EXERCISE 5-9
Modify Cell Formats

You can change the format of an individual cell or a group of cells. For example, you can merge cells together to create one long row. You can also center the text in a row.

1. In your **Newsletter** file, click in the table's top row.

2. In the **Table Tools** contextual tab, choose **Layout>Rows & Columns>Insert Above**.

3. With all the cells in the top row selected, choose **Layout>Merge>Merge Cells**.

4. Click in the merged top row. Key: Third Quarter Employee Awards.

5. **CHECK** Your screen should look like Figure 5.16.

6. Select the entire table. Choose **Table Layout> Table>Properties**. Choose **Layout> Alignment>Align Center**.

7. With the whole table still selected, choose **Home>Paragraph**. Open the **Paragraph** dialog box. Under **Spacing**, set **After** to **0**. Click **OK**.

8. Choose **Table Tools> Layout>Align Center**. Deselect the table.

9. **CHECK** Your screen should look like Figure 5.17. Save your file.

➡ *Continue to the next exercise.*

FIGURE 5.16 Merged cells with text added
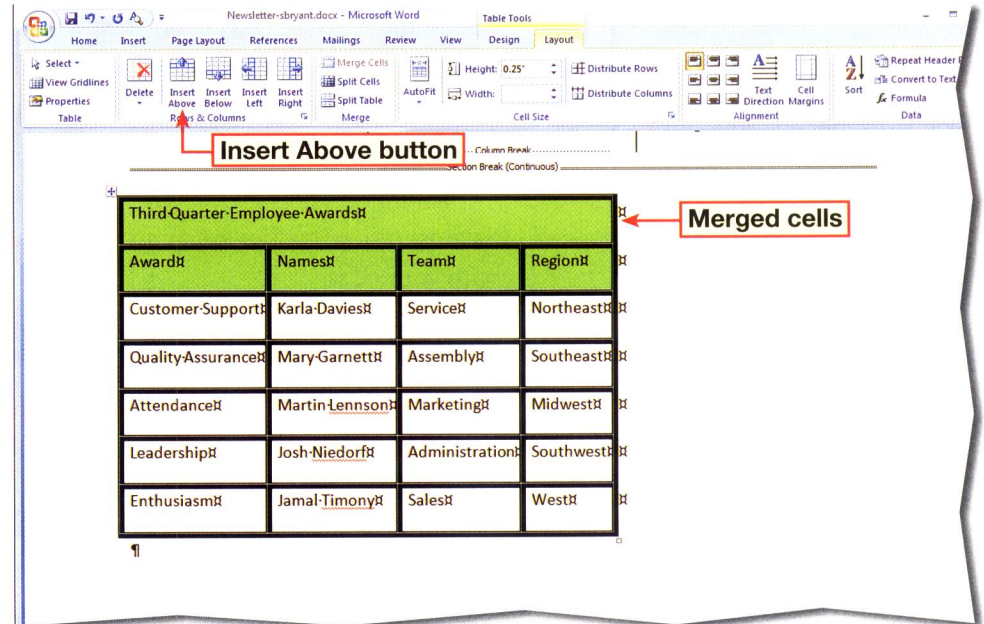
FIGURE 5.17 Table with modified cells

EXERCISE 5-10
Apply and Clear Styles from Tables

You can apply a **style** (a set of formatting changes) to a table in one step. As with text, you apply styles to tables by using either the Styles group on the Home tab or the Styles task pane.
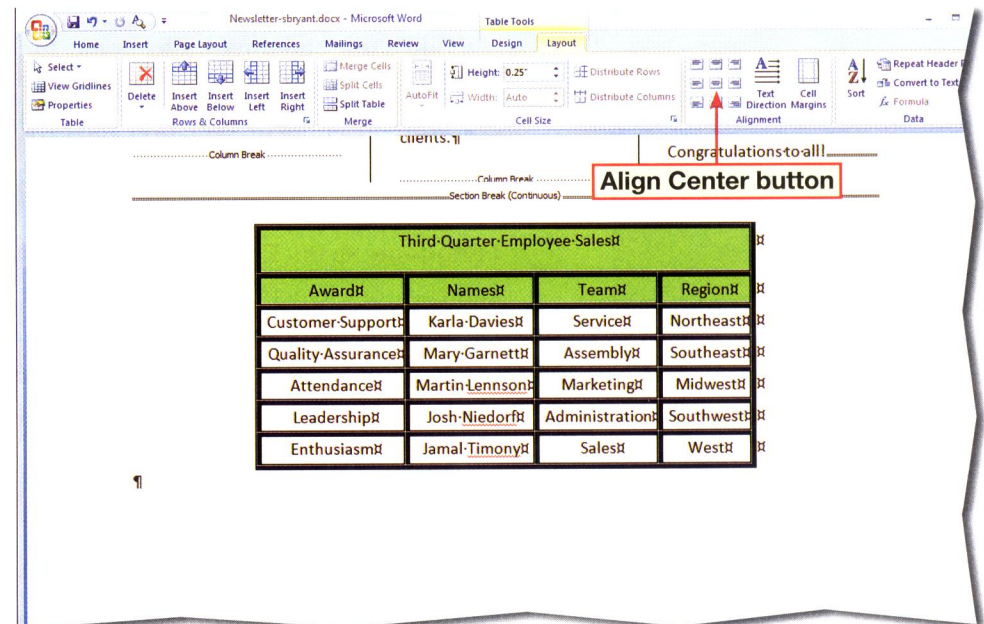
1 In your **Newsletter** file, select the table's first row.

2 Choose **Home>Styles> Heading 1**. Deselect the text.

3 (**i CHECK**) Your screen should look like Figure 5.18.

4 Reselect the table's first row. Choose **Home> Styles>More** ⬇. From the menu, choose **Clear Formatting** 🅰.

5 With the first row still selected, choose **Home> Styles>More** ⬇. From the menu, select **Heading 1**. Deselect the text.

6 Select the second row. Select **Heading 2**. Deselect the text.

7 Select the first two rows. Choose **Table Tools> Layout>Align Center** ☰. Deselect the table.

8 (**i CHECK**) Your screen should look like Figure 5.19. Save your file.

