

Unit 1: TABLE CREATION IN WORD**Minimum Level of learning**

- ❖ Student should be able to create a time table of their class in word.
- ❖ Student should be able to create a greeting card using page borders and other options.

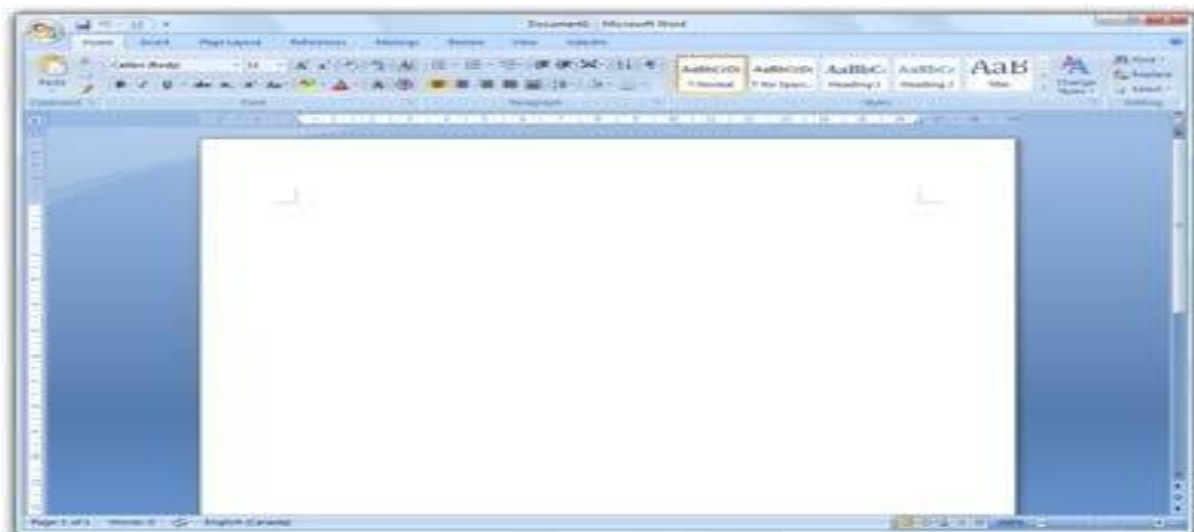
In This unit

Inserting Tables
Selecting no of rows and Columns
Inserting new row and Column
Merging the cells.
Filling the color in cells.
Alignment in the table(vertical and horizontal)
Table borders
Draw Table

Introduction:-

Dear Students, in this unit, we will learn about the tables in MS-word. First we are going to see “what is MS-word actually”

Microsoft Word or **MS-WORD** (often called **Word**) is a graphical **word** processing program that users can type with. It is made by the computer company **Microsoft**. The purpose of the **MS Word** is to allow the users to type and save documents. Similar to other **word** processors, it has helpful tools to make documents.



Microsoft Word 2007

Students currently there are many version of MS-Word is available in the market like Office 2003, 2007, 2010, 2013 etc. here we are considering MS-word 2007 version.

Inserting Tables

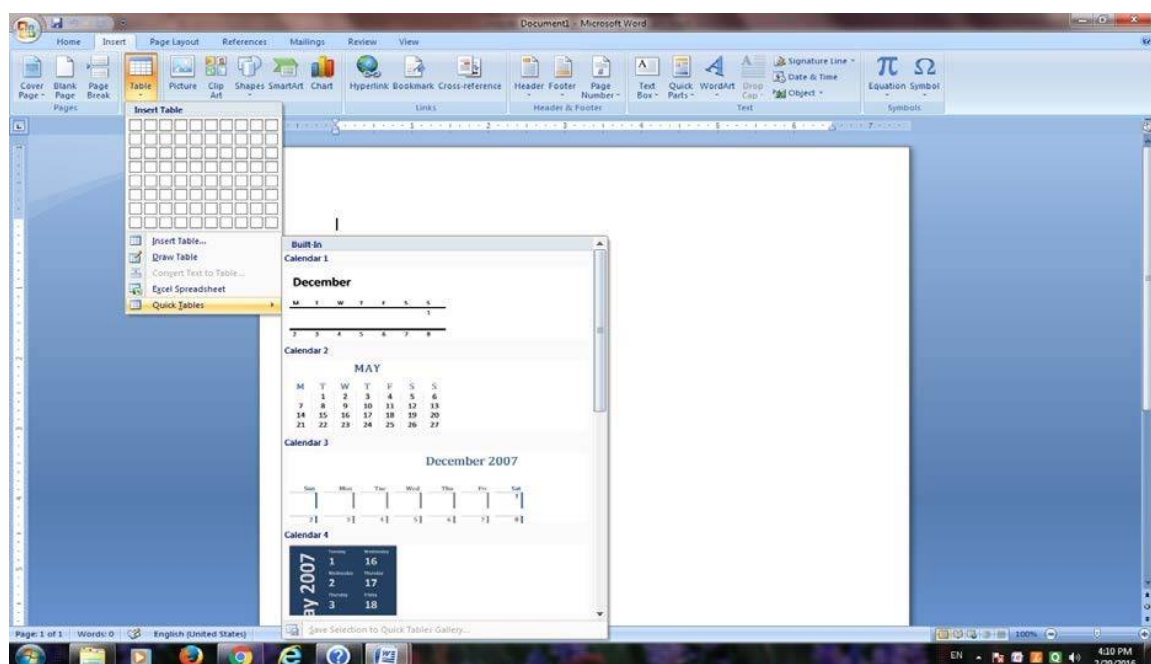
In Microsoft Office Word 2007, you can insert a table by choosing from a selection of preformatted tables — complete with sample data — or by selecting the number of rows and columns that you want. You can insert a table into a document, or you can insert one table into another table to create a more complex table. There are 3 ways by which you can insert a table in the document and these 3 ways are as following:-

