

Microsoft Word

DR: Eman

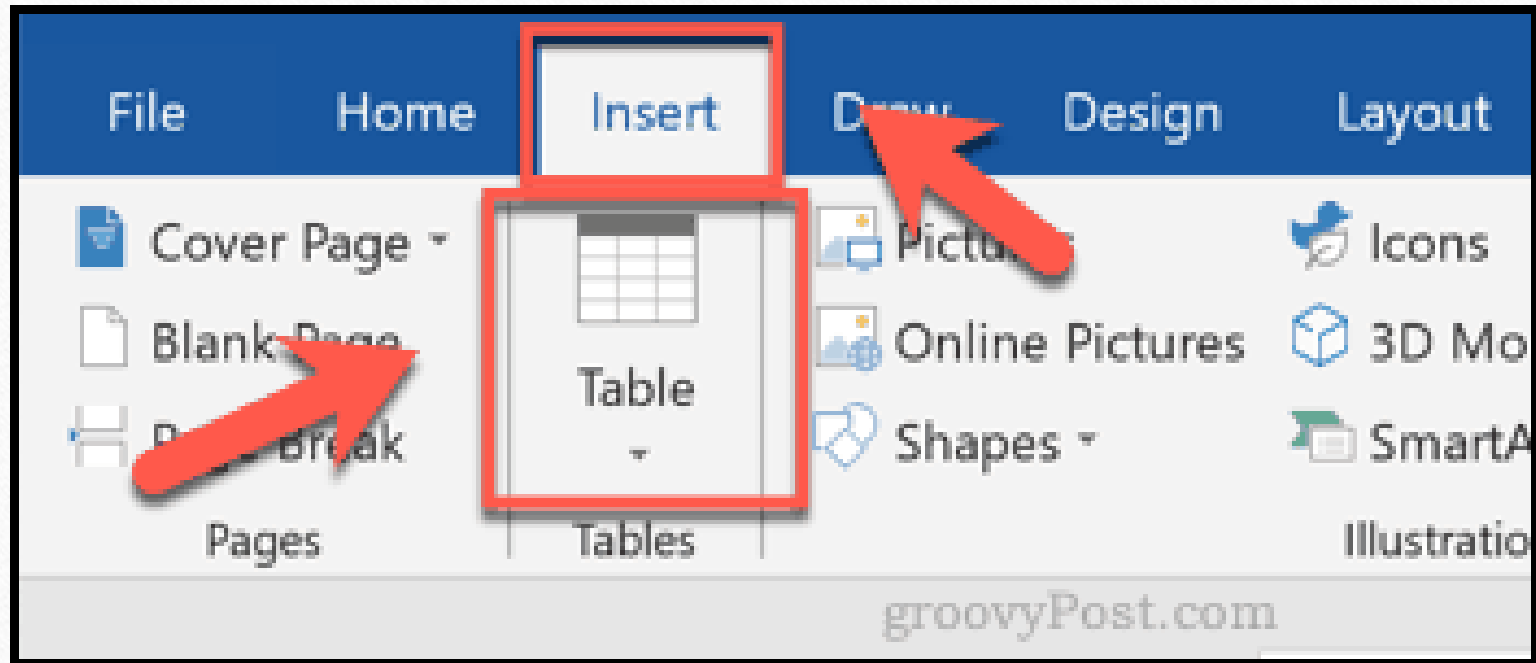
Eng : Shereen

Eng : Rana Mohamed

Eng : Hossam Medhat

Insert a table

Insert a Table



Insert a Table

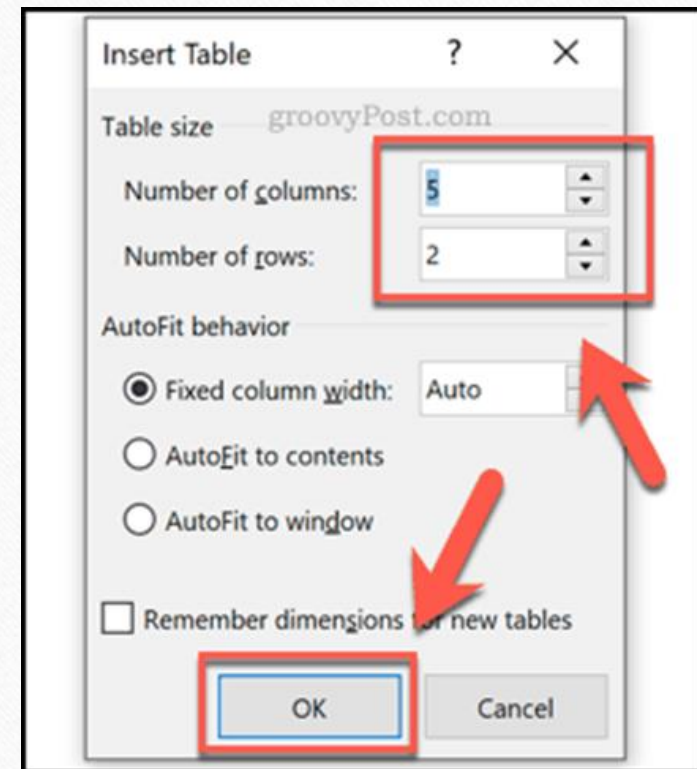
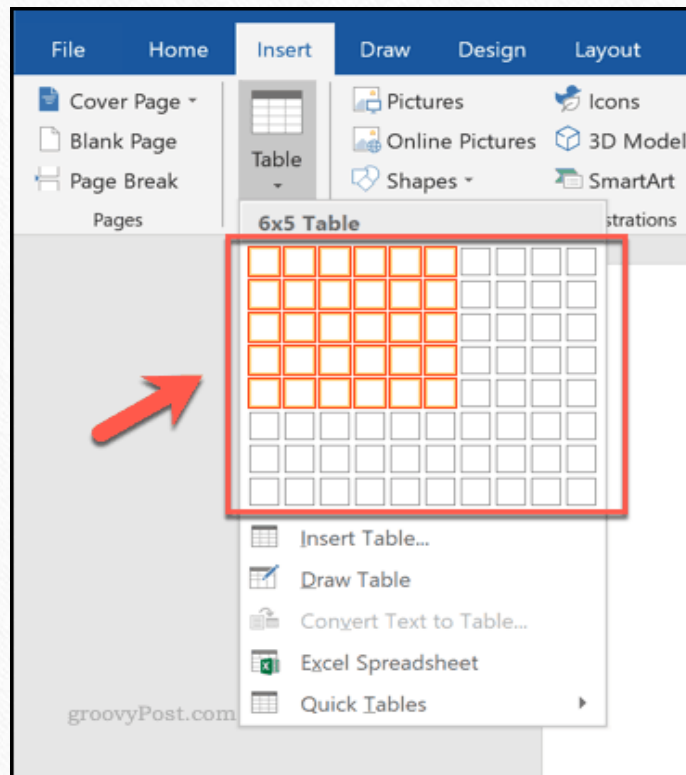
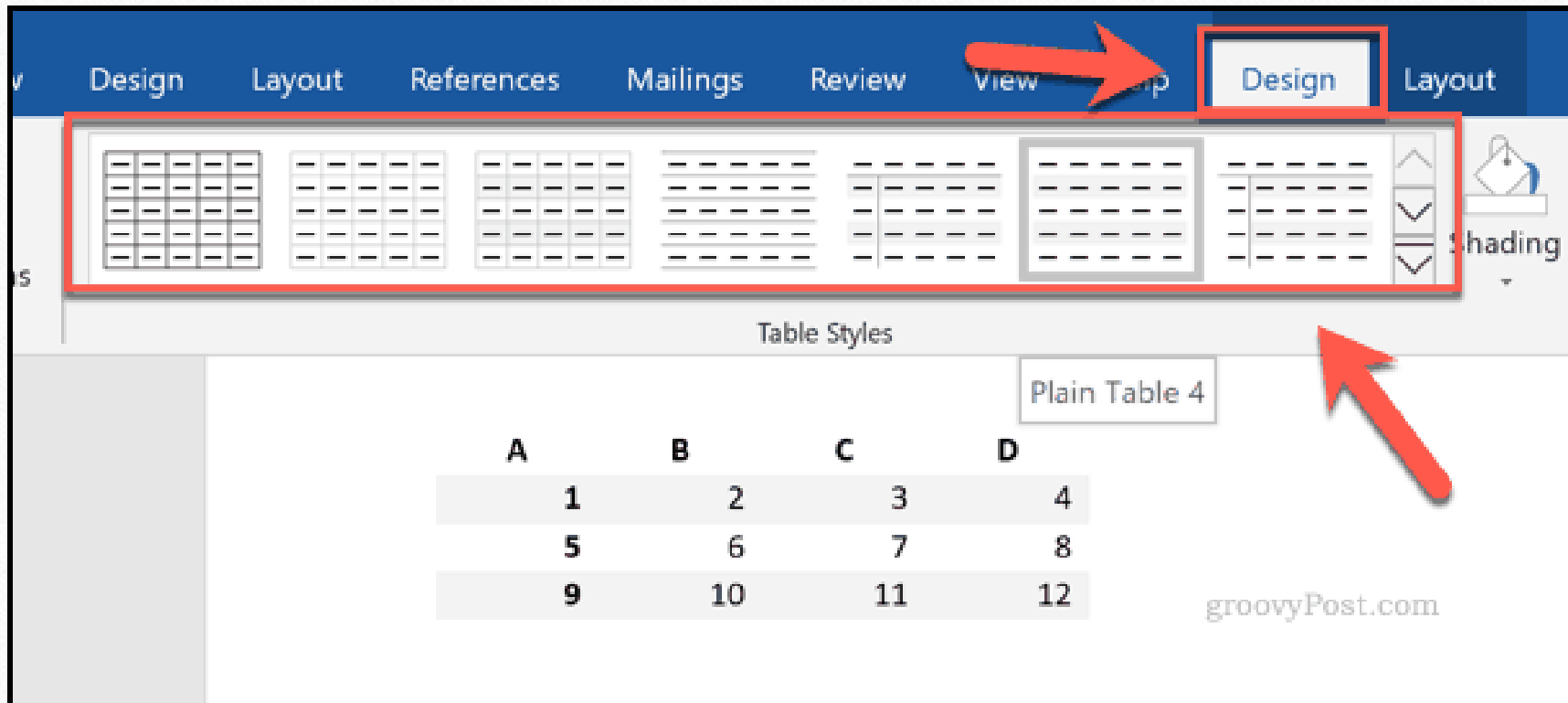


