# Microsoft Word - 4

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Orientation of a page

- A *landscape* document is one in which the page is wider than it is long, like a painting of a landscape.

- Most documents, like the pages of this book, are printed in *portrait* style, with the short sides of the page on the top and bottom.

- Creating a landscape document is sometimes a good idea because a landscape document stands out from the usual crowd of portrait documents and sometimes printing in landscape mode is necessary to fit text, tables, and graphics on a single page.
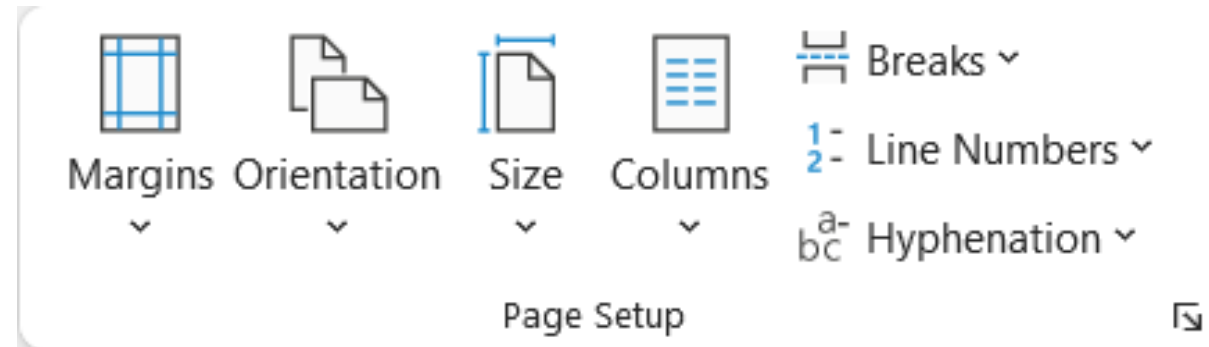
Orientation of a page

- **Change orientation of whole document:**

1) To change the orientation of the whole document, select the **Layout** tab and choose **Orientation.**

2) Choose **Portrait** or **Landscape.**
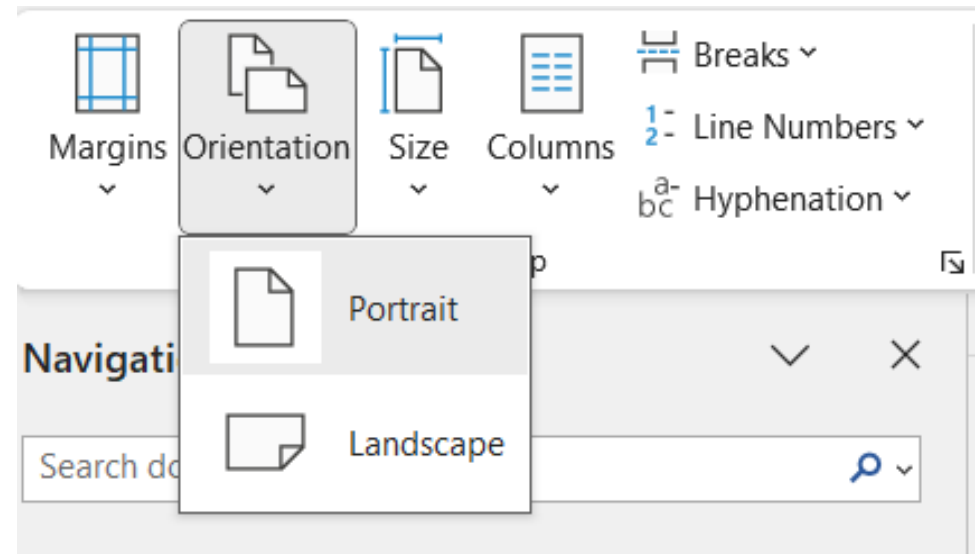
Orientation of a page


- **Change part of a document to landscape:**

1) Select the content that you want on a landscape page.

2) Go to the **Layout** tab and open the **Page Setup** dialog box.

3) Select **Landscape**, and in the **Apply to** box, choose **Selected text**.

4) Select **OK**.
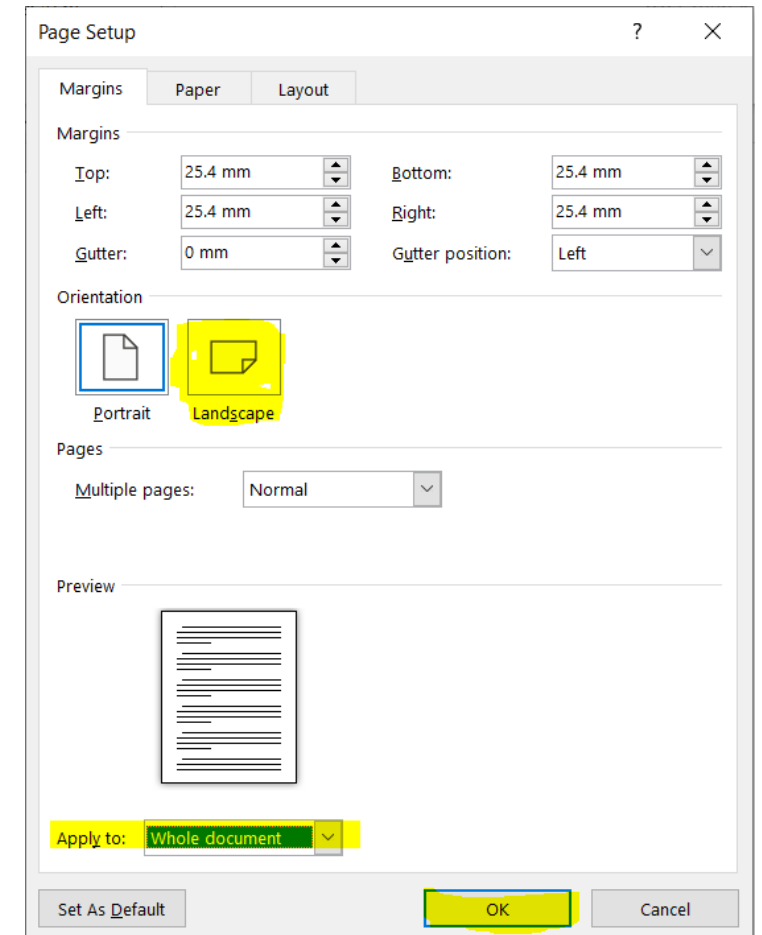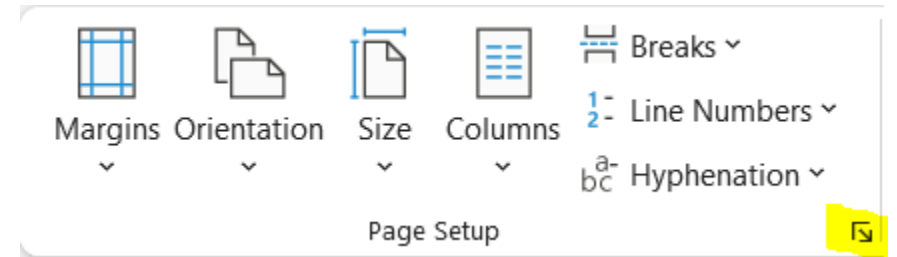
Printing on Different Size Paper

- You don't have to print exclusively on standard 8.5 x 11 paper; you can print on legal-size paper, A4 paper, and other sizes of paper as well. A newsletter withn an unusual shape really stands out in a crowd and gets people's attention. Go to the Layout tab and use one of these techniques to change the size of the paper on which you intend to print a document.

