

Word Formatting and Templates


By Don Bremer

Tables

You can use a table to group and organize the information in your document in a concise, consistent, and easy to read format.

Tables organize information in rows and columns. The intersection of a column and a row is a cell. When you insert a table, Word outlines its table and cells with borders.

Cells can be used to insert text that you want to contain in one area. You can also mix text and graphics. This is a 5 column by 3 rows table.

Cells can be used to insert text that you want to contain in one area				
You can also mix text and graphics.			This is a 5 column by 3 rows table	

Planning out your Table

- Determine how many columns you need first (rows can be added by simply tabbing when you get to the last cell in the table). Determine if you should change the margin and orientation and do so before you create the table.

Adjustment Height

- To adjust the height, select the rows (use same technique as selecting a line) you wish to adjust, and use the >TABLE TOOLS>TABLE LAYOUT> in the ribbon when on the table to adjust row heights. You can also right-mouse button click on the selected rows and choose Table properties from the short-cut menu that appears.

Adjusting Width

- To adjust the width, select the columns (position the cursor at the top of a column until an arrow pointing downward appears) you wish to adjust, and use the >TABLE TOOLS>TABLE LAYOUT> in the ribbon to adjust Column Widths. You can also right mouse button click on the selected columns and choose Table Properties from the shortcut menu that appears.

Inserting Rows / Columns

- Select the row/column where you want to insert the new row/column after, >CLICK> on the toolbar button >INSERT ROWS> OR >INSERT COLUMNS> (it appears on the toolbar where the insert table toolbar button used to appear), or right-click on the selected row or column and choose Insert, or choose the Table menu and the appropriate insert command.

Deleting Rows / Column

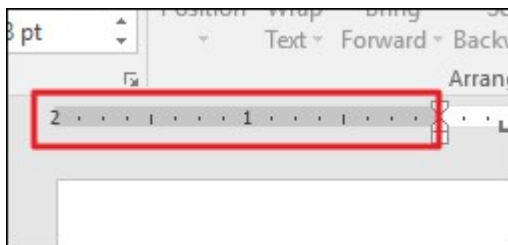
- Select the row you want to delete >RIGHT-CLICK> on the selected row and choose >DELETE> or choose the Table menu and the appropriate delete command. Selecting the table

Using the Ruler

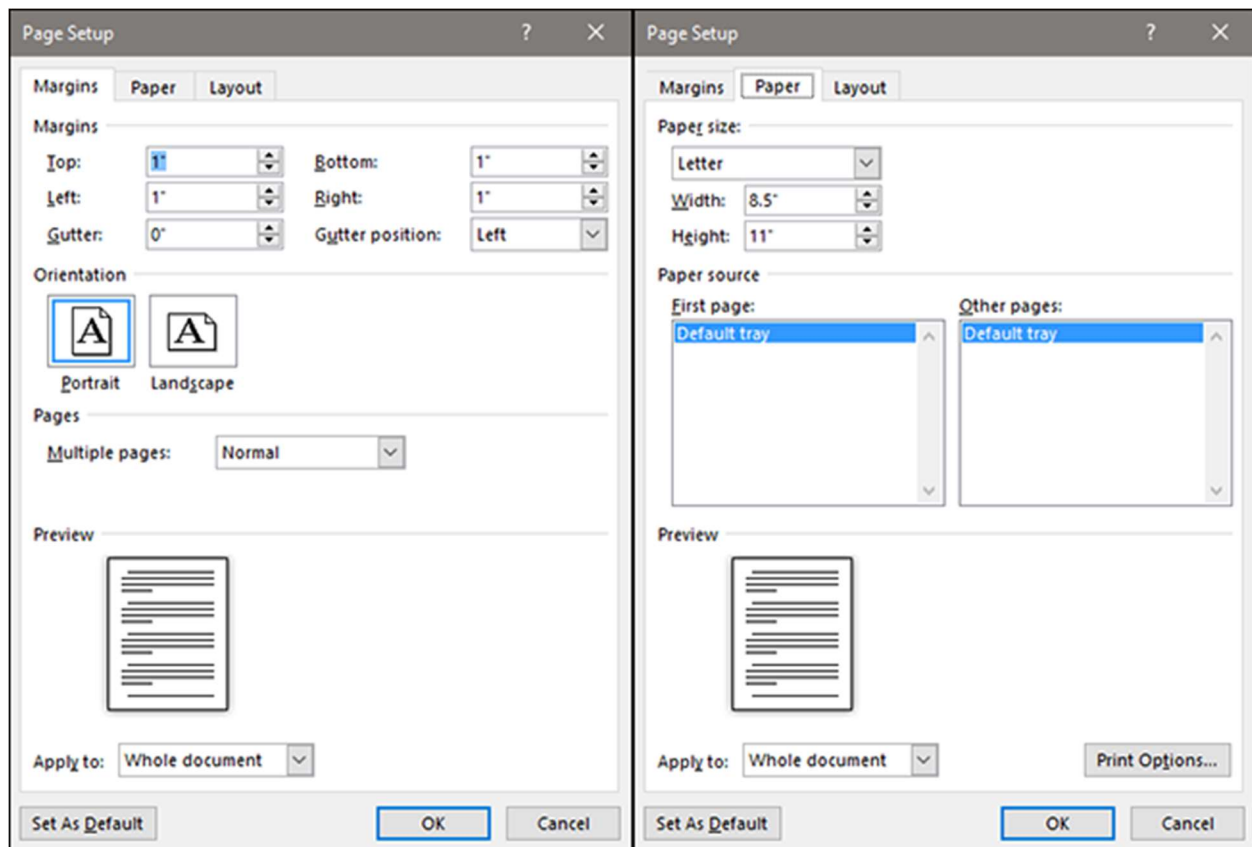
Word's rulers let you control the margins of your page and the indentation of paragraphs. They're great for precisely lining up images, text, and other elements. If you're printing a document, the rulers can help ensure that what you see on your screen translates into what you'll get on the printed page.

