



Microsoft Word 2013 Tabs, Tables and Graphics

Course Objectives

- Section specific formatting
- Insert and modify tabs
- Insert and modify tables
- Insert objects and pictures

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Prepare your interface

Exercise 1.

Display formatting symbols

- Click **Show/Hide** in the **Paragraph** group of the **Home** tab on the Ribbon.



Document sections

Document sections can be used to control page layout settings like margins, orientation and size and are also useful way points for header and footer settings like page numbering.

Exercise 2.

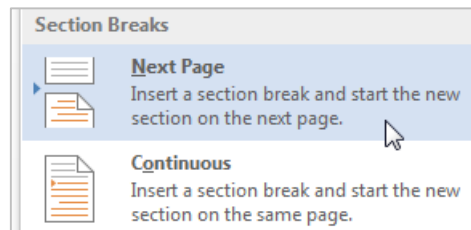
Insert section breaks

- Place your cursor before the Chapter Heading “**Alpheius Global Enterprises**”
- Click the **Page Layout** tab
- Select the **Breaks** tool



- Click **Section Breaks: Next Page**

A Next Page section break is an end of page and end of section. Using a continuous section break followed by a page break is an awkward way of doing the same thing.

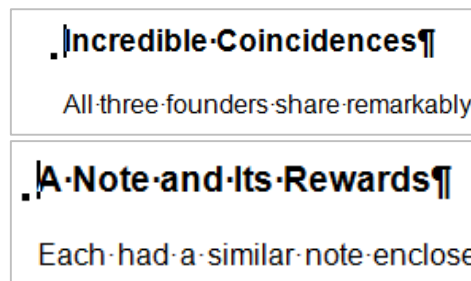


- Place your cursor before the second chapter section “**Incredible Coincidences**”
- Click **Breaks > Section Break: Next Page**

OR

- F4** on the keyboard to repeat the last action

Repeat this process for the remaining chapter sections: “**A note and Its Rewards**” and “**Life After the Orphanage**”
The very first page of the document will be completely blank. We will be returning to use this page during exercise 18 later in the course.



Exercise 3.

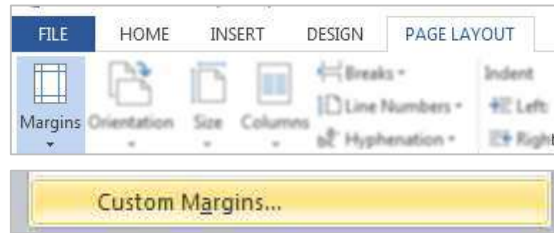
Page layout settings

Section margins

Margins are the adjustable whitespace surrounding the print on a page.

On the **Page Layout** tab:

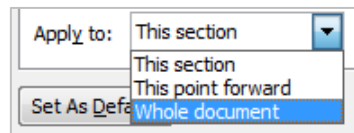
1. Click **Margins**
2. Select **Custom Margins...**



3. Enter **2cm** for each margin



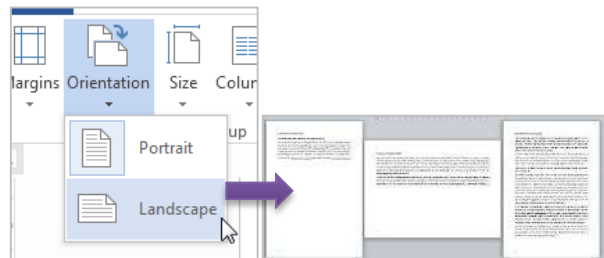
4. Apply the margins to **Whole document** via the dropdown
5. Click **OK**



Page orientation

Make sure you put pages you wish to reorient in their own section.

1. Click within the section "**A note and its rewards**"
2. Click the **Page Layout** tab > **Orientation** tool
3. Click **Landscape**



Headers and footers

Exercise 4.

Apply headers and footers

Enter the Header and Footer Workspace

1. Go to the first page of the document
2. Double click within the top or bottom margin

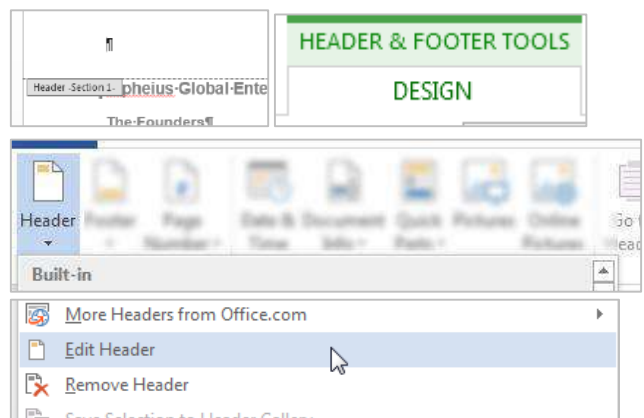
OR

- Click the **Insert** tab > **Header** > **Edit Header**

OR

- Click the **Insert** tab > **Footer** > **Edit Footer**

The **Header and Footer Tools: Design** tab will open.



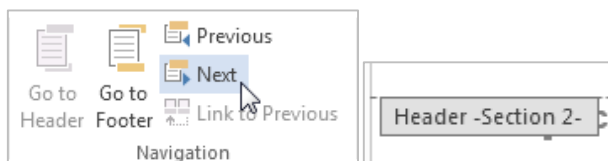
Delink headers and footers

Headers and footers are automatically linked to the previous section to save time. To set section specific headers or footers, *delink* the sections. Use the Navigation group to streamline the task.

