

Microsoft®

Step by Step

Microsoft®

Word 2010

Build *exactly* the skills you need.
Learn at the pace *you* want.

Joyce Cox and Joan Lambert



Includes
practice files and
online edition
of this book

Microsoft®

Microsoft® Word 2010

Step by Step

Joyce Cox
Joan Lambert

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Introducing Microsoft Word 2010

Microsoft Word 2010 is a sophisticated word processing program that helps you quickly and efficiently author and format all the business and personal documents you are ever likely to need. You can use Word to:

- Create professional-looking documents that incorporate impressive graphics such as charts and diagrams.
- Give documents a consistent look by applying styles and themes that control the font, size, color, and effects of text and the page background.
- Store and reuse ready-made content and formatted elements such as cover pages and sidebars.
- Create personalized e-mail messages and mailings to multiple recipients without repetitive typing.
- Make information in long documents accessible by compiling tables of contents, indexes, and bibliographies.
- Safeguard your documents by controlling who can make changes and the types of changes that may be made, as well as by removing personal and confidential information.

Word 2010 builds on previous versions to provide powerful tools for all your word processing needs. This introduction provides an overview of new features that we explore throughout the book.

New Features

If you're upgrading to Word 2010 from a previous version, you're probably most interested in the differences between the old and new versions and how they will affect you, as well as how to find out about them in the quickest possible way. The following sections list new features you will want to be aware of, depending on the version of Word you are upgrading from.

If You Are Upgrading from Word 2007

If you have been using Word 2007, you might be wondering how Microsoft could have improved on what seemed like a pretty comprehensive set of features and tools. The list of new features includes the following:

- **The Backstage view** Finally, all the tools you need to work with your files, as opposed to their content, really are accessible from one location. You display the Backstage view by clicking the File tab, which replaces the Microsoft Office Button at the left end of the ribbon.
- **Customizable ribbon** The logical next step in the evolution of the command center introduced with Word 2007: Create your own tabs and groups to suit the way you work.
- **Navigation task pane** The replacement for the Document Map not only provides a means of navigating to any heading but also to any page or to any search term you enter.
- **Unsaved file recovery** How many times have you responded No without thinking to the "save changes" message when closing files, only to find that you have discarded work you wanted to keep? Word now preserves your unsaved files for a period of time, allowing you to recover them if you need them.
- **Paste preview** No more trial and error when moving items to new locations. Preview what an item will look like in each of the available formats, and then pick the one you want.
- **Coauthoring** A team of authors can now work simultaneously on a document stored on a Microsoft SharePoint 2010 server or in Windows Live SkyDrive.
- **Language support** These days, more business is conducted internationally across language lines than ever before. Not only can you easily tailor the language of your working environment, but you can also use new translation tools to collaborate with team members in other countries.
- **Graphics editing** Found the perfect picture, but its colors or style aren't quite right for your document? Now after inserting a picture, you can edit it in new ways. In addition to changing color, brightness, and contrast, you can remove the background and, most exciting of all, apply artistic effects that make it appear like a watercolor, pencil drawing, or pastel sketch.

- **Text effects** WordArt has had a makeover. Not only can WordArt be used to create distinctive headlines but its effects can be used on any text.
- **Screenshots** You no longer need to go outside of Word when you want to insert a screenshot into a document. This capability is now built into Word.
- **Improved SmartArt Graphics tool** A whole new category has been added to SmartArt so that you can include pictures as well as text in your diagrams.

If You Are Upgrading from Word 2003

In addition to the features listed in the previous section, if you're upgrading from Word 2003, you'll want to take note of the new features that were introduced in Word 2007. The 2007 upgrade provided a more efficient working environment and included a long list of new and improved features, including the following:

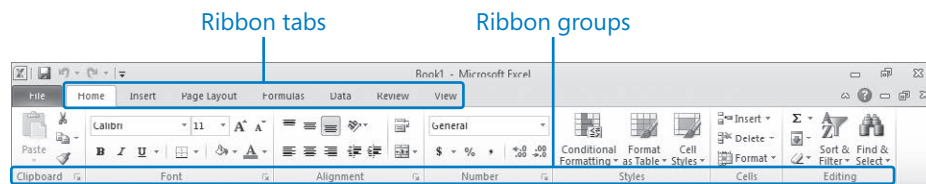
- **The Microsoft Office Fluent Ribbon** No more hunting through menus, submenus, and dialog boxes. This new interface organizes all the commands most people use in a new way, making them quickly accessible from tabs at the top of the program window.
- **Live Preview** See the effect of a formatting option before you apply it.
- **Building blocks** Think AutoText on steroids! Predefined building blocks include sets of matching cover pages, quote boxes, sidebars, and headers and footers.
- **Style sets and document themes** Quickly change the look of a document by applying a different style set or theme, previewing its effect before making a selection.
- **SmartArt Graphics tool** Use this awesome new diagramming tool to create sophisticated diagrams with three-dimensional shapes, transparency, drop shadows, and other effects.
- **Improved charting** Enter data in a linked Microsoft Excel worksheet and watch as your data is instantly plotted in the chart type of your choosing.
- **Document cleanup** Have Word check for and remove comments, hidden text, and personal information stored as properties before you declare a document final.
- **New file format** The new Microsoft Office Open XML Formats reduce file size and help avoid loss of data.

Let's Get Started!

We've been working with Word since its debut, and each version has offered something that made daily document creation a little easier. Microsoft Word 2010 is no exception, and we look forward to showing you around.

Modifying the Display of the Ribbon

The goal of the Microsoft Office working environment is to make working with Office documents, including Microsoft Word documents, Excel workbooks, PowerPoint presentations, Outlook e-mail messages, and Access database tables, as intuitive as possible. You work with an Office document and its contents by giving commands to the program in which the document is open. All Office 2010 programs organize commands on a horizontal bar called the *ribbon*, which appears across the top of each program window whether or not there is an active document.



A typical program window ribbon.

Commands are organized on task-specific tabs of the ribbon, and in feature-specific groups on each tab. Commands generally take the form of buttons and lists. Some appear in galleries. Some groups have related dialog boxes or task panes that contain additional commands.

Throughout this book, we discuss the commands and ribbon elements associated with the program feature being discussed. In this topic, we discuss the general appearance of the ribbon, things that affect its appearance, and ways of locating commands that aren't visible on compact views of the ribbon.

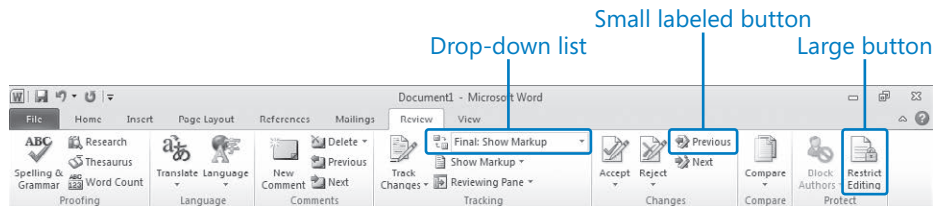
See Also For detailed information about the ribbon in Microsoft Word, see “Working in the User Interface” in Chapter 1, “Explore Word 2010.”

Tip Some older commands no longer appear on the ribbon, but are still available in the program. You can make these commands available by adding them to the Quick Access Toolbar. For more information, see “Customizing the Quick Access Toolbar” in Chapter 16, “Work in Word More Efficiently.”

Dynamic Ribbon Elements

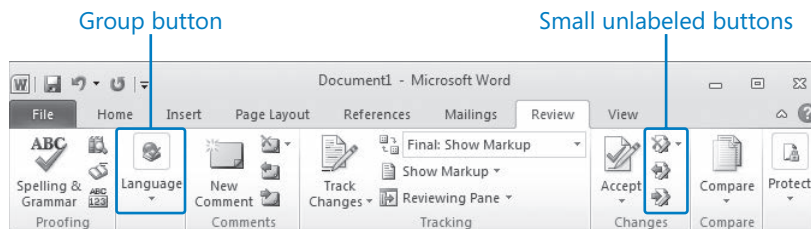
The ribbon is dynamic, meaning that the appearance of commands on the ribbon changes as the width of the ribbon changes. A command might be displayed on the ribbon in the form of a large button, a small button, a small labeled button, or a list entry. As the width of the ribbon decreases, the size, shape, and presence of buttons on the ribbon adapt to the available space.

For example, when sufficient horizontal space is available, the buttons on the Review tab of the Word program window are spread out and you're able to see more of the commands available in each group.



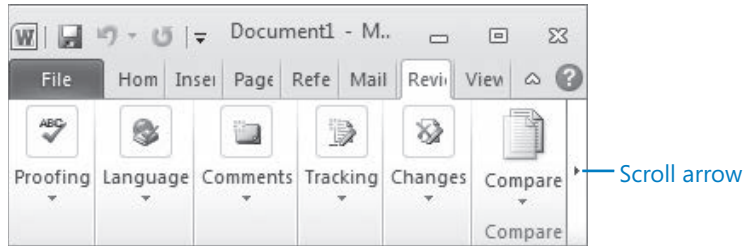
The Review tab of the Word program window at 1024 pixels wide.

If you decrease the width of the ribbon, small button labels disappear and entire groups of buttons hide under one button that represents the group. Click the group button to display a list of the commands available in that group.



The Review tab of the Word program window at 675 pixels wide.

When the window becomes too narrow to display all the groups, a scroll arrow appears at its right end. Click the scroll arrow to display hidden groups.



The Review tab of the Word program window at 340 pixels wide.

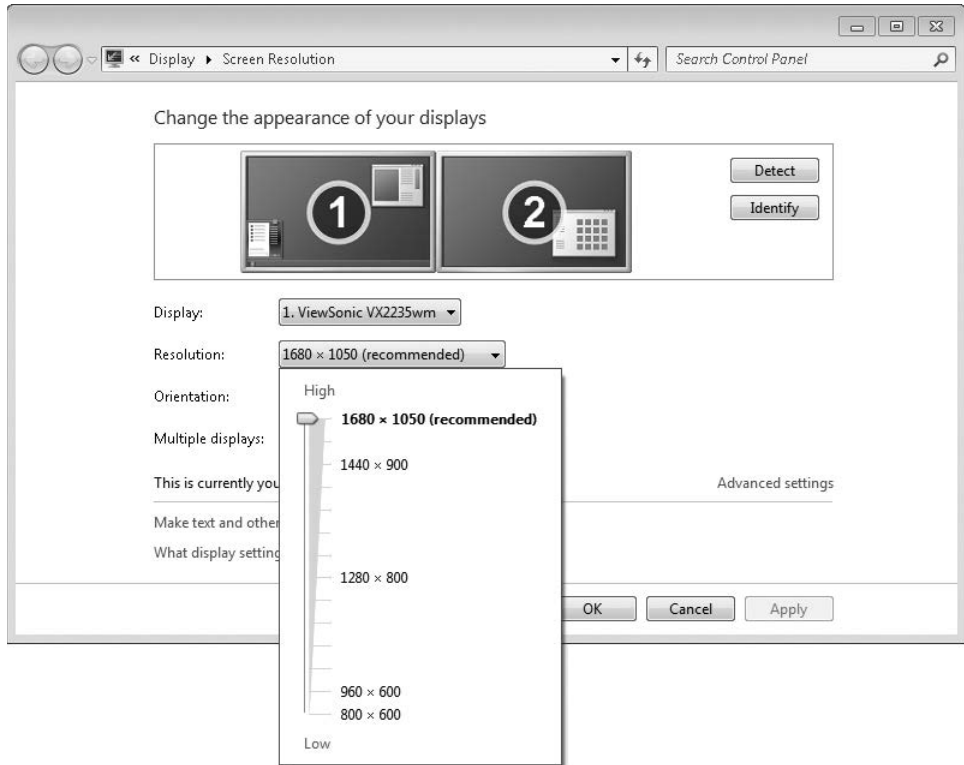
Changing the Width of the Ribbon

The width of the ribbon is dependent on the horizontal space available to it, which depends on these three factors:

- **The width of the program window** Maximizing the program window provides the most space for ribbon elements. You can resize the program window by clicking the button in its upper-right corner or by dragging the border of a non-maximized window.

Tip On a computer running Windows 7, you can maximize the program window by dragging its title bar to the top of the screen.
- **Your screen resolution** Screen resolution is the size of your screen display expressed as pixels wide × pixels high. The greater the screen resolution, the greater the amount of information that will fit on one screen. Your screen resolution options are dependent on your monitor. At the time of writing, possible screen resolutions range from 800 × 600 to 2048 × 1152. In the case of the ribbon, the greater the number of pixels wide (the first number), the greater the number of buttons that can be shown on the ribbon, and the larger those buttons can be.

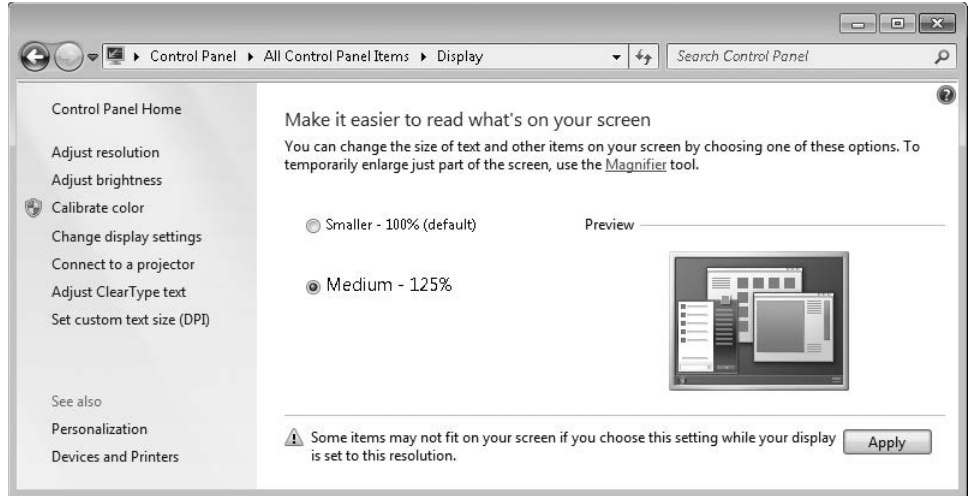
On a computer running Windows 7, you can change your screen resolution from the Screen Resolution window of Control Panel.



You set the resolution by dragging the pointer on the slider.

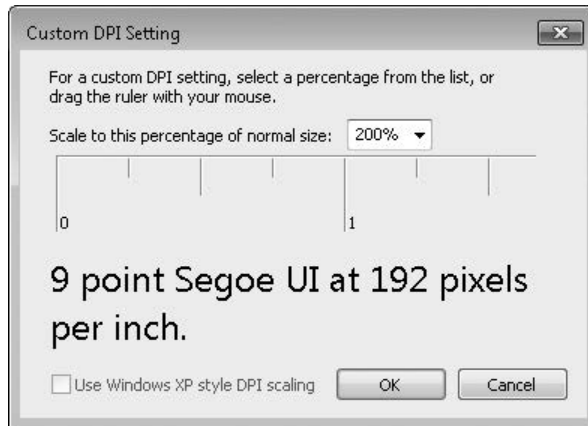
- **The density of your screen display** You might not be aware that you can change the magnification of everything that appears on your screen by changing the screen magnification setting in Windows. Setting your screen magnification to 125% makes text and user interface elements larger on screen. This increases the legibility of information, but means that less fits onto each screen.

