

Unit 6 : Tables and Newspaper - Style Columns



Introduction

With tables, you can arrange columns of numbers and text in a document without using tabs. Tables also provide a convenient way to present text in side-by-side paragraphs, as in a resume, or to arrange text beside graphics. This unit also introduces the ways of formatting text into newspaper style columns. Newspaper style columns are useful in creating documents such as newsletters, brochures and reports. You can format all or part of your document with newspaper-style columns in which text flows from the bottom of one column to the top of the text.

Lesson 1 : Table-I

Learning Objectives


On completion of this lesson you will be able to learn :

- how to create a table
- how to convert text to or from a table
- how to select cells, rows and columns
- how to insert cells, rows and columns
- how to delete cells, rows and columns.



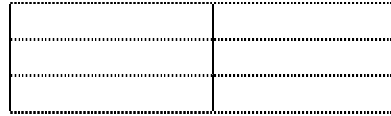
Creating a Table

a) Using standard toolbar :

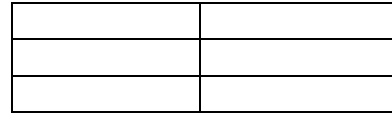
1. Position the insertion point where you want to create a table.
2. On the Standard toolbar, click .
3. Drag over the grid to select the number of rows and columns
4. Release the mouse button

Creating a table

A table is a grid of rows and columns marked by dotted gridlines. Each box in the grid is a cell. If you do not see the gridlines, choose Gridlines from the Table menu. To add printable borders, select the cells, choose Borders And Shading from the Format menu, and then select the type of borders you want.



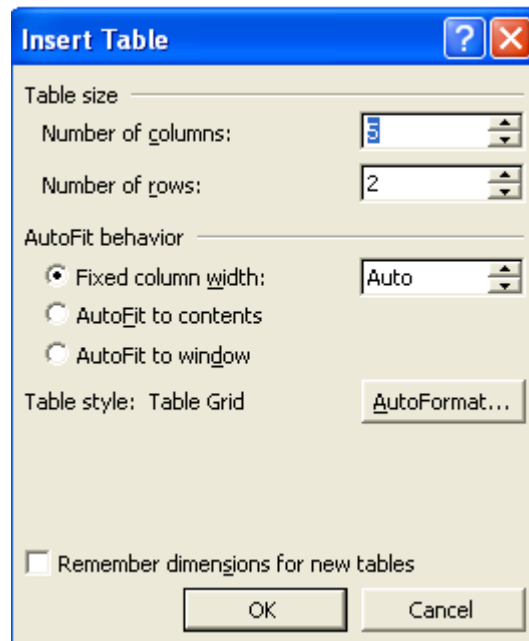
Gridlines, are not



Borders, can be

b) Using menu :

1. Position the insertion point.
2. From the Table menu, choose Insert Table. See the following dialog box.



3. Specify the number of columns and rows in the Number of Column and Rows box.
4. Select Column Width, if necessary
5. Choose OK.



Moving Around in a Table

Moving Around in a Table

Within a cell, you can move the insertion point and select text just as you do in the rest of your document - by using the mouse, the TAB key, or the arrow keys.

Tables and Newspaper - Style Columns

a) Using the mouse :

- Click in the cell you want to move to.

b) Using the keyboard :

- See appendix

Note: *If you use the arrow keys on the numeric key pad Numlock must be turned off.*




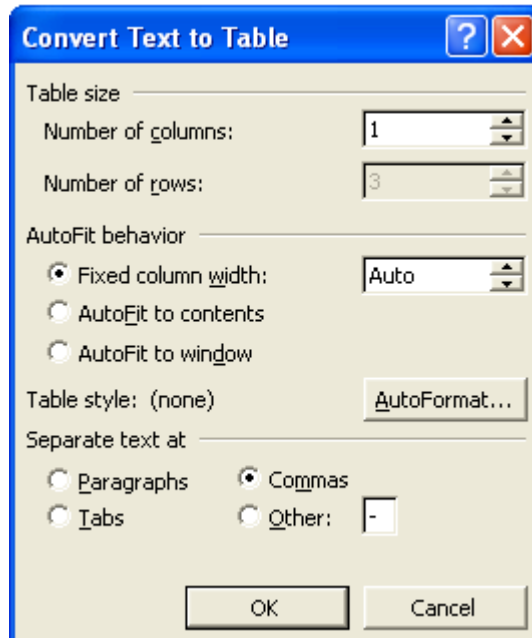
Converting Text to or from a Table

Word enables you to convert text separated by paragraph marks, commas, or tab characters into cells in a table. You can convert a table to ordinary text paragraphs.

To convert text to table :

Converting Text a Table

1. Select the text you want to convert.
2. Click .
3. From the Table menu, choose Convert Text to Table,



4. Do the following :

To	Do this
Specify a different number of columns.	Type or select a number in the Number of Columns box.
Specify an exact column width.	Type or select the width in the Column Width box.
Specify a different separator character.	Under Separate Text At, select any option.
Apply a predesigned set of formats to the table.	Choose the Autoformat button, and then select formatting options.