Selecting no of rows and Columns

(i) Use table templates

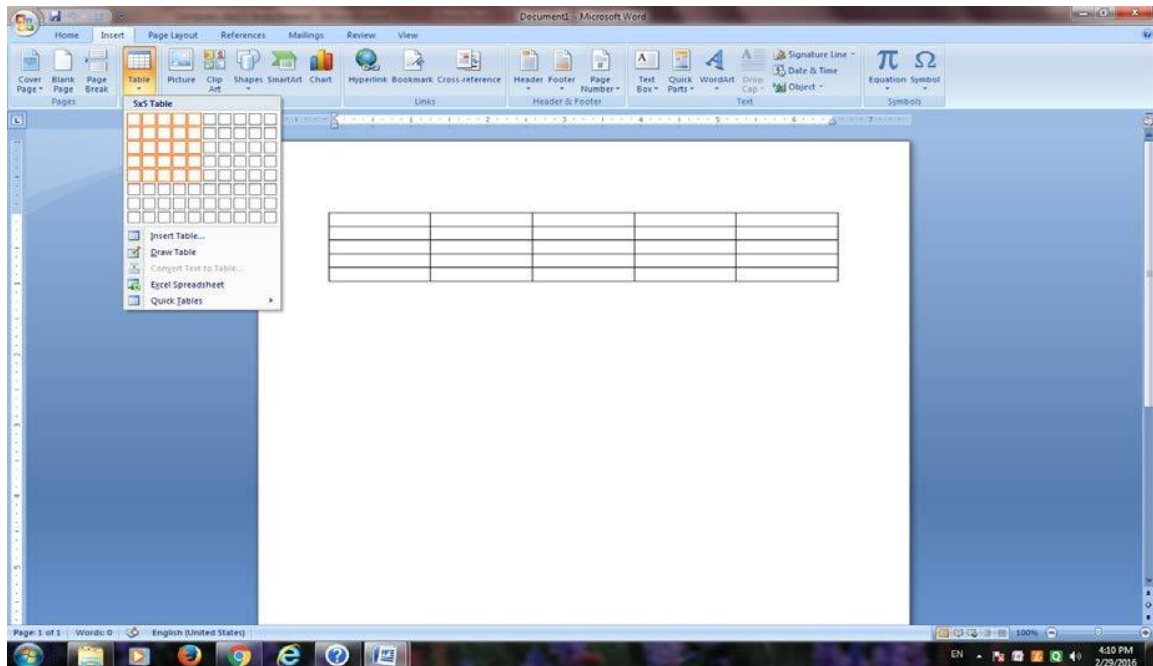
You can use table templates to insert a table that is based on a gallery of preformatted tables. Table templates contain sample data to help you visualize what the table will look like when you add your data.

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, and then click the template that you want.



(ii) Use the Table menu

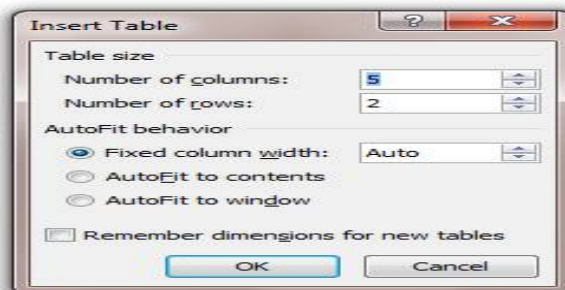
1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, drag to select the number of rows and columns that you want.



(iii) Use the Insert Table command

You can use the **Insert Table** command to choose the table dimensions and format before you insert the table into a document.

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Insert Table**.
3. Under **Table size**, enter the number of columns and rows.
4. Under **AutoFit behavior**, choose options to adjust the table size.



Inserting new row and Column:-

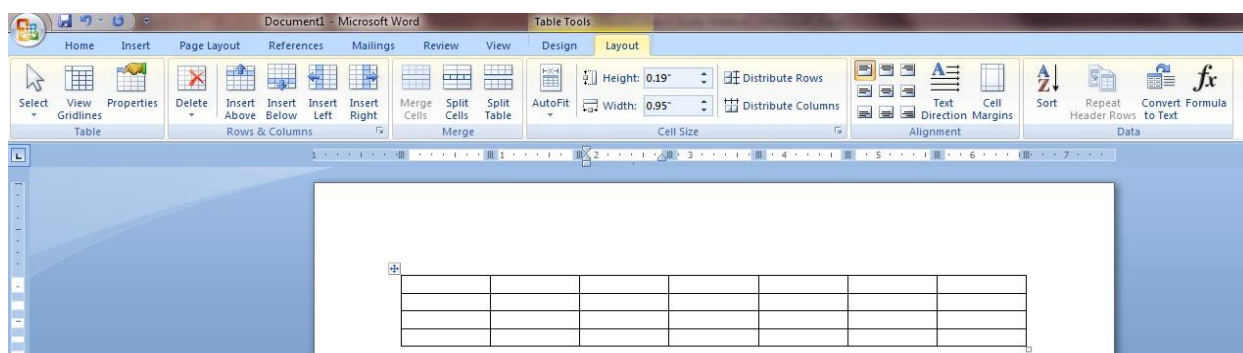
After inserting a table if you want to add/insert new row or new column then you can follow the following procedure:-

Add a row above or below

1. Click in a cell above or below where you want to add a row.
2. Under **Table Tools**, on the **Layout** tab, do one of the following:
 - To add a row above the cell, click **Insert Above** in the **Rows and Columns** group.
 - To add a row below the cell, click **Insert Below** in the **Rows and Columns** group.

Add a column to the left or right

1. Click in a cell to the left or right of where you want to add a column.
2. Under **Table Tools**, on the **Layout** tab, do one of the following:
 - To add a column to the left of the cell, click **Insert Left** in the **Rows and Columns** group.
 - To add a column to the right of the cell, click **Insert Right** in the **Rows and Columns** group.

