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**
- **Adding a Footer**
- **Inserting a Table**
- **Taking a Digital Screen Capture for Our Document**
- **Finishing the Document by Adding Text and Color**

Setting the Margins

To set the margins, go to the **Page Layout** tab and select the **Margins** tool on the **Page Setup** panel (Figure 8.1). When you select the tool, a number of options will drop down beneath it. Select the **Normal** margin setting with 1-inch margins on all sides of the document (Figure 8.2).

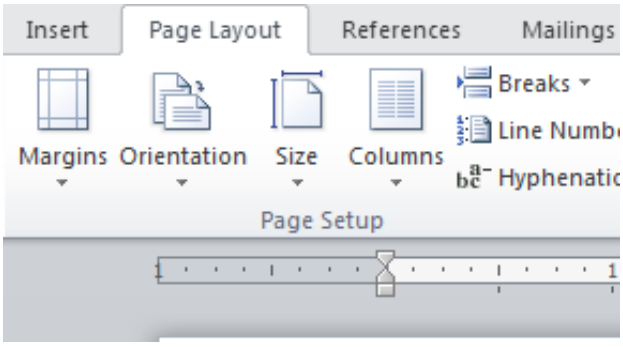


Figure 8.1 – Page Setup Panel

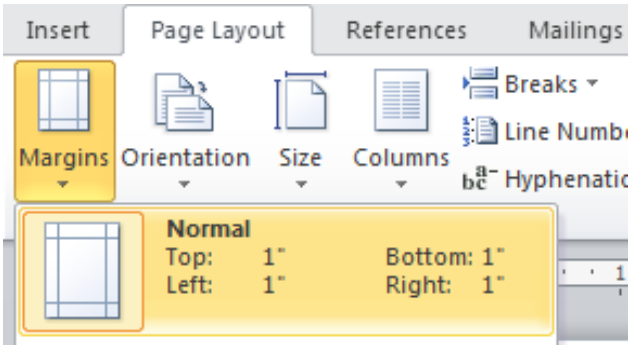


Figure 8.2 – Selecting Normal Margin Setting

Setting Font and Font Size

To set the font you need to go to the **Home** tab and select the top left text box on the **Font** panel. A long list of different font types will drop down. Select **Times New Roman** for your font (Figure 8.3). Next to the font text box is the font size text box. Select a font size of **12** (Figure 8.4).

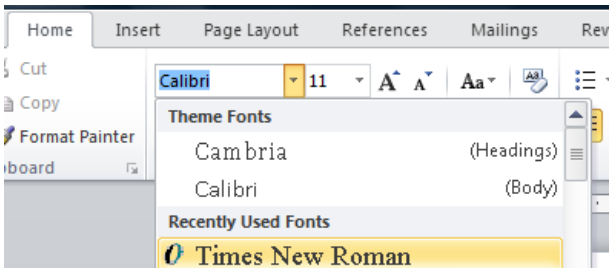


Figure 8.3 – Selecting "Times New Roman"

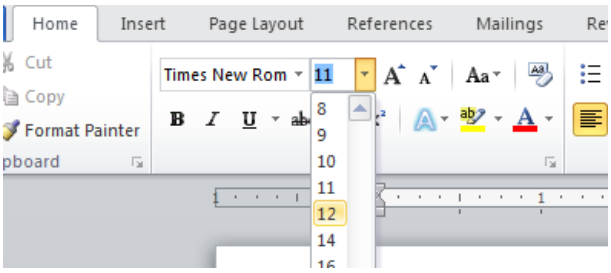
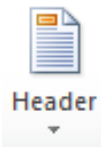


Figure 8.4 – Selecting Size "12" Font

Adding a Header

You need to add a header to your document that reads "**Using a Computer Calculator**." To do so, you need to select the **Header** tool from the **Header & Footer** panel under the **Insert** tab. Of the options that drop down from the command, select the **Blank** option (Figure 8.5). After selecting the option, the program will take you back to the document so you can type in your header. However, you first need to center align the text using the **Center** tool on the **Paragraph** panel (Figure 8.6). With the header centered, you can now type in the text "**Using a Computer Calculator**" (Figure 8.7).



