Chapter 8

Controlling Documents with Tables and Cells

In this chapter, we will learn the following to World Class Standards:

- **Setting the Margins**
- **Setting Font and Font Size**
- **Adding a Header and a Footer**
- **Inserting a Table**
- **Taking a Digital Screen Capture for Our Document**
- **Finishing the Document by Adding Text and Color**
- **Adding the Graphic Shape to the Image**
- **Adding Additional Rows and Deleting Rows to a Table**
- **Saving a Document**

Setting the Margins

To set the margins, go to the Page Setup after selecting File on the Menu Bar. Select the Page Setup (Figure 8-1) and the Page Setup window will appear on the display. The traditional Word margins are 1-inch on the top and bottom and 1.25 inch on the left and right. We want to change the left and right margins to 1-inch (Figure 8-2).
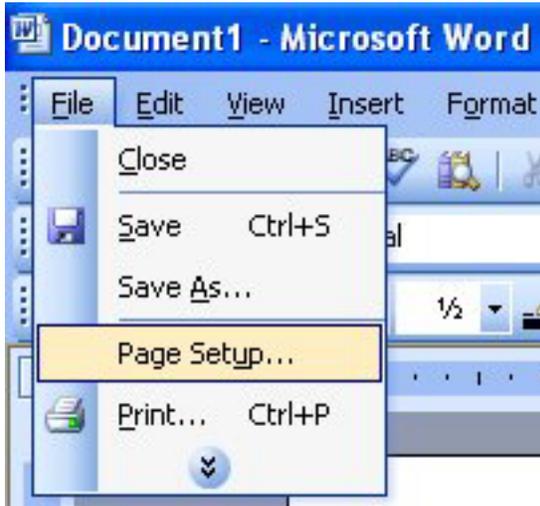

Figure 8-1 – Page Setup Panel

Figure 8-2 – Selecting Margin Setting

Changing the Font and Font Size

On the left side of the **Formatting** toolbar is the **Font** Listbox. The default font and size for Microsoft Word 2003 is **Times New Roman** with a font size of **12**. We are going to change the font to **Verdana** and the size to **10**. Begin by clicking the top left drop-down arrow of the font Listbox to select the font style. The font styles are in alphabetical order so scroll down until we see **Verdana** and select it (Figure 8-3). After picking the style, click the drop-down arrow to the right of the font style box and select a font size of **10** (Figure 8-4).
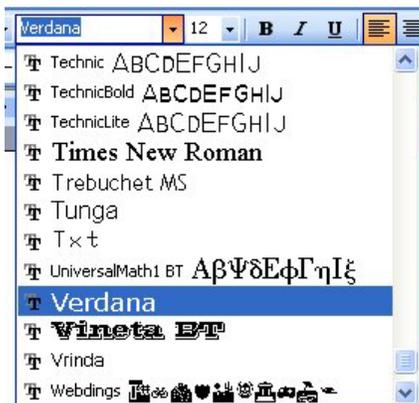

Figure 8-3 – Selecting "Verdana"

Figure 8-4 – Selecting Size "12" Font

Adding Header and Footer

Now, we are going to add a header to our document that reads, "**Using a Computer Calculator.**" To do so, we need to select the **Header** tool from the **Header & Footer** from the list after selecting **View** on the Menu bar. Then the header and footer sections will appear along with the Header and Footer toolbar. On page one, place the cursor in the header section and choose the **Center** tool on the **Formatting** toolbar. With the header centered, we can now type in the text "**Using a Computer Calculator**" (Figure 8.6).
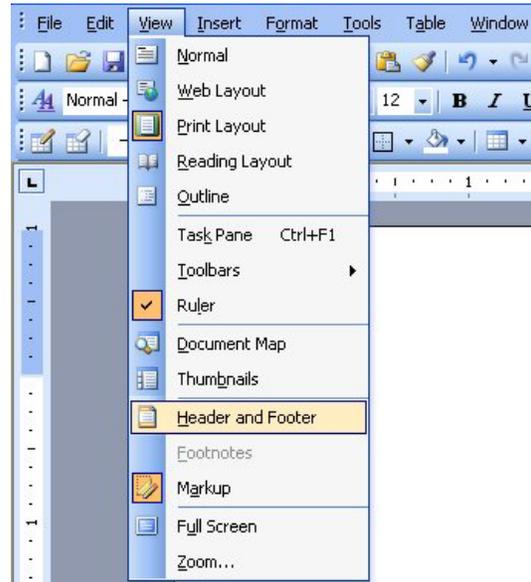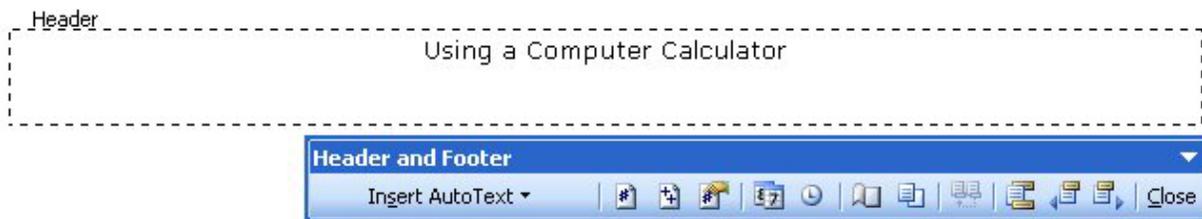

Figure 8.5 – Header and Footer

Figure 8.6 – Inserting the Header into the Document

The next thing we need to add to the document is page number at the footer. More specifically, we will be adding a page number to the bottom of our paper. Place the text insertion point in the footer area and press the **Center** tool on the Formatting toolbar. Then we need to select the **Insert Page Number** tool from the **Header and Footer** toolbar. After selecting the option we want, the page number will appear at the bottom of our document as in Figure 8.7.
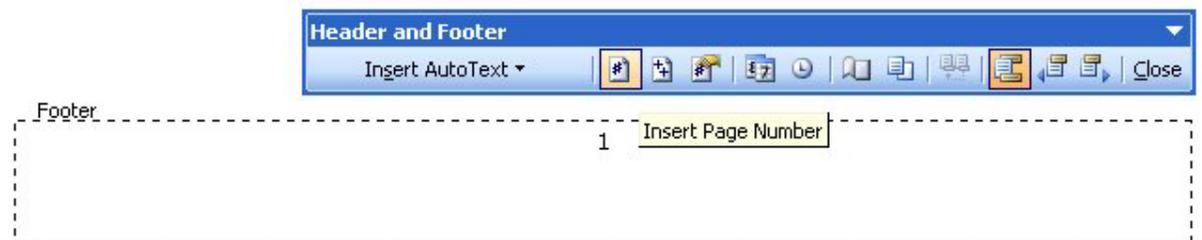

Figure 8.7 - Finished Footer

Inserting a Table

Check out a web page or a high school yearbook and we will find pictures and paragraphs that are separated or controlled by cells that make up a table on the page. At some organizations, they will use templates that already have banners and headers. In this exercise, we will control the lesson we will create with a simple two-column table. The text will be in the cells on the left side of the page and the images will be in the cells on the right side.

