

* Panel Discussion Response to Questions

Question One

Would you explain how to do tables in Word. I have tried unsuccessfully, so I do all of my tables in Excel.

Question Two

Issue/question on Word. I formerly was able to click on the "center" button in the ribbon to center my topic or letterhead. The icon has disappeared and I can't seem to find a way to automatically center now. How can I retrieve this again. (Using Office 2003 in Windows XP)

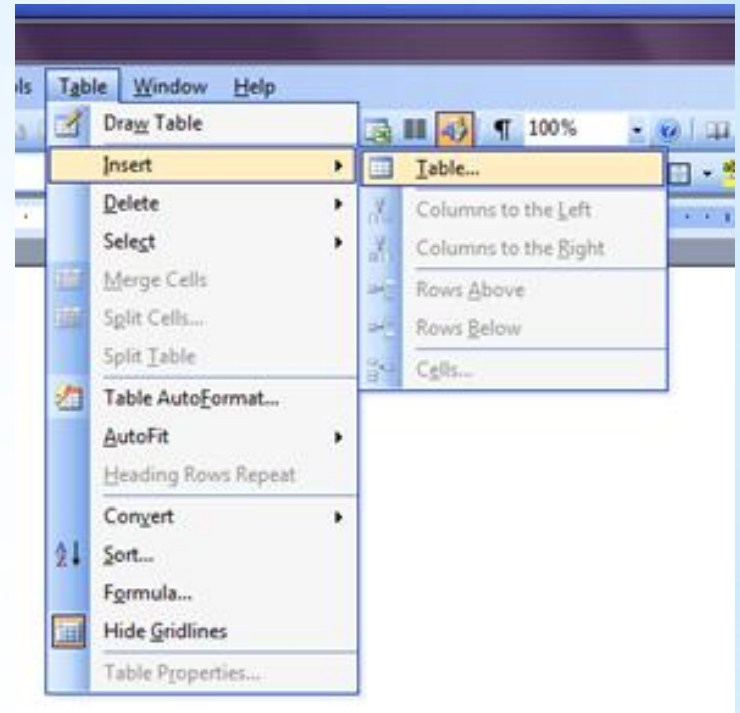
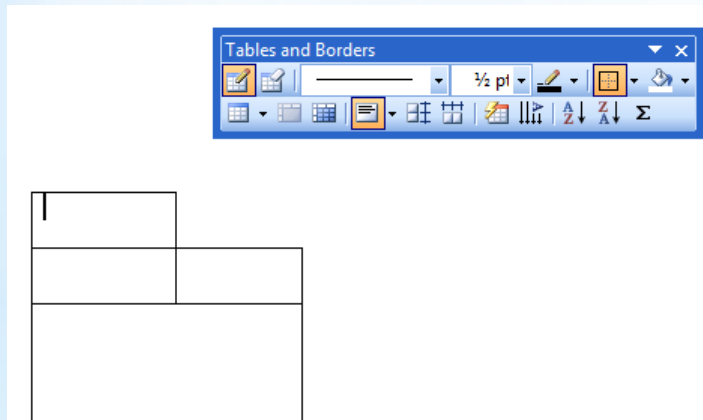
Question Three

How to type text in columns (like the typewriter)

*Tables - Office 2003

Two ways to do it

1- Click Table on menu, then Draw. The Pointer becomes a Pencil. Draw rectangle for each cell



2 - Click Table on the menu, then insert Table
The Dialog box opens. Select Number of columns and rows.
The Auto Format offers pre-formatted tables
Example on next slide

*Table - Office 2003

Table AutoFormat

Category: All table styles

Table styles:

- Table Classic 4
- Table Colorful 1
- Table Colorful 2
- Table Colorful 3
- Table Columns 1
- Table Columns 2
- Table Columns 3
- Table Columns 4
- Table Columns 5
- Table Contemporary
- Table Elegant
- Table Grid

Buttons: New..., Delete..., Modify..., Default...

