

Chapter 4: Creating and Formatting a Table

4.1 Selecting and Inserting a Column	20
4.2 Splitting Cells	21
4.3 Customizing Table Style and Shade	22
Altering Border Style.....	23

4.1 Selecting and Inserting a Table

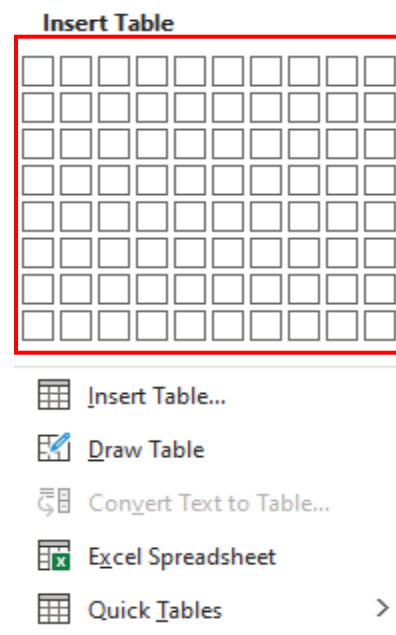
Selecting and inserting several columns and rows is the first step to creating a table. A table is a visual aid to organize and describe a collection of data. This module will instruct you on how to place and customize a table.

1. Select the **Insert** in the toolbar.

2. Click the **Table** Icon.



3. Drag your cursor and select several columns and rows within the grid.



Select **Insert Table** to manually insert the number of columns you wish to add.

Select **Draw Table** to draw each box individually.

Click the **Excel** icon to insert a spreadsheet from Excel.

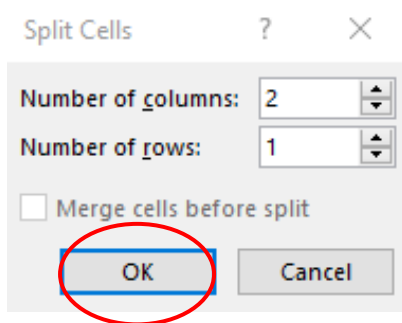
Click **Quick Tables** to choose from Microsoft's default tables.

Note: Right click on the table and select **Insert** or **Delete** to add or remove a table or column.

4.2 Splitting Cells

Splitting cells lets you select columns and rows and create multiple cells within one with a single click. This module will instruct you on how to split cells in a table.

1. Right click on the table and select **Split**.
2. Select where the split will appear and click **Ok**.



Example of a Split Table (5x5):

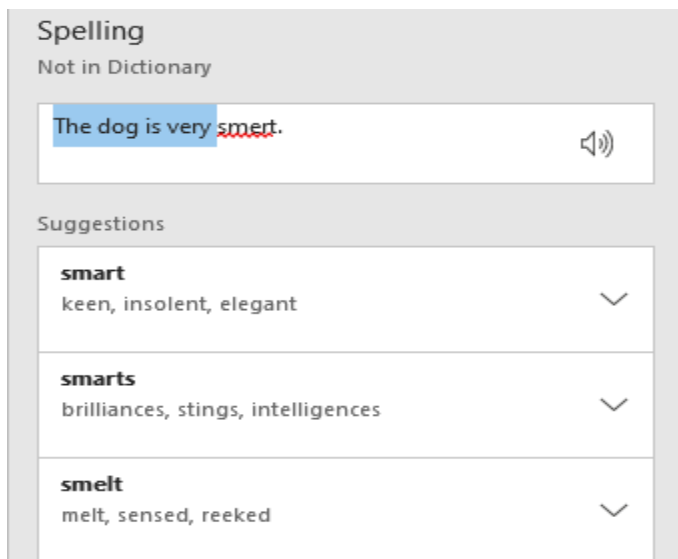
Chapter 5: Utilizing Editing and Corrective Tools

5.1 Using Spellcheck	24
5.2 Accessing Word Count	25
5.3 Checking the Accessibility Tool...	26

5.1 Using Spellcheck

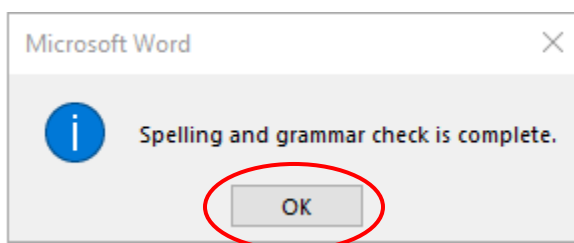
Using Spellcheck automatically identifies corrections for grammatical errors and word misspellings. This module will instruct you on how to access the spellchecking tool and how to accept or dismiss suggestions.

1. Select **Review** in the toolbar.
2. Click the **Spelling & Grammar** tool.
3. Accept the suggestion by selecting which spelling or grammatical correction you would like to replace your error.