Table Styles



The screenshot shows the Microsoft Word interface with the 'Table Styles' task pane open. The 'Design' tab is selected in the ribbon and the task pane. A red box highlights the task pane, and a red arrow points to the 'Design' tab in the ribbon. Another red arrow points to the 'Table Styles' title bar of the task pane.

Table Styles

Plain Table 4

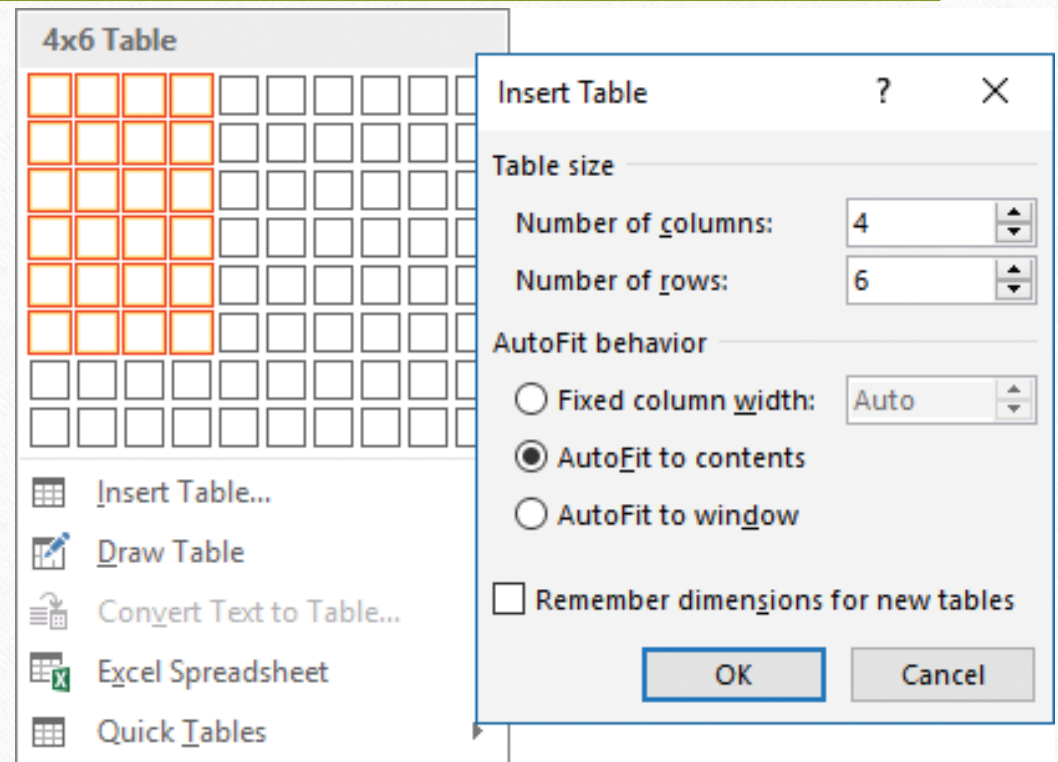
A	B	C	D
1	2	3	4
5	6	7	8
9	10	11	12

groovyPost.com

Create tables

Create tables

- Click Insert => Table



Repair Costs.docx - Word

Table Tools: Design, Layout

Joan Lambert

File Home Insert Draw Design Layout References Mailings Review View Tell me what you Share

Table Style Options: ☒ Header Row, ☒ First Column, ☐ Total Row, ☐ Last Column, ☒ Banded Rows, ☐ Banded Columns

Table Styles: [Grid icons]

Borders: 1/2 pt, Pen Color, Borders, Border Painter

✕	✕	✕	✕	✕
✕	✕	✕	✕	✕
✕	✕	✕	✕	✕
✕	✕	✕	✕	✕
✕	✕	✕	✕	✕

Move handle

End-of-cell marker

End-of-row handle

Size handle

Create tables from scratch or from text

- Converting **text to a table** is particularly easy when the text has a **tabbed list**. You can convert cell entries that are separated by **tabs**, **commas**, **paragraph marks**.
- Similarly, you can **convert any table to text** that is separated by the **same** selection of characters.

Convert Text to Table ? X

Table size

Number of columns: 2

Number of rows: 2

AutoFit behavior

☒ Fixed column width: Auto

☐ AutoFit to contents

☐ AutoFit to window

Separate text at

☐ Paragraphs ☐ Commas

☒ Tabs ☐ Other: -

OK Cancel

Convert Table To Text ? X

Separate text with

☐ Paragraph marks

☒ Tabs

☐ Commas

☐ Other: -

☒ Convert nested tables

OK Cancel

A1	B1
A2	B2

Original table to be converted to text

A1
B1
A2
B2

Converted to text with paragraph mark separators

A1 B1
A2 B2

Tab separators

A1, B1
A2, B2

Comma separators






A1-B1
A2-B2

Hyphen separators

To create a blank page-width table with columns of equal width

- 1. On the **Insert** tab, in the **Tables group**, click the **Table button**.
- 2. Move the pointer across and down to select the number of columns and rows you want, and then click the lower-right cell in the selection.

