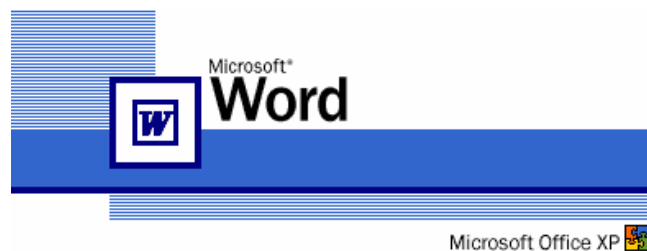




Software Application Tutorial

Microsoft Word XP

Graphics, Columns, and Tables



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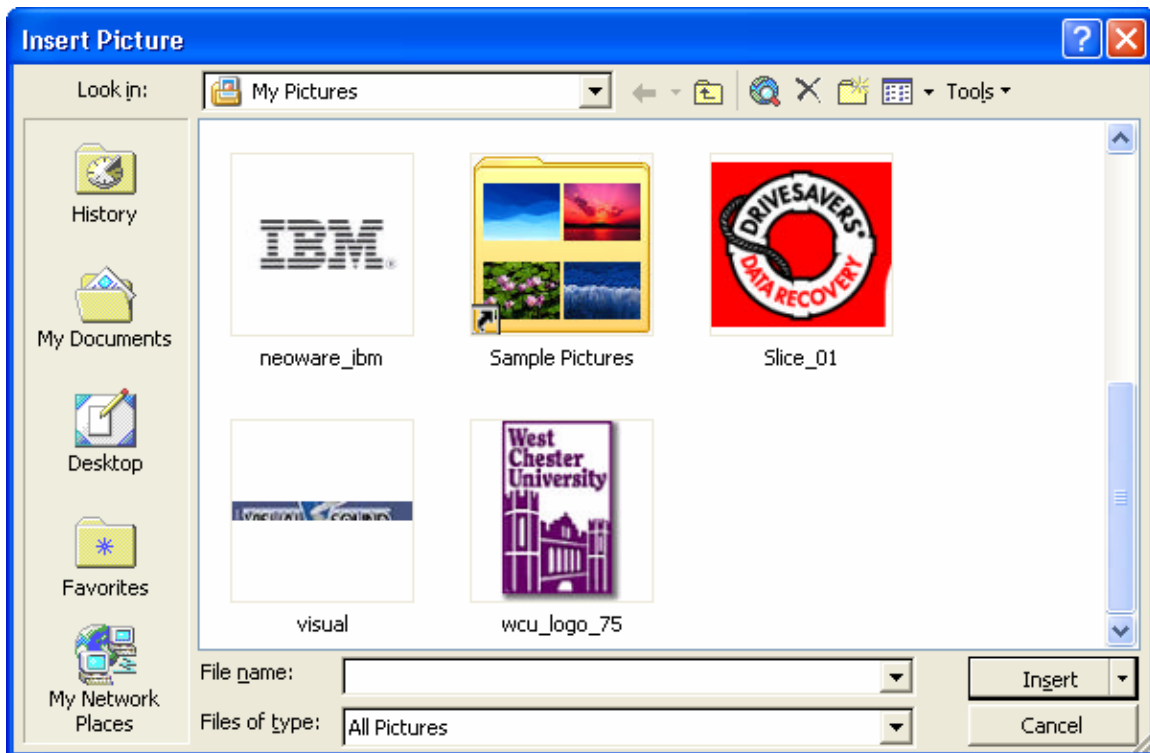
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Graphics

Inserting Graphics

1. Place the cursor where you want to place the graphic.
2. Click on the **Insert** in the menu bar.
3. Go down to **Picture** and slide over to **From File**. This will open pictures in a dialog box.



4. Select the graphic that you wish to insert.
5. Click on **Insert** to place the graphic on your document.

The graphic should now appear in your document.

