

Key Concepts

- Create and format columns
- Insert and modify a table and a chart
- Insert and manipulate Clip Art, SmartArt, and WordArt
- Work with a text box
- Insert, position, and modify a shape

Standard

The following standards are covered in this lesson. Refer to pages xxv and 715 for a description of the standards listed here.

ISTE Standards Correlation

NETS•S

1a, 1b, 1c, 2b, 3d, 6a, 6b

Microsoft Certified
Application Specialist

Word

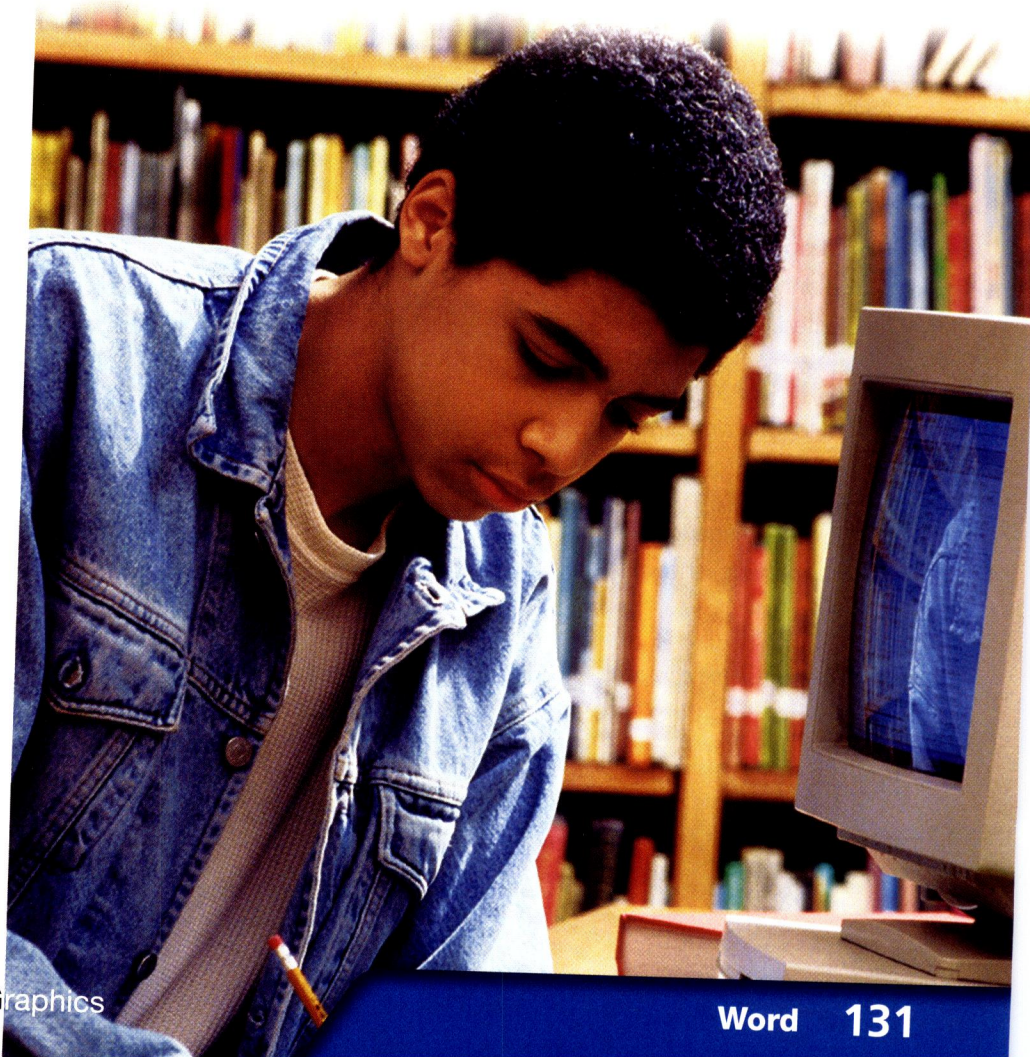
1.2, 3.1, 3.2, 3.3, 3.4, 4.2, 4.3



When creating a document, you do not always need to present your information using plain text. Using Microsoft Word, you have many options from which to choose when deciding how to present your work. In this lesson, you will learn how to use columns, tables, and graphics to organize and display information visually in a Word document. Choose your graphic elements carefully, and your work will really stand out!

21st CENTURY SKILLS

Take Responsibility Think about your strengths and weaknesses associated with your school and work performances. Assessing what you are good at—and areas that need improvement—can help you take responsibility for your own learning and improve on your weaknesses. Take the initiative to study hard for tests, get involved in your community, and participate in extracurricular activities. *What is one thing you can do to become a more responsible student or employee?*





Before You Read

Helpful Memory Tools Successful readers use tricks to help them remember. For example, the acronym *HOMES* is a memory aid where each letter stands for one of the five Great Lakes. Some students may try to create a song using the information. As you read the lesson, look for opportunities to make up your own memory aids.

Read To Learn

- Consider how columns affect the readability and flow of your document.
- Explore ways in which data and information can be conveyed visually.
- Determine how graphics can effectively add visual interest to your document.

Main Idea

Word provides several features to enhance the appearance and readability of your documents.