➡ *Continue to the next exercise.*

FIGURE 5.18 Heading 1 style applied to table

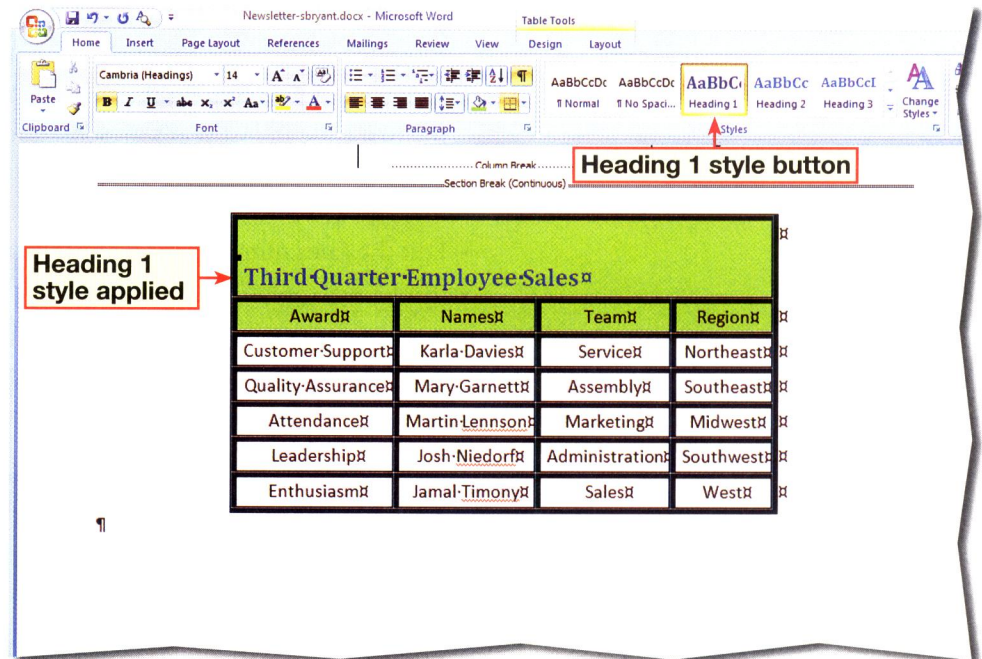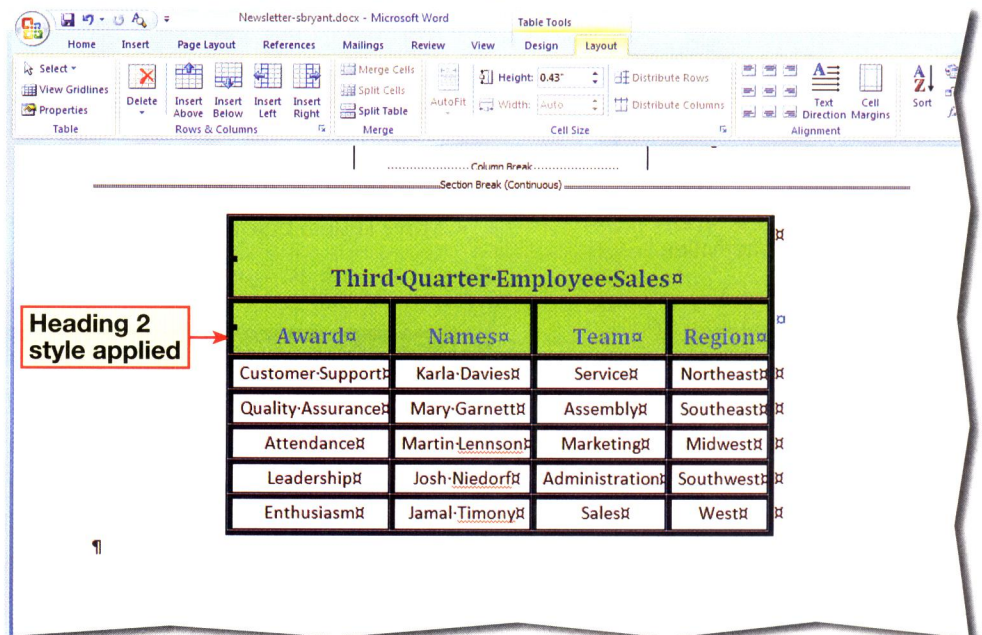**FIGURE 5.19** Heading 2 style applied to table

1. In your **Newsletter** file, scroll to the first page.

2. Click at the end of the third paragraph in the first column, after **year**. Press ENTER once.

3. Choose **Insert> Illustrations>Clip Art**.

4. In the **Clip Art** task pane, in the **Search for** box, key: bike.

5. Click the **Search in** drop-down arrow. Make sure **Everywhere** is selected.

6. Click the **Results should be** drop-down arrow. Uncheck everything except **Clip Art**. Click **Go**.

7. Select a clip similar to the one shown in Figure 5.20. Click the clip to insert it. Close the task pane.

8. **i CHECK** Your screen should look similar to Figure 5.21. Save your file.

➡ *Continue to the next exercise.*

Troubleshooter

In Step 2, be sure to press ENTER after the second-to-last paragraph. The Clip Art should appear before the last paragraph in the first column.

EXERCISE 5-11
Insert Clip Art

The Clip Art gallery contains pictures that you can insert into a document. **Clip Art** can enhance the look of a document and break up long blocks of text.
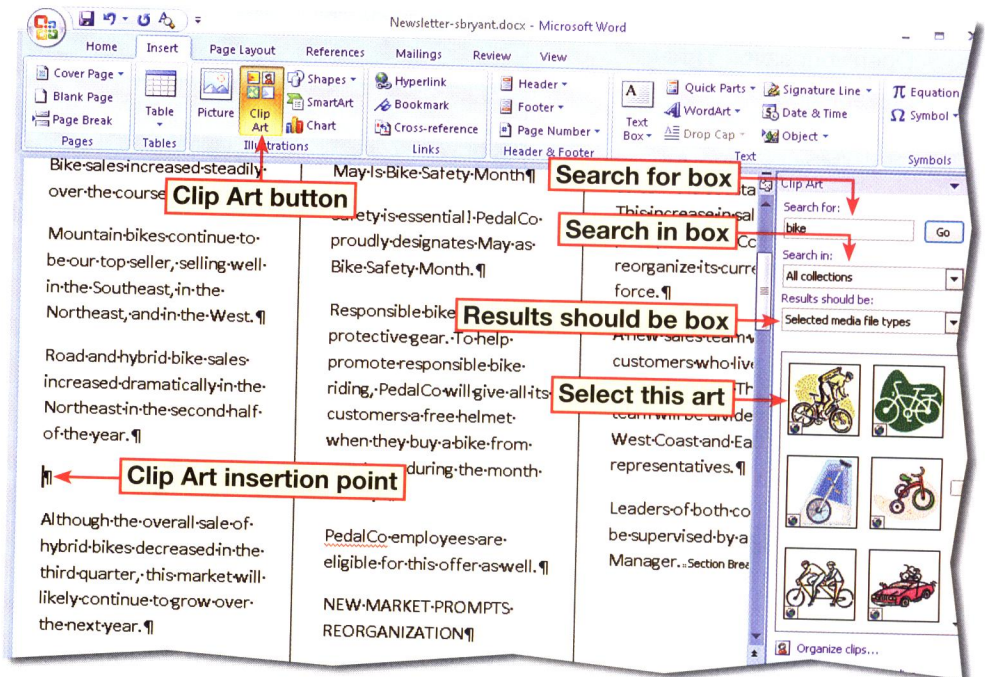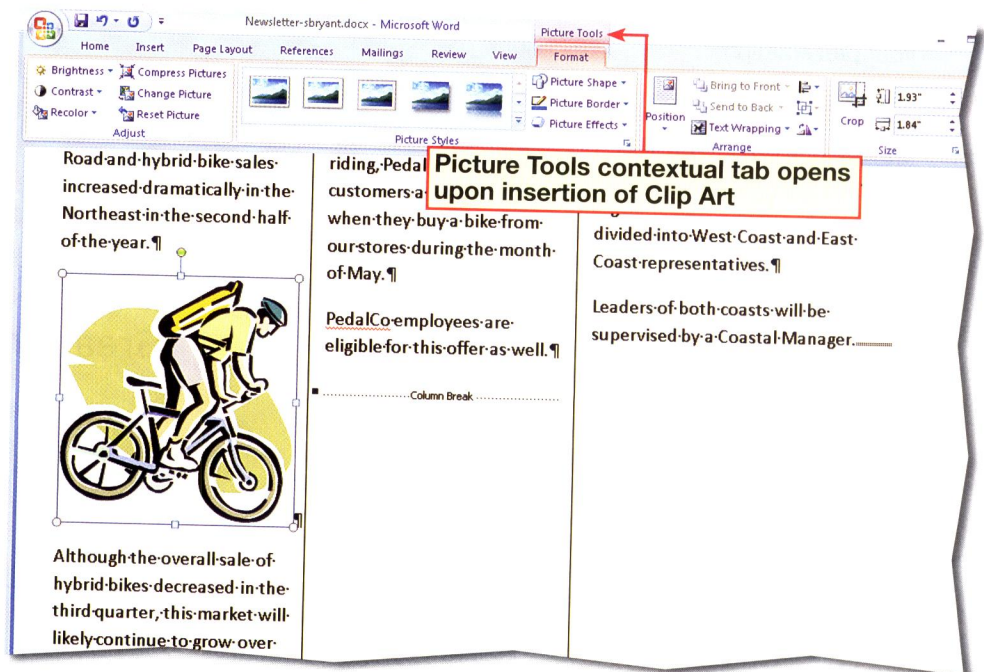
FIGURE 5.20 Clip Art task pane