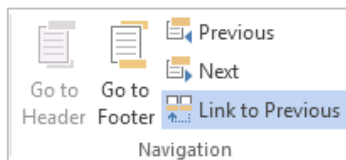
On the **Header & Footer Tools: Design** tab:

1. Click **Next** in the **Navigation** group to go to **Section 2**

A label on the Header/Footer border will indicate the current section.



2. Deselect **Link to Previous**
3. Click **Go to Footer**
4. Deselect **Link to Previous**



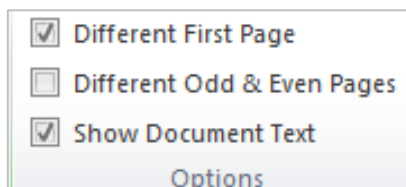
Add headers and footers

Different header or footer on the first page in a section

The first page in any section can have a header and footer different to all other pages in the same section. If you make this choice you will then be required to set **two** headers or footers in the section. The first page and then the remaining pages

On the **Header & Footer Tools: Design** tab:

- Locate the **Options** group and click **Different First Page**.



Add headers

1. Click **Go to Header** in the **Navigation** group
2. Press **TAB** on the keyboard twice to go to the right side of the page
3. Type "**Part 1**"
4. Click **Next** in the **Navigation** group to go to **Header Section 3**
5. Deselect **Link to Previous**
6. Update the header text to "**Part 2**"



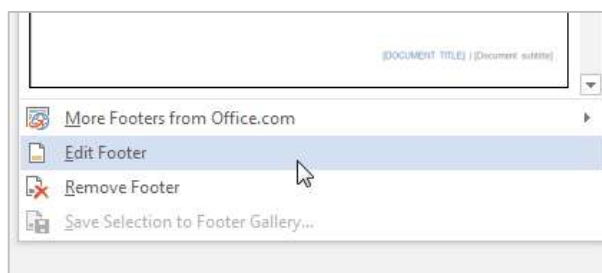
- Repeat steps 4 to 6 until you have added header text to all the sections.

Add footers (file name and page numbers)

1. Click **Go to Footer** in the **Navigation** group
2. Use the **Next** or **Previous** buttons to go to Section 2

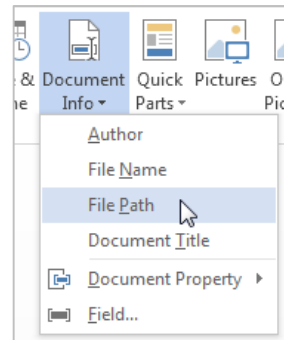
This step is necessary so that the file name will appear in the correct place.

3. Position the flashing cursor at the left hand edge of the footer.



4. Select the **Document Info** button
5. Choose **File Path**

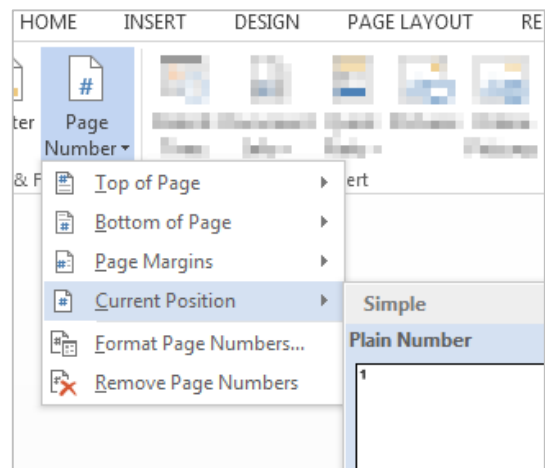
The path will update depending on the documents save location.

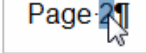


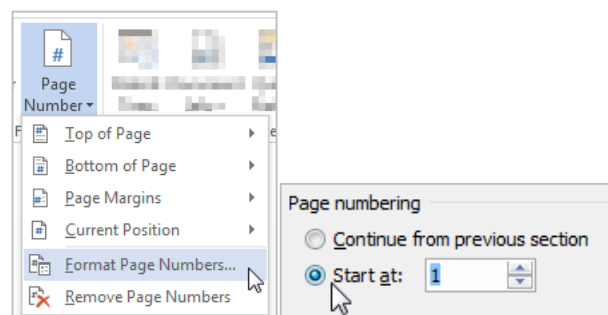
6. Press **TAB** twice to go to the right hand margin
7. Click **Page Number > Current Position > Plain Number**

Current position will not over write current header or footer formatting.

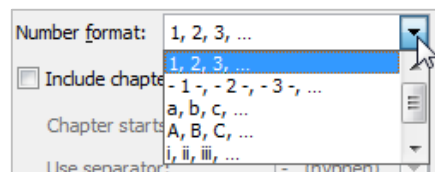
8. Add the word "**Page**" in front of the page count



9. Select the page number 
10. Click **Page Number > Format Page Numbers...**
11. Click the **Start at:** button and enter **1**



Other page number format options include: changing the number format, to letters or roman numerals, or continuing page numbering from the previous section.



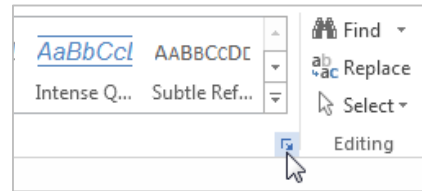
Exercise 5.