Preview

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Apply special formats to:

- Heading rows
- Last row
- First column
- Last column

Insert Table

Table size

Number of columns: 5

Number of rows: 3

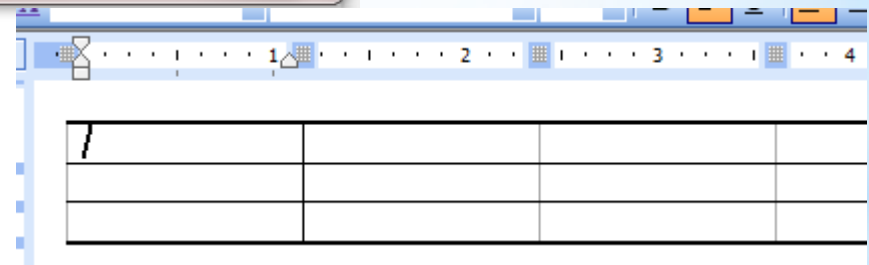
AutoFit behavior

- Fixed column width: Auto
- AutoFit to contents
- AutoFit to window

Table style: Table Grid **AutoFormat...**

Remember dimensions for new tables

Buttons: OK, Cancel

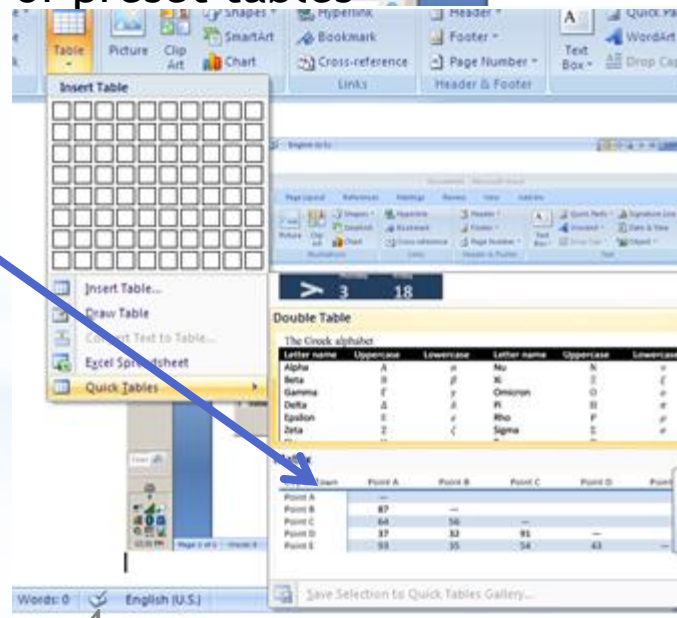
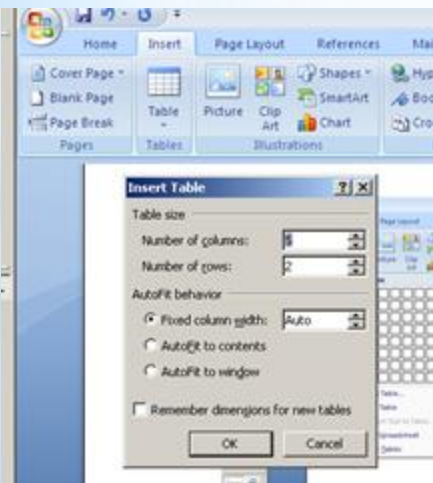
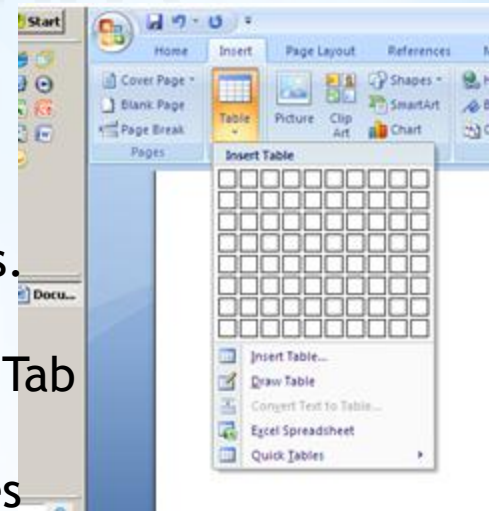


<i>Quarter</i>	<i>Price</i>	<i>Tax</i>	<i>Sale</i>
First	83	5	88
Last	74	7	
Total			3

Type Data. Calculations are limited to SUM and few Logical functions
 For other calculations use Microsoft Office Excel