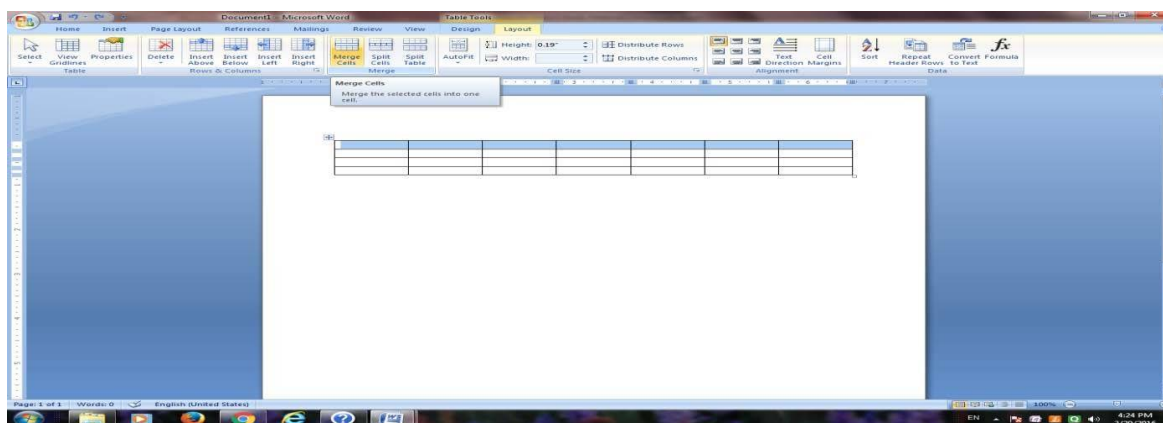


Merging the cells.

Merge (Combine/Join) cells

You can combine two or more table cells located in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

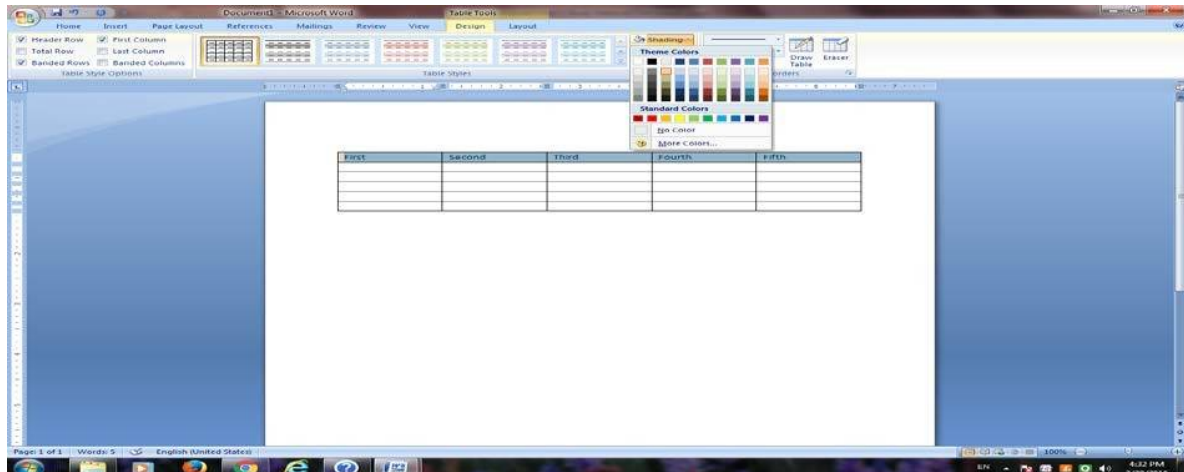
1. Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.



Filling the color in cells.

You can fill any color in a specific cell or group of cell to make it distinct from the other cell in the table by follow the following procedure;-

1. Select the cells that you want to fill with color by clicking the left edge of a cell and then dragging across the other cells that you want.
2. Under **Table Tools**, on the **Design** tab, click **shading** then select any color of your choice.



Alignment in the table (vertical and horizontal):-

Aligning text in columns and rows in Word is a matter of choosing how you want the text to line up vertically and how you want it to line up horizontally. Follow these steps to align text in a table:

1. **Select the cells, columns, or rows, with text that you want to align (or select your entire table).**
2. **Go to the (Table Tools) Layout tab.**
3. **Click an Align button (you may have to click the Alignment button first, depending on the size of your screen).**



