

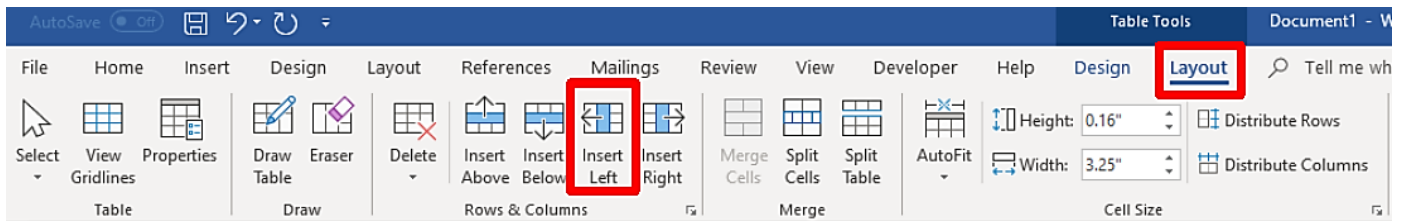


Lecture 5

Microsoft Office Word (Cont.)

C. Insert Rows or Columns

To insert a column, select a cell in the desired column where the new column will be inserted to the right or left.



1. Insert a column to the right of the table. Click in any cell on the last column, on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Right** button. The new column will appear.

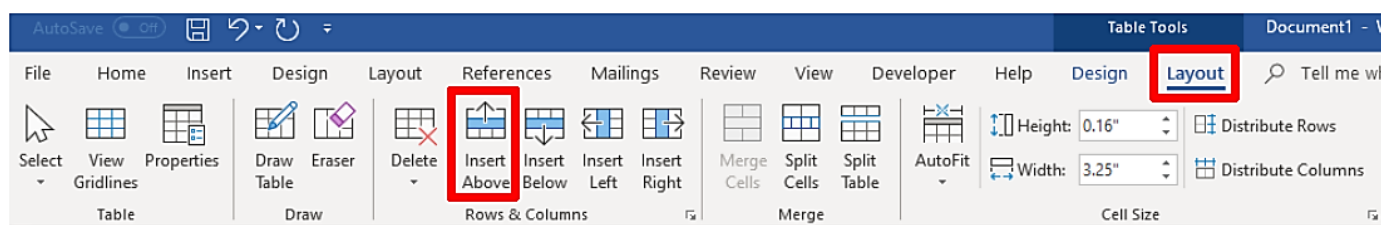
Seminar	Time	
Word Processing	9:00 AM – 10:30 AM	
Spreadsheet	11:00 AM – 12:30 PM	
Presentation	1:00 PM – 2:00 PM	
Database	2:30 PM – 4:00 PM	



2. Type the information below in the new column, press the down arrow on the keyboard after each entry:

Location
Room A
Room B
Room A
Room B

3. Insert a new row at the top of the table. Click anywhere in the first row.



4. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Above** button. The new row will appear.

Seminar	Time	Location
Word Processing	9:00 AM – 10:30 AM	Room A
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Presentation	1:00 PM – 2:00 PM	Room A
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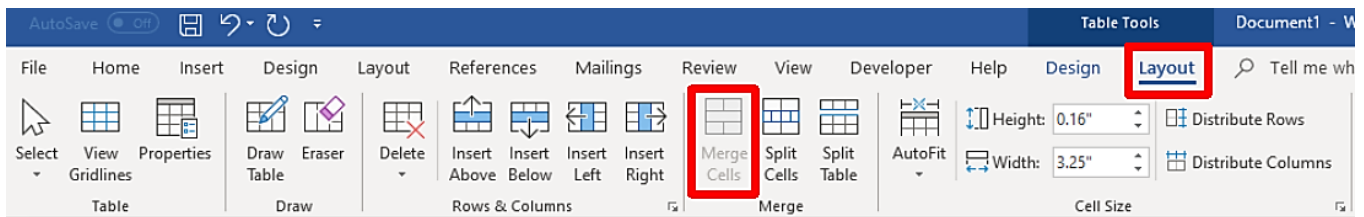
5. Type **Computer Training** in the first cell.



D. Merge Cells

Computer Training		
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1. To combine two or more adjacent cells, first select those cells.



