

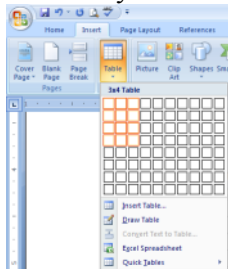
# Advanced Microsoft Word 2007

Topics covered in this session:

- ✓ Creating tables
- ✓ Adding table rows and columns
- ✓ Deleting table rows and columns
- ✓ Merging/splitting table rows and columns
- ✓ Changing text direction
- ✓ Table formatting, borders, and shading
- ✓ Paragraph borders/shading
- ✓ Horizontal Lines
- ✓ Inserting Headers/Footers
- ✓ Inserting Page Numbers
- ✓ Inserting Symbols
- ✓ Inserting ClipArt/Images
- ✓ Using the Picture Styles/Tools
- ✓ WordArt
- ✓ SmartArt
- ✓ Bullets and Numbering
- ✓ Adding References

## Creating a New Table

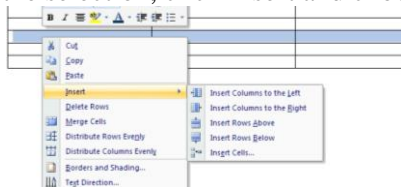
1. Click the Insert tab, then click the down arrow below the Table icon, highlight the number of columns and rows you wish to create. If you don't choose enough, you can always add columns or rows later.



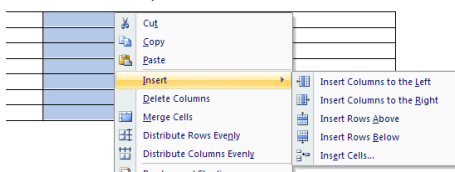
2. Once you have the table created, you can begin typing information into the cells. To move from one cell to another, press Tab. To go back one cell, press Shift + Tab.

## Adding/Inserting Table Rows/Columns

1. To add a table row at the bottom of the table, press Tab.
2. To insert a table row inside the table, highlight the row where you wish to insert a row. Right-click in the selection, click Insert and choose Insert Rows Above or Insert Rows Below.

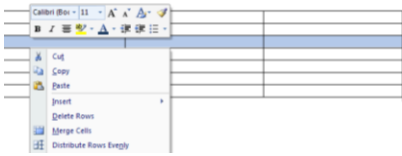


3. To insert columns in the table, highlight the column where you wish to insert a column. Right-click in the selection, click Insert and choose Insert Columns to the Left or Insert Columns to the Right.

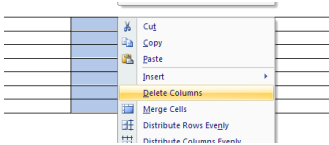


## Deleting Table Rows/Columns

1. To delete a table row, highlight the row you wish to delete. Right-click in the selection, click Delete Rows.



2. To delete a table column, highlight the column you wish to delete. Right-click in the selection, click Delete Columns.

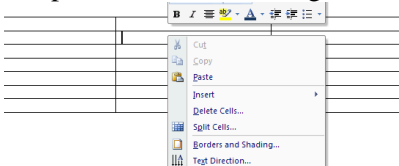


## Merging/Splitting Table Rows/Columns

1. To merge a group of cells in a table, highlight the cells you wish to group together. Right-click in the selection, click Merge Cells.

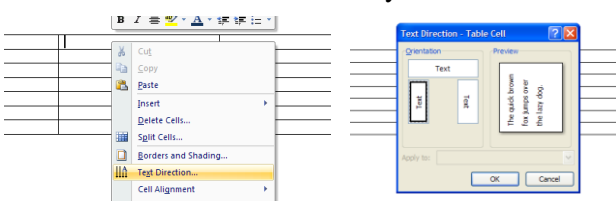


2. To split a cell in a table, right-click in the cell you wish to split, click Split Cells.



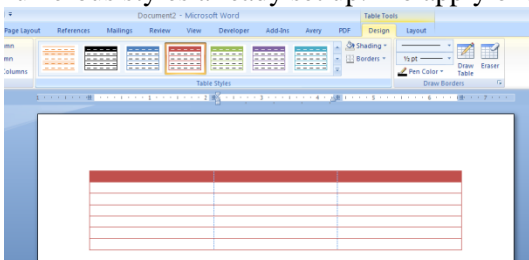
## Changing Text Direction in a Table

1. Right-click in the cell that contains the text you wish to change the direction for. Click Text Direction and choose the format you wish.