Vocabulary

Key Terms

cell	diagram	SmartArt
chart	graphic	style
Clip Art	newsletter	table
column	shape	text box
column break	sizing handle	WordArt

Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

restore
survey
visual

Quick Write Activity



Describe On a separate sheet of paper, describe how a popular magazine, newspaper, or Web site combines text and graphics to grab attention and to convey important information. How might you use this example as a model for adding graphics to your own memo, letter, or flyer?

Study Skills

Motivate Yourself When you work on a project, do not wait until the last minute to start your tasks. Deadline anxiety can slow you down and cause you to lose your motivation. Remember, past success is the greatest motivator for your next project!

Academic Standards

English Language Arts

NCTE 4 Use written language to communicate effectively.

NCTE 5 Use different writing process elements to communicate effectively.

Math

NCTM (Number and Operations) Compute fluently and make reasonable estimates.

NCTM (Geometry) Analyze characteristics and properties of two- and three-dimensional geometric shapes and develop mathematical arguments about geometric relationships.

Step-By-Step

- 1 Start **Word**. Open the data file **Newsletter.docx**.
- 2 Save as: **Newsletter-[your first initial and last name]** (for example, *Newsletter-sbryant*).
- 3 Turn on **Show/Hide ¶**.
- 4 Click before the heading **BIKE SALES RISING**.
- 5 Choose **Page Layout > Page Setup > Columns > More Columns**.
- 6 In the **Columns** dialog box, under **Presets**, click **Three** (see Figure 5.1).
- 7 Make sure the **Equal column width** box is selected.
- 8 In the **Apply to** box, make sure **This section** is selected.
- 9 Click **OK**.
- 10 **CHECK** Your screen should look like Figure 5.2.
- 11 Save your file.

➔ Continue to the next exercise.

EXERCISE 5-1 Create Columns



Many companies use a printed report called a **newsletter** to keep their employees informed about important events. A **column** groups text vertically and makes it easier to read many stories on a single page. Newsletter text is usually displayed in two or three columns.

FIGURE 5.1 Columns dialog box

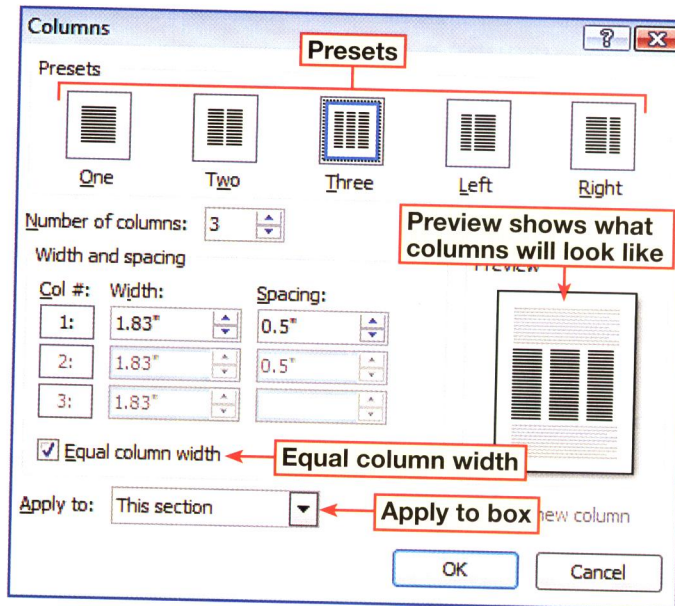
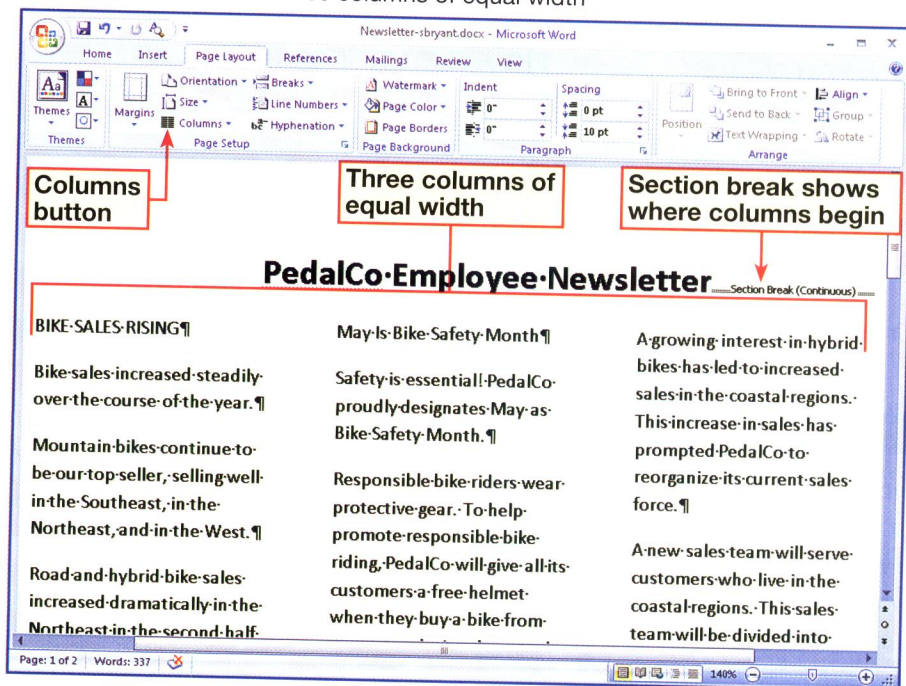


FIGURE 5.2 Created three columns of equal width



Step-By-Step

- 1 In your **Newsletter** file, scroll down and click before the text **USE YOUR HEAD!** in the bottom of the first column.
- 2 Choose **Page Layout>Page Setup>Breaks**. Under **Page Breaks**, select **Column** (see Figure 5.3).
- 3 Click before the text **NEW MARKET PROMPTS REORGANIZATION** in the second column.
- 4 Repeat Step 2.
- 5 **CHECK** Your screen should look like Figure 5.4.
- 6 Save your file.

