



Microsoft Word 2013

Part 2: Intermediate Word

Summer 2014, Version 1.0

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Introduction

Microsoft Word 2013 is a word-processing program that is used to create professional-looking documents such as reports, resumes, letters, memos, and newsletters. It includes many powerful tools that can be used to easily create and edit documents, and collaborate with others. This handout covers working with tables and images; creating a table of contents; inserting captions, cross-references, headers, and footers; and changing the page layout.

Working with Tables

Tables are commonly used to organize and present data. A table is made up of horizontal *rows* and vertical *columns*; the box at the intersection of a row and a column is called a *cell* (see Figure 1). Each row and column can be identified by a heading, although some tables have only column headings or only row headings. Each cell can contain text, numbers, images, etc.

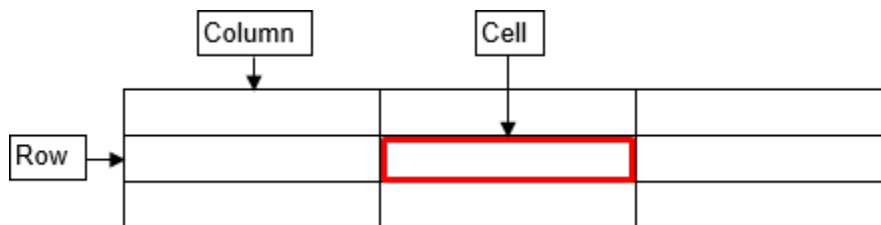


Figure 1 – Table

When you click anywhere in a table, the *Table Tools* contextual tabs become available on the Ribbon. The tools on the *Design* tab can be used to change the appearance of the table (see Figure 2). The tools on the *Layout* tab can be used to change the table structure (see Figure 3).

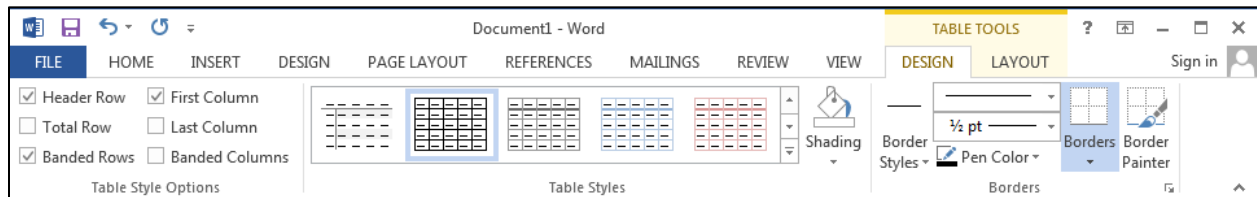


Figure 2 – Table Tools Design Tab

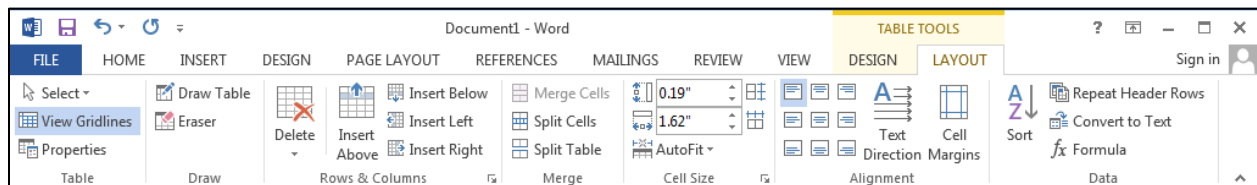


Figure 3 – Table Tools Layout Tab

Inserting Tables

Word 2013 makes it quick and easy to insert a table into a document.

To insert a table:

1. Click in the document where you want to insert the table.
2. On the **Insert** tab, in the **Tables** group, click the **Table** button, drag across the grid until you select the desired numbers of rows and columns, and then release the mouse button (see Figure 4).

NOTE: If you want to insert a table with more than 8 rows or 10 columns, click the **Table** button, click **Insert Table** to open the **Insert Table** dialog box, enter the desired numbers of rows and columns in the corresponding boxes, and then click the **OK** button (see Figure 4 and Figure 5).