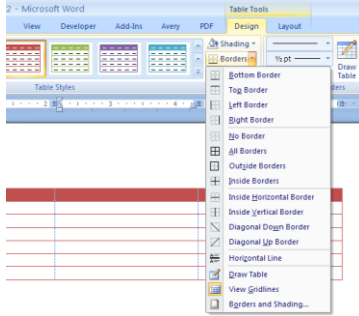


## Adding Table Formats/Borders/Shading

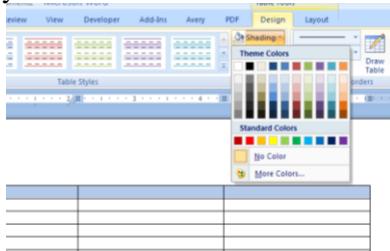
1. Highlight the table you wish to apply the format to. In the Table Tools QuickMenu, there are numerous styles already set up. To apply one of these, click the appropriate icon.



- To apply borders to cells or the entire table, click the down arrow beside the Borders icon in the Table Styles section of the Design Ribbon. Click on the type of border you want.

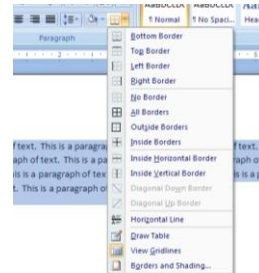


- To apply a combination of borders, click the Borders and Shading option at the bottom of the pull-down list.
- Shading can also be applied to cells: Highlight the cells you wish to apply shading to, click the down arrow beside the Shading icon in the Table Styles section of the Design Ribbon. Click on the color of your choice.

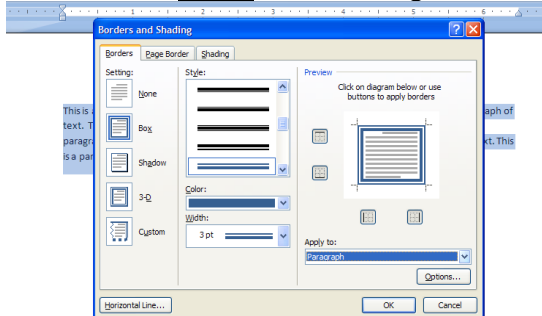


## Paragraph Borders/Shading

- Highlight the paragraph you wish to put a border around. Click the down arrow to the right of the borders icon in the Paragraph group of the Home Ribbon. Click the Borders and Shading option at the bottom of the drop-down list.



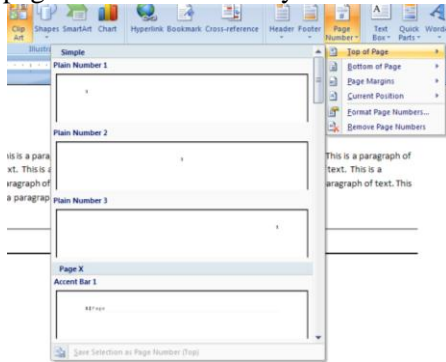
- Choose the type of border you wish to put around the paragraph/selected text, as well as the line thickness, type, color, etc. Also be sure the “Apply to” option is set to paragraph. Once options are set, click OK. **HINT:** If the setting doesn’t show up in the Preview box, it is NOT selected.





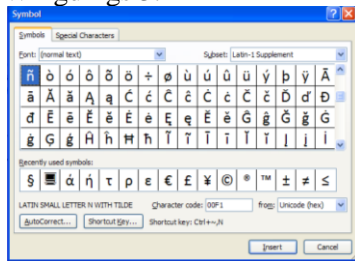
## Inserting Page Numbers

1. Click the Insert tab; click the Page Number icon in the Header & Footer group.
2. There are numerous options for putting the page number at the top of the page or at the bottom of the page. Click on the one you want.



## Inserting Symbols

1. Click the Insert tab; click the down arrow below the Symbol icon in the Symbols group.
2. Choose a symbol from the commonly used list, or click More Symbols to see more options. Many different types of picture icons/symbols are available in Webdings, Wingdings, Wingdings 2, Wingdings 3.



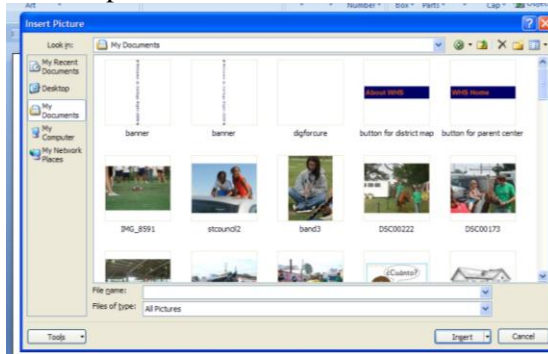
3. Once you have found the symbol you want, double-click the symbol icon to insert it into your document or click on the symbol once and click the Insert button.

