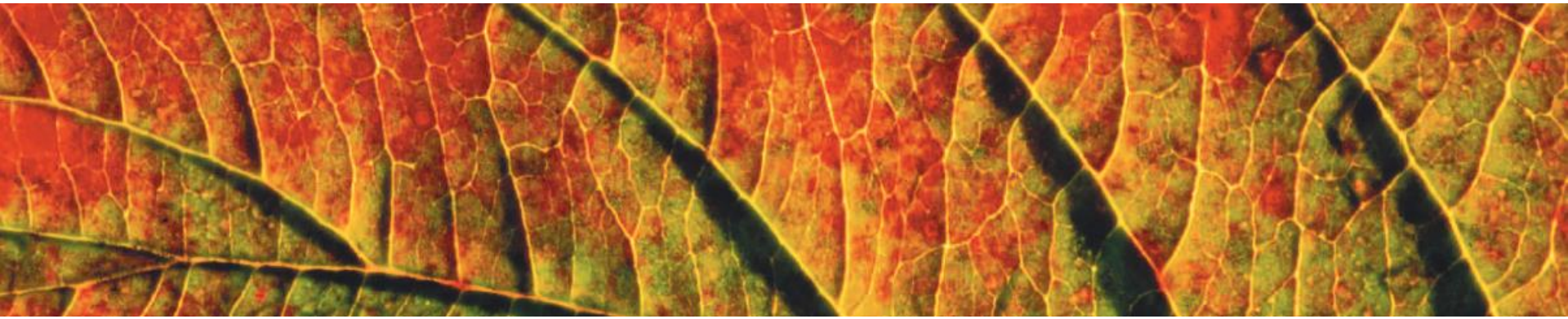
Word Tutorial 3
Creating a Multiple-Page Report

Microsoft® Office 2010



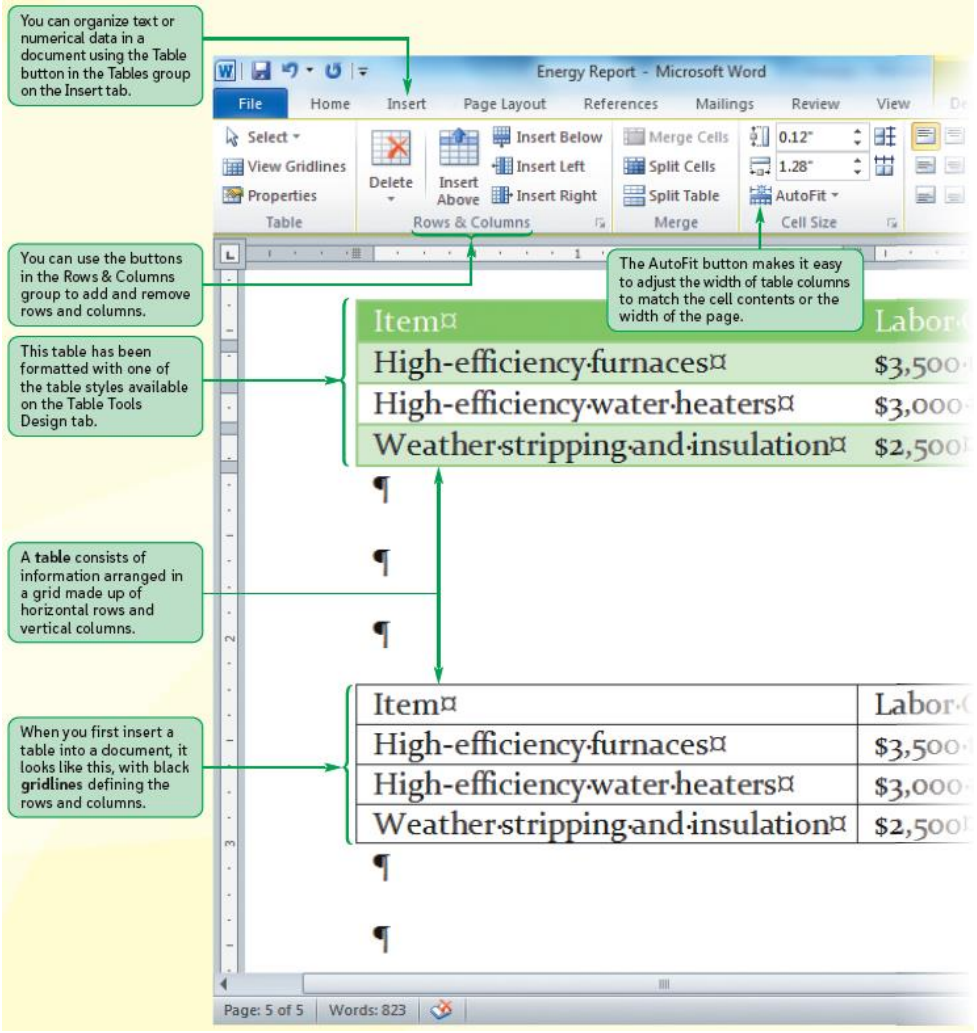
Objectives

- Work with a document's headings in the Navigation pane
- Create and edit a table
- Sort rows in a table
- Modify a table's structure
- Format a table

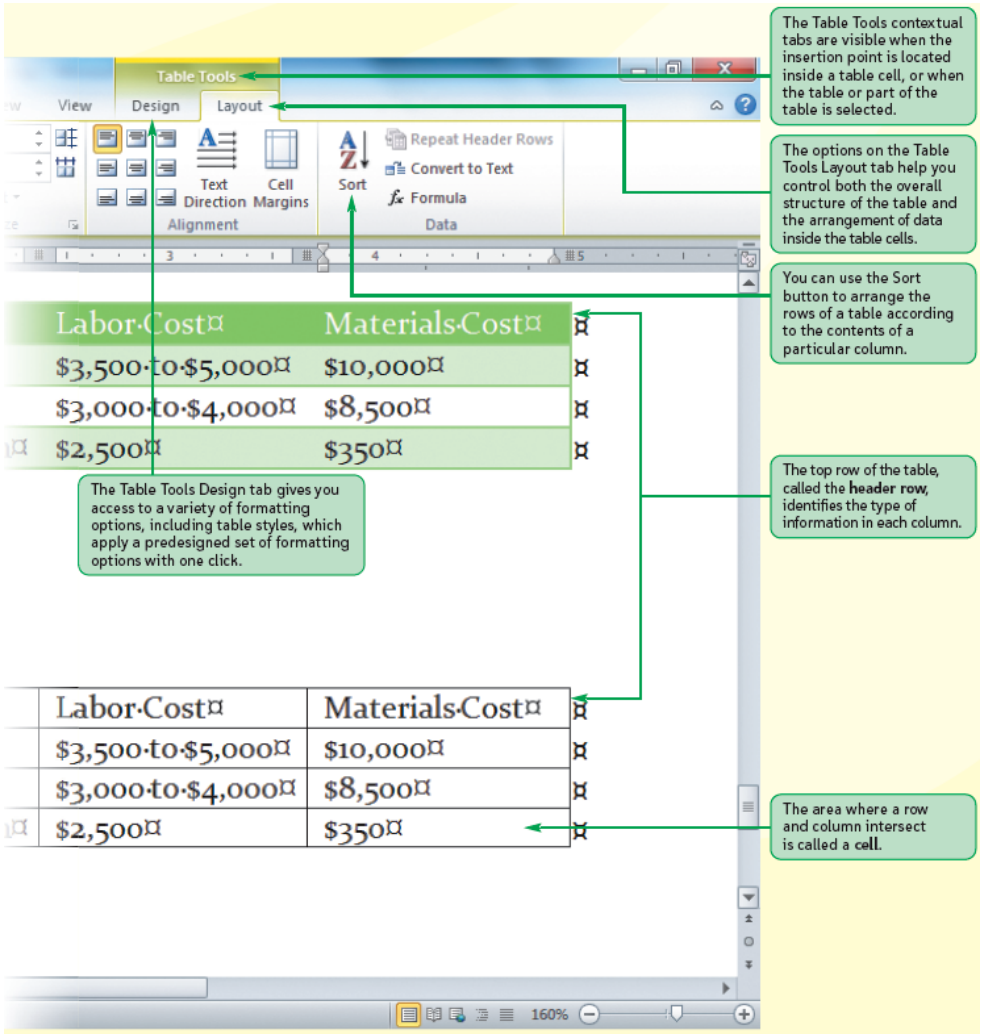
Objectives

- Set tab stops
- Create footnotes and endnotes
- Divide a document into sections
- Create a SmartArt graphic
- Create headers and footers
- Insert a cover page

