

Word: Tables, Templates & Forms

TABLES



Tables help organize complex columnar information. WORD tables consist of horizontal rows and vertical columns. Content is placed inside areas called cells.

Cells can contain text, numbers, or graphics. Many Word features can control the size, shape, and appearance of cells. Border and shading features are available. Additional rows and columns can be inserted anytime.

CREATING A SIMPLE TABLE

1. Show the Tables Toolbar (as displayed above): click on **View**, choose **Toolbars** and click on **Tables and Borders**
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 **Table** in the **Menu Bar**, choose **Insert** and click on the **Table**
 - c. Enter the number of desired rows and columns, and click **OK**; the 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 the 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

OR

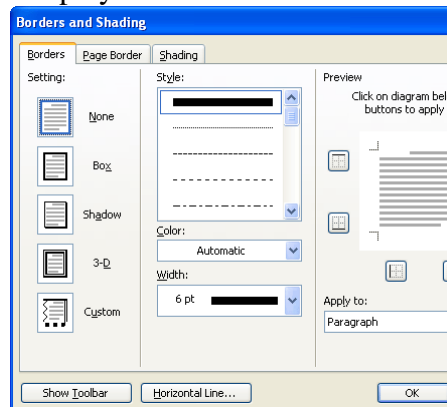
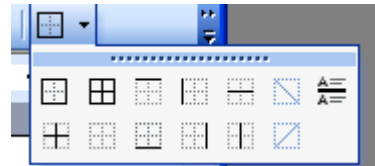
- c. Click anywhere in the table
- d. Click on **Table** in the **Menu Bar**, choose **Select**, and click on **Table**



Modifying Table Designs

1. Table Borders that Print

- a. Select the desired cell or cells to surround or add lines.
- b. Click on the down arrow to the right of the **Borders** icon on the toolbar to display the **Borders** toolbar
- c. Click on the desired border or line to be displayed
- d. To alter the line-thickness, select the desired cell or cells, click on **Format** on the **Menu Bar**, select **Borders and Shading...**; click on the arrow under **Width** and select the desired line thickness; click **OK**



2. Adding Rows at the End of a Table

- a. Click in the last cell and press the **Tab** key; a new row will be added

3. Adding Rows in the Middle of a Table

- a. Click anywhere in the row above or below where a new row is desired
- b. Click on **Table** on the **Menu Bar**, choose **Insert** and select either **Rows Above** or **Rows Below**
- 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 added.

4. Changing Row Heights: 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

5. Deleting rows

- a. Select the row or rows to be deleted
- b. Click on **Table** on the **Menu Bar**, choose **Delete** and click on **Rows**; the highlighted rows will disappear

6. Inserting Columns in the Middle of a Table

- Select a column to the left or right of the desired location for new column
- Click on **Table**, choose **Insert** and click on either **Columns Left** or **Columns Right**; a new column will appear, but the width of the other columns will not change to accommodate it.

Tip: If adding the new column extends the table beyond the page margins, one of the following may need to be done: adjust margins, column widths, or change page orientation.

7. Deleting Columns

- Select the column to be deleted
- Click on **Table**, choose **Delete** and click **Column**; highlighted column will disappear

8. Changing Column Widths

- Select the column to be resized
- Move cursor over the right or left side of the column until the cursor changes to two vertical lines with double arrows
- Click, hold and drag to the left or right to change the column width; the width of the adjacent column will change accordingly

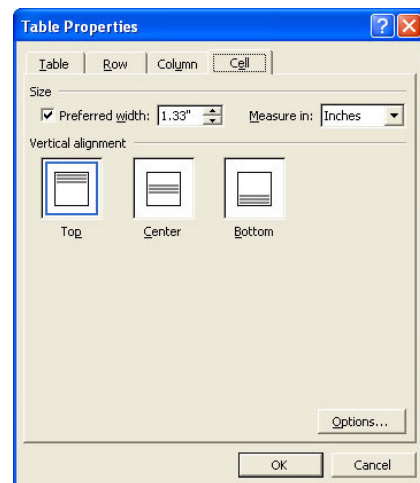
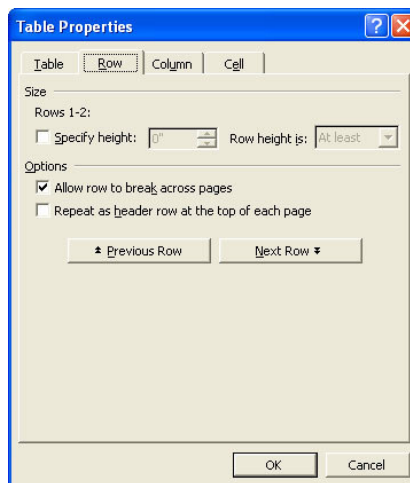
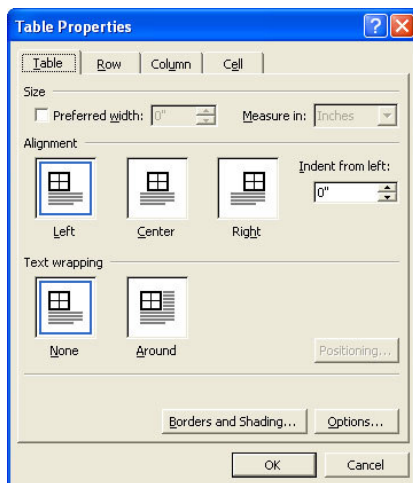
Tip: Holding down the **Shift** key while dragging will adjust the width of the entire table