- Click the **Size** button and choose an option on the drop-down list.

- Click the **Size** button and choose **More Paper Sizes**. You see the Paper tab in the Page Setup dialog box. Choose a setting on the Paper Size drop-down list. If none of the settings suits you, enter your own settings in the Width and Height text boxes.
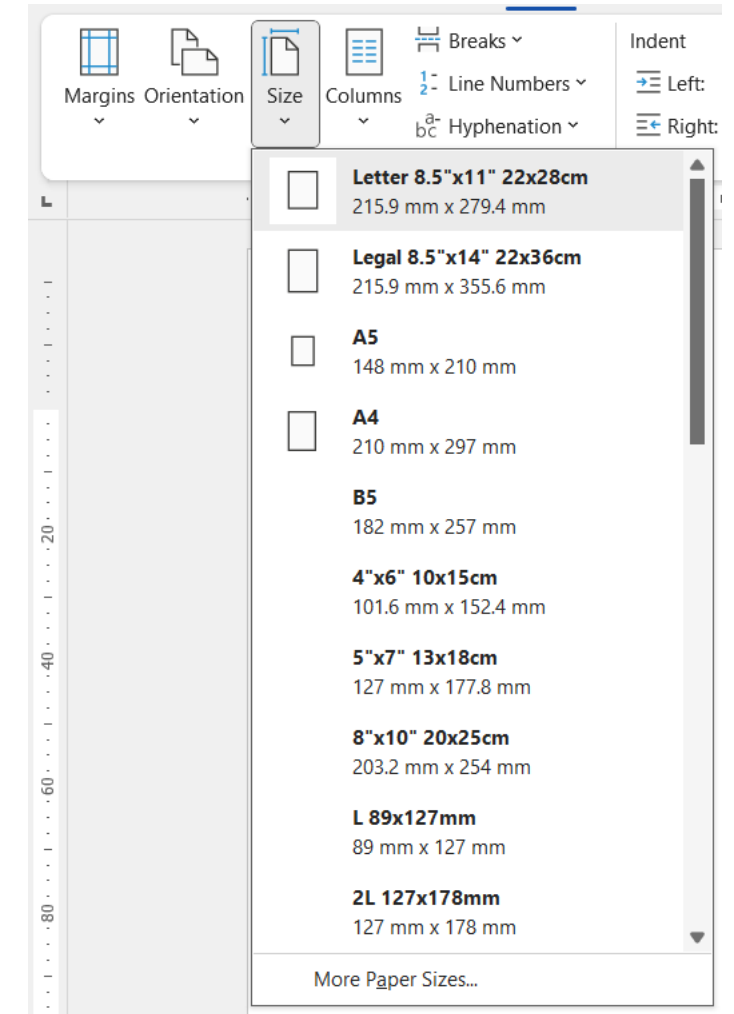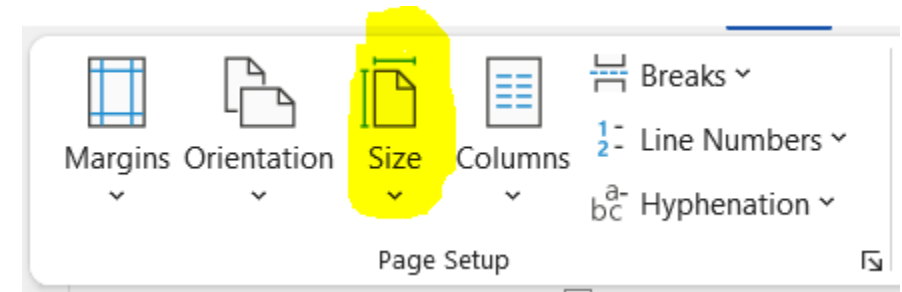
Columns in a Document

- Columns look great in newsletters and similar documents. And you can pack a lot of words in columns.

- To "columunize" text, select it, go to the **Layout** tab, and click the **Columns** button. Then either choose how many columns you want on the drop-down list

- or choose More Columns to create columns of different widths.
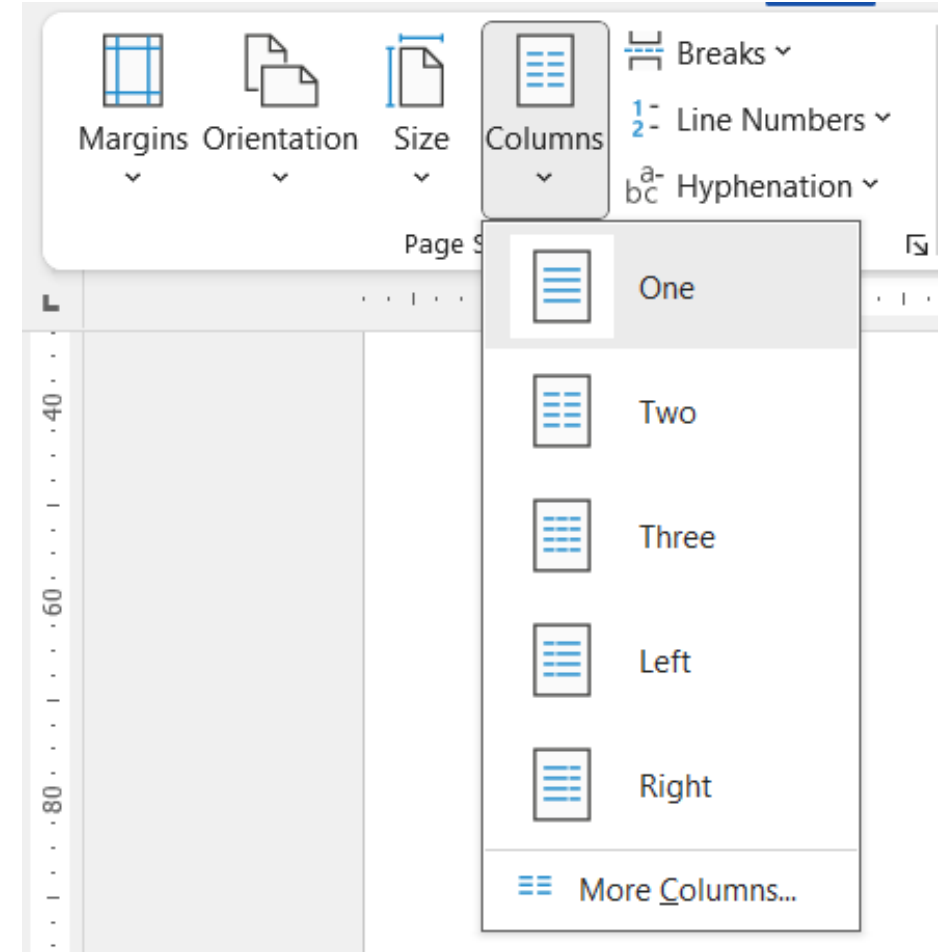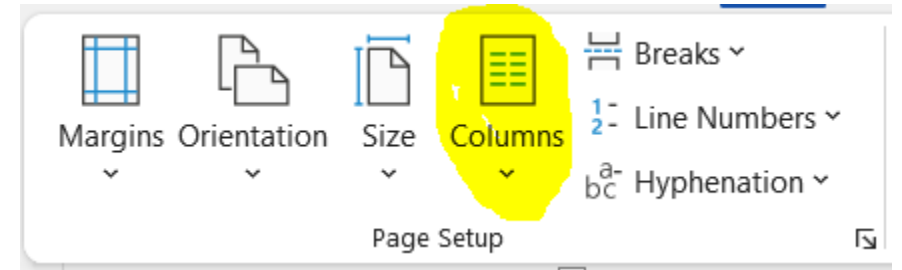
Columns in a Document