Overview of Organizing Information in Tables



Overview of Organizing Information in Tables

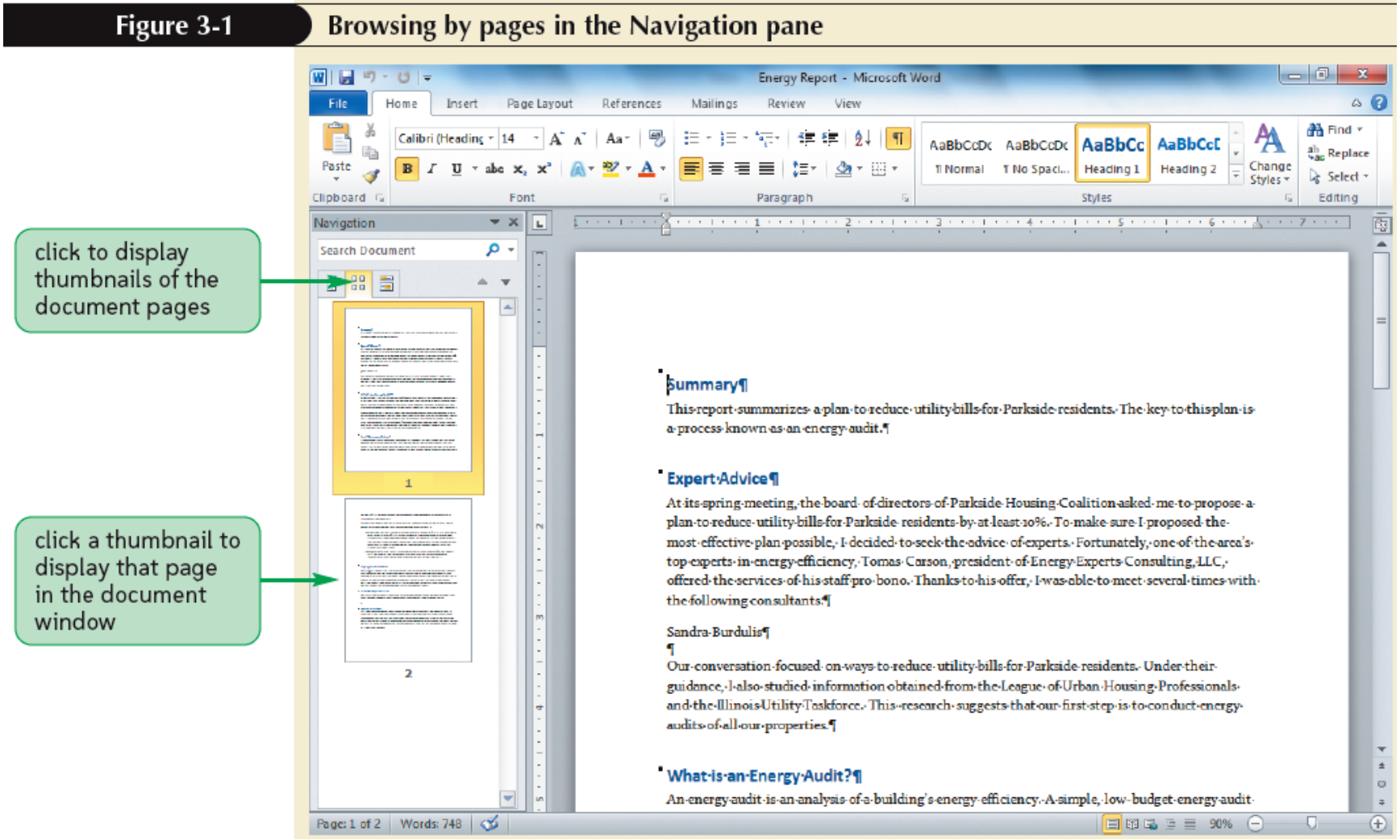


Working with Headings in the Navigation Pane

- The Navigation pane allows you to view and navigate a document's outline by displaying its headings or the document's pages by displaying thumbnail images of the pages
- The list of headings in the Navigation pane is the **outline**
- When you **promote** or **demote** a heading, Word applies the next higher or lower level of heading style
- When you click and drag a heading in the Navigation pane to a new location in the outline, the heading and the body text that follows it move to the new location in the document
- To simplify your view of the outline in the Navigation pane, you can hide lower level headings from view

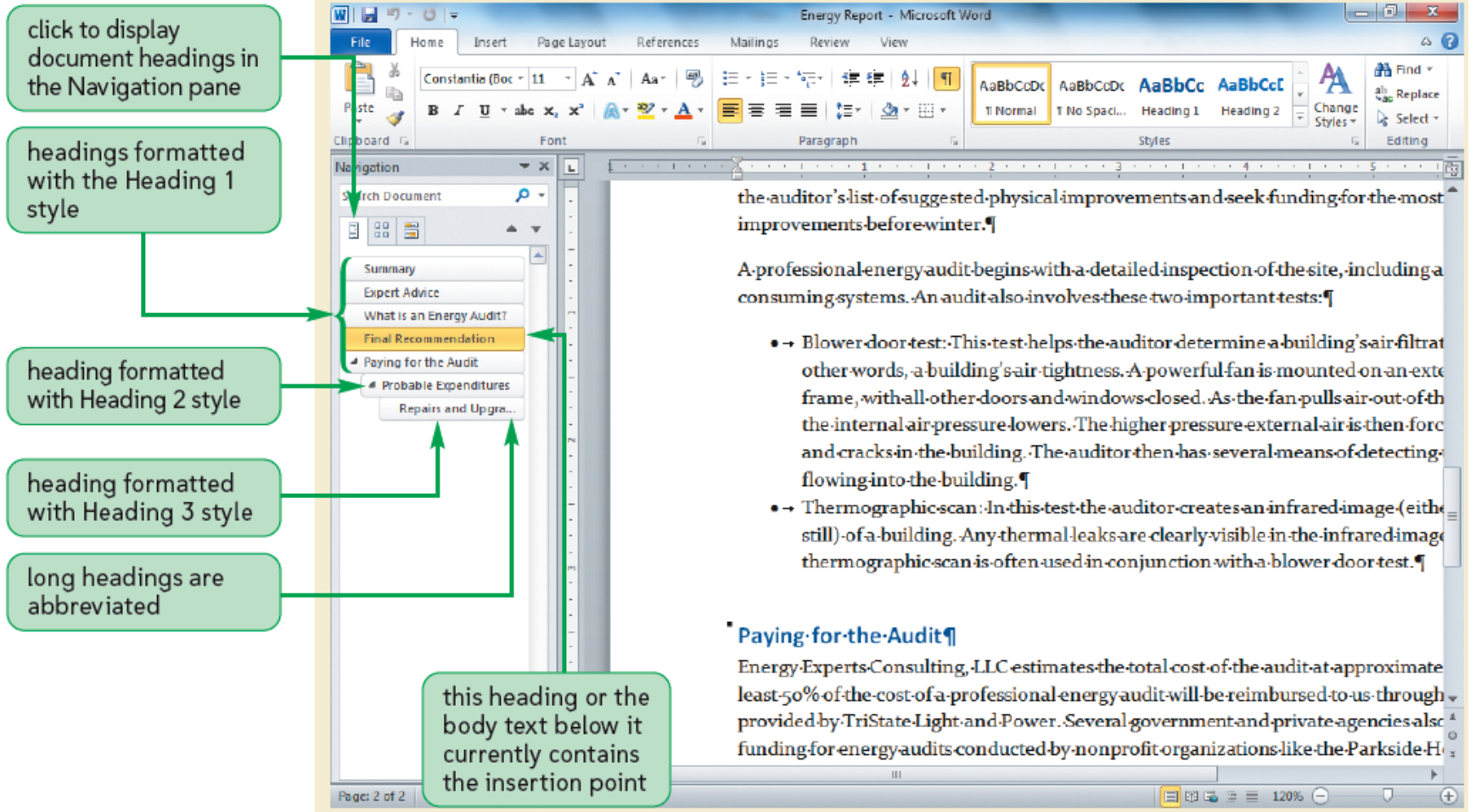
Working with Headings in the Navigation Pane

Figure 3-1 Browsing by pages in the Navigation pane



Working with Headings in the Navigation Pane

Figure 3-2 Headings displayed in the Navigation pane



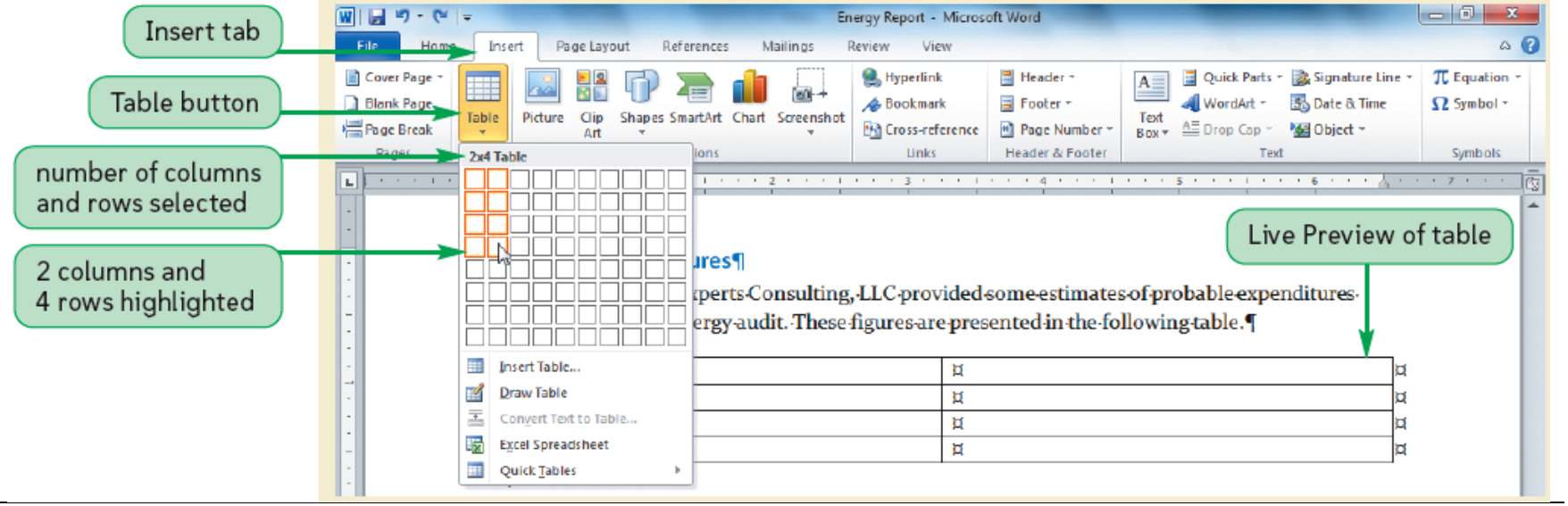
Inserting a Blank Table

- A table is information arranged in horizontal rows and vertical columns; this is a useful way to present information that is organized into categories, or **fields**
- The complete set of information about a particular subject is called a **record**.
- In a typical table, each column is a separate field, and each row is a record
- A **header row** contains the names of each field
- When you first insert a table into a document, it appears as a simple grid structure, with black gridlines defining the rows and columns
- The area where a row and column intersect is called a cell

Inserting a Blank Table

- To create a table:
  - Use the Table button on the Insert tab to insert a blank table structure
  - Enter information into the table
  - Format the table to make it easy to read

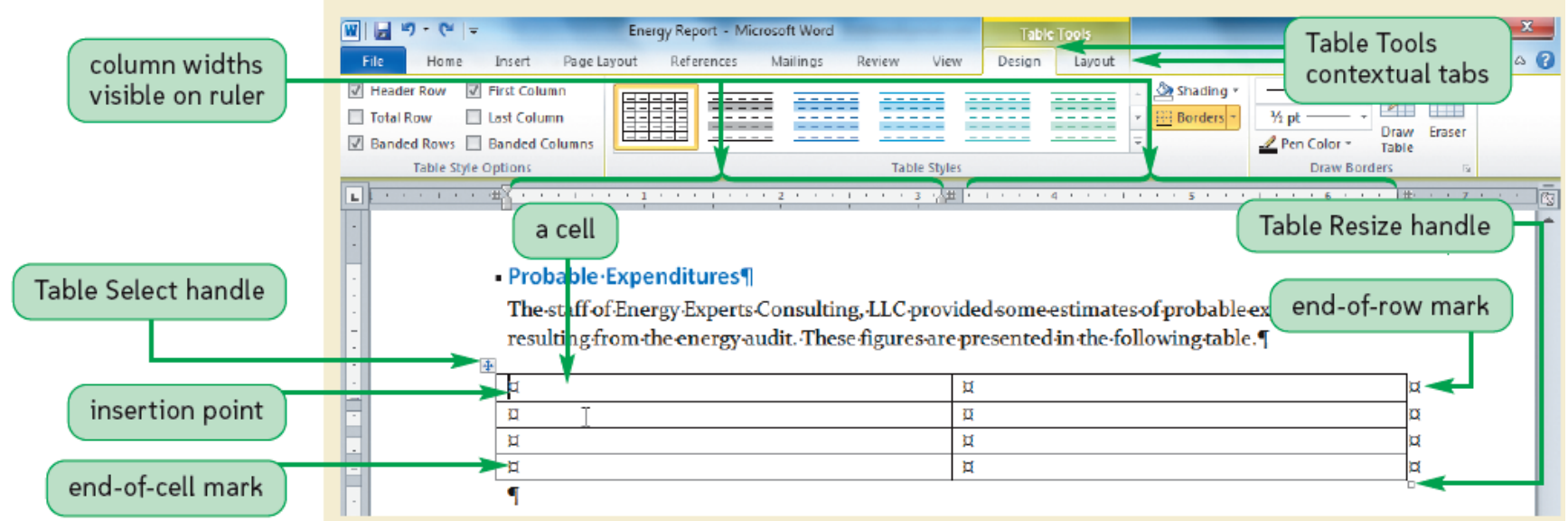
Figure 3-7 Inserting a blank table



Entering Data in a Table

- Enter data in a table by moving the insertion point to a cell and typing
- Move the insertion point to another cell in the table by clicking in that cell, using the arrow keys, or using the Tab key

