

Word 2007: Tables, Templates & Forms

CREATING A TABLE

1. Launch Word
2. Inserting the Table:
 - a. Click where desired to insert a table (ideally, *one space* below the top of a new document).
 - b. Click on **Insert** tab, click on the **Table** and select the rows & columns and click (*rolling over rows and columns will automatically show table in document*); table will appear on the document
3. Entering and Editing Text and/or Graphics in a Table
 - a. Click in a cell and enter text normally; or insert a graphic.
 - b. Text will automatically wrap to stay within the cell borders.
 - c. Rows will automatically grow taller as necessary to accommodate the text. (*A cell can contain more than one paragraph. The row height will increase to accommodate the extra paragraphs.*)
 - d. Use the mouse or use the **Tab** key to go to cells left to right, and use the **Shift+Tab** key combination to go backwards between cells.
 - e. Press the **Tab** key when in the last cell of the last row creates a new row at the bottom of the table.

TIP: Because the **Tab** key is used to navigate in tables, the **Tab** key is not used to indent text in a cell. Instead, hold down the **Ctrl** key while pressing **Tab** to indent text in a cell.

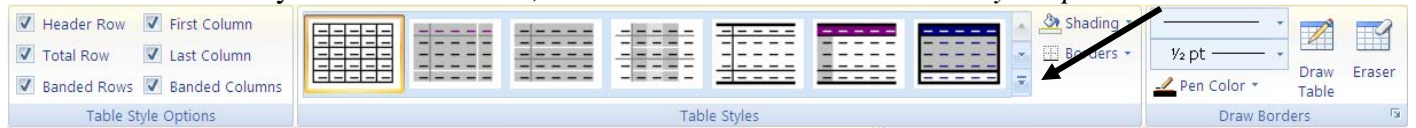
Selecting in Tables

1. Selecting Single Cells
 - a. Move the mouse pointer to the left of the cell until a heavy right-pointing arrow appears ➤ (*called the cell selection bar*).
 - b. Click to select the cell.
2. Selecting Columns
 - a. Move mouse pointer to the area at the top of column until a heavy down-pointing arrow appears ▼ (*called the column selection bar*)
 - b. Click to select the entire column.
3. Selecting Rows
 - a. Move the mouse pointer to the left of the row until an outlined right-pointing arrow appears. ↗
 - b. Click to select the row.
 - c. Double-clicking any cell-selection bar will select the entire row.
4. Selecting Adjacent Groups of Cells
 - a. Click and drag through the cells to highlight them, or, click in one cell, hold down the **Shift** key and click in other cells to highlight them
5. Selecting the Whole Table
 - a. Click anywhere in the table
 - b. Click on the small box in the upper left corner of the table



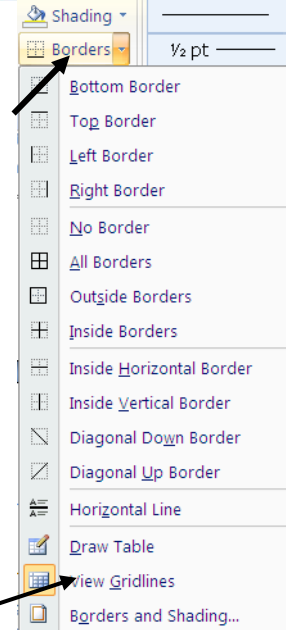
Modifying the Table

1. Table Styles
 - a. Click on **Table Tools** to **Design** tab and click the desired picon.
 - b. To view them all, click the down arrow to the right of that section.
 - c. To alter the style of the selections, check or uncheck items in *Table Style Options*.