4x6 Table

-  Insert Table...
-  Draw Table
-  Convert Text to Table...
-  Excel Spreadsheet
-  Quick Tables

Insert Table



Table size

Number of columns:

4

Number of rows:

6

AutoFit behavior

☐ Fixed column width:

Auto

☒ AutoFit to contents

☐ AutoFit to window

☐ Remember dimensions for new tables

OK

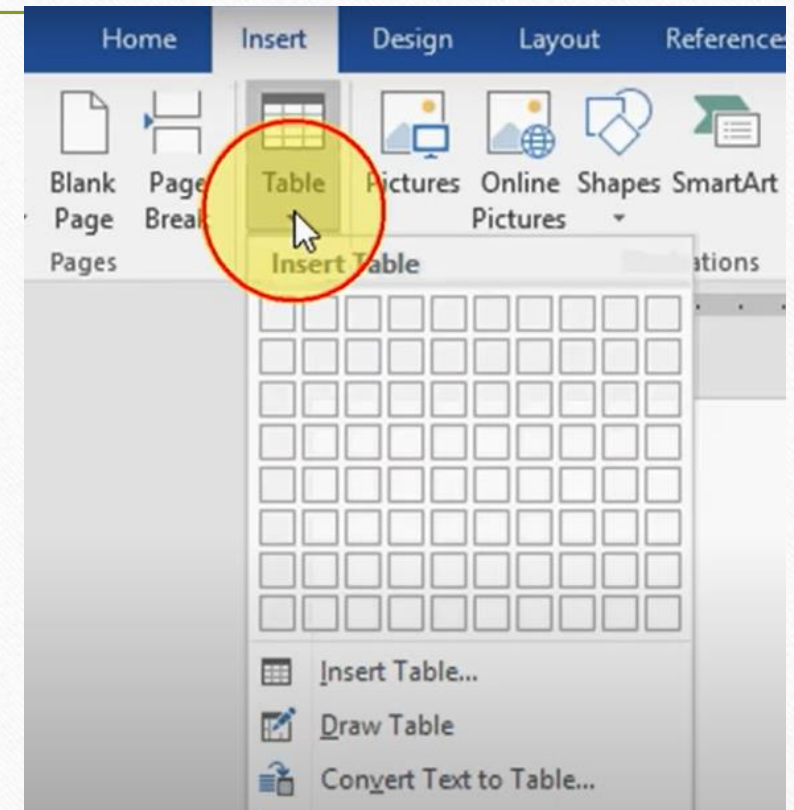
Cancel

To create a table and specify column fitting options

- 1. On the **Insert** tab, in the **Tables group**, click the **Table button**, and then click **Insert Table**.
- 2. In the **Insert Table** dialog box, in the **Table size** area, specify the number of columns and rows you want the table to include.
- 3. In the **AutoFit behavior area**, do one of the following, and then click **OK**:
 - To specify the width of the table columns, click **Fixed column width**, and then enter the width in the box.
 - To size the table columns to fit their contents, click **AutoFit to contents**. The width of the resulting table may be less than the width of the page.
 - To create a page-width table that is divided into columns of equal width, click **AutoFit to window**.

To convert text to a table _ Way 1

1.	Google	100	20
2.	<u>Youtube</u>	90	30
3.	Facebook	80	40
4.	WhatsApp	70	90
5.	Yahoo	60	70
6.	Instagram	50	60



Convert Text to Table ? X

Table size

Number of columns: 4

Number of rows: 6

AutoFit behavior

☒ Fixed column width: Auto

☐ AutoFit to contents

☐ AutoFit to window

Separate text at

☐ Paragraphs ☐ Commas

☒ Tabs ☐ Other: -

OK Cancel

1.	Google	100	20
2.	Youtube	90	30
3.	Facebook	80	40
4.	WhatsApp	70	90
5.	Yahoo	60	70
6.	Instagram	50	60

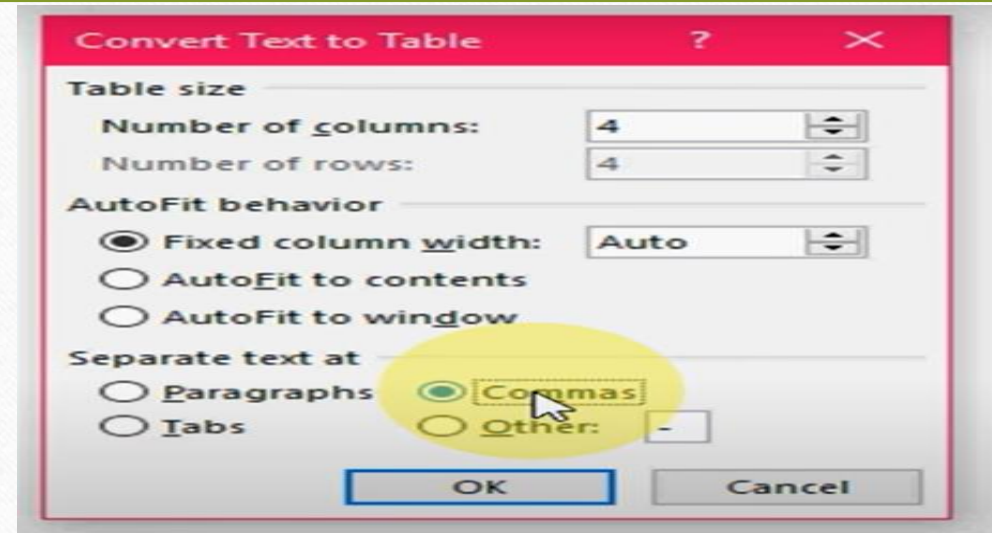
To convert text to a table _ Way 2

Google, 100, 90, 80

Youtube, 90, 80, 70

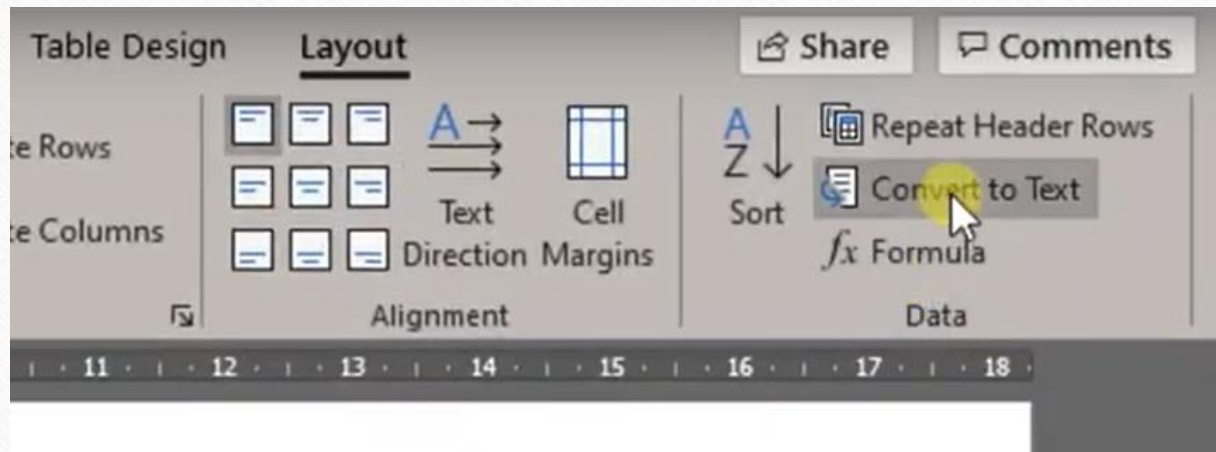
Facebook, 70, 60, 50

WhatsApp, 50, 40, 30



Google	100	90	80
<u>Youtube</u>	90	80	70
Facebook	70	60	50
WhatsApp	50	40	30

To convert a table to text



Sweden	20302
South Africa	5350
Peru	33931
Namibia	16
Mozambique	76
Luxembourg	3769
Libya	61
Italy	203591
Iceland	1797
Guatemala	585
Fiji	18
Estonia	1666
Egypt	5268
Denmark	9008
Congo	220
Canada	51587
Belgium	47859

Sweden	20302
South Africa	5350
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Fiji	18
Estonia	1666
Egypt	5268
Denmark	9008
Congo	220
Canada	51587
Belgium	47859