To insert a table into our document, we go to the Insert table tool on the Standard toolbar. On the drop-down panel that appears under the tool, select a 7x2 table (Figure 8-8). We choose seven rows at random. However, we can add more rows as needed. We can also insert a table by going to Table on the Menu Bar, and select the Insert then Table, and we can select the number of rows and columns we want in the table in the Insert Table window that appears. In this case, we want 2 columns and 7 rows (Figure 8-9). Both methods of inserting a table are equally effective but the first method is generally faster.
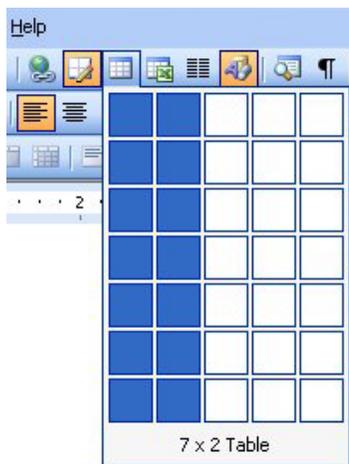

Figure 8-8 – Selecting 7x2 Table

Figure 8-9 – Insert Table Window

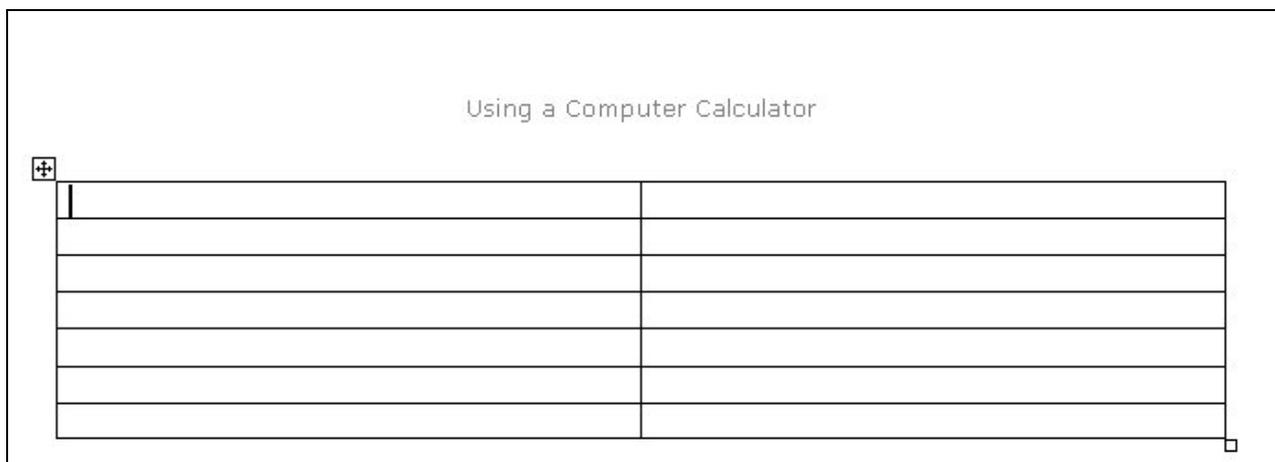Figure 8-10 shows the seven rows and two columns in our document.

Figure 8-10 – 2x2 Table

After inserting the table, we want to remove the border from around the cells. Clicking on the move button will select the entire table. With the entire table selected, go to the border function on the **Formatting** toolbar and click the drop-down arrow on the bottom right tool (Border Settings). In the list of options that appears, select the **No Border** option (Figure 8.12). The dark lines bordering the table should now turn to light grey lines. Now the table should appear as in Figure 8.13.
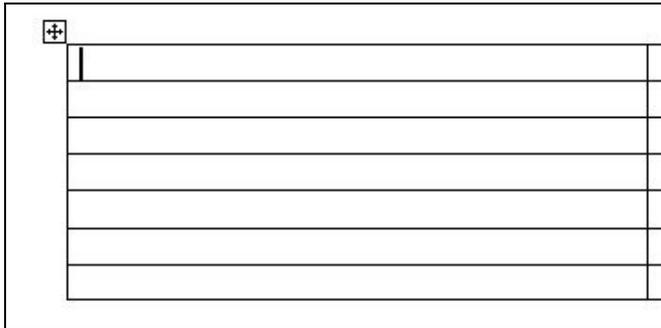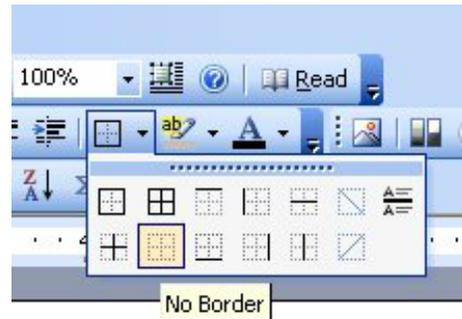