On a computer running Windows 7, you can change the screen magnification from the Display window of Control Panel.



You can choose one of the standard display magnification options, or create another by setting a custom text size.

The screen magnification is directly related to the density of the text elements on screen, which is expressed in dots per inch (dpi) or points per inch (ppi). (The terms are interchangeable, and in fact are both used in the Windows dialog box in which you change the setting.) The greater the dpi, the larger the text and user interface elements appear on screen. By default, Windows displays text and screen elements at 96 dpi. Choosing the Medium - 125% display setting changes the dpi of text and screen elements to 120 dpi. You can choose a custom setting of up to 500% magnification, or 480 dpi, in the Custom DPI Setting dialog box.



You can choose a magnification of up to 200% from the lists, or choose a greater magnification by dragging across the ruler from left to right.

See Also For more information about display settings, refer to *Windows 7 Step by Step* (Microsoft Press, 2009), *Windows Vista Step by Step* (Microsoft Press, 2006), or *Windows XP Step by Step* (Microsoft Press, 2002) by Joan Lambert Preppernau and Joyce Cox.

Adapting Exercise Steps

The screen images shown in the exercises in this book were captured at a screen resolution of 1024 × 768, at 100% magnification, and the default text size (96 dpi). If any of your settings are different, the ribbon on your screen might not look the same as the one shown in the book. For example, you might see more or fewer buttons in each of the groups, the buttons you see might be represented by larger or smaller icons than those shown, or the group might be represented by a button that you click to display the group's commands.

When we instruct you to give a command from the ribbon in an exercise, we do it in this format:

- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, we give the instruction in this format:

- On the **Page Layout** tab, in the **Page Setup** group, click the **Breaks** button and then, in the list, click **Page**.

The first time we instruct you to click a specific button in each exercise, we display an image of the button in the page margin to the left of the exercise step.

If differences between your display settings and ours cause a button on your screen to look different from the one shown in the book, you can easily adapt the steps to locate the command. First, click the specified tab. Then locate the specified group. If a group has been collapsed into a group list or group button, click the list or button to display the group's commands. Finally, look for a button that features the same icon in a larger or smaller size than that shown in the book. If necessary, point to buttons in the group to display their names in ScreenTips.


If you prefer not to have to adapt the steps, set up your screen to match ours while you read and work through the exercises in the book.

Features and Conventions of This Book

This book has been designed to lead you step by step through all the tasks you're most likely to want to perform in Microsoft Word 2010. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with all the common types of Word documents. However, each topic is self contained. If you have worked with a previous version of Word, or if you completed all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- **Detailed table of contents** Search the listing of the topics and sidebars within each chapter.
- **Chapter thumb tabs** Easily locate the beginning of the chapter you want.
- **Topic-specific running heads** Within a chapter, quickly locate the topic you want by looking at the running heads at the top of odd-numbered pages.
- **Glossary** Look up the meaning of a word or the definition of a concept.
- **Keyboard Shortcuts** If you prefer to work from the keyboard rather than with a mouse, find all the shortcuts in one place.
- **Detailed index** Look up specific tasks and features in the index, which has been carefully crafted with the reader in mind.

You can save time when reading this book by understanding how the *Step by Step* series shows exercise instructions, keys to press, buttons to click, and other information. These conventions are listed in the table on the next page.

Convention	Meaning
SET UP	This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise. It also indicates any requirements you should attend to or actions you should take before beginning the exercise.
CLEAN UP	This paragraph following a step-by-step exercise provides instructions for saving and closing open files or programs before moving on to another topic. It also suggests ways to reverse any changes you made to your computer while working through the exercise.
1	Blue numbered steps guide you through hands-on exercises in each topic.
2	
1	Black numbered steps guide you through procedures in sidebars and expository text.
2	
See Also	This paragraph directs you to more information about a topic in this book or elsewhere.
Troubleshooting	This paragraph alerts you to a common problem and provides guidance for fixing it.
Tip	This paragraph provides a helpful hint or shortcut that makes working through a task easier.
Important	This paragraph points out information that you need to know to complete a procedure.
Keyboard Shortcut	This paragraph provides information about an available keyboard shortcut for the preceding task.
Ctrl+B	A plus sign (+) between two keys means that you must press those keys at the same time. For example, "Press Ctrl+B" means that you should hold down the Ctrl key while you press the B key.
	Pictures of buttons appear in the margin the first time the button is used in a chapter.
Black bold	In exercises that begin with SET UP information, the names of program elements, such as buttons, commands, windows, and dialog boxes, as well as files, folders, or text that you interact with in the steps, are shown in black, bold type.
Blue bold	In exercises that begin with SET UP information, text that you should type is shown in blue bold type.

Using the Practice Files

Before you can complete the exercises in this book, you need to copy the book's practice files to your computer. These practice files, and other information, can be downloaded from the book's support page, located at:

<http://go.microsoft.com/fwlink/?Linkid=192147>

Display the support page in your Web browser and follow the instructions for downloading the files.

Important The Microsoft Word 2010 program is not available from this Web site. You should purchase and install that program before using this book.

The following table lists the practice files for this book.

Chapter	File
Chapter 1: Explore Word 2010	Prices_start.docx
	Procedures_start.docx
	Rules_start.docx
Chapter 2: Edit and Proofread	Bamboo_start.docx
	Brochure_start.docx
	Letter_start.docx
	Orientation_start.docx
	RulesRegulations_start.docx
Chapter 3: Change the Look of Text	AgendaA_start.docx
	AgendaB_start.docx
	Information_start.docx
	OrientationDraft_start.docx
	RulesDraft_start.docx
Chapter 4: Organize Information in Columns and Tables	ConsultationA_start.docx
	ConsultationB_start.docx
	RepairCosts_start.docx
	RoomPlanner_start.docx

(continued)

Chapter	File
Chapter 5: Add Simple Graphic Elements	Announcement_start.docx Authors_start.docx Flyer_start.docx Joan.jpg Joyce.jpg MarbleFloor.jpg OTSI-Logo.png
Chapter 6: Preview, Print, and Distribute Documents	InfoSheetA_start.docx InfoSheetB_start.docx InfosheetC_start.docx OfficeInfo_start.docx
Chapter 7: Insert and Modify Diagrams	Garden.jpg Park.jpg Pond.jpg ServiceA_start.docx ServiceB_start.docx Woods.jpg
Chapter 8: Insert and Modify Charts	CottageA_start.docx CottageB_start.docx CottageC_start.docx Temperature.xlsx
Chapter 9: Use Other Visual Elements	AgendaDraft_start.docx AuthorsDraft_start.docx OTSI-Logo.jpg Welcome_start.docx
Chapter 10: Organize and Arrange Content	BambooInfo_start.docx DeliveryTruckPurchase.docx Loan.xlsx LoanComparisons_start.docx OfficeProcedures_start.docx

Chapter	File
Chapter 11: Create Documents for Use Outside of Word	BlogPost.docx ParkingRules_start.docx RoomPlannerWeb_start.docx
Chapter 12: Explore More Text Techniques	Conductors.docx ProceduresFields_start.docx RulesBookmarks_start.docx VisitorGuide_start.docx
Chapter 13: Use Reference Tools for Longer Documents	AllAboutBamboo_start.docx BambooBibliography_start.docx ProceduresContents_start.docx RulesIndex_start.docx
Chapter 14: Work with Mail Merge	AnniversaryLetter_start.docx CustomerList_start.xlsx ThankYouEmail_start.docx
Chapter 15: Collaborate on Documents	CompetitiveAnalysisA_start.docx CompetitiveAnalysisB_start.docx InfoSheetReviewA_start.docx InfoSheetReviewB_start.docx InfoSheetReviewC_start.docx LoansProtected_start.docx ProceduresRestricted_start.docx ServiceCP_start.docx ServiceSH_start.docx ServiceTA_start.docx
Chapter 16: Work in Word More Efficiently	AgendaSH_start.docx AuthorsTemplate_start.docx ProceduresEdited_start.docx

Your Companion eBook

The eBook edition of this book allows you to:

- **Search the full text**
- **Print**
- **Copy and paste**

To download your eBook, please see the instruction page at the back of this book.

Getting Help

Every effort has been made to ensure the accuracy of this book. If you do run into problems, please contact the sources listed in the following sections.

Getting Help with This Book

If your question or issue concerns the content of this book or its practice files, please first consult the book's errata page, which can be accessed at:

<http://go.microsoft.com/fwlink/?Linkid=192147>

This page provides information about known errors and corrections to the book. If you do not find your answer on the errata page, send your question or comment to Microsoft Press Technical Support at:

mspinput@microsoft.com

Getting Help with Word 2010

If your question is about Microsoft Word 2010, and not about the content of this book, your first recourse is the Word Help system. This system is a combination of tools and files stored on your computer when you installed Word and, if your computer is connected to the Internet, information available from Office.com. You can find general or specific Help information in the following ways:

- To find out about an item on the screen, you can display a ScreenTip. For example, to display a ScreenTip for a button, point to the button without clicking it. The ScreenTip gives the button's name, the associated keyboard shortcut if there is one, and unless you specify otherwise, a description of what the button does when you click it.
- In the Word program window, you can click the Microsoft Word Help button (a question mark in a blue circle) at the right end of the ribbon to display the Word Help window.
- After opening a dialog box, you can click the Help button (also a question mark) at the right end of the dialog box title bar to display the Word Help window. Sometimes, topics related to the functions of that dialog box are already identified in the window.

To practice getting help, you can work through the following exercise.



SET UP You don't need any practice files to complete this exercise. Start Word, and then follow the steps.



1. At the right end of the ribbon, click the **Microsoft Word Help** button.
The Word Help window opens.



You can maximize the window or adjust its size by dragging the handle in the lower-right corner. You can change the size of the font by clicking the Change Font Size button on the toolbar.

If you are connected to the Internet, clicking any of the buttons below the Microsoft Office banner (Products, Support, Images, and Templates) takes you to a corresponding page of the Office Web site.

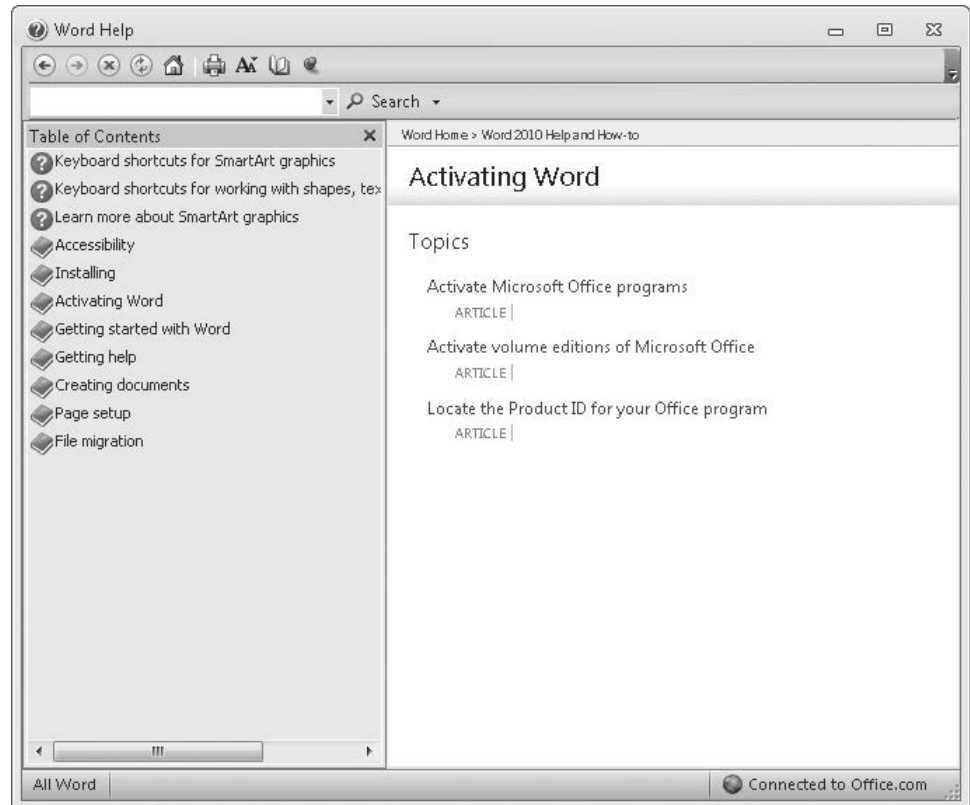
2. Below the bulleted list under **Browse Word 2010 support**, click **see all**.
The window changes to display a list of help topics.
3. In the list of topics, click **Activating Word**.

Word Help displays a list of topics related to activating Microsoft Office programs. You can click any topic to display the corresponding information.



4. On the toolbar, click the **Show Table of Contents** button.

The window expands to accommodate two panes. The Table Of Contents pane appears on the left. Like the table of contents in a book, it is organized in sections. If you're connected to the Internet, Word displays sections, topics, and training available from the Office Online Web site as well as those stored on your computer.



Clicking any section (represented by a book icon) displays that section's topics (represented by help icons).

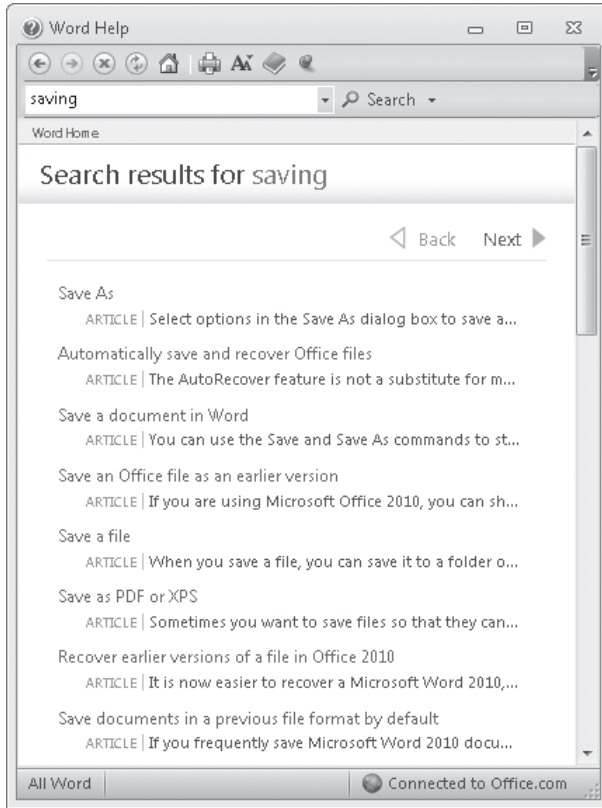


5. In the **Table of Contents** pane, click a few sections and topics. Then click the **Back** and **Forward** buttons to move among the topics you have already viewed.