Figure 3-8 Blank table inserted in document

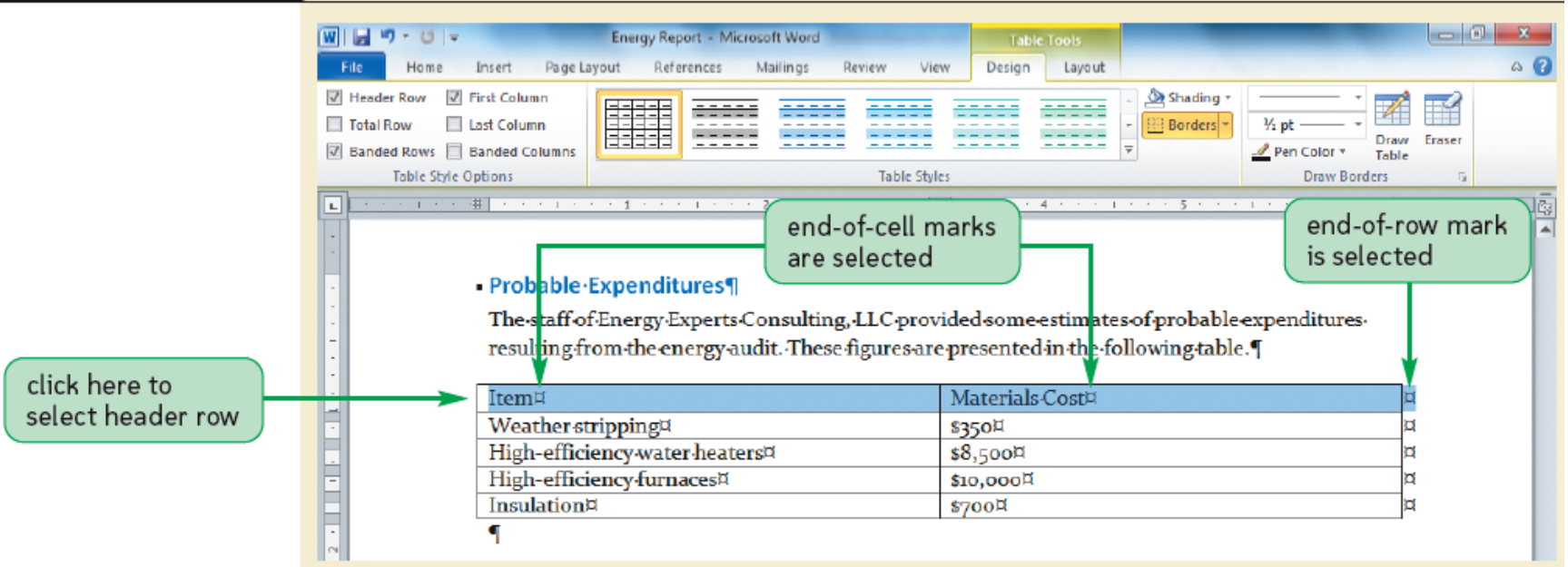


Selecting Part of a Table

- Select the entire table by clicking the Table Move handle
- Select part of a table by dragging the mouse pointer, but make sure you select the end-of-cell mark or the end-of-row mark
- You can also select part of a table by clicking the Select button on the Table Tools Layout tab and then either Select Cell, Select Column, or Select Row
- Another way to select an entire row is to click in the left margin next to the row
- Another way to select a column is to click just above a column
- After you've selected an entire row, column, or cell, you can drag the mouse to select adjacent rows, columns, or cells

Selecting Part of a Table

Figure 3-10 Header row selected



Sorting Rows in a Table

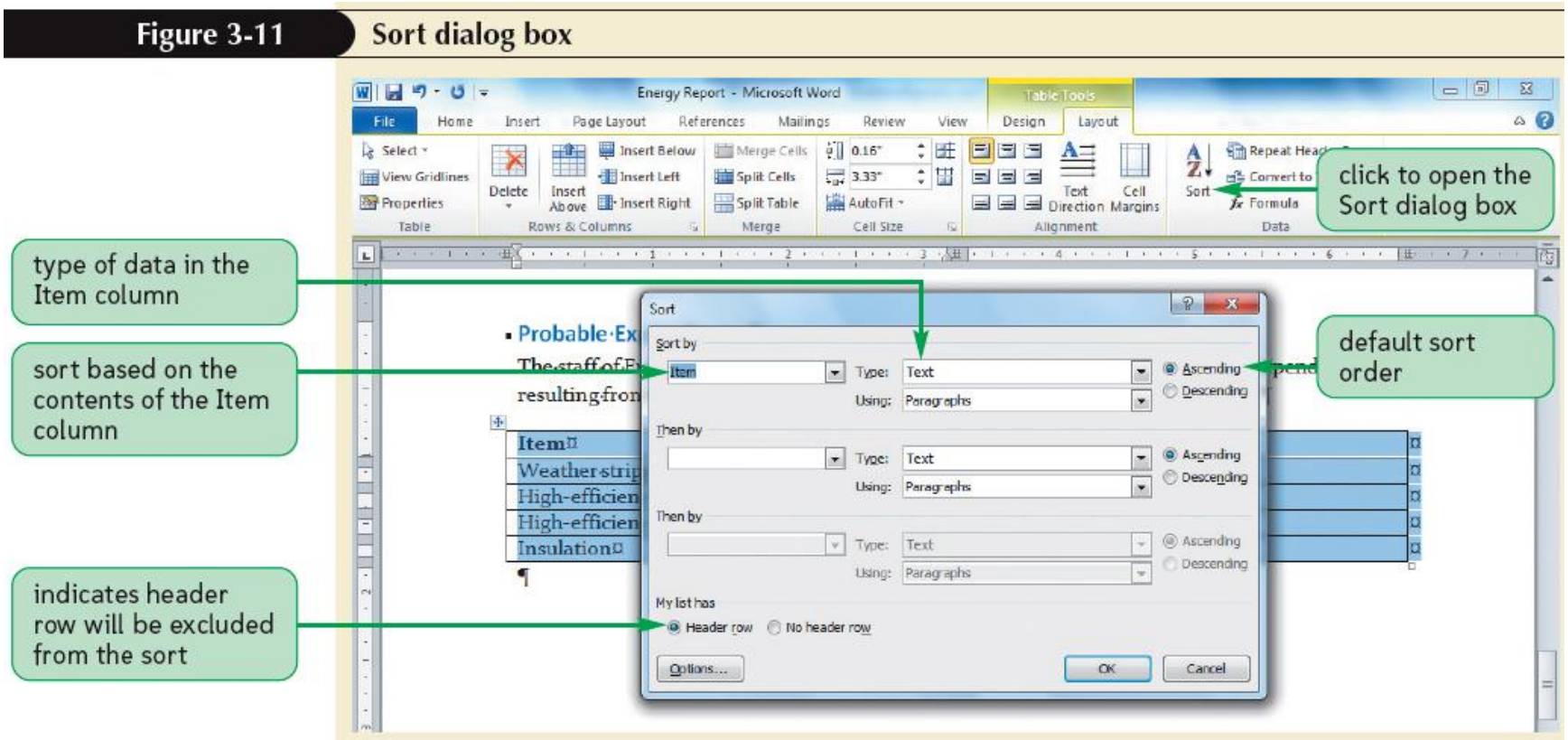
- The term **sort** refers to the process of rearranging information in alphabetical, numerical, or chronological order
- To sort a table:
  - Select the entire table
  - In the Data group on the Table Tools Layout tab, click the Sort button
  - In the Sort dialog box, click the *Sort by* arrow, and then select the header for the column you want to sort by
  - In the *Type list* box, select the type of information stored in the column you want to sort by (you can choose to sort text, dates, or numbers)

Sorting Rows in a Table

- To sort a table (continued):
  - To sort in alphabetical, chronological, or numerical order, click the Ascending option button
  - To sort in reverse order, click the Descending option button
  - To also sort by a second column, click the *Then by* arrow and click a column header
  - You can also specify the type of information in the *Then by* column, and whether you want to sort in ascending or descending order
  - If your table has a header row, make sure the Header row option button is selected so the header row will not be sorted along with the other rows
  - Click the OK button in the Sort dialog box

Sorting Rows in a Table

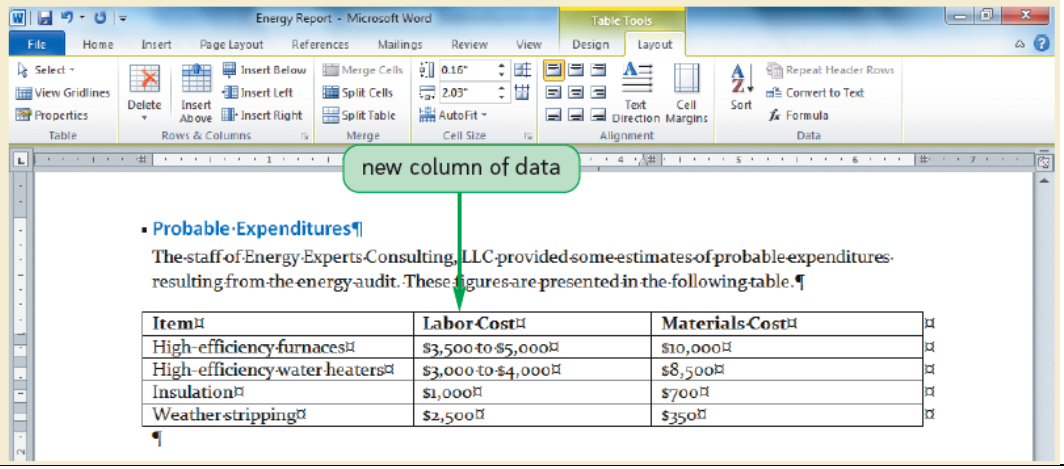
Figure 3-11 Sort dialog box



Inserting Rows and Columns in a Table

- To insert a column, click anywhere in the column to the left or right of the where you want to insert a new column, and then click either the Insert Left or Insert Right button in the Rows & Columns group on the Table Tools Layout tab
- To insert a row, click anywhere in a row above or below where you want to insert the new row, and then click either the Insert Above button or the Insert Below button