- You see the Columns dialog box shown in Figure, Here are the options in the Columns dialog box:

➢ **Preset columns:** Select a Presets box to choose a preset number of columns. Notice that, in some of the boxes, the columns aren't of equal width.

➢ **Number of columns:** If a preset column doesn't do the trick, enter the number of columns you want in the Number of Columns box.

➢ **Line between columns:** A line between columns is mighty elegant and is difficult to draw on your own. Choose the Line Between check box to run lines between columns.

➢ **Columns width:** If you deselect the Equal Column Width check box, you can make columns of unequal width. Change the width of each column by using the Width boxes.

➢ **Space between columns:** Enter a measurement in the Spacing boxes to determine how much space appears between columns.

➢ **Start New Column:** Select this check box to put empty space in a column, perhaps to insert a text box or picture. Place the cursor where you want the empty space to begin, choose This Point Forward on the Apply To drop-down list, and click the Start New Column check box.
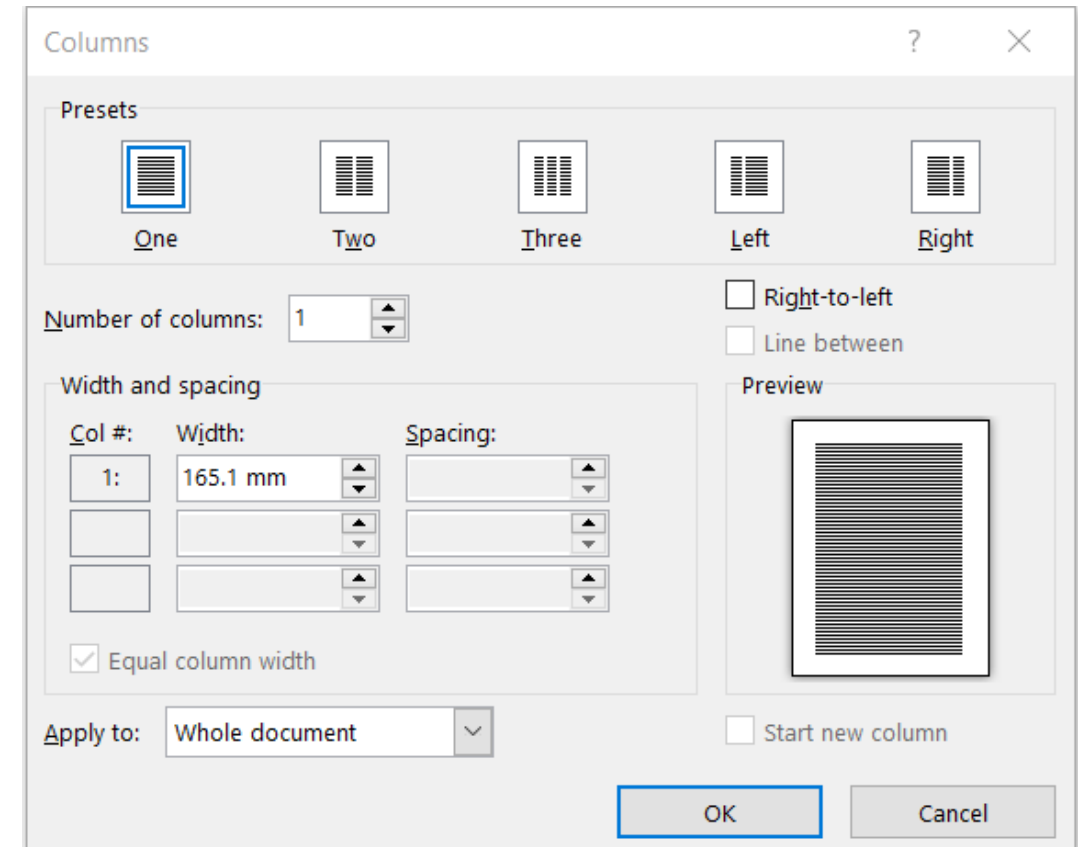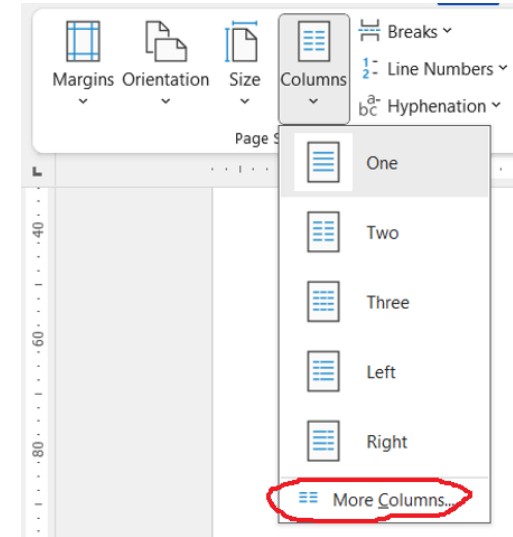
Tables

- The best way to present a bunch of data at one time in Word is to do it in a table. Viewers can compare and contrast the data.

- A table is a great way to plead your case or defend your position. Readers can see right away whether the numbers back you up. They can refer to your table to get the information they need.