6. At the right end of the **Table of Contents** title bar, click the **Close** button.
7. At the top of the **Word Help** window, click the **Type words to search for** box, type **saving**, and then press the Enter key.

The Word Help window displays topics related to the word you typed.



Next and Back buttons appear to make it easier to search for the topic you want.

8. In the results list, click the **Recover earlier versions of a file in Office 2010** topic. The selected topic appears in the Word Help window.
9. Below the title at the top of the topic, click **Show All**.

Word displays any hidden auxiliary information available in the topic and changes the Show All button to Hide All. You can jump to related information by clicking hyperlinks identified by blue text.

Tip You can click the **Print** button on the toolbar to print a topic. Only the displayed information is printed.

CLEAN UP Click the **Close** button at the right end of the Word Help window.

More Information

If your question is about Microsoft Word 2010 or another Microsoft software product and you cannot find the answer in the product's Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

support.microsoft.com

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

support.microsoft.com/gp/selfoverview/

Chapter at a Glance



Present information in columns, **page 116**

Available Consultants (check your consultant's name)
 Susan Eurt
 Andy Ruth
 Carlos Carvallo

Consultation Fee Schedule

Location	Discount Applies	Hourly Rate
In home	No	\$50.00
Phone	Yes	\$35.00
In store	Yes	\$40.00

Create tabbed lists, **page 123**

Consultation Estimate

Type	Locations	Consultant	Hourly Rate	Total
Window treatments	In home	Andy Ruth	\$50.00	\$50.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subtotal				<input type="checkbox"/>
				<input type="checkbox"/>

Present information in tables, **page 125**

Building Association Estimated Repair Costs

Item	Repair Type	Quantity	Cost, \$
Bastometric Decks	Resurface	400 sq. ft.	1,600
Wood Decks	Replace	1,200 sq. ft.	6,500
Building Exterior	Repaint	9,000 sq. ft.	9,000
Roof	Reseal	5,000 sq. ft.	2,700
Entry Doors	Repaint	4	600
Carpet	Replace	150 sq. yds.	4,500
Intercom	Replace	1	2,500
Garage Door Opener	Replace	1	2,000
Steel Doors	Repaint	10	750
Interior Trim	Repaint	800 ft.	4,500
Elevator Hydraulics	Replace	1	55,000
Fire Alarm System	Replace	1	3,000
TOTAL			110,550

Format tables, **page 136**

4 Organize Information in Columns and Tables

In this chapter, you will learn how to

- ✓ Present information in columns.
 - ✓ Create tabbed lists.
 - ✓ Present information in tables.
 - ✓ Format tables.
-

Information in documents is most commonly presented as paragraphs of text. To make a text-heavy document more legible, you can flow the text in two or more columns, or you can display information in a table. For example, flowing text in multiple columns is a common practice in newsletters, flyers, and brochures; and presenting information in tables is common in reports.

When you need to present data in a document, using a table is often more efficient than describing the data in a paragraph, particularly when the data consists of numeric values. Tables make the data easier to read and understand. A small amount of data can be displayed in simple columns separated by tabs, which creates a tabbed list. A larger amount of data, or more complex data, is better presented in a table, which is a structure of rows and columns, frequently with row and column headings.

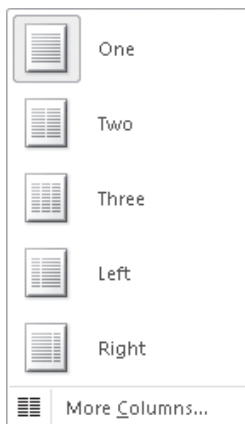
In this chapter, you'll first create and modify columns of text. Then you'll create a simple tabbed list. Finally, you'll create tables from scratch and from existing text, and format a table in various ways.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter04 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

Presenting Information in Columns

By default, Microsoft Word 2010 displays text in one column that spans the width of the page between the left and right margins. You can specify that text be displayed in two, three, or more columns to create layouts like those used in newspapers and magazines. When you format text to flow in columns, the text fills the first column on each page and then moves to the top of the next column. You can manually indicate where you want the text within each column to end.

The Columns gallery in the Page Setup group on the Page Layout tab displays several standard options for dividing text into columns. You can choose one, two, or three columns of equal width or two columns of unequal width. If the standard options don't suit your needs, you can specify the number and width of columns. The number of columns is limited by the width and margins of the page, and each column must be at least a half inch wide.



The Columns gallery displays the predefined column options.

No matter how you set up the columns initially, you can change the layout or column widths at any time.

You can format an entire document or a section of a document in columns. When you select a section of text and format it as columns, Word inserts section breaks at the beginning and end of the selected text to delineate the area in which the columnar formatting is applied. Within the columnar text, you can insert column breaks to specify where you want to end one column and start another. Section and column breaks are visible when you display formatting marks in the document.

Tip You can apply many types of formatting, including page orientation, to content within a specific section of a document without affecting the surrounding text. For information about sections, see “Controlling What Appears on Each Page” in Chapter 6, “Preview, Print, and Distribute Documents.”

See Also For information about formatting marks, see “Viewing Documents in Different Ways” in Chapter 1, “Explore Word 2010.”

You can apply character and paragraph formatting to columnar text in the same way you would any text. Here are some formatting tips for columnar text:

- When presenting text in narrow columns, you can justify the paragraphs (align the text with the left and right edges) to achieve a neat and clean appearance. To justify the paragraphs, Word adjusts the spacing between words, essentially moving the empty space that would normally appear at the end of the line into the gaps between words.
- To more completely fill columns, you can have Word hyphenate the text to break words into syllables to fill up the gaps.

In this exercise, you’ll flow the text in one section of a document into three columns. You’ll justify the text in the columns, change the column spacing, and hyphenate the text. You’ll then break a column at a specific location instead of allowing the text to flow naturally from one column to the next.



SET UP You need the *RoomPlanner_start* document located in your Chapter04 practice file folder to complete this exercise. Open the *RoomPlanner_start* document, and save it as *RoomPlanner*. Then display formatting marks and the rulers, and follow the steps.

1. Click at the beginning of the paragraph that begins **Take a look** (do not click in the selection area). Then scroll down until you can see the end of the document, hold down the Shift key, and click to the right of the paragraph mark after **credit cards**.

Word selects the text from the *Take a look* paragraph through the end of the last paragraph (but not the empty paragraph).

Tip If you want to format an entire document with the same number of columns, you can simply click anywhere in the document—you don’t have to select the text.

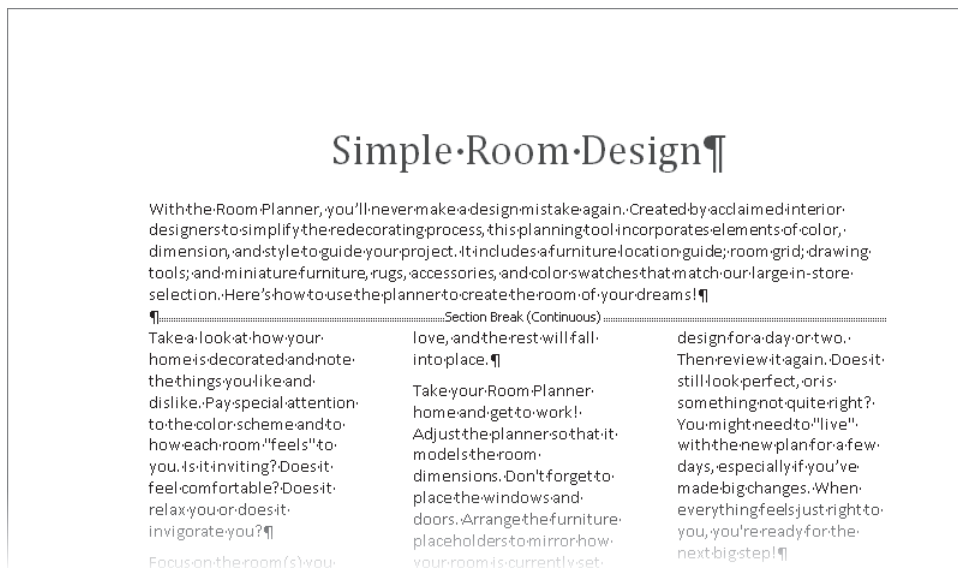


2. On the **Page Layout** tab, in the **Page Setup** group, click the **Columns** button, and then in the **Columns** gallery, click **Three**.

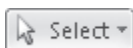
Word inserts a section break above the selected text and flows the text within the section into three columns.

3. Press **Ctrl+Home** to move to the top of the document.

The section break is visible above the columns.



A continuous section break changes the formatting of the subsequent text but keeps it on the same page.



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

Keyboard Shortcut Press **Ctrl+A** to select all the text in the document.

See Also To see a complete list of keyboard shortcuts, see "Keyboard Shortcuts" at the end of this book.



5. In the **Paragraph** group, click the **Justify** button.

Keyboard Shortcut Press **Ctrl+J** to justify paragraphs.

The spacing between the words changes to align all the paragraphs in the document with both the left and right margins. Because you applied the formatting to the entire document, the title is no longer centered. However, it is often quicker to apply formatting globally and then deal with the exceptions.



- Press **Ctrl+Home** to move to the paragraph containing the document title. Then in the **Paragraph** group, click the **Center** button.

Keyboard Shortcut Press **Ctrl+E** to center text.

Word centers the document title between the left and right margins.

- Adjust the zoom percentage until you can see about two-thirds of the first page of the document.

See Also For information about adjusting the zoom percentage, see “Viewing Documents in Different Ways” in Chapter 1, “Explore Word 2010.”

- Click anywhere in the first column.

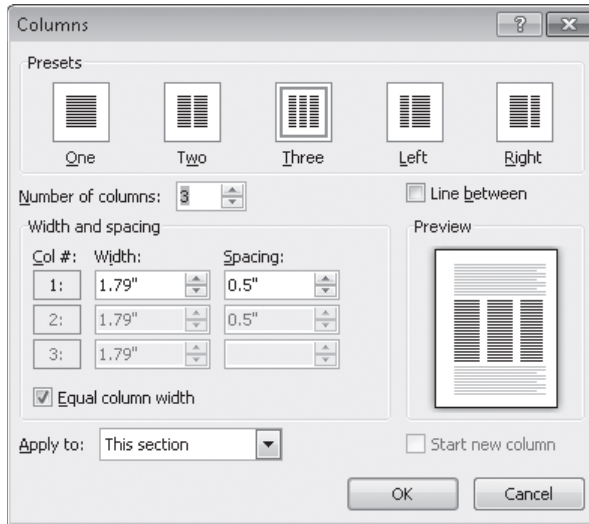
On the horizontal ruler, Word indicates the margins of the columns.



On the ruler, the indent markers show the indentation of the active column.

Tip If your rulers aren't turned on, select the **Ruler** check box in the **Show** group of the **View** tab.

9. On the **Page Layout** tab, display the **Columns** gallery, and click **More Columns**. The Columns dialog box opens. The spacing between columns is set by default to a half inch.



Because the Equal Column Width check box is selected, you can adjust the width and spacing of only the first column.

Tip To separate the columns with vertical lines, select the **Line Between** check box.

10. In the **Width and spacing** area, in the **Spacing** box for column 1, type or select **0.2"**.

Word changes the measurement in the Spacing box for column 2, and widens all the columns in the Preview area to reflect the new setting.

11. Click **OK**.

Word reflows the columns to fit their new margins.



Wider columns generally look neater on the page.

12. Click at the beginning of the **Take a look** paragraph. Then in the **Page Setup** group, click the **Hyphenation** button, and click **Automatic**.



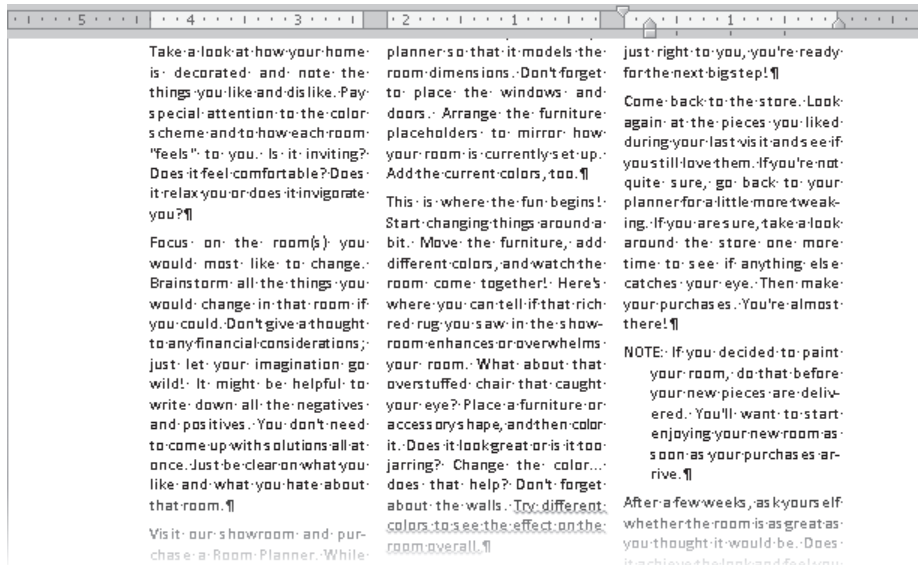
Word hyphenates the text of the document, which fills in some of the large gaps between words.

13. Click anywhere in the **NOTE** paragraph in the third column.



14. On the horizontal ruler, at the left end of the third column, drag the **Hanging Indent** marker 0.25 inch (two marks) to the right.

All the lines in the *NOTE* paragraph except the first are now indented, offsetting the note from the paragraphs above and below it.



You can change the indentation of individual paragraphs within a column.

15. Display the bottom of page 1. In the first column on page 1, click at the beginning of the **Take your Room Planner home** paragraph. Then in the **Page Setup** group, click the **Breaks** button, and click **Column**.

Word inserts a column break. The text that follows the column break moves to the top of the second column.

16. At the bottom of the third column on page 1, click at the beginning of the **If you're not sure** paragraph, and then on the Quick Access Toolbar, click the **Repeat Insertion** button to insert another column break.

Keyboard Shortcut Press **Ctrl+Y** to repeat the previous action.

Word inserts a column break. The text that follows the column break moves to the top of the first column on page 2.

✖ CLEAN UP Return the **Zoom Level** setting to 100%, and then save and close the RoomPlanner document.

Creating Tabbed Lists

If you have a relatively small amount of data to present, you might choose to display it in a tabbed list, which arranges text in simple columns separated by tabs. You can align the text within the columns by using left, right, centered, or decimal tab stops.

See Also For more information about setting tab stops, see “Manually Changing the Look of Paragraphs” in Chapter 3, “Change the Look of Text.”