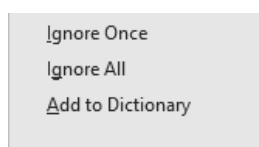
Note: You may also righthand click on a word that has a red line underneath (implying there may be an error) to see spell suggestions.

2. Select **Ok** to confirm the correction.



Dismissing Suggestions

1. Select the **Ignore Once** option to dismiss a suggestion or select **Ignore All** to dismiss all spelling suggestions.



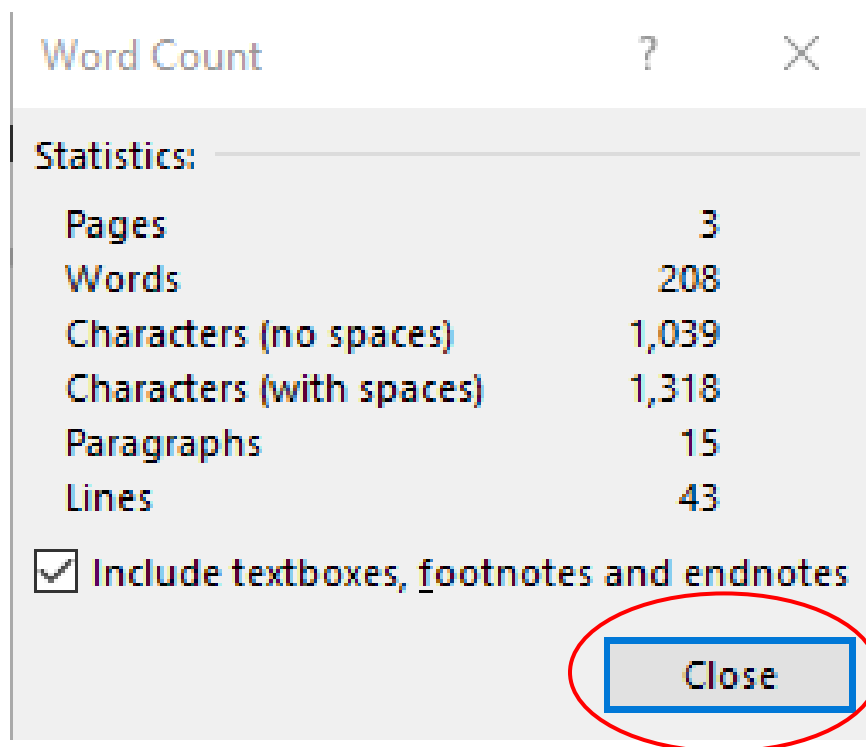
Note: The Add to Dictionary option allows you to no longer receive spelling suggestions for a word that is not recognized in a dictionary.

5.2 Accessing Word Count

Accessing word count is a way to keep track of the number of words you have on a document. This module will instruct you on how to view a word count and how track the word count of a selected text.

1. Select **Review** in the toolbar.
2. Click the **Word Count** icon.
3. Select **Close** to exit out of the Word Count popup.

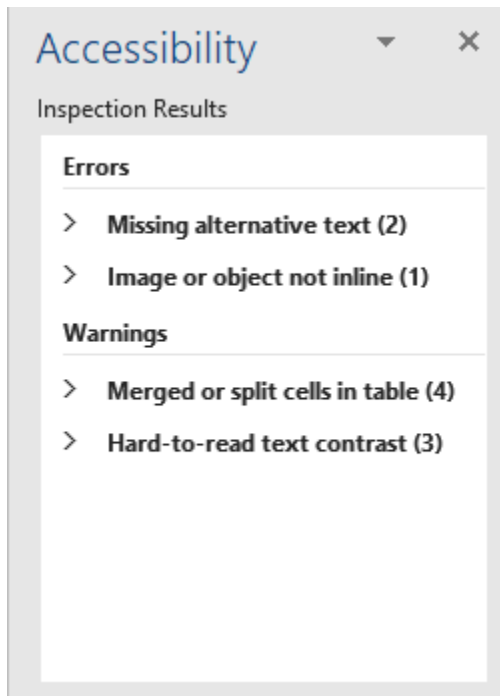
Note: To view the word count of a selected amount of text, select the amount of text you wish to view before completing the steps above.



5.3 Checking the Accessibility Tool

Checking the accessibility tool will allow you to examine your document to ensure it is accessible for individuals with disabilities. This module will instruct you on how to insert alt text and how to use accessible tools for yourself.

1. Select **Review** in the toolbar.
2. Click **Check Accessibility** to receive accessibility suggestions as you type.



Adding Alt Text

1. Select **Review** in the toolbar.
2. Click the downward arrow underneath the **Check Accessibility** icon.
3. Select **Alt Text** to add short descriptive sentences for screen readers.

Using the Navigation Pane

1. Select **Review** in the toolbar.
2. Select **the Navigation Pane** to display a guide to your document.

Accessing Focus

1. Select **Review** in the toolbar.
2. Click **Focus** to narrow in on specific parts of your document.