Format headers and footers

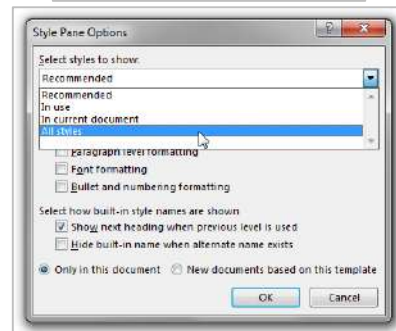
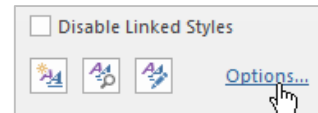
Header and footer text is styled using the Header and Footer styles respectively.

Locate and add the header and footer quick styles

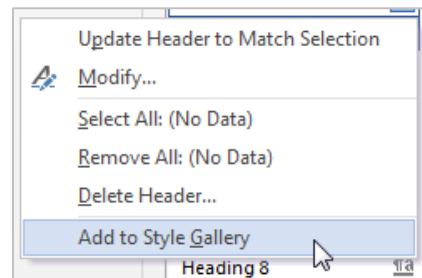
1. Go to the **Home** tab
2. Click the **Styles** window launcher



3. Click the **Options...** link
4. From the **Select styles to show:** dropdown list choose **All Styles**
5. Click **OK**

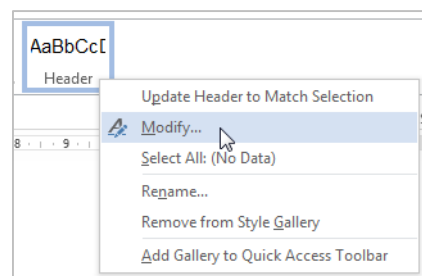


6. Locate and right click the **Header** style > **Add to Style Gallery**
7. Locate and right click the **Footer** style > **Add to Style Gallery**

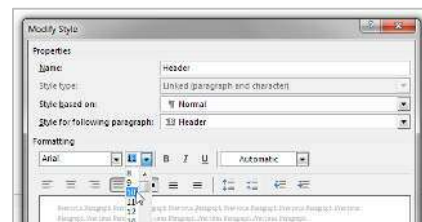


Modify the header and footer paragraph styles

1. Right click > **Modify** the **Header** quick style in the **Styles** gallery



2. Change the font size to **10pt**
 3. Click **OK**
- Repeat steps **1 – 3** for the Footer style



Tabs

A tab stop is a marker set in the document ruler for text alignment using the **TAB** key on the keyboard. The different tab stops can be set and viewed on the ruler, or the paragraph group dialog box on the ribbon or within a style for consistency and control.

Exercise 6.

Insert tab stops

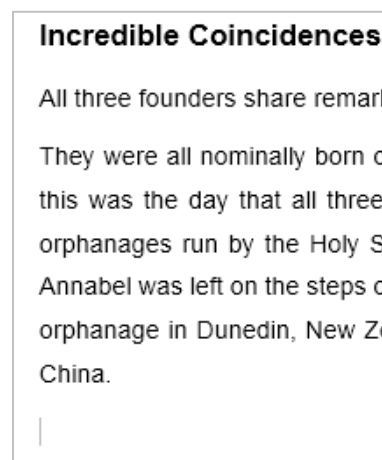
Ensure the Ruler is visible

- Ensure the **Ruler** checkbox in the **Show** group on the **View** tab is checked



Set tab stops

1. Go to “**Incredible Coincidences**”
2. Go to the paragraph that begins “They were all nominally born...”
3. Find the word China at the end of the paragraph
4. Click at the end of the word China.
5. Press the **enter or return key** on the keyboard to create an empty paragraph to localise the tab stops
6. Add a **Left** tab to the ruler at **3 cm**
7. Add a **Center** tab to the ruler at **8 cm**
8. Add a **Right** tab to the ruler at **14 cm**
9. Press **TAB** to go to the first tab stop
10. Type “**Name**”
11. Press **TAB** to go to the second tab stop
12. Type “**Place of Birth**”
13. Press **TAB** to go to the third tab stop
14. Type “**Date of Birth**”
15. Press **ENTER**
16. Repeat steps 6 to 12 as per the image on the right



Name	Place of Birth	Date of Birth
Annabel Lewis	Clonmel, Ireland	February 29, 1972
Aaron Laverson	Dunedin, New Zealand	February 29, 1972
Adele Lee	Guiyang, China	February 29, 1972

Exercise 7.

Adjust tab stops

Move tab stops

1. Highlight all four tabbed paragraphs

See Exercise 10 on page 10, steps 2 to 4, for a full description of how to do this

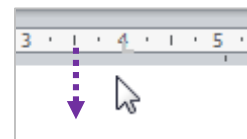
2. Click and drag the Left tab stop from **3 cm** to **2 cm**



Replace tab stops

With the tabbed paragraphs highlighted:

1. Drag and drop any unwanted tab stops off the ruler
2. Place a new tab stop at the desired location on the ruler



Your tabbed text will 'snap back' to the new tab stop.

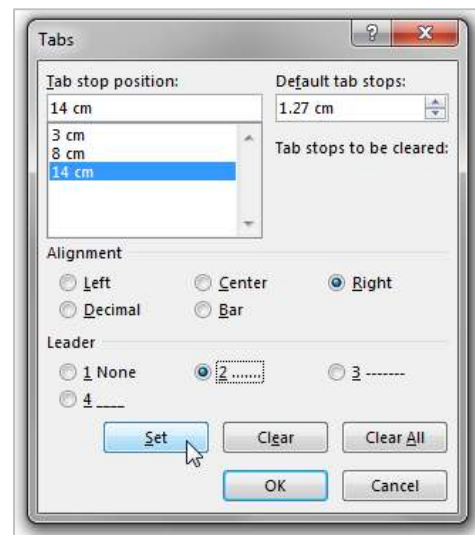
Add or Remove tab leaders

With the tabbed paragraphs highlighted:

1. Double click on the **14 cm** right tab
2. Select the **14 cm** tab from the tab stop position box
3. Select the **Leader 2** option
4. Click **Set**
5. Click **OK**

OR

1. Select the required tab stop position
2. Click **Clear** to clear the tab or **Clear All** to clear all the tabs



Exercise 8.