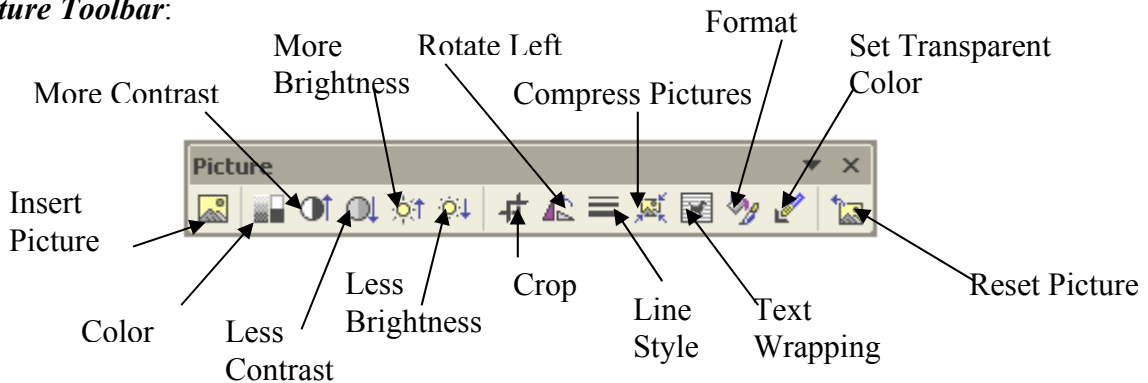
* You can also insert a graphic from the **Clip Art Library** using the **Clip Art Task Pane**. Click on **Insert** and go down to **Picture** and then select **Clip Art**. Once the **Task Pane** has opened, click on **Search** to view the **Clip Art Library**.

Features of a Graphic

Sizing a Graphic: Click on the graphic. You will notice a box appear around the graphic. Move your cursor to one of the four corners; you will get a double arrow. Click and drag the mouse to size your graphic smaller or larger.

- The corners will size the graphic proportionately to the picture
- Using the side walls to change the size will resize the graphic horizontally or vertically, depending on whether you have chosen a vertical side wall or a horizontal side wall.

Picture Toolbar:



Insert Picture: Allows you to select a picture to be inserted within your document.

Color: Allows you to the coloring of your picture. (i.e. grayscale, black & white, washout)

More Contrast: Allows you to raise the contrast of the picture.

Less Contrast: Allows you to lower the contrast of the picture.

More Brightness: Allows you to make your picture brighter.

Less Brightness: Allows you to make your picture dimmer.

Crop: Allows you to crop your picture.

Rotate Left: Allows you to rotate your picture to the left.

Line Style: Allows you to place a border around your picture.

Compress Pictures: Allows you to compress your pictures.

Text Wrapping: Allows you to format how your picture interacts with the text within your document.

Format: Allows you to format all aspects of your picture. (i.e. size, layout, colors and lines)

Set Transparent Color: Allows you to make portions of your picture transparent.

Reset Picture: Resets your picture to its original state.

Text Boxes

Inserting Text Boxes

1. From the **Insert** menu, click on the **Text Box** option.
2. Position the pointer where the text box will be set.
3. **Click and drag** across the area where the text box will be. (Notice the dotted line representing the text box).

Features of a Text Box

Inserting text or a graphic in a text box

Place the cursor in the text box and left click the mouse once. This will move the “I” cursor into the text box and you can begin typing.

Moving a text box

Position the cursor over one of the borders of the text box. A cross bar with arrows will appear. Click and drag in order to move the text box to the desired location.

Sizing a text box

Click the border of the text box. You will see little circles on the border of the text box. The cursor will turn into a double arrow if you move it across one of the circles. Click and drag with the double arrow in order to resize the text box.

Deleting a text box

Click on the border of the text box. Press the **Delete** key on your keyboard.


Adding/Removing a border from a text box

Click on the border of the text box. From the **Format** menu, choose **Borders and Shading**. Select the type of border or shading you like.