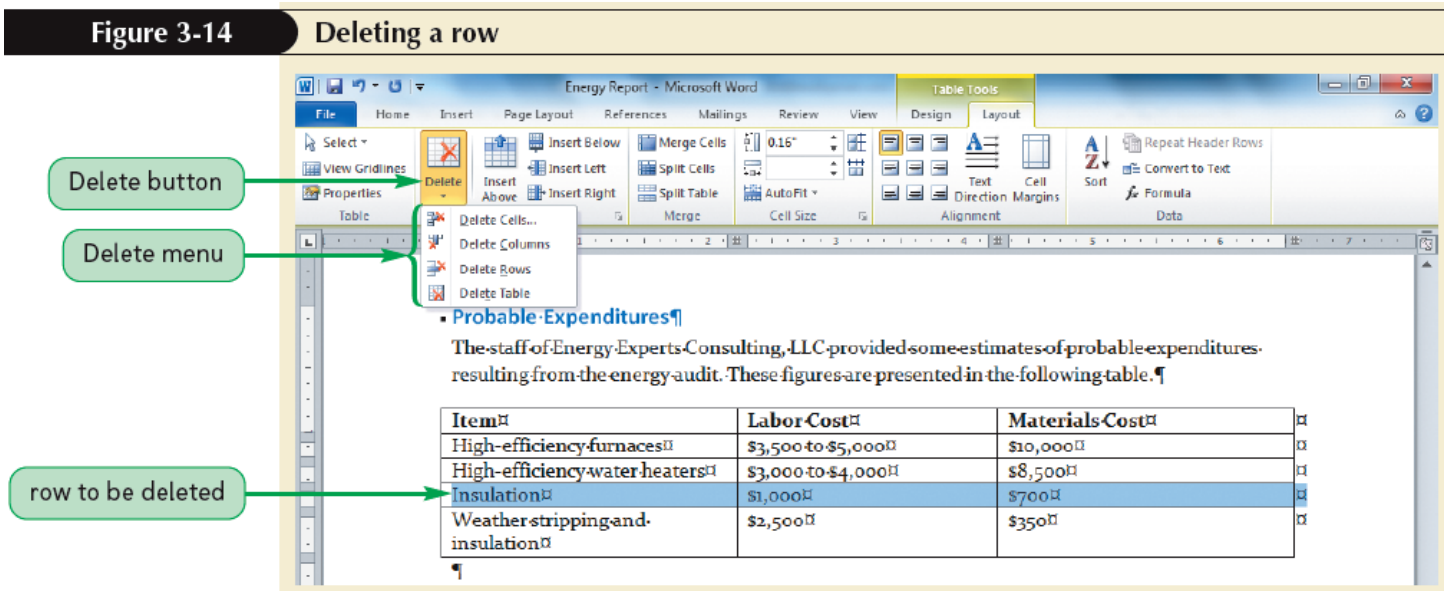
Figure 3-13 New Labor Cost column



Deleting Rows and Columns

- Delete the *contents* of a row by selecting the row and pressing the Delete key
- Delete the *structure* of a row, column, or the entire table—including its contents—by selecting the row (or column or the entire table) and then using the Delete button in the Rows & Columns group

Figure 3-14 Deleting a row



Changing Column Widths

- Change a column's width by dragging the column's right border to a new position
- You can also double-click a column border to make the column width adjust automatically to accommodate the widest entry in the column
- To adjust the width of all the columns to match their widest entries, click anywhere in the table, click the AutoFit button in the Cell Size group on the Table Tools Layout tab, and then click AutoFit Contents
- To adjust the width of the entire table to span the width of the page click the AutoFit Contents button and then click AutoFit Window

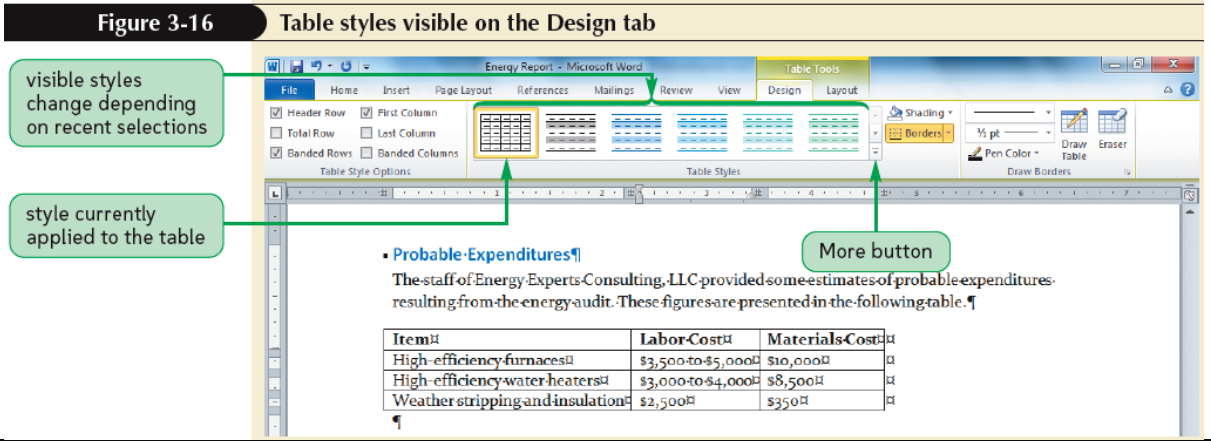
Formatting Tables with Styles

- Word has built-in table styles that you can use to add shading, color, borders, and other design elements
- Some styles include different formatting for the header row
- Some styles apply different formatting to the **first column**, or header column
- Some styles format the rows in alternating colors, called **banded rows**, while others format the columns in alternating colors, called **banded columns**

Formatting Tables with Styles

- To format a table:
  - Click in the table and then click the Table Tools Design tab
  - In the Table Styles group, click the More button to display the Table Styles gallery
  - Position the mouse pointer over a style in the Table Styles gallery to see a live preview of the style in the document
  - In the Table Styles gallery, click the style you want
  - To apply or remove style elements, select or deselect check boxes as necessary in the Table Style Options group

Figure 3-16 Table styles visible on the Design tab



Formatting Tables with Styles

Figure 3-17 Table Styles gallery

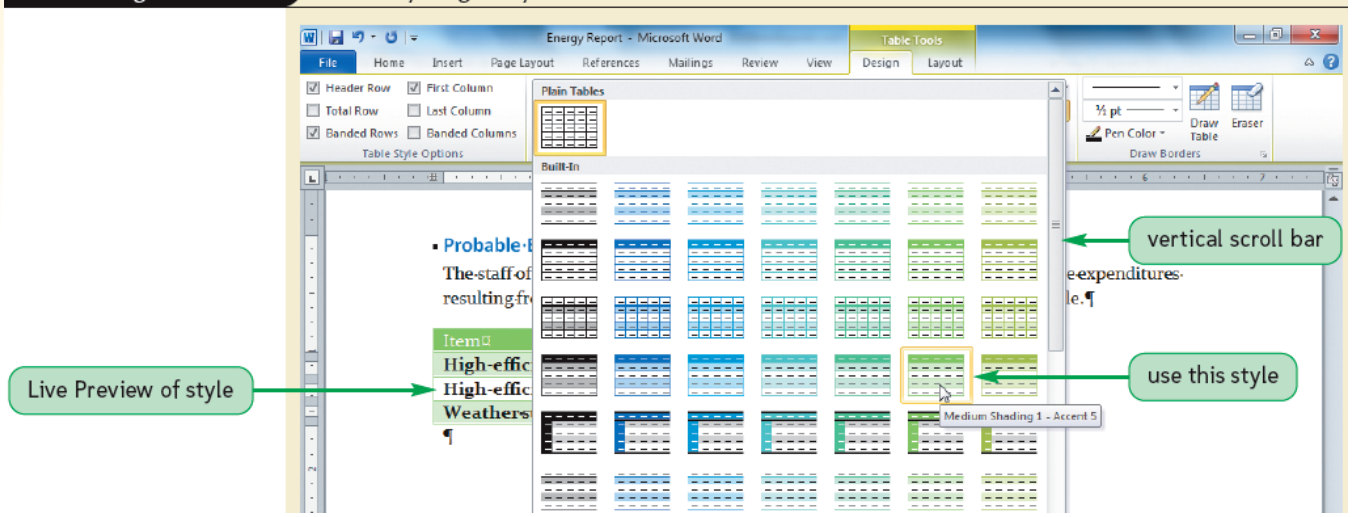
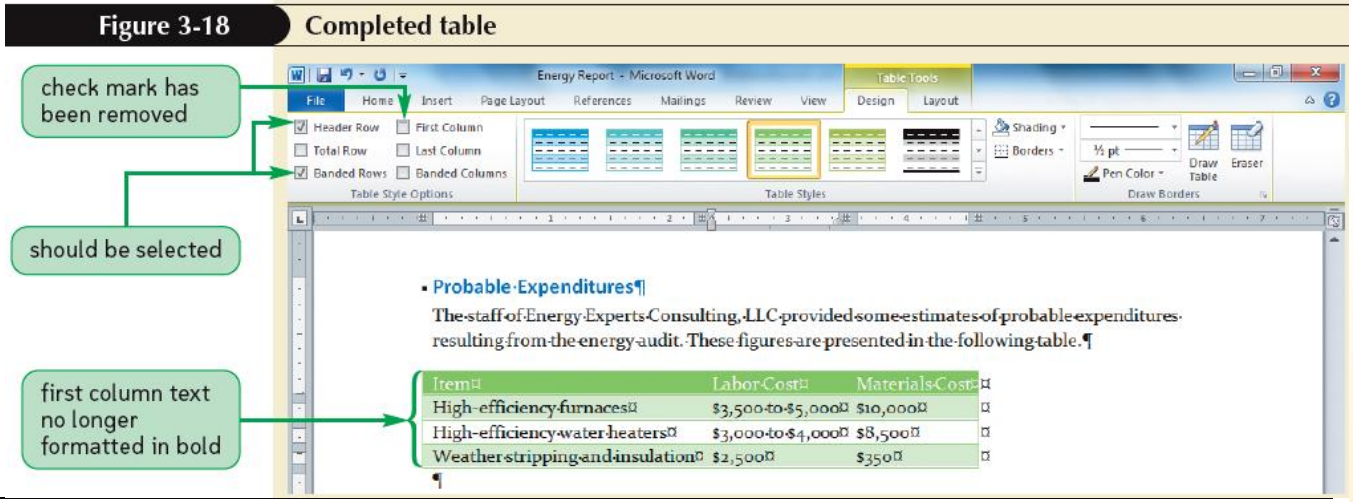
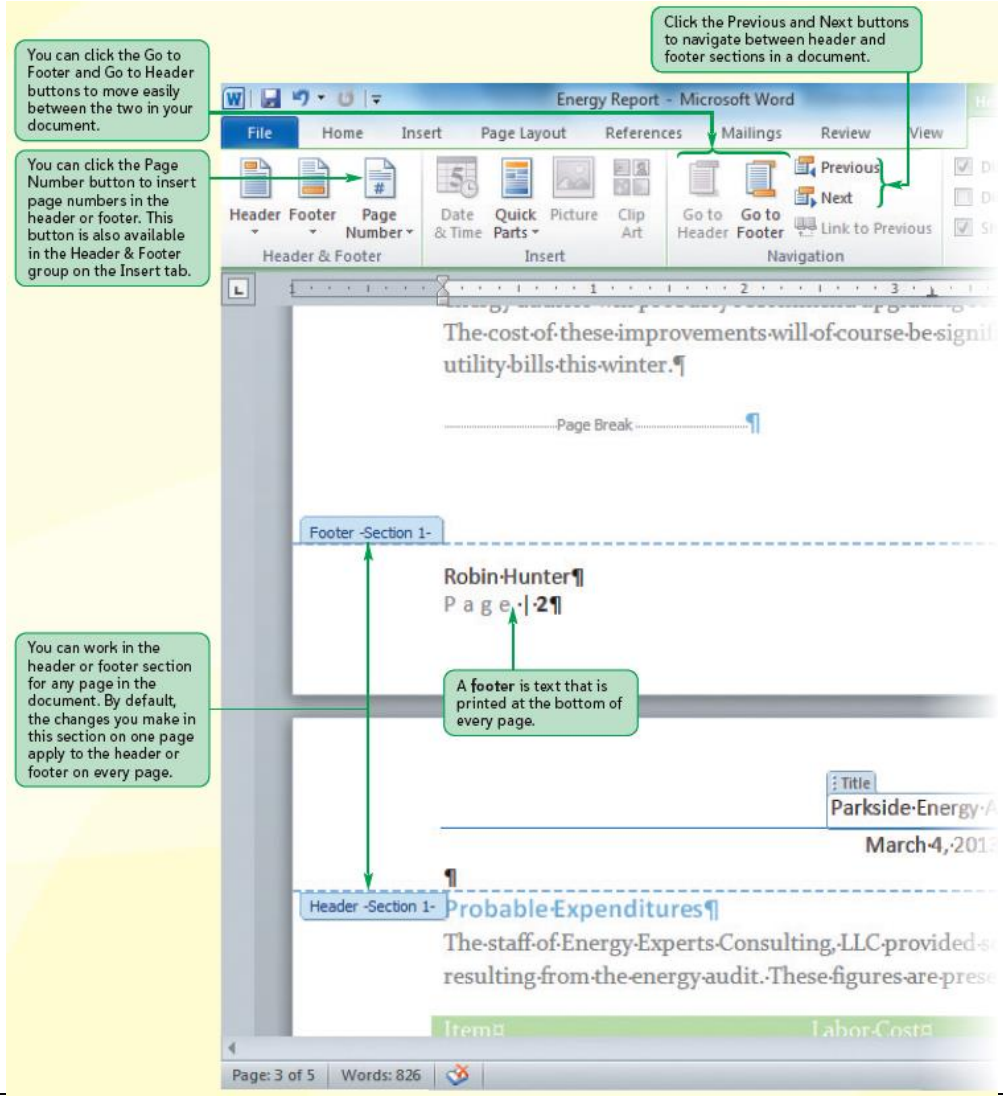