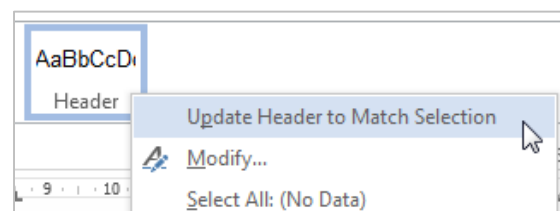
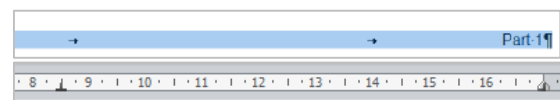
Tabs and styles

Update style to match selection

1. Double click in the top margin to enter the Header and Footer workspace
2. Highlight your header text line
3. Move the centre tab to **8.5cm** and the right tab to **17cm**

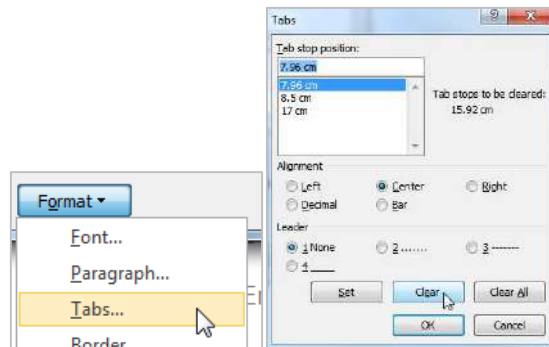
This matches the tab stops to the margin change you made earlier.

4. Right click the selection > **Styles** > **Update Header to Match Selection**



Modify style

1. Click **Go to Footer**
2. Right click > **Modify** the **Footer** style in the **Styles** group
3. Click **Format > Tabs**
4. Select the existing **8cm** tab and type **8.5cm**
5. Click **Set**
6. Select the existing **16cm** tab and type **17cm**
7. Select the old tab stops and remove them with the **Clear** button
8. Click **OK** to update the style

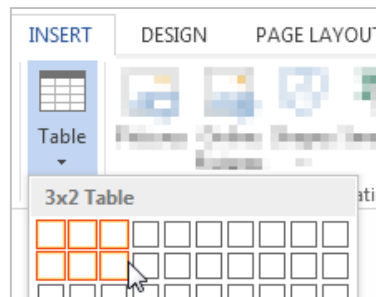


Tables

Exercise 9.

Insert tables

1. Go to **The Founders** section
2. Click the **Insert** tab > **Table** tool
3. Highlight a grid of **3** (columns wide) x **2** (rows high) and click to create the table



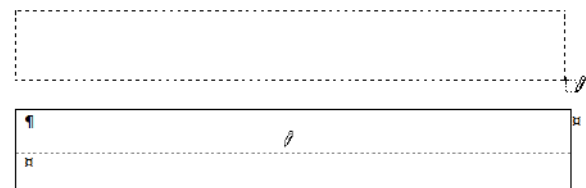
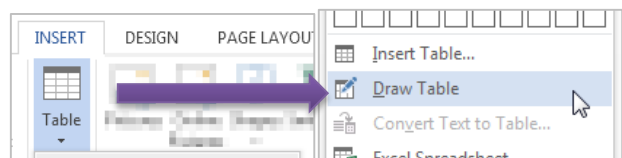
Draw a table

In section "The Founders":

1. Click **Table > Draw Table** on the **Insert** tab

The cursor will become a pencil.

2. Click and drag a box for the outer table border
3. Click and drag inward from the edges of the table box for internal borders
4. Press **Escape** on the keyboard to finish drawing



Exercise 10.

Convert text to tables

1. Go to the tabbed layout created in *Exercise 6 on page 8*
2. Place the mouse cursor in the selection bar of the document.

The selection area is in the left hand margin of the page.
The mouse cursor will become a right pointing arrow

Name	Place of Birth	Date of Birth
Annabel Lewis	Gloomel, Ireland	February 29, 1972
Aaron Laverson	Dunedin, New Zealand	February 29, 1972
Adele Lee	Guiyang, China	February 29, 1972

when there. See the image on the right for an example.

3. Click and hold with the left hand mouse button to select the first row of text
4. Drag the mouse down the selection area until all the text you wish to convert is selected

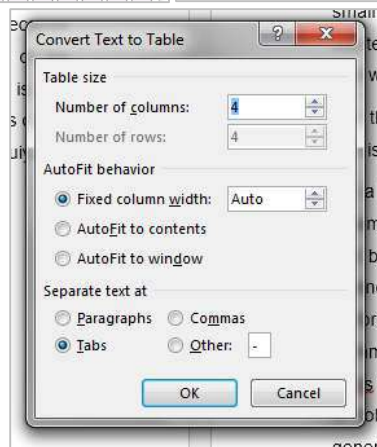
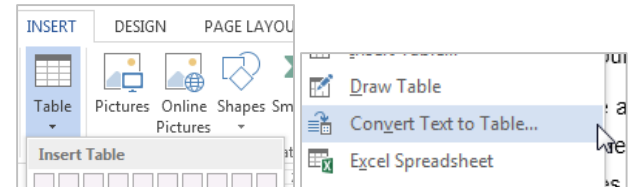
Selecting the text this way ensures that all the tab marks are selected.