When entering text in a tabbed list, inexperienced Word users have a tendency to press the Tab key multiple times to align the columns of the list with the default tab stops. If you do this, you have no control over the column widths. To be able to fine-tune the columns, you need to set custom tab stops rather than relying on the default ones.

When setting up a tabbed list, you should press Tab only once between the items that you want to appear in separate columns. Next you apply any necessary formatting. And finally, you set the custom tab stops. Set left, right, centered, and decimal tabs to control the alignment of the column content, or set a bar tab to add a vertical line to visually separate list columns. By setting the tabs in order from left to right, you can check the alignment of the text within each column as you go.

In this exercise, you'll first enter text separated by tabs and format the text. Then you'll set custom tab stops to create a tabbed list.



SET UP You need the *ConsultationA_start* document located in your Chapter04 practice file folder to complete this exercise. Open the *ConsultationA_start* document, and save it as *ConsultationA*. Then display formatting marks and the rulers, and follow the steps.

1. Set the zoom percentage to a level that is comfortable for you, and then press Ctrl+End to move the cursor to the blank line at the end of the document.
2. Type **Location**, press Tab, type **Discount Applies**, press Tab, type **Hourly Rate**, and then press Enter.

3. Add three more lines to the list by typing the following text, pressing the Tab and Enter keys where indicated.

In home Tab *No* Tab *\$50.00* Enter

Phone Tab *Yes* Tab *\$35.00* Enter

In store Tab *Yes* Tab *\$40.00* Enter

The tab characters push the items to the next default tab stop, but because some items are longer than others, they do not line up.

```

Available Consultants: (check your consultant's name)¶
Susan Burk¶
Andy Ruth¶
Carlos Carvallo¶

Consultation Fee Schedule¶
Location → Discount Applies → Hourly Rate¶
In-home → No → $50.00¶
Phone Yes → $35.00¶
In-store → Yes → $40.00¶
¶

```

In a tabbed list, it's important to press the Tab key only once between items.

4. Select the first line of the tabbed list, and then on the Mini Toolbar that appears, click the **Bold** button.



Troubleshooting If the Mini Toolbar doesn't appear, click the **Bold** button in the **Font** group on the **Home** tab.

Keyboard Shortcut Press **Ctrl+B** to apply bold.

5. Select all four lines of the tabbed list, and then on the Mini Toolbar, click the **Increase Indent** button.



Tip It's more efficient to make all character and paragraph formatting changes to the text before setting tab stops. Otherwise, you might have to adjust the tab stops after applying the formatting.

6. With the tabbed list still selected, on the **Page Layout** tab, in the **Paragraph** group, under **Spacing**, change the **After** setting to **0 pt**.
7. Click the tab setting button at the junction of the horizontal and vertical rulers until the **Center Tab** button is active. (You will probably have to click only once.) Then click the **2.5** inch mark on the horizontal ruler.



On the ruler, Word sets a center-aligned tab stop that looks like the Center Tab icon. The items in the second column of the tabbed list center themselves at that position.

8. Click the tab setting button once.

The Right Tab button is now active.



9. With the **Right Tab** button active, click the horizontal ruler at the **4.5** inch mark.

On the ruler, Word sets a right-aligned tab stop that looks like the Right Tab icon. The items in the third column of the tabbed list right-align themselves at that position.



10. On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button to hide the tabs, paragraph marks, and other formatting marks. Then click away from the tabbed list to see the results.

The tabbed list resembles a simple table.

Available Consultants (check your consultant's name)		
Susan Burk		
Andy Ruth		
Carlos Carvallo		
Consultation Fee Schedule		
Location	Discount Applies	Hourly Rate
In home	No	\$50.00
Phone	Yes	\$35.00
In store	Yes	\$40.00

You have created a simple table-like layout with just a few clicks.



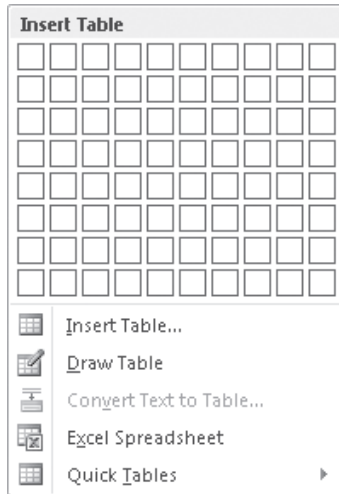
CLEAN UP Save the ConsultationA document, and then close it.

Presenting Information in Tables

A table is a structure of vertical columns and horizontal rows. Each column and each row can be named with a heading, although some tables have only column headings or only row headings. At the junction of each column and row is a box called a *cell* in which data (text or numeric information) is stored.

You can create empty or predefined tables in a Word document in the following ways:

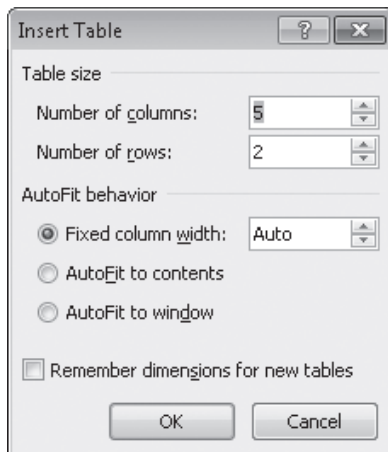
- The Insert Table gallery, which is available from the Tables group on the Insert tab, displays a simple grid.



You can create a simple table from the grid in the Insert Table gallery.

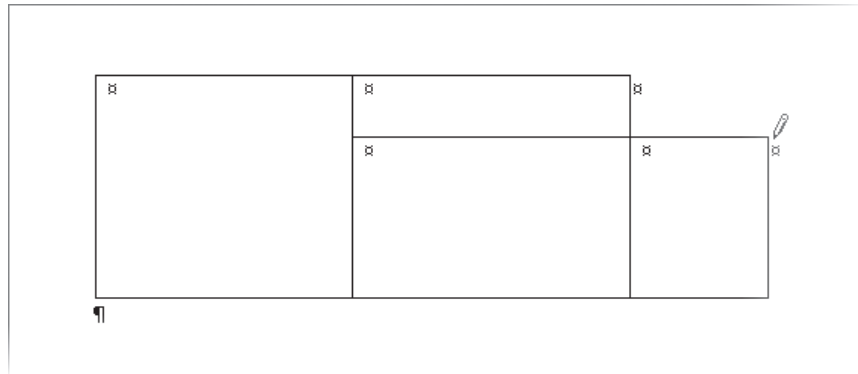
Clicking a cell in the grid inserts an empty table the width of the text column. The table has the number of rows and columns you indicated in the grid, with all the rows one line high and all the columns of an equal width.

- To insert a more customized empty table, you can click Insert Table on the menu at the bottom of the Insert Table gallery to open the Insert Table dialog box, in which you can specify the number of rows and columns and customize the column width.



You can create a custom-width table from the Insert Table dialog box.

- To insert a less clearly defined empty table, you can click Draw Table below the grid in the Insert Table gallery. This command displays a pencil with which you can draw cells directly in the Word document to create a table. The cells you draw connect by snapping to a grid, but you have some control over the size and spacing of the rows and columns.



You can draw a table directly on the page.

See Also For information about drawing tables, see “Using Tables to Control Page Layout” in Chapter 10, “Organize and Arrange Content.”

- In addition to empty tables, you can insert any of the available Quick Tables, which are predefined tables of formatted data that you can replace with your own information. Built-in Quick Tables include a variety of calendars, simple tables, tables with subheadings, and tabbed lists. You can also save your own custom tables to the Quick Tables gallery so that you can easily insert a frequently used table structure and data into any document.

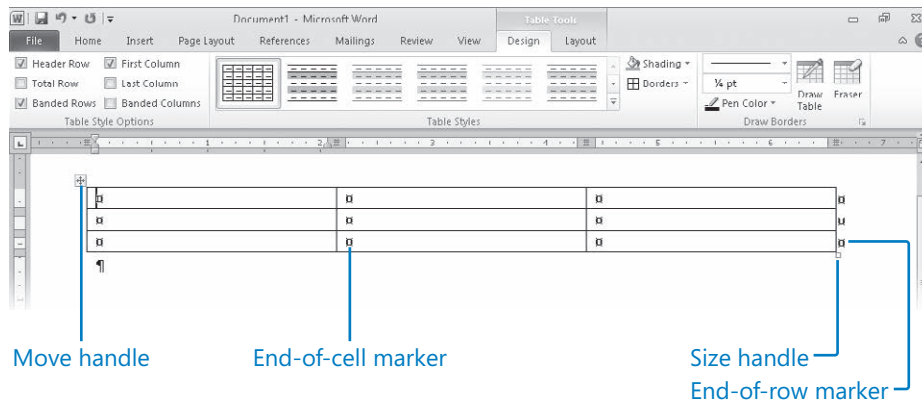
Enrollment in local colleges, 2010

College	New students	Graduating students	Change
<i>Undergraduate</i>			
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77
Pine College	134	121	+13
Oak Institute	202	210	-8
<i>Graduate</i>			
Cedar University	24	20	+4
Elm College	43	53	-10
Maple Academy	3	11	-8
Pine College	9	4	+5
Oak Institute	53	52	+1
Total	998	908	90

Source: Fictitious data, for illustration purposes only

The Quick Tables gallery includes a selection of predefined tables such as this one.

A new table appears in the document as a set of cells, usually bordered by gridlines. (In some Quick Tables, the gridlines are turned off.) Each cell contains an end-of-cell marker, and each row ends with an end-of-row marker. (The end-of-cell markers and end-of-row markers are identical in appearance, and are visible only when you display formatting marks in the document.) When you point to a table, a move handle appears in its upper-left corner and a size handle in its lower-right corner. When the cursor is in a table, two Table Tools contextual tabs—Design and Layout—appear on the ribbon.



A table has its own controls and its own contextual ribbon tabs.

Tip The move handle and size handle appear only in Print Layout view and Web Layout view.

After you create a table, you can enter data (such as text, numbers, or graphics) into the table cells and press the Tab key to move the cursor from cell to cell. Pressing Tab when the cursor is in the last cell of a row moves the cursor to the first cell of the next row. Pressing Tab when the cursor is in the last cell of the last row adds a new row to the table and moves the cursor to the first cell of that row.

Tip You can move and position the cursor by pressing the Tab key or the Arrow keys, or by clicking in a table cell.

If the data you want to present in a table already exists in the document, either as regular text or as a tabbed list, you can convert the text to a table by selecting it and then clicking Convert Text To Table in the Insert Table gallery. Conversely, you can convert an active table to regular text by clicking the Convert To Text button in the Data group on the Layout tab.

You can modify a table's structure by changing the size of the table, changing the size of one or more columns or rows, or adding or removing rows, columns, or individual cells.

Tip To change a table's structure, you often need to select the entire table or a specific column or row. The simplest way to do this is to position the cursor in the table, column, or row, click the Select button in the Table group on the Layout tab, and then click the table element you want. Alternatively, you can point to the top edge of a column or left edge of a row and, when the pointer changes to an arrow, click to select the column or row.

The basic methods for manipulating a table or its contents are as follows:

- **Insert a row or column** Click anywhere in a row or column adjacent to where you want to make the insertion. Then on the Layout tab, in the Rows & Columns group, click the Insert Above, Insert Below, Insert Left, or Insert Right button.



The Rows & Columns group of the Layout tab.

Selecting more than one row or column before you click an Insert button inserts that number of rows or columns in the table.

Tip You can insert cells by clicking the Rows & Columns dialog box launcher and specifying in the Insert Cells dialog box how adjacent cells should be moved to accommodate the new cells.

- **Delete a row or column** Click anywhere in the row or column, and in the Rows & Columns group, click the Delete button. Then click Delete Cells, Delete Columns, Delete Rows, or Delete Table.
- **Resize an entire table** Drag the size handle.
- **Resize a single column or row** Without selecting the column, drag its right border to the left or right. Without selecting the row, drag its bottom border up or down. (If you select a column or row and then drag its border, only the selected column or row changes.)
- **Move a table** Point to the table, and then drag the move handle that appears in its upper-left corner to a new location. Or use the Cut and Paste commands in the Clipboard group on the Home tab to move the table.
- **Merge cells** Create cells that span multiple columns or rows by selecting the cells you want to merge and clicking the Merge Cells button in the Merge group on the Layout tab. For example, to center a title in the first row of a table, you can merge all the cells in the row to create one merged cell that spans the table's width.

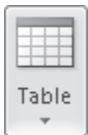
- **Split cells** Divide one cell into multiple cells by clicking the Split Cells button in the Merge group on the Layout tab and then specifying the number of columns and rows you want.
- **Sort information** Click the Sort button in the Data group on the Layout tab to sort the rows in ascending or descending order by the data in any column. For example, in a table that has the column headings Name, Address, ZIP Code, and Phone Number, you can sort on any one of those columns to arrange the information in alphabetical or numerical order.

In this exercise, you'll work with two tables. First you'll create an empty table, enter and align text in the table cells, add rows to the table, and merge cells. Then you'll create a second table by converting an existing tabbed list, change the width of a column, and change the width of the entire table.

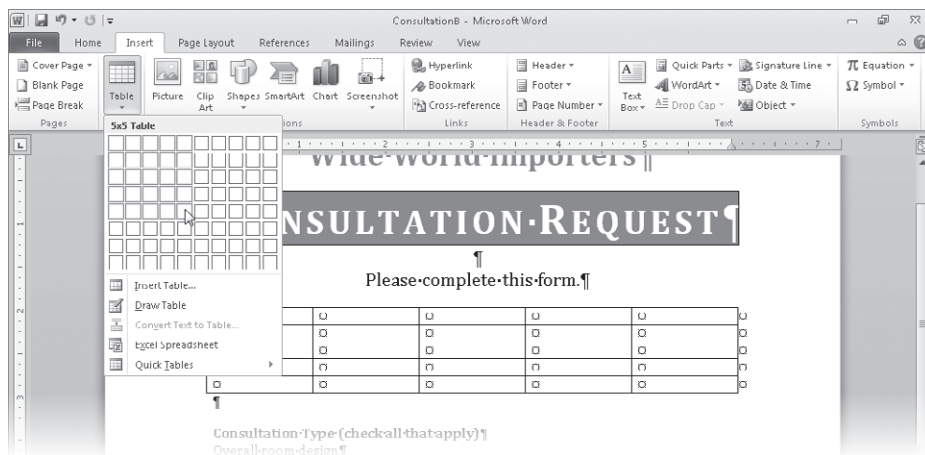


SET UP You need the *ConsultationB_start* document located in your *Chapter04* practice file folder to complete this exercise. Open the *ConsultationB_start* document, and save it as *ConsultationB*. Then display formatting marks and the rulers, and follow the steps.

1. Click to the left of the second blank paragraph below **Please complete this form.**
2. On the **Insert** tab, in the **Tables** group, click the **Table** button. Then in the **Insert Table** gallery, point to (don't click) the cell that is five columns to the right and five rows down from the upper-left corner of the grid.