Figure 8.11 – Move Button
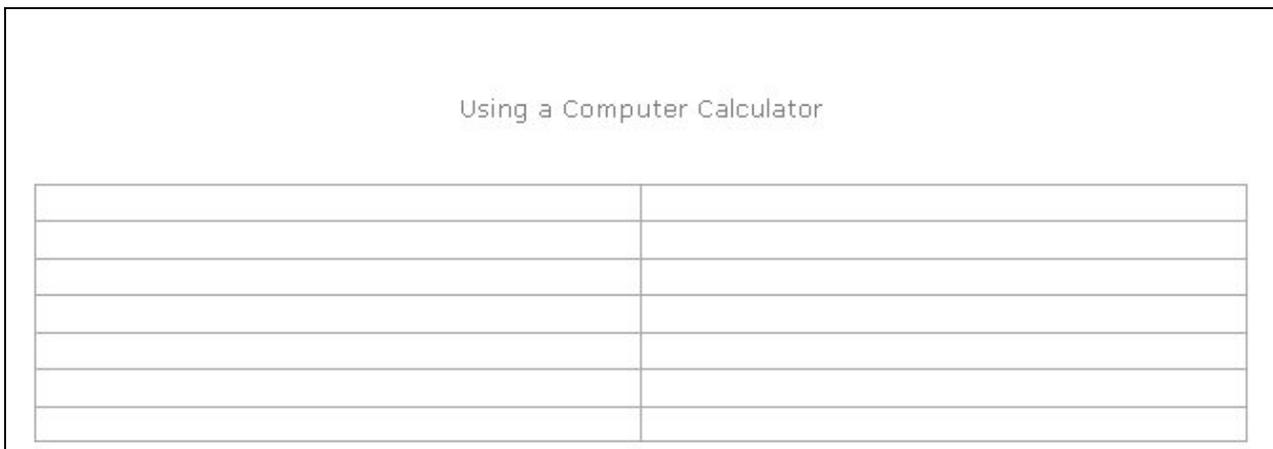

Figure 8.12 – No Border Option

Figure 8.13 – Table without Border

Taking a Digital Screen Capture for Our Document

To take a digital picture of any item on the computer screen, we can use the Print Screen key on the computer keyboard. Print Screen will do just that, capturing the entire height and width of the monitor to the resolution set by the computer administrator. Another option is the Alt - Print Screen, where only the active window is captured. We need to open the calculator program on the computer and press Alt - Print Screen.
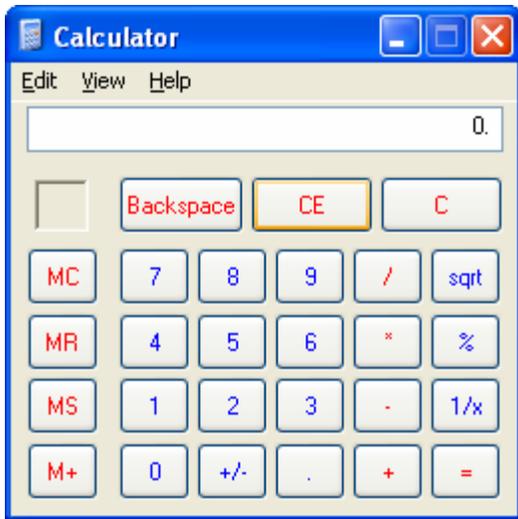
We will insert the digital image of the calculator in the right cell using Paste and align the picture in the center of the cell using the **Center** tool. Whenever we place an image on a document, we will place a label under the illustration with a figure number and a short comment as shown by Figure 8.14. By left clicking on the image, we see the eight sizing handles. Generally, we want to use the corner sizing handles to resize the image proportionally.
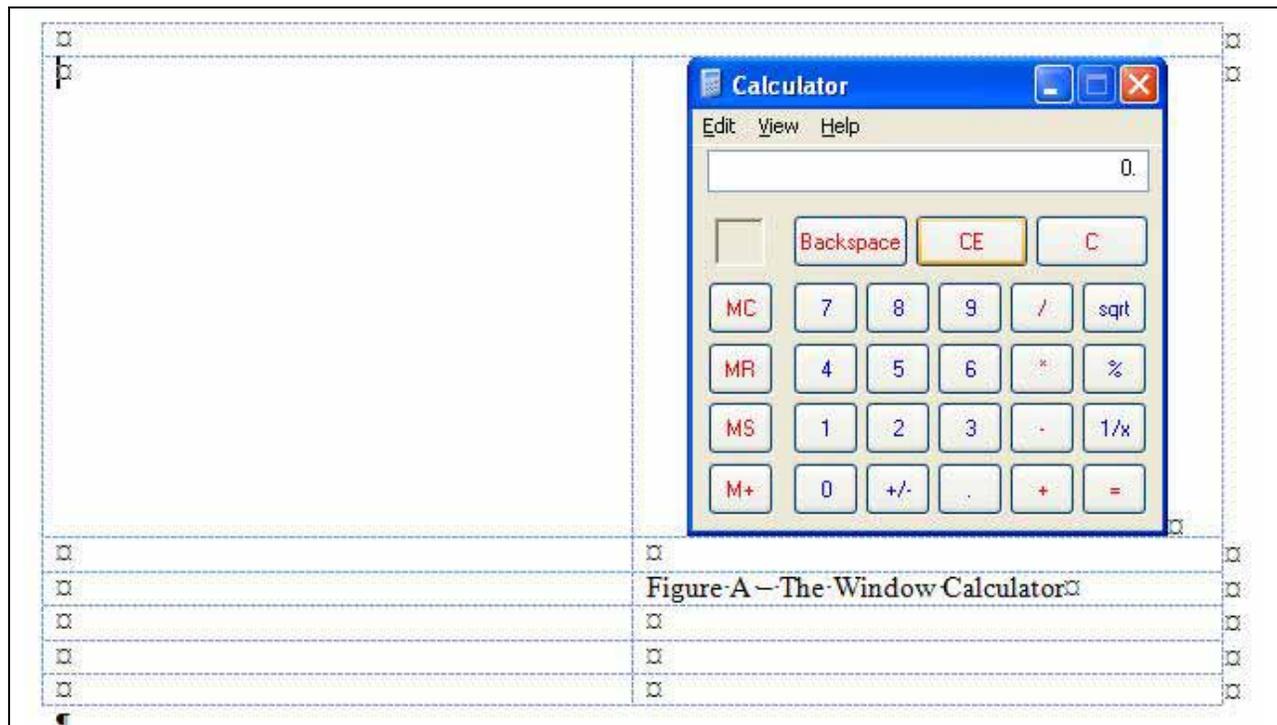
Figure 8.14 – Digital Image of Calculator

Figure 8.15 – Calculator and Label

Finishing the Table by Adding Text and Color

In the cell to the left of the calculator is where we want to add all our text describing how to use the calculator and its functions. Regardless of the information, we are writing about, using cells and tables to manage and control a document is a great way to present information in a neat and organized way. Figure 8.16 shows the finished table with the added information.
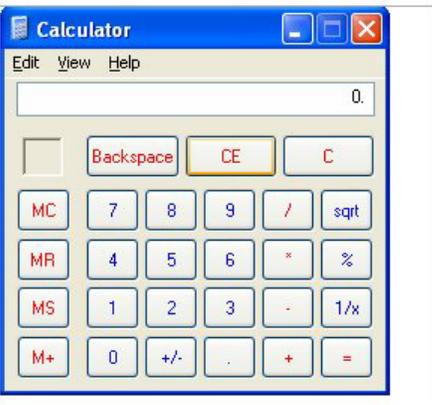
Figure 8.16 – Finished Table