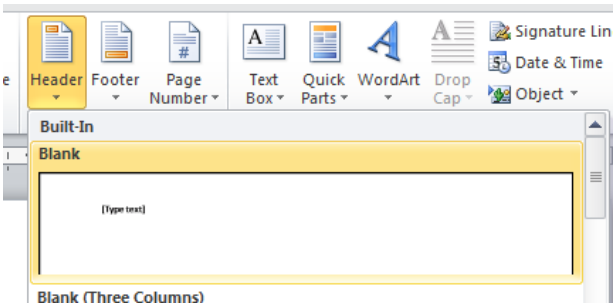


Figure 8.5 – Blank Header

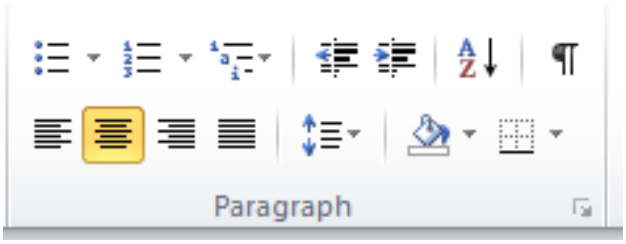


Figure 8.6 – Center Tool

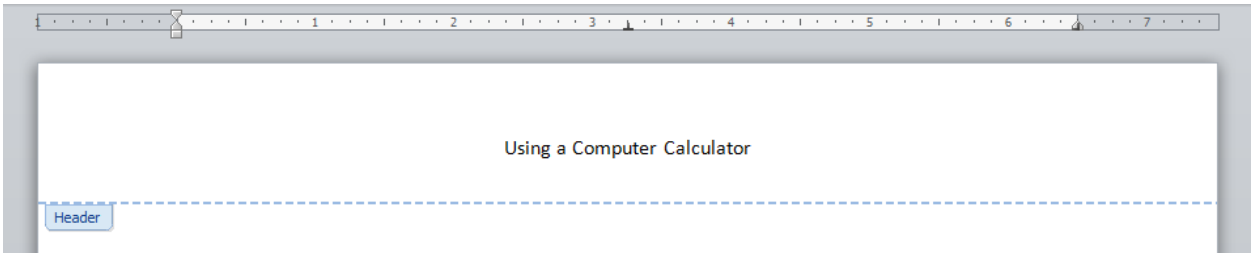
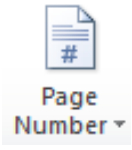


Figure 8.7 – Finished Header

Adding a Footer

The next thing you need to add to the document is a footer. More specifically, you will be adding a page number to the bottom of our paper. To do so, select the **Page Number** tool from the **Header & Footer** panel under the **Insert** tab. Next, select the Bottom of Page option and then pick the **Plain Number 2** footer (Figures 8.8). After selecting this option, the page number will appear at the bottom of your document as in Figure 8.9.