Word highlights the cells that will be in the table, indicates the table dimensions in the gallery header, and creates a temporary table in the document.



You can preview the table with the number of columns and rows you have specified.

- Click the cell.

Word creates a blank table consisting of five columns and five rows. The cursor is located in the first cell. Because the table is active, Word displays the Design and Layout contextual tabs.

- In the selection area to the left of the table, point to the first row of the table, and then click once to select it.



- On the **Layout** contextual tab, in the **Merge** group, click the **Merge Cells** button. Word combines the five cells in the first row into one cell.



- With the merged cell selected, in the **Alignment** group, click the **Align Center** button. The end-of-cell marker moves to the exact center of the merged cell to indicate that anything you type there will be centered both horizontally and vertically.

- Type **Consultation Estimate**.

The table now has content that looks like a table title.

Consultation Estimate				

Merged cells are often used for table titles and column headings.

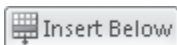
- Click the first cell in the second row, type **Type**, and then press Tab.
- Type **Location**, **Consultant**, **Hourly Rate**, and **Total**, pressing Tab after each entry.

Pressing Tab after the *Total* heading moves the cursor to the first cell of the third row. The table now has a row of column headings.

- Select the column heading row, and then on the Mini Toolbar, click the **Bold** button.
- In the third row, type **Window treatments**, **In home**, **Andy Ruth**, **\$50.00**, and **\$50.00**, pressing Tab after each entry.

You have entered a complete row of data.

- Select the last two rows, and then on the **Layout** tab, in the **Rows & Columns** group, click the **Insert Below** button.



Word adds two new rows and selects them.

- In the last row, click the first cell, hold down the Shift key, and then press the Right Arrow key four times to select the first four cells in the row.

14. In the **Merge** group, click the **Merge Cells** button.

Word combines the selected cells into one cell.



15. In the **Alignment** group, click the **Align Center Right** button.

16. Type **Subtotal**, and then press Tab twice.

Word adds a new row with the same structure to the bottom of the table.

Consultation Estimate				
Type	Location	Consultant	Hourly Rate	Total
Window treatments	In-home	Andy Ruth	\$50.00	\$50.00
Subtotal				

When you add a new row, it has the same format as the one it is based on.

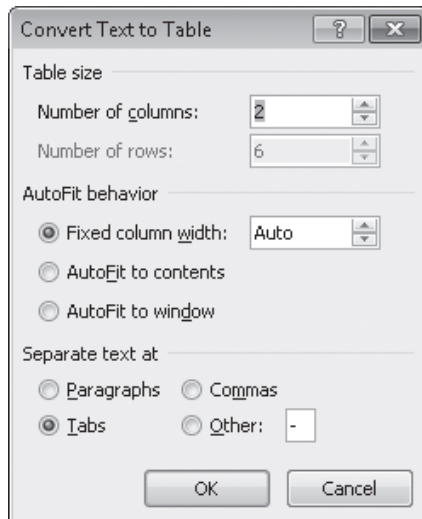
17. Type **Add trip fee**, press Tab twice to add a new row, and then type **Total**.

Now you'll create a different table by converting existing text.

18. Scroll down to the bottom of the document, and select the rows of the tabbed list beginning with **Distance** and ending with **\$20.00**.

19. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Convert Text to Table**.

The Convert Text To Table dialog box opens.



You can separate text into columns based on the symbol you specify.

20. Verify that the **Number of columns** box displays **2**, and then click **OK**.
The selected text appears in a table with two columns and six rows.
21. Click anywhere in the table to release the selection, and then point to the right border of the table. When the pointer changes to two opposing arrows, double-click the border.
Word adjusts the width of the right column to accommodate its longest cell entry.
- Tip** You can also adjust the column width by changing the **Table Column Width** setting in the **Cell Size** group on the **Layout** tab.
22. Point to the **In-Home Trip Charge** table.
Word displays the move handle in the upper-left corner and the size handle in the lower-right corner.
23. Drag the size handle to the right, releasing the mouse button when the right edge of the table aligns approximately with the **4** inch mark on the horizontal ruler.
The width of the table expands.

Carlos Carvallo

Consultation Fee Schedule

Location	Discount Applies	Hourly Rate
In-home	No	\$50.00
Phone	Yes	\$35.00
In-store	Yes	\$40.00

In-Home Trip Charge

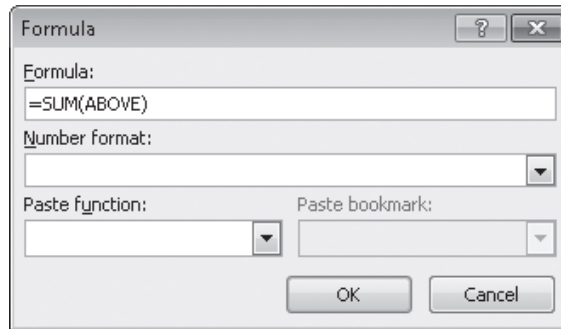
Distance	Fee
0-5 miles	No charge
6-10 miles	\$5.50
11-20 miles	\$7.00
21-50 miles	\$10.00
Over 50 miles	\$20.00

The table is now approximately as wide as the tabbed list above, creating a nice balance.

X CLEAN UP Save the ConsultationB document, and then close it.

Performing Calculations in Tables

When you want to perform calculations with the numbers in a Word table, you can create a formula that uses a built-in mathematical function. You construct a formula by using the tools in the Formula dialog box, which you display by clicking the Formula button in the Data group on the Layout contextual tab.



The Formula dialog box.

A formula consists of an equal sign (=), followed by a function name (such as SUM), followed by parentheses containing the location of the cells you want to use for the calculation. For example, the formula =SUM(Left) totals the cells to the left of the cell containing the formula.

To use a function other than SUM in the Formula dialog box, you click the function you want in the Paste Function list. You can use built-in functions to perform a number of calculations, including averaging (AVERAGE) a set of values, counting (COUNT) the number of values in a column or row, or finding the maximum (MAX) or minimum (MIN) value in a series of cells.

Although formulas commonly refer to the cells above or to the left of the active cell, you can also use the contents of specified cells or constant values in formulas. To use the contents of a cell, you type the cell address in the parentheses following the function name. The cell address is a combination of the column letter and the row number—for example, A1 is the cell at the intersection of the first column and the first row. A series of cells in a row can be addressed as a range consisting of the first cell and the last cell separated by a colon, such as A1:D1. For example, the formula =SUM(A1:D1) totals the values in row 1 of columns A through D. A series of cells in a column can be addressed in the same way. For example, the formula =SUM(A1:A4) totals the values in column A of rows 1 through 4.

Other Layout Options

You can control many aspects of a table in the Table Properties dialog box, which you display by clicking the Properties button in the Table group on the Layout tab. You can set the following options:

- On the Table page, you can specify the width of the entire table, as well as the way it interacts with the surrounding text.
- On the Row page, you can specify the height of each row, whether a row is allowed to break across pages, and whether a row of column headings should be repeated at the top of each page.

Tip The Repeat As Header Row option is available only if the cursor is in the top row of the table.

- On the Column page, you can set the width of each column.
- On the Cell page, you can set the width of cells and the vertical alignment of text within them.

Tip You can also control the widths of selected cells by changing the settings in the Cell Size group on the Layout tab.

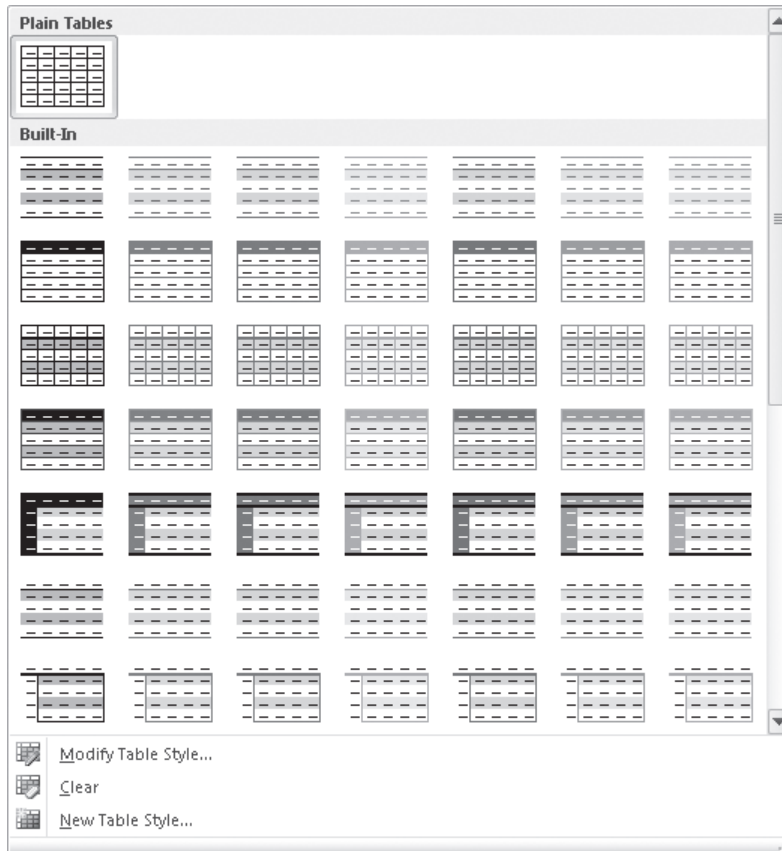
- On either the Table page or Cell page, you can control the margins of cells (how close text comes to the cell border) by clicking Options and specifying top, bottom, left, and right settings.

Tip You can also control the margins by clicking the Cell Margins button in the Alignment group on the Layout tab.

- On the Alt Text page, you can enter text that describes what the table is about.

Formatting Tables

Formatting a table to best convey its data can be a process of trial and error. With Word 2010, you can quickly get started by applying one of the table styles available in the Table Styles gallery on the Design contextual tab.



The table styles include a variety of borders, colors, and other attributes to give the table a professional look.

If you want to control the appearance of a table more precisely, you can use the commands on the Design and Layout tabs. You can also format the table content. As you saw in the previous exercise, you can apply character formatting to the text in tables just as you would to regular text, by clicking buttons on the Mini Toolbar. You can also click the buttons in the Font group on the Home tab. You can apply paragraph formatting, such as alignment and spacing, by clicking buttons in the Paragraph group on the Home tab. And you can apply both character and paragraph styles from the Quick Styles gallery.

In this exercise, you'll first apply a table style to a table. Then you'll format a table row and column. You'll also apply character and paragraph formatting to various cells so that the table's appearance helps the reader understand its data.



SET UP You need the `RepairCosts_start` document located in your `Chapter04` practice file folder to complete this exercise. Open the `RepairCosts_start` document, and save it as `RepairCosts`. If formatting marks are displayed, hide them, and then follow the steps.

1. Click anywhere in the table, and then on the **Design** tab, point to each thumbnail in the first row of the **Table Styles** gallery to see its live preview.
2. In the **Table Style Options** group, clear the **Banded Rows** check box, and select the **Total Row** check box.

The table style thumbnails no longer have banded rows, reflecting your changes.



3. In the **Table Styles** group, click the **More** button.

The Table Styles gallery appears.

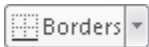
4. Preview all the styles in the gallery. When you finish exploring, click the second thumbnail in the fifth row (**Medium Shading 2 – Accent 1**).

The style needs to be modified to suit the data, but it's a good starting point.

Building Association Estimated Repair Costs

Item	Repair Type	Quantity	Cost, \$
Elastomeric Decks	Resurface	400 sq. ft.	1,600
Wood Decks	Replace	1,200 sq. ft.	6,500
Building Exterior	Repaint	9,000 sq. ft.	9,000
Roof	Reseal	5,000 sq. ft.	2,700
Entry Doors	Repaint	4	600
Carpet	Replace	150 sq. yds.	4,500
Intercom	Replace	1	2,500
Garage Door Opener	Replace	1	2,000
Steel Doors	Repaint	10	750
Exterior Trim	Repaint	800 ft.	4,500
Elevator Hydraulics	Replace	1	55,000
Fire Alarm System	Replace	1	3,000
TOTAL			110,550

This table style applies formatting to the header and total rows, the first column, and the text of the table.



- Select all the cells in the last row by clicking in the selection area to its left. Then in the **Table Styles** group, click the **Borders** arrow, and click **Borders and Shading**.

The Borders And Shading dialog box opens, displaying the borders applied to the selected cells.

- On the **Borders** page of the dialog box, scroll to the top of the **Style** list, and click the thick black border.
- In the **Preview** area, click the top border button once to remove the current border, and click again to apply the thick black border.
- Click the **Shading** tab, and click the **Fill** arrow. Under **Theme Colors** in the palette, click the fifth box in the top row (**Blue, Accent 1**). Then click **OK**.
- Without moving the selection, on the **Home** tab, in the **Font** group, click the **Font Color** arrow, and under **Theme Colors** in the palette, click the white box. Then press Home to release the selection.



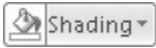
The table now has the same border at the top and bottom.

Building Association Estimated Repair Costs

Item	Repair Type	Quantity	Cost, \$
Elastomeric Decks	Resurface	400 sq. ft.	1,600
Wood Decks	Replace	1,200 sq. ft.	6,500
Building Exterior	Repaint	9,000 sq. ft.	9,000
Roof	Reseal	5,000 sq. ft.	2,700
Entry Doors	Repaint	4	600
Carpet	Replace	150 sq. yds.	4,500
Intercom	Replace	1	2,500
Garage Door Opener	Replace	1	2,000
Steel Doors	Repaint	10	750
Exterior Trim	Repaint	800 ft.	4,500
Elevator Hydraulics	Replace	1	55,000
Fire Alarm System	Replace	1	3,000
TOTAL			110,550

You can customize a table style to meet your needs.

- Point to the left side of the **Elastomeric Decks** cell, and when the pointer changes to a black right-pointing arrow, drag downward to select all the cells in the **Item** column **except** the **TOTAL** cell.



11. On the **Design** tab, in the **Table Styles** group, click the **Shading** arrow, and under **Theme Colors**, click the third box in the blue column (**Blue, Accent 1, Lighter 40%**).



12. Select all the cells containing amounts in the **Cost, \$** column, including the cell with the total. Then on the **Layout** tab, in the **Alignment** group, click the **Align Center Right** button.

Tip If the first row of your table has several long headings that make it difficult to fit the table on one page, you can turn the headings sideways. Simply select the heading row and click the **Text Direction** button in the **Alignment** group on the **Layout** tab.

Now you can judge how well the table displays its data.

Building Association Estimated Repair Costs

Item	Repair Type	Quantity	Cost, \$
Elastomeric Decks	Resurface	400 sq. ft.	1,600
Wood Decks	Replace	1,200 sq. ft.	6,500
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Carpet	Replace	150 sq. yds.	4,500
Intercom	Replace	1	2,500
Garage Door Opener	Replace	1	2,000
Steel Doors	Repaint	10	750
Exterior Trim	Repaint	800 ft.	4,500
Elevator Hydraulics	Replace	1	55,000
Fire Alarm System	Replace	1	3,000
TOTAL			110,550

The total now stands out better, and the amounts are easier to read.

