Word Tutorial 3
Creating Tables and a Multipage Report
Microsoft® Office® 2013
Objectives

• Review the document headings in the Navigation pane
• Reorganize document text using the Navigation pane
• Collapse and expand body text in a document
• Create and edit a table
• Sort rows in a table
• Modify a table’s structure
• Format a table
Objectives

• Set tab stops
• Turn on automatic hyphenation
• Create footnotes and endnotes
• Divide a document into sections
• Create a SmartArt graphic
• Create headers and footers
• Insert a cover page
• Change the document’s theme
• Review a document in Read Mode
Overview of Organizing Information in Tables

You can organize text or numerical data in a document using the Table button in the Tables group on the INSERT tab.

A table consists of information arranged in a grid made up of horizontal rows and vertical columns.

When you first insert a table into a document, it looks like this, with black borders defining the rows and columns.

The AutoFit button makes it easy to quickly adjust the width of table columns to match the cell contents or the width of the page.

The area where a row and a column intersect is called a cell.

This table has been formatted with one of the Table Styles available on the TABLE TOOLS DESIGN tab.

New Perspectives on Microsoft Word 2013
Overview of Organizing Information in Tables

The TABLE TOOLS contextual tabs are visible when the insertion point is located inside a table cell, or when the table or part of the table is selected.

The options on the TABLE TOOLS LAYOUT tab help you control both the overall structure of the table and the arrangement of data inside the table cells.

You can use the Sort button to rearrange the rows of a table according to the contents of a particular column. For example, you could sort the table shown here alphabetically by the contents of the "Item" column, or numerically by the contents of the "Installation Cost" column.

The TABLE TOOLS DESIGN tab gives you access to a variety of formatting options, including Table Styles, which apply a predesigned set of formatting options with one click.

The top row of the table, called the header row, contains headings that identify the type of information in each column.
Working with

Headings in the Navigation Pane

• When used in combination with the Navigation pane, Word’s heading styles make it easier to navigate through a long document and to reorganize a document

• Start by formatting the document headings with heading styles

• Displaying the Navigation pane, and then clicking the HEADINGS link

• This displays a hierarchy of all the headings in the document, allowing you to see, at a glance, an outline of the document
Working with Headings in the Navigation Pane

Figure 3-1  Heads displayed in the Navigation pane

- This heading or the body text below it currently contains the insertion point.
- Formatted with the Heading 1 style.
- Formatted with the Heading 2 style.
- Formatted with the Heading 3 style.

Summary

This report summarizes a plan to conduct a wireless site survey, also called a radio-frequency (RF) survey, at Orchard Street Art Center. This survey will generate recommendations for maximizing network security, coverage, and capacity.

Expert Advice

Earlier this year, the board of directors of Orchard Street Art Center asked me to propose a plan to improve wireless coverage throughout the center’s public areas, offices, classrooms, music studios, and indoor and outdoor theaters. To make sure I proposed the most effective plan possible, I decided to seek the advice of experts. Fortunately, one of the area’s top experts in wireless networking, Jamie Brookstone, president of Brookstone Network Consulting, offered the services of his staff pro bono. Thanks to his offer, I was able to meet several times with the following consultants.

Lyn Luzerne
Working with
Headings in the Navigation Pane

• Heading 1 style paragraphs are the highest level; they are left-aligned in the Navigation Pane

• Heading 2 style paragraphs are subordinate to Heading 1 paragraphs; they are indented slightly

• Each successive level of heading is indented more

• When you promote or demote a heading, Word applies the next higher or lower level of heading style
  – To promote the heading to the next-highest level, right-click a heading, and then click Promote
  – To demote a heading, right-click it, and then click Demote
Working with Headings in the Navigation Pane

• To hide subheadings, click the Collapse arrow next to the higher level heading above them.

• To redisplay the subheadings, click the Expand arrow next to the higher level heading.

[Image: Heading 2 and Heading 3 text hidden in Navigation pane]
Working with Headings in the Navigation Pane

• To move a heading, click a heading in the Navigation pane, and then drag it up or down.
Working with Headings in the Navigation Pane

• When you drop the heading in the Navigation pane, that heading and the body text below it to a new location in the document.

Figure 3-4  Heading and body text in new location

heading in its new position in the Navigation pane

heading and body text are now positioned before the "Probable Expenditures" heading
Collapsing and Expanding Body Text in the Document

• You can hide, or collapse, the body text below a heading in a document without using the Navigation pane.