Not all text will be black or backgrounds white, so we can follow the following steps to add color. We will open a graphics program like Paint and insert the captured image with Paste. To match colors to the image, we need to find the color that is most predominant on the image and select the color with the dropper. We can see the color appear on the palette at the bottom of the program. We picked the blue color in the Title bar of the Calculator program.
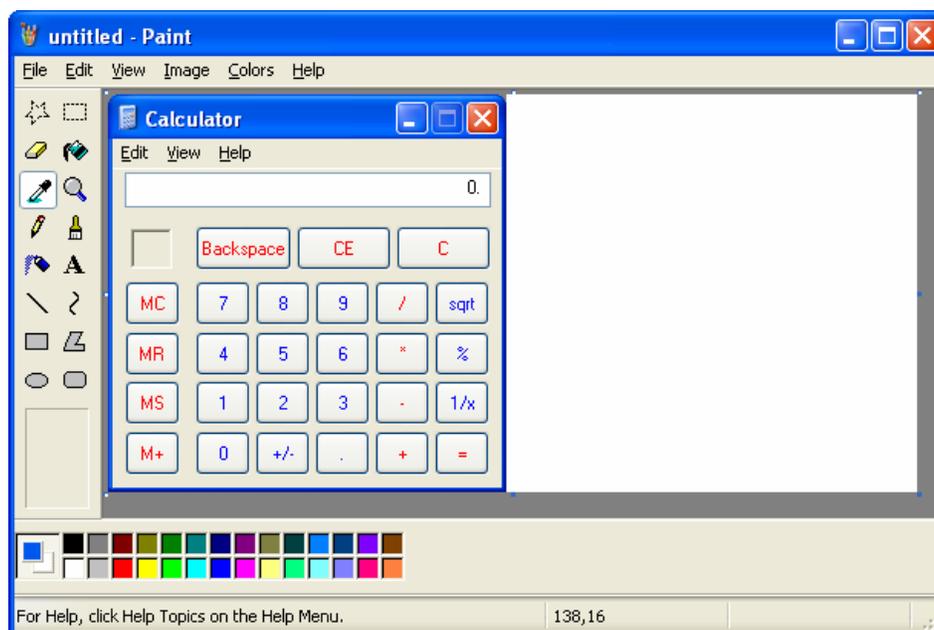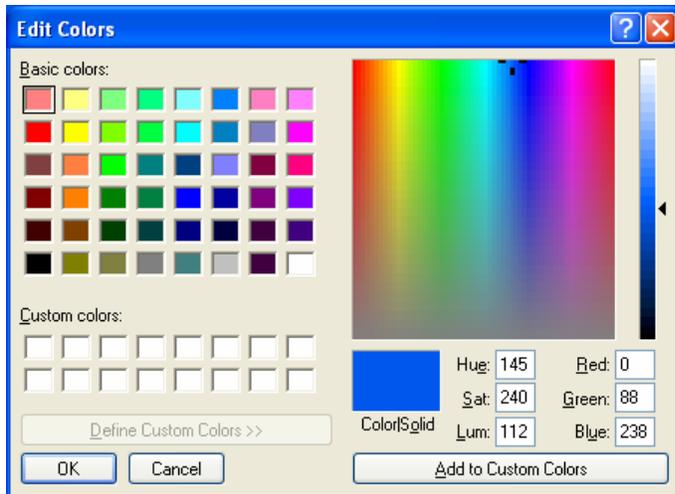

Figure 8.17 – Image in Paint

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To retrieve the red, green and blue combination that makes the 24-bit color we are seeing, we will select **Colors** on the **Menu** bar, then **Edit Colors**, and finally **Define Custom Colors**. The blue color we see is actually:

Red 0
Green 88
Blue 238

There are 16.7 million colors in the 24-bit color system.

Figure 8.18 – Edit Colors Window

We can either match the color exactly or use a color-matching web page to make great color schemes on our document. One of our favorite color matching websites is EasyRGB.com. In Internet Explorer, key the following URL to reach the color harmonies web page.
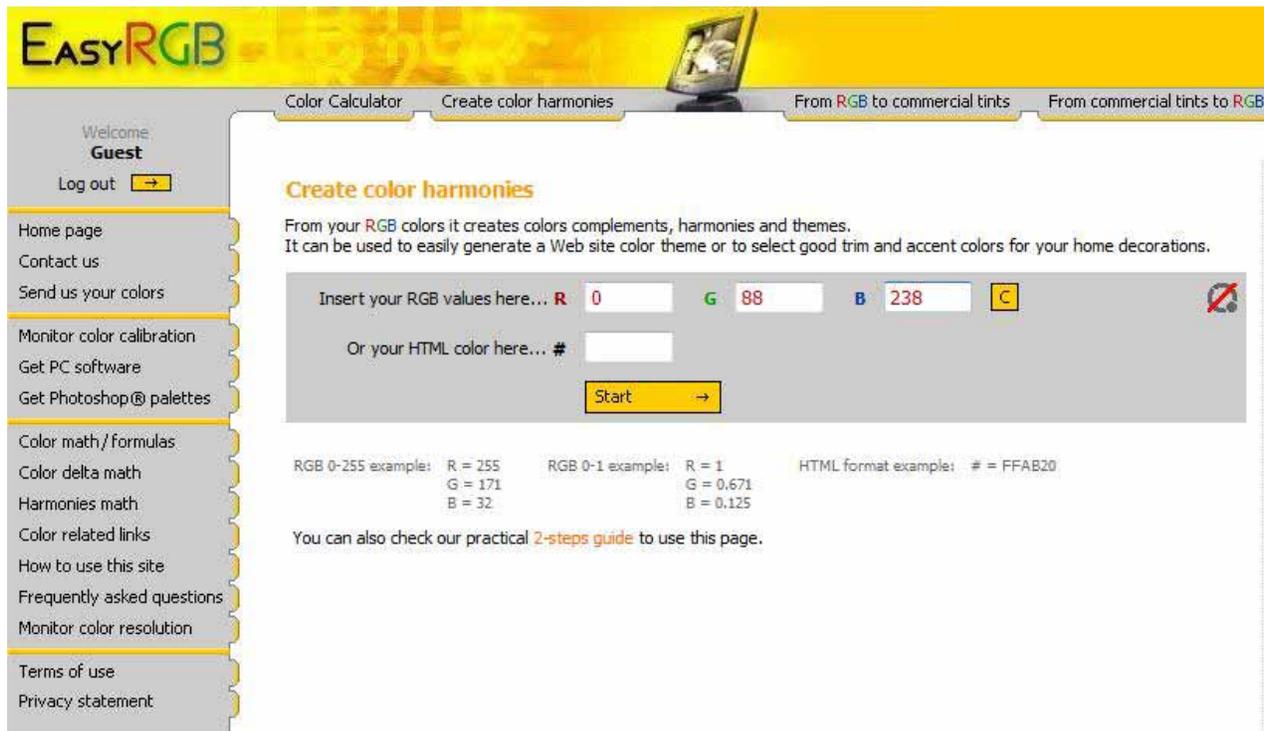
http://www.easyrgb.com/index.php?X=HARM