The trouble is, rulers aren't even visible by default in Word anymore. Here's how to turn them on, and how to make the most out of them.

Turn on the ruler under View->Ruler

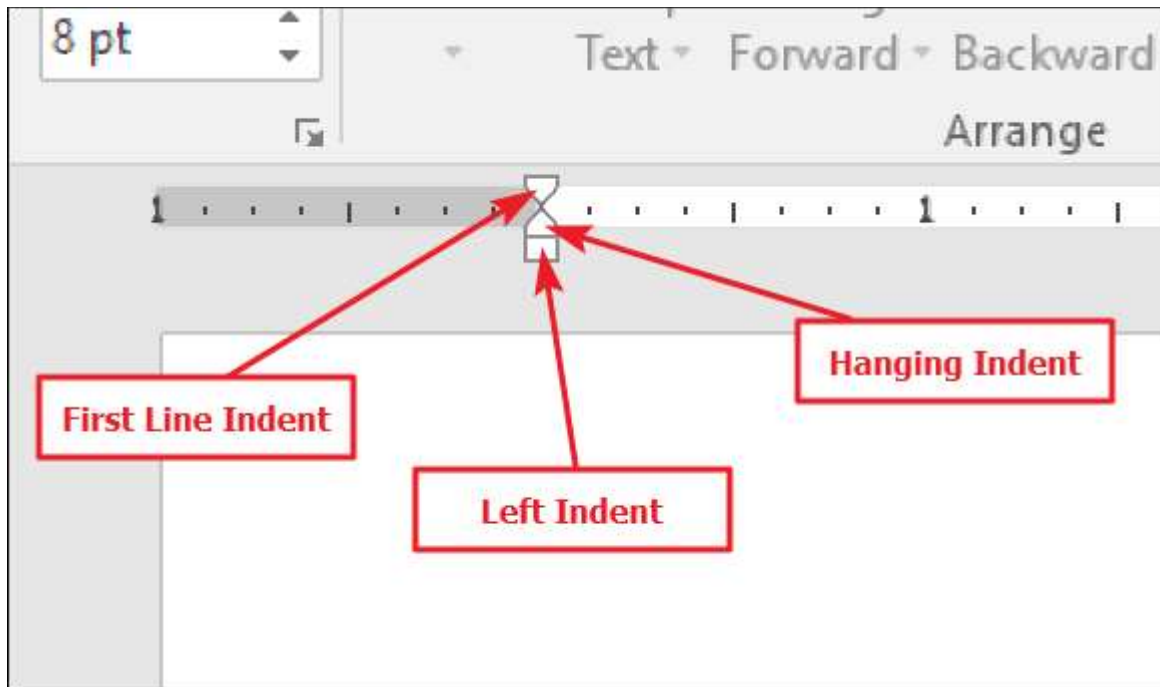


The "Page Setup" window shows you most of the physical layout properties of the document. The "Margins" tab lets you set the margins for the top, bottom, left, and right, which you can verify with the markers on the ruler (see below). The Gutter is extra space on the page, usually used as an extra blank space for things like comb binding (those little plastic corkscrews that make a cheap notebook). It's set as blank by default. You can also use this tab to control page orientation.



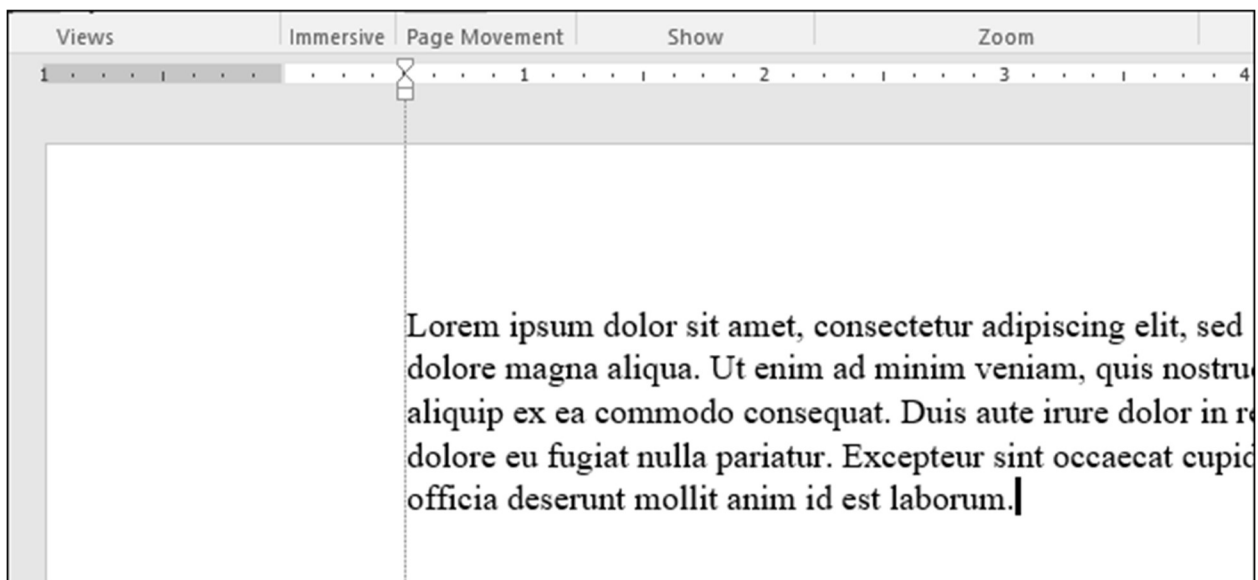
Changing Indents

Those little triangle- and box-shaped markers on the ruler are quite handy. They control the indenting of individual paragraphs. Just position your cursor in the paragraph you want to adjust and slide them around. If you want to change multiple paragraphs, select the paragraphs you want to change. And if you want to change indents throughout the whole document, just hit Ctrl+A (to select everything), and then adjust the sliders.