Continue to the next exercise.

Academic Skills

It is important to make your documents look attractive. Controlling the way columns are formatted in your document leads to a more consistent appearance and ensures effective communication.

EXERCISE 5-2 Insert Column Breaks

When text reaches the end of a column, it automatically wraps, or moves, to the top of the next column. You can insert a **column break** to force text to begin at the top of the next column.

FIGURE 5.3 Breaks menu

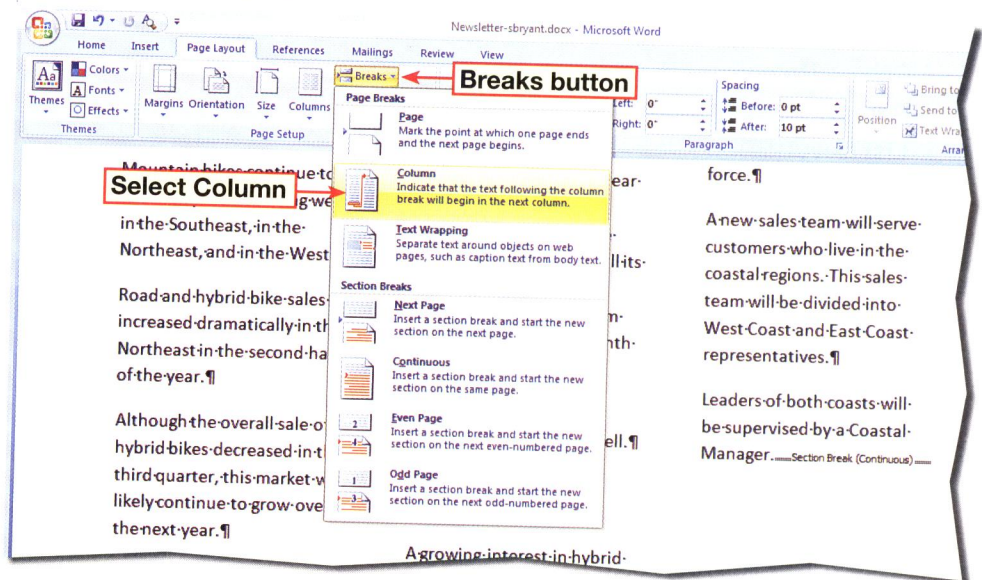
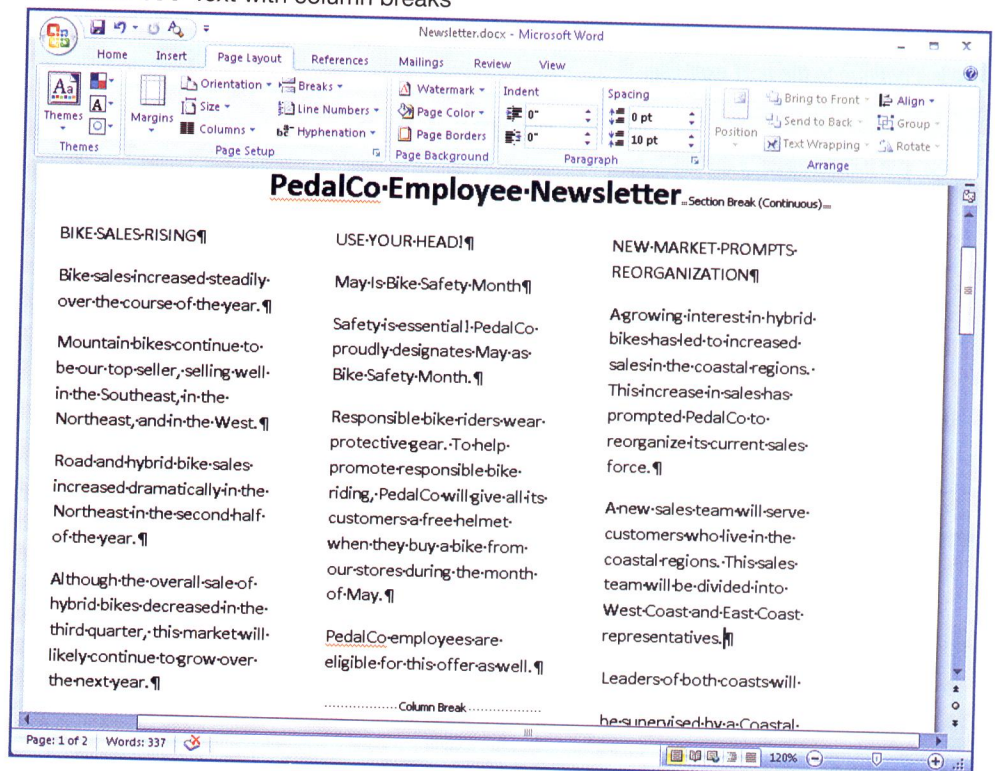