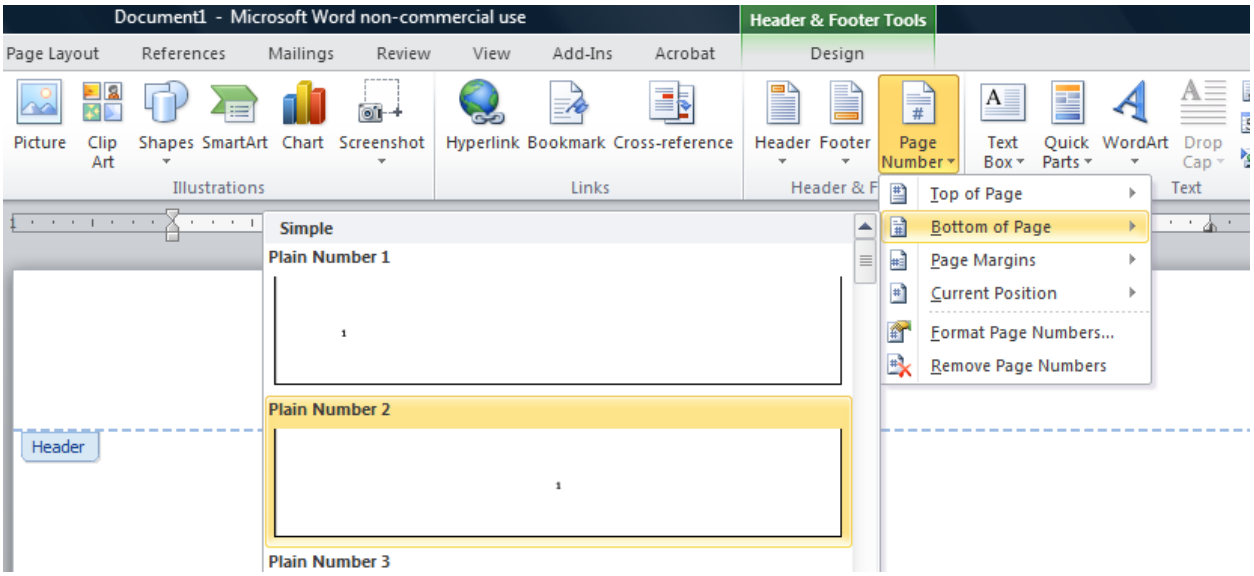


Figure 8.8 – Bottom of Page

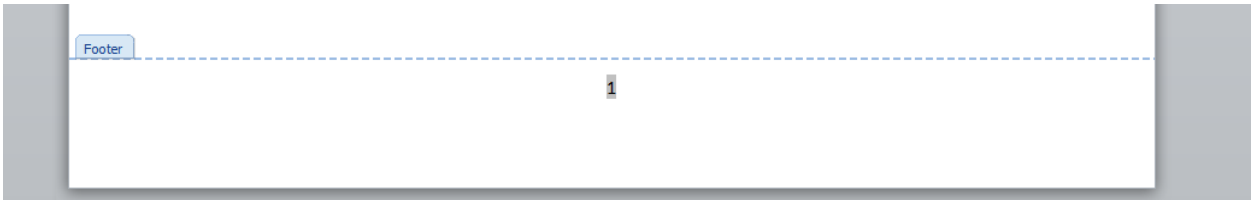


Figure 8.9 - Finished Footer

Inserting a Table

To insert a table in your document, you will use the **Table** tool on the **Tables** panel under the **Insert** tab (Figure 8.10). We will select the size of our table from the options that drop down under the command. For this exercise, we want a **2x7** table, so with our mouse we can select this size table and insert it into the document (Figure 8.11).

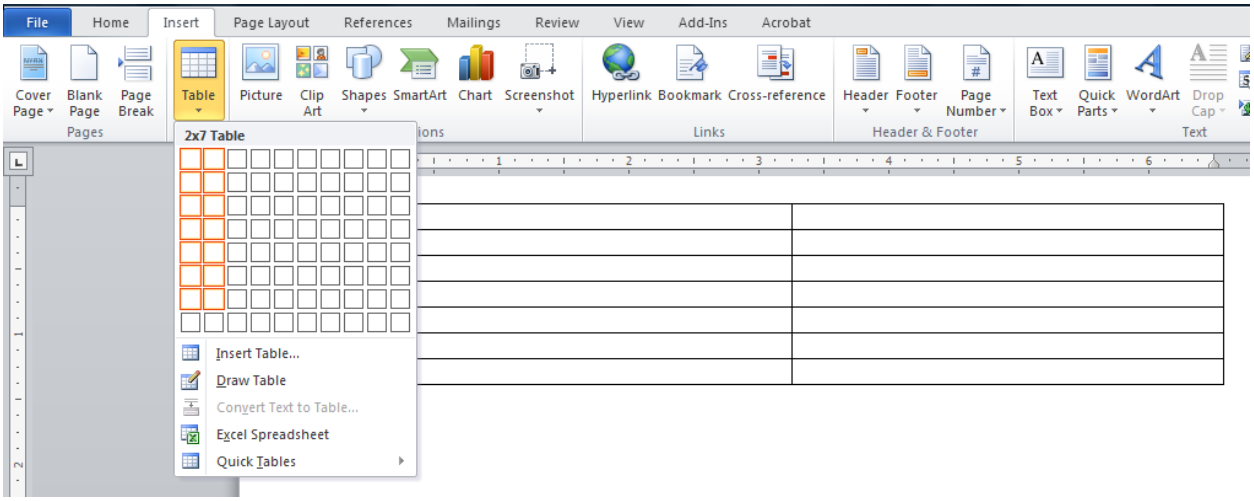


Figure 8.10 – Table Command

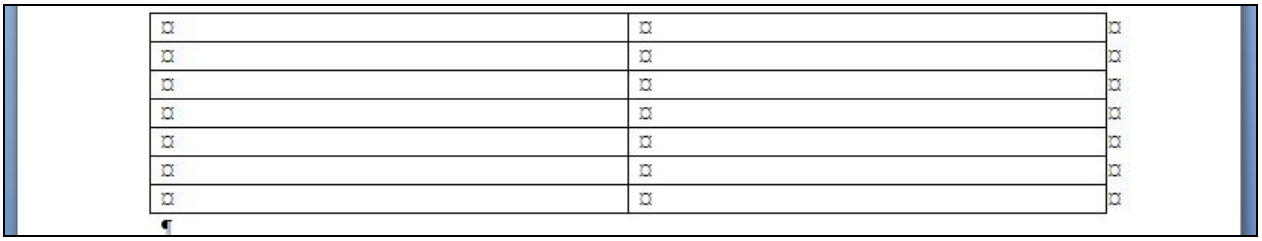


Figure 8.11 – 2x7 Table

After inserting the table, you need to remove the border from around the cells. Begin by selecting the Move button that appears at the top left of the table when you place your cursor over it (Figure 8.12). This will select the whole table. After that, select the drop-down arrow on the bottom right tool on the **Paragraph** panel and select the **No Border** option (Figure 8.13). The dark border that surrounded the table will now become a light blue dashed line as shown in Figure 8.14.