FIGURE 5.21 Clip Art inserted

EXERCISE 5-12
Modify Clip Art

You can resize and format Clip Art to fit your document's design. To move Clip Art, point to it and drag it to where you want to place it on the page.

FIGURE 5.22 Advanced Layout dialog box

1. In your **Newsletter** file, click the clip to select it.

2. In the **Picture Tools** contextual tab, choose **Format>Size**.

3. Change the **Shape Height** to **1.4″**. **Width** changes automatically.

4. Choose **Format> Arrange>Text Wrapping>More Layout Options**.

5. In the **Advanced Layout** dialog box, click the **Text Wrapping** tab. Under **Wrapping Style**, select **Tight**.

6. On the **Picture Position** tab, under **Horizontal**, click **Alignment**. Use the drop-down arrows to select **Centered** relative to **Column** (see Figure 5.22). Click **OK**.

7. Move your pointer over the green rotation handle (see Figure 5.23). Click and rotate slightly clockwise.

8. **CHECK** Your screen should look like Figure 5.23. Save your file.

→ *Continue to the next exercise.*

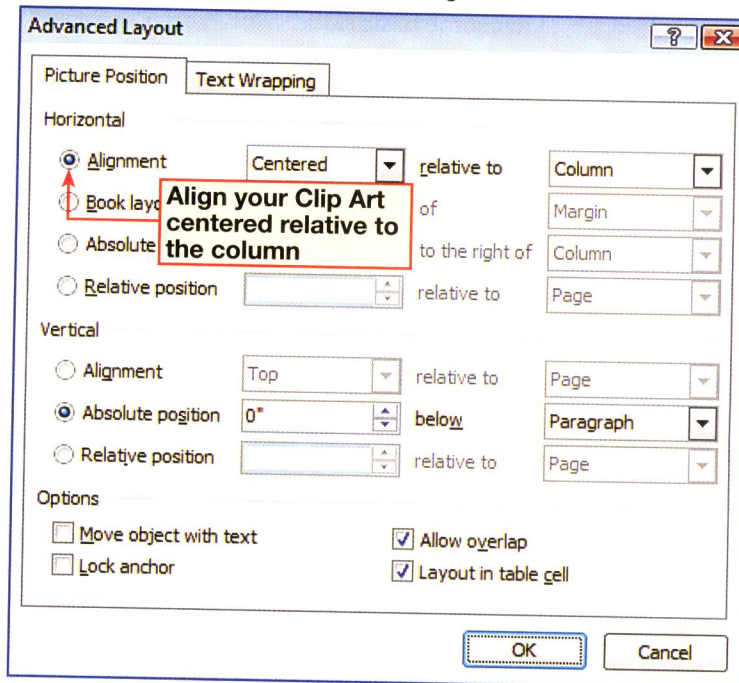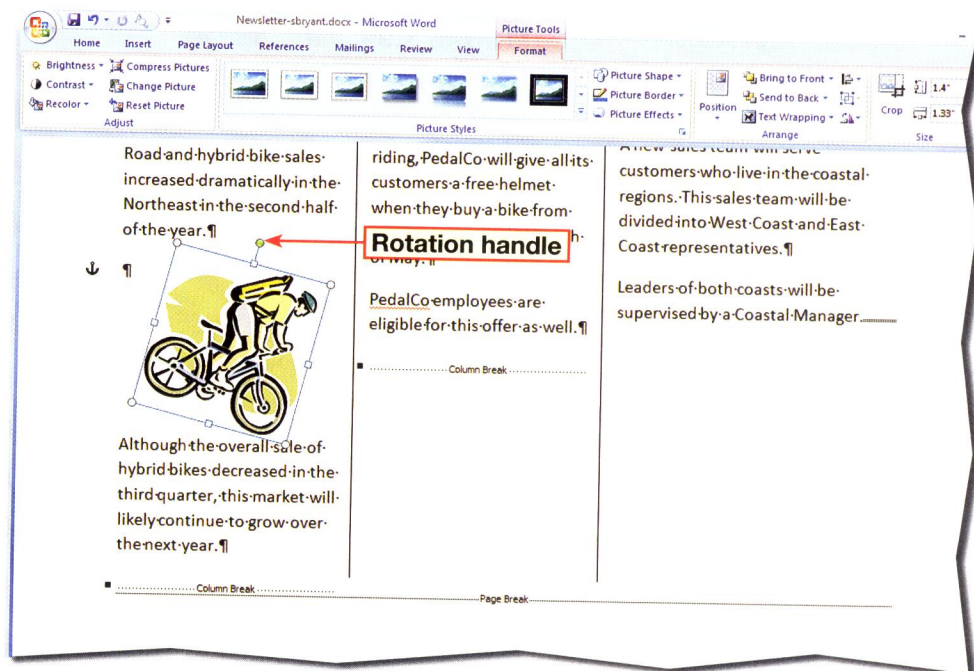**FIGURE 5.23** Clip Art positioned in column

1. In your **Newsletter** file, click after **well** at the end of the final paragraph in the second column. Press ENTER .

2. Choose **Insert>Text>Text Box**. In the drop-down menu, select **Simple Text Box**.

3. (i**CHECK**) Your screen should look like Figure 5.24. Notice the **Text Box Tools** contextual tab appears when you insert a text box.

4. Click the sizing handle on the left side of the text box.

5. Drag the sizing handle inward to reduce the text box size until it fits within the column.

6. (i**CHECK**) Your screen should look similar to Figure 5.25.

7. Click in the text box. Key: Expand Your Knowledge! Press ENTER .

8. Key: Visit the PedalCo Web site to learn more about helmet safety.

9. Format **Expand Your Knowledge!**: **Bold**, **Centered**, **Font Size 14 pt**. If necessary, resize the box to fit the text.