Columns

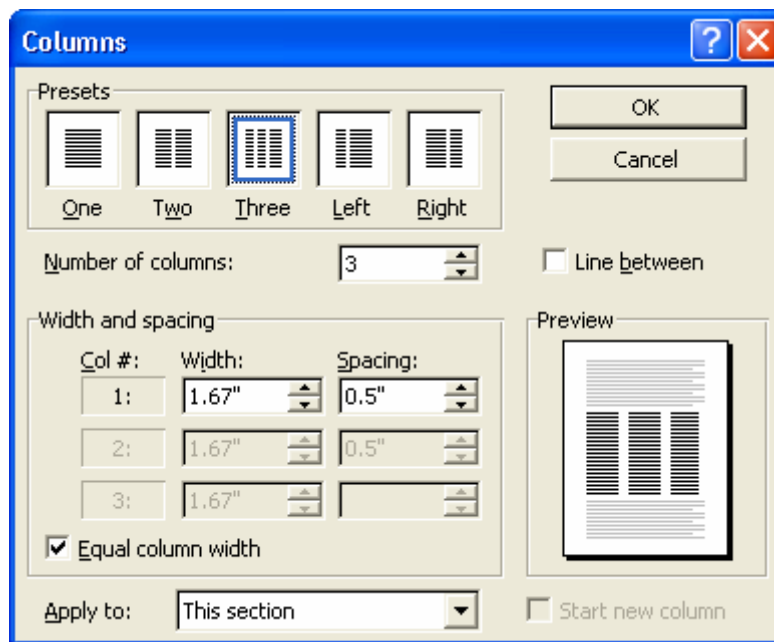
Creating Columns

With the Toolbar:

1. Click on the **Columns** button in the toolbar. 
2. Click and drag across according to how many columns you want (up to four).

With the Menu Bar:

1. Click on **Format** and then click **Columns**.




2. Define how many columns you want by clicking on the examples or by manually entering the number of columns.
3. When all of the options are set to your liking, click on **OK**.

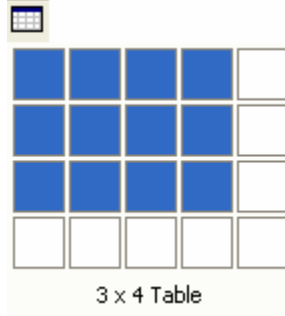
Note: In order to see columns as they will appear to be printed, you must be in page layout view.

Tables

Creating Tables

With the Toolbar:

1. Click the table button on the toolbar. 
2. Click and drag to choose the number of rows and columns.



With the Menu Bar:

1. Place the cursor where you want the table to appear.
2. Select **Table** from the pull down menu. Then choose **Insert** and slide over to **Table**.



Tables Continued...

3. In the above window, choose how many columns and rows you would like in the table.
4. Select the **AutoFit** behavior.
5. Select the **AutoFormat** table style. Click on **AutoFormat** and choose from the list of the styles.
6. Click on the **OK** button.

Features of Tables

Moving From One Cell to Another

You can use the directional arrows on your keyboard, the **Tab** key on your keyboard, or you can position your cursor in the cell and click once.

To Add Extra Lines to a Row

Move to a cell and press the enter key on your keyboard to create extra lines.

To Change the Width of a Cell

Position your cursor over one of the column dividers. You will see a double arrow. Click and drag the arrow to the desired width.

To Change the Height of a Cell

Position your cursor over one of the row dividers. You will see a double arrow. Click and drag the arrow to the desired height.

To Add Cells

Click on **Table** and then select **Insert**. Now choose whether you want to insert another row, column, or just a single cell.