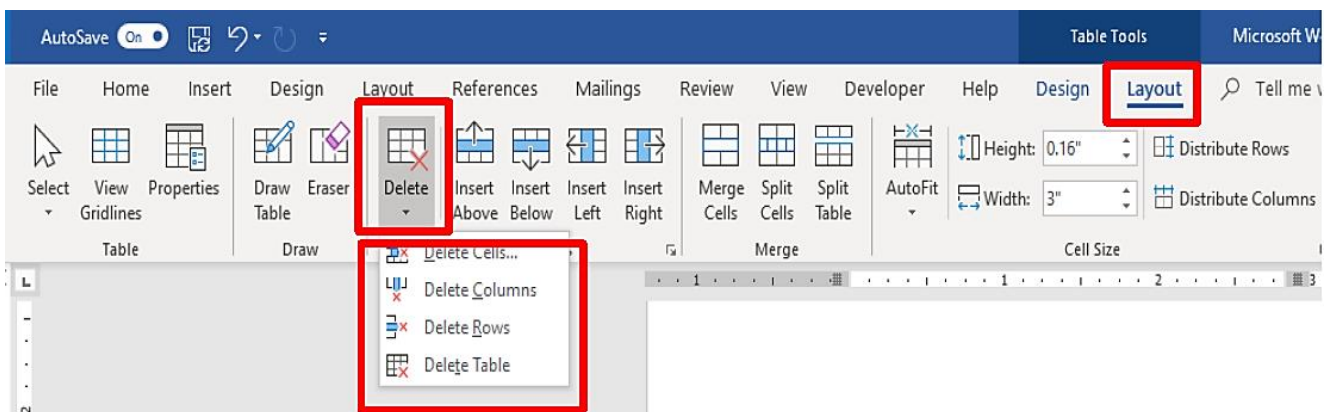
2. On the **Table Tools** ribbon, click on the **Layout** tab located in the **Merge** group, and then click on the **Merge Cell** button.

Computer Training

3. The multiple cells will merge into one cell, and then format your text if desired.

E. Delete Cells, Rows, Columns and Table

To delete a Cell, Row, Column or Table, select cell/s to be deleted, then on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Delete** button. The delete options will appear.





22. Format a Table

AutoFormat has numerous table formats that may be applied to your table. These different **Table Styles** may affect the style of the lines or borders in the table, the justification of text and font formats. If your Word document contains more than one table, each table may have its own format. Try to make all editing changes to the table before using AutoFormat.

A. AutoFormat

1. Apply **AutoFormat** to your Table that was created.
2. Select your Table.
3. On the **Table Tools** ribbon, click on the **Design** tab located in the **Table Styles** group, and then click on the drop-down arrow to view multiple formats to select from.

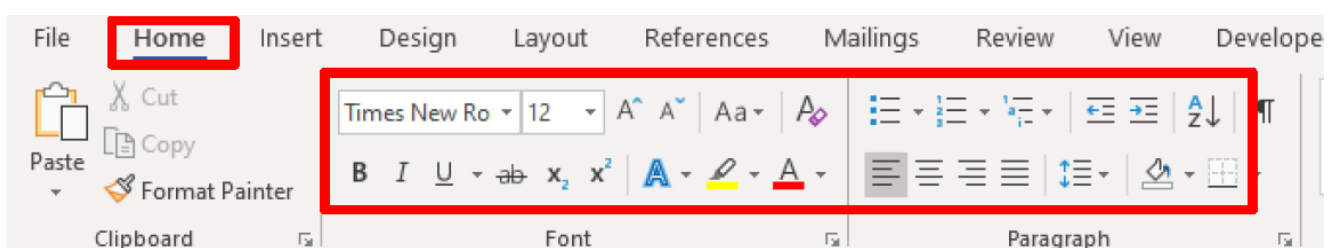


4. Click on a **Table Style** of your choice.

Note: Shading and Borders can also be applied to one or more cells. The Shading and Border buttons are located in the **Table Styles** group as well.