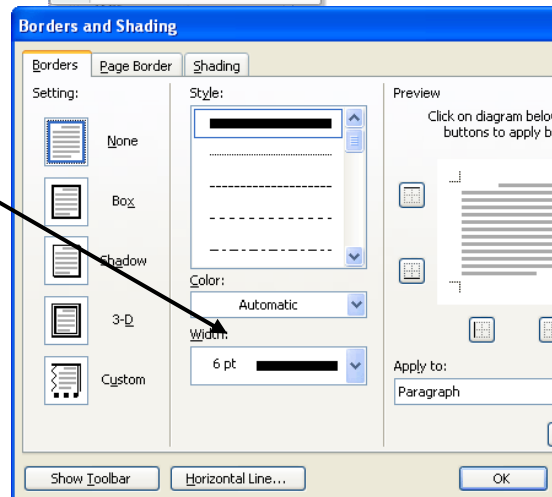


2. Table Borders that print & do not print
 - a. Select the desired cell(s) or table to surround or add lines.
 - b. Using the **Design** tab, click on down arrow to right of the **Borders** icon on the toolbar to display the **Borders** dropdown menu
 - c. Click on the desired border(s) or line(s) to be displayed


TIP: Viewing Gridlines shows faint lines while you are working but they do not print.



- d. To alter the line-thickness, on the **Borders** dropdown menu, click on **Borders and Shading...** at the bottom of the menu. Click on the arrow under **Width** and select the desired line thickness; click **OK**



3. Adding Rows at the bottom of a Table - Click in the last cell, press the **Tab** key; a new row will be added
4. Adding Rows in the Middle of a Table
 - a. Click anywhere in the row above or below where a new row is desired
 - b. The new **Table Tools** tab appears; click on **Layout**; in **Rows & Columns** group click either on **Insert Above** or **Insert Below** and the row will appear
 - c. To add multiple rows, either repeat the **Insert Rows** command above,
Or
 - d. Select as many existing rows as the number of new rows desired, and then use the process above to add a row; the number of highlighted rows will be added.

5. To Adjust the Height of a Row:
 - a. Select the desired row
 - b. Move the cursor over the row border until it becomes a horizontal double line with up and down arrows 
 - c. Click, hold and drag the row line to the desired height
6. Deleting rows
 - a. Select the row or rows to be deleted
 - b. Under the **Table Tools** tab click on **Layout**; click on **Delete** and select **Delete Rows**; the highlighted rows will disappear
7. Inserting Columns in the middle of a Table
 - a. Select a column to the left or right of the desired location for new column
 - b. Under **Table Tools** tab, click on **Format** tab; in **Rows & Columns** group, click on either **Insert Left** or **Insert Right**; a new column will appear and the width of the other columns will change to accommodate it.
8. Deleting Columns
 - a. Select the column to be deleted
 - b. Under the **Table Tools** tab click on **Layout**; click on **Delete** and select **Delete Columns**; the highlighted column will disappear
9. Changing Column Widths
 - a. Select the column to be resized
 - b. Move cursor over the right or left side of the column until the cursor changes to two vertical lines with double arrows
 - c. Click, hold and drag to the left or right to change the column width; the width of the adjacent column will change accordingly

***Tip:** Holding down the **Shift** key while dragging will adjust the width of the entire table*
10. Merging and Splitting Cells
 - a. To merge cells:
 - i. Select the cells to be merged (*click in one cell, hold, and drag to an adjacent cell(s)*)
 - ii. Click on **Layout** tab; in **Merge** group, click on **Merge Cells**; selected cells merge into one cell
 - b. To Split a Cell:
 - i. Select the cell to be split; or, place cursor and click inside a cell where the split should occur
 - ii. Click on **Layout** tab; and choose **Split Cells**
 - iii. Enter the number of columns and rows desired; click **OK**; cell will be split accordingly
11. Table Tools
 - a. Under **Table Tools**, click on **Layout** tab
 - b. Alignment of text in cells: in **Alignment** group, click appropriate alignment tab
 - c. Place cursor inside the top row in any cell, then in **Data** group, click in **Repeat Header Rows** to repeat header row on top of each page
12. Sorting columns
 - a. **Table Tools** ribbon to **Layout**
 - b. Select rows to sort
 - c. Click on **Sort**; make desired choices; click **OK**
13. Sum Total column of numbers
 - a. Click in the cell to hold the total
 - b. **Table Tools** to **Layout**; click on **Formula**
 - c. Select desired functions; Click **OK**