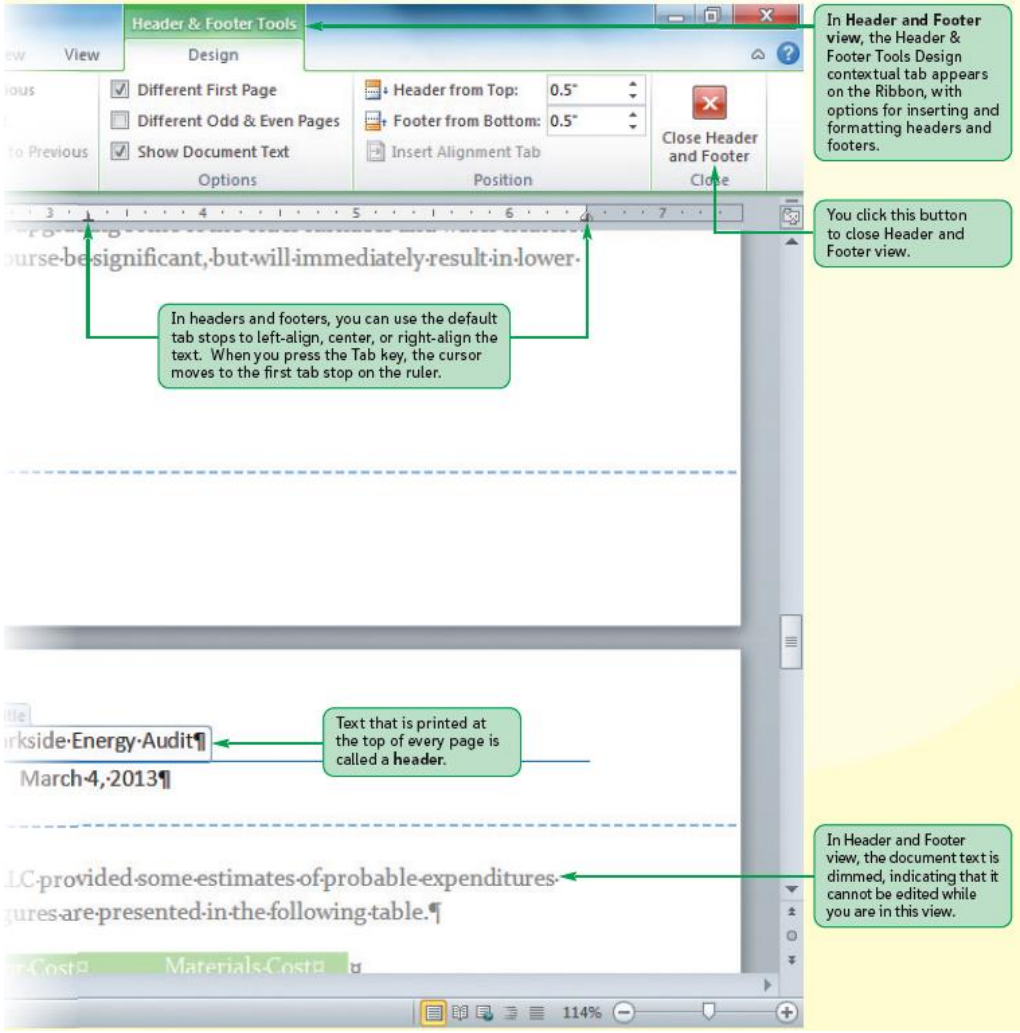
Figure 3-18 Completed table



Overview of Working with Headers and Footers



Overview of Working with Headers and Footers

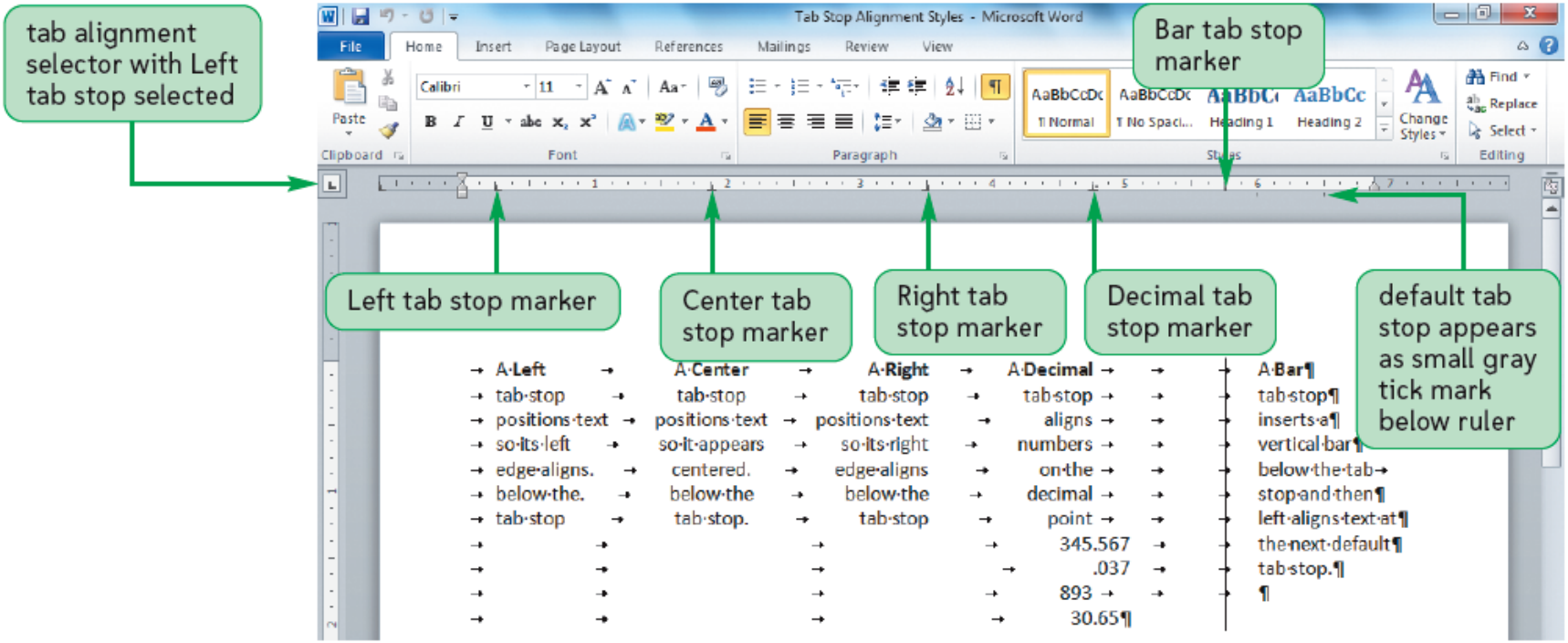


Setting Tab Stops

- A **tab stop** (often called just a **tab**) is a location on the horizontal ruler where the insertion point moves when you press the Tab key
- To set a tab stop:
  - Click the tab alignment selector on the far left of the horizontal ruler until the correct tab stop style appears
  - Click the horizontal ruler to position the tab stop
- To create more complicated tab stops, you can use the Tabs dialog box
- Among other things, the Tabs dialog box allows you to insert a **dot leader**, which is a row of dots (or other characters) between tabbed text
- To remove a tab stop, locate it on the ruler, click it, and drag it off the ruler (into the document window)