9. Merging and Splitting Cells

- To merge cells:
 - Select the cells to be merged
 - Click on **Table** and choose **Merge Cells**; selected cells will merge into one cell
- To Split a Cell:
 - Select the cell to be split; or, place cursor and click inside a cell where the split should occur
 - Click on **Table** and choose **Split Cells**
 - Enter the number of columns and rows desired; click **OK**; cell will be split accordingly

10. Table Properties

- Click on **Table** and select **Properties**
- Table** tab: adjust alignment
- Row** tab: under **Options**, click in box to repeat header row on top of each page
- Cell** tab: adjust vertical alignment



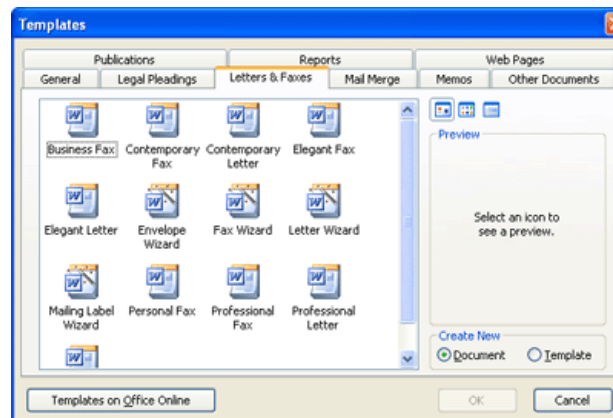
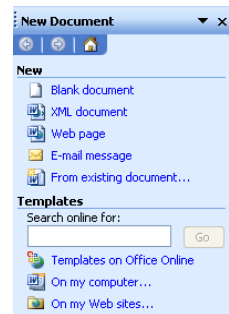
TEMPLATES and WIZARDS

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.

The main difference between templates and template wizards is that wizards lead you through the steps in creating a template; preset templates have the pieces in place requiring the user to delete and/or change as desired. Templates can be used to create agendas, calendars, fax cover sheets, letters, memos, newsletters, and resumes.

Using a Template

1. Click on **File** and select **New**
2. Along right side of window, click on **On my computer...** to access templates that come with Word
3. Click on **Templates on Office Online** and this will go on the internet to Microsoft's available templates; any of these can be downloaded and used
4. Click on desired tab for the particular category of templates
5. Documents that have a yellow banner at the top are templates
 - a. Double click to open them
 - b. Various parts are editable
 - c. Follow directions
 - d. Save the document
6. Some documents are wizards
 - a. Double click on these, a wizard walks through steps in setting up the document
 - b. Click on the **Back** button to return to the previous screen
 - c. Click on **Finish** on the last step and the document will appear with the format according to the choices made
 - d. Once set up, it becomes editable
 - e. Save the document.



Creating a Template

1. Have the desired document opened (the one to become a template)
2. Click on **File** and select **Save As...**
3. Enter the desired filename
4. Beside **Save as Type**, click down arrow and select **Document Template (*.doc)**
5. 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*)
6. Close the document
7. Locate the template just saved; notice a yellow banner at the top of the document icon indicating that this is a template
8. 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

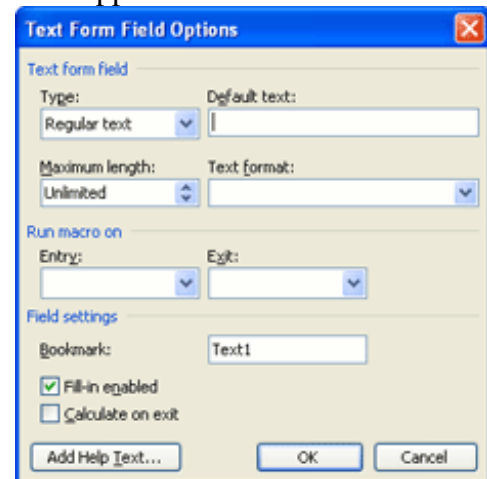
A form is a document that contains boxes for text, checks and/or drop-down fields. When saved as a template document the form becomes useable as a “blank form” that can be used repeatedly without changing the original.