FIGURE 5.4 Text with column breaks



Step-By-Step

- 1 In your **Newsletter** file, click before **BIKE SALES RISING**.
- 2 Choose **Page Layout>Page Setup>Columns>More Columns** .
- 3 In the **Columns** dialog box, uncheck **Equal column width**. Select the **Line between** box. Change the **Width** of column 3 to **2.35"** (see Figure 5.5). Press **TAB**. Click **OK**.
- 4 Select the text **BIKE SALES RISING**. Choose **Home>Styles>More>Heading 3**. Click **Center**.
- 5 Apply **Heading 3** to the text **USE YOUR HEAD! May is Bike Safety Month**. Click **Center**.
- 6 With the heading selected, choose **Page Layout>Paragraph**. Click the **Spacing Before** drop-down arrow. Choose **0 pt**.
- 7 Apply **Heading 3** and **Center** to the text **NEW MARKET PROMPTS REORGANIZATION**.
- 8 **CHECK** Your screen should look like Figure 5.6. Save your file.

 Continue to the next exercise.

EXERCISE 5-3 Format Columns and Column Text



You can format columns by adjusting column width, or by changing the number of columns you use. Format column text the same way you would format other text in a document.

FIGURE 5.5 Revised Columns dialog box

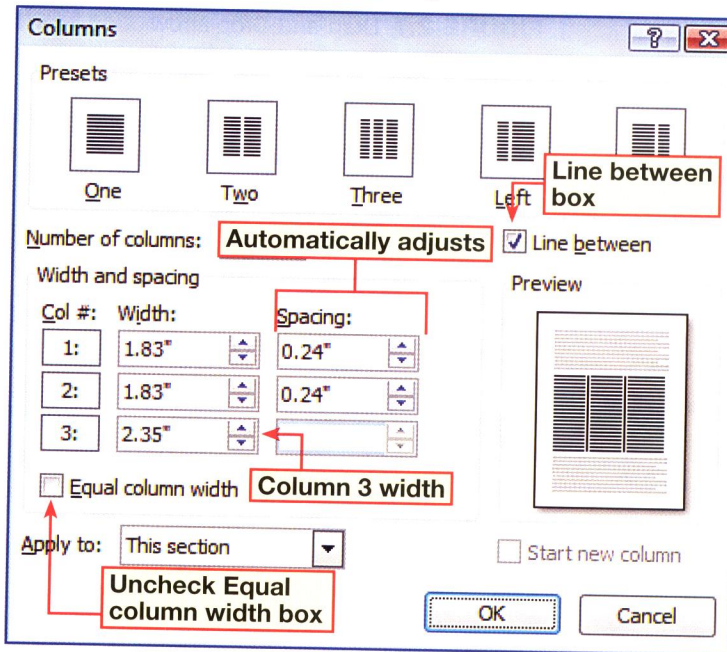
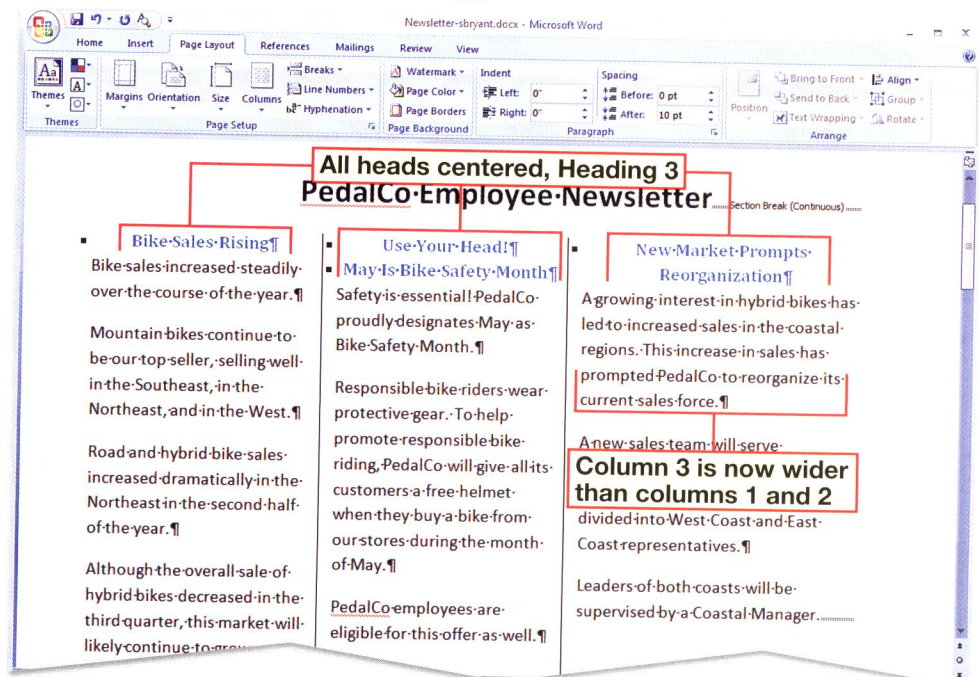




FIGURE 5.6 Formatted columns and text



Step-By-Step

- 1 In your **Newsletter** file, scroll to the second page.
- 2 At the bottom of the third column, click after the text **Congratulations to all!**
- 3 Choose **Page Layout>Page Setup>Columns>More Columns** .
- 4 In the **Columns** dialog box, under **Presets**, click **One**. In the **Apply to** box, click the drop-down arrow and select **This point forward**. Click **OK**.
- 5 Click before the ¶ mark after the section break. Choose **Insert>Tables>Table>Insert Table** .
- 6 In the **Insert Table** dialog box, in the **Number of columns**, key: 4.
- 7 In the **Number of rows** box, key: 6 (see Figure 5.7). Click **OK**.
- 8 **CHECK** Your screen should look like Figure 5.8. Save your file.