EXERCISE 5-13
Insert, Position, and Size a Text Box

A **text box** is a movable, resizable box that contains text. You can use text boxes to arrange individual blocks of text on a page. Use a **sizing handle** to resize a text box. Sizing handles can also be used to resize objects, such as Clip Art and pictures.
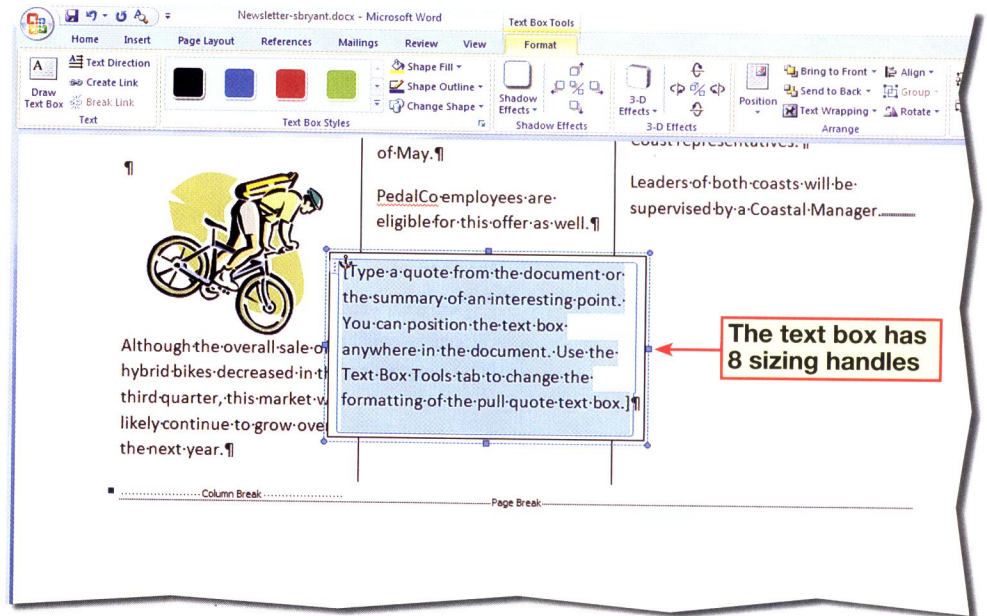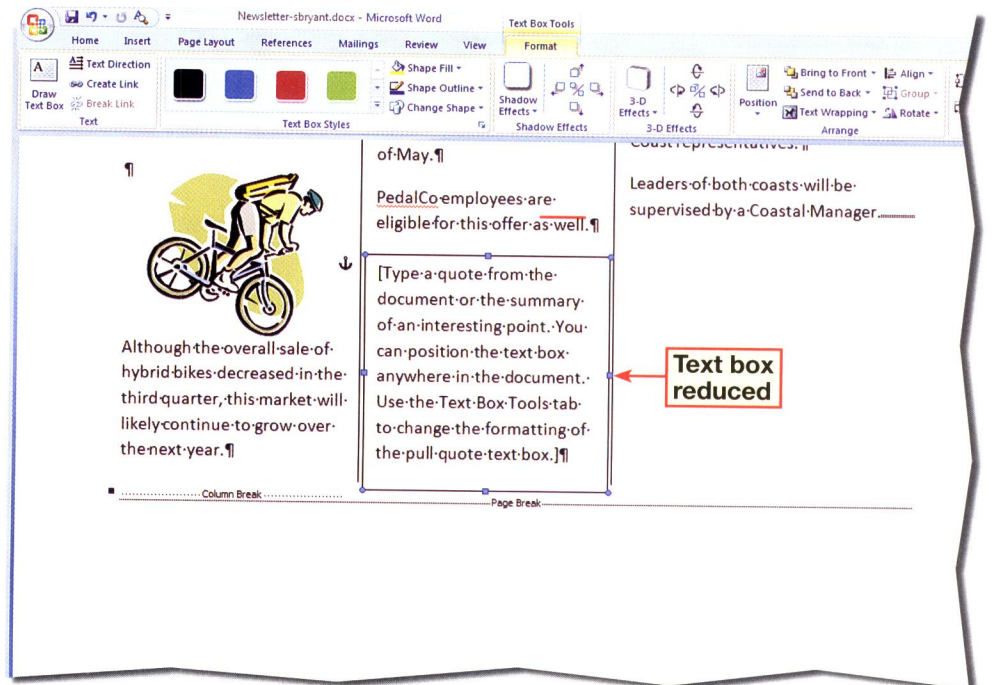
FIGURE 5.24 Text box created

FIGURE 5.25 Text box enlarged

EXERCISE 5-13   (Continued)
Insert, Position, and Size a Text Box

10 **ⓘCHECK** Your screen should look like Figure 5.26. Click the text box's border. In the **Text Box Tools** contextual tab, choose **Format>Text Box Styles>Dialog Box Launcher** 🔲 . In the **Format Text Box** dialog box, click the **Text Box** tab. Make sure **Resize AutoShape to fit text** is selected.

11 Click the **Colors and Lines** tab. Under **Fill**, click the **Color** box drop-down arrow. Click **Yellow**. Click the **Layout** tab. Under **Wrapping style**, click **In front of text**. Under **Horizontal alignment**, click **Center**. Click **OK**.

12 Select **Insert>Text>Text Box>Draw Text Box**. Draw a new text box under the first text box. Click the first text box. In the **Text Box Tools** contextual tab, choose **Format>Text> Create Link**. Click in the new text box to link it to the first text box. Click **Undo** twice. Deselect the first text box.

13 **ⓘCHECK** Your screen should look like Figure 5.27. Save your file.