• After you collapse the body text below a heading, you can drag the heading to a new location in the document and the body text moves along with the heading.
Collapsing and Expanding Body Text in the Document

Figure 3-5  Body text collapsed in the document

- Expand button replaces the Collapse button
- You will move the “Final Recommendation” heading here
- Body text is no longer visible below the collapsed headings
Inserting a Blank Table

- A table is a useful way to present information that is organized into categories, or **fields**
- The complete set of information about a particular subject is called a **record**
- In a typical table, each column is a separate field, and each row is a record
- A header row contains the names of each field
Inserting a Blank Table

- To create a table:
  - Use the Table button on the INSERT tab to insert a blank table structure
  - Enter information into the table
  - Format the table to make it easy to read

Figure 3-7 Inserting a blank table
Inserting a Blank Table

- When an empty table is inserted in the document, the insertion point appears in the upper-left cell.
Entering Data in a Table

- Enter data in a table by moving the insertion point to a cell and typing.
- Move the insertion point to another cell in the table by clicking in that cell, using the arrow keys, or using the Tab key.

**Figure 3-9** Table with all data entered

<table>
<thead>
<tr>
<th>Item</th>
<th>Hardware Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless sound hardware</td>
<td>$7,500</td>
</tr>
<tr>
<td>Office computers</td>
<td>$3,500</td>
</tr>
<tr>
<td>Access points</td>
<td>$750</td>
</tr>
<tr>
<td>Network server</td>
<td>$2,200</td>
</tr>
</tbody>
</table>
Selecting Part of a Table

- Select part of a table by dragging the mouse pointer; make sure you select the end-of-cell mark or the end-of-row mark
- Foolproof way to select part of a table:
  - Place the insertion point in the cell, row, or column you want to select
  - Click the Select button on the TABLE TOOLS LAYOUT tab
  - Click either Select Cell, Select Column, or Select Row; can also click Select Table to select entire table
Selecting Part of a Table

• Another way to select an entire row is to click in the left margin next to the row
• Another way to select a column is to click just above a column
• After you’ve selected an entire row, column, or cell, you can drag the mouse to select adjacent rows, columns, or cells
Selecting Part of a Table

Figure 3-10  Header row selected

- Probable Expenditures
  Brookstone Network Consulting provided some estimates of probable expenditures resulting from the wireless site survey. These figures are presented in the following table.

<table>
<thead>
<tr>
<th>Item</th>
<th>Hardware Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless-Sound Hardware</td>
<td>$7,500</td>
</tr>
<tr>
<td>Office Computer</td>
<td>$8,500</td>
</tr>
<tr>
<td>Access Points</td>
<td>$7,500</td>
</tr>
<tr>
<td>Network Server</td>
<td>$2,200</td>
</tr>
</tbody>
</table>
Sorting Rows in a Table

• The term sort refers to the process of rearranging information in alphabetical, numerical, or chronological order

• To sort a table:
  – Select the entire table
  – In the Data group on the TABLE TOOLS LAYOUT tab, click the Sort button
  – In the Sort dialog box, click the Sort by arrow, and then select the header for the column you want to sort by
  – In the Type box, select the type of information stored in the column you want to sort by (you can choose Text, Number, or Date)
Sorting Rows in a Table

• To sort a table (continued):
  – To sort in alphabetical, chronological, or numerical order, click the Ascending option button
  – To sort in reverse order, click the Descending option
  – To also sort by a second column, click the Then by arrow and click a column header
  – You can also specify the type of information in the Then by column, and the sort order
  – If your table has a header row, make sure the Header row option button is selected so the header row will not be included in the sort
Sorting Rows in a Table

Figure 3-11 Sort dialog box

- Type of data in the “Hardware Cost” column
- Sort based on the contents of the “Hardware Cost” column
- Header row will be excluded from the sort
- Sort order
Inserting Rows and Columns in a Table

- To add a column to a table, use the tools in the Rows & Columns group on the TABLE TOOLS LAYOUT tab, or use the Add Column button in the document window.
Inserting Rows and Columns in a Table

- To insert a row, click anywhere in a row above or below where you want to insert the new row, and then click either the Insert Above button or the Insert Below button.