Tip If you will need to use this formatted table with different data in the future, you can save it as a **Quick Table**. For information about saving customized tables for future use, see the sidebar “**Quick Tables**” on the next page.



CLEAN UP Save the **RepairCosts** document, and then close it.

Quick Tables

With Word 2010, you can create Quick Tables—preformatted tables with sample data that you can customize. To create a Quick Table:

1. On the Insert tab, in the Tables group, click the Table button, and then point to Quick Tables.

The Quick Tables gallery appears.



The predefined Quick Tables meet several common needs.

2. Scroll through the gallery, noticing the types of tables that are available, and then click the one you want.

For example, this is the Matrix Quick Table.

City-or-Town	Point-A	Point-B	Point-C	Point-D	Point-E
Point-A	—				
Point-B	87	—			
Point-C	64	56	—		
Point-D	37	32	91	—	
Point-E	93	35	54	43	—

The Matrix Quick Table includes row and column headings, placeholder data, and no summary data, such as totals.

3. On the Design tab, apply formatting to tailor the Quick Table to your needs. For example, here's the Matrix Quick Table after we formatted it.

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—				
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—

It is easy to customize a Quick Table for your own needs.

If you will use the table again, you can save it in the Quick Tables gallery. Select the table, display the Quick Tables gallery, and click Save Selection To Quick Tables Gallery. Then in the Create New Building Block dialog box, assign a name to the table, and click OK. Provided you save the Building Blocks template when Word prompts you to, the table will be available in the Quick Tables gallery for future use.

See Also For information about building blocks, see “Inserting Building Blocks” in Chapter 5, “Add Simple Graphic Elements.”

Key Points

- To vary the layout of a document, you can divide text into columns. You can control the number of columns, the width of the columns, and the space between the columns.
- To clearly present a simple set of data, you can use tabs to create a tabbed list, with custom tab stops controlling the width and alignment of columns.
- You can create a table from scratch, or convert existing text to a table. You can control the size of the table and its individual structural elements.
- By using the built-in table styles, you can quickly apply professional-looking cell and character formatting to a table and its contents.
- You can enhance a table and its contents by applying text attributes, borders, and shading.

Chapter at a Glance

Process

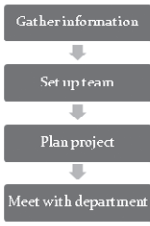
Gather information

Time:
 Committee: 30 minutes
 Team leaders: 15 minutes
 Department reps: 15 minutes

Community Service Committee members will telephone, e-mail, or meet for 15 minutes with team leaders and department reps to answer the following questions:

Questions for Team Leaders

- How much time do you want/have available to spend?
- How much time do you want your team to spend?
- Do you have a project you have always wanted to do?
- Is there a project...



Create diagrams, page 203

Process


Gather information

Time:
 Committee: 30 minutes
 Team leaders: 15 minutes
 Department reps: 15 minutes

Community Service Committee members will telephone, e mail, or meet for 15 minutes with team leaders and department reps to answer the following questions:



Questions for Team Leaders

- How much time do you want/have available to spend?
- How much time do you want your team to spend?
- Do you have a project you have always wanted to do?
- Is there a project you are already doing (or already plan to do) that we can help with?



Modify diagrams, page 210

Westbury

Create picture diagrams, page 216

7 Insert and Modify Diagrams

In this chapter, you will learn how to

- ✓ Create diagrams.
 - ✓ Modify diagrams.
 - ✓ Create picture diagrams.
-

Diagrams are graphics that convey information. Business documents often include diagrams to clarify concepts, describe processes, and show hierarchical relationships. Microsoft Word 2010 comes with a powerful diagramming tool called *SmartArt* that you can use to create diagrams directly in your documents. By using ready-made diagram templates, you can produce sophisticated results tailored to your needs.

In this chapter, you'll insert a diagram into a document and specify its size and position. Then you'll change the diagram's layout, visual style, and color theme. Finally, you'll see how to use a diagram to arrange pictures in a document.

Practice Files Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter07 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

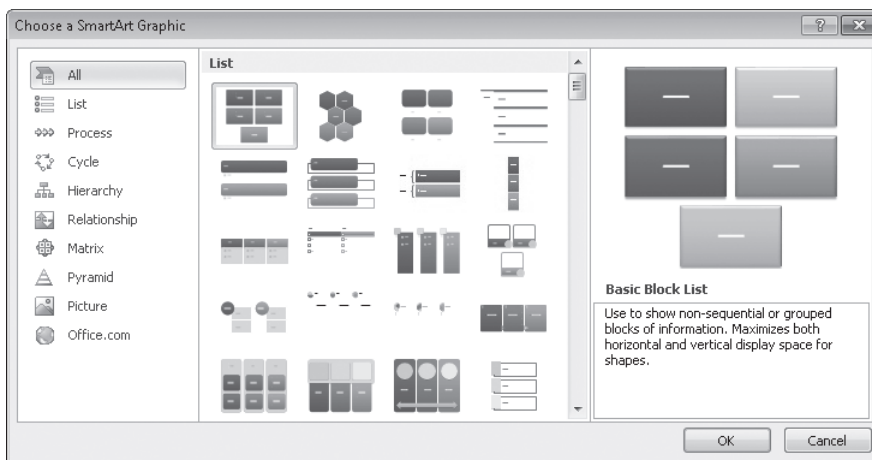
Creating Diagrams

When you need your document to clearly illustrate a concept such as a process, cycle, hierarchy, or relationship, the powerful SmartArt Graphics tool is available to help you create a dynamic, visually appealing diagram. By using predefined sets of sophisticated formatting, you can almost effortlessly put together any of the following diagrams:

- **List** These diagrams visually represent lists of related or independent information—for example, a list of items needed to complete a task, including pictures of the items.

- **Process** These diagrams visually describe the ordered set of steps required to complete a task—for example, the steps for getting a project approved.
- **Cycle** These diagrams represent a circular sequence of steps, tasks, or events, or the relationship of a set of steps, tasks, or events to a central, core element—for example, the looping process for continually improving a product based on customer feedback.
- **Hierarchy** These diagrams illustrate the structure of an organization or entity—for example, the top-level management structure of a company.
- **Relationship** These diagrams show convergent, divergent, overlapping, merging, or containment elements—for example, how using similar methods to organize your e-mail, calendar, and contacts can improve your productivity.
- **Matrix** These diagrams show the relationship of components to a whole—for example, the product teams in a department.
- **Pyramid** These diagrams illustrate proportional or interconnected relationships—for example, the amount of time that should ideally be spent on different phases of a project.
- **Picture** These diagrams rely on pictures instead of text to create one of the other types of diagrams—for example, a process picture diagram with photographs showing the recession of glaciers in Glacier National Park.

You select the type of diagram you want to create from the Choose A SmartArt Graphic dialog box. The categories are not mutually exclusive, meaning that some diagrams appear in more than one category.



The Choose A SmartArt Graphic dialog box.

After creating the diagram, you insert text by typing either directly in its shapes or in the associated Text pane. Depending on the diagram type, the text appears in or adjacent to its shapes.

In this exercise, you'll create a diagram, add text, adjust its size, and specify its position in relation to the document text and page margins.



SET UP You need the *ServiceA_start* document located in the Chapter07 practice file folder to complete this exercise. Open the *ServiceA_start* document, and save it as *ServiceA*. Then follow the steps.



1. Click to the left of the **Gather information** heading, and then on the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.

Keyboard Shortcut Press and release **Alt, N,** and then **M** to open the **Choose A SmartArt Graphic** dialog box.

See Also For more information about keyboard shortcuts, see “Keyboard Shortcuts” at the end of this book.

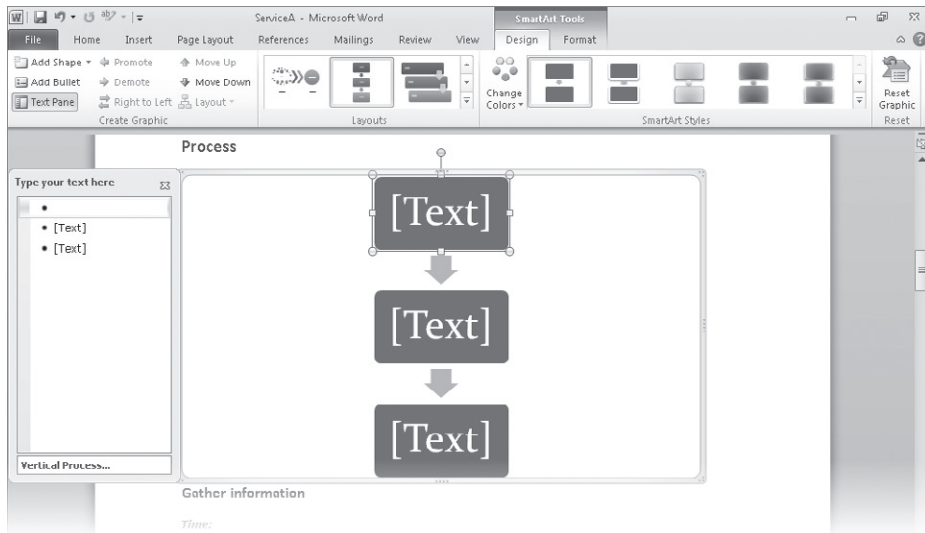
The Choose A SmartArt Graphic dialog box opens, displaying all the available graphics.

2. In the left pane, click each diagram category in turn to display only the available layouts of that type in the center pane.
3. In the left pane, click **Process**. Then in the center pane, click each process diagram layout in turn to view an example, along with a description of what the diagram best conveys, in the right pane.

Tip While you are exploring, keep in mind how much data your own diagrams might contain, and analyze which diagrams will ensure that the data will all fit on one page.

4. When you finish exploring, click the third thumbnail in the sixth row (**Vertical Process**), and then click **OK**.

The process diagram is inserted at the cursor, and the Design and Format contextual tabs are displayed on the ribbon.

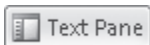


Three text placeholders appear in the diagram shapes and in the adjacent Text pane, where the text placeholders are formatted as a bulleted list.

Troubleshooting The appearance of buttons and groups on the ribbon changes depending on the width of the program window. For information about changing the appearance of the ribbon to match our screen images, see “Modifying the Display of the Ribbon” at the beginning of this book.

Depending on your screen resolution, you might see a description of the Vertical Process diagram at the bottom of the Text pane. If your Text pane looks like the one in our graphic, you can click Vertical Process to display the description.

Troubleshooting If the Text pane is not open, click the tab displaying left and right (open and close) arrows on the left side of the diagram frame. You can also display the Text pane by clicking the Text Pane button in the Create Graphic group on the Design contextual tab.



5. With the first bullet selected in the **Text** pane, type **Gather information**, and then press the Down Arrow key to move the cursor to the next placeholder.

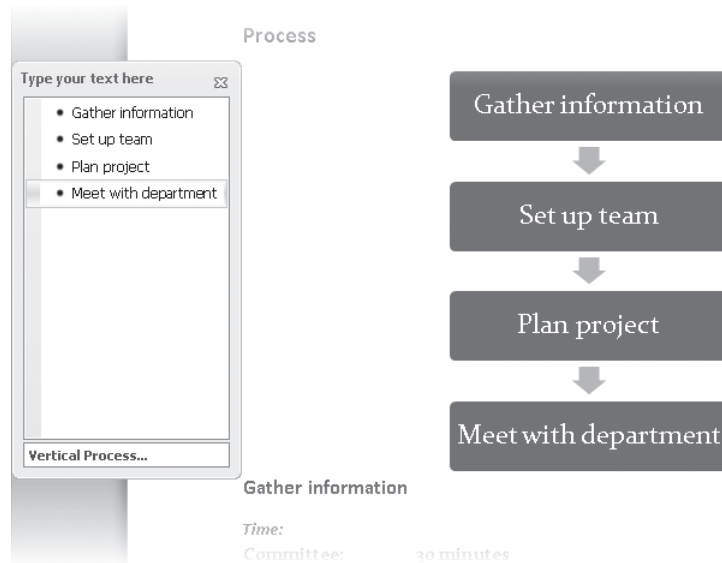
Troubleshooting Be sure to press the Down Arrow key. If you press the Enter key, you’ll start a new bullet, and if you press the Tab key, you’ll turn the current bullet into a level-two bullet below the one above it.

As you type in the Text pane, the words also appear in the corresponding shape in the diagram.

Tip For a cleaner look, don’t type any punctuation at the end of the text in diagram shapes.

6. Repeat step 5 for the remaining two placeholders, entering **Set up team** and **Plan project**.
7. With the cursor at the end of the third bulleted item in the **Text** pane, press Enter to extend the bulleted list and add a new shape to the diagram. Then type **Meet with department**.

The widths of the shapes in the diagram adjust to accommodate the length of the bullet point you just typed.



You can add as many shapes as you need.

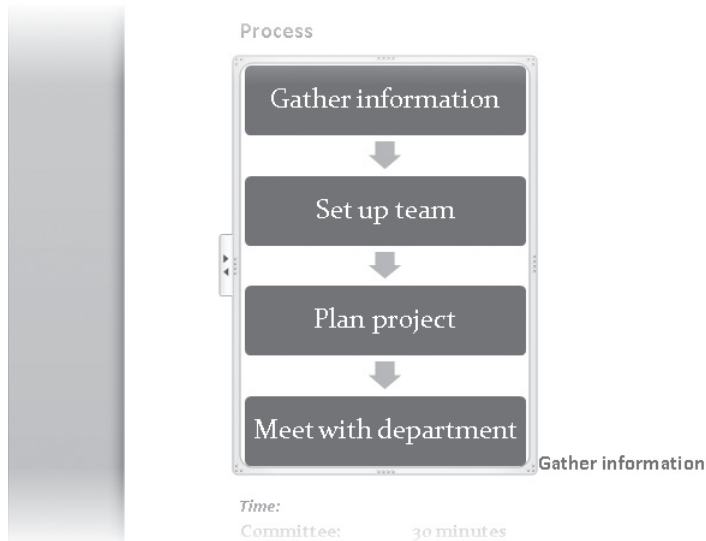


8. In the **Text** pane, click the **Close** button.
9. On the left side of the diagram frame, point to the sizing handle (the four dots), and when the pointer changes to a double-headed arrow, drag to the right past the diagram and into the white space, until the frame is approximately as wide as the shapes within the diagram.

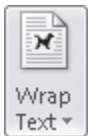
Troubleshooting Ensure that the pointer is a double-headed arrow before dragging. Point to the four dots, not to a blank part of the frame or to the Text pane tab on the left side of the frame.

10. If you can't see the diagram after you release the mouse button, scroll up in the document.

The diagram now sits at the left margin of the document, with the *Gather information* heading to its right.