5. Choose the OK button.

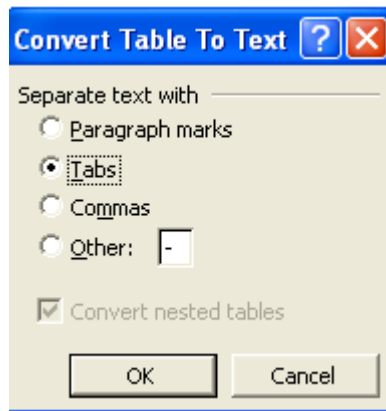
Note : If the text isn't converted the way you want, immediately click



To convert a table to text paragraphs :

Converting a table to text

1. Select desired the rows .
2. From the Table menu, choose Convert Table To Text. See dialog box.



3. Under Separate Text With, select the desired character.
4. Choose the OK button.



Selecting Cells, Rows, and Columns

You can use the mouse or the keyboard to select cells, rows, and columns quickly. To select text inside a single cell, drag over the text.

Selecting Cells, Rows, and Columns

a) Using the mouse :

- Do one of the following :

Desired selection	Do this
A cell	Click the cell selection bar.
A row	Click the row selection bar.
A column	Click the column's top gridlines or border.
Multiple cells, rows, or columns.	Drag across the cell, row, or column; or select a single cell, row, or column, and hold down the SHIFT key while you click in another cell, row, or column.

b) Using the Table menu :

You can also select rows, columns, or the entire table by positioning the insertion point in the table and choosing the Select Row, Select, Column, or Select Table command from the Table menu.

c) Using the keyboard :

- See Appendix



Inserting Cells, Rows, and Columns


Before inserting a new cell, row, or column, you must first select an existing cell, row, or column. Word inserts a new row above the selected row, a new column to the left of the selected column, or a new cell at the desired location.

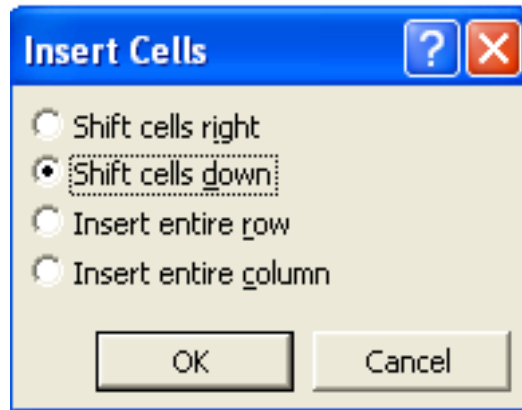


Adding Cells to a Table

To add cells to a table :

Adding Cells to a table

1. Select a desired cell or cells.
2. From the Table menu, choose Insert Cells or click . See Insert Cells dialog box :



3. Do one of the following :

To	Select this option button
Insert new cells to the left of the selected cells.	Shift Cells Right.
Insert new cells above the selected cells.	Shift Cells Down.
Insert a row or rows.	Insert Entire Row.
Insert a column or columns.	Insert Entire Column.

4. Choose the OK button.





Adding Rows, Columns to a Table


To add row/column to a table :

Adding Rows, Columns to a Table

1. Select the desired row/rows or column/columns.
2. Do one of the following :

To insert	Do this
Rows	From the Table menu, choose Insert rows or Click  .
Column	From the Table menu, choose insert column or Click  .

Note 1 : To add a single row to a table, position the insertion point outside the table at the end of a row, and then press ENTER. To add a row at the end of a table, position the insertion point in the last cell of the last row and then press the TAB key.

Note 2 : To add a column to the right of a table, position the insertion point just outside the last column. Choose Select Column from the Table menu, and then click .



Deleting Cells, Rows or Columns

To delete rows or columns from a table :

1. Select the rows or columns you want to delete.
2. From the Table menu, do one of the following :

Deleting rows and column

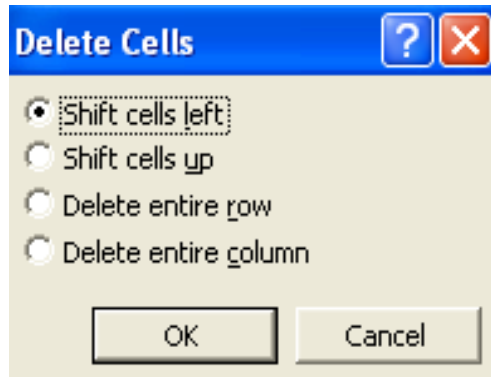
To Delete	Choose
Rows	Delete rows
Columns	Delete Column

Note : You can also delete a row or a column by using the Cut button on the standard toolbar or the Cut command on the Edit menu.