## Inserting ClipArt/Images

1. Click the Insert tab; click the ClipArt icon in the Illustrations group.
2. In the “search for” box, key in words that describe what type of clipart you are looking for and press Enter. Numerous images should appear. To insert a specific clipart, double-click the image you wish to add or click the down arrow and choose Insert. The images with the “world” icon in the corner are located on the Microsoft website. If you are not connected to the Internet, these will not show up.

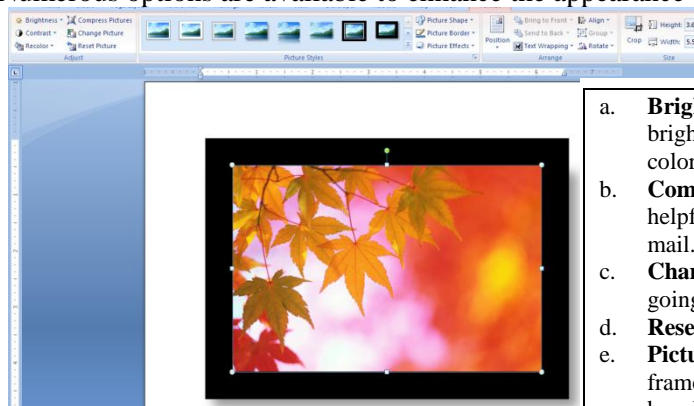
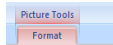


- To insert a saved image, click the Insert tab; click the Image icon in the Illustrations group. Find the picture in the list, then click the Insert button.



## Using Picture Styles/Tools

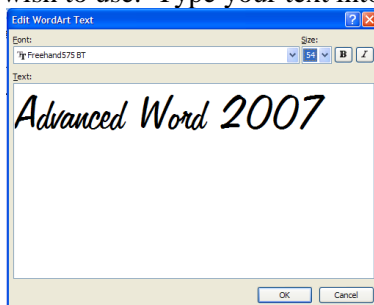
- Click on the image in your document. If the Picture tools ribbon is not showing, click on the Picture Tools icon located on the Title bar.
- Numerous options are available to enhance the appearance of the picture.



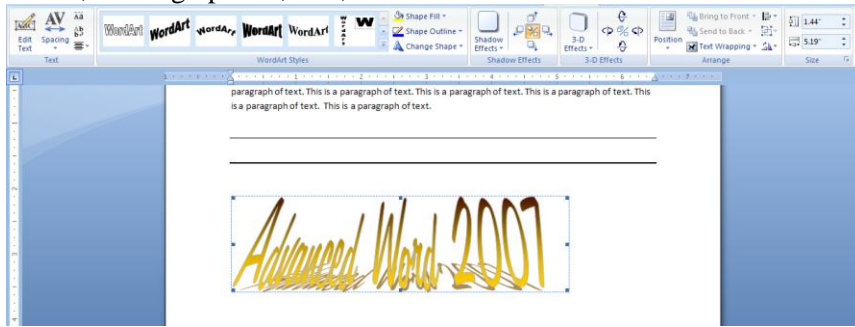
- Brightness/Contrast/Recolor** – alter the image by making it brighter, changing the contrast, and recoloring using various color options.
- Compress Pictures** – makes image smaller in saving size; helpful when you are sending a file with lots of pictures by e-mail.
- Change Picture** – allows you to change the picture without going back to Insert, Picture/ClipArt.
- Reset Picture** – sets the image back to its original setting.
- Picture Styles** – many options for displaying image; *i.e.*, in a frame, alter shape, add a border, or add special effects such as beveled edges and shadows to it.
- Arrange** – changes the place image is put. Can put image in front/behind text, close to text, on a line by itself, align it to a specific spot on the page, etc. Can group objects together; can rotate image.
- Size** – can crop parts of the image out. Can set the height and width of the image.

## Creating and Inserting WordArt


- Click the Insert tab; click the WordArt icon in the Text group. Click the WordArt design you wish to use. Type your text into the dialog box, choose the font and size you want, then click OK.

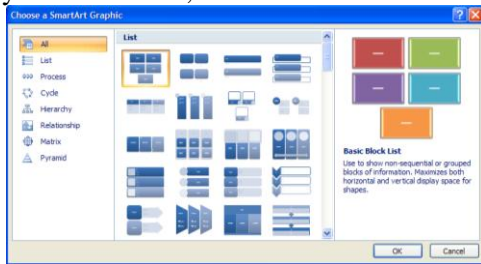


- Just as for images, there are many manipulation options available for WordArt; styles, fill, shadow effects, rotating options, size, etc.