 Continue to the next exercise.

Microsoft Office 2007

You can use the **Live Preview** feature to see how your table will look on the page.

EXERCISE 5-4 Insert a Table



A **table** consists of vertical columns and horizontal rows. Tables can help you to organize information or to line up items next to each other. Tables are excellent for presenting complicated information. You might use a table to present the results of a **survey**, or detailed analysis of information collected.

FIGURE 5.7 Insert Table dialog box

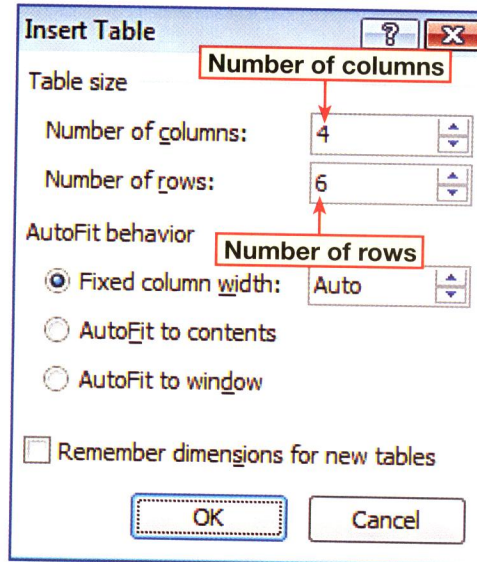
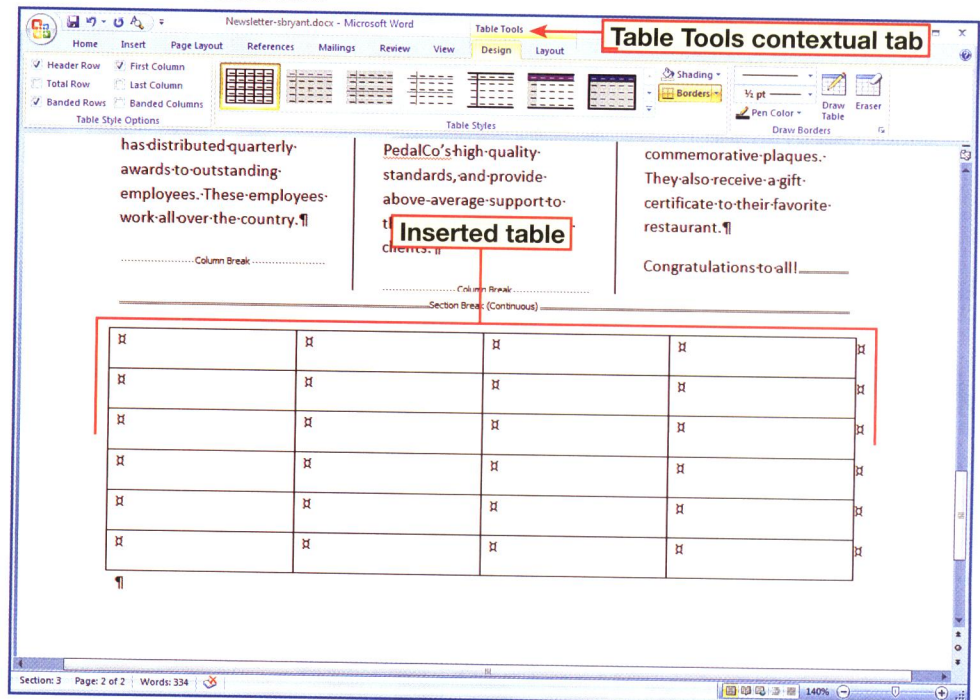


FIGURE 5.8 Inserted table



Step-By-Step

- 1 In your **Newsletter** file, click in the table's first cell.
- 2 Key: **Award**.
- 3 Press **TAB**.
- 4 Key the remaining text shown in Figure 5.9 into the table.
- 5 Use the keyboard shortcuts listed in Table 5.1 to move through the cells.
- 6 **iCHECK** Your screen should look like Figure 5.9.
- 7 Save your file.

➔ Continue to the next exercise.

You Should Know

Pressing **ENTER** in a cell creates a new paragraph within the cell.

Shortcuts

When the insertion point is in the last cell of the last row, press **TAB** to insert a new row below the current last row.