	Qtr 1	Qtr 2	Qtr 3	Qtr 4
East	4	8	5	6
West	3	4	4	9
North	3	8	9	6
South	8	7	7	6

Row labels

Header row

Borders

Gridlines

Cells

Tables

➢ **Cell:** The box that is formed where a row and column intersect. Each cell holds one data item.

➢ **Header row:** The name of the labels along the top row that explain what is in the columns below.

➢ **Row labels:** The labels in the first column that describe what is in each row.

➢ **Borders:** The lines in the table that define where the rows and columns are.

➢ **Gridlines:** The gray lines that show where the columns and rows are. Unless you've drawn borders around all the cells in a table, you can't tell where rows and columns begin and end without gridlines. To display or hide the gridlines, go to the Table Layout tab and click the View Gridlines button.

Row labels   Header row

|	Qtr 1	Qtr 2	Qtr 3	Qtr 4
East	4	8	5	6
West	3	4	4	9
North	3	8	9	6
South	8	7	7	6

Borders   Gridlines   Cells

Creating a Table

➢Starting on the **Insert** tab, Word offers several ways to create a table:

• **Drag on the Table menu.** On the **Insert** tab, click the **Table** button, point in the drop-down list to the number of columns and rows you want, click, and let go of the mouse button
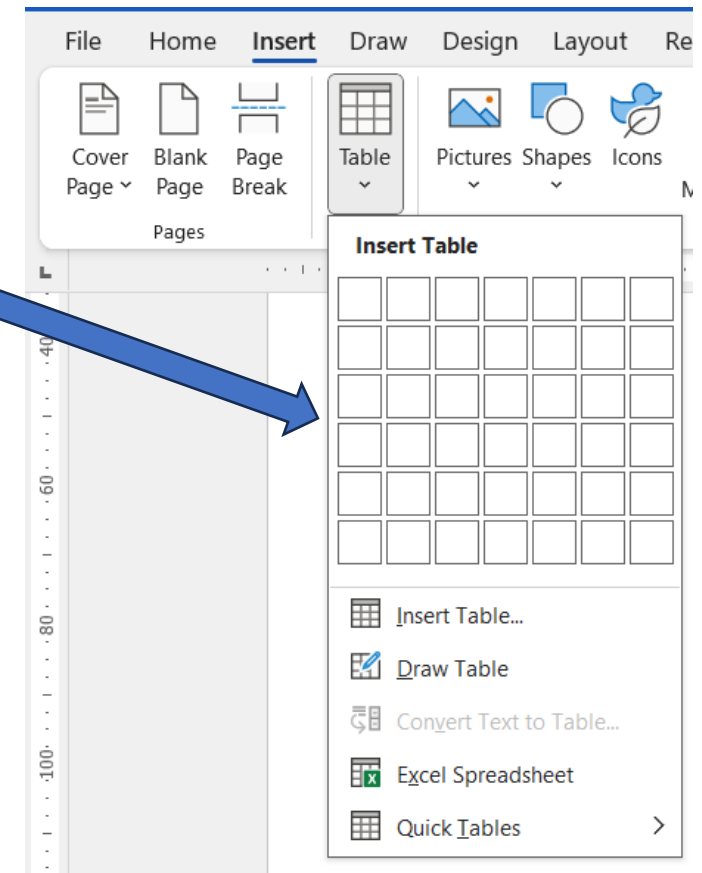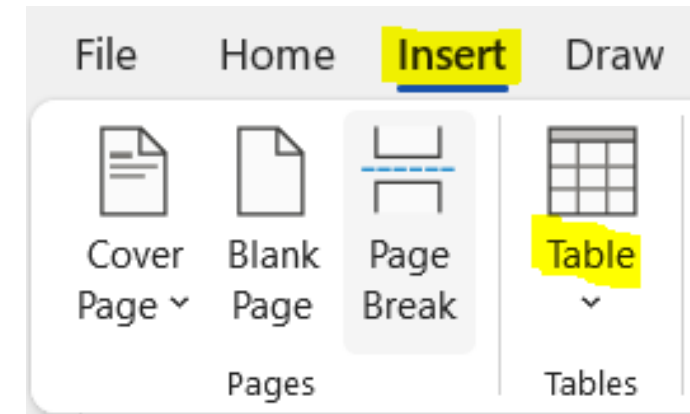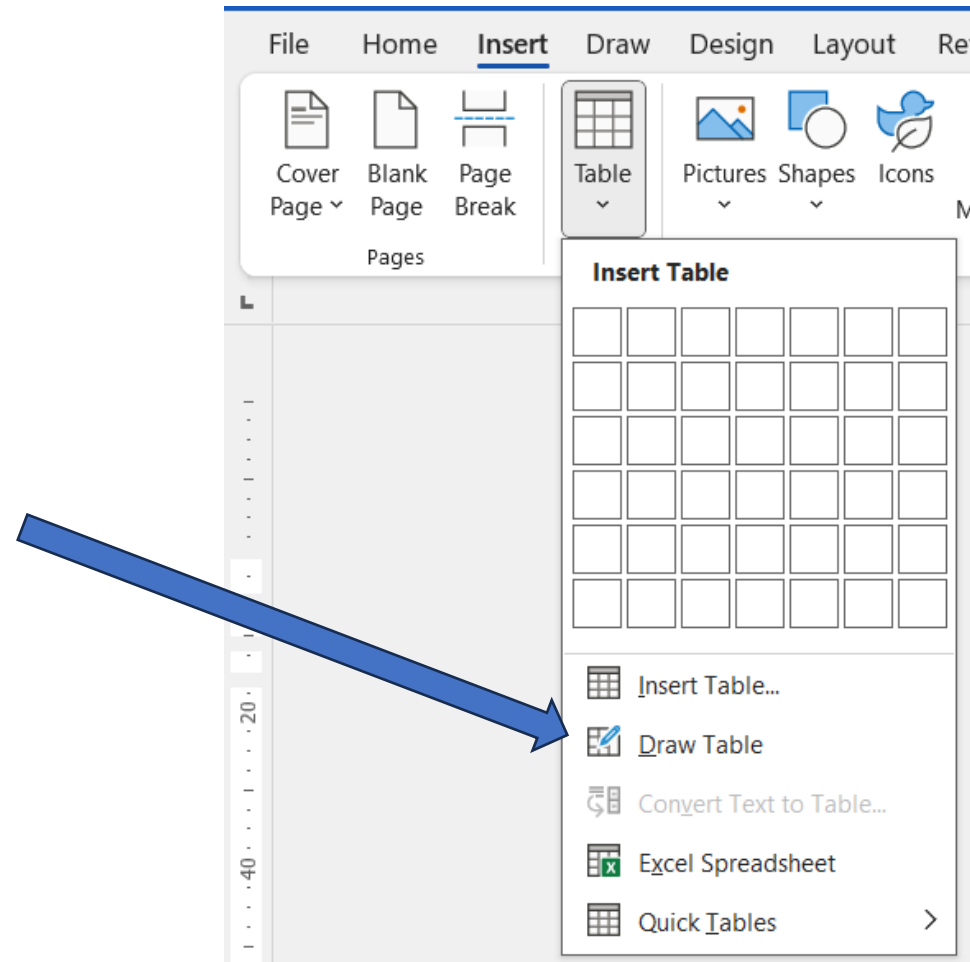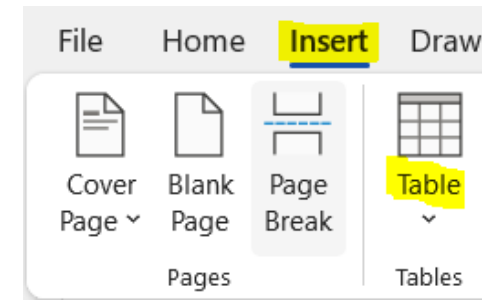
Creating a Table