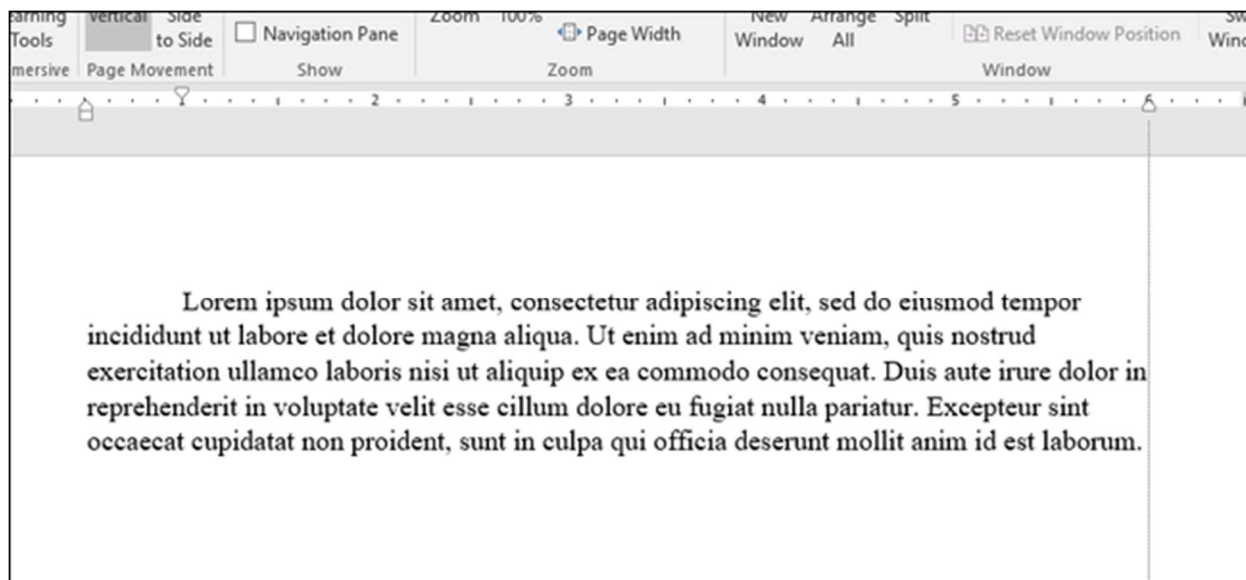


Here's how each indent works.

Dragging the Left Indent marker changes the indentation for all lines of a paragraph. As you slide it, the other two indent markers move as well. Here, I'm moving the Left Indent half an inch in from the left margin.



Dragging the First Line Indent marker changes indentation for only the first line of a paragraph.



Adding Tab Stops

A tab stop is the location your cursor moves to when you hit the Tab key. A default Word document has no tab stops, so each time you hit the Tab key, the cursor jumps ahead about eight characters. Setting tab stops lets you better control and line up text.

Of course, Word offers enough options that things get a little more complicated than that. If you look all the way to the left edge of your document, just above the vertical ruler, you'll see the Tab Stop button.



Clicking this button lets you cycle through the different types of tab stops Word makes available. Here they are:

Left: Left tabs are Word's default tab stop. They're what most people think of when they think of tab stops, and what you'll likely use most of the time. Text is aligned against the left edge of the tab stop.

Center: Center tabs align the text around the center of the tab stop.

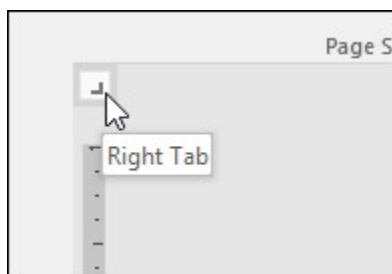
Right: Right tabs align text against the tab stop's right edge and are a great way to align the rightmost digits of lengthy lists of numbers as you enter them.

Decimal: Decimal tabs align numbers (or text) based on decimal points. They are great for aligning currency figures. Be careful, though. Text is also aligned on decimals, so if you type a sentence with a period, the period will align on the tab stop.

Bar Tab: Bar tabs do not create an actual tab stop. Instead, they create a vertical line wherever you insert them. You could use these for putting vertical lines between tabbed columns in instances where you'd rather not use a table.

Indents: Select first line and hanging indent options and then click anywhere in the active ruler space (the white area) to place the indent there. This works the same as dragging the indent markers the way we discussed in the previous section.

A little tip for you. If you're cycling through tab stops and don't remember what each symbol means, move your mouse away from the button and then back to activate a tool tip describing that tab stop.



Show/Hide symbols

We never think about the items that make up our Word document. The tabs, indents, spaces, etc. have been hidden from us. But, when Word first came on to the scene to challenge WordPerfect – those users felt superior because they could see the marks that make up their document.

So, Word created the Show/Hide Symbols button in an attempt to draw those users to Word. Clicking on it will show all the nasty codes that make up our document.



This is text with all non-printing formatting marks displayed
Note the non-breaking space between the words "formatting" and "marks" above. This is ctrl+shift and the space bar.