The diagram is anchored to the *Gather information* heading and moves with it.



11. On the **Format** contextual tab, in the **Arrange** group, click the **Wrap Text** button, and then in the gallery, click **Square**.

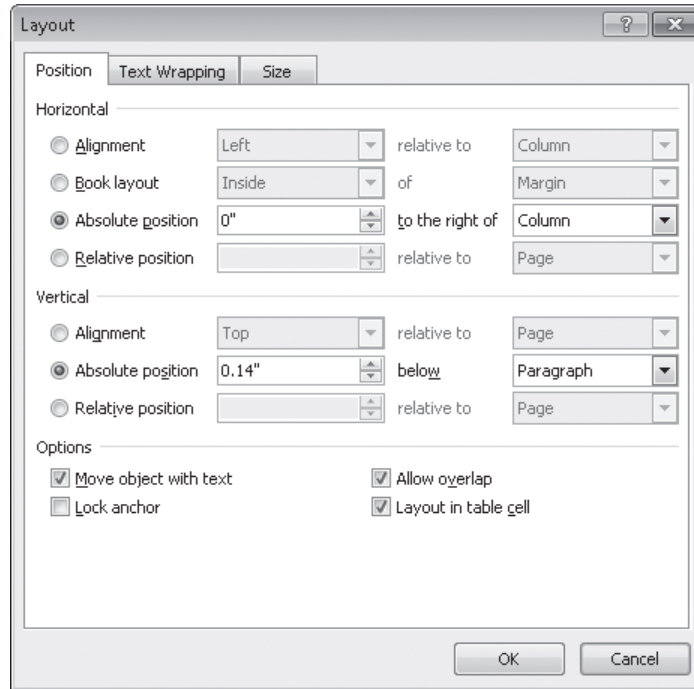
Troubleshooting Depending on your window size and screen resolution, you might need to click the **Arrange** button to display the **Arrange** group.

See Also For information about text wrapping, see "Arranging Objects on the Page" in Chapter 10, "Organize and Arrange Content."



12. In the **Arrange** group, click the **Position** button, and then at the bottom of the gallery, click **More Layout Options**.

The Layout dialog box opens with the Position page displayed. On this page are options for controlling where the diagram appears relative to other elements of the document.



The Position page of the Layout dialog box.

13. In the **Horizontal** area, click **Alignment**. Then click the **Alignment** arrow, and in the list, click **Right**.
14. In the **Vertical** area, click **Alignment**. Leave the **Alignment** setting as **Top**, and then change the **relative to** setting to **Line**.
15. Click **OK**.

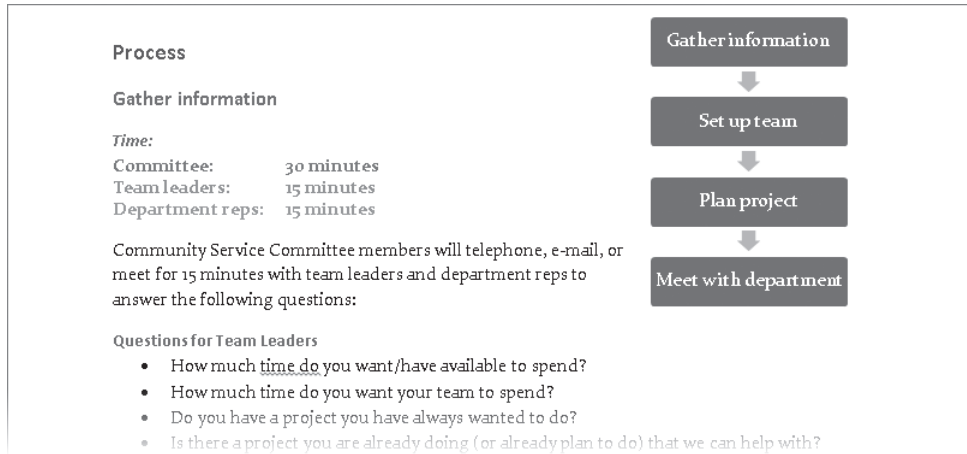
Instead of sitting at the left margin with text before and after it, the diagram now sits to the right of the text, without interrupting its flow.

16. In the lower-left corner of the diagram frame, point to the sizing handle. When the pointer changes to a diagonal double-headed arrow, drag up and to the right until the bottom of the diagram frame sits level with the last line of text in the **Community Service Committee** paragraph.

Tip You can precisely size the diagram by adjusting the **Height** or **Width** setting in the **Size** group on the **Format** contextual tab.

17. Click a blank area of the document.

The diagram now sits neatly to the right of the introductory text.



You can align and size the diagram to fit your text.

✕ CLEAN UP Save the ServiceA document, and then close it.

Modifying Diagrams

After you create a diagram, you can add and remove shapes and edit the text of the diagram by making changes in the Text pane. You can also customize the diagram by using the options on the SmartArt Tools contextual tabs.

You can make changes such as the following by using the commands on the Design contextual tab:

- Switch to a different layout of the same type or of a different type.
Tip If you have entered more text than will fit in the new layout, the text is not shown, but SmartArt retains it so that you don't have to retype it if you switch the layout again.
- Add shading and three-dimensional effects to all the shapes in a diagram.
- Change the color scheme.
- Add shapes and change their hierarchy.
Tip You can remove a shape and its text by selecting it and then pressing the Delete key. You can also rearrange shapes by dragging them.

You can customize individual shapes in the following ways by using the commands on the Format contextual tab:

- Change an individual shape—for example, you can change a square into a star.
- Apply a built-in shape style.

- Change the color, outline, or effect of a shape.
- Change the style of the shape’s text.

You can use Live Preview to display the effects of these changes before you apply them. If you apply a change and then decide you preferred the original version, you can click the Reset Graphic button in the Reset group on the Design contextual tab.



In this exercise, you’ll change a diagram’s layout, style, and colors. Then you’ll change the shape and color of one of its elements, and customize copies of the diagram.



SET UP You need the *ServiceB_start* document located in the *Chapter07* practice file folder to complete this exercise. Open the *ServiceB_start* document, and save it as *ServiceB*. Then follow the steps.

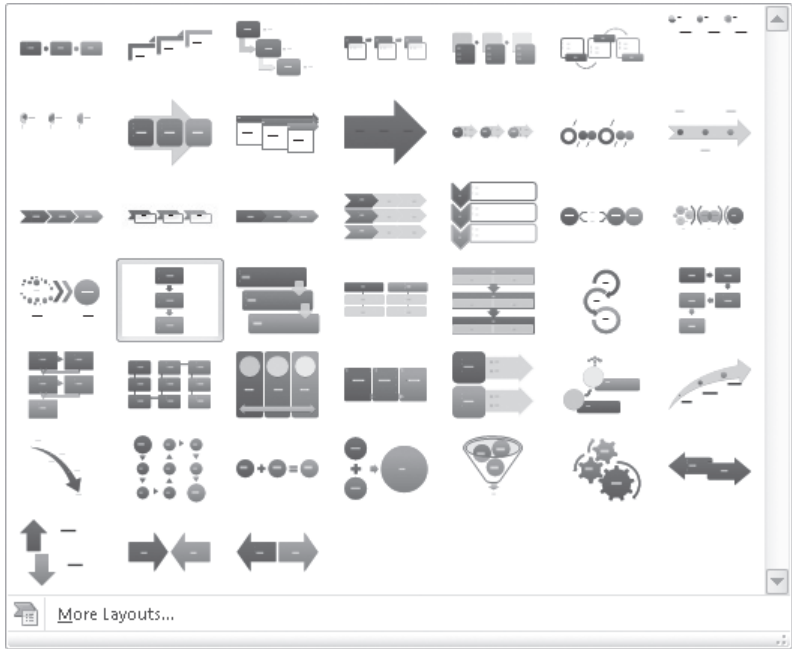
1. If necessary, adjust your view of the document so that the entire diagram sits in the bottom half of your screen.
2. Click a blank area inside the diagram frame to activate the diagram as a whole.

Troubleshooting Be sure to click a blank area away from any shapes. If a shape in the diagram is surrounded by handles, that shape is selected, either for editing or for manipulation, instead of the diagram as a whole.



3. On the **Design** contextual tab, in the **Layouts** group, click the **More** button.

The Layouts gallery appears, showing the other available Process diagram layouts.



You can switch to any of these layouts.

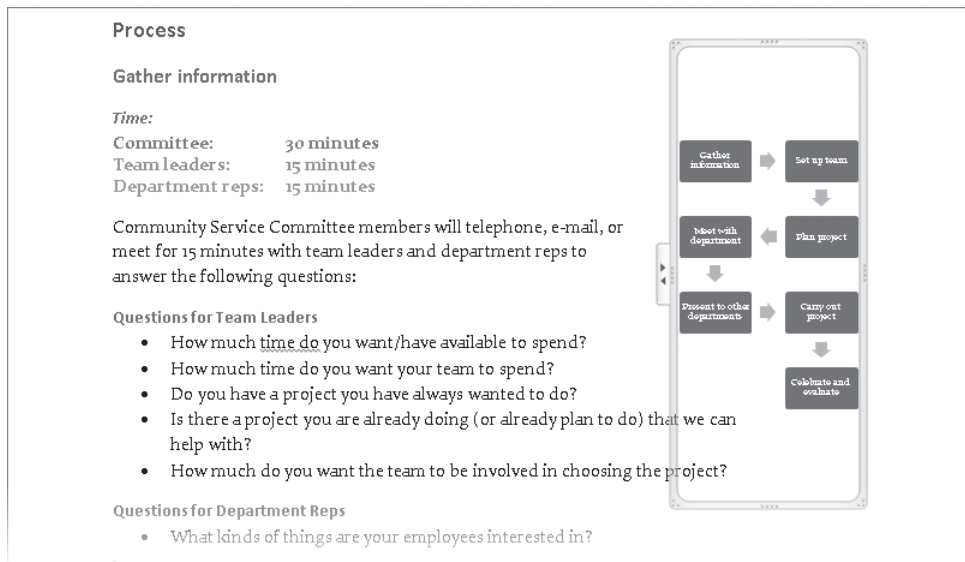
Tip If a gallery has a sizing handle (three dots) in its lower-right corner, as this one does, you can drag the handle upward to reduce the height of the gallery. You can then see more of the document and the gallery at the same time.

4. In the **Layouts** gallery, point to each thumbnail to preview the diagram with that layout.

Because changing the layout does not change the width of the diagram frame, some of the horizontal layouts create a very small diagram.

5. In the **Layouts** gallery, click the last thumbnail in the fourth row (**Basic Bending Process**).

The diagram changes to two columns with arrows indicating the process flow.



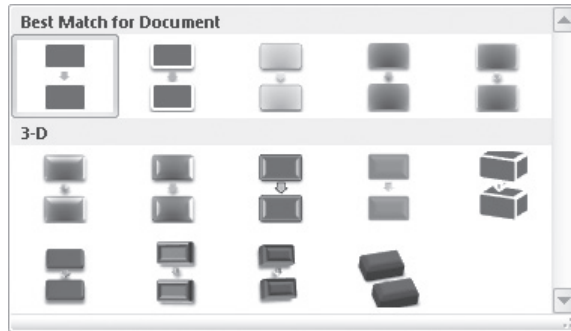
The Basic Bending Process diagram.

6. Point to the sizing handle on the left side of the diagram's frame, and when the pointer changes to a two-headed arrow, drag the frame to the left until the diagram occupies a bit less than half the page width.

When you release the mouse button, the shapes in the diagram expand to fill the resized frame.

7. On the **Design** contextual tab, in the **SmartArt Styles** group, click the **More** button.

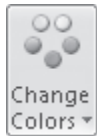
The SmartArt Styles gallery appears.



You can apply two-dimensional or three-dimensional styles.

8. In the gallery, point to each style, noticing the changes to your diagram. Then under **3-D**, click the first thumbnail in the first row (**Polished**).

9. In the **SmartArt Styles** group, click the **Change Colors** button.



The Colors gallery appears, offering sets of different colors or of different shades of the same color.

10. Preview a few color combinations, and then under **Colorful**, click the first thumbnail (**Colorful – Accent Colors**).

In the document, you can see that the new diagram colors coordinate with the text colors.

Process

Gather information

Time:

Committee: 30 minutes
 Team leaders: 15 minutes
 Department reps: 15 minutes

Community Service Committee members will telephone, e-mail, or meet for 15 minutes with team leaders and department reps to answer the following questions:

Questions for Team Leaders

- How much time do you want/have available to spend?
- How much time do you want your team to spend?
- Do you have a project you have always wanted to do?
- Is there a project you are already doing (or already plan to do) that we can help with?

```

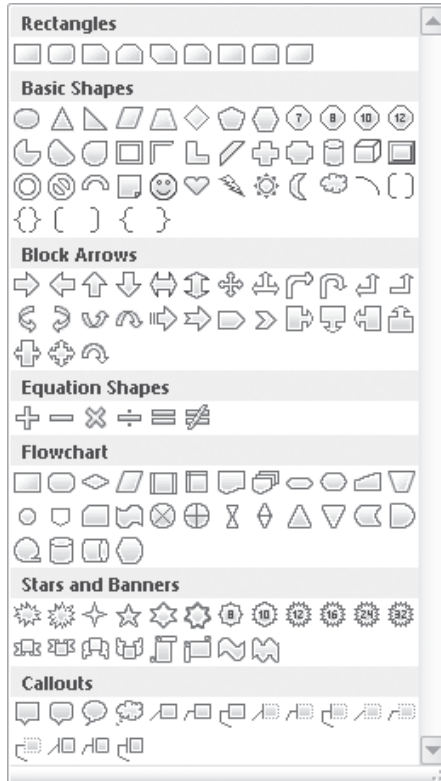
graph TD
    A[Gather information] --> B[Set up team]
    B --> C[Plan project]
    C --> D[Meet with department]
    D --> E[Carry out project]
    E --> F[Present to other departments]
    F --> G[Celebrate and evaluate]
    G --> A
        
```

The diagram shapes have a new style and new colors.

- In the upper-left corner of the diagram, click the **Gather information** shape (not its text), and then on the **Format** contextual tab, in the **Shapes** group, click the **Change Shape** button.