To delete cells in a table :

1. Select the desired cell or cells.
2. From the Table menu, choose Delete Cells. See delete cells dialog box.

Deleting cells



3. Do one of the following :

To	Select this option button
Shift cells left after you delete the selected cells	Shift Cells Left
Move cells up after you delete the selected cells	Shift Cells Up
Delete the row or rows	Delete Entire Row
Delete the column or columns	Delete Entire Column

4. Choose the OK button.

Hands on Practice

1.
 - a) Create a table containing 3 columns and 5 rows.
 - b) At first cell type Name, Press tab and type Roll, Press tab and type Marks.
 - c) Move the insertion point to the first column in the 2nd row and type Zaker.
 - d) Move the insertion point to the 2nd column of the 2nd row and type 01.
 - e) Move the insertion point to the 3rd column of the 2nd row and type 676.
 - d) Move down one row and type Shaker in the 1st column, 14 in the 2nd column and 690 in the 3rd column.
 - e) Place the insertion point in the first cell of the table.
 - f) Save the document as Tab1.doc.

2.
 - a) Open Tab1.doc.
 - b) Select the 1st row.
 - c) Deselect the row.
 - d) Select the 2nd column.
 - e) Deselect the column.
 - f) Select entire table.
 - g) Print preview the table.

3.
 - a) Move the insertion point to the last cell of the table.
 - b) Select the row.
 - c) Insert a row above the selected row..
 - d) Type Kalim and press Tab key.
 - e) Type 750.
 - f) Select the 3rd column.
 - g) Insert a column to the right of the selected column.
 - h) Type class.
 - i) Move down one row and Type ix.
 - j) Save the document as Tab2.doc.

4.
 - a) Open Tab2.doc.
 - b) Delete the 4th column of the Table.
 - c) Delete the 3rd row.

5.
 - a) Open Tab1.doc.
 - b) Convert the Table to Text.

Lesson 2 : Table - II

Learning Objectives

On completion of this lesson you will be able to learn

- how to move or copy cells, rows or columns in a table
- how to change column width
- how to change the space between columns
- how to change the height of a row
- how to split a table
- how to center a table and change row alignment
- how to merge and split cells
- how to repeat table headings
- how to add borders and shading to a table.



Moving and Copying Cells, Rows and Columns

To move or copy cells, rows, or columns in a table :

1. Select the desired cells, rows, or columns.
2. Position the mouse pointer over the selection.
3. When the arrow points to the left, do one of the following :

*Moving & Copying Cells,
Rows & columns.*

To	Do this
Move the selection	Drag it to the new location.
Copy the selection	Hold down the CTRL key while you drag the selection.



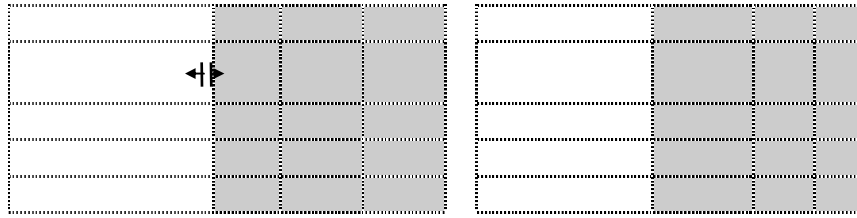
Changing Column Width Manually

You can change the width of selected cells and entire columns by dragging the table column markers on the ruler, or by dragging the column boundaries, or using the Cell Height And Width command on the Table menu to specify exact measurements for columns.

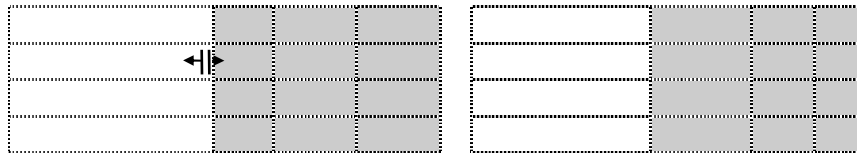
*Changing column Width
Manually*

Tables and Newspaper - Style Columns

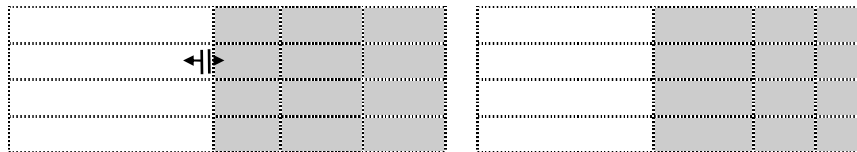
The mouse pointer changes when it is positioned over a column boundary.



When you drag a column boundary... Columns to the right are resized proportionately; the overall table width does not change.



When you hold down SHIFT and drag a column boundary Only the column to the right is resized; the overall table width doesn't change.



When you hold down CTRL+SHIFT (Windows) and drag a column boundary. Columns to the right retain their sizes, and the overall table width changes.

If you hold down CTRL or and drag a column boundary, all columns to the right become the same width.

You can also drag these markers on the horizontal ruler to change the width of a column.

BANGLADESH	100	465	876
BUTAN	456	876	876
NAPAL	786	876	908
INDIA	908	987	987



Changing Column Width

a) By dragging Column boundaries :

Changing column width

1. Point to the column boundary on vertical gridlines that you want to move.
2. Press and hold the mouse button.
3. Drag the column boundary to the desired location by following the adjusting column options.
4. Release the mouse button.

b) By using the ruler :

1. Point to the column marker on the ruler that you want to move.
2. Press and hold mouse button.
3. Drag the column marker to the desired location by following the adjusting column options.
4. Release the mouse button.