To Delete Cells

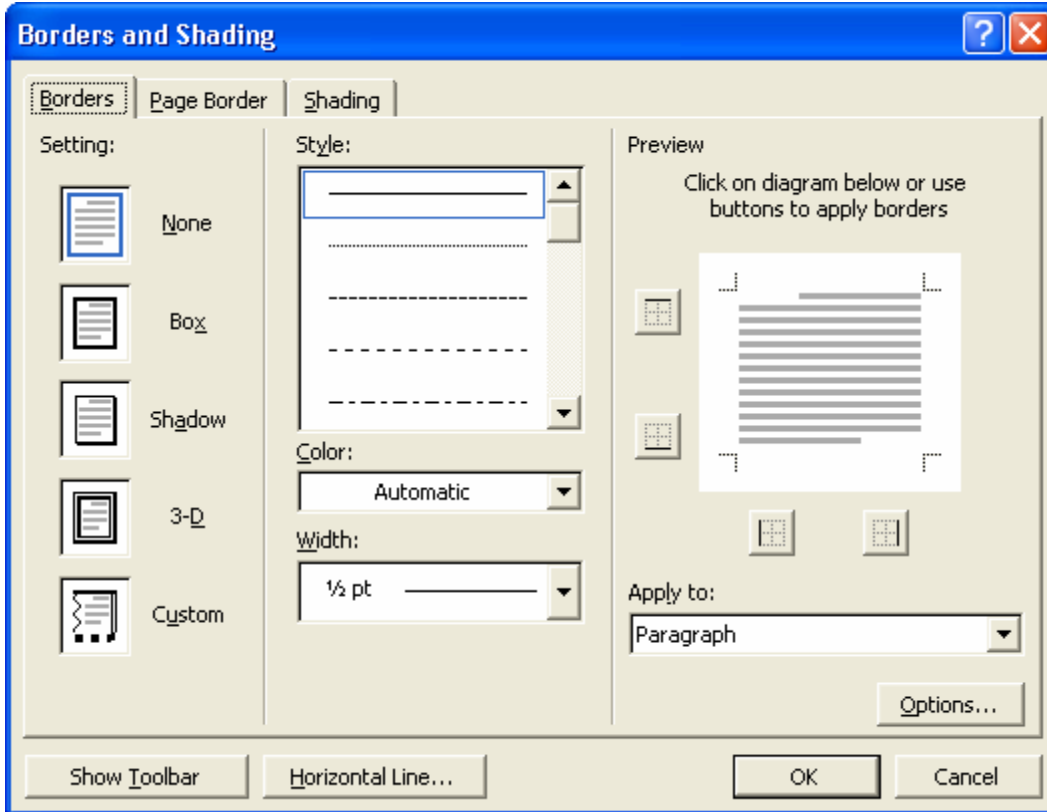
Click on **Table** and then select **Delete**. Now choose whether you want to delete a row, column, cell, or the entire table.

To Add Gridlines

Highlight the entire table. Click on **Format** and then on **Borders and Shading**. The following screen will appear.

Continued on next page...


Features of Tables continued...



Select the desired setting, style, color, width and click on **OK**.

Using a Pencil-Like Mouse Pointer to Create Tables

Inserting a table is not the only method in Word XP for creating tables. Inserting tables works well when you want to create a simple and standard table. But when you want to create a fancy table layout, you might find it easier to draw your table rather than inserting it.

1. Click on the **Pencil-Like Pointer** in the **Standard Toolbar**. 
2. Move the mouse pointer to where you would like your table to be. The mouse pointer shape will look like a pencil. The table and borders toolbar will also appear.