*Tables - Office 2007

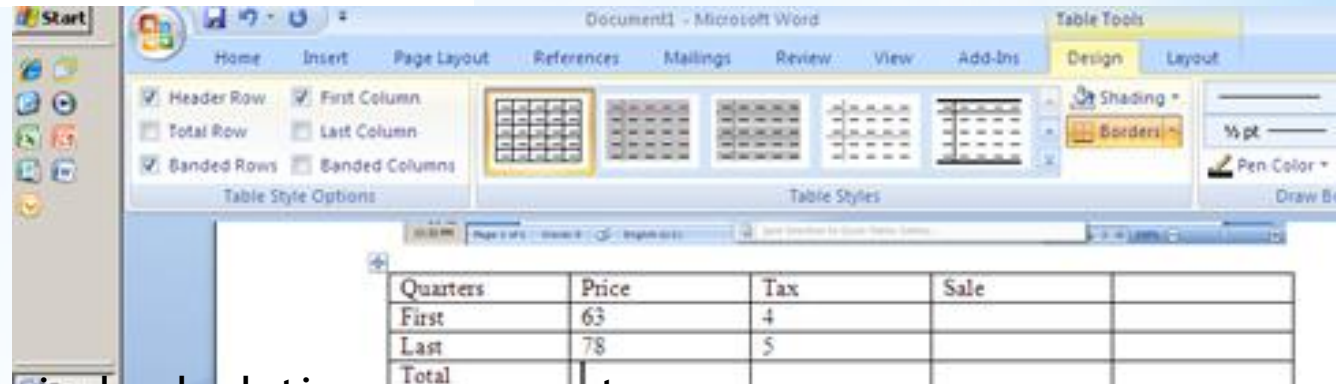
Select the Insert Tab, click Table (Down arrow)
In the Window, select the number of column and rows as desired or
Click Insert Table and the selection window opens.
If you click Draw Table, the Pointer becomes a Pencil. Draw rectangles for cells. The Table Tools Tab Is now available.
If you click Quick Tables, a gallery of preset tables opens



*Tables - Office 2007

Quarters	Price	Tax	Sale
First	63	4	
Last	78	5	
Total	141		

Build the table.
The Table Tools
Tab becomes
available



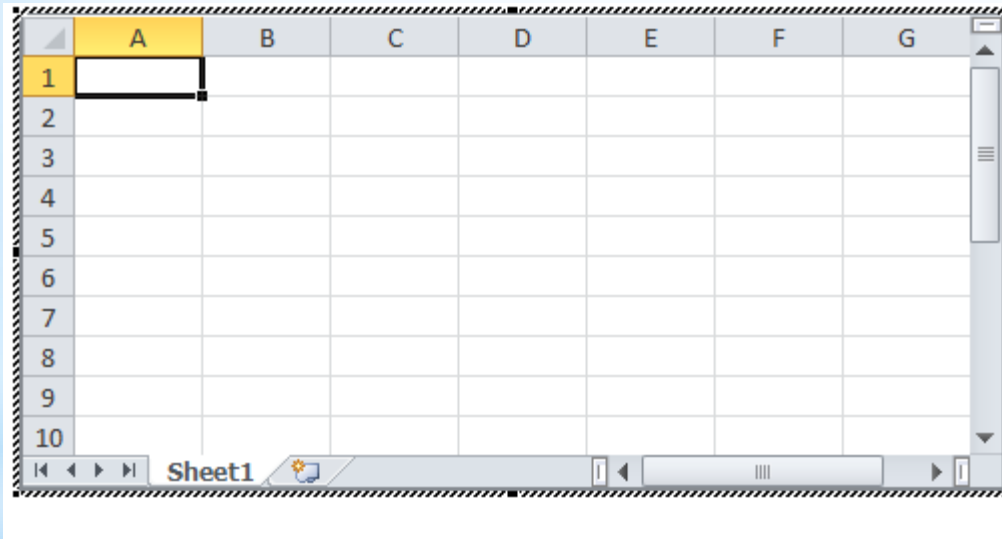
Only Sum and few Logical calculations are preset.
However, you can type the Add/Sub/Mult/Div formula in the
formula window (not in the table). The row and column #
have to be input manually (first cell =A1, etc.)
Also, you can use Excel Spreadsheet in the Table menu. See
next slide

To Sum Column or Row, Select the cell where the result will
be In the Layout Tab of the Table Tools, click Formula.
The Formulas Window opens



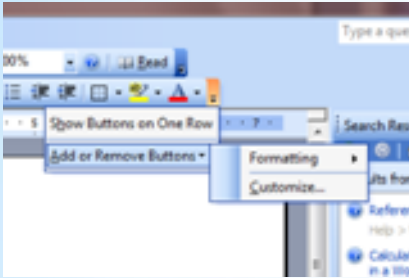
* Excel Spreadsheet

To create a Table using Excel Spreadsheet Select Excel Spreadsheet. A mini Excel (7 by 10) opens in Word. Enter the data and perform the calculation To see more cells, drag the corners of the table