Creating a Form

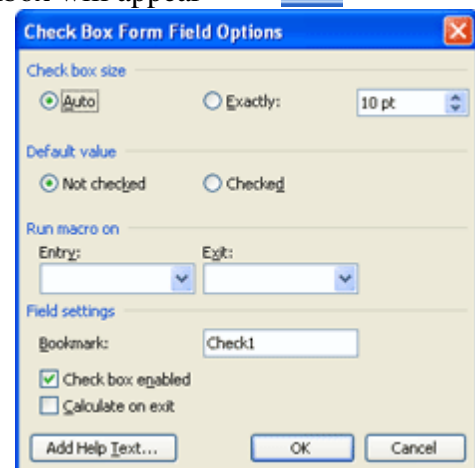
1. Design the form by sketching a layout of the page. Some forms can benefit by using a table, placing text and fields in cells.
2. Click on **View**, choose **Toolbars** and select **Forms** to show the **Forms Toolbar**



3. Enter desired text
4. 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 **text field** icon button on **Forms** toolbar; text box will appear
 - c. Double click on text box and enter whatever is desired
 - i. **Type**: click on 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 on down arrow to text entry to be all upper case, lower case, title case or first capital
 - iv. Click **OK**; entry into this textbox will reflect these restrictions
 - v. To change restrictions, double click on text box, make changes and click **OK**



5. 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 **Check Box** icon button on **Forms** toolbar; checkbox will appear
 - 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 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**



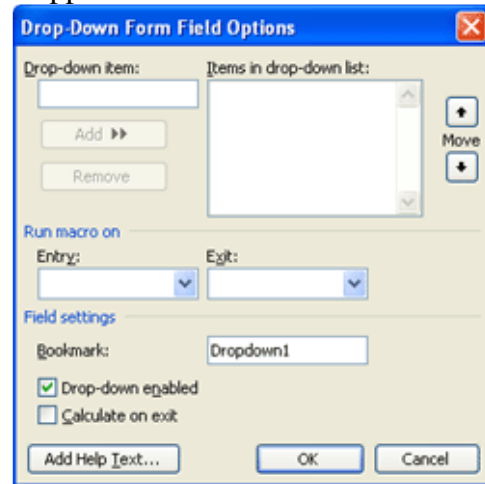
6. Inserting a Drop-Down Form Field box: *(a box with a menu of selections)*

- a. Place cursor where Drop-Down field is to be located
- b. Click on **Drop-Down** button on **Forms** toolbar; field will appear
- 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 (i.e., "Click for Options"), enter this as the first menu item.*



7. Form Field Shading: *(the default is that all fields appear with shading)*

- a. To remove the shading, click on the **Form Field Shading** icon in the **Forms** toolbar; this will remove the shading
- b. Click on the **Shading** icon again, and shading appears

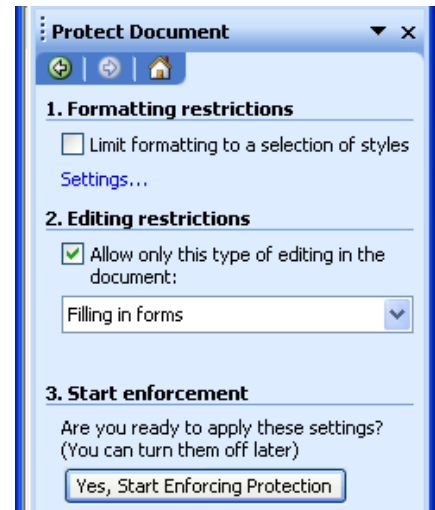


8. Protecting the Form once the form is as completed: *(locking everything in place except for the fields)*

- a. Click on the **lock** icon on the **Forms** toolbar; this will lock all text in this document except for the fields that have been added
- b. Once the form is locked, clicking on the **lock** icon again makes the document unlocked, and available for editing *(anyone using a protected form can unprotect it and edit it, unless it is protected with a password)*



- c. Protect the form with a password:
 - i. Click on **Tools** on the **Menu Bar** and select **Protect Document...**; the **Protect Document** task pane will appear at the right side of the window
 - ii. Under **Editing restrictions** click in the box to allow some editing
 - iii. Click on the down arrow and select **Filling in forms**
 - iv. Click on the **Yes...** button at the bottom to bring up the password setting window
 - v. Enter the desired password; enter it again and click **OK**



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

- d. 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.

9. Save the Form as a Template: *(to allow the form to be accessed as an untitled document)*