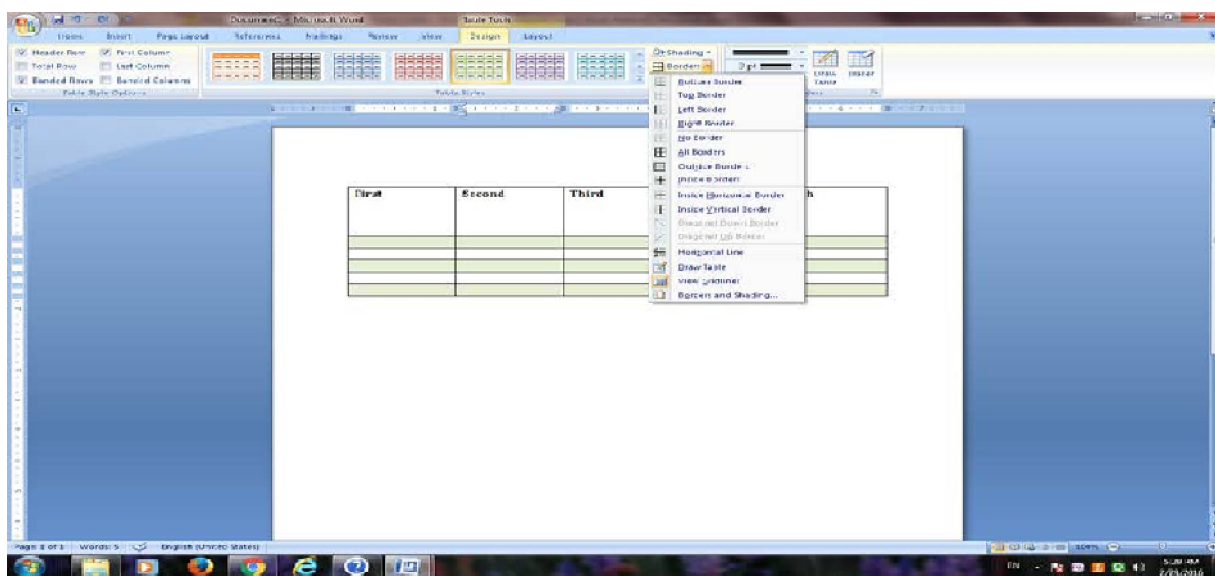
Word offers nine ways to align text

Table borders:-

When you add a border to a picture, text, or page, you can make those elements in your document stand out. You can do the same with the tables in your documents. You can add a border to a table by using the Border Styles, you can design your own custom border, or you can apply a pre-designed table style.

Add table borders

1. Under Table Tools, click the Design tab.
2. In the Table Styles group, click Borders, and then do one of the following:
 - o Click one of the predefined border sets.
 - o Click Borders and shading, click the Borders tab, and then choose the options that you want.



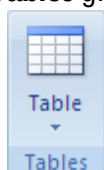
Remove table borders from the whole table

1. Under **Table Tools**, click the **Design** tab.
2. In the **Table Styles** group, click **Borders**, and then click **No Border**.

Draw Table:-

You can draw a complex table — for example, one that contains cells of different heights or a varying number of columns per row.

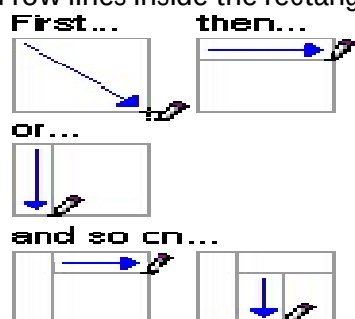
1. Click where you want to draw the table.
2. On the **Insert** tab, in the **Tables** group, click **Table**.



3. Click **Draw Table**.

The pointer changes to a pencil.

4. To define the outer boundaries of the table, draw a rectangle.
5. Draw column and row lines inside the rectangle.



6. To erase a line or block of lines, under **Table Tools**, on the **Design** tab, in the **Draw Borders** group,

click **Eraser** .

7. Click the line that you want to erase. When you are finished, click **Draw Table** to continue drawing the table.
8. When you finish drawing the table, click in a cell and start typing or insert a graphic.

Assignments:-

- ❖ Create a time table of your class in word using tables.
- ❖ Create a greeting card using page borders and other options.

Unit 2: MORE IN WORD

Minimum Level of learning

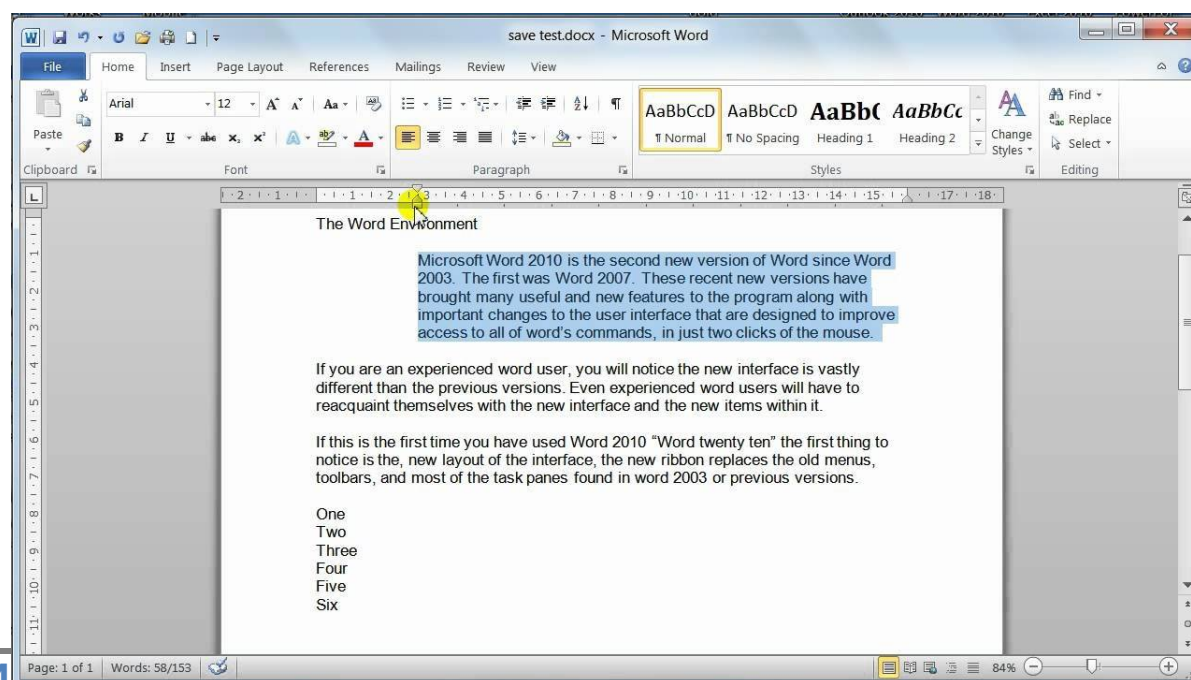
- ❖ Student should be able to create a time table of their class in word.
- ❖ Student should be able to create a greeting card using page borders and other options.