Figure 3-14: New “Installation Cost” column

![Image of a table with new column of data]
Deleting Rows and Columns

- Delete the *content* of a row by selecting the row and pressing the Delete key.
- Delete the *structure* of a row, column, or the entire table—including its contents—by selecting the row (or column or table) and then using the Delete button in the Rows & Columns group or on the Mini toolbar.

![Figure 3-15 Deleting a row](image)
Changing Column Widths

• Change a column’s width by dragging the column’s right border to a new position
• You can also double-click a column border to make the column width adjust automatically to accommodate the widest entry in the column

**Figure 3-16** Adjusting the column width
Changing Column Widths

- To adjust the width of all the columns to match their widest entries:
  - Click anywhere in the table
  - Click the AutoFit button in the Cell Size group on the TABLE TOOLS LAYOUT tab
  - Click AutoFit Contents

- To adjust the width of the entire table to span the width of the page:
  - Click the AutoFit Contents button
  - Click AutoFit Window
Formatting Tables with Styles

• To adjust a table’s appearance, you can use any of the formatting options available on the HOME tab
• Table styles allow you to apply shading, color, borders, and other design elements
• Select colorful table style from the Table Styles group on the TABLE TOOLS DESIGN tab
• Some styles format rows in alternating colors, called banded rows, while others format the columns in alternating colors, called banded columns
• When a table has no borders, the rows and columns are defined by gridlines, which are useful as guidelines but do not appear when you print the table
Formatting Tables with Styles

• To format a table with a table style:
  – Click in the table and then click the TABLE TOOLS DESIGN tab
  – In the Table Styles group, click the More button to display the Table Styles gallery
Formatting Tables with Styles

• To format a table with a table style (cont.):
  – Position the mouse pointer over a style in the Table Styles gallery to see a Live Preview of the style
  – In the Table Styles gallery, click the style you want
  – To apply or remove style elements, select or deselect check boxes as necessary in the Table Style Options

Figure 3-18  Completed table

- checkmark has been removed
- should be selected
- first column text is no longer formatted in bold
Overview of Working with Headers and Footers

You can click the Go to Header and Go to Footer buttons to move easily between the headers and footers in your document.

A footer is text that is printed at the bottom of every page.

Click the Previous and Next buttons to navigate between header and footer sections in a document.

A header is text that is printed at the top of every page.

You can work in the header or footer section of any page in the document. By default, the changes you make on one page apply to the headers or footers on every page in the document.

Our advisers at Brookstone Network Consulting recommend placing the top of the head-based point, thick glass, and metal edging. This can help prevent interference with the wireless site survey.

Katherine Huo
Page 1

Wireless Site Survey Recommendation

Probable Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Installation Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access points</td>
<td>$1,500a</td>
</tr>
<tr>
<td>Office computers and network servers</td>
<td>$1,000a</td>
</tr>
</tbody>
</table>
Overview of Working with Headers and Footers

In Header and Footer view, the HEADER & FOOTER TOOLS DESIGN tab appears on the ribbon, with options for inserting and formatting headers and footers.

In headers and footers, the default tab stops are different from those in the rest of the document. You can use the default tab stops to left-align, center, or right-align text.

To close Header and Footer view, you can click this button or double-click anywhere in the main document.

In Header and Footer view, the document text is dimmed, indicating that it cannot be edited while you are in this view.
Setting Tab Stops

- A **tab stop** (often called a **tab**) is a location on the horizontal ruler where the insertion point moves when you press the Tab key.
Setting Tab Stops

• To set a tab stop:
  – Click the tab alignment selector on the horizontal ruler until the correct tab stop style appears
  – Click the horizontal ruler to position the tab stop

• To create more complicated tab stops, you can use the Tabs dialog box

• Among other things, the Tabs dialog box allows you to insert a dot leader, which is a row of dots (or other characters) between tabbed text

• To remove a tab stop, drag it off the ruler
Setting Tab Stops

**Figure 3-21** Tab character

- Default tab stop at 1-inch mark
- Tab nonprinting character
- Insertion point

**Figure 3-23** Titles aligned at new tab stop

- New tab stop
- Aligned column

New Perspectives on Microsoft Word 2013
Creating Footnotes and Endnotes

- A **footnote** is an explanatory comment or reference that appears at the bottom of a page.
- When you create a footnote, Word inserts a small, superscript number (called a **reference marker**) in the text.
- The term **superscript** means that the number is raised slightly above the line of text.
- **Endnotes** are similar, except that the text of an endnote appears at the end of a section or document.
Creating Footnotes and Endnotes