5. Click the **Insert** tab
6. Click **Table**
7. Click **Convert Text to Table** towards the bottom of the menu

8. Select or enter the number of columns you wish to produce
9. Ensure **Separate text at** is set to **Tabs**
10. Click **OK**

11. Check that the table has appeared as you wish it to appear

Name	Place of Birth	Date of Birth
Annabel Lewis	Clonmel, Ireland	February 29, 1972
Aaron Laversonn	Dunedin, New Zealand	February 29, 1972
Adele Lee	Gulyang, China	February 29, 1972



Name	Place of Birth	Date of Birth
Annabel Lewis	Clonmel, Ireland	February 29, 1972
Aaron Laversonn	Dunedin, New Zealand	February 29, 1972
Adele Lee	Gulyang, China	February 29, 1972

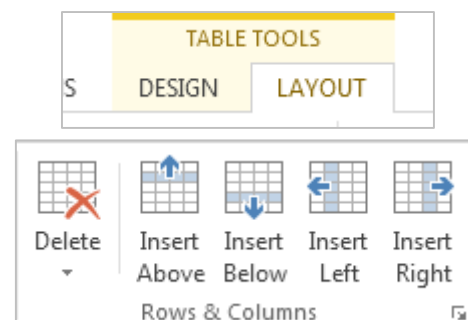
Exercise 11.

Adjust tables

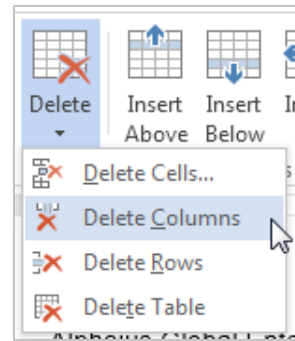
Add or remove table rows and columns

Unless you specify dimensions your table will fit the page margins. If you resize manually, delete columns or paste the table into another section with different margins you may need to resize your table. This also applies to tables pasted from Excel.

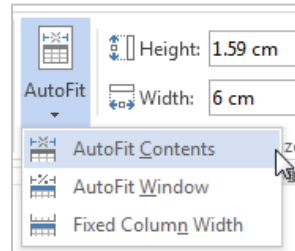
1. Choose the **Layout** tab from the **Table Tools** group
2. Click inside a cell in the first column of the table
The insertion or deletion will be relative to the selection
3. The **Rows and Columns** group can...
 - **Insert Above** or **Insert Below** extra rows
 - **Insert Left** or **Insert Right** extra columns



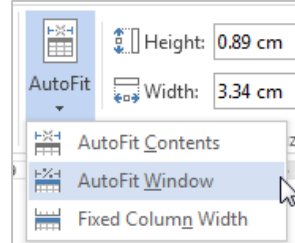
4. Select the **Delete** button and choose **Delete Columns**
5. Only 3 columns of data should be left.
Notice that the table no longer fits the page margins.



6. Choose the **AutoFit** button and choose **AutoFit Contents**
This will adjust the table to fit the cell contents to each column. For example by shrinking a column width to match the text length.



7. Choose the **AutoFit** button and choose **AutoFit Window**
This will adjust the table to fit the width of the window



Exercise 12.

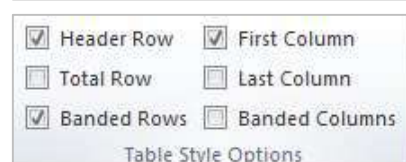
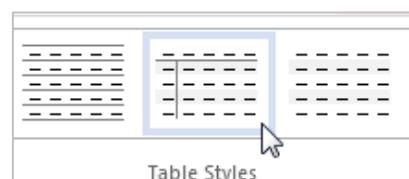
Format tables

It is important to distinguish between table formatting, managed by table styles, and text formatting managed by paragraph styles.

Table quick styles

In section “**The Founders**”:

1. Select the first table you created
2. Click the **Table Tools: Design** tab in the Ribbon
3. Click a **table style pane** to apply a table quick style
4. Adjust the style using the **Table Style Options** group checkboxes, **borders and shading** etc.

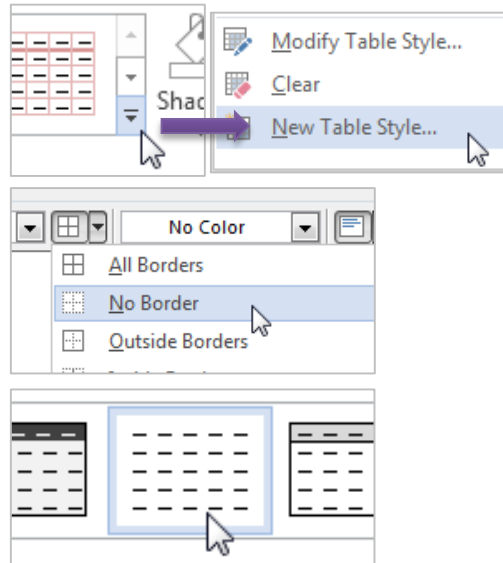


If you are customising multiple tables the same way – create or modify a table style instead.

Create a table style

1. Click the second table you created
2. Click the **More** button on the **Table Styles** group
3. Click **New Table Style**
4. Name the new style: “**noBorders**”

Name:	noBorders
Style type:	Table
Style based on:	Table Normal
5. Change the border setting to **No Border**
6. Click **OK**
7. Apply the **noBorders** style to the table

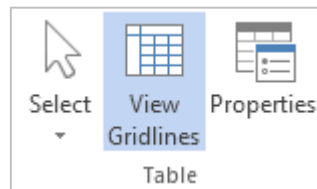


View Gridlines

Gridlines show non-printing table borders.