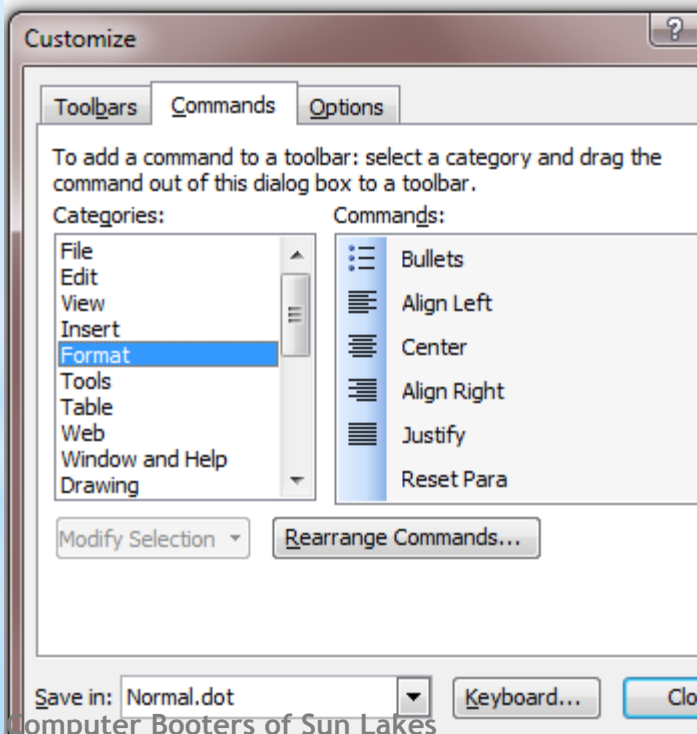


You can use the Formula button or enter directly the operation in the cell When done, click in a blank area of Word. The table is inserted. To make Changes, double click the table

* Restore Icon - Office 2003



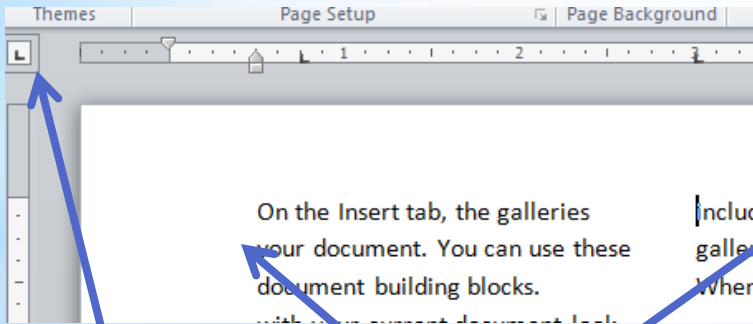
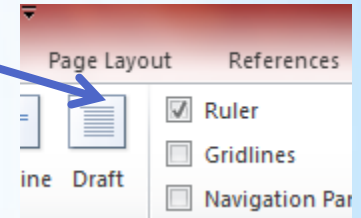
In the Format toolbar, click the Down Arrow on the right side of toolbar. On the menu, click Add or Remove Buttons, click customize



Select Commands in the Window
From the Format Category select the Command

* Typed Text in Columns

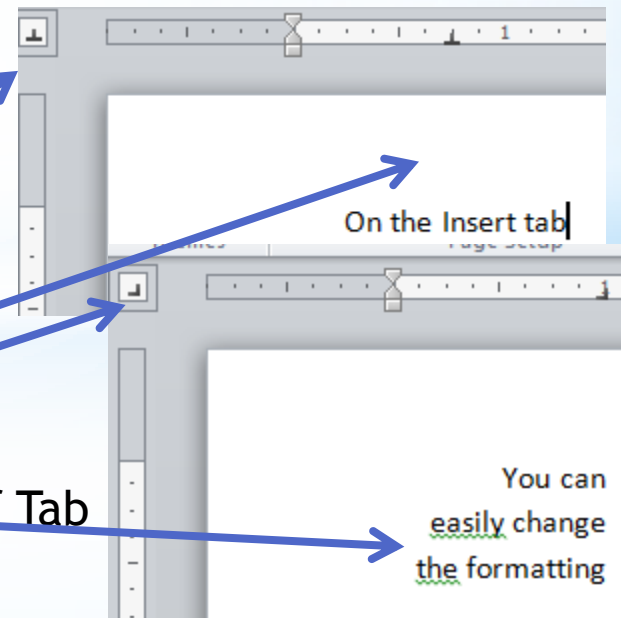
- * Apply to all Word versions (2010 shown here)
 - * If not visible, show Ruler (in 2010 - View Tab, click Ruler)
 - * Set Tab Stop (click the bottom ruler where Tab stop)
 - * Is desired - click and drag if not the correct position). To
 - * Remove Tab, click and drag down away from Ruler
 - * The left square on ruler is to set Tab type - each
 - * click shows a different setting (circular)