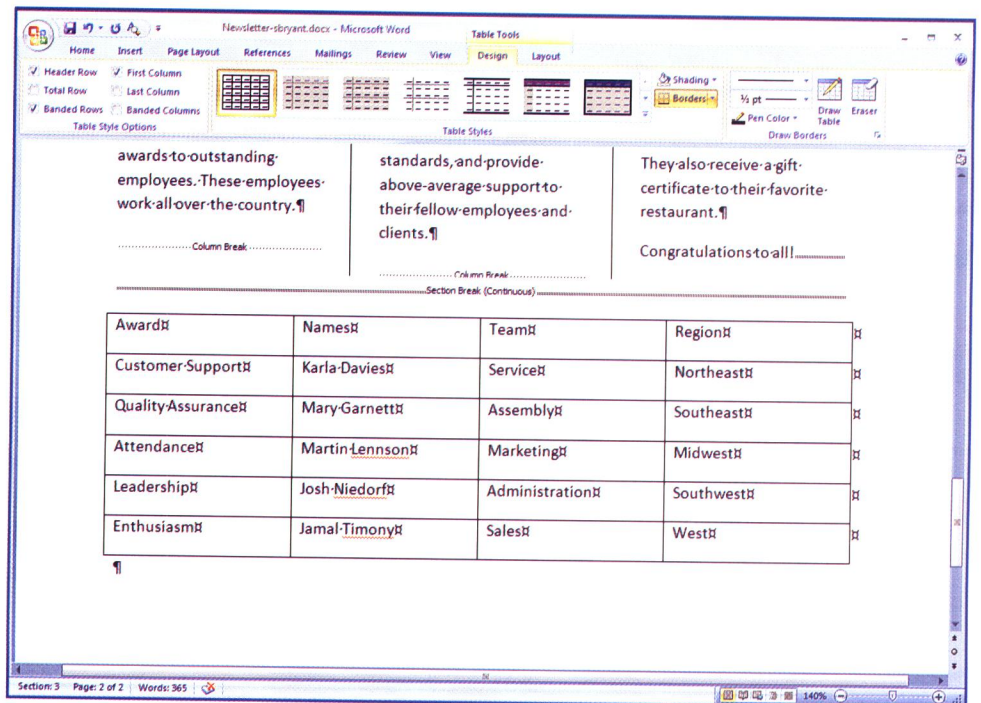
EXERCISE 5-5 Key Text in a Table

When columns and rows cross in a table, they form a **cell**. Cells are where text is keyed into a table. To enter text in a cell, position the insertion point in the cell and then start keying text. Table 5.1 describes how to move among cells in a table.




TABLE 5.1 Ways to Move Within a Table

Move To:	Keyboard Shortcut
Next cell	TAB
Previous cell	SHIFT + TAB
Next row	↓
Previous row	↑
First cell in row	ALT + HOME
Last cell in row	ALT + END
First cell in column	ALT + PAGE DOWN
Last cell in column	ALT + PAGE UP

FIGURE 5.9 Table with text



Step-By-Step

- 1 In your **Newsletter** file, click anywhere in the table's bottom row.
 - 2 In the **Table Tools** contextual tab, choose **Layout>Rows & Columns>Insert Below** .
 - 3 In the first column of the new row, key: **Motivation**.
 - 4 **!CHECK** Your screen should look like Figure 5.10.
 - 5 Press **⌘** twice.
 - 6 Select **Layout>Rows & Columns>Insert Right** .
 - 7 In the first row of the new column, key: **Title**.
 - 8 **!CHECK** Your screen should look like Figure 5.11.
 - 9 Save your file.
-  Continue to the next exercise.

EXERCISE 5-6

Insert Columns and Rows in a Table

Sometimes you may need to add another column or row to a table to insert more information. Word makes it easy to add rows and columns to a table.