Convert Table To Text ? X

Separate text with

☐ Paragraph marks

☒ Tabs

☐ Commas

☐ Other: -

☒ Convert nested tables

OK Cancel

Sweden	20302
South Africa	5350
Peru	33931
Namibia	16
Mozambique	76
Luxembourg	3769
Libya	61
Italy	203591
Iceland	1797
Guatemala	585
Fiji	18
Estonia	1666
Egypt	5268

Insert a table of contents

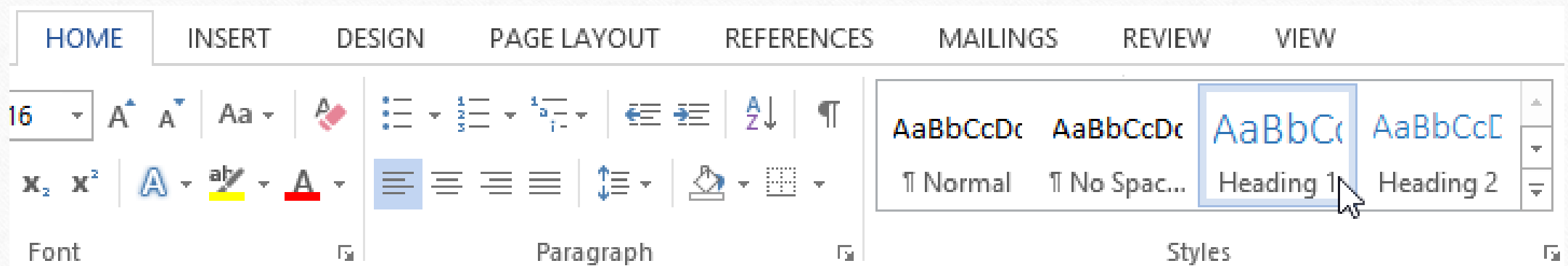
Create the table of contents

- A **table of contents** is just like the list of chapters at the beginning of a book. It lists each section in the document and the page number where that section begins. A really basic table of contents might look like this:

Table of Contents

Chapter 1.....	2
Chapter 2.....	19
Chapter 3.....	41
Chapter 4.....	52

Step 1: Apply heading styles



Chapter 1

Step 2: Insert the table of contents

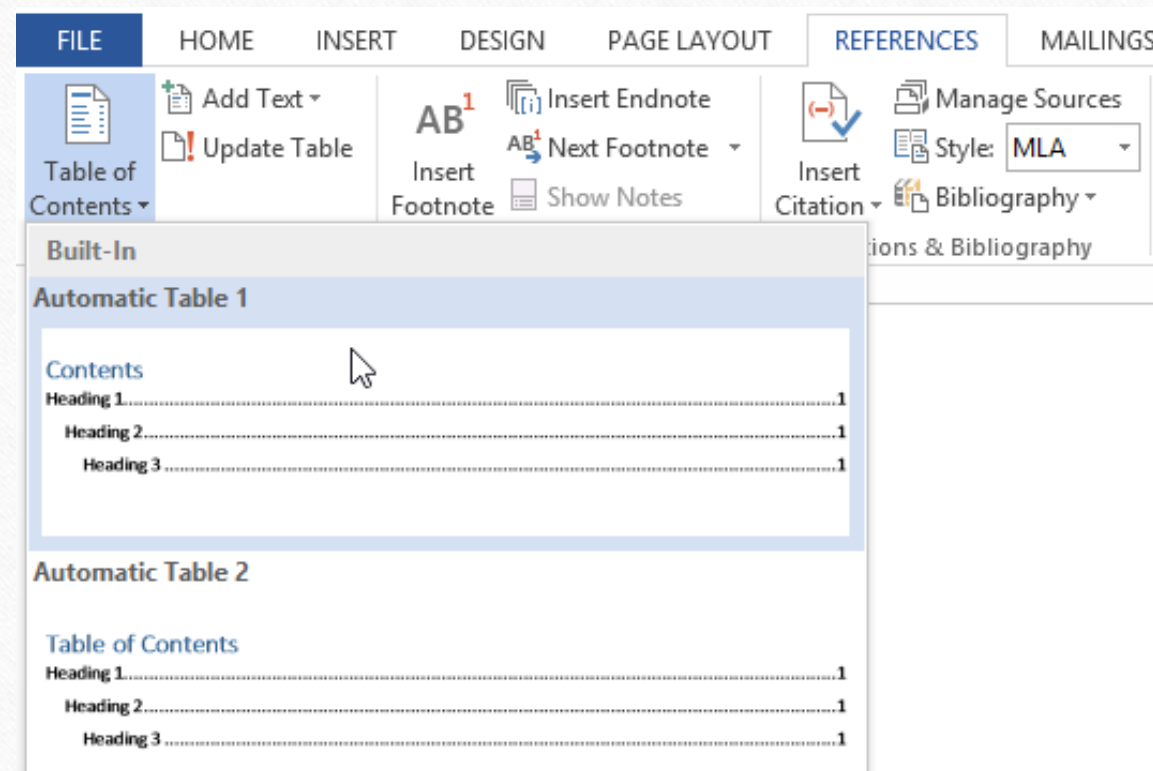


Table of contents

A Brief History of the Roman Empire

Heading 1

The Founding of Rome 3

Romulus and Remus..... 7

Heading 2

The Seven Hills of Rome 11

The Old Kings of Rome 13

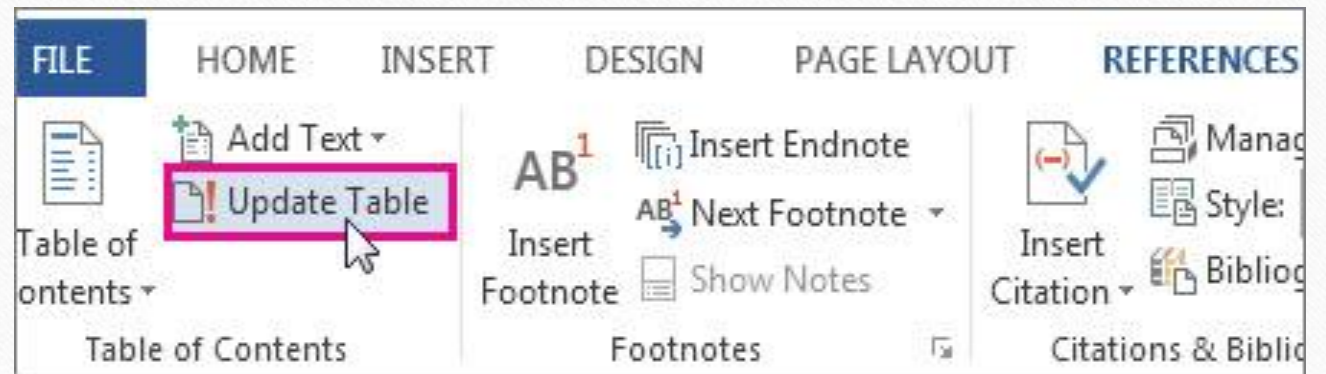
Heading 3

Kingdom to Republic 18

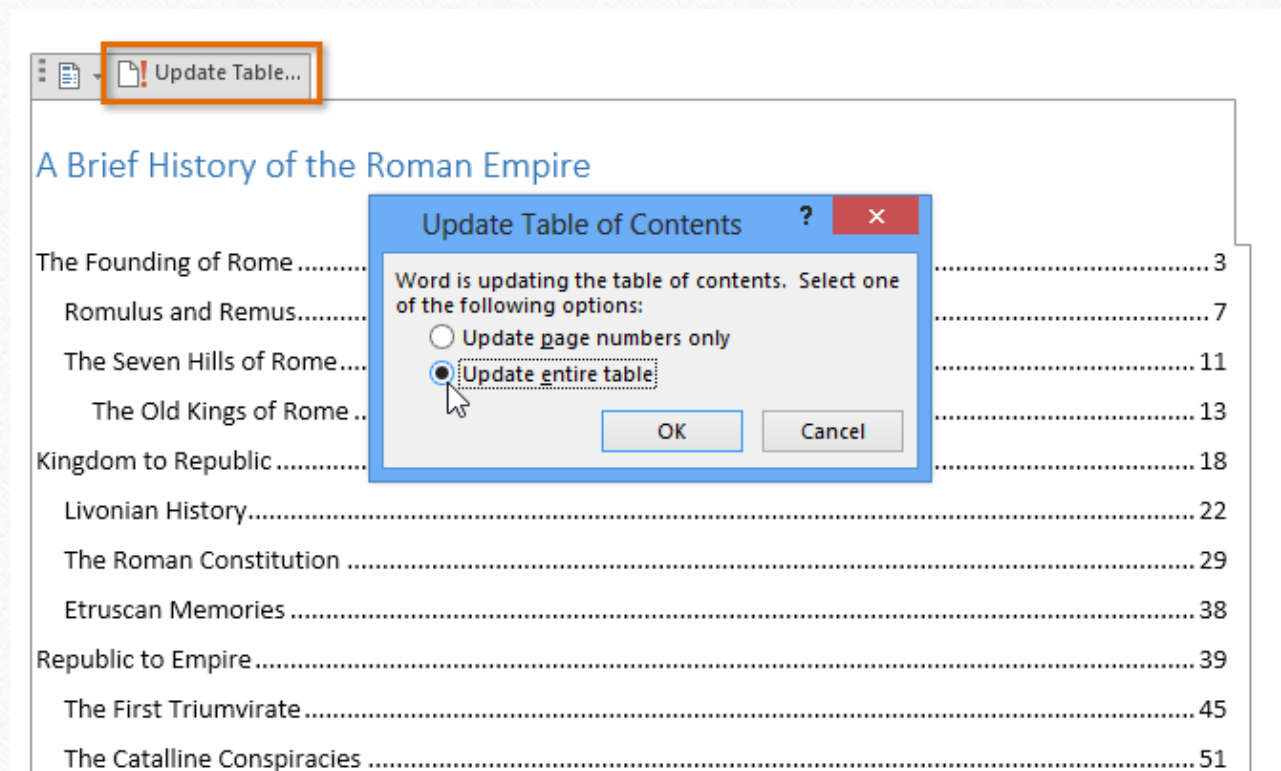
Update the table of contents

1. Go to **References > Update Table**.
2. Select one of the following:
 - **Update page numbers only** This only updates the pages that the headings are on, and ignores any changes to the heading text.
 - **Update entire table** This will reflect any updates to the heading text, as well as any page changes.

3. Select **OK**.



Update the table of contents



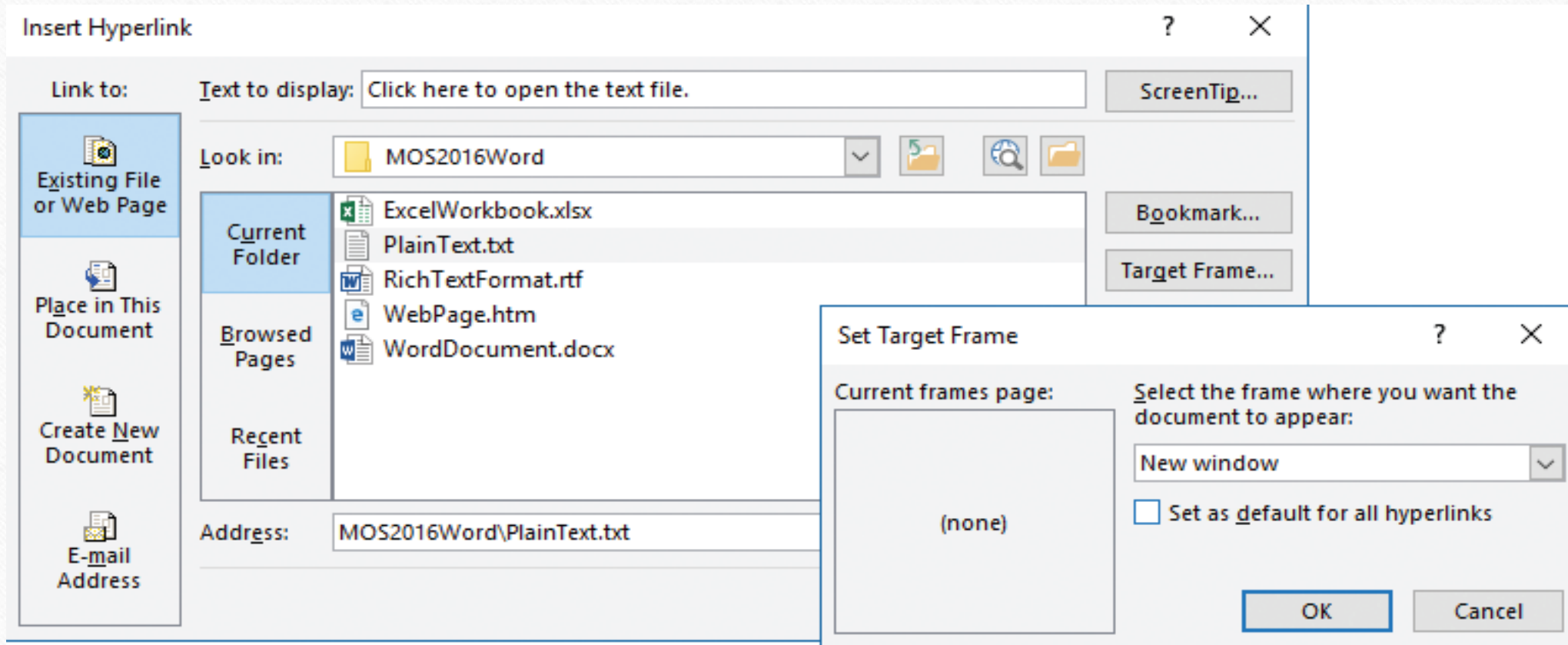
Hyperlinks

Insert Hyperlinks

- Word documents can include hyperlinks that provide a quick way to perform tasks
- such as the following:
 - Link to a location within a document.
 - Open another document.
 - Link to a website.
 - Download a file.
 - Send an email message.

Hyperlinks

- While creating a hyperlink to a document or a webpage, called the *target*, you can specify whether the target information should appear in the same window or frame as the active document or in a new one.
- Within a document, hyperlinks appear underlined and in the color specified for hyperlinks by the document's theme. You can jump to the target of the hyperlink by holding down the Ctrl key and clicking the link. After you click the hyperlink, its color changes to the color specified for followed hyperlinks.



You can specify that hyperlink targets should open in a new window

To open the Insert Hyperlink dialog box

- On the **Insert** tab, in the **Links** group, click the **Add a Hyperlink** button.
- Right-click the selection, and then click **Hyperlink**.
- Press **Ctrl+K**.

To insert a hyperlink to a file

1. Select the text or graphic object to which you want to attach the hyperlink.
2. Open the **Insert Hyperlink** dialog box. On the **Link to** bar, click the **Existing File or Web Page** button.
3. Do either of the following:
 - In the **Look in** area, browse to the target file.
 - In the **Address** box, enter the absolute path to the target file.
4. Click **Target Frame**. In the **Set Target Frame** dialog box, specify where the hyperlink target will be displayed, and then click **OK**.
5. In the **Insert Hyperlink** dialog box, click **OK**.

To insert a hyperlink to a webpage

1. Select the text or graphic object to which you want to attach the hyperlink, and then open the **Insert Hyperlink** dialog box.
2. On the **Link to** bar, click the **Existing File or Web Page** button.
3. In the **Address** box, enter the URL of the webpage or click the **Browsed Pages** button and select one from the list.
4. Click **Target Frame**. In the **Set Target Frame** dialog box, click **New window**, and then click **OK**.
5. In the **Insert Hyperlink** dialog box, click **OK**.