In This unit:-

Manipulating Paragraph
 Selecting
 Moving
 Copying
 Page Layout menu
 Margins Setting
 Orientation
 Paper size (Legal & A4)
 Page Borders
 Indentation
 Wrap Text / Positioning Image

Introduction:-

A **paragraph** in Word is any text that ends with a hard return. You can insert a hard return anytime by pressing the Enter key. **Paragraph formatting** lets you control the appearance. For example, you can change the alignment of text from left to center or the spacing between lines from single to double.



Manipulating Paragraph:-**Selecting:-**

You can select a paragraph on one page and a sentence on a different page. you can select the paragraph by using mouse or by using the keyboard.

Select text by using the mouse:-

(i) To select an entire document, do one of the following:

- On the **Home** tab, in the **Editing** group, click **Select**, and then click **Select All**.



- Move the pointer to the left of any text until it turns into a right-pointing arrow, and then triple-click.

(ii)(ii)

To select	Do this
Any amount of text	Click where you want to begin the selection, hold down the left mouse button, and then drag the pointer over the text that you want to select.
A word	Double-click anywhere in the word.
A line of text	Move the pointer to the left of the line until it changes to a right-pointing arrow, and then click.
A sentence	Hold down CTRL, and then click anywhere in the sentence.
A paragraph	Triple-click anywhere in the paragraph.
Multiple paragraphs	Move the pointer to the left of the first paragraph until it changes to a right-pointing arrow, and then press and hold down the left mouse button while you drag the pointer up or down.
A large block of text	Click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT while you click where you want the selection to end.
An entire document	Move the pointer to the left of any text until it changes to a right-pointing arrow, and then triple-click.
Headers and footers	In Print Layout view, double-click the dimmed header or footer text. Move the pointer to the left of the header or footer until it changes to a right-pointing arrow, and then click.

Footnotes and	Click the footnote or endnote text, move the pointer to the left of the text until it
To select	Do this
endnotes	changes to a right-pointing arrow, and then click.
A vertical block of text	Hold down ALT while you drag the pointer over the text.
A text box or frame	Move the pointer over the border of the frame or text box until the pointer becomes a four-headed arrow, and then click.

(iii) Select text in different places

You can select text or items in a table that are not next to each other. For example, you can select a paragraph on one page and a sentence on a different page.

1. Select some text or an item in a table.
2. Hold down CTRL while you select any additional text or item in a table that you want.

Select text by using the keyboard

Select text in the body of a document

NOTE To select an entire document, press CTRL+A.

To select	Do this
One character to the right	Press SHIFT+RIGHT ARROW.
One character to the left	Press SHIFT+LEFT ARROW.
A word from its beginning to its end	Place the insertion point at the beginning of the word, and then press CTRL+SHIFT+RIGHT ARROW.
A word from its end to its beginning	Move the pointer to the end of the word, and then press CTRL+SHIFT+LEFT ARROW.
A line from its beginning to its end	Press HOME, and then press SHIFT+END.
A line from its end to its beginning	Press END, and then press SHIFT+HOME.
One line down	Press END, and then press SHIFT+DOWN ARROW.
One line up	Press HOME, and then press SHIFT+UP ARROW.
A paragraph from its	Move the pointer to the beginning of the paragraph, and then press

To select	Do this
beginning to its end	CTRL+SHIFT+DOWN ARROW.
A paragraph from its end to its beginning	Move the pointer to the end of the paragraph, and then press CTRL+SHIFT+UP ARROW.
A document from its end to its beginning	Move the pointer to the end of the document, and then press CTRL+SHIFT+HOME.
A document from its beginning to its end	Move the pointer to the beginning of the document, and then press CTRL+SHIFT+END.
From the beginning of a window to its end	Move the pointer to the beginning of the window, and then press ALT+CTRL+SHIFT+PAGE DOWN.
The entire document	Press CTRL+A.
A vertical block of text	Press CTRL+SHIFT+F8, and then use the arrow keys. Press ESC to turn off the selection mode.
The nearest character	Press F8 to turn on selection mode, and then press LEFT ARROW or RIGHT ARROW; press ESC to turn off the selection mode.
A word, a sentence, a paragraph, or a document	Press F8 to turn on selection mode, and then press F8 once to select a word, twice to select a sentence, three times to select a paragraph, or four times to select the document. Press ESC to turn off the selection mode.

Moving:-

- Moving is also known as Cut and Paste. It allows you to remove selected text from the document/paragraph and place it to different location.

To cut and paste a block of text:

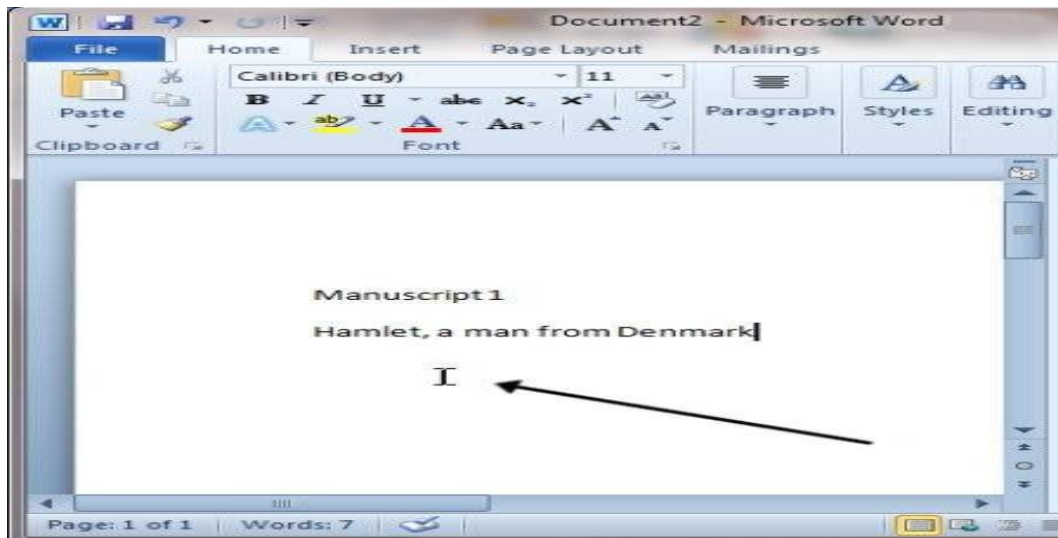
- Select** the text you want to move.
- Click the **Cut button** on the **Standard toolbar**.  or in Keyboard Press Ctrl +X
- Place the **insertion** point where you want the text inserted.
- Click the **Paste button**.  in Keyboard Press Ctrl +V