B. Text Format and Alignment

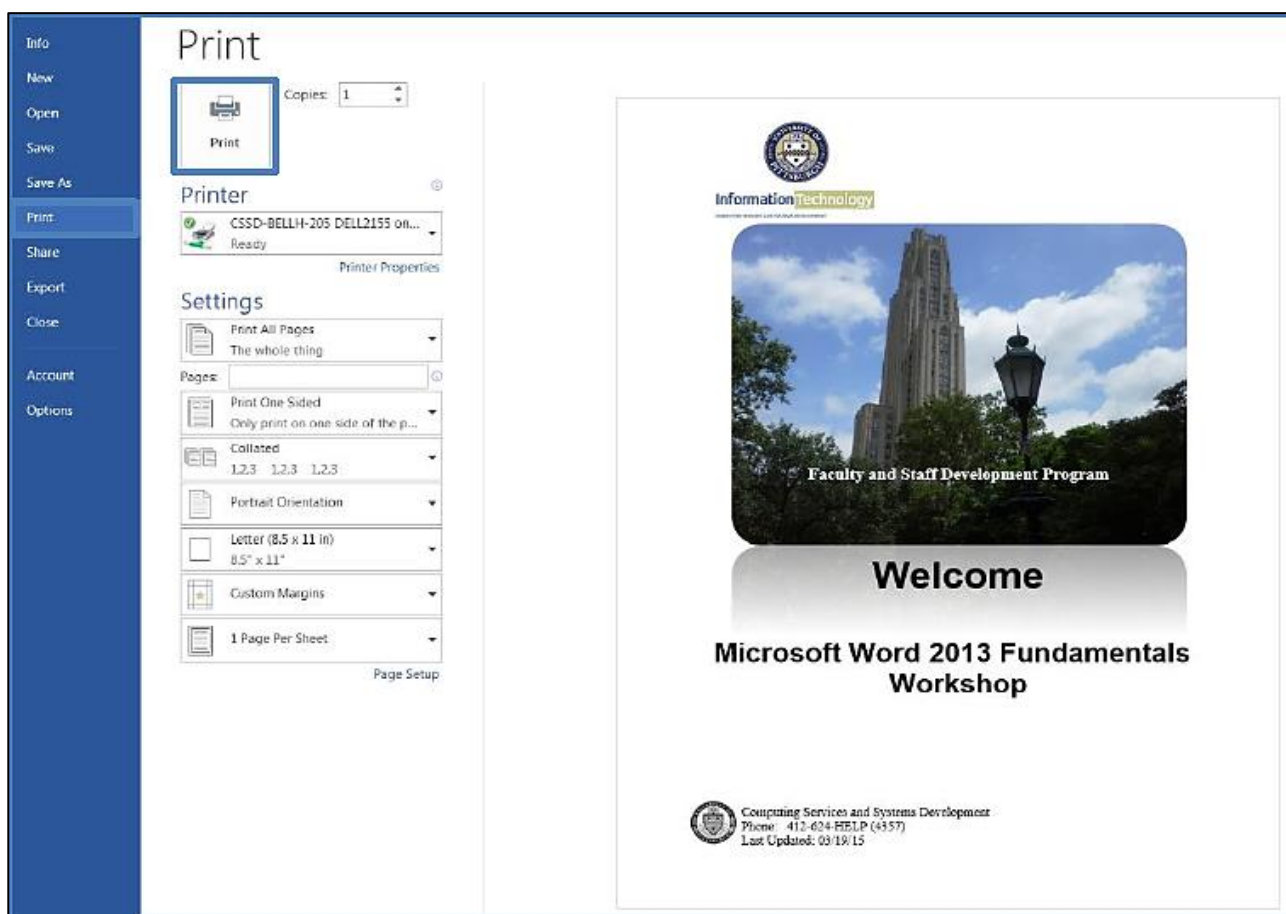
Text within a table can be formatted the same way you format text in other areas of the document. Use the command buttons found on the **Home** ribbon.





23. Print a Document

Click on the **File** tab and select the **Print** option to print your current document. This will display the **Print** window options, along with a preview of the document to the right, such as the range of pages to print and the number of copies to print.



The default printer is the printer that your applications will use unless you specify otherwise. To change printers, click on the drop-down arrow next to **Printer Name**. This will display a list of installed printers and allow you to select another printer.

1. Select your desired options in the **Print** window.

2. Click on the **Print** button to print your document.