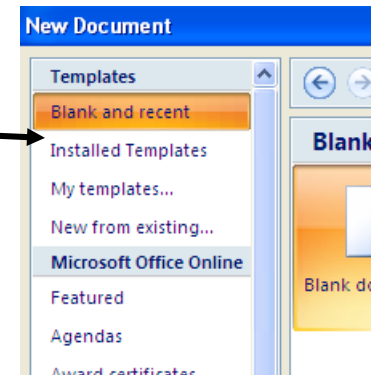
***TIP:** Total cell does not update automatically when numbers are changed. Right-click on total cell to Update Field.*

TEMPLATES

A template is a special document that cannot be altered. When opening a template, the document is untitled! The user must save and title this document, leaving the template unaltered and available for future use.

Finding & Using a Template

1. Click on **Microsoft Office Button**, click on **New**
2. Along left side, click on **Installed Templates**; click once on a template to see larger version on right; click **Create** to open template
3. Click **My templates** to access any previously downloaded templates
4. Under **Microsoft Office Online**, click on desired category; view the available online templates (*must be connected to internet*)
5. Click **Download** to open template as a new document



Creating a Template

1. Have the desired document opened (*the one to become a template*)
2. Click Microsoft Office Button, put cursor on **Save As...**, and select **Word Template**
3. Enter the desired filename, and navigate to desired saving location (*leaving at the default location will enable access when clicking on New and then My Templates*)
4. Navigate to location desired for this document to be saved (*saving it in the default **Templates Folder** will only make it available when going from **File** to **New**; another location can be chosen*)
5. Click **Save**; close the document
6. Locate the template just saved; notice a yellow banner at the top of the document icon indicating that this is a template
7. Double click on the template icon to open it; notice that it opens as an **Untitled Document**, requiring that it be saved (*leaving the template unaltered and ready to be used again*)

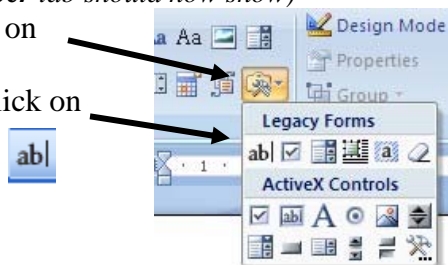


FORMS

A form is a document that contains boxes for text, checks and/or drop-down fields. When saved as a template document the form becomes useable as a “blank form” that can be used repeatedly without changing the original.

Creating a Form

1. Design the form using a table, placing desired text in cells, and leaving cells for form field text/data.
2. Inserting a **Text Field**: (*a clearly defined area where user can enter text*)
 - a. Place cursor where text field is to be located
 - b. Click on **Developer** tab (*if **Developer** tab is not available, click on **Microsoft Office Button**, at bottom, click on **Word Options**, under **Top Options for working with Word**, click on box next to **Show Developer Tab in Ribbon**, and click **OK**; **Developer** tab should now show*)
 - c. In the **Controls** group, click on **Legacy Tools** icon
 - d. In **Legacy Forms** section, click on the **Text Form Field** icon; grayed out field will show inside cell