Copying

Copying text can be useful if you need to duplicate words you have already typed as it saves time and effort. Follow these step-by-step instructions to copy and paste text

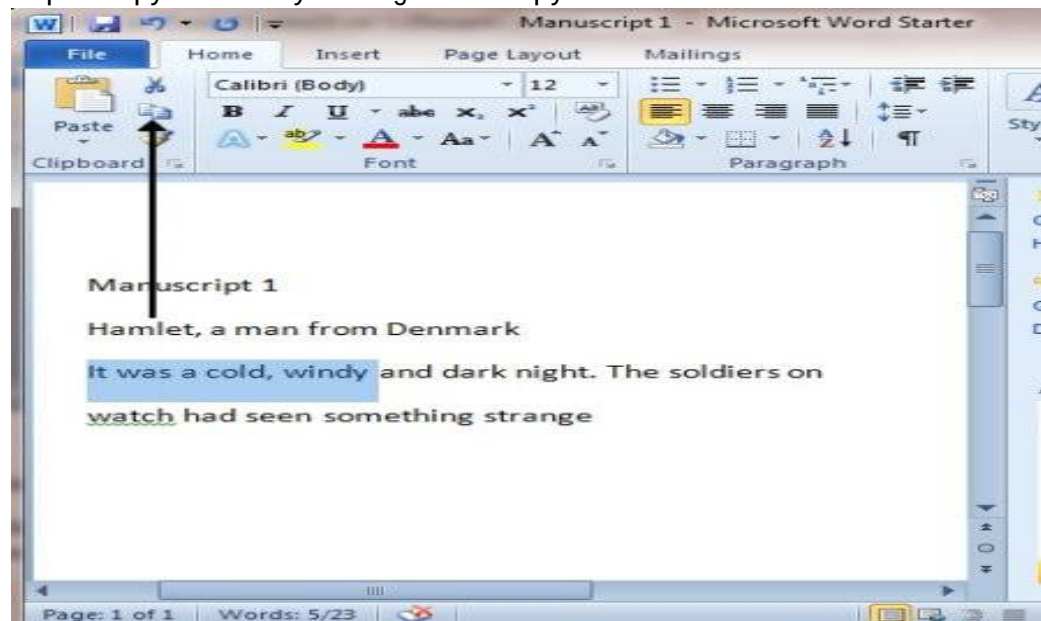
Step 1: Open an existing Word document or start a new document and type your text.

Step 2: To copy text, it will need to be selected or highlighted with the mouse first. When the mouse pointer is moved over a text area, the pointer will change from an arrow to a 'text select' or 'I-beam' icon.



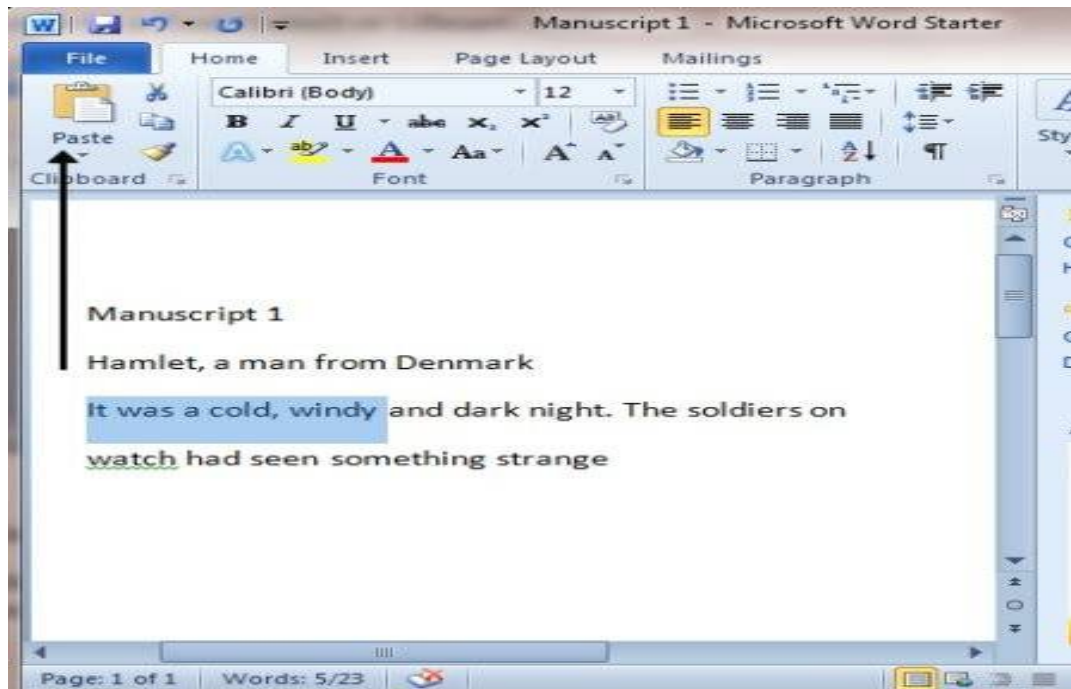
Step 3: Select your text so that it's highlighted.

Step 4: Copy the text by clicking on the copy icon at the left-hand side of the formatting ribbon.



Step 5: Use the mouse to move the cursor to where you wish to paste the copied text.