FIGURE 5.10 Inserting a row

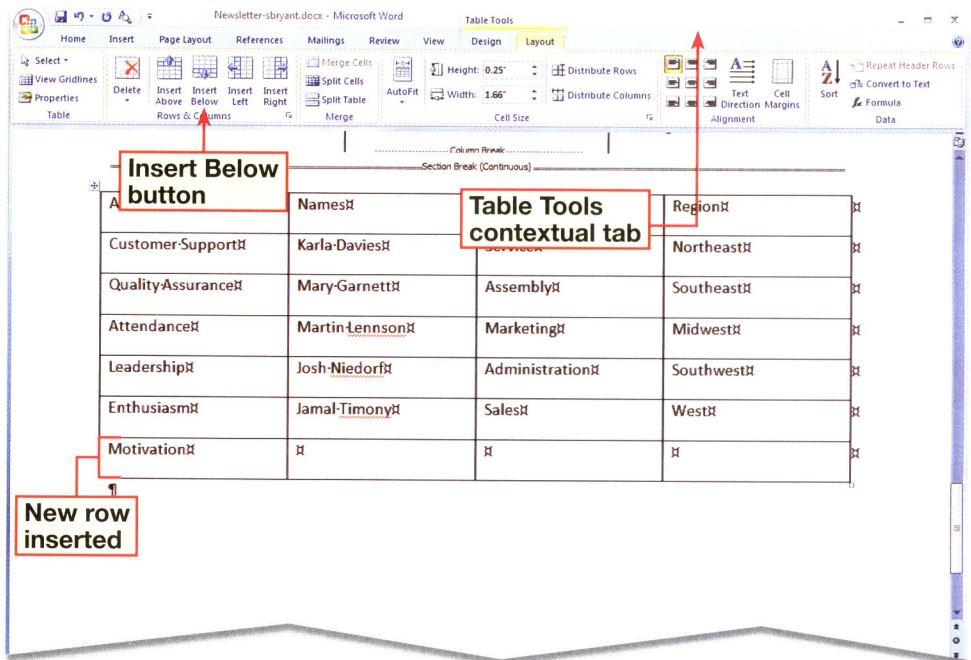
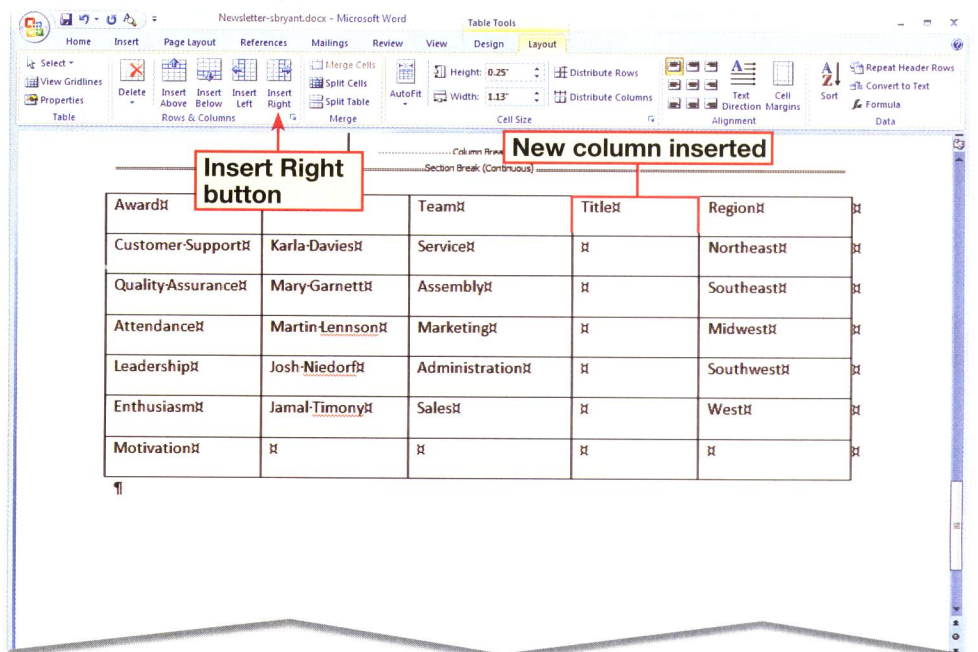


FIGURE 5.11 Inserting a column



Step-By-Step

- 1 In your **Newsletter** file, move the pointer next to the left side of the table's bottom row until it becomes a small black arrow.
- 2 Double-click to select the entire row (see Figure 5.12). Press **DELETE**. The text is deleted.
- 3 Click anywhere in the bottom row. In the **Table Tools** contextual tab, choose **Layout>Rows & Columns>Delete>Delete Rows**.
- 4 Click anywhere in the **Title** column.
- 5 Choose **Layout>Rows & Columns>Delete>Delete Columns**.
- 6 **CHECK** Your screen should look like Figure 5.13. Save your file.

Continue to the next exercise.

Academic Skills

You can remember the difference between *row* and *column* by thinking of horizontal rows at a theater or stadium and vertical columns in front of a building.

EXERCISE 5-7

Delete Columns and Rows in a Table

To delete the text from an entire column or row, select the column or row and press Delete. When you perform this action, the text is deleted, but a blank column or row remains in the table. To delete an entire column or row from a table, use the Delete menu command.

FIGURE 5.12 Selecting a row

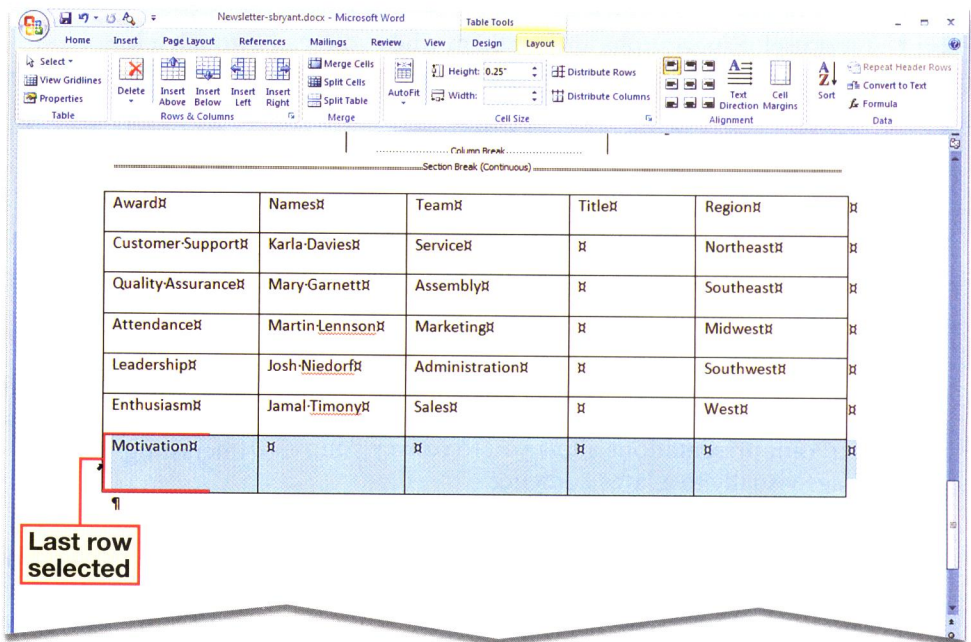
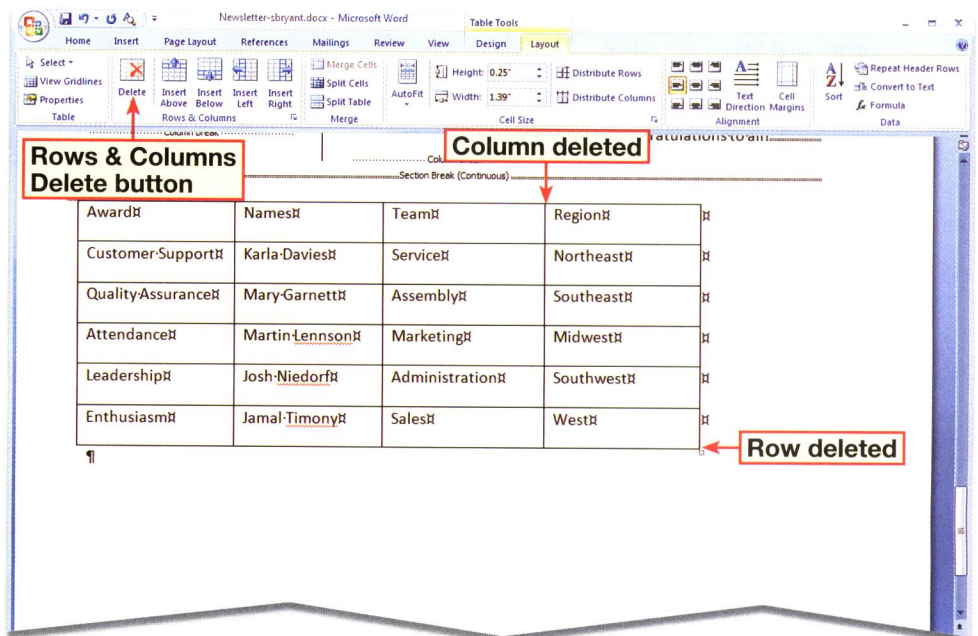