With a table selected:

1. Click the **Table Tools: Layout** menu
2. Click **View Gridlines**

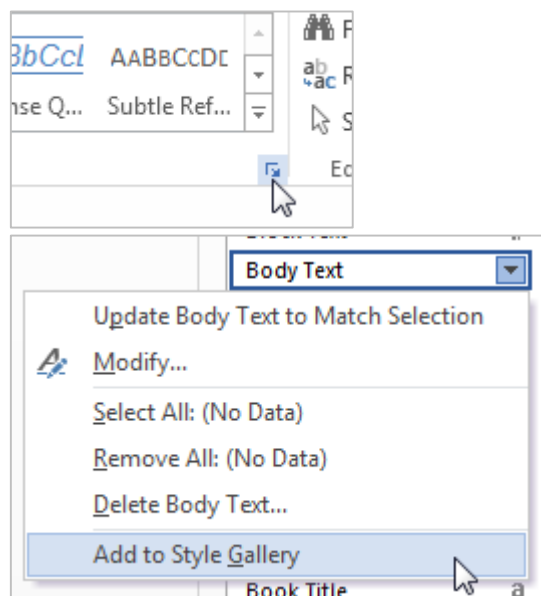


Exercise 13.

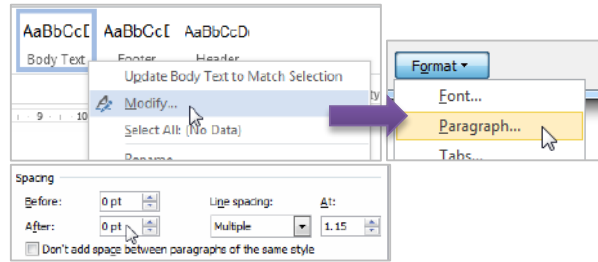
Managing table text

The easiest way to manage table text is to use a specific paragraph style for the content. This is useful when your Normal style has particular spacing requirements that produce impractically large/spaced tables.

1. Highlight your first table
2. Click the **Styles** window launcher
3. Locate and apply the **Body Text** quick style
4. Click the **More** arrow on **Body Text** > **Add to Style Gallery**



5. Right click > **Modify** the **Body Text** Style
6. Click **Format** > **Paragraph**
7. Adjust the Paragraph Spacing **before** and **after** to **0** and reduce line spacing as required
8. Click **OK** to complete the modification



Objects: text boxes, graphics and shapes

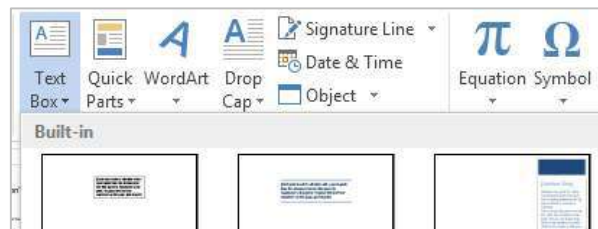
Exercise 14.

Using text boxes

Inserting text boxes

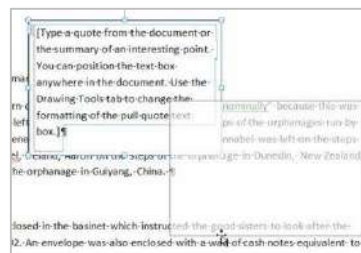
1. Go to “**Life After the Orphanage**” document section
2. Click the **Insert** tab
3. Select the **Text Box** tool
4. Select a **Simple Text Box**

The text box will be inserted floating in front of the text of the document.



Move and place text boxes

1. Click and hold your mouse over the solid edge of the textbox
2. Drag the text box so its right edge aligns with the right margin

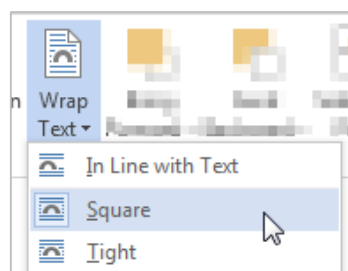


Change text wrapping

With the text box selected:

1. Click the **Drawing Tools: Format** tab
2. Click **Wrap Text** in the **Arrange** group
3. Select **Square**

Wrapping will alter the way your object interacts with text and other document objects.



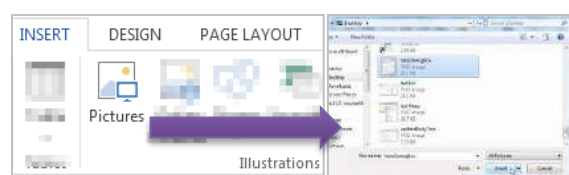
Exercise 15.