Figure 8.19 – EasyRGB.com

After we type in the above URL, which will take us to the webpage a shown in Figure 8.19, we will type the red, green and blue values into the specific textboxes. Then press the Start command button and the color harmonies with their RGB values will appear on the webpage as shown in Figure 8.20. Select the color that we believe will best match the original color. We will select theme number 9 for our background. The RGB values for the light green is:

Red: 198
Green: 205
Blue: 163
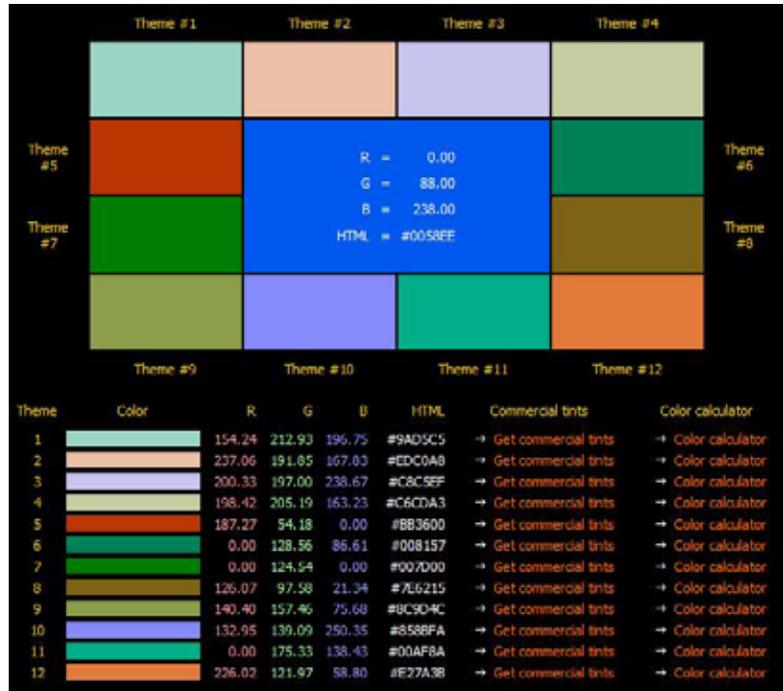
Figure 8.20 – Image on Webpage

Now, to change the text color, we are going to select the **Font Color** tool on the Formatting toolbar and then select the More Colors option (Figure 8.21). In the window that appears, we need to go to the Custom tab. In the Custom tab, we can create colors using the Red, Green Blue scale. We will type in 0 for red, 88 for green and 238 for blue to create the blue color for the text (Figure 8.22).

Figure 8.21 – More Colors

Figure 8.22 – Blue

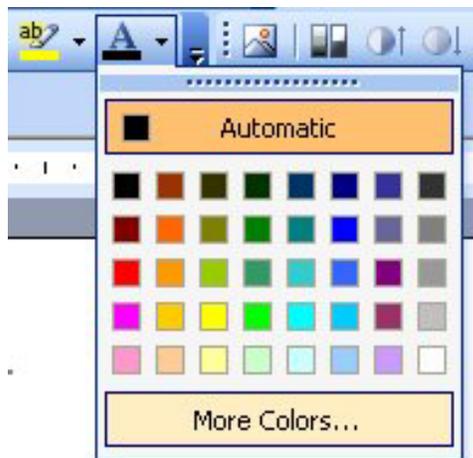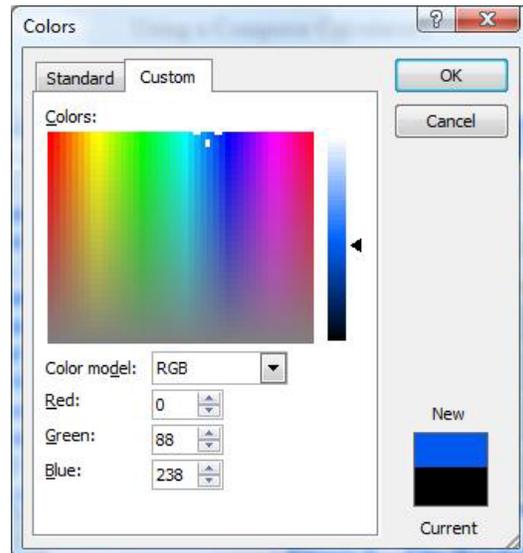After we have created the colors, we can select the blue color as our color for the font. To change the font color all we have to do is highlight the text and then click the **Font Color** tool. To change the background color, we must select the **Shading** tool from the **Table and Borders** toolbar. Then we can set the color to the light green color by typing in 198, 205 and 163 for red green and blue to create the light green color (Figure 8.24).. After selecting the whole table by clicking the move button, reselect the **Shading** tool and the entire table will be shaded with the light green color.
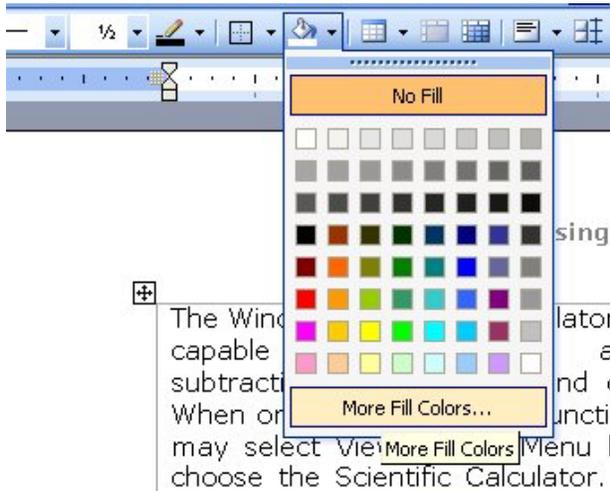

Figure 8.23 – Shading Tool
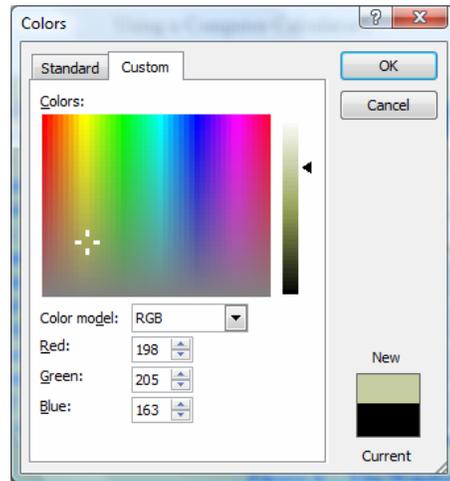
Figure 8.24 – Light Green

Adding the Graphic Shape to the Image

When we added more pictures to our document that explains how to use the computer calculator, we needed to add a red oval indicating that the plus key should be pressed on the device. To add a red oval, select the Oval tool on the Drawing toolbar as shown in figure 8.25