FIGURE 5.13 Column and row deleted



Step-By-Step

- 1 In your **Newsletter** file, select the table's first row.
- 2 In the **Table Tools** contextual tab, choose **Design>Table Styles>Shading** . In the drop-down menu, select **Light Green**. Deselect the row.
- 3 Point just outside the table's upper-left corner. Click the **Move Handle**  (see Figure 5.15) to select the table.
- 4 Choose **Design>Draw Borders>Dialog Box Launcher** . In the **Borders and Shading** dialog box, select the **Borders** tab.
- 5 Under **Setting**, select **All**. Under **Style**, select the line style in Figure 5.14. Press **OK**.
- 6 With the table still selected, choose **Layout>Cell Size>AutoFit>AutoFit Contents** . Deselect the table.
- 7 **CHECK** Your screen should look like Figure 5.15. Save your file.

 Continue to the next exercise.

EXERCISE 5-8 Format a Table



Add shading and borders to help emphasize specific content and make a table look more interesting. To make the text fit better, you can change column widths.

FIGURE 5.14 Borders and Shading dialog box

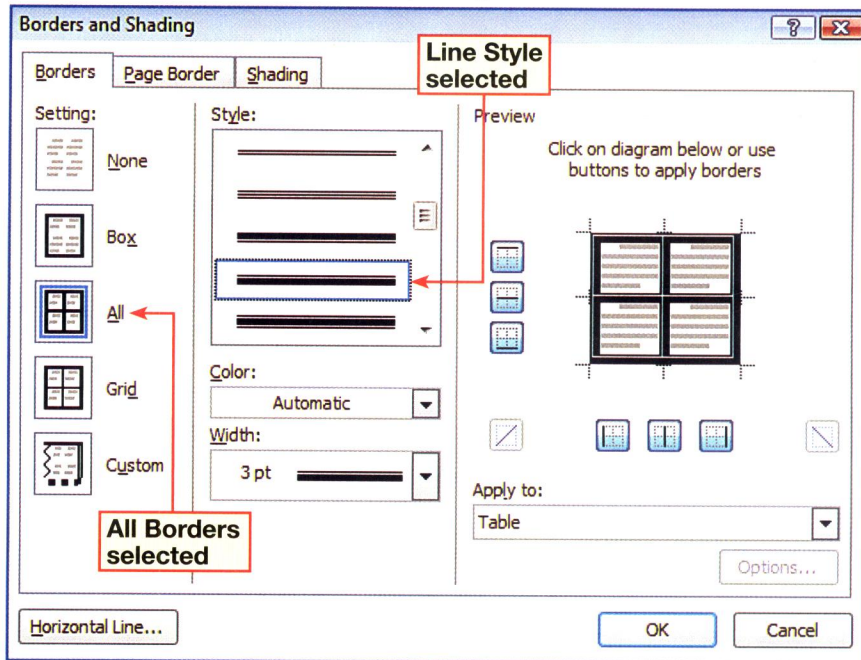


FIGURE 5.15 Formatted table

Award	Names	Team	Region
Customer-Support	Karla-Davies	Service	Northeast
Quality-Assurance	Mary-Garnett	Assembly	Southeast
Attendance	Martin-Lennson	Marketing	Midwest
Leadership	Josh-Niedorf	Administration	Southwest
Enthusiasm	Jamal-Timony	Sales	West