→ A tab was pressed here

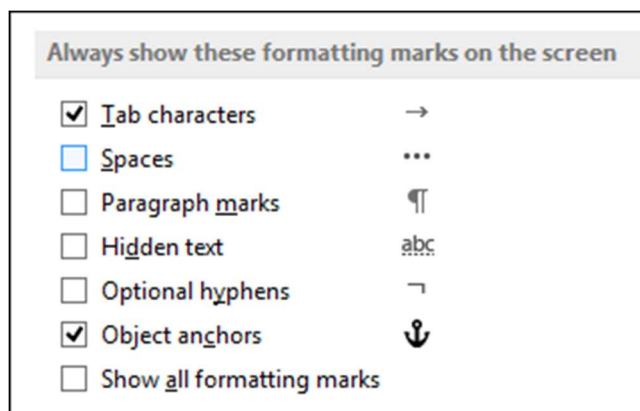
.....The space bar was pressed ten times before this line

This line is followed by a page break

.....Page Break.....

To change what you see:

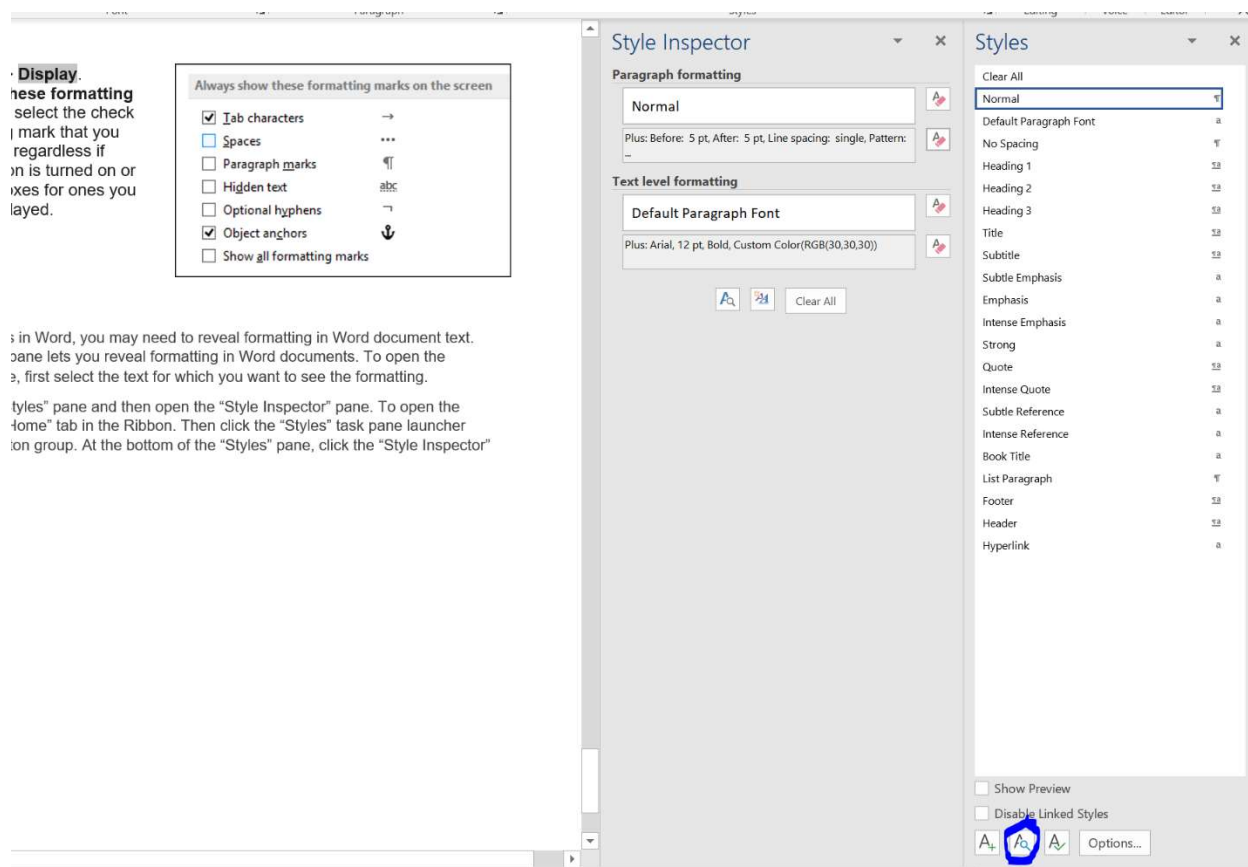
1. Go to **File > Options > Display**.
2. Under **Always show these formatting marks on the screen**, select the check box for each formatting mark that you always want to display regardless if the **Show/Hide ¶** button is turned on or off. Clear any check boxes for ones you don't want always displayed.