- **Use the Insert Table dialog box.** On the **Insert** tab, click the **Table** button and choose **Insert Table** on the drop-down list. The **Insert Table** dialog box appears. Enter the number of columns and rows you want and click OK.
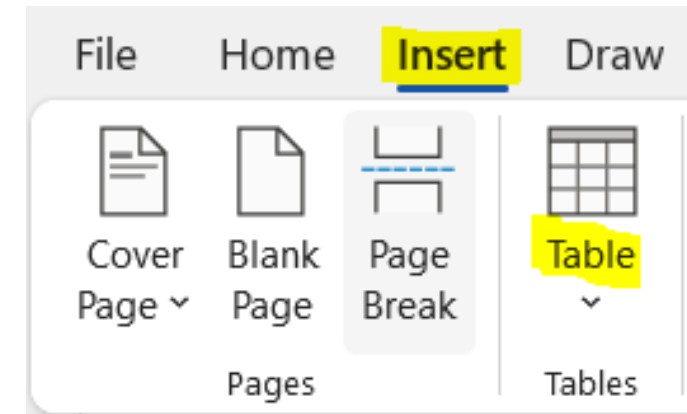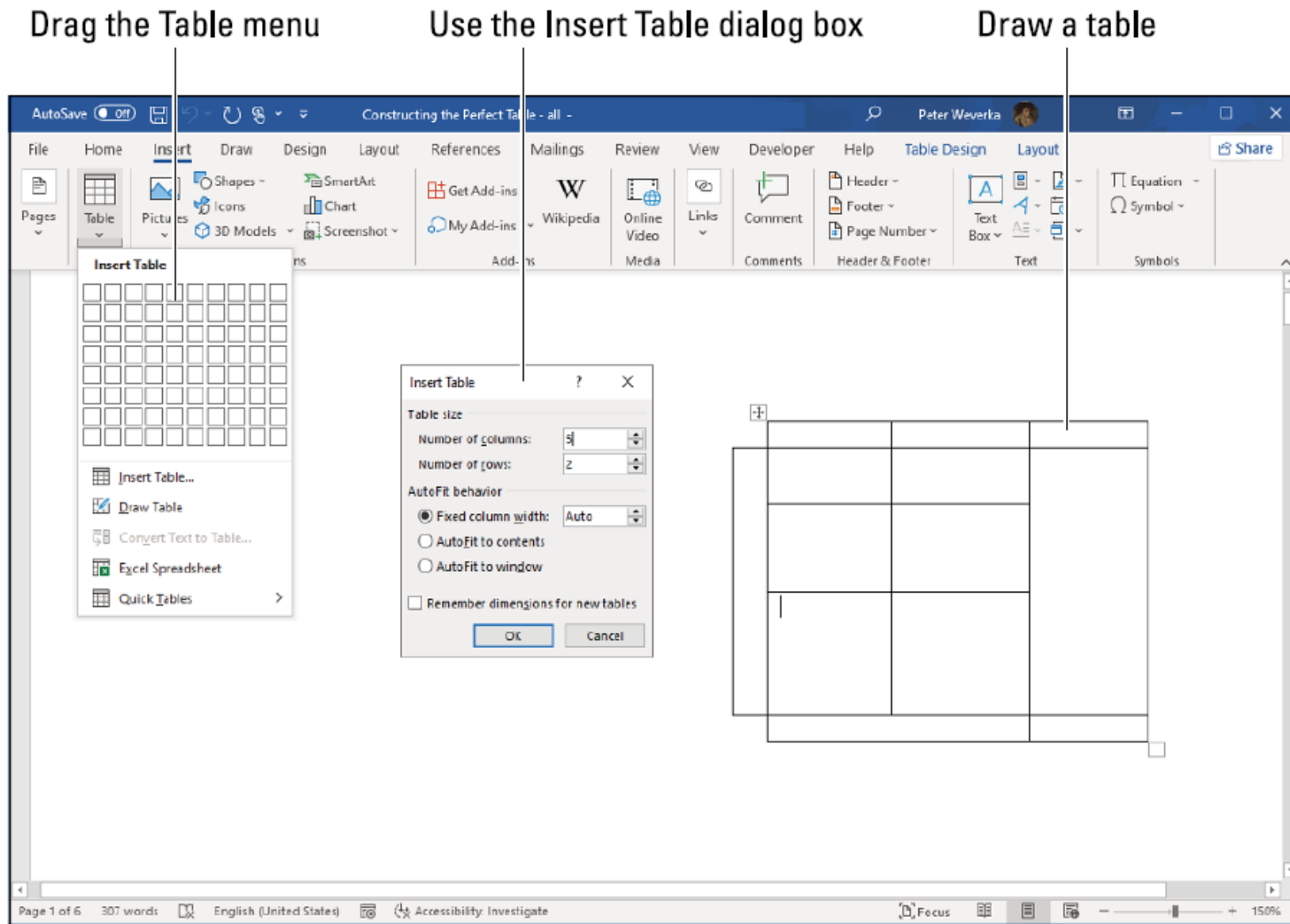
Creating a Table

- **Draw a table.** On the **Insert** tab, click the **Table** button and then choose **Draw Table** on the drop-down list. The pointer changes into a *pencil*.

- Use the pencil to draw table borders, rows, and columns. If you make a mistake, click the Eraser button on the **Table Layout** tab and drag it over the parts of the table you regret drawing. (You may have to click the Draw Borders button first.) When you finish drawing the table, press Esc.

Creating a Table

Drag the Table menu

Use the Insert Table dialog box

Draw a table

Creating a Table

- **Create a quick table.** On the **Insert** tab, click the **Table** button and choose **Quick Tables** on the drop-down list. Then select a ready-made table on the submenu.