Figure 8.25 – Selecting the Oval Tool

Now, we will draw the oval over top of the calculator indicating where the addition or plus function is located. As we can see in figure 8.26, the oval covers the plus key on the calculator, so the next step is to change the small graphic so we can see through the oval. Also, we will make the loop of the oval red and thicker, so the image is easier to read.
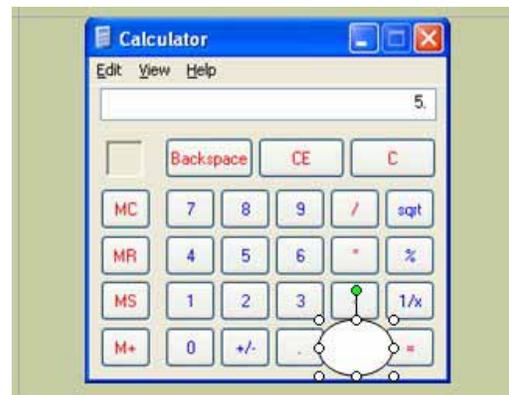
Figure 8.26 – Placing the Oval

With the oval selected, pick the Fill Color tool on the Drawing toolbar as shown in figure 8.27. Presently the fill color is white, but we want the fill to be invisible so we choose "No Fill" at the top of the color fill menu.

Figure 8.27 – Turning the Fill Off by Selecting No Fill

Next, with the oval still selected, pick the Line Color tool on the Drawing toolbar as shown in figure 8.28. Presently the line color is black, but we want the line color to be red so we choose "Red" on the line color menu.

Figure 8.28 – Changing the Line Color to Red
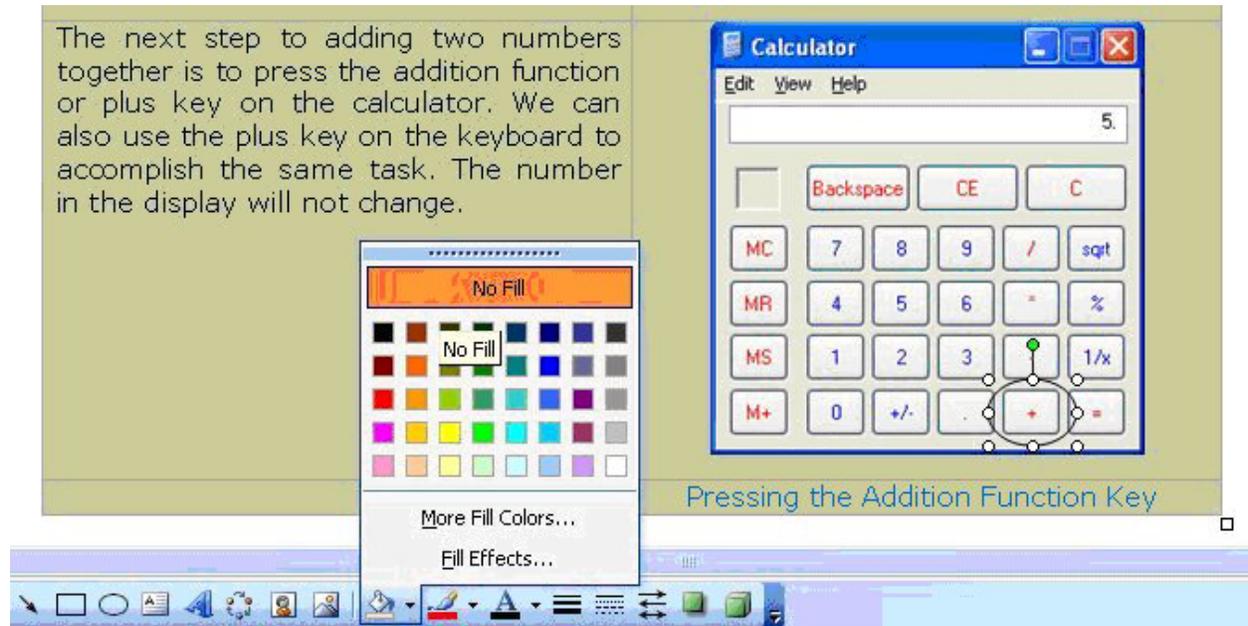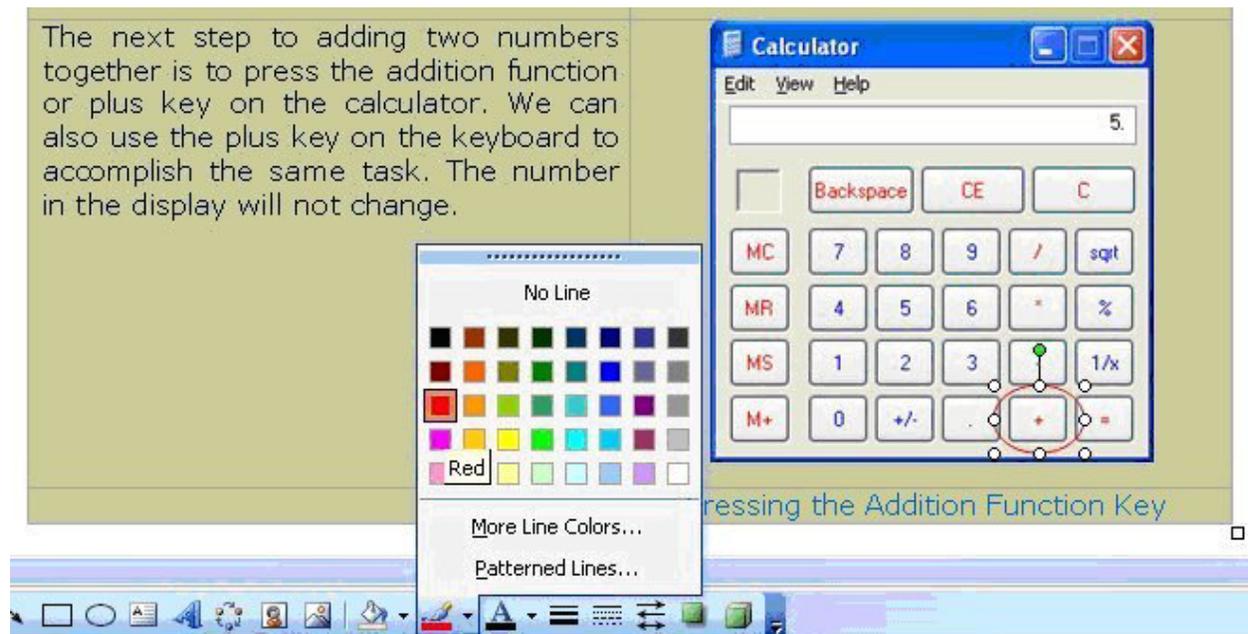
Lastly, with the oval still selected, pick the Line Style tool on the Drawing toolbar as shown in figure 8.29. Presently the line style is ¼ pt, but we want the line style thickness to be wider so we choose "2 ¼" on the line style menu.
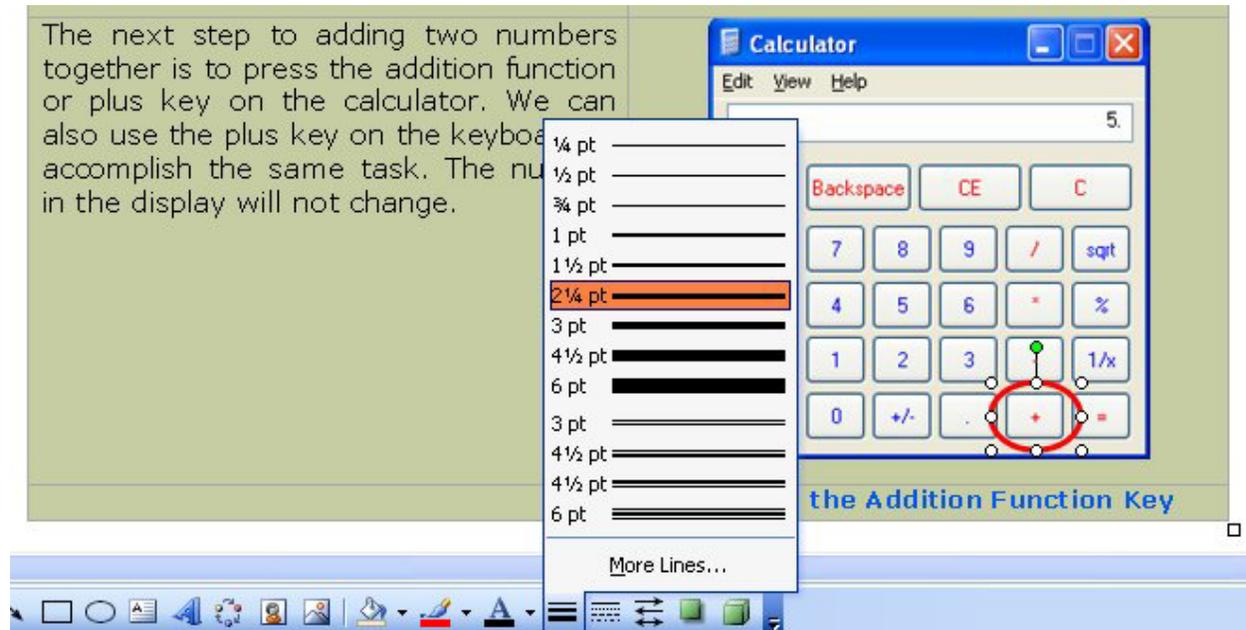
Figure 8.29 – Increasing the Width of the Oval