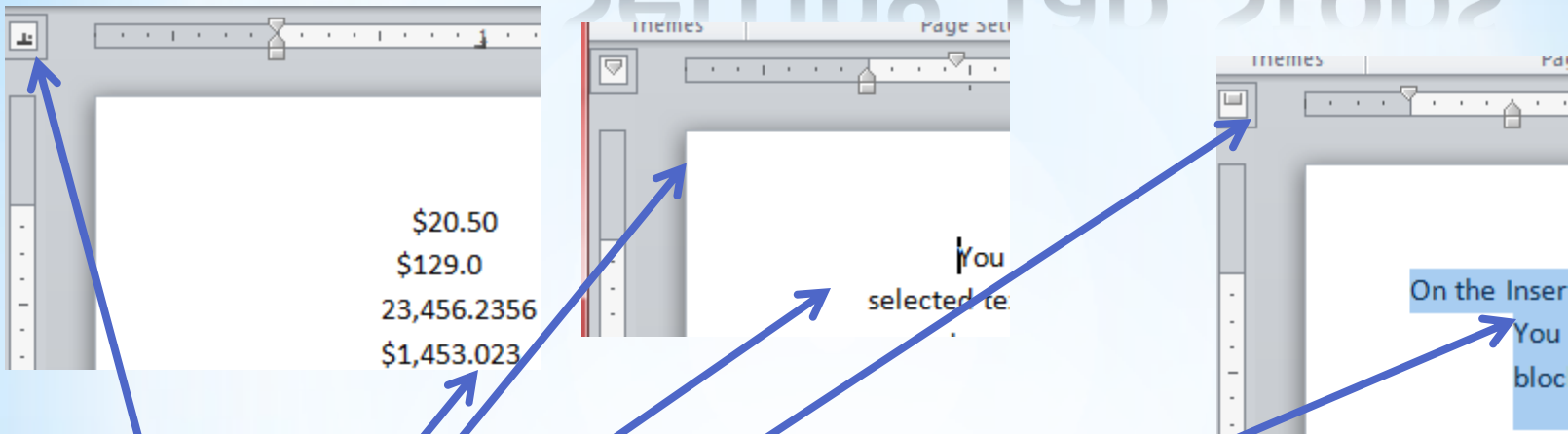
Right Tab - align text to the right

Center Tab - center text

Left Tab - align text from left of Tab



*Setting Tab Stops

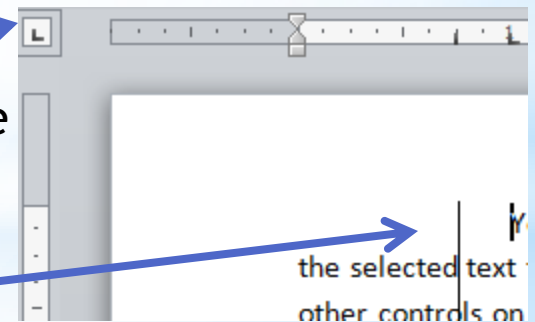


Decimal Tab - align number to the decimal point

First line indent - indent 1st line of paragraph

Hanging indent - indent paragraph except 1st line

Bar Tab - insert a vertical bar - good for a long
Vertical bar across the page



* Example - Aligning Text

* Setup Tabs (Left or Right)

* Left Tab

Press Tab

First Name	Last Name	Email	Phone
Joe	Someone	joe@abc.com	(480)895-1265
Alan	President	ap1@msn.com	(602)683-9840
Etc.			

Text aligned from to Let Tab

* Right Tab

First Name	Last Name	Email	Phone
Joe	Someone	joe@abc.com	(480)895-1265
Alan	President	ap1@msn.com	(602)683-9840
Etc.			

Text aligned to the Right Tab