- You have to replace the sample data in the quick table with your own data.
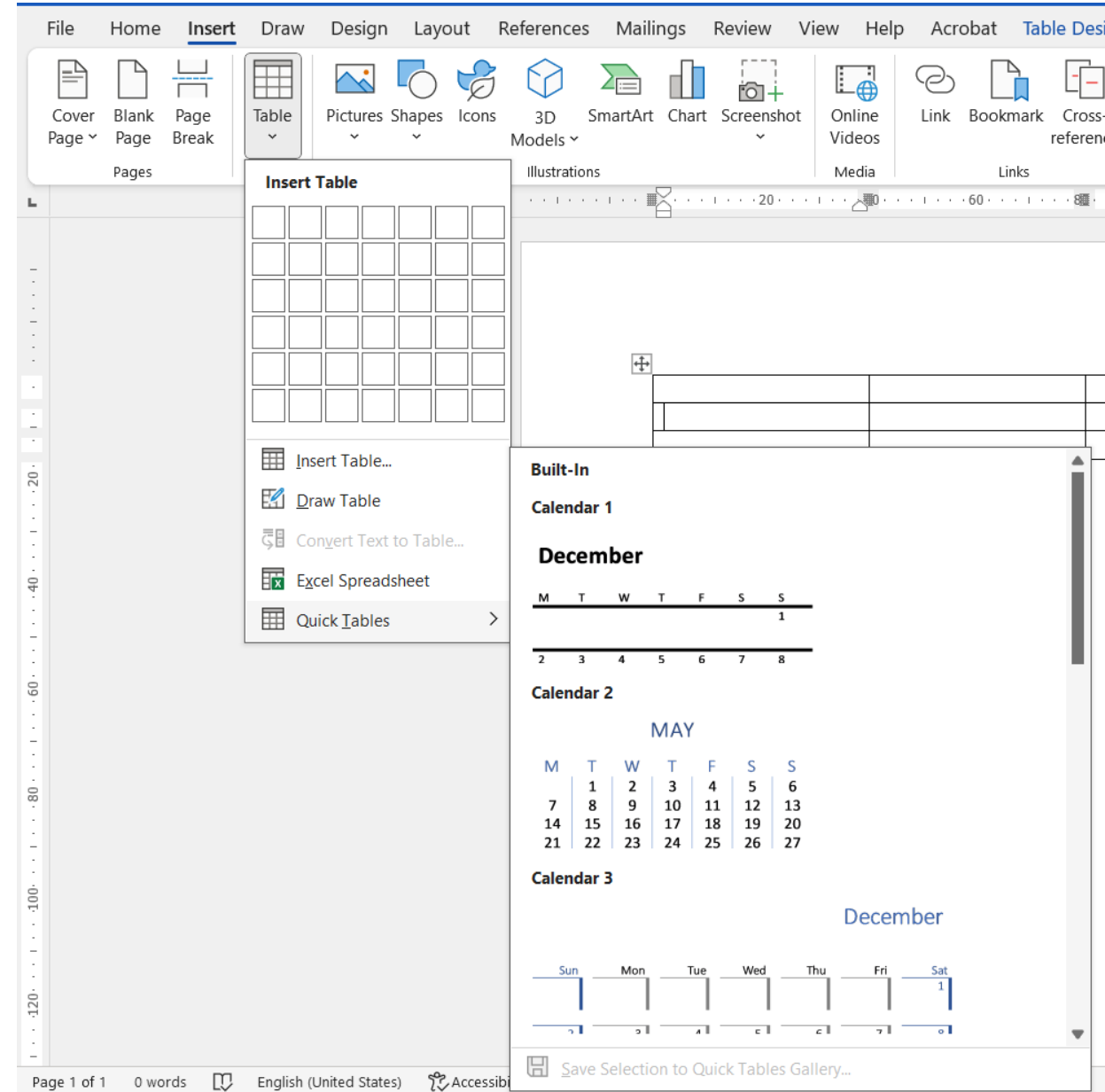
Creating a Table

Here are some shortcuts for moving the cursor in a table:

Press	Moves the Cursor to
Tab	Next column in row
Shift+Tab	Previous column in row
↓	Row below
↑	Row above
Alt+Home	Start of row
Alt+End	End of row
Alt+Page Up	Top of column
Alt+Page Down	Bottom of column

Table Design

- The **Table Design** tab is appeared only when the cursor is inside a table cell, or when the table is selected.

Table styles

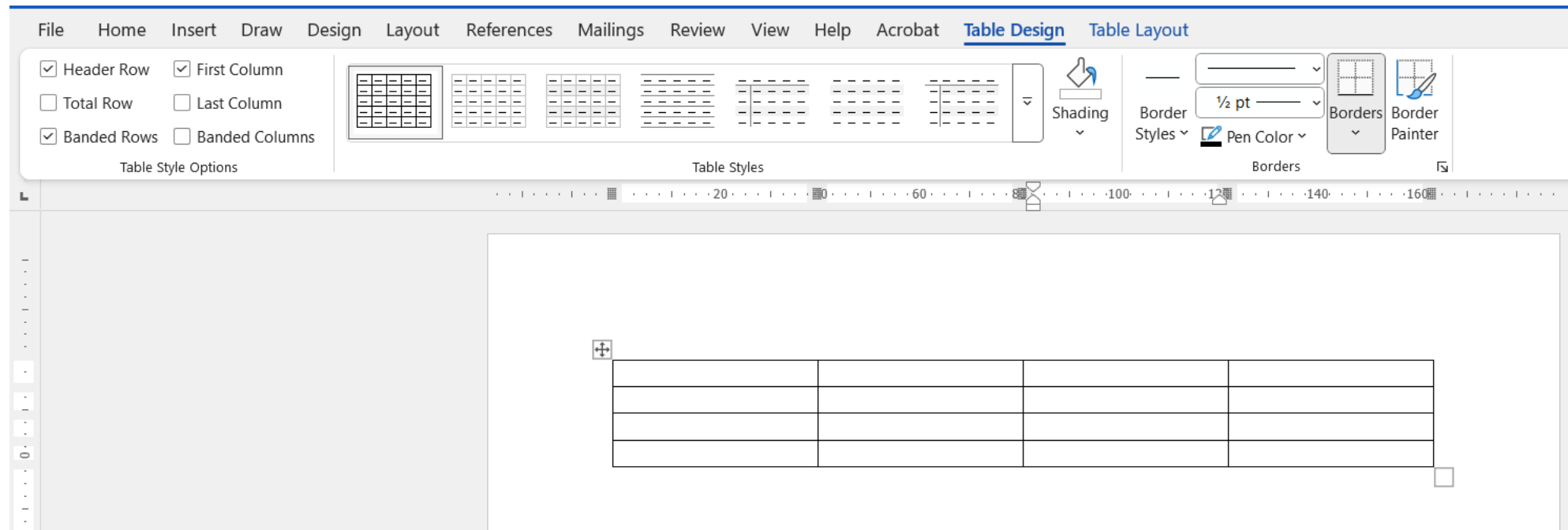- The fastest way to get a good-looking table is to select a table style in the **Table Styles** gallery, A *table style* is a ready-made assortment of colors and border choices.