Note : Whether you drag a gridlines or a column marker, all columns to the right are resized in proportion to their original width, and the overall width of the table does not change.

Adjusting column options :

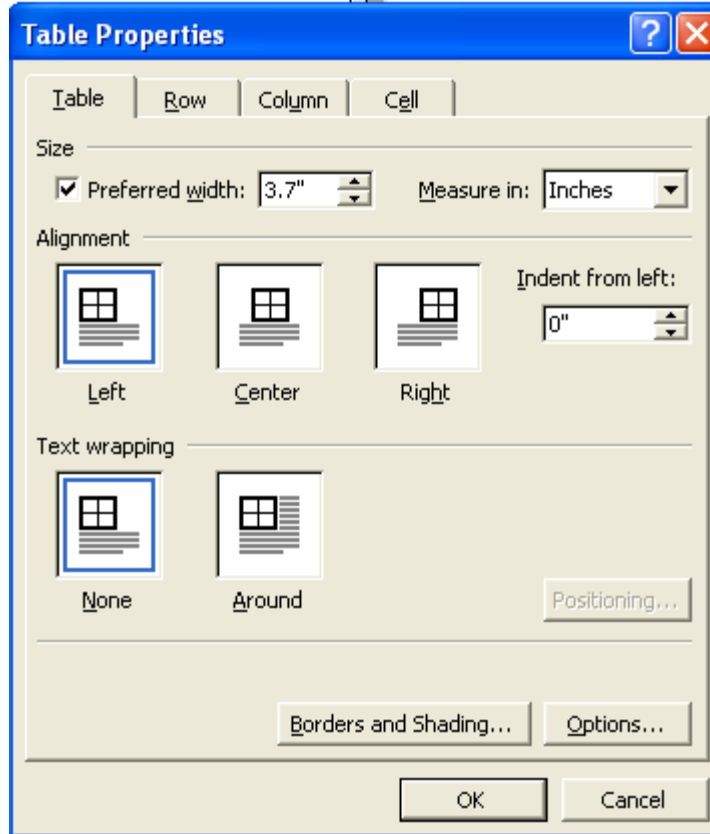
Adjusting column options

To adjust the current column	Do this
And one column to the right (table width does not change)	Hold down SHIFT while you drag
And make all columns to the right equal (table width does not change)	Hold down CTRL while you drag
Without changing other columns (table width change).	Hold down CTRL+SHIFT while you drag.

Table: Adjusting Column

c) By Using Menu :

1. Select the desired column.
2. From the Table menu, Cell Height and Width. See Cell Height And Width dialog box.



3. Click on the column Tab.
4. Type desired width in the Width of Column box.
5. Click on OK.



Changing the Spacing Between Columns

You can add blank space between columns to enhance a table's readability, especially if you do not want to add borders to the table.

Changing the Spacing Between Columns.

To change the space between columns :

1. Position the insertion point in the table.
2. From the Table menu, choose table properties.
3. Select the Option button.
4. Click allows spacing between cells, type or select a measurement.
5. Choose the OK button.

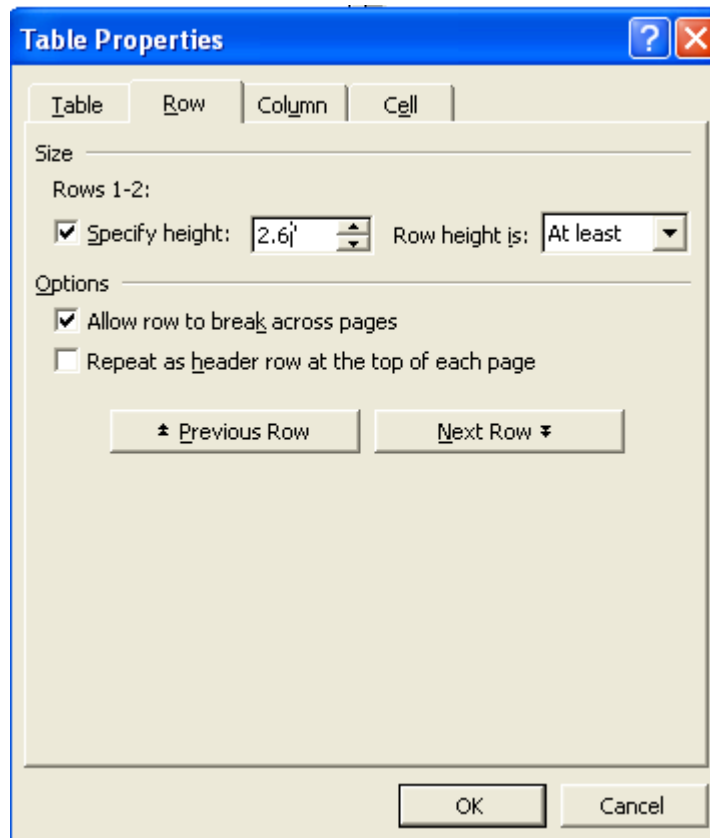


Changing the Height of a Row

To change the height of a row :

Changing the height of a row

1. Select the desired row or rows.
2. From the Table menu select table properties. See table properties box.



3. Click on the Row tab and do one of the following :

To	Select (under delete Height of Row)
Adjust the row's height to fit text or graphics inserted in any cell of the row.	Auto.
Specify a minimum row height.	At Least.
Specify a fixed row height.	Exactly.