Insert images

Image from file

1. Click the **Insert** tab > **Pictures** in the **Illustrations** group
2. Locate and insert the file

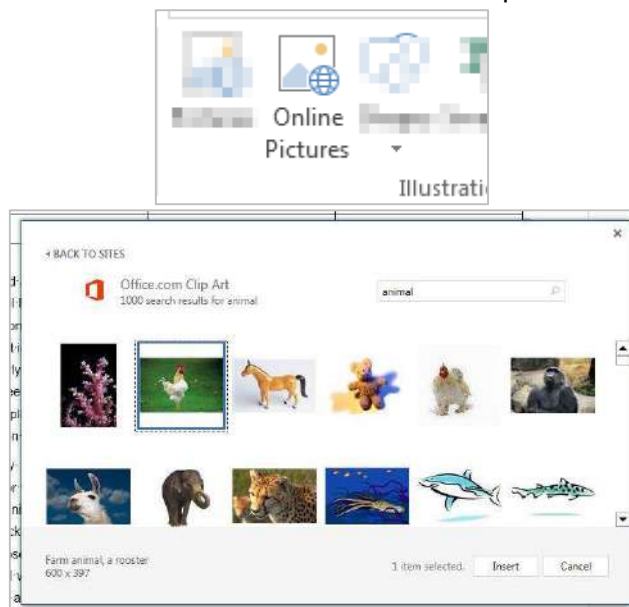
The file type will determine which editing tools are enabled.



Insert clip art

Clip Art in Microsoft Office 2013 is no longer stored on your computer. It is now fully stored online and is accessed via the Online Pictures button on the Insert tab in Word 2013. When using computers in the library you may need to sign in to the Internet in order to access these clips.

1. Click your mouse in the document at the desired insertion point
2. Click the **Insert** tab > **Online Pictures**
3. Enter a keyword in the **Search** field
4. Click the **magnifying glass** search button to the right of the search term
5. Click an image result and then **Insert** to insert the clip art



Exercise 16.

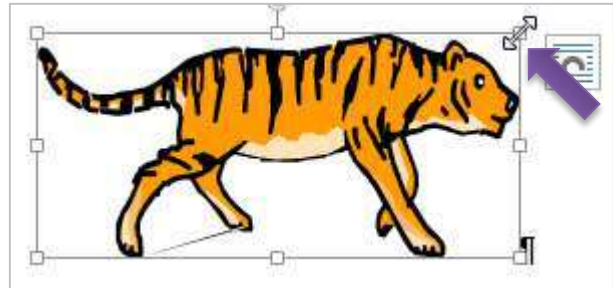
Edit the image

- Click an image to enable the **Picture Tools: Format** tab on the Ribbon



Resize the image

- Click and drag one of the corner **Resize Handles** diagonally inward or outward



Crop the image

- Click the **Crop** tool
- Hover your mouse on and then click and drag the black crop borders to cut off parts of the image

You can also crop into a shape or to fill or fit as required.

- Click onto the page or turn off the crop tool to finish cropping

The cropped portions of the image are maintained unless the image is compressed.

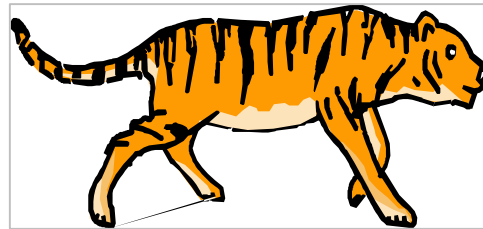
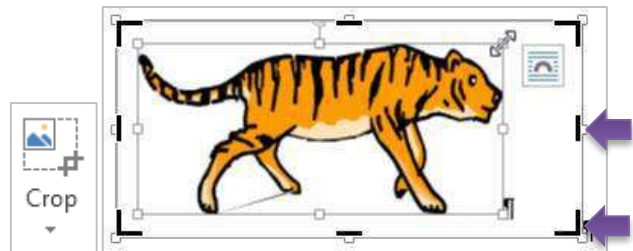


Image styles and customisation

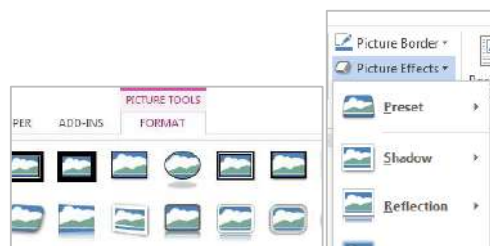
With your image selected:

- Mouse over image styles on the **Picture Tools: Format** tab to preview the effects

The effects are a combination of: shadow, reflection, glow, soft edges, bevel and rotation.

- Apply an image style
- Picture effects to the right of the styles can be adjusted to complete the final look

This tiger image has been customised with: a rounded diagonal corner, white style and a 3-D rotation of "parallel off axis 1, right"



Corrections, Color and Artistic effects

Use **Corrections** to:

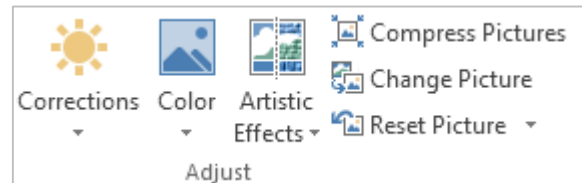
- Sharpen or soften an image
- Adjust the brightness or contrast of an image

Use **Color** to:

- Adjust the saturation or tone of an image
- Recolor an image by adjusting gray or color scales

Use **Artistic Effects**

- to overly your image with an enhancement or distortion



Exercise 17.