Setting Tab Stops

Figure 3-19 Tab stop alignment styles



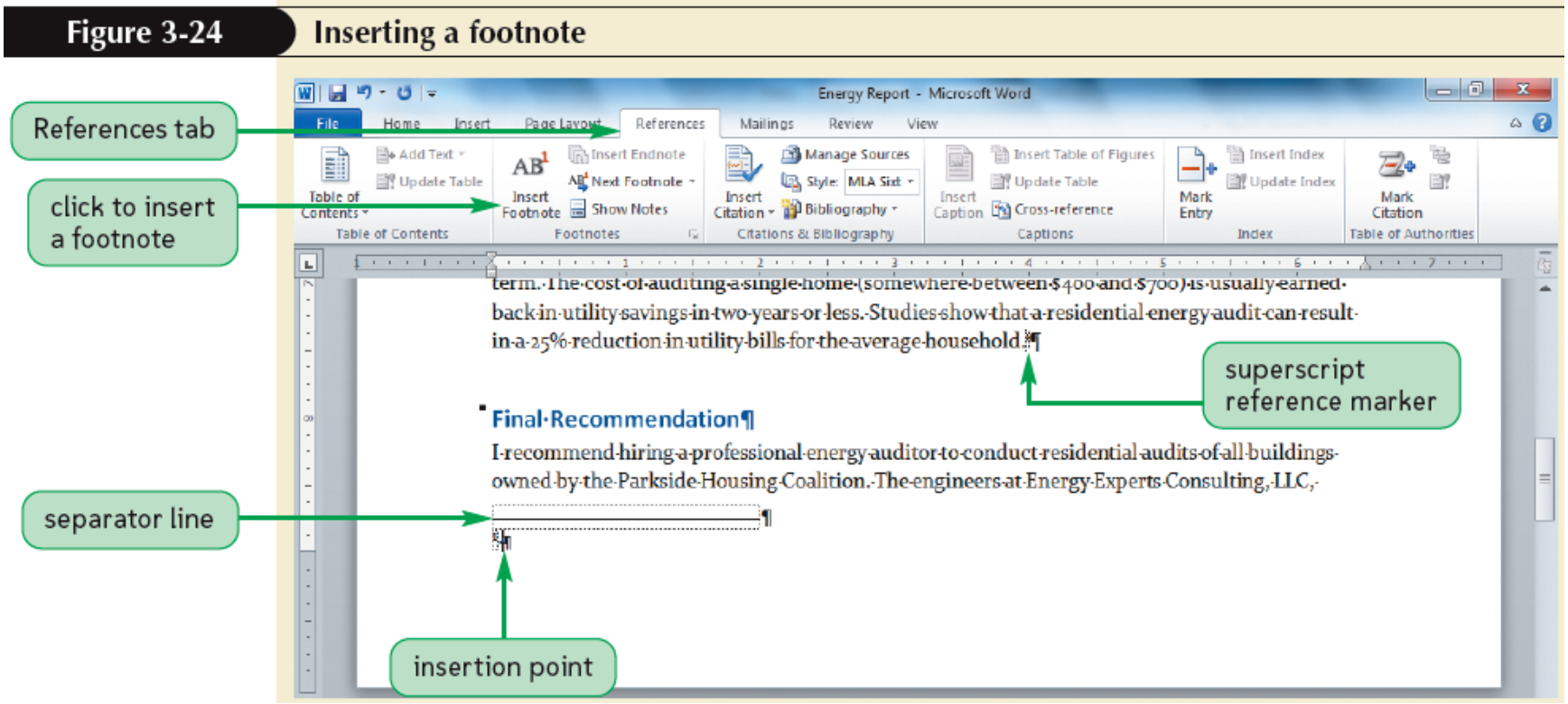
Creating Footnotes and Endnotes

- A **footnote** is an explanatory comment or reference that appears at the bottom of a page
- When you create a footnote, Word inserts a small, superscript number (called a **reference marker**) in the text (the term **superscript** means that the number is raised slightly above the line of text
- **Endnotes** are similar, except that the text of an endnote appears at the end of a document
- When you are finished typing the text of a footnote or endnote, click in the body of the document to continue
- To delete a footnote or endnote, delete its reference marker in the text
- To edit the text of a footnote or endnote, click in the footnote or endnote text and edit the note

Creating Footnotes and Endnotes

- To create a footnote or endnote, click where you want to insert the note, click the References tab, in the Footnotes group click the Insert Footnote or Insert Endnote button, and then type the text for the note

Figure 3-24 Inserting a footnote

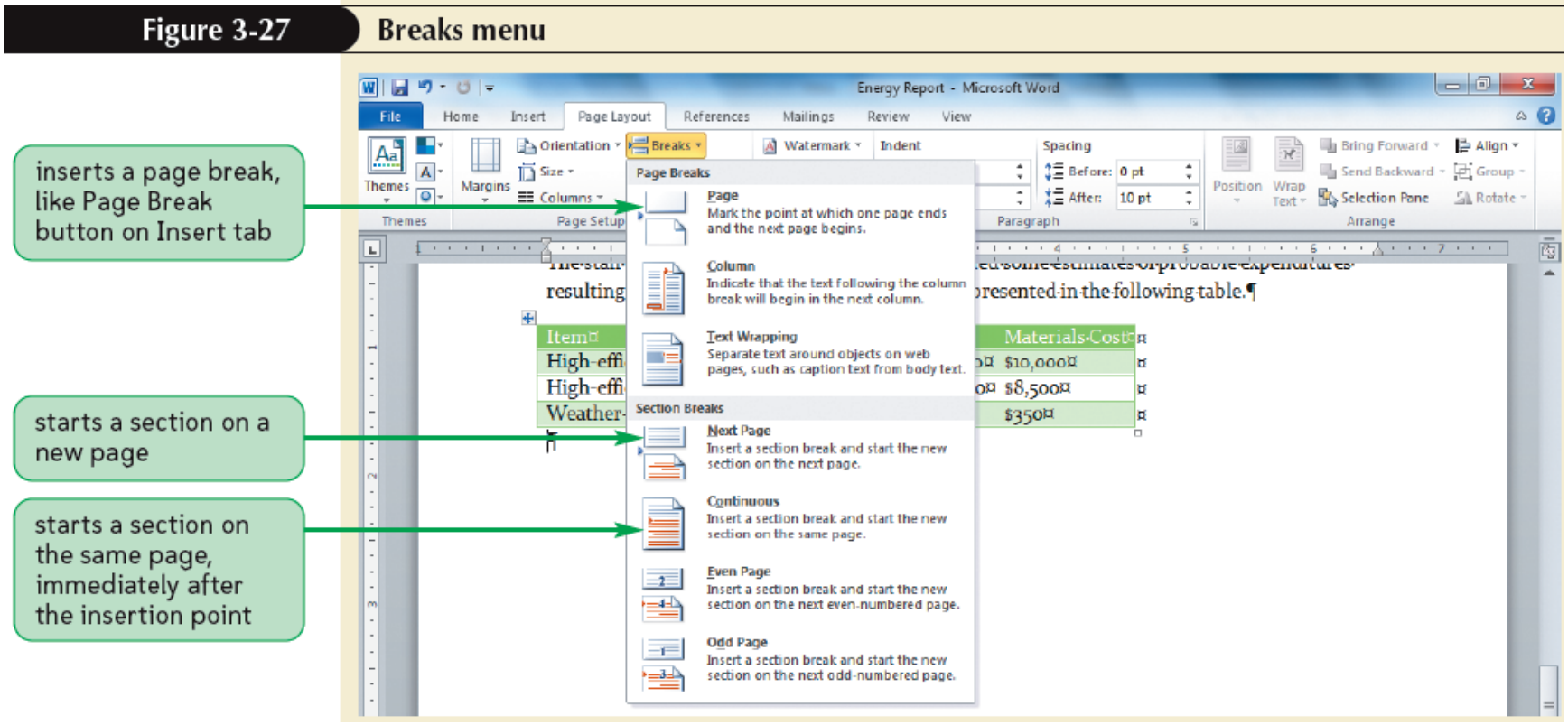


Formatting a Document in Sections

- A **section** is a part of a document that can have its own page orientation, margins, headers, footers, and so on
- To divide a document into sections, you insert a **section break**
- To insert a section break, use the Breaks button in the Page Setup group on the Page Layout tab to select the type of section break you want to insert
- Section breaks:
  - A Next page section break inserts a page break and starts the new section on the next page
  - A Continuous section break starts the section at the location of the insertion point, without changing the page flow

Formatting a Document in Sections

Figure 3-27 Breaks menu

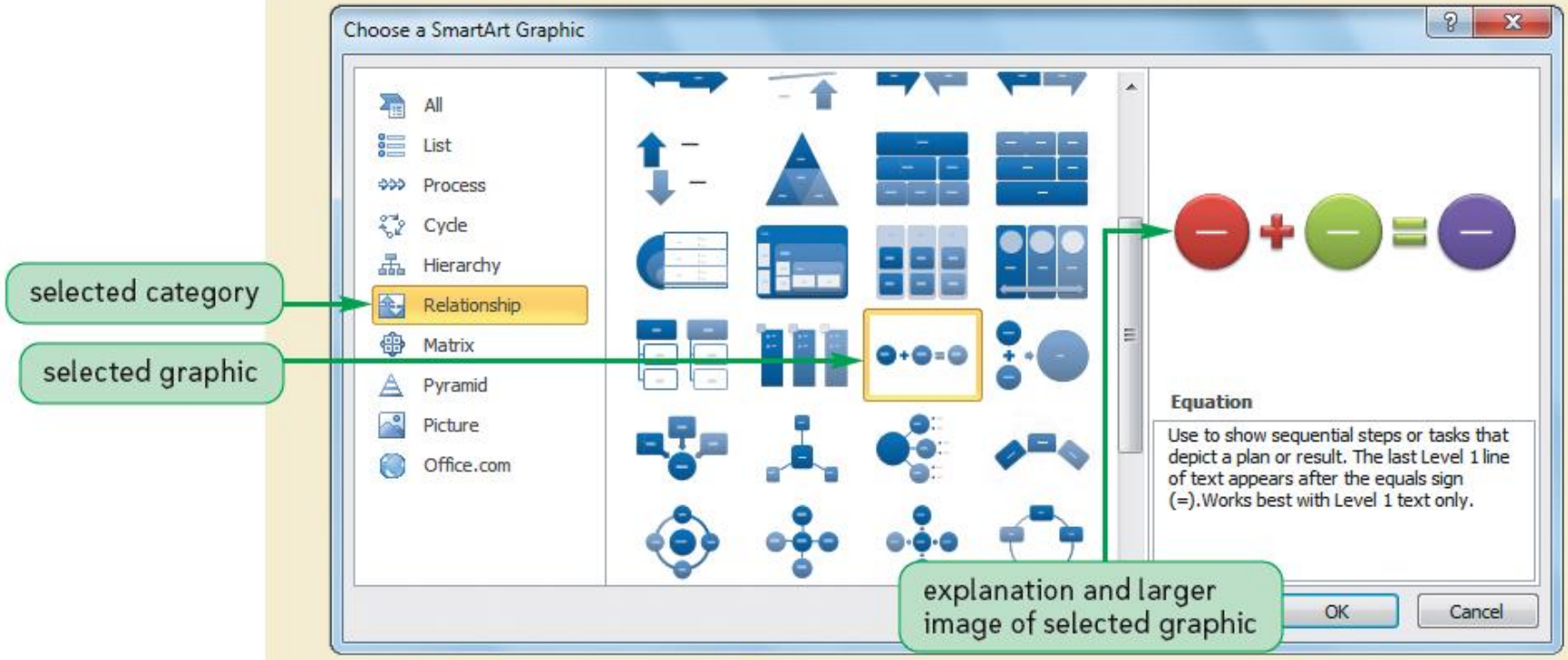


Creating SmartArt

- The **SmartArt** feature allows you to create diagrams and charts to illustrate concepts that would otherwise require several paragraphs of explanation
- To begin creating a SmartArt graphic, you switch to the Insert tab and then, in the Illustrations group, click the SmartArt button
- The SmartArt Graphic dialog box allows you to select from seven categories of graphics each with numerous designs
- SmartArt graphics contain placeholder text that you replace with your own text
- The SmartArt Tools Design and Format tabs appear on the Ribbon whenever a SmartArt graphic is selected