4. In the Specify height, type or select the height.
5. If you want to prevent selected rows from splitting across a page break, clear the Allow Row to Break across Pages check box.
6. Choose the OK button.



Splitting a table

Splitting a table

To split a table :

1. Position the insertion point in the row.
2. From the Table menu, choose Split Table.



Centering a Table and Aligning Rows

Centering & Aligning

You can center a table between the margins or align rows in the table with other text.

To center a table or change row alignment :

1. Select the entire table or rows to be aligned.
2. From the Table menu, choose Cell Height And Width.
3. Select the Row tab.
4. Do one of the following :

To	Do this
Center the table.	Under Alignment, select the Center option button.
Set an exact amount of indentation from the left margin.	Type or select a number in the Indent from Left box.
Set the alignment in relation to the page margins.	Under Alignment, select the Left, Center, or Right option button.

5. Choose the OK button.



Merging and Splitting Cells

The following procedures explain how to merge two or more cells within a row and how to split one or more cells.

Merging Cells

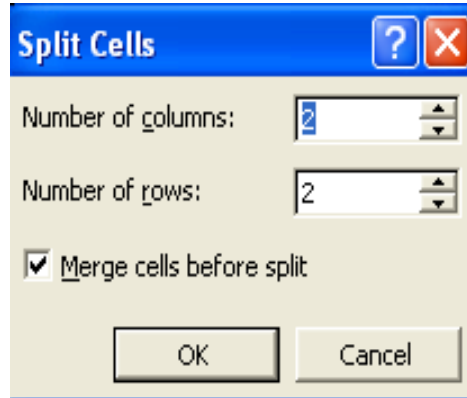
To merge cells in the same row of a table :

1. Select the desired.
2. From the Table menu, choose Merge Cells.

To split cells :

Splitting Cells

1. Select the desired cells.
2. From the Table menu, choose Split Cells.
3. In the Split Cells dialog box, select the number of columns. See Split Cells dialog box.



4. Choose the OK button.



Repeating Table Headings on Each Page

You can repeat table headings when a table is split between pages. Word automatically repeats table headings only for tables that are split by “soft” page breaks. If you insert a “hard” page break within a table or split the table using the Split Table command, the heading is not automatically repeated. Repeated table headings are not displayed in normal view. To see them, go to page layout view.

To repeat table headings :

Repeating table headings

1. Select the row or rows of text, you want to use as table headings.
2. From the Table menu, choose Headings.



Adding Borders and Shading

Word does not print the gridlines To print vertical and horizontal lines between cells, you must apply borders to the table. For a more finished look, you can also apply shading.

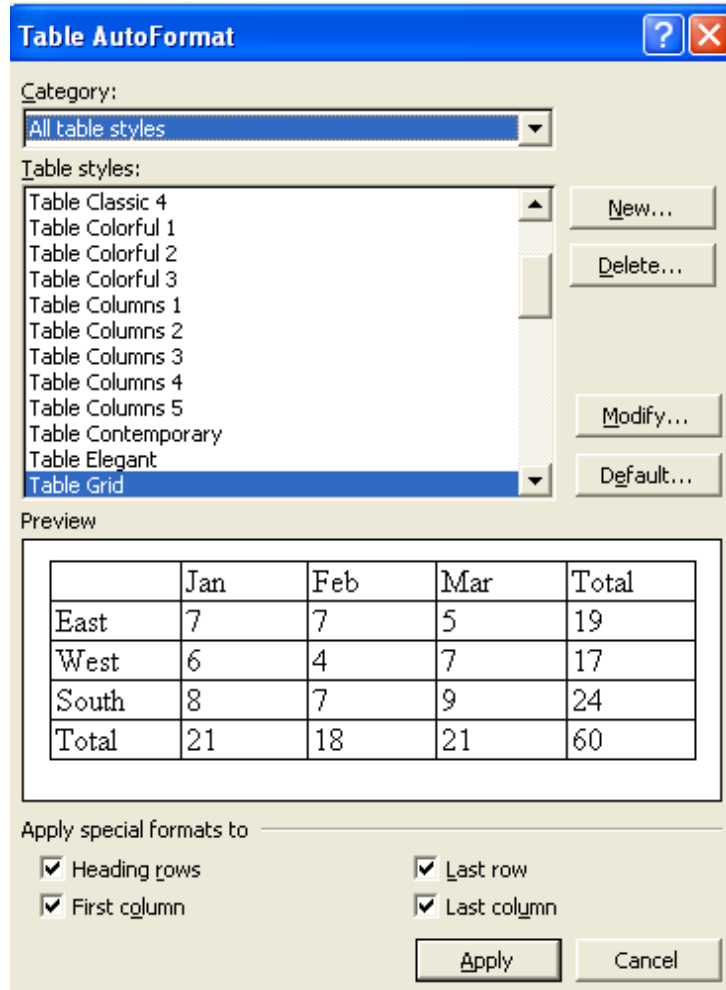
Tables and Newspaper - Style Columns

a) Using Table menu :

1. Position the insertion point in the table.

Adding borders & shading

2. From the Table menu, choose Table Auto Format. See Table Auto Format dialog box.



3. In the Formats list, select the desired design.

Note : To remove all formats, select None.

