





Intermediate Word Training

MARGINS

Left, Right & First line

You are going to edit this paragraph. First, place the cursor anywhere in this paragraph, then move the first line margin icon  to the ½ inch mark on the ruler. Notice what happens to the paragraph indentation. This is a normal ½ inch indentation. If you highlight several paragraphs you can change them all simultaneously. Now move the  back to 0 and move the left  to the ½ inch mark and note what that does to the format of this paragraph. This is called the hanging indent. The right  simply controls the right margin.

There are other ways to control the margins. One is to click on File, Page Setup and then the Margin tab. To control the indents, you can click on Format and Paragraph.

TABS There are five kinds of tabs, each with special properties.

The *left* tab is what we would think of as the normal tab. The cursor jumps to this tab and when typing begins it acts as a left margin with the word starting there and flowing to the right.

The *right* tab does just the opposite. The cursor jumps to this position but when typing begins, the tab acts as a right margin and the first letters typed move to the left.

The *centering* tab moves letters to the left or right always keeping the equal numbers of letters on either side of it.

The *decimal* tab allows the alignment of decimals.

The *bar* tab just leaves behind a bar.

Create the following lines with one right tab:

Macbeth..... Willy Shakespeare
Lady Macbeth Madonna

Create the following lines using two (2) right tabs and one (1) left tab:

Name _____ Date _____
Subject _____ Period _____


Create the following using a right & left tab in the first line and a centering tab in the second:

I hereby grant permission for _____ to go on a field trip with you.
(Child's name)

TABLES





How to Create A Table—There are two ways to create a table:

From the *Table Menu* bar choose *Insert*, then *Table*. Type in the number of columns and rows that you need—remember a header row if you need one! Click OK. And there is your table!

Or you can, click on the *Insert Table Icon* on the Standard Tool Bar—. Click and drag your mouse to create the size table that you need then let go of the mouse button.

Make a table that is 3 rows by 4 columns. You should get something like this:

Notice that the table that was created goes from the left margin to the right margin and the columns are evenly spaced.

Move your mouse around slowly (both inside and outside of the table) and note the different forms that the insertion point takes—, , , , etc. Each of these has a different meaning and function. Let's look at them.



This is a row selector, when you want to highlight a complete row.



This is a column selector, when you want to highlight a complete column.



This is a cell selector.



This one changes the size of the column and its cousin which I can't show you changes the size of a row—this is only one of several ways to change the size of a cell.

- Highlight the second row
- Highlight the third column
- Highlight the cell in the third column, second row
- Make the third row narrower
- Make the second column wider

Open the file *table1*:

ID Number	Name	DOB	YOG	BUS NUM
10022	Ruth	3/30/95	2013	159H
10349	Williams	5/8/96	2014	161H
08229	Gehrig	12/19/94	2013	168H
10258	Foxx	3/22/97	2015	
10089	Hornsby	1/26/99	2017	
10065	Greenberg	10/26/95	2013	155H
09831	Kiner	6/23/95	2013	156H
07891	Musial	3/20/94	2012	160H
10078	Dimaggio	11/2/95	2013	155H
09844	Ott	12/14/93	2012	168H
10298	Keller	1/14/97	2015	
10204	Mize	12/23/97	2016	
07892	Heilman	7/3/94	2012	148H
09658	Speaker	8/5/98	2016	
10330	Wilson	3/15/96	2014	148H
10132	Williams	1/21/99	2017	
10131	Averill	3/26/98	2016	
09071	Campanella	10/6/95	2013	154H

- Highlight the first row and center the text.
- Highlight the table and center everything.
- Undo center everything
- Highlight the DOB column and the YOG column and center them.

How To Alphabetize A Table:

- ❑ Click anywhere in the table
- ❑ Click Table from the Menu Bar
- ❑ Click Sort
- ❑ Under Sort by select Name/Ascending
- ❑ Click OK

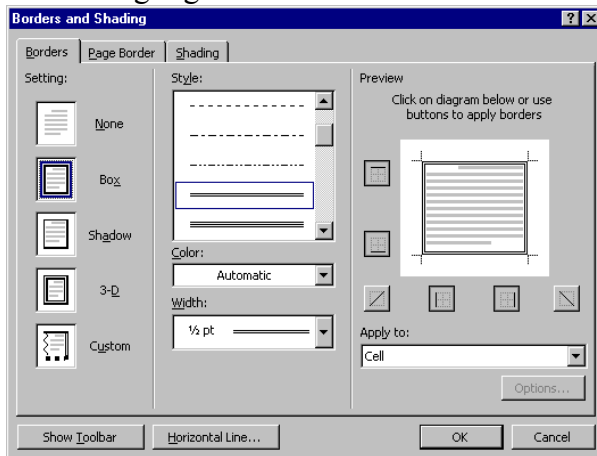
- Sort the list by DOB Youngest at the top.
- Sort the list by ID number Largest at the top.
- Sort by YOG, then by Name
- Highlight the DOB column and Delete it by Cutting

- ❑ Select the Table. Click Table/Hide Gridlines
- ❑ Restore the Grid lines by Selecting the Table and Clicking Table/Show Gridlines
- ❑ Highlight the name column. Click on the Table Menu Bar and select Insert/Columns to the left.
- ❑ Click on a cell near the middle of the table. Click on the Table Menu Bar and select Insert/Rows Above.

Next we will create a table that looks like this one:

Weather	New York, NY		Temperature	
	Time	Altitude	Low	High

- ❑ Create a three column, four row table.
- ❑ Highlight the table. Click Table/Table Properties/Column. Make the preferred width 1.5 inches.
- ❑ Highlight the first column. Click Table/Merge Cells. Type the word Weather in this column.
- ❑ Click Format/Text Direction and select the proper text orientation.
- ❑ Highlight the bottom three rows of column two. Click Table/Split Cells. Set the number of columns to 2 and the number of rows to be 3.
- ❑ Highlight the bottom three rows of column three. Press the F4 key on the keyboard.
- ❑ Highlight the first column. Click Format/Borders and Shading/Borders



- The Setting should be Box
- The Style should be two lines
- Color Automatic
- Width 1/2 pt
- Apply to: Cell

- ❑ Type in the remaining text.
- ❑ Select columns two and three
- ❑ Click Format/Borders and Shading/Borders and set a double line around the entire table.
- ❑ Highlight the cells containing New York and Temperature and put a double line border around them as well.
- ❑ Select the twelve cells below New York and Temperature. Click Format/Borders and Shading. Select a single line style and click once the middle of the preview box.
- ❑ Select the first column. Click Table/Table Properties/Cell/Center.
- ❑ Select the table. Click Table/AutoFit/AutoFit to Contents
- ❑ Select the table. Click Table/Table Properties/Table/Center

Create a table that looks like this:

Stocks	Last Week			Current Price
	High	Low	Close	
AOL TIME WARNER				
GEN ELECTRIC				
TYCO INTL LTD				
EMC CORP/MASS				
AT&T WIRELESS S				

CONVERTING TEXT TO TABLE

Open Text1

Diane	17	F	121
Andy	17	M	0123
Bob	18	M	124
Helen	18	F	126
Cathy	16	F	1120
George	19	M	1127
Ed	16	M	2125
Fran	18	F	2130

Highlight this data. Click Table/Convert/Text to Table

Add a Header Row by putting the cursor in the first row. Click Table/Insert/Row Above.

Enter appropriate headings.