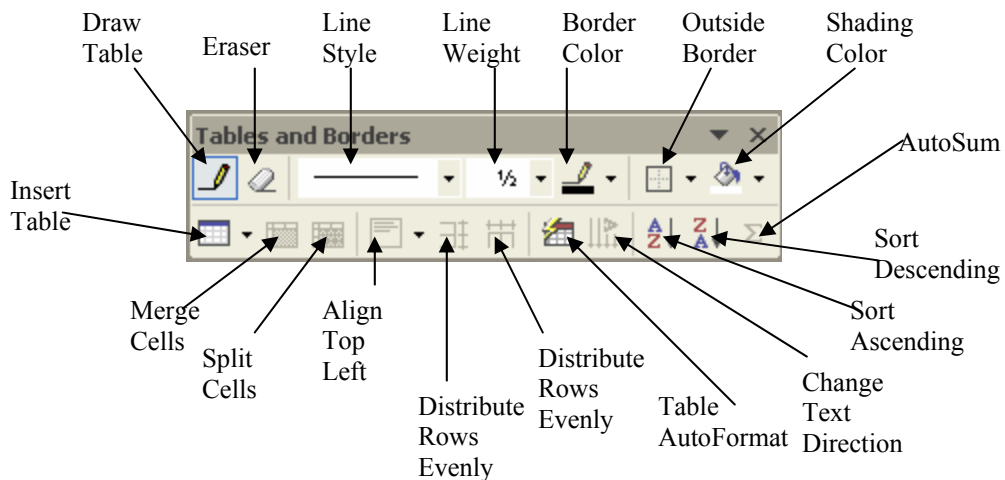


3. Drag the mouse pointer down and to the right until the outline that you see while dragging shows a rectangle. When you release the mouse button, the insertion point will appear inside the box you drew.




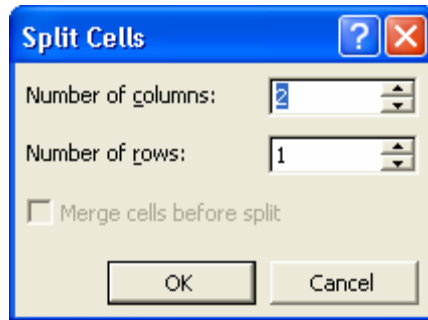
The table you have drawn is currently **one large cell**. You can divide the cell into rows and columns in many different ways.

The Tables and Borders Toolbar:




Splitting Cells in a Drawn Table

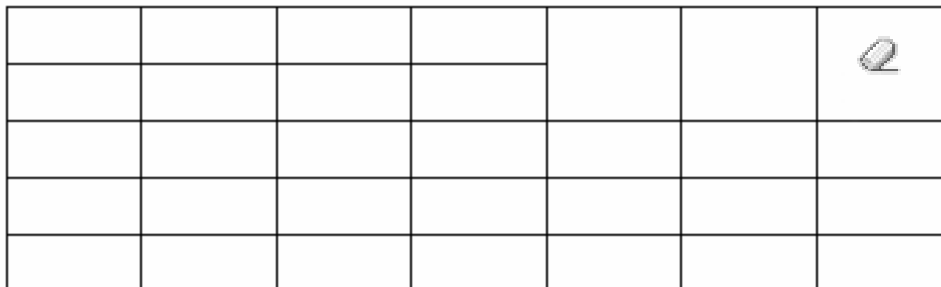
1. Click on the **Split Cells Button** on the Tables and Borders toolbar. 
2. Word XP will display the Split Cell dialog box. Select the number of columns and rows that you want. Click on **OK** when all finished.



Erasing Row or Column Borders

After drawing the basic layout of the table, you use the Eraser button on the Tables and Borders toolbar to delete unwanted lines from the table.

1. Click on the **Eraser button** on the **Tables and Borders toolbar**.  When you move the mouse into the table, the pointer shape changes to an eraser.
2. Drag along the line that you want to erase until the line is selected.



3. When you release the mouse button, Word XP deletes the line.

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
Erasing Continued...

An example of how your table can turn out after erasing some of the lines:

Adjusting Column Widths

1. Slide the mouse pointer onto the right boundary of the column whose width you want to adjust.
2. Drag to the left to reduce the column's width. Drag to the right to enlarge the column's width.

Distributing Even Column or Row Width

1. Select the columns or rows that you want to be of equal size.
2. Drag the mouse to the left or right to select multiple columns. Drag the mouse up or down to select multiple rows.
3. Click on the **Distribute Rows Width Evenly button**  or the **Distribute Columns Width Evenly button**.  Word XP will adjust the selected cells.