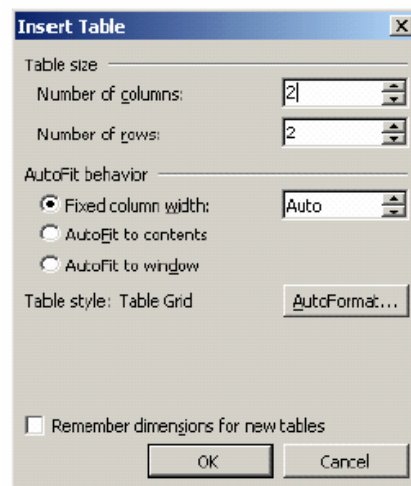

Flyers, Newsletters and Handouts: Word Tables

Inserting a Table

- Open a new Microsoft Word document
- Click on the “Table” menu at the top of the screen
- Scroll over the word “Insert” – a popup menu will appear
- Left click on the word “Table”
- A menu like the one on the right will appear
- Select the number of columns and rows (columns run up and down and rows run sideways)
- Click “OK”

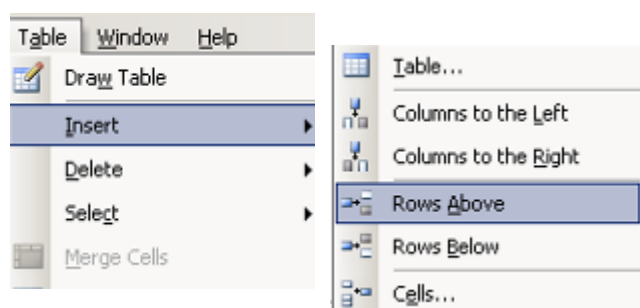


		Click in this box

Inserting New Rows and Columns

To add a new row to the bottom of a table:

- Click in the last cell of the table (lower right)
- Press the “Tab” key on your keyboard (located on the upper left side of the keyboard above the “Caps Lock” key).



To add a new row in between existing rows:

- Click in the row below or above where you wish to insert the row
- Click on the “Table” menu at the top of the screen
- Scroll over “Insert” – a pop-up menu will appear
- Left click on the words “Row above” or “Row below” – whichever is applicable.

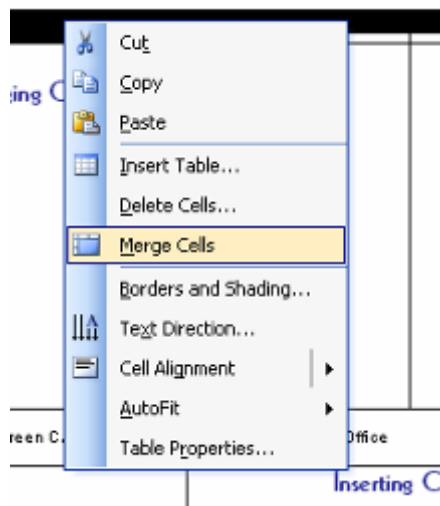
Add a column the same way you add a row.

Screen Captures: Microsoft Office

Splitting and Merging Cells

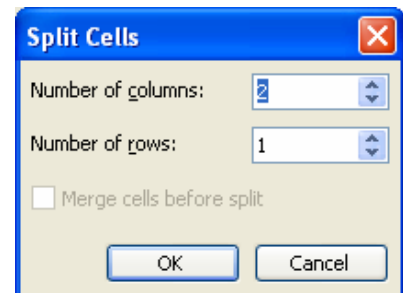
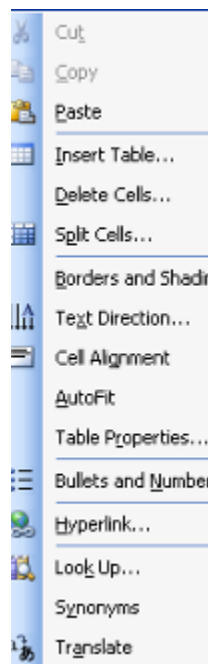
Merging Cells

- Highlight the cells you want to merge (Click and drag through both cells – this will cause the cells to turn black)
- Right click over the cells you want to merge
- A pop up menu will appear
- Click on the words “Merge Cells”