➡ *Continue to the next exercise.*

FIGURE 5.26 Formatted text in text box

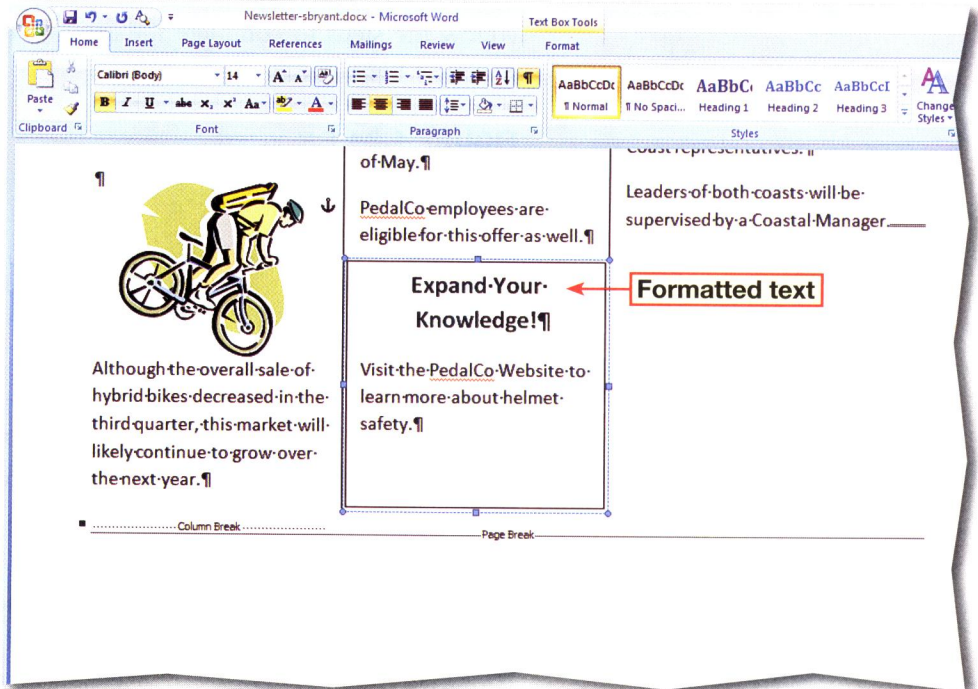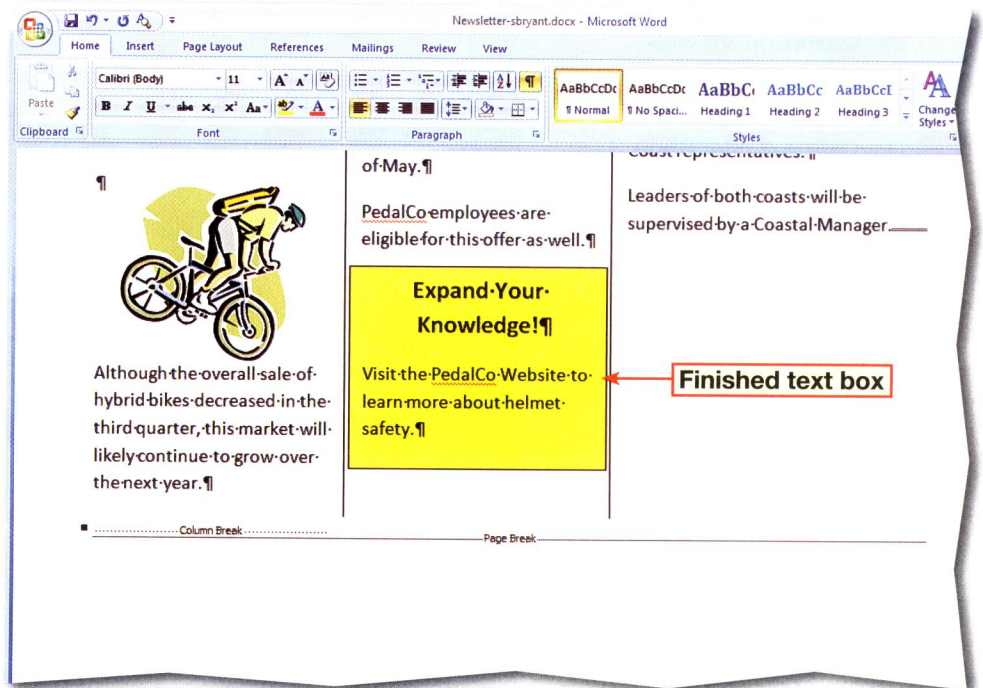**FIGURE 5.27** Finished text box

1. In your **Newsletter** file, click after **Manager** in the last paragraph in the third column. Press ENTER.

2. Choose **Insert>Illustrations>SmartArt** [icon].

3. In the **Choose a SmartArt Graphic** dialog box, under **Hierarchy**, select the **Organization Chart**. Click **OK**.

4. Right-click the box in the second row of the diagram. Click **Cut**. Right-click one box in the diagram's last row. Click **Cut**.

5. Use the sizing handles to resize the diagram similar to Figure 5.28.

6. Click in each of the diagram's three boxes and key the text shown in Figure 5.29.

7. Format the diagram text: **Bold** and **12 pt**. Resize the text boxes similar to Figure 5.29. Deselect the diagram.

8. **⚡CHECK** Your screen should look like Figure 5.29. Save your file.

➡ *Continue to the next exercise.*

EXERCISE 5-14
Create and Modify SmartArt

A **diagram** can help you explain an idea or process by displaying it graphically. The **SmartArt** Gallery contains six types of diagrams: List, Process, Cycle, Hierarchy, Relationship, Matrix, and Pyramid.
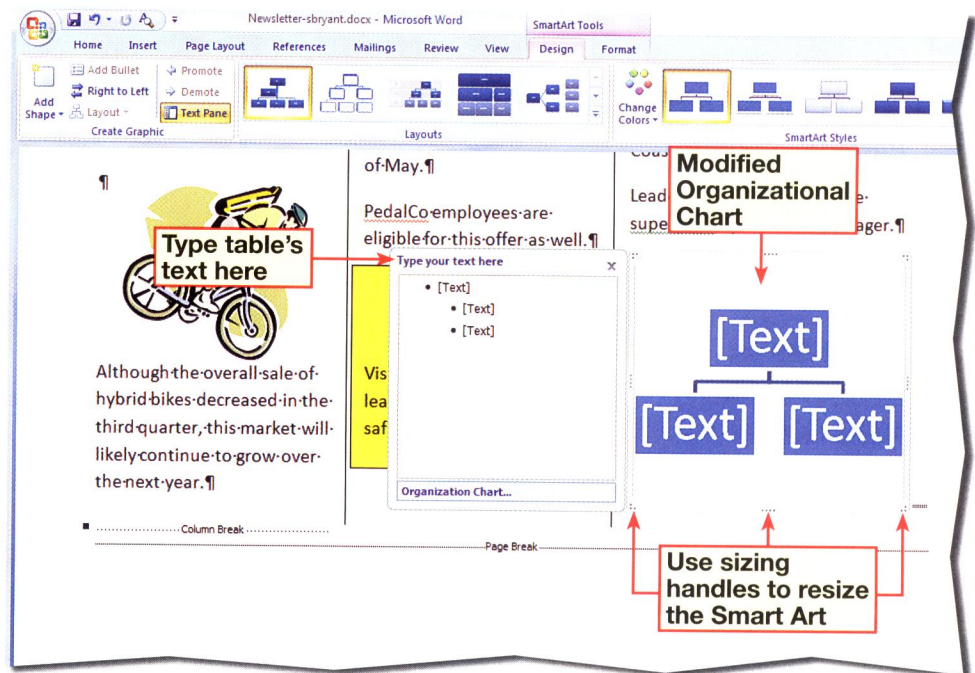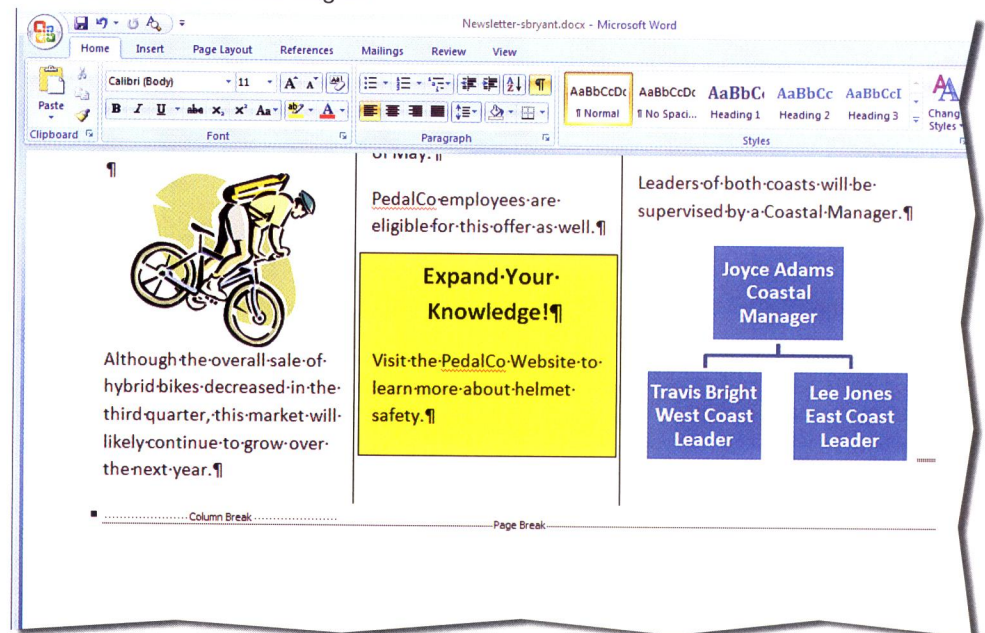
FIGURE 5.28 Modified and resized diagram

FIGURE 5.29 Finished diagram

1 In your **Newsletter** file, scroll to the table at the bottom of page 2.

2 Choose **Insert>Illustrations>Shapes**. From the drop-down menu, under **Stars and Banners**, select the **5-Point Star** (see Figure 5.30).