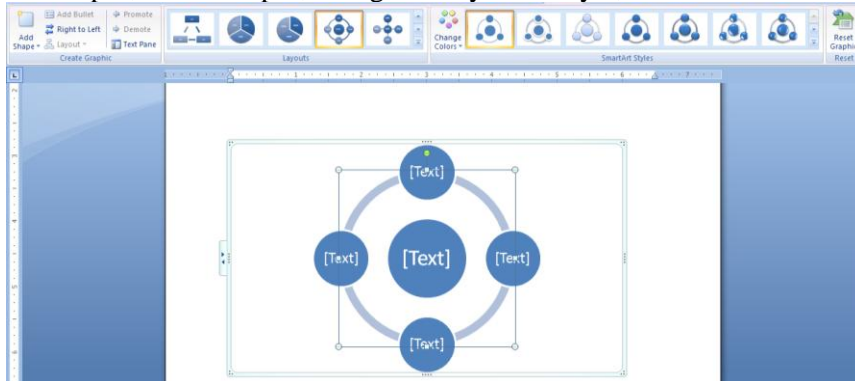


## Inserting SmartArt



- Click the Insert tab; click the SmartArt icon in the Illustrations group.  Click the SmartArt design you wish to use, then click OK.

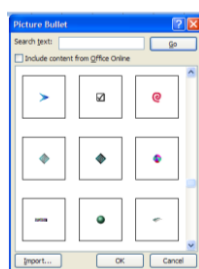
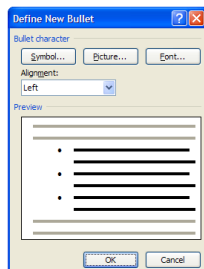


- Numerous options are available for manipulating the illustration. Click in each element to type text, add shapes, delete shapes, change the layout or style, etc.

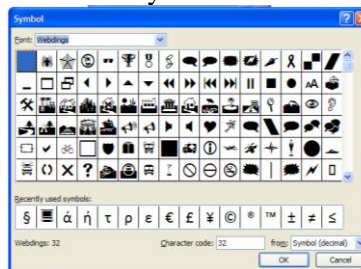


## Adding Bullets/Numbering

- Click the Home tab; click the down arrow to the right of the bullets icon  or the numbering icon .
- Choose the style of bullet or numbering you wish to apply to text. Additional bullets are available by clicking on Define New Bullet at the bottom of the drop-down list. Click on Symbol or Picture to see additional items. Click OK once you have selected what you want.

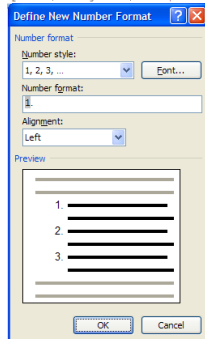


Picture




Symbol

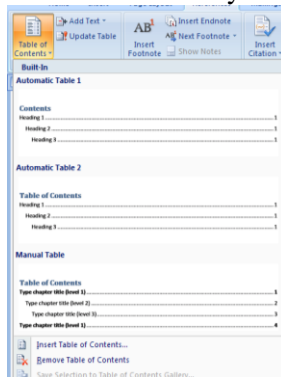
3. Your own style of numbering can be set as well. Click on Define New Numbering Format and type in the style you want. Click OK when finished.





## Adding References

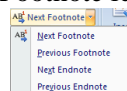
### Table of Contents

1. Click the References tab, click the down arrow next to the Table of Contents icon .
2. Choose the format you wish to insert into your document.



### Footnotes/Endnotes

1. Click the References tab. For a footnote, click the Insert Footnote icon . For an Endnote, click the Insert Endnote icon .
2. To insert another footnote or endnote, click on the Insert Footnote or Insert Endnote icon again.
3. To move from one footnote or endnote to another, click the down arrow next to the Next Footnote icon and click the appropriate option.

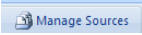


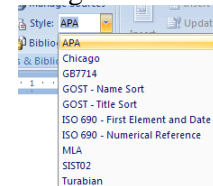
### Citations & Bibliography

1. Click the References tab. To insert a citation into your document, click the down arrow beside the Insert Citation icon and choose Add New Source



- Fill out the information for the type of source it is, title, author, etc. The boxes listed are generally the required information. Additional fields can be shown by clicking in the Show All Bibliography Fields box.

- If you need to edit the source at any time, click on the Manage Sources icon .
- Choose the style of bibliography/citation you are creating by clicking on the down arrow to the right of the Style icon.



- Once finished with the sources, you can insert the bibliography/works cited page by clicking on the down arrow to the right of the Bibliography icon; click the format you wish to display the page in.