Splitting Cells

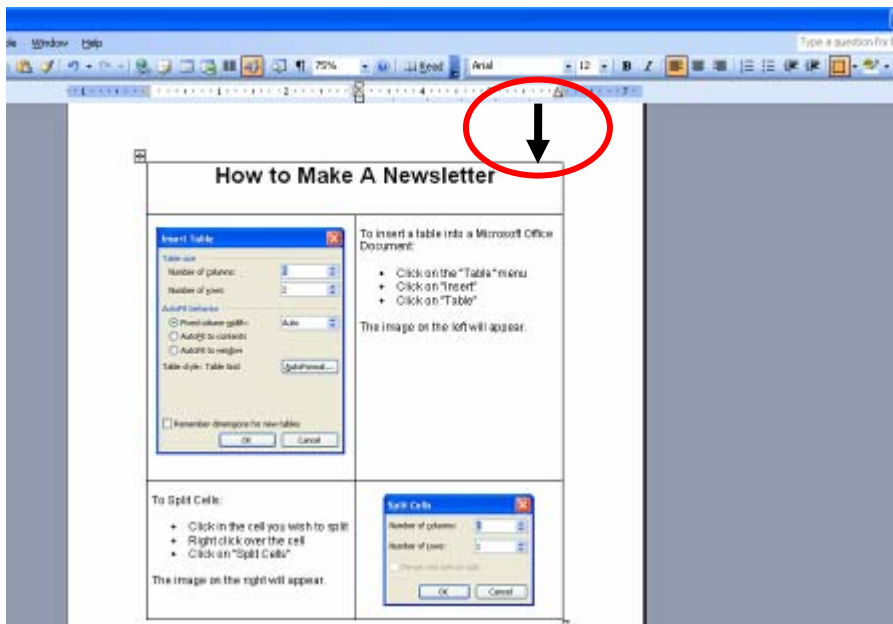
- Click in the cell you want to split
- Right click over the cell
- Click on “Split Cells”
- A “Split Cells” menu will appear (see below right image)
- Select the number of columns and/or rows that you want
- Click on “OK”



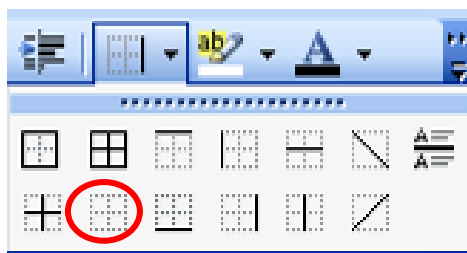
Screen Captures: Microsoft Office

Eliminating and Adding Lines to the Table

- Position the mouse cursor over the top edge of the table
- A solid black arrow will appear (see below)
- Click one time to select the entire table (the table should change in color and appears as if it were a negative)



- With the table selected, click on the arrow to the right of the borders icon on your menu bar (see above)
- If this icon is not visible, right click in the table and select "Borders and Shading" and following the directions provided.

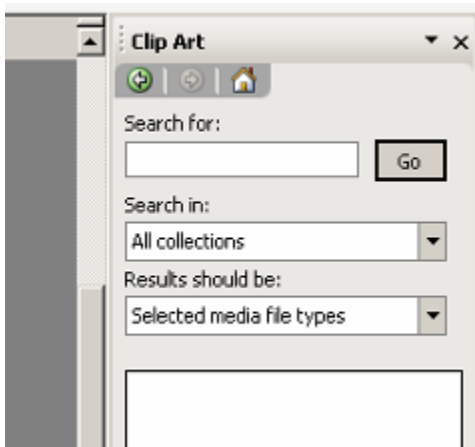


If the Borders Icon is used, the menu on the left appears. Each of the squares shown acts as a toggle switch. If you do not want any lines in your table, click on the following icon:



Screen Captures: Microsoft Office

Inserting Images into the Table



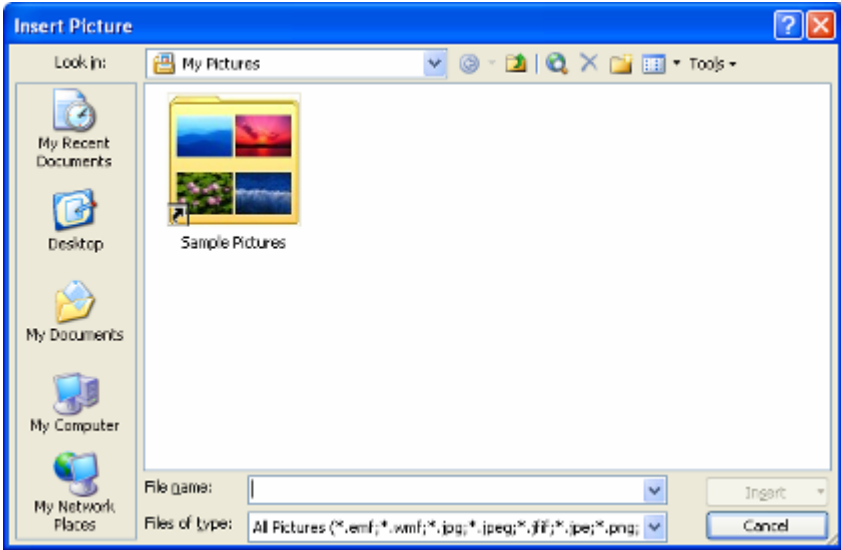
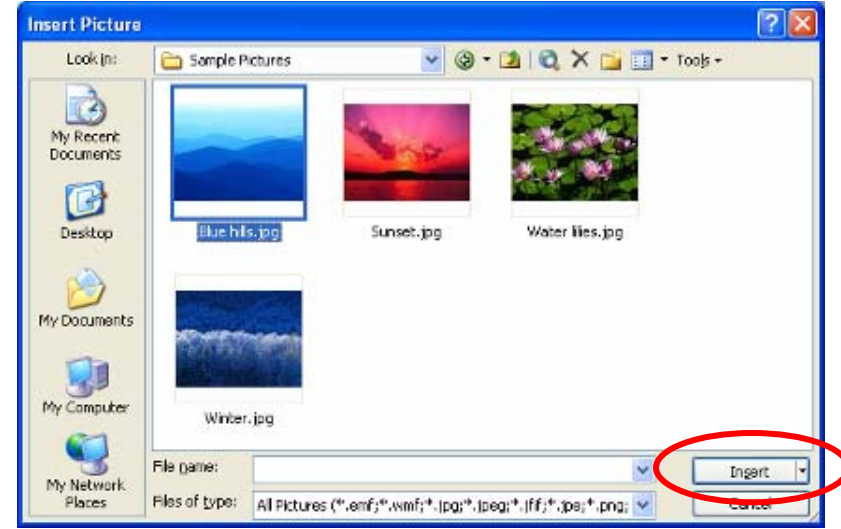
Inserting Clipart

- Click in the cell where you want to place the clipart
- Click on the “Insert” menu at the top of the screen. Note that there are many things you can insert in your table.
- Scroll over the word “Picture”
- Click on the word “Clipart...”
- A menu like the one on the left will appear either as a pop up or on the right side of your screen (depending on the version of software you are using).
- In the “Search for:” box, enter the word or words of the type of clipart you want to use.
- Click on the word “Go”
- You can restrict your search by only “Searching in” certain collections and by media type (under “Results should be:”).



- A visual listing of all items fitting your search description will appear below search options.
- One way to insert the clipart is to click in the cell where you want your image to go and then double click on the clipart item you want to insert.
- The other way to insert clipart is to click in the cell where you want the image to go and using your mouse, point to the image you want to insert. An arrow will appear on the right side of the image, left click one time on the arrow and a menu will appear. Select the word “Insert”. There are other options to explore on this menu.

Screen Captures: Microsoft Office

	<h3 style="text-align: center;">Inserting Saved Images on the Computer</h3> <ul style="list-style-type: none"> - Click in the cell where you want to place the image - Click on the “Insert” menu at the top of the screen. Note that there are many things you can insert in your table. - Scroll over the word “Picture” - Click on the word “From file...” - A menu like the one on the left will appear either as a pop up
	<ul style="list-style-type: none"> - Most computers using Microsoft Windows products will default to the “My Pictures” folder which is located in “My Documents” - Locate the image you wish to insert - Click on the image one time - Click on the word “Insert” – located on the bottom right of the screen

Screen Captures: Microsoft Office