To insert a hyperlink that opens an email message form

1. Select the text or graphic object to which you want to attach the hyperlink, and then open the **Insert Hyperlink** dialog box.
2. On the **Link to** bar, click the **E-mail Address** button.
3. Do either of the following:
 - In the **E-mail address** box, enter the email address to which you want to address the message.
 - In the **Recently used e-mail addresses** list, click the email address to which you want to address the message.
4. In the **Subject** box, enter the subject of the message.
5. In the **Insert Hyperlink** dialog box, click **OK**.

To modify a hyperlink

1. Right-click the hyperlink, and then click **Edit Hyperlink**.
2. In the **Edit Hyperlink** dialog box, make the necessary changes, and then click **OK**.

To remove a hyperlink

- Right-click the hyperlink, and then click **Remove Hyperlink**

Task

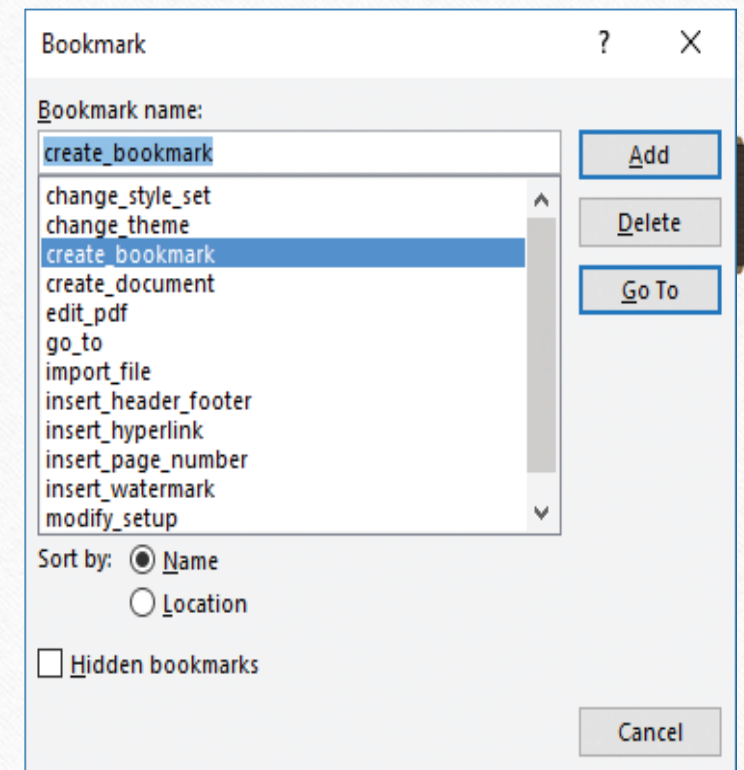
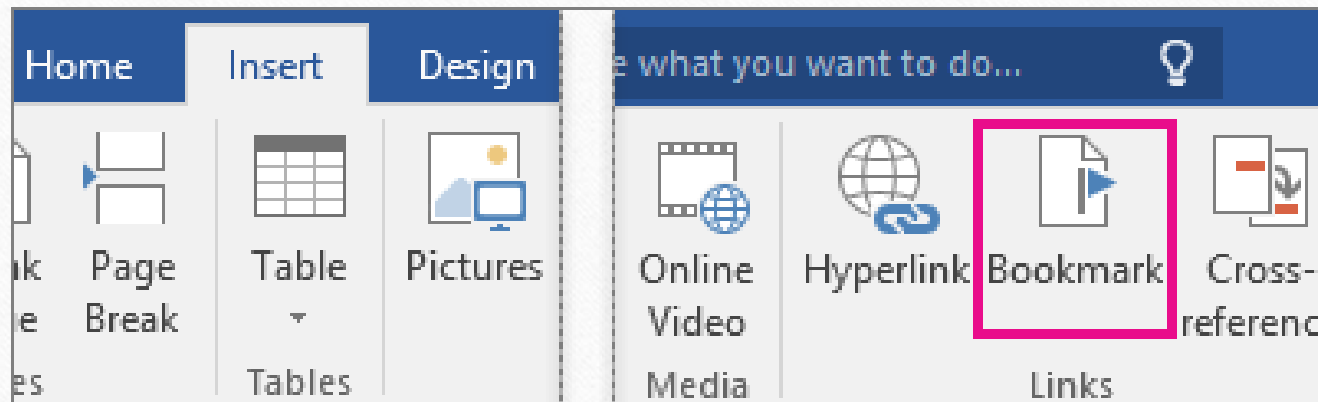
Task 1

- Insert a hyperlink from the URL *wingtiptoy.com* to the website at <http://www.wingtiptoy.com>. Change the display text of the hyperlink from *wingtiptoy.com* to the Wingtip Toys website and set the target frame to display the website in a new window.