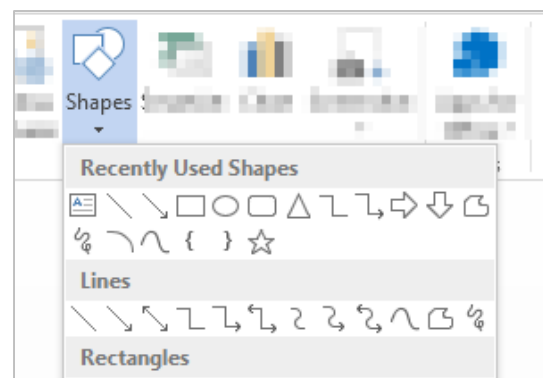
Inserting shapes

Regular shapes

1. Click the **Insert** tab > **Shapes**
2. Select a shape
3. Click the mouse to insert a shape of default size

OR

- Click and drag a shape of custom dimensions



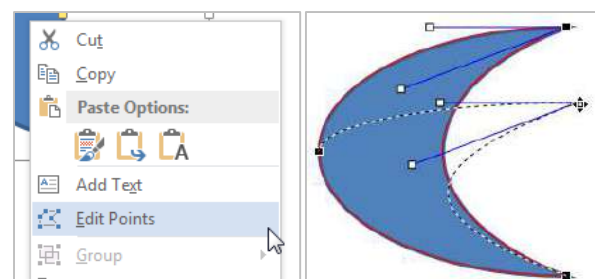
Freeform shapes

1. Select a **curve** or **freeform** line shape
2. Click to place progress markers
3. Double click to close the line

You can also enclose solid shapes by double clicking the end point over the starting point.

Edit shape

1. Right click the shape > **Edit Points**
2. Shift the existing points or move other sections of the shape to fine tune the outline



Reusable content

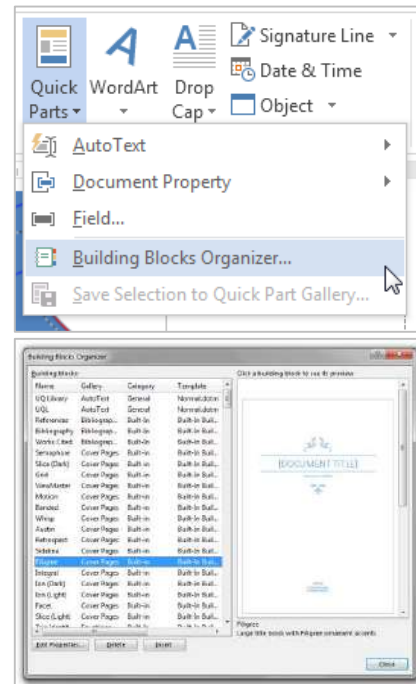
There are a range of reusable document elements made up of text and objects. They are stored in the Building Blocks Organizer including user defined Quick Parts.

Exercise 18.

Using building blocks

Insert a building block

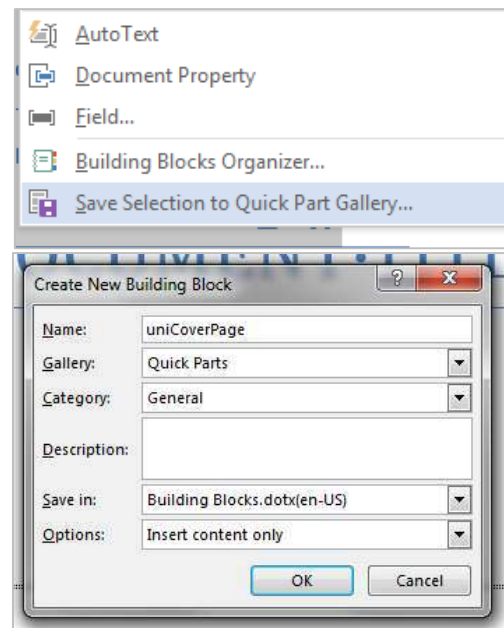
1. Go to the blank page 1 of the document
2. Click the **Insert** tab > **Quick Parts**
3. Click **Building Blocks Organizer...**
4. Click the **Gallery** column header to sort the existing quick parts by type
5. Select the **Filigree Cover Page** building block
6. Click **Insert**
7. Remove the additional page break



Create a building block

You can create a new, or modify an existing, building block for reuse.

1. Select the cover page contents
2. Click the **Insert** tab > **Quick Parts** > **Save Selection to Quick Part Gallery**
3. Name the part: **uniCoverPage**
4. Click **OK**



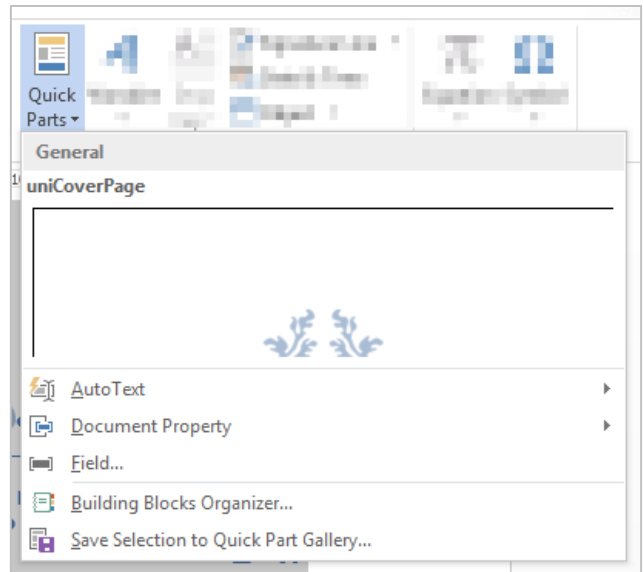
Access your quick parts

- Select quick parts you have created from the quick list under the **Quick Parts** tool on the **Insert** tab

OR

- Type in the exact quick part name, e.g. **uniCoverPage** and press function key **F3**.

The quick part will be inserted at the cursor location.



Update an existing quick part

- Update and save the quick part with the same **name and category**. The old version will be overwritten.

Delete a quick part

1. Click the **Insert** tab > **Quick Parts** > **Building Blocks Organizer...**
2. Select your quick part
3. Click **Delete**