Adding Additional Rows and Deleting Rows to a Table

We can add additional rows to the table by placing the text insertion point on the outside of the table as shown in figure 8.30. Press Enter on the keyboard and a new row will appear on the table.
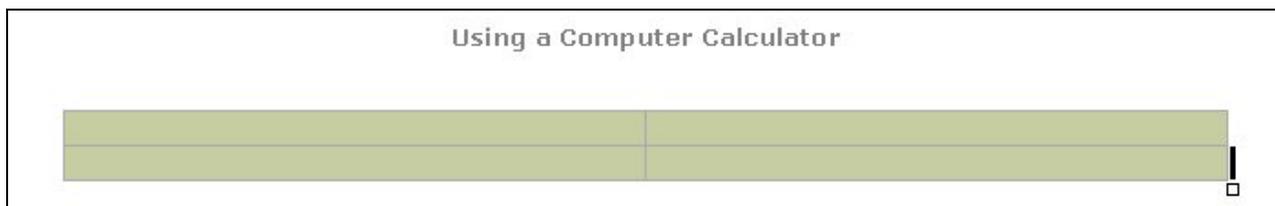
Figure 8.30 – Increasing the Width of the Oval

To delete a row, we can just select in any cell and in a table and pick Table on the Menu Bar. Select Delete and Rows and the row where the cursor was in will disappear. Multiple rows can be deleted in a single action by selecting more than one cell in a column.

Figure 8.31 – Deleting a Row in a Table

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Saving the Document

To save the document, click on the **Save** tool on the **Standard** toolbar which is located at the top left of the program. The Save As window will appear in the display. We can save the file into a folder we have already created.

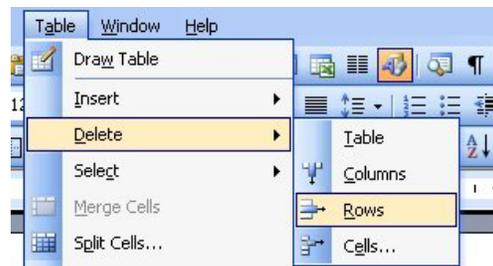Save the document with a description, that tells us what the document is about without having to open the file. Typing our name followed by the words "Using a Computer Calculator" is a good choice. Once we have typed in the file name, click on the Save button and our document will be saved (Figure 8-32).
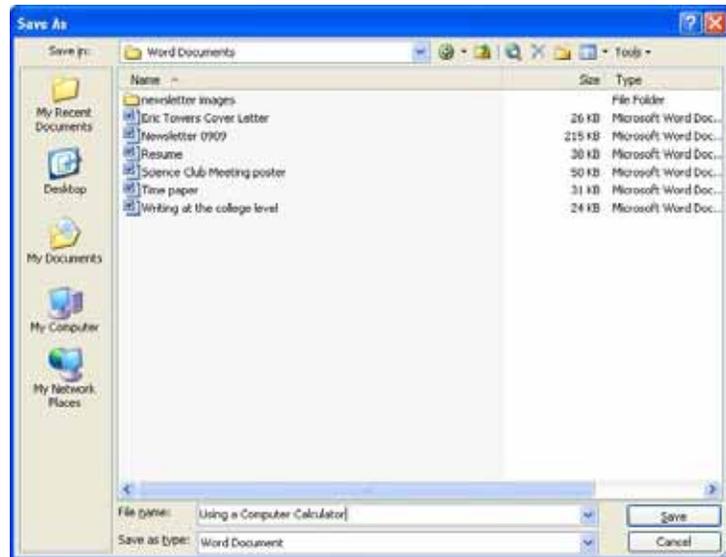
Figure 8.32 – Save the Document

After the paper is complete, we check the document for spelling and grammar errors by pressing F7 on the keyboard. In figure 8.26, the Flesch-Kincaid Grade Level is 10.0. Your document might be closer to 8th grade since our local community's newspapers and television scripts can be written at that grade level. We want to continue to change smaller words until the grade level reaches at least tenth to twelfth grade level. Our document will be two pages long as shown in figure 8.34.