Bookmarks

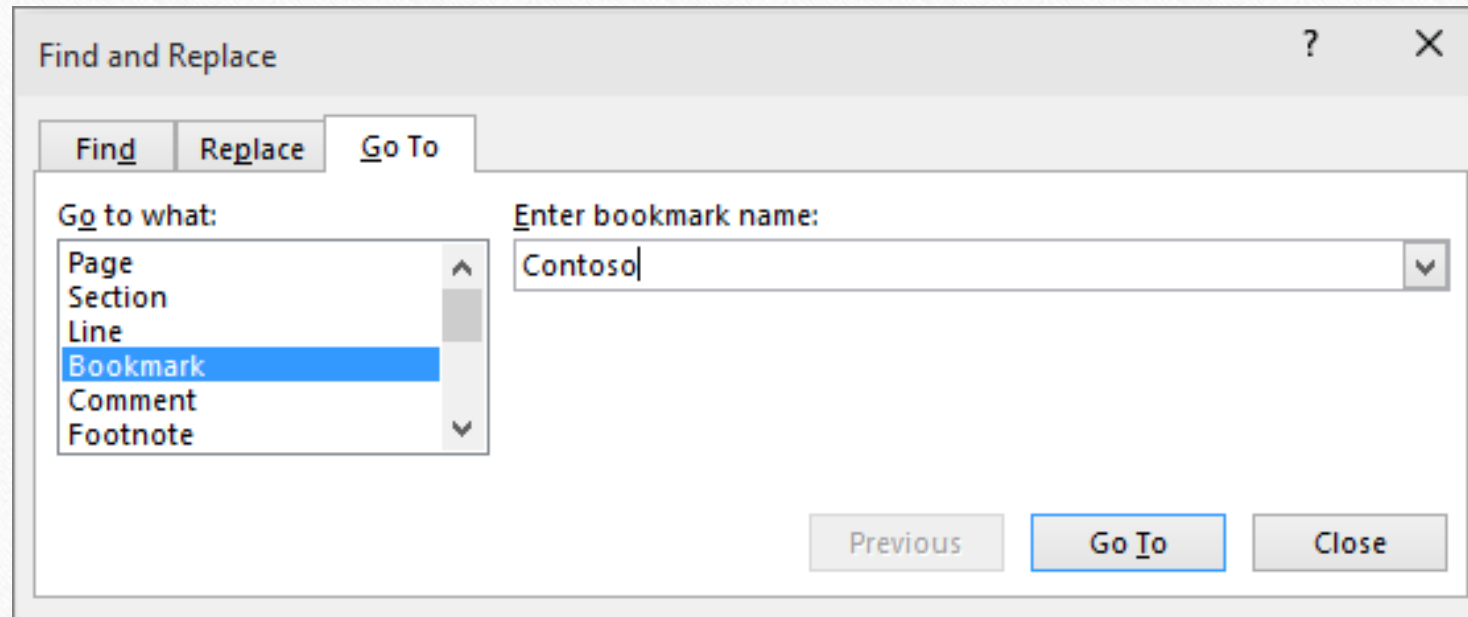
Create bookmarks

1. Bookmarks are accessible in the Bookmark dialog box



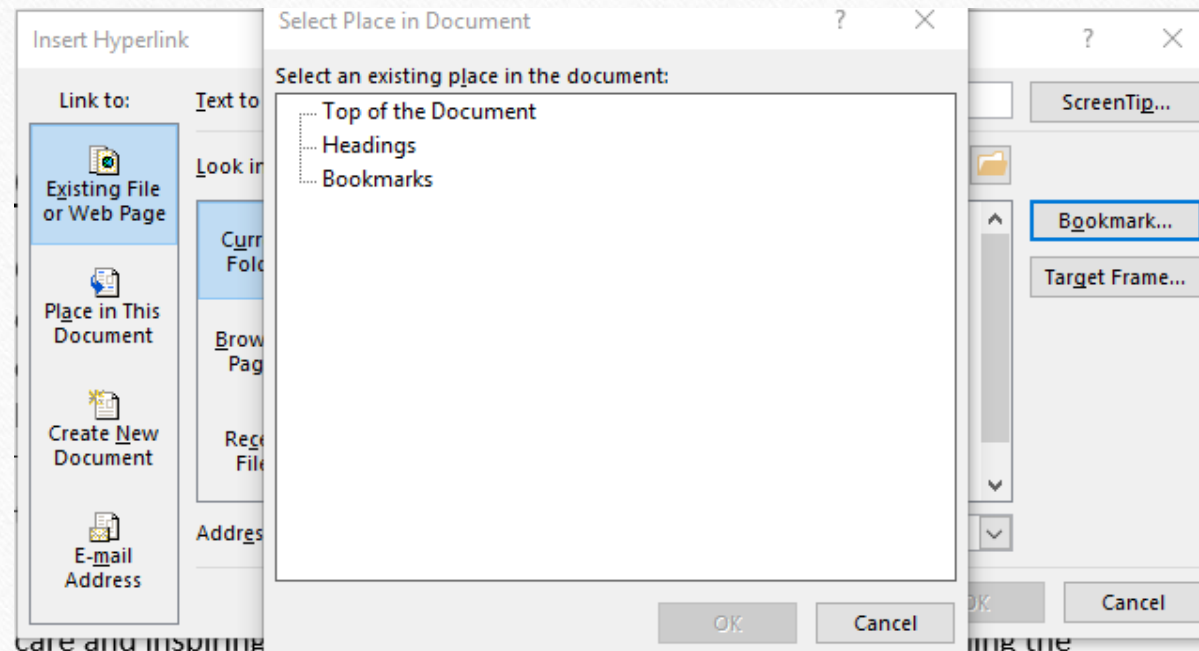
Create bookmarks

2. on the Go To page of the Find And Replace dialog box



Create bookmarks

3. in the Place In This Document list in the Insert Hyperlink dialog box.



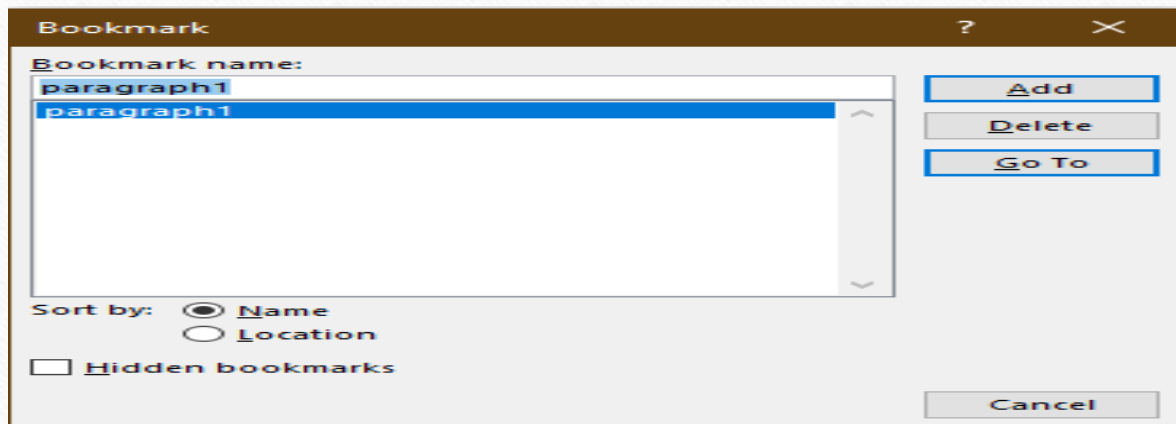
To insert a bookmark

1. Place the cursor at the location in which you want to insert the bookmark, or select the text or object to which you want to attach the bookmark.
2. On the **Insert** tab, in the **Links** group, click the **Bookmark** button.
3. In the **Bookmark** dialog box, enter a name for the bookmark in the **Bookmark name** box, and then click **Add**.

To insert a bookmark

“ .The hospital provides a model of excellence in medical services & patient care and inspiring the society & medical care community by redefining the healthcare & medical services and offering a new standard in Egypt.

Our team dedication to patient care truly makes Ghanem hospital a very special and a unique healthcare experience of its kind and a model of excellence for the entire medical community.”



The screenshot shows a 'Bookmark' dialog box with a title bar containing a question mark and a close button. Inside, there is a text field labeled 'Bookmark name:' containing 'paragraph1'. Below this is a list box also containing 'paragraph1'. To the right of the list box are three buttons: 'Add' (highlighted with a red rectangle), 'Delete', and 'Go To'. At the bottom left, there is a 'Sort by:' section with two radio buttons: 'Name' (selected) and 'Location'. Below that is a checkbox labeled 'Hidden bookmarks' which is unchecked. A 'Cancel' button is at the bottom right.

QUIZ 1

Construct a web page that displays your hospital centered with the horizontal line that The main page be the hospital's serv

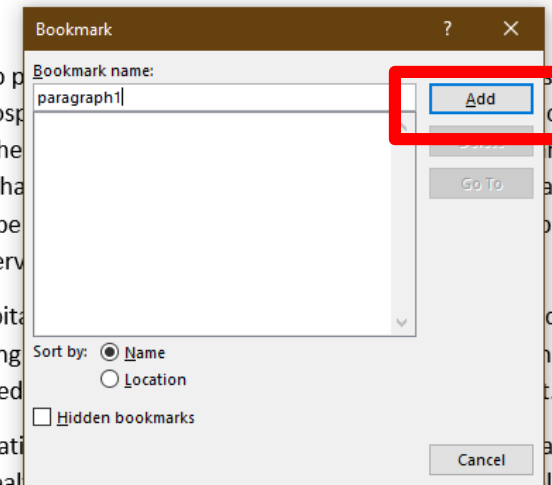
“ .The hospital care and inspiring healthcare & med

Our team dedication and a unique healthcare experience of its kind and a model of excellence for the entire medical community.”

The page will contain a list for the hospitals services as follow:

Services:

- Radiology Department



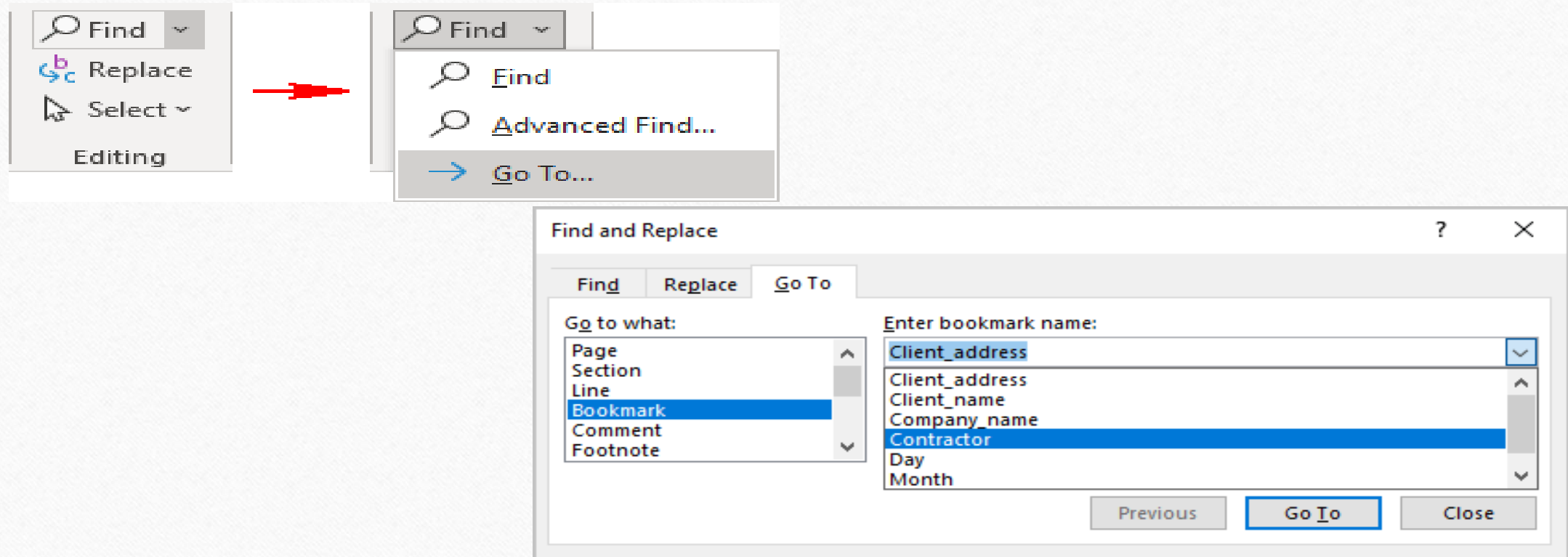
This is another screenshot of the 'Bookmark' dialog box, identical to the one above, showing the 'Add' button highlighted with a red rectangle.