Step 6: Click Paste to insert the copied text in its new place in your text.



Step 8: Your text will now be duplicated in the new position in your document.

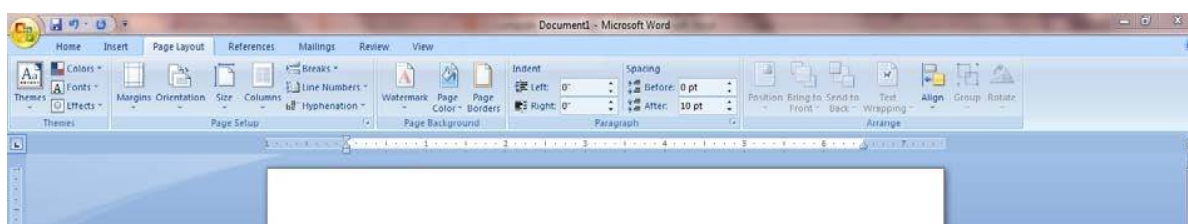
Step 9: Once text is highlighted, it's also possible to copy and paste it using a keyboard shortcut instead of the mouse, which some people find easier.

To copy, press and hold Ctrl (the control key) on the keyboard and then press the C on the keyboard. (Ctrl+C)

To paste, press and hold down Ctrl and then press V. (Ctrl+V)

Page Layout menu

Page layout is the term used to describe how each **page** of your document will appear when it is printed. In **Word**, **page layout** includes elements such as the Themes, Page Setup, Page Background, Paragraph setting etc.

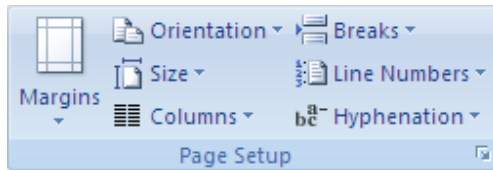


Margins Setting

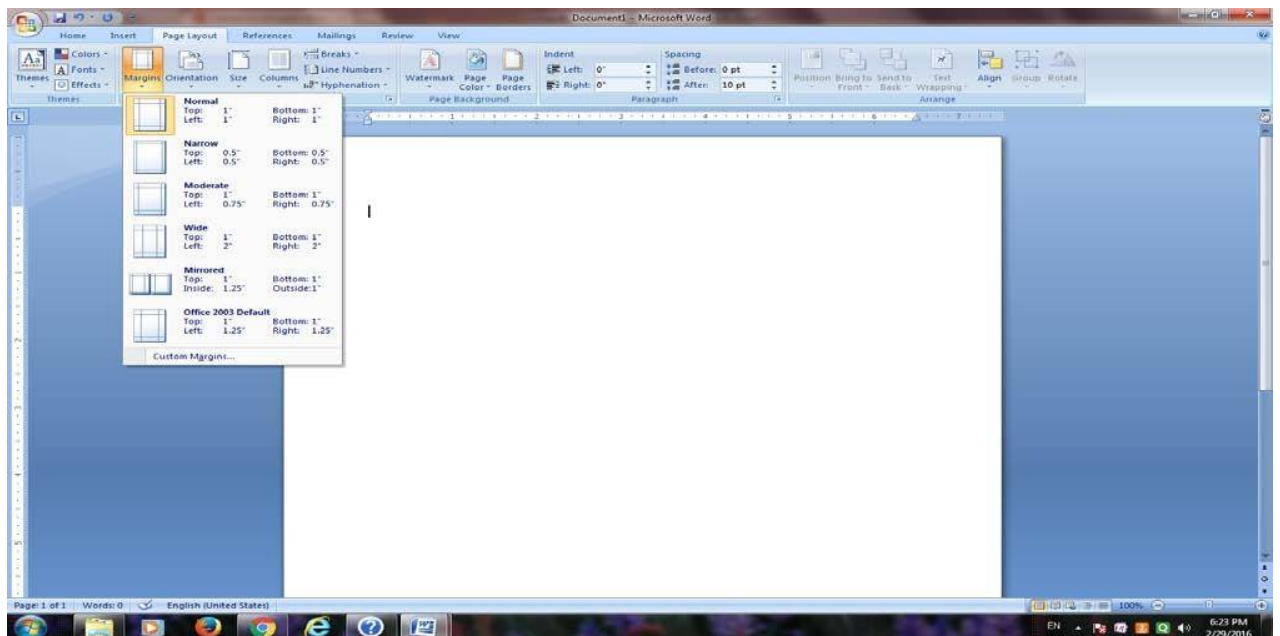
Page margins are the blank space around the edges of the page (Top, Bottom, Left, and Right) in general, you can insert text and graphics in the printable area between the margins. However, you can position some items in the margins — for example, headers, footers, and page numbers.

Change or set page margins

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.



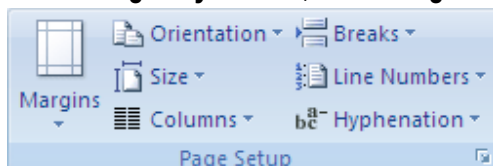
2. Click the margin type that you want. For the most common margin width, click **Normal**.
When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.
3. You can also specify your own margin settings. Click **Margins**, click **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins.



Orientation:-

You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Orientation**.



2. Click **Portrait** or **Landscape**.

Paper size (Legal & A4):-

Page size refers to the area of your Paper or sheet, size is the size of the paper used for printing.

Choose a page size

In the **Page Setup** dialog box, click the icon that represents the page size that you want. For example, click **Letter 8.5 x 11"**.

The default paper size in Microsoft Word is **8.5 x 11 inches** –the standard size (called Letter)

Some more standard paper size are:-

A-4 8.27 x 11.69".

Legal 8.5 x 14".