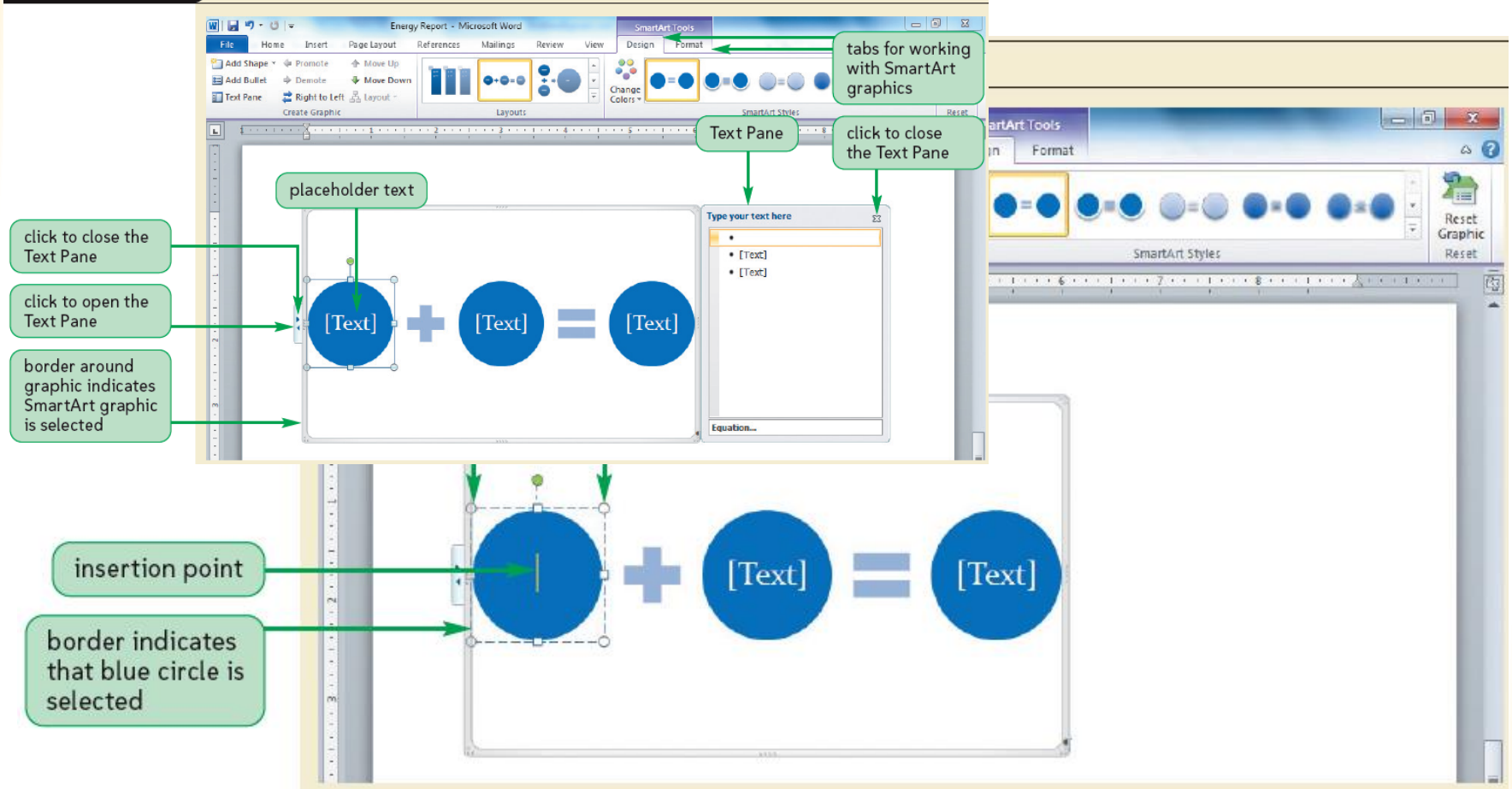
Creating SmartArt

Figure 3-29 Selecting a SmartArt graphic



Creating SmartArt

Figure 3-30 SmartArt graphic with Text Pane displayed

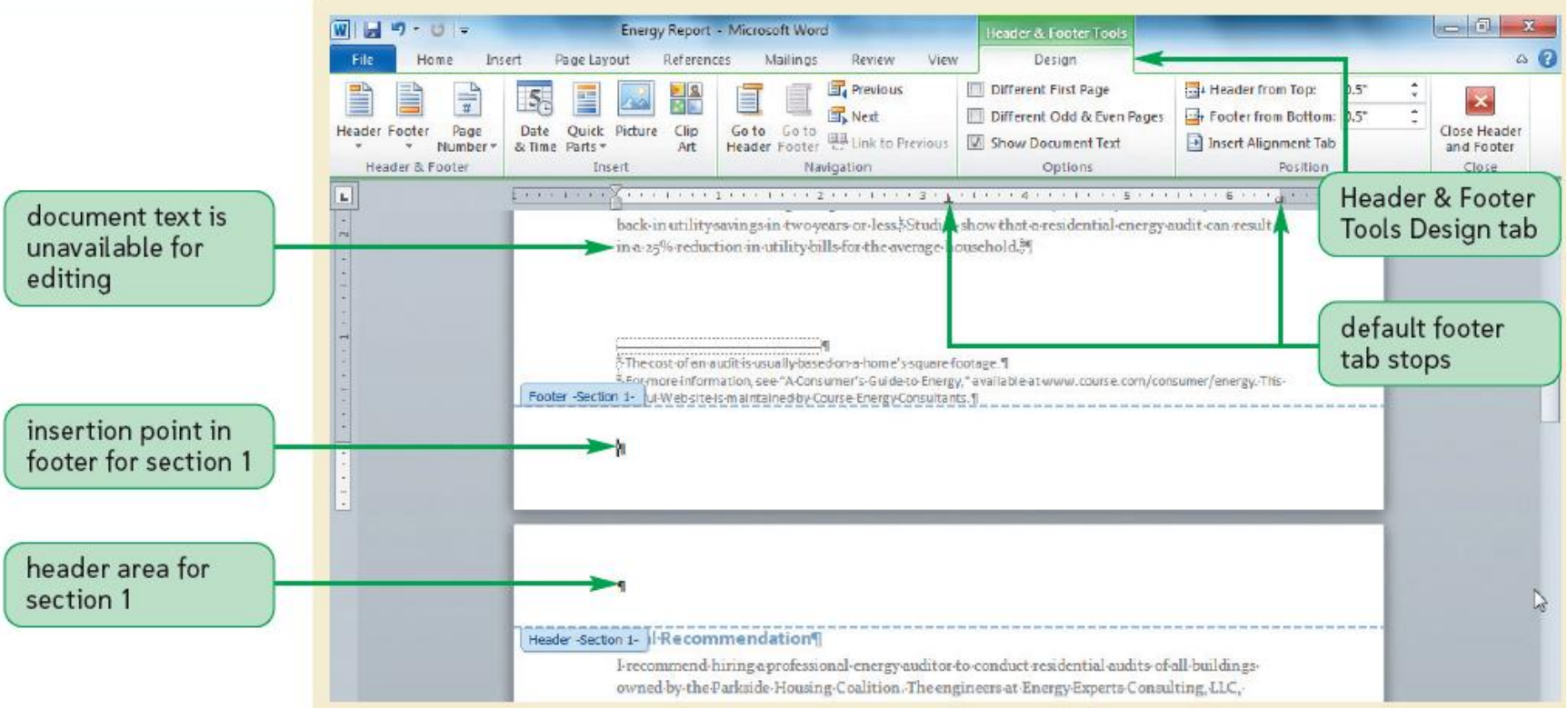


Adding Headers and Footers

- Text that is printed at the top of every page is called a header
- A footer is text that is printed at the bottom of every page
- By default, the same header and footer appear on every page
- You can choose different headers and footers for odd and even pages or to have them different on the first page
- When a document is divided into sections, different headers and footers can appear in different sections
- To open Header and Footer view, do one of the following:
  - Double-click in the header area or in the footer area
  - Use the Page Number button in the Header & Footer group on the Insert tab
  - Click the Header or Footer button on the Insert tab