- You can save yourself a lot of formatting trouble by selecting a table style.

- After you select a table style, you can modify it by selecting or deselecting a style in the Table Style Options group on the Table Design tab.

Selecting colors for columns, rows, or your table

- Follow these steps to paint columns, rows, or your table a new color:

- 1. **Select the part of the table that needs a paint job.**

- 2. **In the Table Design tab, open the drop-down list on the Shading button and choose a color.**
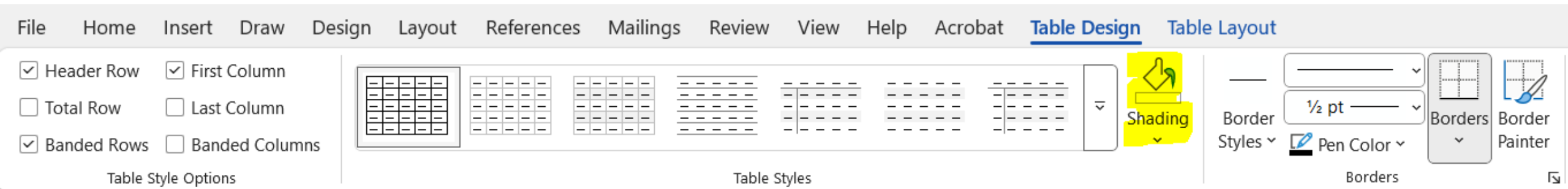
Designing borders for your table

- Follow these steps to fashion a border for your table or a part of your table:

1) **Go to the Table Design tab.**

2) **Select the part of your table that needs a new border.** To select the entire table, go to the **Table Layout** tab, click the **Select** button, and choose **Select Table**.

3) **Create a look for the table borders you will apply or draw.** Use all or some of these techniques to devise a border:

o **Border style:** Open the drop-down list on the Border Styles button and choose the border style that most resembles the one you want.

o **Line style:** Open the Line Style drop-down list and choose a style.

o **Line weight:** Open the Line Weight drop-down list and choose a line thickness. If a table on the page you're looking at already has the border you like, you can "sample" the border. Open the drop-down list on the Border Styles button and choose Border Sampler. The pointer changes to an eyedropper. Click the border you want to select its style, weight, and color settings.

4) **Open the drop-down list on the Borders button and choose where to place borders on the part of the table you selected in Step 2.**
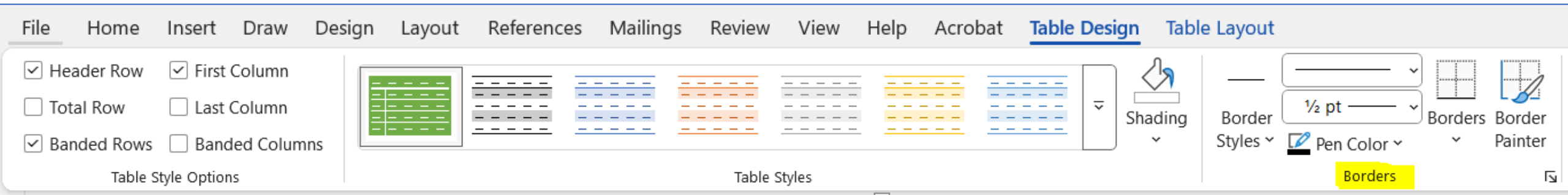
Designing borders for your table

