# Tables

# To insert a blank table:

- 1. Place the insertion point where you want the table to appear.
- 2. Navigate to the **Insert** tab, then click the **Table** command.

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3. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.

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- 4. Click the grid to **confirm** your selection, and a table will appear.
- 5. To **enter text**, place the insertion point in any cell, then begin typing.

# Weekly Chore Schedule



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June 24 – June 28

Monday	Tuesday	Wed		

#### Modifying tables

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

#### To add a row or column:

1. Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.

Weekly	Chore	Schedule	2

July 1 – July 5 🔎



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Homework	X	X		School holiday	
Feed fish	Х	Х	Х		
Dishes	Х	Х	X		
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Recycling	Х	Х			
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2. A new row or column will be added to the table.



You can also **right-click** the table, then hover over **Insert** to see various row and column options.



- 1. Place the insertion point in the **row** or **column** you want to delete.
- 2. Right-click, then select **Delete Cells** from the menu.



3. A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.



4. The row or column will be deleted.

#### To apply a table style:

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.

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2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.

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3. Select the **table style** you want.

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4. The table style will appear.

# Weekly Chore Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	Х	Х		School holiday	
Feed fish	Х	Х	Х		
Dishes	Х	Х	Х		
Recycling	Х	Х			

#### To modify table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change its appearance. There are six options: Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns.

- 1. Click anywhere in your table, then navigate to the **Design** tab.
- 2. Locate the **Table Style Options** group, then **check** or **uncheck** the desired options.

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3. The table style will be modified.

Weekly Chore Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	Х	Х		School holiday	
Feed fish	Х	Х	Х		
Dishes	Х	Х	Х		
Recycling	Х	Х			

Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

To apply borders to a table:

1. Select the **cells** you want to apply a border to.



2. Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **Pen Color**.



- 3. Click the **drop-down** arrow below the **Borders** command.
- 4. Choose a **border type** from the menu.

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5. The border will be applied to the selected cells.

# Weekly Chore Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	х	х		School holiday	
Feed fish	х	х	х		
Dishes	Х	Х	Х		
Recycling	Х	Х			

#### Modifying a table using the Layout tab

In Word, the **Layout** tab appears whenever you select your table. You can use the options on this tab to make a variety of modifications.

# **Pictures and Text Wrapping**

Adding **pictures** to your document can be a great way to **illustrate important information** and add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

## To insert a picture from a file:

If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer. If you'd like to work along with our example, right-click the image below and save it to your computer.



1. Place the **insertion point** where you want the image to appear.



2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



3. The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.



4. The image will appear in the document.



To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.



# Changing text wrapping settings

When you insert a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

#### To wrap text around an image:

 Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.



 On the Format tab, click the Wrap Text command in the Arrange group, then select the desired text wrapping option. In our example, we'll select In Front of Text so we can freely move it without affecting the text. You can also select More

# Layout Options to fine tune the layout.



3. The text will wrap around the image. You can now **move** the image if you want. Just click and drag it to the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.



You can also access text wrapping options by selecting the image and clicking the **Layout Options** button that appears.



If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select **Use Alignment Guides** from the drop-down menu that appears.



Using a predefined text wrapping setting

Predefined text wrapping allows you to quickly move the image to a specific location on the page. The text will automatically wrap around the object so it's still easy to read.

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## **Formatting Pictures**

#### To crop an image:

When you crop an image, part of the picture is **removed**. Cropping can be useful if you're working with an image that's too big and you want to focus on only **part** of it.

1. Select the image you want to crop. The **Format** tab will appear.



2. From the Format tab, click the **Crop** command.

3. **Cropping handles** will appear on the sides and corners of the image. Click and drag **any handle** to crop the image. Because the cropping handles are near

the resizing handles, be careful not to drag a resizing handle by mistake.



4. To confirm, click the **Crop** command again. The image will be cropped.



The corner handles are useful for simultaneously cropping the image **horizontally** and **vertically**.

## To crop an image to a shape:

- 1. Select the image you want to crop, then click the **Format** tab.
- Click the Crop drop-down arrow. Hover over Crop to Shape, then select the desired shape from the dropdown menu.



3. The image will be cropped to the chosen shape.



## To add a border to a picture:

- 1. Select the picture you want to add a border to, then click the **Format** tab.
- 2. Click the **Picture Border** command. A drop-down menu will appear.

3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.



4. The border will appear around the image.

# Making image adjustments

With Word's **image adjustment tools**, you can easily change properties like color, contrast, saturation, and tone. Word also offers built-in **picture styles**, which can be used to add a frame, drop shadow, and other predefined effects.

When you're ready to adjust an image, simply select it. Then use the options below, which can be found on the **Format** tab.



# Corrections

From here, you can **sharpen or soften** the image to adjust how clear or blurry it appears. You can also adjust **brightness and contrast**, which affect the image's lightness and general intensity.



Color

Using this command, you can adjust the image's **saturation** (how vibrant the colors appear), **tone** (the color temperature of the image, from cool to warm), and **coloring** (the overall tint of the image).



# Artistic Effects

Here, you can apply **special effects** to your image, such as pastel, watercolor, or glowing edges. Because the results are so bold, you may want to use these effects sparingly (especially in professional documents).



# Picture Styles group

This group contains different **predefined styles** that make image formatting even easier. Picture styles are designed to **frame** your image without changing its basic settings or effects.



# **Compressing pictures**

If you plan to email a document that contains pictures, you'll need to monitor its **file size**. Large, high-resolution images can cause your document to become very large, which may make it difficult to attach to an email. Additionally, **cropped areas** of pictures are saved within the document by default, which can add to the file size.

Thankfully, you can reduce your document's file size by **compressing** your pictures. This will lower their **resolution** and **delete cropped areas**.

Compressing a picture may noticeably affect its quality (for instance, the image may become blurry or pixelated). Because of this, we recommend **saving an extra copy of your document** before compressing pictures. Also, be prepared to use the **Undo command** if you're dissatisfied with the results.

To compress a picture:

- 1. Select the picture you want to compress, then navigate to the **Format** tab.
- 2. Click the **Compress Pictures** command.

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- 3. A dialog box will appear. Check the box next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
- 4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.
- 5. Click **OK**.

Compress Pictures		?	$\times$		
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