

MICROSOFT WORD CHEAT SHEET AND NOTES

DRAWING PICTURES IN WORD

Changing the spacing between the drawing gridlines

- Display the **Drawing** toolbar: **View** → **Toolbars** → check the Drawing toolbars
- On the **Drawing** toolbar: **Draw** → **Grid**
- In **Horizontal Spacing** and **Vertical Spacing**, enter the spacing you want.

Turning off Drawing Grid

- On the **Drawing** toolbar: **Draw** → **Grid** → clear the **Snap objects to grid** check box.

Aligning Objects With the Vertical and Horizontal Edges of Other Objects

- On the **Drawing** toolbar: **Draw** → **Grid** → select the **Snap objects to other objects** check box.

To View Gridlines

- On the **Drawing** toolbar: **Draw** → **Grid** → select the **Display Gridlines on screen** check box
- You can choose to view either the horizontal or vertical gridlines, or both.

Adding an AutoShape

- On the **Drawing** toolbar: **AutoShapes** → pick a category → click the shape you want
- To insert a shape with a predefined size, click the document.
- To insert a different size, drag the shape to the size you want. To maintain the shape's width-to-height ratio, hold down **SHIFT** while you drag the shape.

Drawing a Circle or Square

- On the **Drawing** toolbar: click **Oval** or **Rectangle** → click the document.

Changing the Appearance of an AutoShape

- To add color, change borders, rotate, or add shadow or 3-D effects to an AutoShape: select the object → use the buttons on the **Drawing** toolbar

Adding a Line

- On the **Drawing** toolbar: **AutoShapes** → **Lines** → click the line style you want
- Drag to draw the line.
- To constrain the line to draw at 15-degree angles from its starting point, hold down **SHIFT** as you drag.
- To lengthen the line in opposite directions from the first end point, hold down **CTRL** as you drag.
- If you just want to draw a straight line: click on **Line** on the **Drawing** toolbar.

Grouping Drawing Objects

- Select the objects you want to group by holding down **SHIFT** as you click each object, or use the **arrow** in the drawing toolbar to drag a dotted rectangle around the objects.
- On the **Drawing** toolbar: **Draw** → **Group**

Resizing a Drawing Object

- When you select a drawing object, sizing handles appear at the corners and along the edges of the selection rectangle. You can resize an object by dragging its sizing handles.
- By holding down **SHIFT** while you drag, you can resize the object proportionally to its original size.
- You can resize an object more precisely by specifying a percentage for the object's height and width. To do this, double-click on the object. A dialog box appears. Click on the **size tab** in the top of the box. You can now change the shape of the object by specifying an exact height and width. If you click the box next to **lock aspect ratio**, when you change the height or width of the object, the other dimension will change proportionally.

Adding Text to an AutoShape

- Right-click the AutoShape
- On the shortcut menu: **Add Text** → start typing.
- **Note:** Text you add becomes part of the shape — if you move the shape, the text moves with it. However, if you rotate or flip the shape, the text doesn't rotate or flip with it. You can rotate the text 90 degrees to the left or right by using the **Text Direction** command on the **Format** menu.

Rotating a Drawing Object 90 Degrees to the Left or Right

- Select the object you want to rotate.
- On the **Drawing** toolbar: **Draw** → **Rotate or Flip** → **Rotate Left** or **Rotate Right**

Flipping a Drawing Object Horizontally or Vertically

- Select the object you want to flip
- On the **Drawing** toolbar: **Draw** → **Rotate or Flip** → **Flip Horizontal** or **Flip Vertical**

CREATING TABLES IN WORD

Overview of tables

- A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information, but they have a variety of other uses as well. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts and arrange text and graphics.

Turning On the Tables and Borders Toolbar

On the pull down menu: **View** → **Toolbars** → **Tables and Borders**

Quickly Creating a Simple Table

- Click where you want to create a table
- On the pull down menu: **Table** → **Insert** → **Table**
- Drag to select the number of rows and columns you want

Creating a Complex Table

- Click where you want to create the table
- On the pull down menu: **Table** → **Draw Table** **OR** click on the pencil from the **Tables and Borders** toolbar
- The pointer changes to a pencil
- To define the outer table boundaries, draw a rectangle
- Draw the column and row lines inside the rectangle
- To erase a line or block of lines: On the **Tables and Borders** toolbar: click **Erase** → drag over the line
- When you finish creating the table, click a cell and start typing or insert a graphic.

Convert existing text to a table

- When you convert text to a table, you use separator characters to indicate where a new column should begin. Microsoft Word begins new rows at paragraph marks. If you also choose paragraph marks as your separator characters, Word converts your text into a table with one column.
- Indicate where you want to divide text into columns by inserting the separator characters you want
- Select the text you want to convert
- On the pull down menu: **Table** → **Convert** → **Text to Table**
- Under **Separate text at**, click the option for the separator character you want
- Select any other options you want

Formatting tables

- You can enhance your table by adding borders and filling cells with colors, patterns, or shading.
- Highlight the cells you want to format.
- On the pull down menu: **Format** → **Borders and Shading**
- To change the borders in your table, click on the **Borders** tab. You can choose to change the border for the entire table, or just the cells selected using the **Apply to** menu in the bottom right of the box.
- To change the colors or patterns in your table, click on the **Shading** tab. You can choose to shade the cells selected, the text in the cells selected, or the entire table using the **Apply to** menu in the bottom right of the box.

Changing the Orientation of Text

- By default, Microsoft Word aligns text horizontally in table cells, callouts, text boxes, or AutoShapes.
- You can change the text orientation so that the text is displayed vertically by: highlight the cell(s) in which you want to change the text → click on the text orientation button (the button has an A in it with arrows pointing in the direction the text orientation will change to when pressed) in the **Tables and Borders** toolbar.

Changing the Alignment of Text in a Table Cell

- By default, Word aligns text in a table to the upper left of a cell.
- You can change the alignment of text in a cell — both the vertical alignment (top, center, or bottom) and the horizontal alignment (left, center, or right) by: highlight the cell(s) in which you want to change the text → click on the alignment button in the **Tables and Borders** toolbar. Pressing the button reveals nine choices for text alignment in the cell.

Adding Rows or Columns to a Table

- Select the same number of rows or columns as the number of rows or columns you want to insert.
- On the **Tables and Borders** toolbar: click the arrow next to **Insert Table** → click the **Insert** command you want
- You can also use the **Draw Table** tool to draw the row or column where you want.
- To quickly add a row at the end of a table: click the last cell of the last row → press the **TAB** key
- To add a column to the right of the last column in a table: click just outside the rightmost column → on the pull down menu: **Table** → **Insert** → **Columns to the Right**

Splitting a Cell Into Multiple Cells in a Table

- On the **Tables and Borders** toolbar: **Draw Table**
- The pointer changes to a pencil.
- Drag the pencil to create new cell partitions.
- **Tip:** To split multiple cells: select the cells → from the **Tables and Borders** toolbar: **Split Cells**