• To insert a footnote or an endnote:
  – Click the location where you want to insert
  – On the ribbon, click the REFERENCES tab
  – In the Footnotes group, click the Insert Footnote button or the Insert Endnote button
  – Type the text of the footnote in the bottom margin of the page, or type the text of the endnote at the end of the section or document

• When you are finished typing the text of a footnote or endnote, click in the body of the document to continue
Creating Footnotes and Endnotes

- Word automatically manages the reference markers for you, keeping them sequential from the beginning of the document to the end.
Hyphenating a Document

• By default, hyphenation is turned off in Word
• You can turn on automatic hyphenation—any word that ends within the last .25 inch of a line will be hyphenated
Formatting a Document into Sections

• A **section** is a part of a document that can have its own page orientation, margins, headers, footers, and so on

• To divide a document into sections, you insert a **section break**

• To insert a section break, use the Breaks button in the Page Setup group on the PAGE LAYOUT tab and then select the type of section break you want to insert
Formatting a Document into Sections

• Section breaks:
  – A Next page section break inserts a page break and starts the new section on the next page
  – A Continuous section break starts the section at the location of the insertion point, without changing the page flow
Formatting a Document into Sections

**Figure 3-27** Breaks gallery

- inserts a page break, like the Page Break button on the INSERT tab
- starts a section on a new page
- starts a section on the same page, immediately after the insertion point
Creating SmartArt

- A **SmartArt** graphic is a diagram of shapes, such as circles, squares, or arrows
- SmartArt allows you to create diagrams and charts to illustrate concepts that would otherwise require several paragraphs of explanation
- To create a SmartArt graphic:
  - Switch to the INSERT tab
  - In the Illustrations group, click the SmartArt button
Creating SmartArt

• The SmartArt Graphic dialog box allows you to select from eight categories of graphics, each with numerous designs.
Creating SmartArt

- SmartArt graphics contain placeholder text that you replace with your own text.
Creating SmartArt

- The SMARTART TOOLS DESIGN and FORMAT tabs appear on the Ribbon whenever a SmartArt graphic is selected.
Adding Headers and Footers

• To open Header and Footer view, do one of the following:
  – Use the Page Number button in the Header & Footer group on the INSERT tab
  – Double-click in the header area or in the footer area
  – Click the Header or Footer button on the INSERT tab
Adding Headers and Footers

• By default, the same header and footer appear on every page
• You can choose different headers and footers for odd and even pages or to have them different on the first page
• When a document is divided into sections, different headers and footers can appear in each section
Adding Headers and Footers

- For a simple header or footer, double-click the header or footer area, and then type the text you want directly in the header or footer area.
Adding Headers and Footers

Figure 3-36  Adding a header to section 1

- Document control
- Selected placeholder text
- Indicates you are working in the header for section 1
- Click to close Header and Footer view

Figure 3-37  Adding a date to the section 1 header

- Click to display the arrow to display the calendar
- ...then click the placeholder text to display
- Click to display a later month
- Current date is highlighted; your current date will be different
- Click to display an earlier month
Inserting a Cover Page

- A document’s cover page typically includes the title and the name of the author
- Use the Cover Page button on the INSERT tab to insert a preformatted cover page
Inserting a Cover Page

• The cover page includes document controls in which you can enter the document title, the document’s author, and the date

• These document controls are linked to any other document controls in the document
Changing the Theme

• When a document contains formatting elements that are controlled by the document's theme, changing the theme will affect the document’s overall appearance.

• To change a document’s theme:
  – On the ribbon, click the DESIGN tab
  – Click the Themes button
  – Select a new theme
Reviewing a Document in Read Mode

• **Read Mode** is a document view designed to make reading on a screen as easy as possible

• Read Mode displays as much content as possible on the screen at a time, with buttons that allow you to display more

• You can’t edit text in Read Mode

• To switch to Read Mode, click the Read Mode button in the status bar

• On the status bar, a message “SCREENS X-Y OF Z“ explains what you are currently viewing
Reviewing a Document in Read Mode

• The document in Read Mode shows a reduced version of the cover page on the left and the first part of the document text on the right.