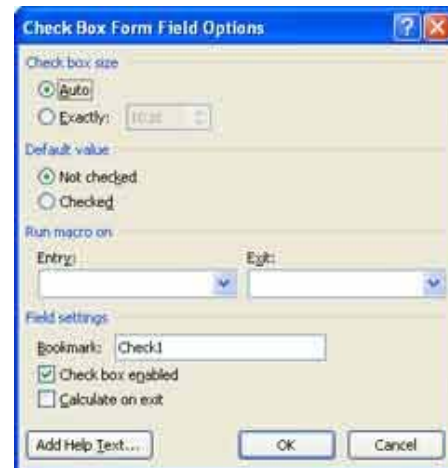


- e. Double click on text box and enter whatever is desired:
 - i. **Type:** click down arrow to restrict entry to text, number, date, etc.
 - ii. **Maximum length:** enter a number of characters (*incl. spaces*) allowable
 - iii. **Text format:** click down arrow to text entry to be all upper case, lower case, title case or first capital
 - iv. Click **OK**; any entry into this textbox will reflect these restrictions
 - v. To change restrictions, double click on text box; make changes and click **OK**



3. Inserting a **Check Box Field:** (*a box that can be used to enter an X or left blank*)

- a. Place cursor where **Check Box** field is to be located
- b. Click on **Developer** tab, in **Controls** group click on **Legacy Tools** icon; in the **Legacy Forms** area, click on the **Check Box Form Field** icon
- c. Double click on check box and enter whatever is desired
 - i. **Check box size:** click on arrows to have check box be a given size
 - ii. **Default value:** either have check box originally appear without an X, or already have an X
 - iii. Click **OK**; the check box will reflect adjustments
 - iv. To change adjustments, double click on the check box and make desired changes and click **OK**



4. Inserting a **Drop-Down Form Field** box: (*a box with a menu of selections*)

- a. Place cursor where **Drop-Down** field is to be located
- b. Click on **Developer** tab, in **Controls** group click on **Legacy Tools** icon; in the **Legacy Forms** area, click on the **Drop Down Form Field** icon
- c. Double click on **Drop-Down** shaded field and enter whatever is desired
 - i. Under **Drop-down item**, enter one of the desired menu items; click on **Add** button
 - ii. Continue to enter menu items
 - iii. To reorder the items in the menu list, click to highlight an item to be moved, and click on the up or down arrow to move it



*Tip: If a blank is desired at the top of the list, enter a space as a menu item and click **Add**. If a hint is desired*

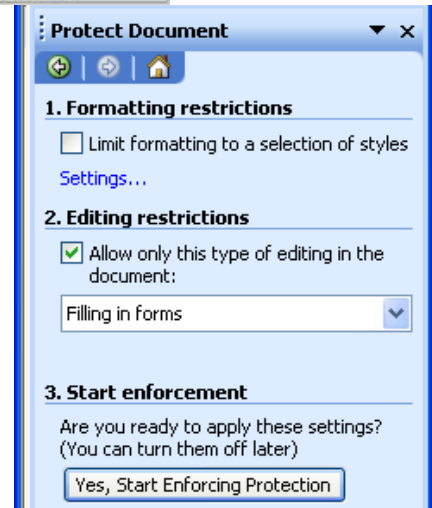
5. **Form Field Shading:** *(the default is that all fields appear with shading)*
 - a. To remove the shading, in **Controls** group click on **Legacy Tools** icon; in the **Legacy Forms** area, click on the **Form Field Shading** icon; this will remove the shading
 - b. Click on the **Shading** icon again, and shading appears



6. **Protecting the Form** once the form is as completed: *(locking everything in place except for the fields)*
 - a. Click on **Developer** tab, in **Protect** group click on down-arrow on the **Protect Document** icon
 - b. Click on **Restrict Formatting and Editing**; menu will open on right side of Word window



- c. Click on box under **Editing restrictions**
 - d. Click on **No changes (Read only)** box and select **Filling in Forms**
 - e. Click **Yes, Start Enforcing Protection** button
 - f. Password window will appear; click **OK** *(only enter a password if one is desired; remember password!)*



Tip: Be sure to remember this password as there is no recourse if it is forgotten!

- g. If only parts of the form are to be protected, the form needs to be created in Sections, and then this Protect Document window will allow for some sections to be protected and some not.
7. Save the Form as a Template: *(to allow the form to be accessed as an untitled document)*