Figure 8.33 – Save the Document

Using a Computer Calculator

The Windows Standard Calculator is very capable of performing addition, subtraction, multiplication and division. When one desires intricate functions, we may select View on the Menu bar and choose the Scientific Calculator. On the advanced and multifaceted program, we can come across exponential values, trigonometric and many more functions that one would find in a more expensive device. A common toll such as square root is on the Standard calculator; however, we will find Pi (3.14156) to the 32 place decimal on the Scientific Calculator.
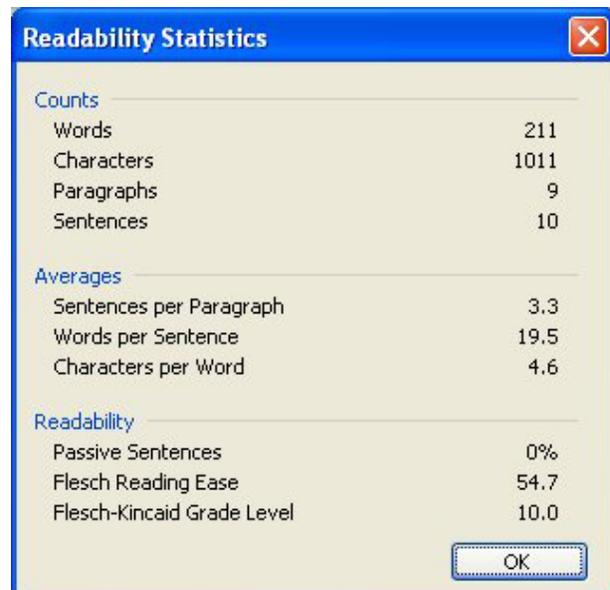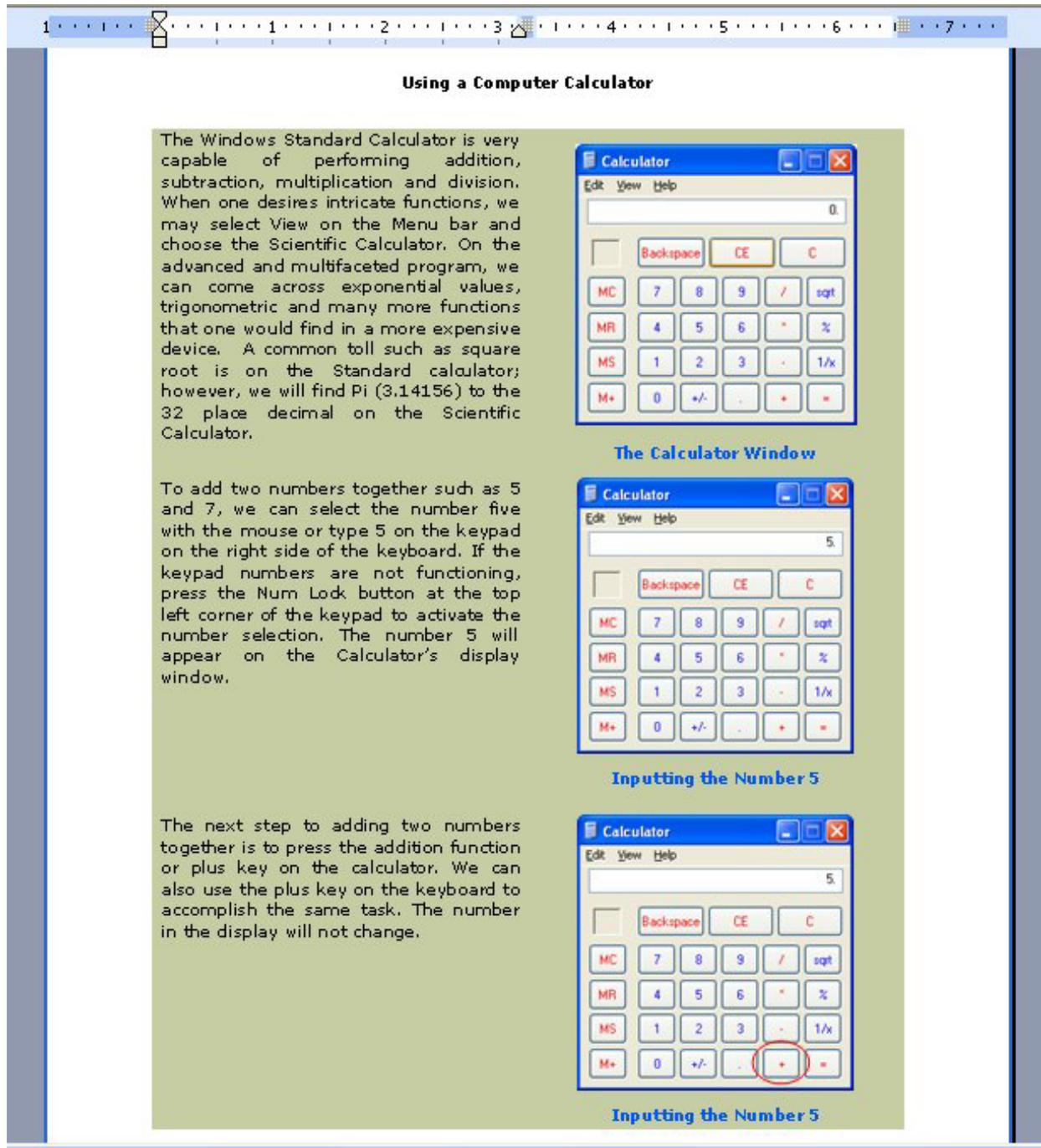
To add two numbers together such as 5 and 7, we can select the number five with the mouse or type 5 on the keypad on the right side of the keyboard. If the keypad numbers are not functioning, press the Num Lock button at the top left corner of the keypad to activate the number selection. The number 5 will appear on the Calculator's display window.

The next step to adding two numbers together is to press the addition function or plus key on the calculator. We can also use the plus key on the keyboard to accomplish the same task. The number in the display will not change.

The Calculator Window

Inputting the Number 5

Inputting the Number 5

Figure 8.34 – Finished Document

* World Class CAD Challenge 30-07 * - Create a document and control it using tables and cells. Add a header indicating the topic, a footer with the page number and a table where pictures and text can be added. Repeat this exercise at least two more times to maintain your World Class ranking.