

WORD TABLES & COLUMNS

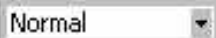
OFFICE 97

Word Tables and Columns covers Word's table and column features and would prove useful to those learning to use Microsoft Word and those preparing for Microsoft Word proficient and/or expert certification. The workshop will introduce you to some of Word's useful formatting options.

Using Styles and Templates

Word has some built-in features that will allow you to provide consistency across documents, as well as assist you in building a wide variety of types of documents. **Styles** are groups of formatting options tied together in one easy to use package, while **Templates** allow you to just fill in the blanks to make new and interesting documents. Styles can be broken into two types: **Paragraph** (affecting the whole paragraph), and **Character** (affecting just selected characters)

- The quickest way to create a new paragraph style is to format a paragraph, select it, and then base the new style on the formatting and other properties applied to the selected text.
 - 1 Select the text that contains the formatting you want to include in your style.
 - 2 Click in the **Style box** (see left)
 - 3 Type over the existing style name to create the name for the new style.
 - 4 Press **ENTER**.
- To create new character styles, click **Format/Style**, and then click **New**. In the **Name** box, type a name for the style. In the **Style type** box, click **Character**. Select the other options you want, and then click **Format** to set attributes for the style.
- To edit a style, click **Format/Style**, then click **Modify...** Select from the list the style you wish to modify. Just as with creating a new style, you can change any of the options for the style, from the Font to the Border around it.
- Word comes with many pre-designed documents, allowing you to have most of the formatting done for you beforehand. These are available under **File/New...**, in several sub-categories. Also available are "**Wizards**", which ask you to answer several questions, then fills in the blanks for you.

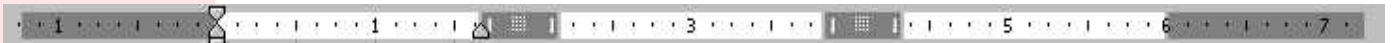
A screenshot of the Microsoft Word 'Style' box. It shows a dropdown menu with 'Normal' selected. The box is a small rectangular window with a light gray border and a small downward-pointing arrow on the right side.

Using Columns

You can define columns in your document to organize information, create a newsletter or flyer, or just give it a different look. For an entire document, you can just set the columns and go. If you'd like to have just a portion of the document in columns, you'll need to do a bit more work.



- To create columns from existing text, highlight the text you would like to appear in columns, and choose either **Format/Columns...**, or the **Columns toolbar button** (at left). The toolbar button will create a number of columns of same width, while the menu choice gives a little more control.
- Columns will attempt to “balance”, or become of equal length, when you create them from existing text. If text is edited, or columns are created before text is present, you may have to balance them manually. You can insert column breaks using **Insert/Break...** and choosing column, or by pressing **CTRL+SHIFT+ENTER**. Place your insertion point in front of the line you’d like to start the next column with, and insert the break.
- You can change the number of columns at any time, by highlighting the text (you will have to drag across columns to accomplish this) and re-selecting the toolbar button or menu selection.
- You can change the width of columns by manually typing in each width in the **Format/Columns...** dialog box, or by clicking and dragging the “gutters” on the ruler.



- The grey areas between the columns are the “gutters”, or the space between columns. You can click and drag the middle of them to move them, or click and drag an edge to make them bigger or smaller.

Creating Tables

Tables are excellent tools for displaying and organizing data. They can be used also as an aid to formatting, and many other things. Enhancements will improve the look and function as well.



- There are many ways to create a table. Be sure your insertion point is in the location you would like the table placed, and choose **Table/Insert Table...** to manually enter the number of rows and columns you would like. You can also use the **Table Button** (see left) to “draw” the size of table you’d like. More rows or columns can be added later if needed.
- You can adjust the height and width of the cells, rows or columns by highlighting the appropriate item(s), and choosing **Table/Cell Height and Width...** You can enter the “points” you would like the items to have there. The other way would be to “grab” the edge you would like to expand or contract, and click and drag it to the desired size.
- To improve the “visual appeal” of your table, you can change the format of the cells, borders, shading, and fonts, to emphasize or de-emphasize data. The easy way is to choose **Table/Table Autoformat...** and select from the many pre-defined formats. You can manually edit them once they are in place, if you wish.

- Applying them from scratch is a good idea if you wish to include just a little formatting. To apply to a single cell, highlight just that cell, and choose **Format/Borders and Shading...** Make any changes, and click OK. If you wish to do multiple cells, highlight them all, and follow the same procedure.
- You can add and remove rows and columns by highlighting, and choosing **Table/Insert Rows(or Columns)...** , or **Table/Delete Rows(or Columns)...** The new rows will appear above the highlighted one, and the columns will appear to the left.
- Text within a table cell can also be manipulated, including rotating it to an angle. Highlight the text, choose **Format/Text Direction...** to choose from horizontal or vertical, and which way it faces.
- Data in tables can be sorted easily using the **Table/Sort...** command. Highlight the rows you'd like to sort (include all data, as it will rearrange just that that is highlighted), and choose Table/Sort... Select which column(s) to sort on, whether to go **Ascending** or **Descending**, and click OK.

Using Sort on Text Lists

Same idea as with tables, highlight the list, and choose Table/Sort... It will sort on the first word of the list.

