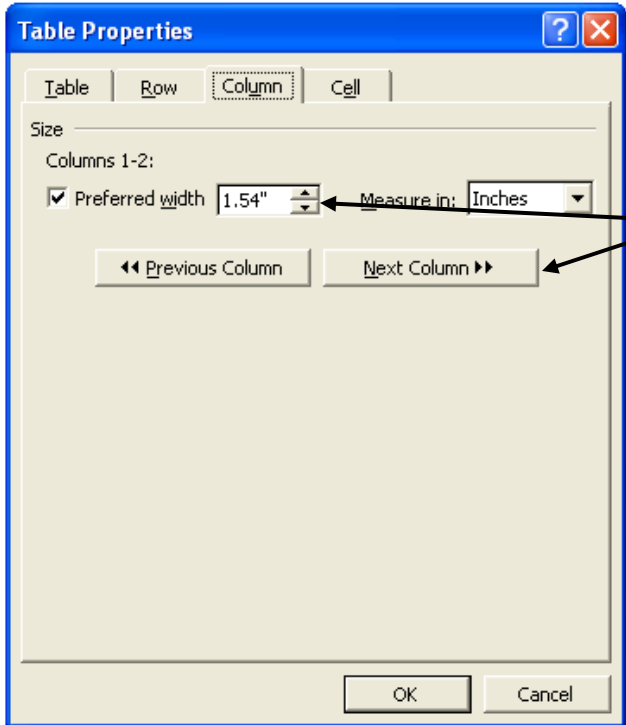
The Row and Column Tabs



The screenshot shows the 'Table Properties' dialog box with the 'Row' tab selected. The 'Size' section includes a 'Specify height' checkbox, a text box with '0"', and a 'Row height is' dropdown menu set to 'At least'. The 'Options' section has two checkboxes: 'Allow row to break across pages' (checked) and 'Repeat as header row at the top of each page' (unchecked). Navigation buttons for 'Previous Row' and 'Next Row' are visible.

You can specify an exact height for the selected row(s) here.

Click these buttons to move to the previous row or the next row.



The screenshot shows the 'Table Properties' dialog box with the 'Column' tab selected. The 'Size' section includes a 'Preferred width' checkbox (checked), a text box with '1.54"', and a 'Measure in' dropdown menu set to 'Inches'. Navigation buttons for 'Previous Column' and 'Next Column' are visible.

The Column tab works essentially the same way.

The Cell Tab

You can specify the width of the selected cells.

Note: You must select one or more columns or the entire table to use this. You cannot have one cell narrower than the rest of the cells in the same column.

Vertical alignment controls where text is placed within a cell.