4. Under Formats to Apply and Apply Special Formats to, select the desired check boxes as you want to apply to the table.

5. Choose the OK button.

b) Using the Format menu :

Adding Borders

1. Select table, Column, Row or Cell around which you want to add a border.
2. From the format menu, Choose Borders, and Shading and click on the borders tab.
3. Under Presets, click on the desired border type
4. Under Line select a line style from the Style list box.
5. Click on OK.

Hands on Practice

1.
 - a) Open Tab2.doc [Hands on Practice: Lesson 1, Unit 6]
 - b) Move the contents of 2nd row to the 1st row
 - c) Copy the contents of 2nd row to the 4th row
 - d) Decrease the width of the 2nd column.

2.
 - a) Open Tab2.doc [Hands on Practice: Lesson 1, Unit 6]
 - b) Left align all the information in 1st column
 - c) Center the table on the page
 - d) Save the document as tab3.doc.

3.
 - a) Open tab3.doc
 - b) Apply borders to the table
 - c) Split the table into two tables
 - d) Merge the 1st cell and 2nd cell of the 1st row
 - e) Split the merged cell into previous one.

4. Practice the following :
 - a) Repeat table headings.
 - b) Change the height of a row.

Lesson 3 : Newspaper Style Column

Learning Objectives



On completion of this lesson you will be able to learn :

- how to view multiple columns
- how to create columns of equal width
- how to create column of unequal width
- how to create banner headline
- how to change column width and spacing
- how to add vertical lines between columns
- how to insert or delete column break
- how to balance column lengths on a page.



Viewing Multiple Columns

Viewing columns


To view multiple columns on the screen, switch to page layout view by clicking  on the horizontal scroll bar or  on the Standard toolbar. Normal view displays the text in a single column or section break.



Creating Multiple Column

Creating Columns

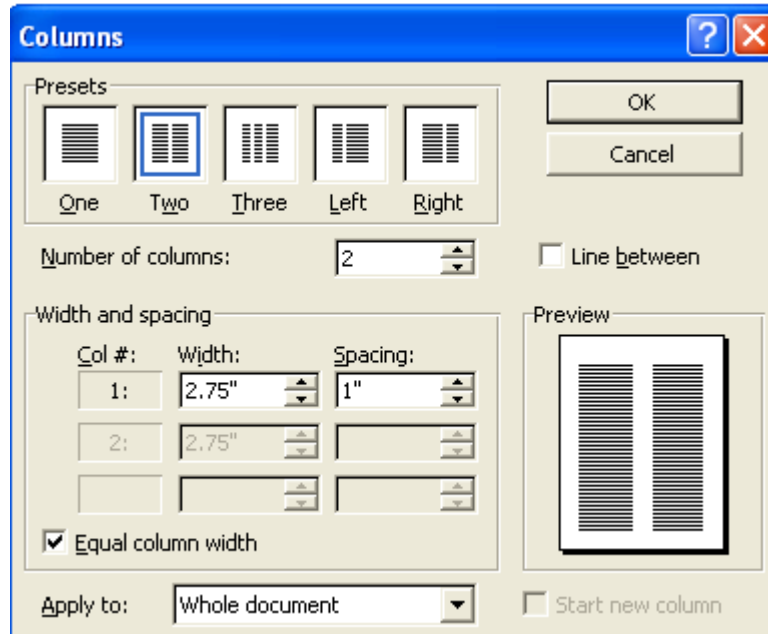
To create columns of equal width :

1. Position the insertion point where you want the columns begin.
2. Click  .
3. Drag to the right to select the number of columns.
4. Release the mouse button.

Note: Click on the first (left most) miniature column to specify a single column format, click on the second column to specify two columns, click on the third column to specify three columns or click on fourth (right most) to specify four columns.

To create columns of unequal width :

1. Position the insertion point where you want the columns begin.
2. From the Format menu, choose Columns.



3. Specify the desired number of column in the Number of columns box, or click on one of the predefined column formats under presets.
4. Clear the Equal Column Width check box, if you want columns of unequal width.
5. Under Width and Spacing, type or select a measurement in the Width box or Spacing box for each column.
6. Choose the OK button.



Creating a Banner Headline

To Creating a banner head line :

1. Type the headline text above the left-hand column, and the press ENTER.
2. Select the headline text.
3. Click the Columns button.
4. Drag to select a single column.

Creating a Banner Headline

Note : While the text is still selected, center it and apply the font and font size that you want for the headline, or apply a heading style.