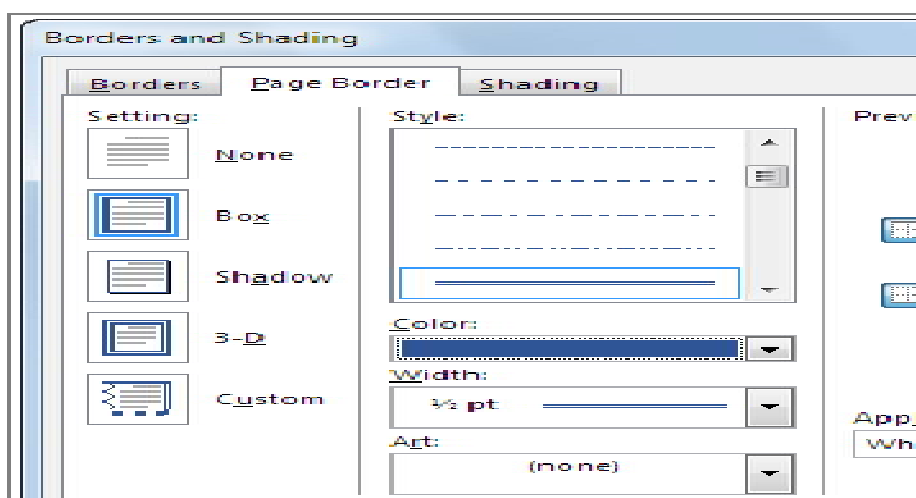
Page Borders:-

You can put a border around the page.

On the **Page Layout** tab, in the **Page background** group, click Page Borders.

In the **Borders and Shading** box, design your border:

- Under **Setting**, choose the border style you want.
- Under **Style**, click the line style you want.
- Click the arrow under **Color** and choose a border color.
- Click the arrow under **Width** and choose the width you want.
- If you want a clip-art border instead, click the arrow under **Art** and choose a border graphic.

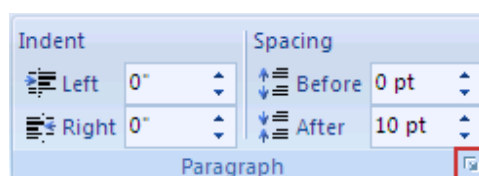


Indentation:-

Indentation determines the distance of the paragraph from either the left or the right margin. Within the margins, you can increase or decrease the indentation of a paragraph or group of paragraphs.



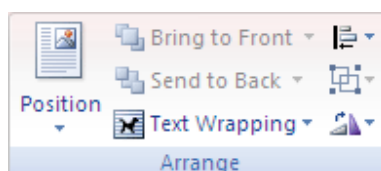
1. Click in front of the line that you want to indent.
2. On the **Page Layout** tab, click the **Paragraph** Dialog Box Launcher, and then click the **Indents and Spacing** tab.

**Wrap Text / Positioning Image:-**

Microsoft Office Word enables you to wrap text easily around pictures, shapes, and tables with any position or style that you want.

Wrap text around a picture or drawing object

1. If the picture or object is on a drawing canvas, select the canvas. If the picture or object is not on a drawing canvas, select the picture or object.
2. On the **Format** tab, in the **Arrange** group, click **Position**.

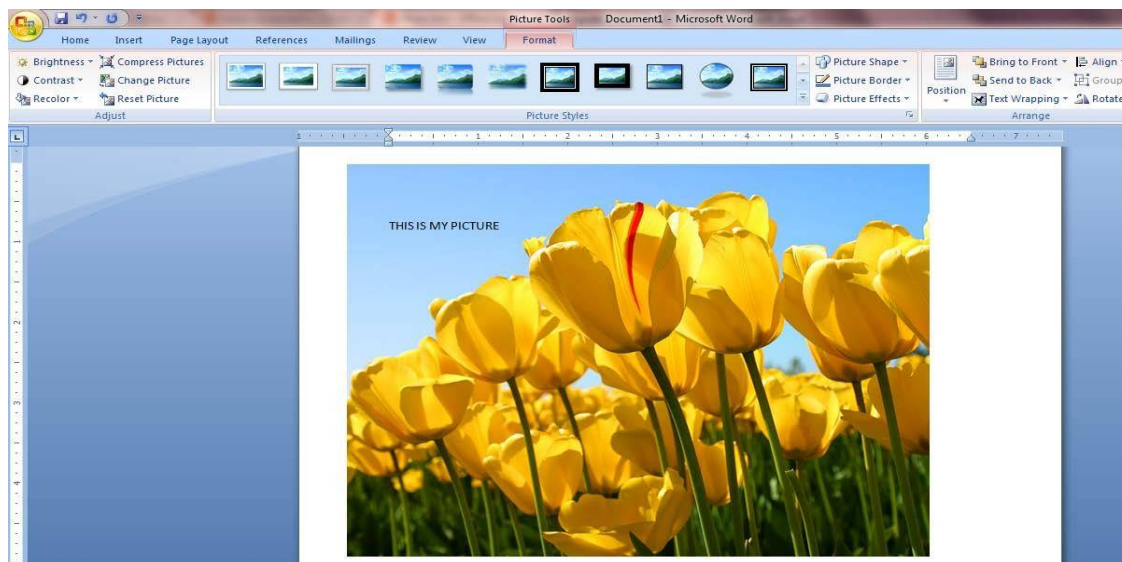


If the **Arrange** group is collapsed and **Position** isn't visible, click the **Arrange** button, and then click **Position**.

Click the wrapping position that you want to apply.

TIP Drag the picture or object if you want to change its position on the page. The text wrapping adjusts to the object in its new location.

3. To change how the text flows around the object, or make other changes to the wrap settings, in the **Arrange** group, click **Text Wrapping** and then click the option that looks best.



Assignments:-

- ❖ Design a Page with many Paragraphs and manipulate the paragraph by using Selection, Move, Copy, Margins, Orientation, Size, Border, and Indentation.
- ❖ Design a Page with picture and text and perform Wrap Text with Picture.