**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lesson 6 Notes**

MS Word 2013

**SKILLS TO KNOW:**

1. Insert a **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:
   1. Insert Tab
   2. Tables Group
   3. Select Table and choose the number of rows and columns from grid OR
   4. Insert Table
   5. Specify number of columns and rows
2. Insert Table with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:
   1. Insert Tab
   2. Table group
   3. Insert table
   4. Select Fixed Column width and set width
3. In tables, you can **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** cells by:
   1. Select the cells you want to merge
   2. Table Tools tab
   3. Layout Tab
   4. Merge Cells OR
   5. Right click in selected cells
   6. Merge Cells
4. In tables, to **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** cells:
   1. Select the cells you want to split
   2. Table Tools tab
   3. Layout tab
   4. Split Cells (either into columns or rows OR
   5. Right click in selected cells and split cells
5. To define and repeat the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** in a table:
   1. Select the table
   2. Table Tools Design Tab
   3. Table Style Options
      1. Check to make sure the header row box is checked
      2. If not, select just the header row, and check the box
   4. Table Tools Layout Tab
   5. Repeat Header Row (If your table extends beyond the first page, the table header row will show on those pages)
6. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** a row or column to the table:
   1. Highlight where you want your row or columns
   2. Right click and add row or column OR
   3. Table Tools Layout ribbon
   4. Insert Above or Insert Below or Insert Left or Insert Right
7. To **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** a row or column from a table:
   1. Highlight the row(s) or column(s) you want to delete
   2. Right click and delete OR
   3. Table Tools Layout ribbon
   4. Delete
8. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** a table:
   1. Select the table
   2. Use the handles to change the size
9. Change column **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** or row **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:
   1. With mouse drag individual borders to desired height or width OR
   2. Use the Table Tools Layout ribbon
10. Change **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:
    1. Table Tools Layout ribbon
    2. Cell margins
11. Create custom **\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** in a table:
    1. Select portion of table to be customized
    2. Table Tools Design ribbon
    3. Borders drop down box
    4. Borders and Shading
    5. Make changes
12. Apply a table **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:
    1. Select table
    2. Table Tools Design ribbon
    3. Choose specified style
13. To view **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:
    1. View Tab
    2. Show group
    3. Click on gridlines
14. To **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** within a table:
    1. Select the table
    2. Table Tools Layout Tab
    3. Data group
    4. Sort
    5. Sort by:
    6. Check the box to make sure your header row is defined
15. Convert **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:
    1. Select Text (select ONLY the text – no extra lines or text)
    2. Insert tab
    3. Table
    4. Convert text to table
16. Convert **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** with a specific symbol between:
    1. Select Table (do not select any text or empty space outside the table)
    2. Table Tools
    3. Layout
    4. Data Group – Convert to Text
    5. Choose selected symbol or type in desired symbol

**Key Terms**

|  |  |
| --- | --- |
|  | An arrangement of text from the beginning to the end, such as from A to Z, 1 to 10, and January to December. |
|  | The rectangles that are formed when rows and columns intersect. |
|  | A cell range is identified by two or more cells within a table. |
|  | An arrangement of text from the end to the beginning, such as from Z to A, 10 to 1, and December to January. |
|  | A placeholder where the function will appear. For example {=SUM(ABOVE)}. |
|  | A function that calculates totals, averages, determines the highest/lowest value and counts. |
|  | The first row of the table that is formatted differently and should be repeated for tables that continue beyond one page. |
|  | To combine two or more cells into one. |
|  | A function that allows a user to zoom in on objects such as tables, charts, and images. |
|  | Built-in preformatted tables. |
|  | To arrange data alphabetically, numerically, or chronologically. |
|  | To divide one cell into two or more cells. |
|  | An arrangement of data made up of horizontal rows and vertical columns. |