Changing Column Width and the Space Between Columns

Changing Column Width

To modify the width of columns and the space between columns, drag the column markers on the ruler. If columns are of equal width, changing the width of one column changes the width of all columns. If columns are of unequal width, only the column whose marker you drag changes.

a) Using column marker :

- In page layout view, drag a column marker on the horizontal ruler to adjust the column width or the space between columns.

b) Using the Columns command :

1. Place the insertion point in the desired section.
2. From the Format menu, choose Columns.
3. Specify the desired width, in the Spacing box.
4. Click on OK button.



Adding Vertical Lines Between Columns

To add vertical lines between columns :

Adding Vertical Lines

1. Position the insertion point in the desired section .
2. From the Format menu, choose Columns.
3. Select the Line Between check box.
4. Choose the OK button.

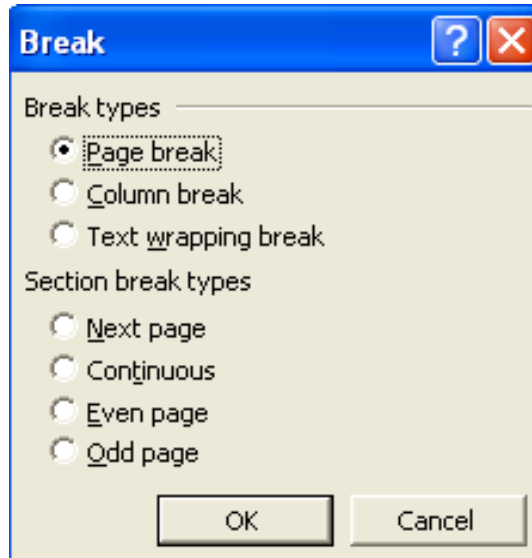


Inserting or Deleting Column Break

To insert a column break

Inserting Column Break

1. Position the insertion point,
2. From the Insert menu, choose Break. See the following dialog box,



3. Select Column Break,
4. Choose the OK button.

Note : Alternatively by Pressing CTRL+SHIFT+ENTER, you can insert a column break.

To delete Column break :

Deleting Column Break

1. In Normal view, Position the cursor to column break.
2. Press Del Key.



Balancing Column Lengths on a Page

To balance column lengths on a page :

1. In page layout view, position the insertion point at the end of the text in the columns you want to balance.
2. From the Insert menu, choose Break.
3. Under Section Breaks, select the Continuous option button.
4. Choose the OK button.

Balancing Column Lengths

Hands on Practice

1. a) Create Columns of equal width containing two columns.
b) Type the following :

Self-Study Workbooks

The open University term for a self-study workbook is a Study Unit. Expressly written and designed for self study, the workbooks are the main teaching vehicle for an Open University course. Their unique features include :

- Clear structure to take students step-by-step through to specific learning targets
- Easily digestible modules, each with clear learning objectives
- Self-assessment questions and activities with model answers, to engage, to engage the student in active learning.

The Open University is the world leader in distance learning with some 170,000 students already having achieved Open University qualifications since its inception 28 years ago. This gives some indication of the quality of materials. With the move to more resource-based learning and the increasing diversity of student intake, Open University teaching materials are now also invaluable in face-to-face teaching institutions.

- c) Add a banner head line to the multi column document
- d) Decrease the space between columns to .04"
- e) Add vertical lines between the columns
- f) Print preview the document.

Lesson 4 : Drawing in Word

Learning Objectives

On completion of this lesson you will be able to learn :

- how to create or delete drawing objects
- how to copy a drawing object
- how to create a text box
- how to adjust space between a text box and the text it
- how to select drawing object
- how to resize a drawing objects
- how to move or position a drawing object
- how to change the layering order of drawing objects.

Word provides you with powerful tools for drawing. By using the tool you can create drawing objects such as squares rectangles, polygons, lines, and ellipses. You can also add callout to graphics. You can combine shapes drawn in Word to create organization charts, flowcharts, maps, and other line drawings.








Creating and Deleting Drawing Objects

To create a drawing object :

1. Click  to display the Drawing toolbar.
2. Do one of the following :

Creating Drawing Objects

To draw	Click this button
A straight line.	
A square or rectangle.	
A circle or ellipse.	
An arc.	
A freeform shape (polyline).	

3. Do one of the following :

To create	Do this
A Line, a rectangle, an ellipse, or an arc	Drag
A square or a circle	Hold down SHIFT as you drag
A freeform shape	Click to create straight line segments, and drag
A closed freeform shape	Click the starting point
An open shape.	Double click the last point, or press ESC.

Note : To draw rectangles, squares, arcs, ellipses, and circles from the center of the graphic outward, hold down CTRL as you drag.

To cancel dragging :

- Press ESC

To delete a drawing object :

1. Click the drawing object.
2. Press DEL or choose Clear from the Edit menu.

Deleting drawing objects

To make a copy of a drawing object :

- Hold down CTRL as you drag a drawing object.