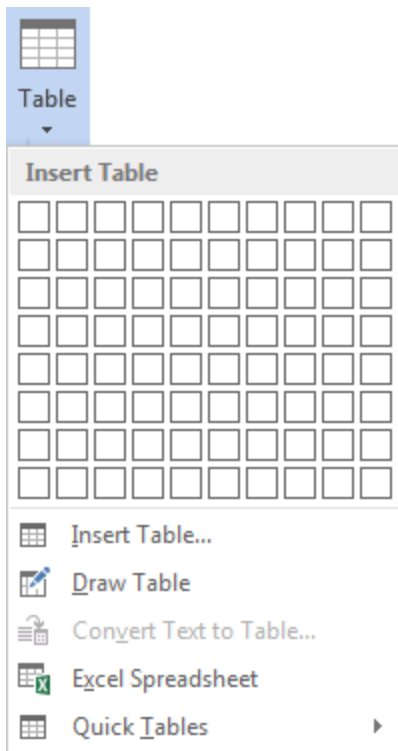


Figure 4 – Table Menu

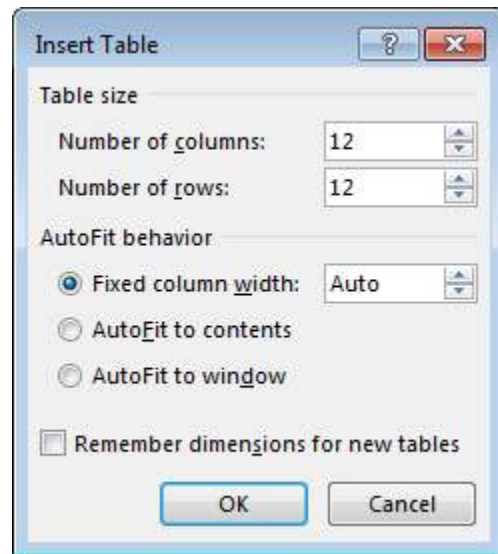


Figure 5 – Insert Table Dialog Box

Navigating Tables

You can navigate a table using the mouse or the keyboard. If you prefer using the mouse, just click in the desired cell. If you prefer using the keyboard, press the *Tab* key to move forward one cell at a time, or press *Shift+Tab* to move backward one cell at a time. You can also use the arrow keys on the keyboard to navigate up, down, left, or right in a table.

NOTE: If you press the *Tab* key when the cursor is in the last cell of the table, a new row will be inserted at the bottom of the table.

Selecting Table Parts

In order to apply formatting or make other changes to a table, you need to know how to select the various parts of the table.

To select parts of a table:

1. Click anywhere in the table, cell, row, or column that you want to select.
2. Under **Table Tools**, on the **Layout** tab, in the **Table** group, click the **Select** button and select the desired option from the menu (see Figure 6).

NOTE: To deselect any selected part of a table, just click anywhere outside the selected area.

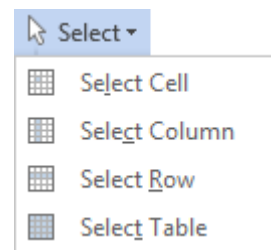


Figure 6 – Select Menu

Adding Borders and Shading

Borders and shading can enhance the appearance of a table. You can add borders and shading to individual cells, rows, columns, or the entire table. You can also change the border style, line thickness, and color.

To add borders:

1. Select the table or cells to which you want to add borders.
2. Under **Table Tools**, on the **Design** tab, in the **Borders** group, click the **Borders** button to apply the most recently used border, or click the **Borders** arrow and select a different border from the menu (see Figure 7).

NOTE: You can remove borders from selected cells by clicking the **Borders** arrow, and then clicking **No Border** on the menu.

To add shading:

1. Select the table or cells to which you want to add shading.
2. Under **Table Tools**, on the **Design** tab, in the **Table Styles** group, click the **Shading** button to apply the most recently used color, or click the **Shading** arrow and select a different color from the color palette (see Figure 8).

NOTE: You can remove shading from selected cells by clicking the **Shading** arrow, and then clicking **No Color** on the palette.

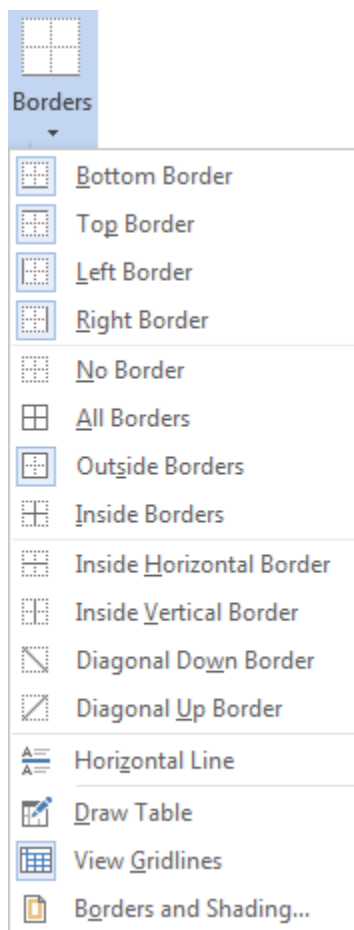


Figure 7 – Borders Menu

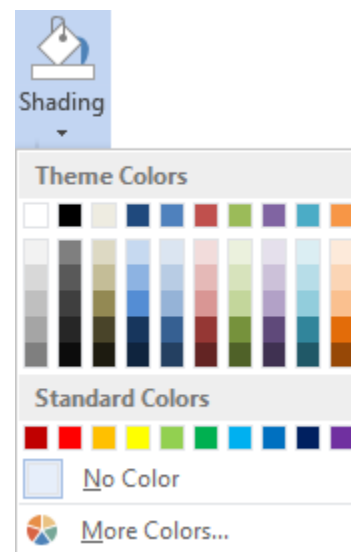


Figure 8 – Shading Palette

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