- You can also change borders by clicking the **Borders** group button and making selections in the **Borders and Shading** dialog box,
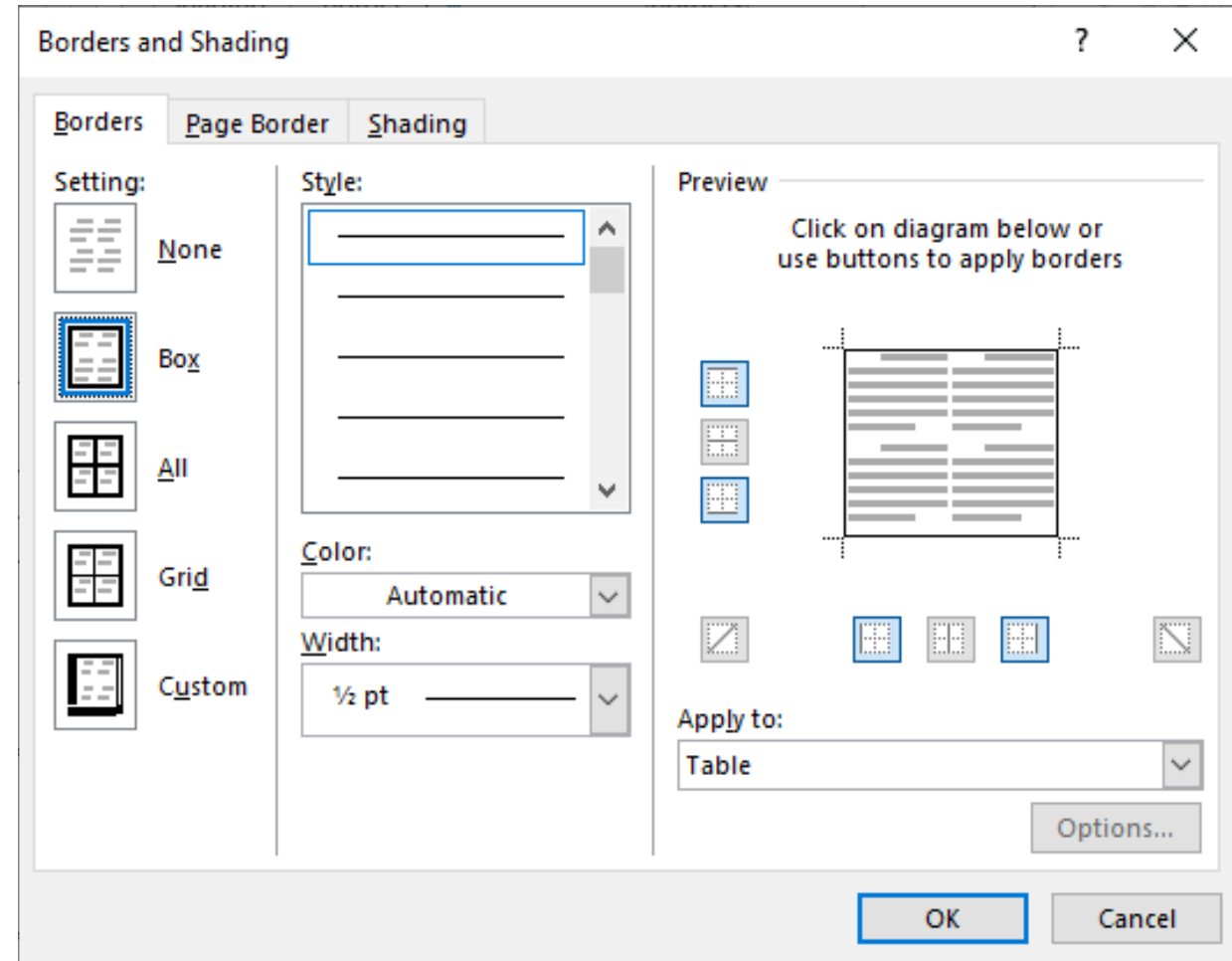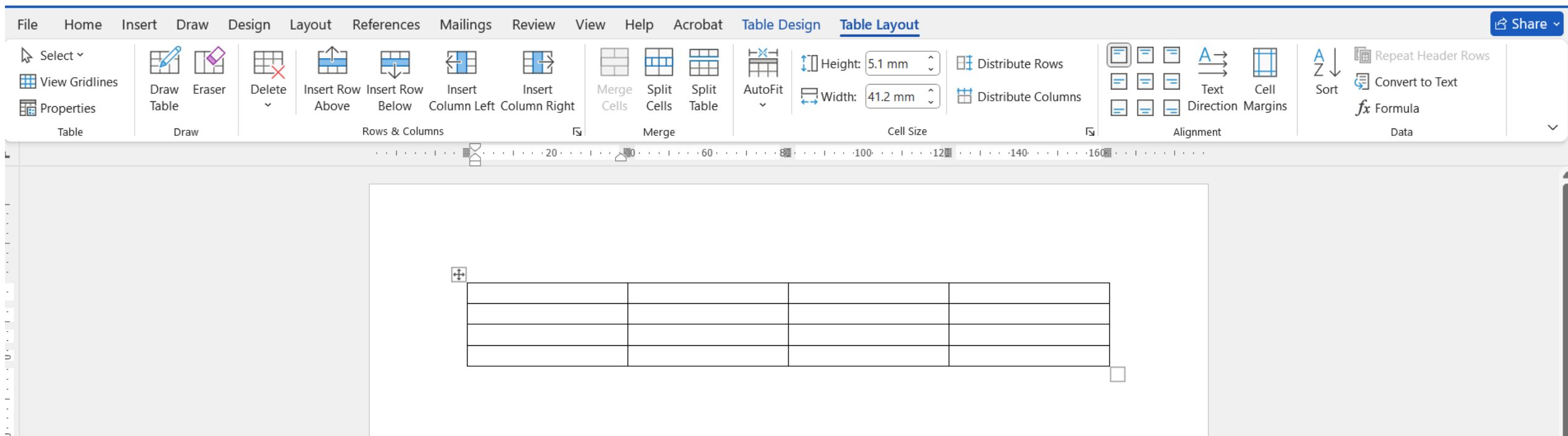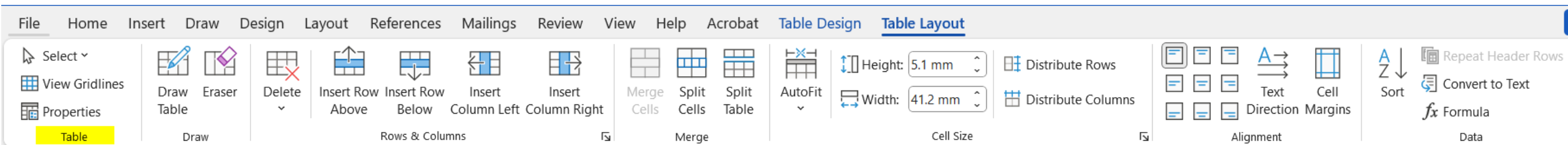
Table Layout

- The **Table Layout** tab is appeared only when the cursor is inside a table cell, or when the table is selected.

Selecting Different Parts of a Table

- **Selecting cells:** To select a cell, click in it. You can select several adjacent cells by dragging the pointer over them.

- **Selecting rows:** Move the pointer to the left of the row and click when you see the right-pointing arrow; click and drag to select several rows. You can also go to the **Table Layout** tab, click inside the row you want to select, click the **Select** button, and choose **Select Row** on the drop-down list. To select more than one row at a time, select cells in the rows before choosing the **Select Row** command.

- **Selecting columns:** Move the pointer above the column and click when you see the down-pointing arrow; click and drag to select several columns. You can also start from the (Table) Layout tab, click in the column you want to select, click the Select button, and choose Select Column in the drop-down list. To select several columns, select cells in the columns before choosing the Select Column command.

- **Selecting a table:** On the **Table Layout** tab, click the **Select** button, and choose **Select Table** on the drop-down list (or press Alt+5 on the numeric keypad).

Editing a Table

➢ **Quickly changing a table's size:** Drag the bottom or side of a table to change its overall size. To make the table stretch from page margin to page margin, go to the **Table Layout** tab, click the **AutoFit** button, and choose **AutoFit Window**.

➢ **Moving a table:** Switch to Print Layout view and drag the table selector (the square in the upper-left corner of the table).
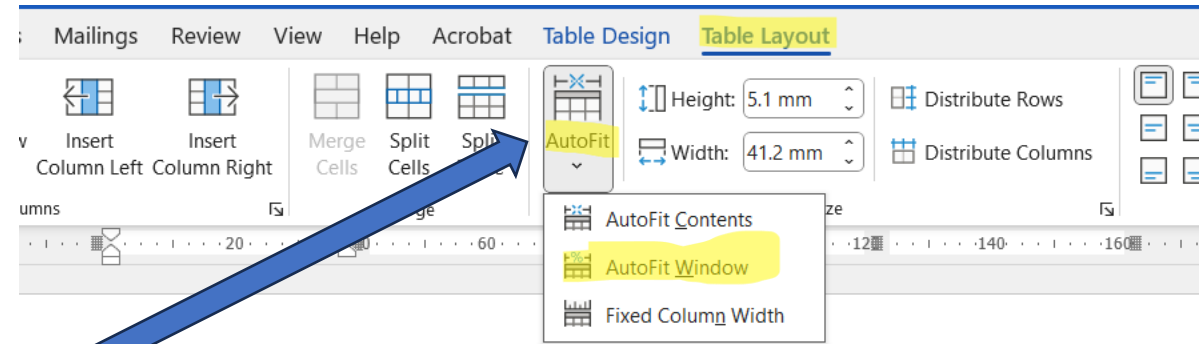
Editing a Table

➤ **Choosing your preferred font and font size:** Entering table data is easier when you're working in a font and font size you like. Select the table, visit the **Home** tab, and choose a font and font size there. To select a table, go to the Table Tools Layout tab, click the Select button, and choose Select Table on the drop-down list.

➤ **Quickly inserting a new row:** Click in the last column of the last row in your table and press the Tab key to quickly insert a new row at the bottom of the table.