3 The cursor turns into a four-pointed arrow. Drag the star to the left side of the table.

4 **ⓘCHECK** Your screen should look like Figure 5.31. Right-click the shape. Select **Format AutoShape**.

5 In the **Format AutoShape** dialog box, on the **Colors and Lines** tab, under **Fill**, click the **Color** drop-down arrow. Click **Yellow**.

6 Under **Line**, click the **Style** drop-down arrow. Click **1 pt**.

7 On the **Size** tab, under **Height**, select **Absolute** and key: .75″.

➡ *Continued on the next page.*

Tech Tip

In Step 4, you can access the **Format AutoShape** dialog box by clicking **Drawing Tools>Format** and clicking the **Shapes** Dialog Box Launcher.

EXERCISE 5-15
Insert, Position, and Size a Shape

A **graphic** is an element that is used to display information and to add visual interest to a document. Word has tools that allow you to create an easy-to-see graphic **shape** such as a circle, square, star, or arrow. Use the Shapes menu to select the type of shape you want to create and use.
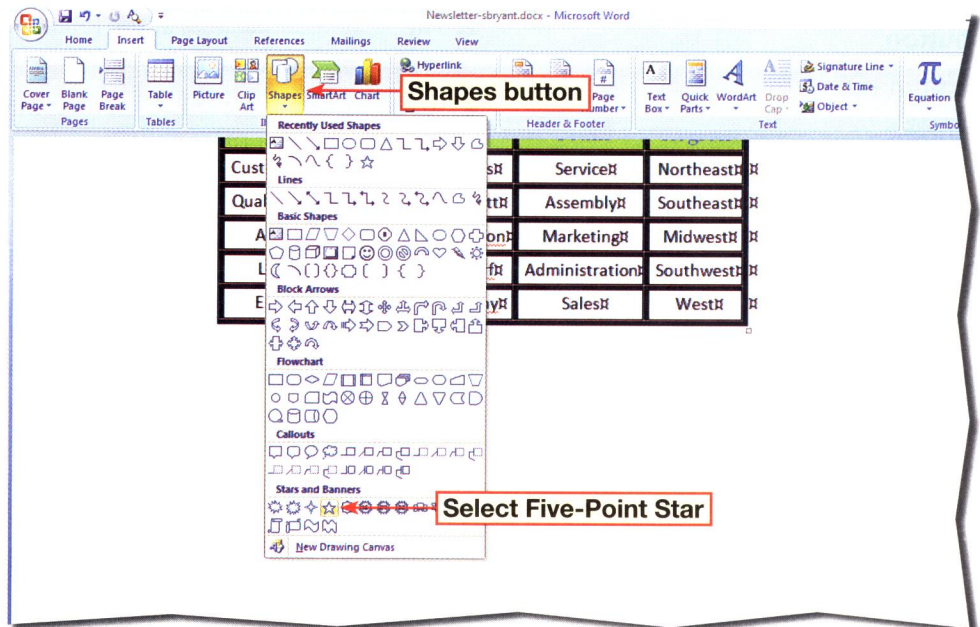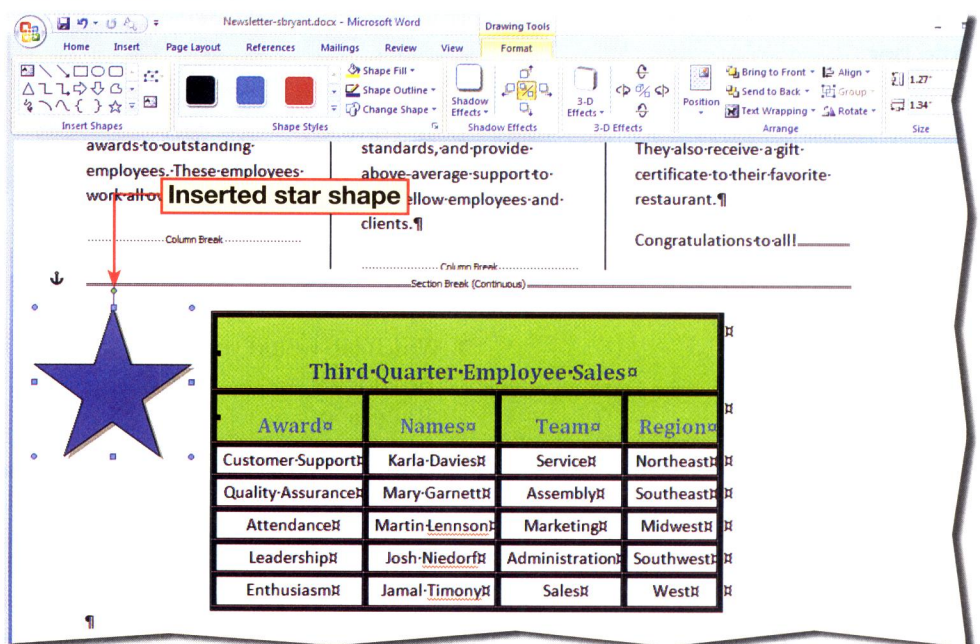
FIGURE 5.30 Selecting a Shape

FIGURE 5.31 Shape created

EXERCISE 5-15 (Continued)

Insert, Position, and Size a Shape

8 On the **Size** tab, under **Scale**, click **Lock aspect ratio**.

9 On the **Layout** tab, under **Wrapping** style, click **In front of text**. Under **Horizontal** alignment, click **Left**. Click **OK**.

10 (CHECK) Your screen should look like Figure 5.32.

11 Use the rotation handle to slightly rotate the shape in either direction.

12 Click the shape and drag it to the table's top-left corner. Deselect the shape. Scroll up to see the table.

13 (CHECK) Your screen should look similar to Figure 5.33. Save your file.

→ *Continue to the next exercise.*

Academic Skills

Using tables in documents allows you to simplify information and clarify your main points. For example, if you are writing a paper for your science class, you might list research results in a table.