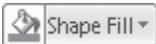


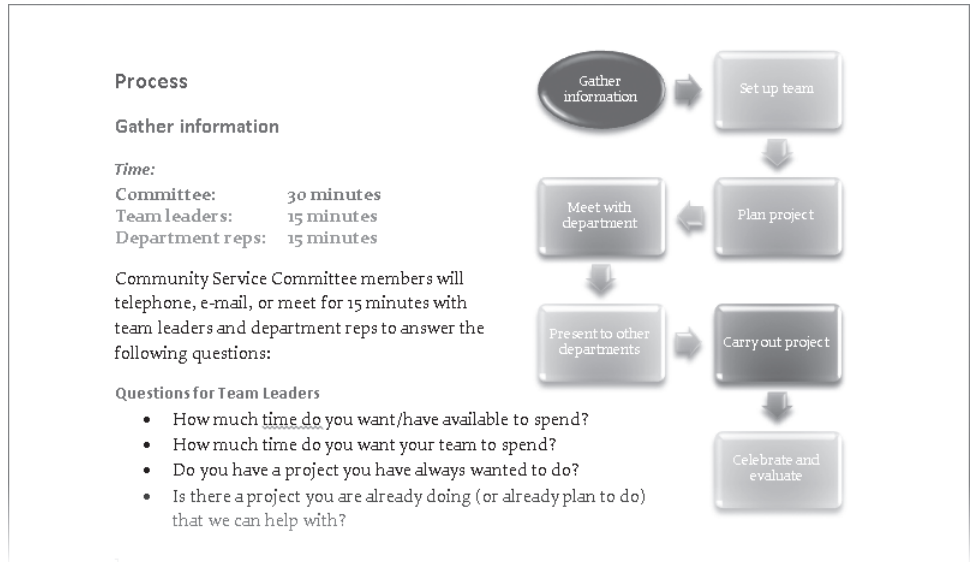
The Shapes gallery appears, showing all the available built-in shapes.



You can use any of these shapes in a diagram.

- Under **Basic Shapes**, click the first shape in the first row (**Oval**).
The selected shape changes from a rectangle to an oval.
- Without changing the selection, in the **Shape Styles** group, click the **Shape Fill** button. Then under **Standard Colors** in the palette, click the first box (**Dark Red**).
- Click away from the diagram.
You can now see the results.



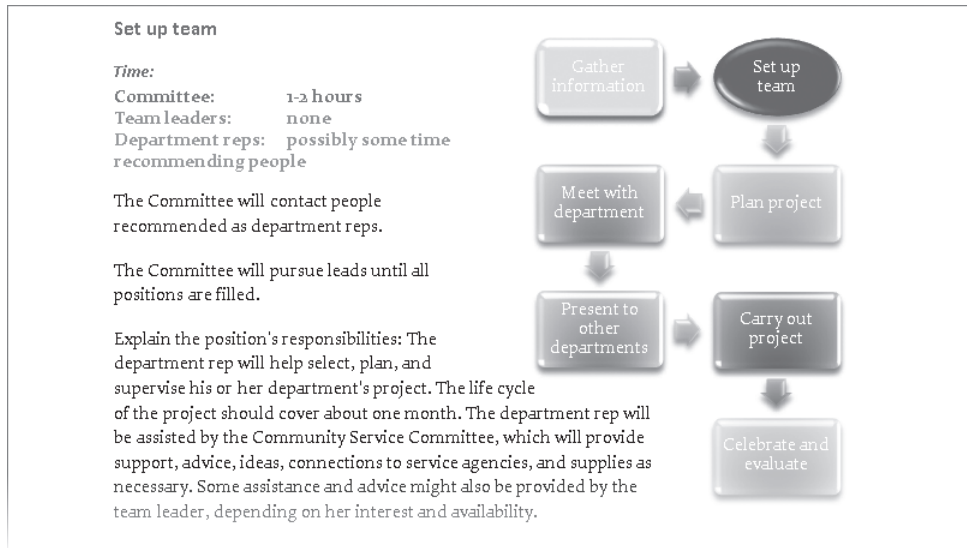


The shape that corresponds with the heading to the left of the diagram is now accentuated with a different shape and color.



15. Click a blank area within the diagram to select it. Then on the **Home** tab, in the **Clipboard** group, click the **Copy** button.
16. Scroll down the document, click to the left of the **Set up team** heading, and in the **Clipboard** group, click the **Paste** button to paste in a copy of the diagram.
17. On the **Format** tab, in the **Arrange** group, click the **Position** button, and then click **More Layout Options** to display the **Layout** dialog box. Ensure that the **Horizontal** setting is **Alignment, Right relative to Column** and the **Vertical** setting is **Alignment, Top relative to Line**. Then click **OK**.
18. Click the **Gather information** shape (not its text). In the **Shapes** group, click the **Change Shape** button, and under **Rectangles**, click the second shape (**Rounded Rectangle**). Then in the **Shape Styles** group, click the **Shape Fill** button, and under **Theme Colors** in the palette, click the third box (**Light Turquoise, Background 2**).
 The shape corresponding to the previous heading is now muted to show that it has already been discussed.
19. Click the **Set up team** shape (not its text), and change its shape to **Oval**. Then change its fill color to **Dark Red**.

The diagram now corresponds with the adjacent topic.



The red oval shape reflects the heading to the left, and the previous topic is a muted color.

20. If you want, repeat steps 15 through 19 to insert a customized copy of the diagram adjacent to each of the remaining headings in the Process section.

Tip Sometimes headings appear too close together, or a heading might appear too close to the bottom of the page, to accommodate a series of diagrams neatly. In that case, insert a page break (press Ctrl+Enter) to push each heading to a new page before inserting the diagram.

✕ CLEAN UP Save the ServiceB document, and then close it.

Creating Picture Diagrams

The SmartArt Graphics tool that comes with Word 2010 includes a sophisticated new category of diagrams that are designed to hold pictures. You can use these diagrams for business uses such as creating organization charts with pictures as well as names and titles or for personal uses such as creating a page of family photographs.

In this exercise, you'll create a page of photographs. You'll size and position the photographs and then enter and format accompanying captions.

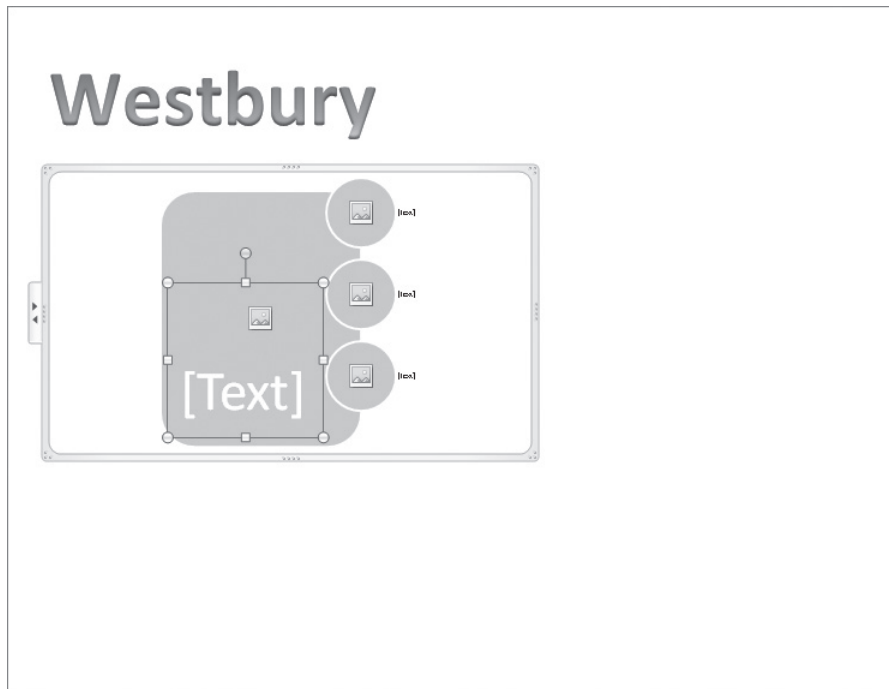


SET UP You need the Garden, Park, Pond, and Woods pictures located in the Chapter07 practice file folder to complete this exercise. Create a blank document, and save it as *Westbury* in the folder where you usually save your practice files. Then follow the steps.

1. On the **Page Layout** tab, in the **Page Setup** group, set the orientation to **Landscape**, and set the margins to **Narrow**. Then if necessary, set the zoom percentage so that you can see the entire page on your screen.
2. At the top of the document, type **Westbury**, and press Enter. Select the text, and then on the **Home** tab, in the **Font** group, click the **Text Effects** button. Then in the gallery, click the second thumbnail in the last row (**Gradient Fill - Orange, Accent 6, Inner Shadow**). Finally, set the size to **72**.
3. Press the Down Arrow key, and on the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button. In the left pane of the **Choose a SmartArt Graphic** dialog box, click **Picture**. Then in the middle pane, double-click the first thumbnail in the first row (**Accented Picture**).



The template for the selected diagram is inserted at the cursor.



The Accented Picture diagram, ready for you to enter pictures and captions.

4. Click a blank area inside the diagram frame, and then on the **Format** contextual tab, in the **Size** group, change the **Height** setting to **5.75** and the **Width** setting to **9**.

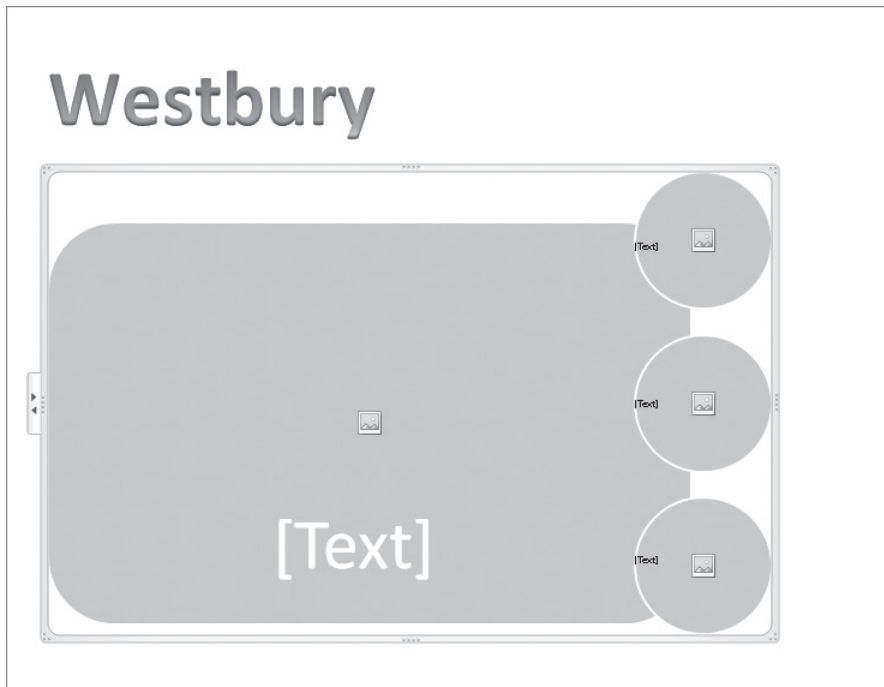
Tip You don't have to type the inch marks; Word will add them for you. After you enter a Size setting, pressing Enter implements your changes.

5. Click a blank area of the biggest shape, and then in the **Size** group, change the **Height** setting to **5** and the **Width** setting to **8**. Then drag the shape down and to the left until it sits in the lower-left corner of the diagram frame.
6. Click a blank area of the top circle, and then in the **Size** group, use the up arrows in the **Height** and **Width** settings to increase the size to **1.7"**. Repeat this step for the other two circles.

Troubleshooting Don't type the sizes; use the arrows. Sometimes the shapes don't hold precise measurements when you type them.

7. Drag the top circle to the upper-right corner of the diagram frame, drag the middle circle to the right to align with the frame, and drag the bottom circle to the lower-right corner of the frame.

The diagram now occupies most of the page.



The picture placeholders have been sized and positioned to fit the available space.



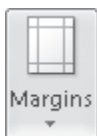
8. In the biggest shape, click the **Insert Picture** icon.
The Insert Picture dialog box opens.
9. Navigate to your **Chapter07** practice file folder, and then double-click **Park**.
10. Repeat step 9 to insert the **Garden** picture in the top circle, the **Pond** picture in the middle circle, and the **Woods** picture in the bottom circle.
11. Open the **Text** pane, and replace the placeholder bullet points with **Park**, **Garden**, **Pond**, and **Woods**.

The captions appear on the diagram in the position and format specified by the diagram template.



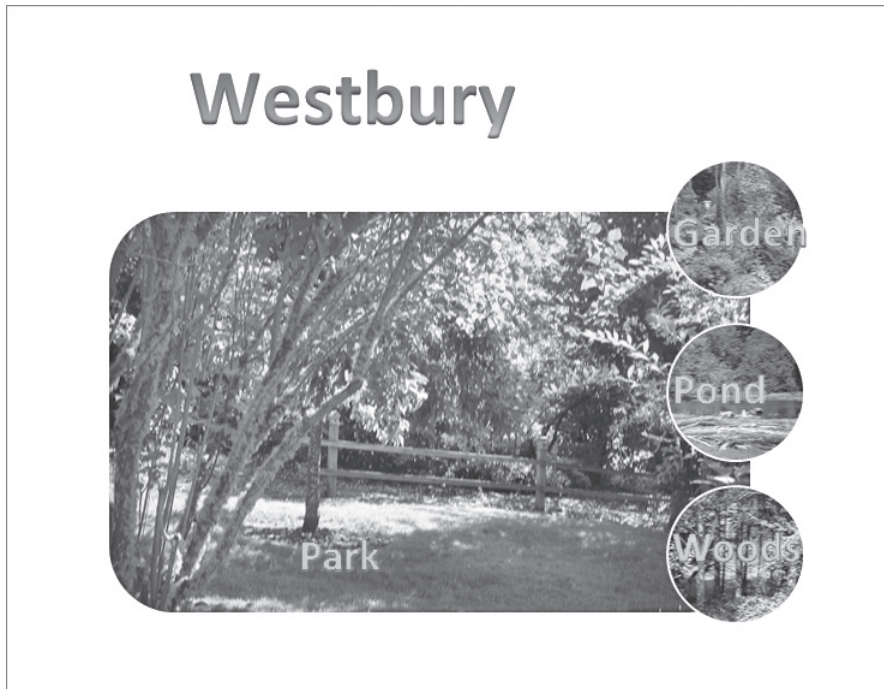
The pictures now have captions.

12. In the **Text** pane, double-click the **Park** bullet point, and then on the **Home** tab, in the **Font** group, apply the **Gradient Fill – Orange, Accent 6, Inner Shadow** text effect and set the size to **40**. Repeat this step for the **Garden**, **Pond**, and **Woods** bullet points. Then close the **Text** pane.
13. To balance the page, on the **Page Layout** tab, in the **Page Setup** group, click the **Margins** button, and at the bottom of the gallery, click **Custom Margins**. Then in the **Page Setup** dialog box, increase the **Left** margin to **1.25**, and click **OK**.



Troubleshooting If Word displays a message that one of the margins is outside the printable area of the page, in this case you can click **Ignore**. If you were going to print this page, you would want to fix the problem.

14. Make any additional adjustment to achieve a balanced page.
We indented the title by 1 inch and removed the space after it.



The final picture diagram.

✖ CLEAN UP Save the Westbury document, and then close it.

Key Points

- You can easily create a sophisticated diagram to convey a process or the relationship between hierarchical elements.
- Diagrams are dynamic illustrations that you can customize to produce precisely the effect you are looking for.
- You can use a picture diagram to neatly lay out pictures on a page.

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