the page that include a header and beneath it a a 68% width. phs introducing

ces & patient hning the t.

a very special ellence for the

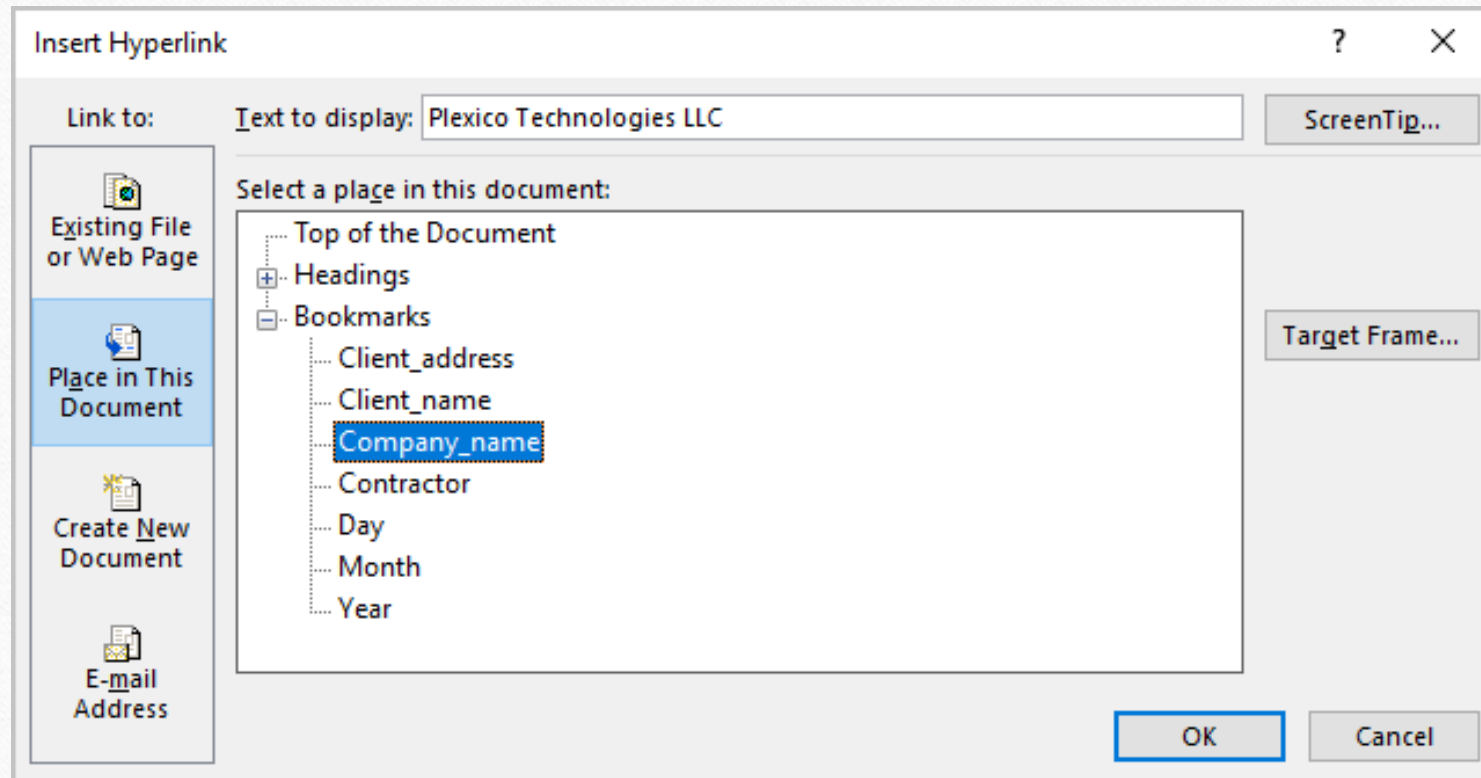
To insert a bookmark



To create a hyperlink to a bookmark

1. Type or select a text or object you want to use as a hyperlink.
2. Right-click the selection, select the hyperlink
3. In the Insert Hyperlink dialog box:
 - In the Link to list, select the Place in This Document item,
 - Make sure that the Text to display text box contains the correct text for the link,
 - In the Select a place in this document list, select the heading or bookmark that you want to link to

To create a hyperlink to a bookmark

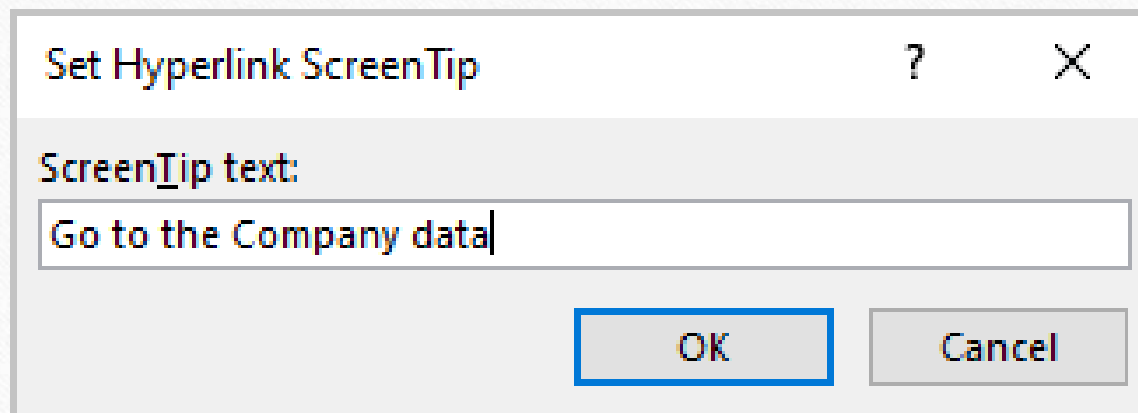


To create a hyperlink to a bookmark

- Optionally, click the **ScreenTip...** button to add the text to the screen tip that will be displayed when you hover the mouse cursor over the link:

Go to the Company data
Ctrl+Click to follow link

[Plexico Technologies LLC](#)



The screenshot shows a standard Windows dialog box titled "Set Hyperlink ScreenTip". It has a title bar with a question mark icon and a close button (X). The main area contains a label "ScreenTip text:" followed by a text input field. The input field contains the text "Go to the Company data". At the bottom right, there are two buttons: "OK" and "Cancel".

Set Hyperlink ScreenTip ? X

ScreenTip text:

Go to the Company data

OK Cancel

Delete a bookmark

- On the **Insert** tab, in the **Links** group, click the **Bookmark** button.
- In the **Bookmark** dialog box, select the bookmark that you want to delete and click the **Delete** button