FIGURE 5.32 Shape formatted

Star resized and formatted
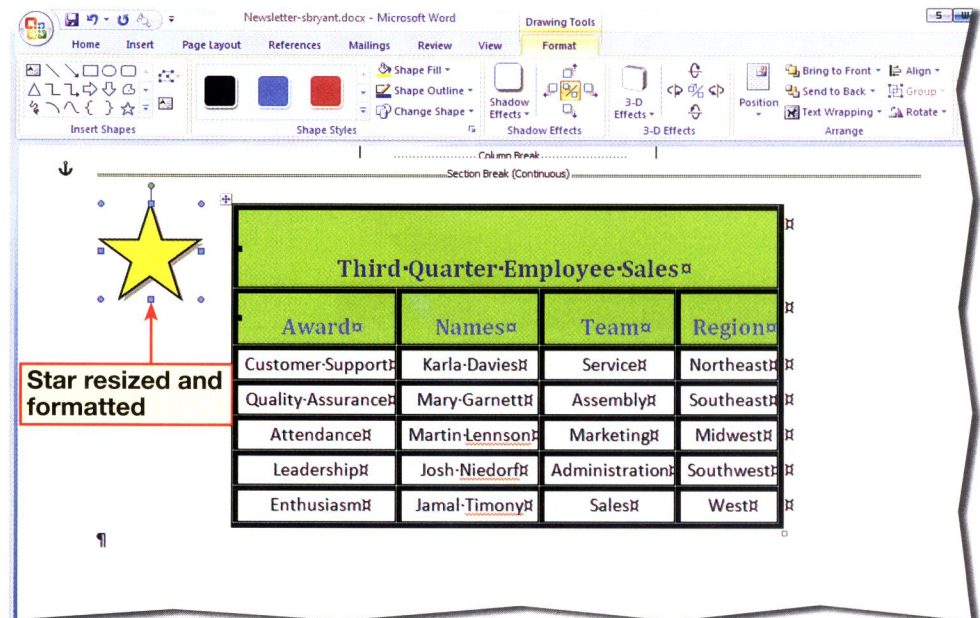
FIGURE 5.33 Rotated shape positioned on table

Star rotated and positioned

EXERCISE 5-16
Use WordArt

Use **WordArt** to create text that is stretched, shadowed, or shaped. You can use WordArt to create an exciting title for your document or to create a logo.

FIGURE 5.34 WordArt Gallery

Select this style
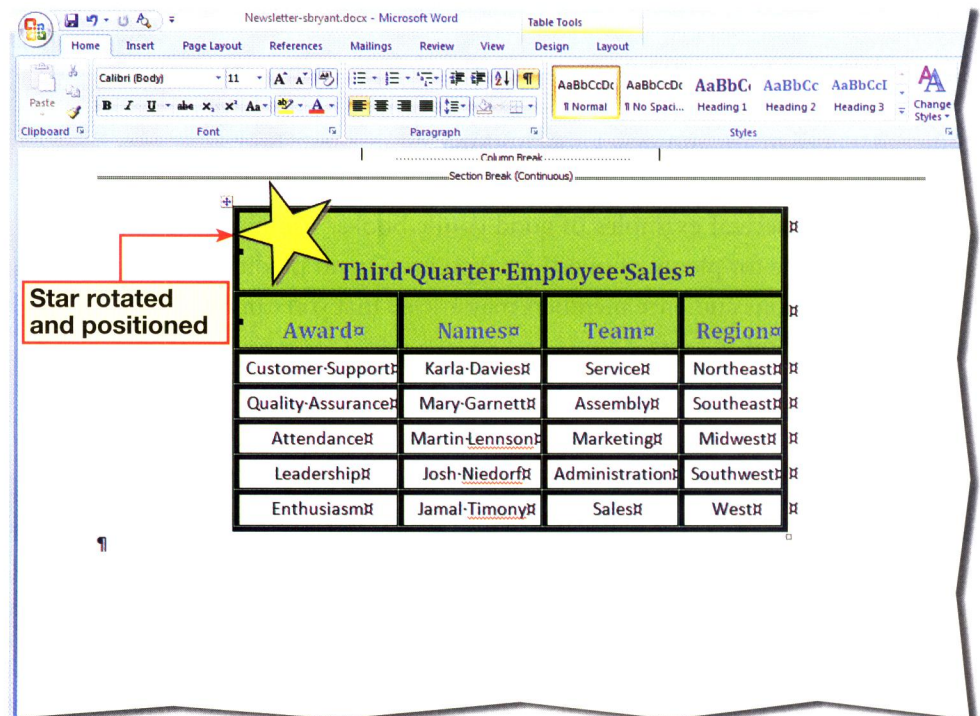
1 In your **Newsletter** file, go to page one. Click after the text **PedalCo Employee Newsletter**. Press ENTER.

2 Select the text **PedalCo Employee Newsletter** (*do not* include the paragraph mark). Click **Insert>Text>WordArt**. In the drop-down menu, select **WordArt style 7** (see Figure 5.34).

3 In the **Edit WordArt Text** box, with **PedalCo Employee Newsletter** selected, click the **Size** drop-down arrow. Click **20**. Click **Bold**. Click **OK**.

4 Right-click the WordArt. Select **Format WordArt**. On the **Colors and Lines** tab, under **Fill**, click the **Color** drop-down arrow. Click **Light Blue**.

5 Under **Line**, change **Weight** to **1.5 pt**. Click **OK**. Deselect the WordArt.

6 *i*CHECK Your screen should look like Figure 5.35.

7 Select the headline and click **Copy** . Scroll to the top of page two. Delete the headline there and click **Paste** . Save and close your file.
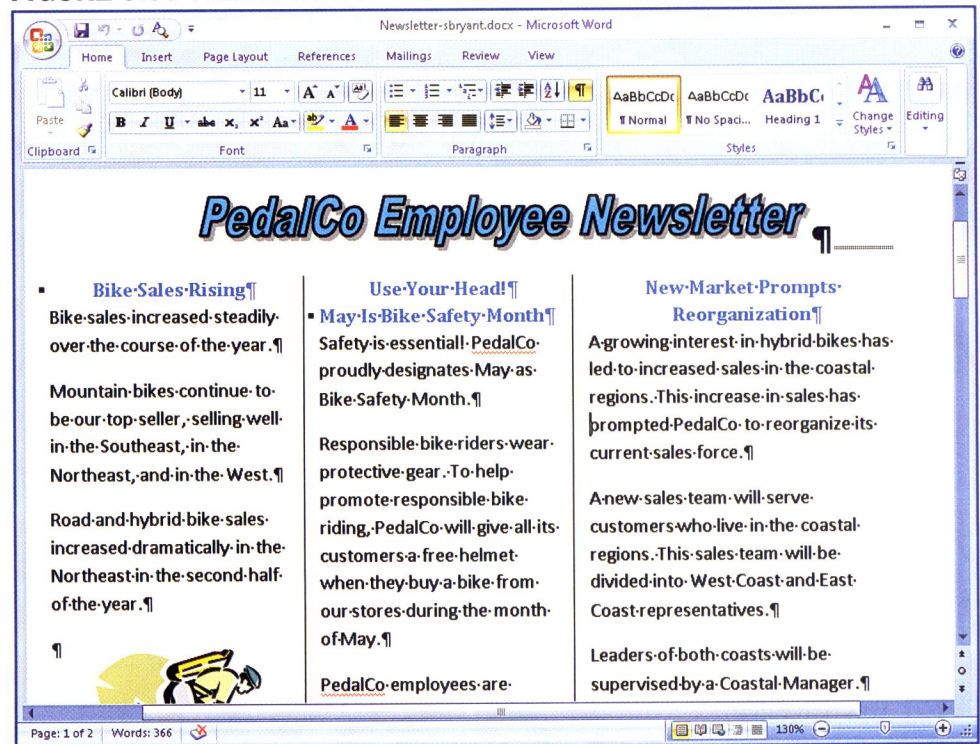
FIGURE 5.35 Finished WordArt

➡ *Continue to the next exercise.*

EXERCISE 5-17
Create and Modify a Chart

A **chart** makes it easy to compare and contrast numerical information. You enter data for the chart in an Excel worksheet. You can choose from several chart types, including column, bar, line, and pie.