Creating a Text Box and Adjusting the Space between Text Box and the Text inside it

You can use a text box instead of a frame to position text on a page. Use a text box when you want to position text behind or in front of the main text layer in the document, because a text box can also contain an imported graphic, you can use it to position a graphic behind text on a page.

To create a text box :

Creating text box

1. Click  to display the Drawing toolbar.
2. Click .
3. Drag to specify the size of the text box.
4. Type the text in the text box or use the Picture command from the Insert menu to place an imported graphic into the text box.




Selecting Drawing Objects & Canceling the Selection

You have to select a drawing object before changing or moving it. A selected line, square, or rectangle displays handles. A selected circle, ellipse, arc, or freeform shape is enclosed in a bounding box with handles.


To select drawing objects :

Selecting Drawing Objects

1. Click .
2. Do one of the following :

To Select	Do this
A drawing object or group of objects located in front of text.	Position the pointer on the object.
A drawing object or group of objects located behind text.	Click  .

3. Do one of the following :

To Select	Do this
A single drawing object or group.	Click the object or group.
Several drawing object at the same time.	Hold down SHIFT while you click each of the drawing objects you want to select.
Select all of the individual line segments that compose a freeform shape.	Click the shape to select it, and then click  .

Note : To cancel a selection, hold down SHIFT and click on a drawing object.

To cancel the selection of drawing objects :

Do one of the following :

Canceling the Selection

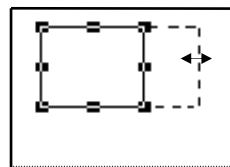
To Cancel	Do this
All selected drawing objects or groups of objects.	Click anywhere in the document outside of the selected objects, or press ESC.
Some selected drawing objects or groups of objects.	Hold down SHIFT and click the object (s) you want to deselect.



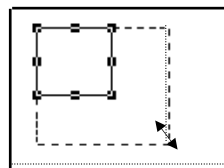
Resizing Drawing Objects

Drag a handle to change the size or shape of a drawing object. Hold down SHIFT as you drag a corner handle if you want to maintain the original height-to-width ratio of the drawing object.

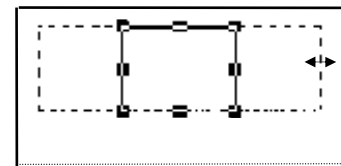
Resizing Drawing Objects



Drag any handle to resize a drawing object




Hold down SHIFT while dragging a corner handle to resize proportionally.



Hold down CTRL while dragging to resize from the center.

To resize a drawing object :

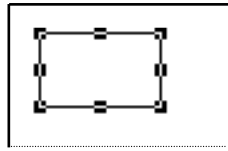


1. Click .
2. Select the drawing object.
3. Do one of the following :
 - To resize the drawing object and keep its original proportions, drag a corner handle while holding down SHIFT.
 - To resize the drawing object without keeping its original proportions, drag a handle.
 - To resize from the center, hold down CTRL or CTRL+SHIFT as you drag the handle.

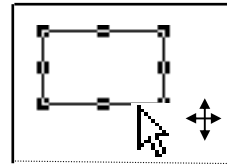


Moving and Positioning Drawing Objects

For moving a drawing object, select it and then drag it. For positioning the object precisely on a page, type measurements in the Drawing Object dialog box. You can also nudge a drawing object one pixel at a time or one grid space at a time by using the arrow keys.



Select the object.



Position the pointer on a border, and then drag.

To move a drawing object :

Moving drawing objects

1. Select the drawing object.
2. Position the pointer on the object and then drag the object to the new location.

Note: *If the object is not filled, be sure to position the pointer on one of its borders. To specify an exact location for a drawing object choose Drawing object from the format menu & select size & position tab.*

To nudge a drawing object :

Nudging a drawing object

1. In page layout view, select the drawing object.
2. Do one of the following :

To move the object	Do
One pixel at a time.	Hold down CTRL or OPTION and press the arrow key for the desired direction.
To the next grid line.	Press the arrow key for the direction desired.


3. Click outside the drawing object.







Layering Drawing Object :

Suppose in word a document as having three layers: the text layer, the layer behind the text, and the layer in front of the text. When you create a drawing object by using the tools on the Drawing toolbar, the object is initially placed in the layer that is in front of the text. You can use the buttons on the Drawing toolbar to move the drawing object behind the text.

To change the layering order of drawing objects :

1. On the Standard toolbar, click .
2. Select a drawing object.
3. Do one or more of the following :

Changing layering order

To	Click this button
Bring the object to the front of a stack of objects.	
Send the object to the back of a stack of objects.	
Bring the object in front of the text layer.	
Send the object behind the text layer.	

Hands on Practice

- 1)
 - a) Create a rectangle, a circle and a line.
 - b) Delete the line.
 - c) Make a copy of a rectangle.
 - d) Create a text box. Write square in that box, and position that box under the rectangle (a).
 - e) Select the circle.
 - f) Select the circle and rectangle.
 - d) Deselect the circle and rectangle.

2.
 - a) Select rectangle.
 - b) Resize the rectangle.
 - c) Move the rectangle.

3.
 - a) Draw a line.
 - b) Nudge the line to the next two grid line.