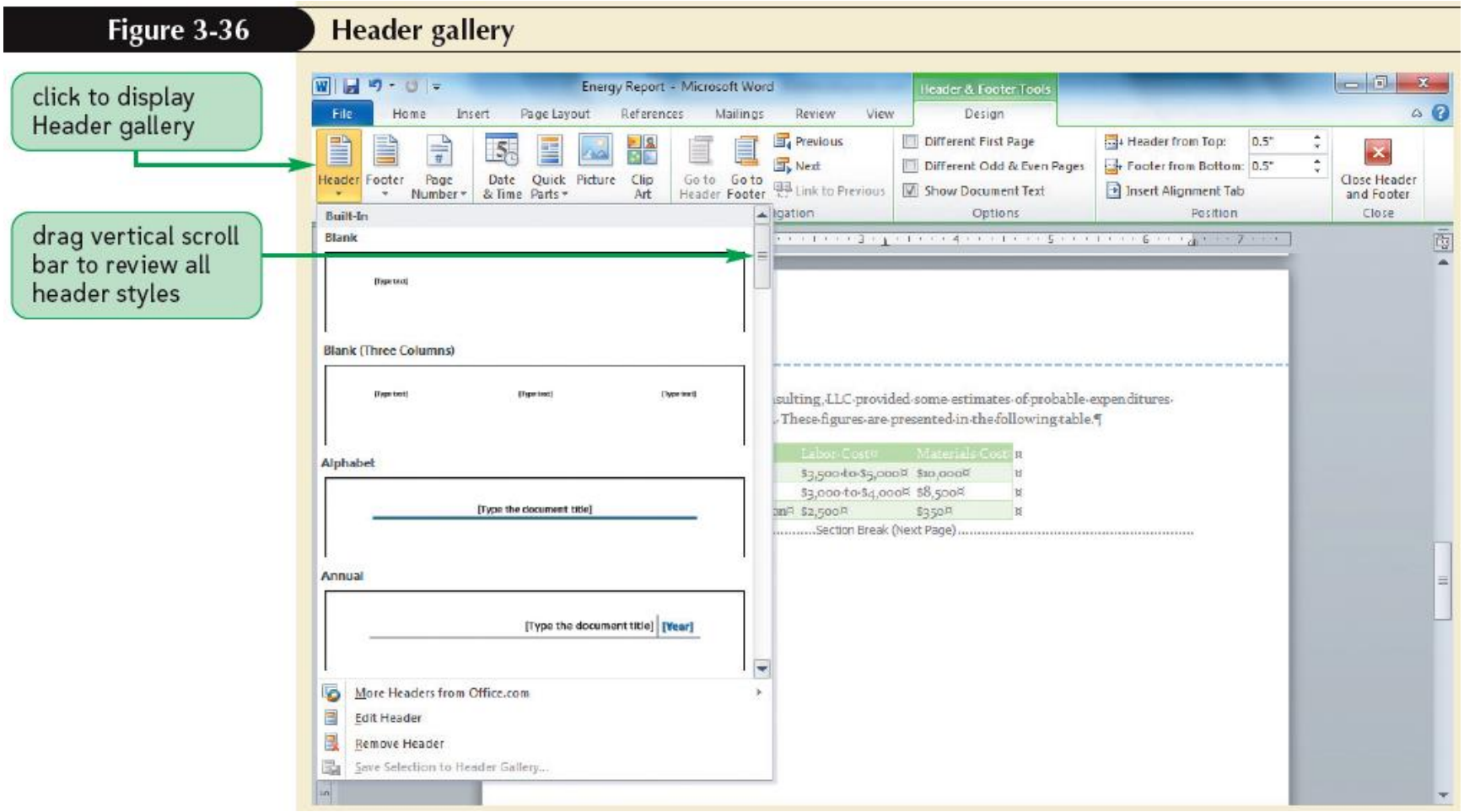
Adding Headers and Footers

Figure 3-34 Creating a footer



Adding Headers and Footers

Figure 3-36 Header gallery



Adding Headers and Footers

Figure 3-37 Adding a header to section 1

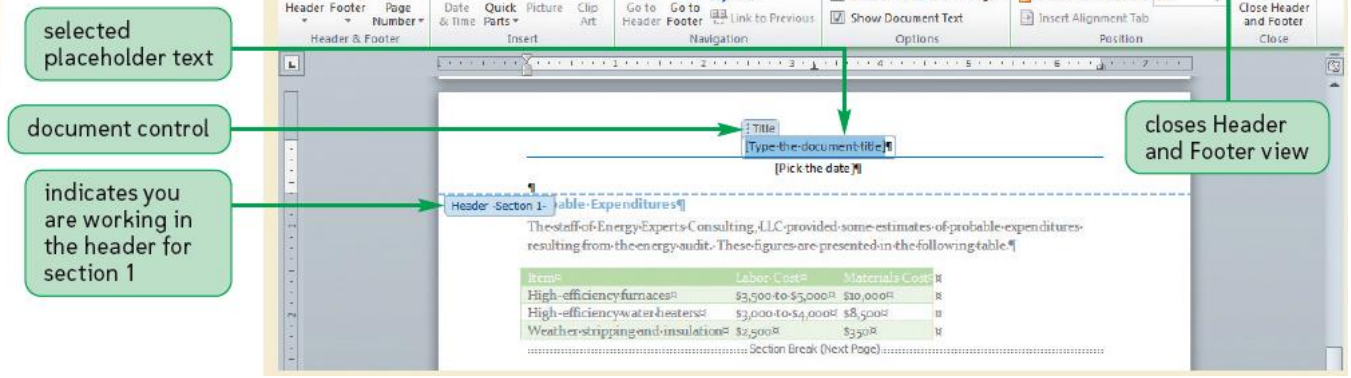
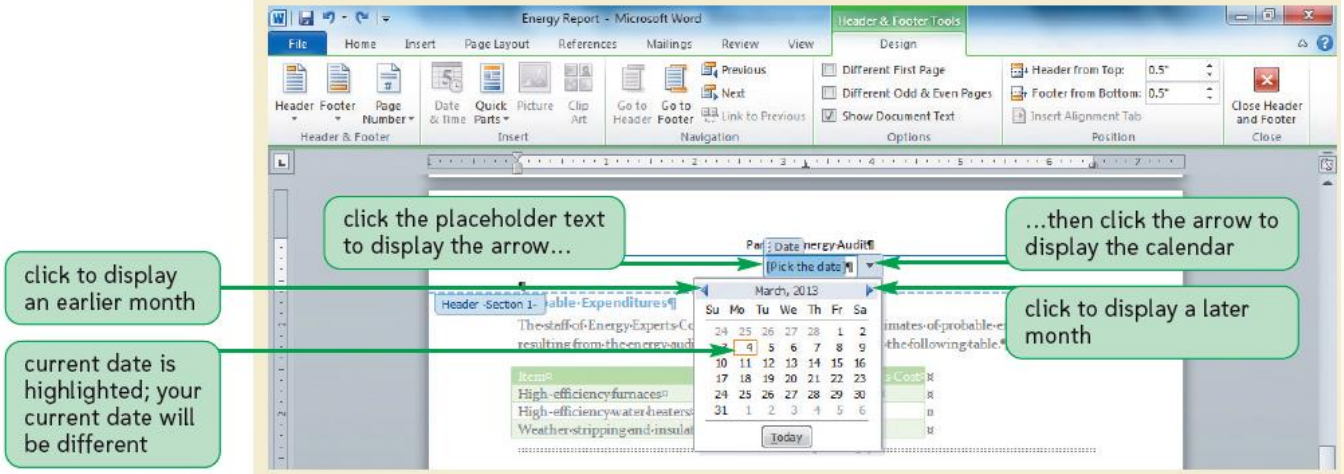


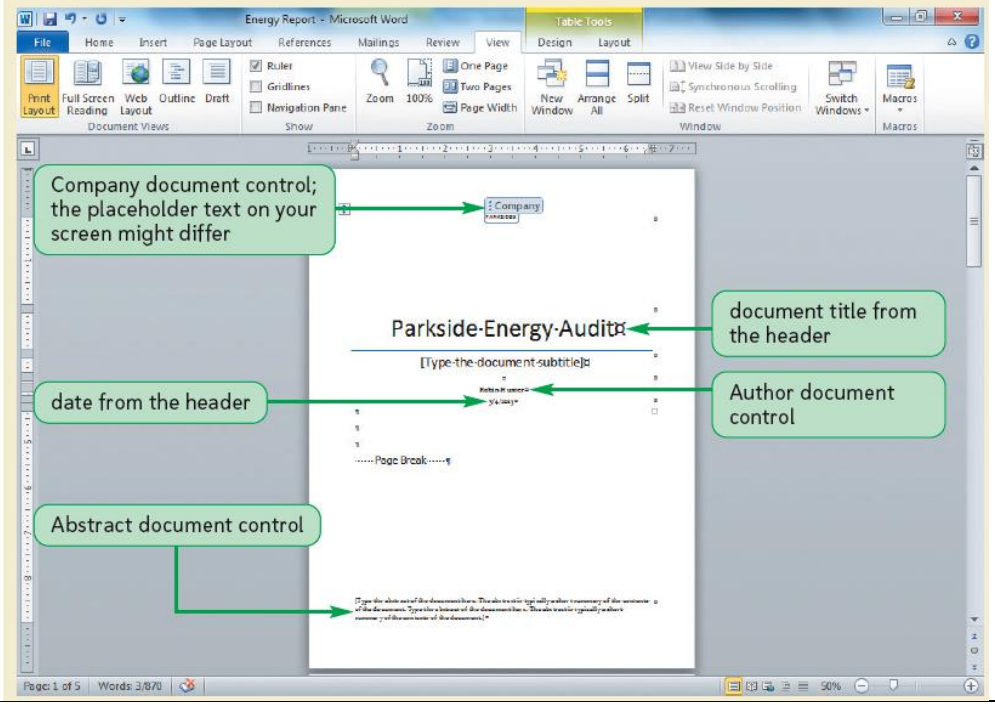
Figure 3-38 Adding a date to the section 1 header



Inserting a Cover Page

- A document's cover page typically includes the title and the author of the report
- Use the Cover Page button on the Insert tab to insert a cover page with a predefined style at the beginning of the document

Figure 3-40 Newly inserted cover page



Inserting a Cover Page

- The cover page includes document controls in which you can enter the document title, the document's author, and the date
- These document controls are linked to any other document controls in the document

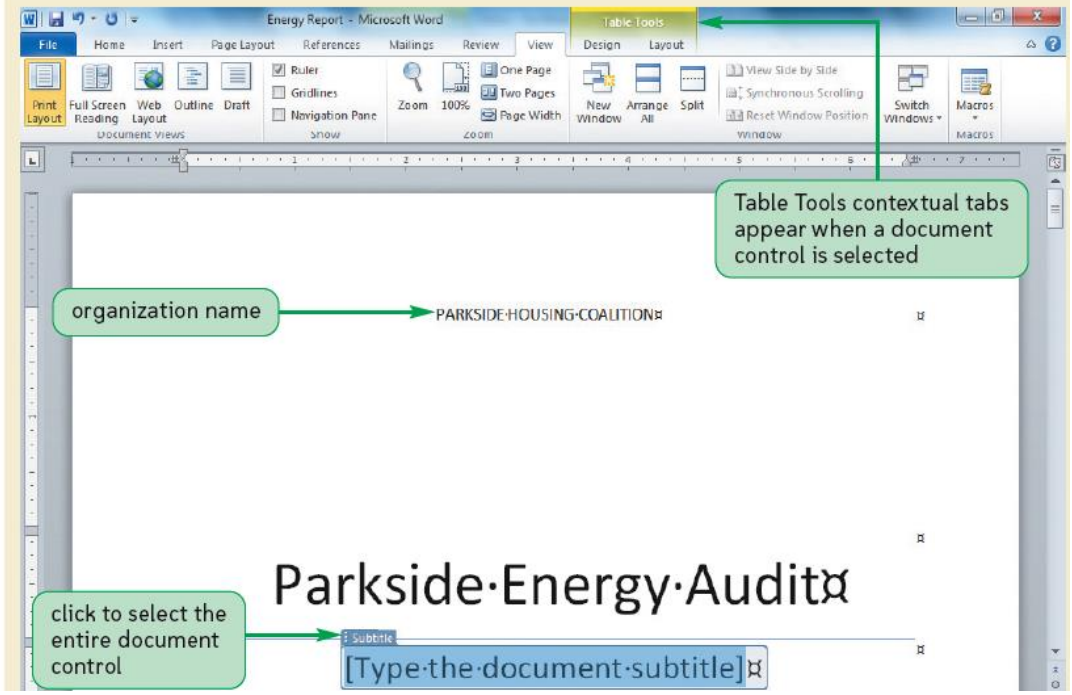



Figure 3-41 Selected document control