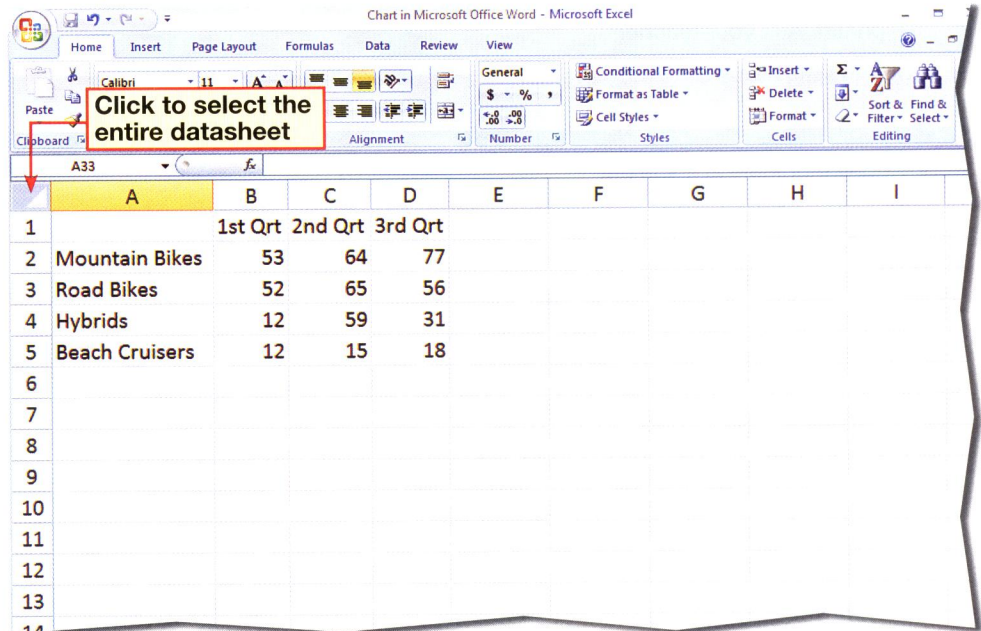**FIGURE 5.36** New data for an Excel worksheet

Click to select the entire datasheet

	A	B	C	D
1		1st Qrt	2nd Qrt	3rd Qrt
2	Mountain Bikes	53	64	77
3	Road Bikes	52	65	56
4	Hybrids	12	59	31
5	Beach Cruisers	12	15	18

FIGURE 5.37 Modified chart

Mountain bikes were the top sellers in the first and third quarters. Road bikes narrowly outsold mountain bikes during the second q **Modified chart** ike sales decreased in the third quarter, we believe this market will continue to grow over the next few years.¶

Axis label

1. Open the data file **Sales .docx**. Save as: Sales-[your first initial and last name].

2. Click at the end of the paragraph under **Sales by Quarter**. Press ENTER.

3. Choose **Insert> Illustrations>Chart**. In the **Insert Chart** dialog box, under **Column**, use the ScreenTips to select **3-D Clustered Column**. Click **OK**.

4. A Microsoft Excel worksheet opens. Click the upper-left button to select the entire worksheet. Press DELETE.

5. Key the data shown in Figure 5.36. Close the worksheet.

6. In your **Sales** document, select the chart. In the **Chart Tools** contextual tab, choose **Layout> Labels>Axis Titles> Primary Vertical Axis Title>Horizontal Title**.

7. Click the **Axis Title** text box. Key: Percent of Market. Click outside the text box.

8. **CHECK** Your screen should look like Figure 5.37. Save your file.

→ *Continue to the next exercise.*

Lesson 5: Exercise 5-17

Convert Text to Tables and Convert Tables to Text

Before you can organize text into a table, you must first separate the original text with commas, tabs, paragraphs, or other characters so that the Convert Text to Table feature can determine where each new column begins. In addition to converting text to a table, you can also change a table to text. You might convert text to a table to see what it looks like and then **restore** it, or return it to its original state, if you like it better as text.

1 In your **Sales** file, select the last six lines at the bottom of the page.

2 Choose **Insert>Tables> Table>Convert Text to Table**.

3 In the **Convert Text to Table** dialog box, make sure the **Number of columns** is **4**.

4 Under **Separate text at**, click **Commas**. Click **OK**. Click outside the table to deselect the text.

5 **CHECK** Your screen should look like Figure 5.38.

6 Select the table under **Quarterly Breakdown**. Choose **Table Tools> Layout>Convert to Text**.

7 In the **Convert Table to Text** dialog box, make sure **Tabs** is selected. Click **OK**.

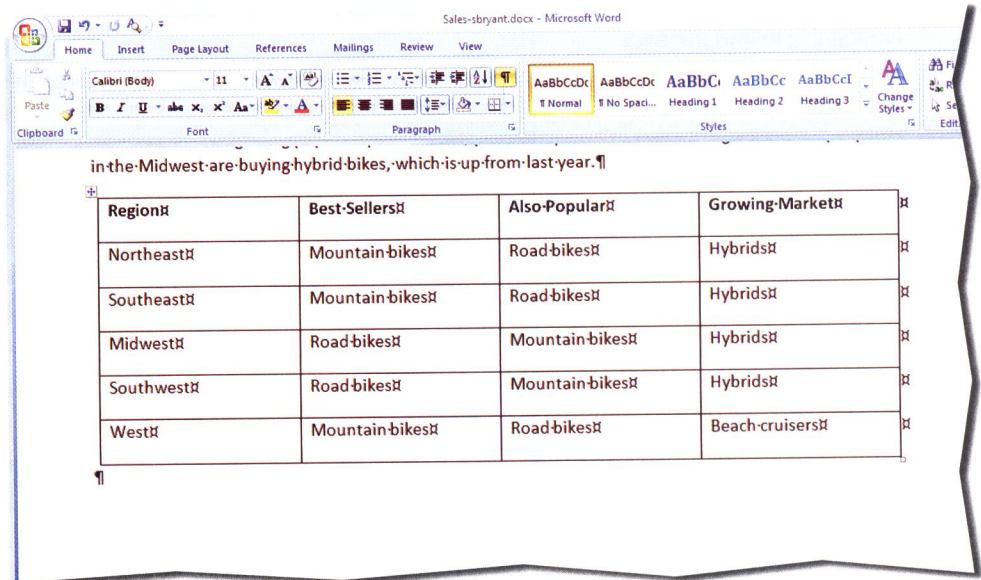**8** **CHECK** Your screen should look like Figure 5.39. Save and close your file.

FIGURE 5.38 Text converted into a table

FIGURE 5.39 Table converted to text

You Should Know

The **Convert Table to Text** option will convert a table to text even if the table has formatting applied.