Reveal Formatting

When working with styles in Word, you may need to reveal formatting in Word document text. The “Reveal Formatting” pane lets you reveal formatting in Word documents. To open the “Reveal Formatting” pane, first select the text for which you want to see the formatting.

At that point, open the “Styles” pane and then open the “Style Inspector” pane. To open the “Styles” pane, click the “Home” tab in the Ribbon. Then click the “Styles” task pane launcher button in the “Styles” button group. At the bottom of the “Styles” pane, click the “Style Inspector” button.



Templates

Now that we can format our document any way until Tuesday, how do we make sure we never have to do it again? That's where templates come in!

First, let's start by using a pre-made template. Let's create a course syllabus using a template.

1. File->New
2. Put syllabus in the "Search for online templates" box.

The screenshot shows the Microsoft Word 'New' interface. At the top, there are tabs for 'Office' and 'Personal'. Below them is a search bar with the text 'Syllabus'. Under the search bar, there are two template thumbnails. The first thumbnail is titled 'Course Syllabus' and shows a black and white template with sections like 'Course Overview', 'Course Objectives', and 'Course Schedule'. The second thumbnail is titled 'Teacher's syllabus (color)' and shows a color template with sections like 'Course Overview', 'Course Objectives', and 'Course Schedule'. The 'Course Syllabus' thumbnail has a star icon next to it, indicating it is the selected template.

Now select the Course Syllabus.

Notice that a lot of the document is already filled out for you with helpful hints as to what to put in there. Take out or add things that make what you need for the template.

Creating your own template

Start a new document and put in the items you would like to use for your own template. In this example case, we will create a contact form for a phone-call.

Got a Phone call!

Time: |

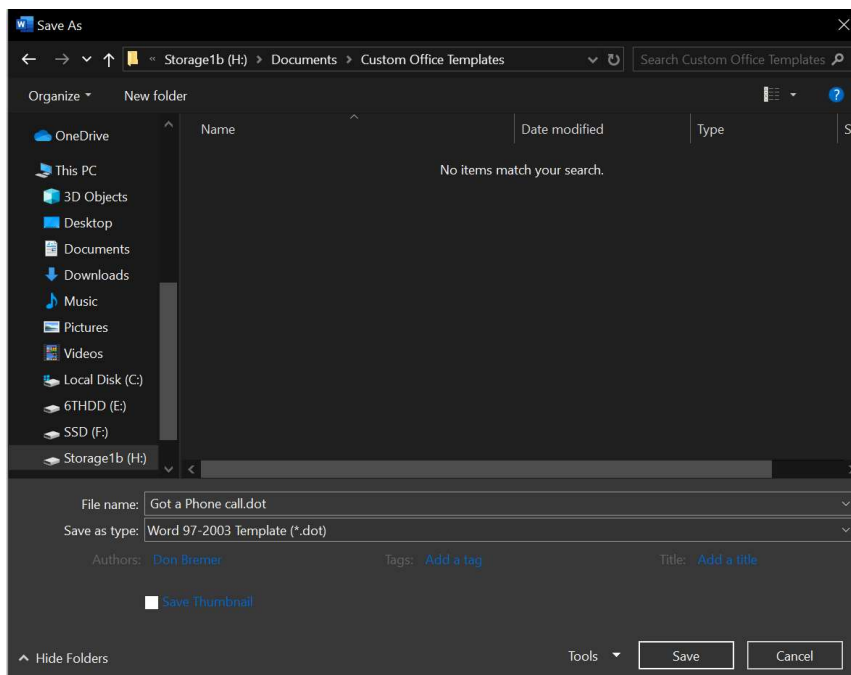
Who:

Message:

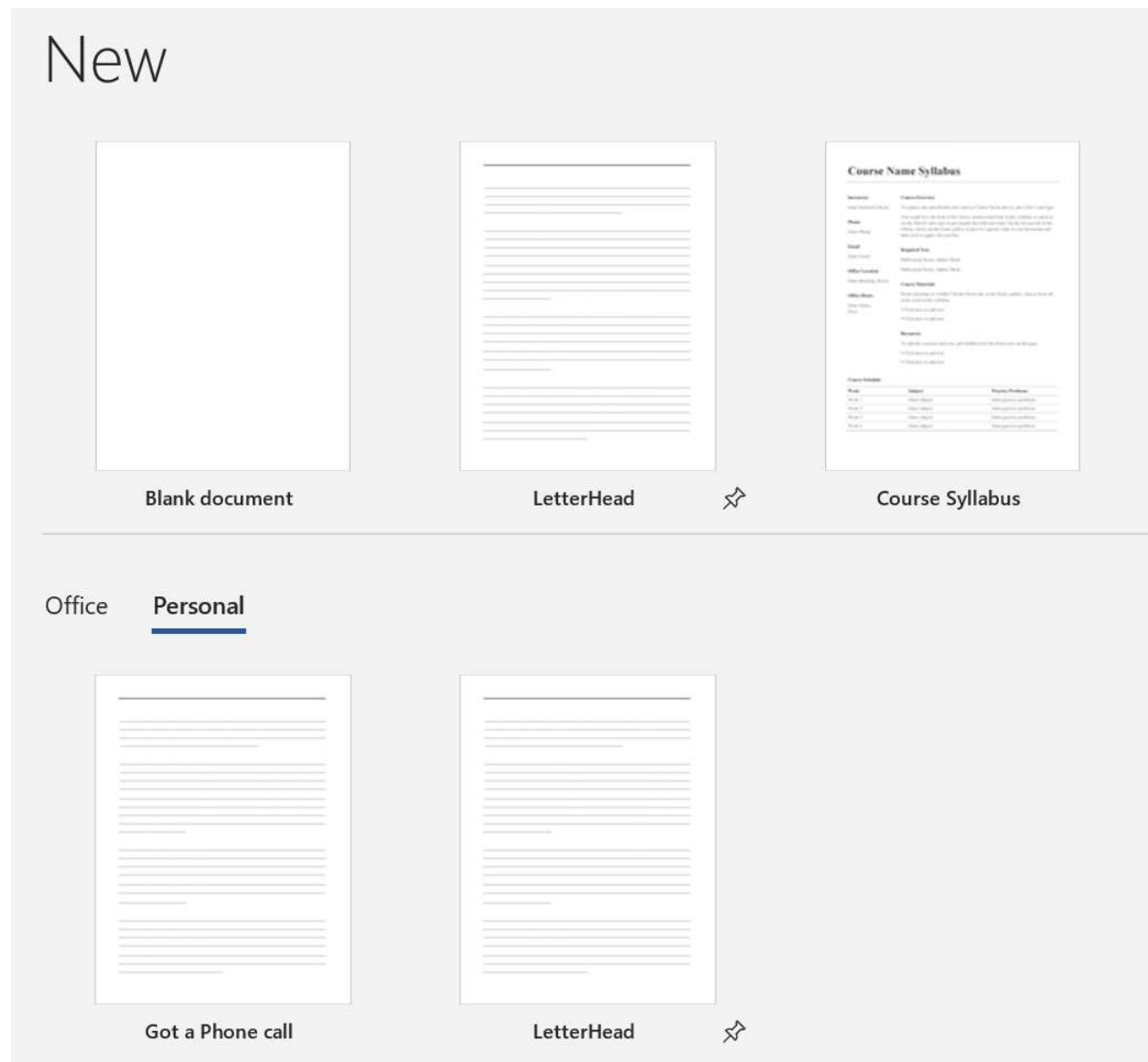
To automatically put in the Time, use Insert->Quickparts->Field...

Let's use Date/Time.

We will just leave it like this and save as a template –



Now, this will be available to use when we hit New... then Personal.



This will store the template on your computer. To share this template, share the actual file (.dot) with the person you would like to have use it. Then – double click on the template to bring it up on the computer.