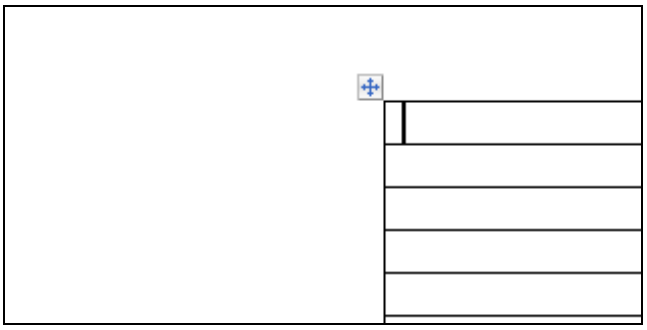


Figure 8.12 – Move Button

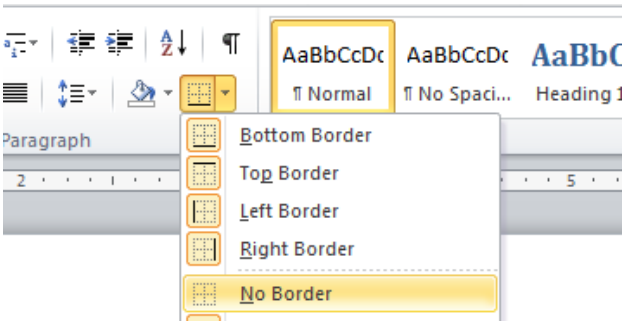


Figure 8.13 – No Border Option

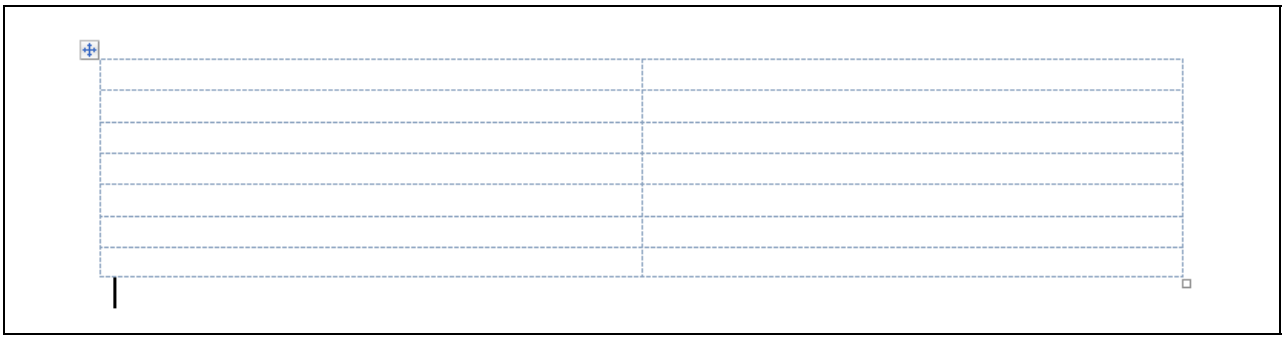
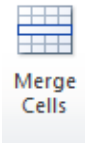


Figure 8.14 – Table without Border

Now you are going to merge the top two cells. First, highlight them using your cursor (Figure 8.15). Then select the **Merge Cells** tool from the **Rows & Columns** panel under the **Layout** tab. The line dividing the cells in half will disappear and the two smaller cells will become one large cell (Figure 8.16).



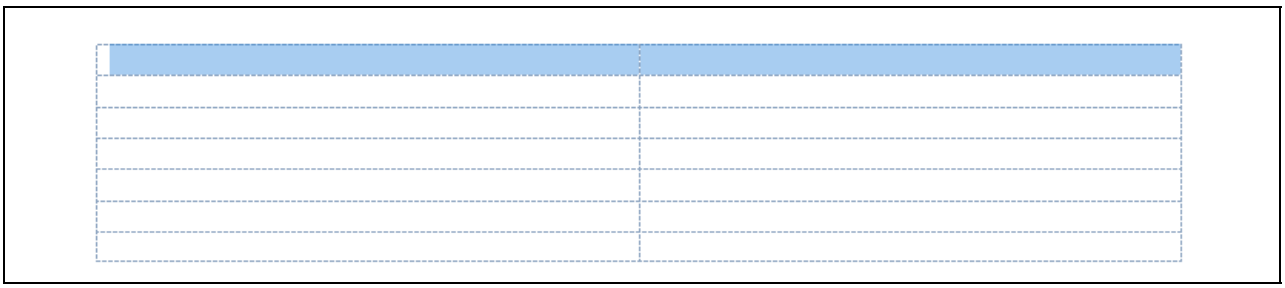


Figure 8.15 - Selecting Top Cells

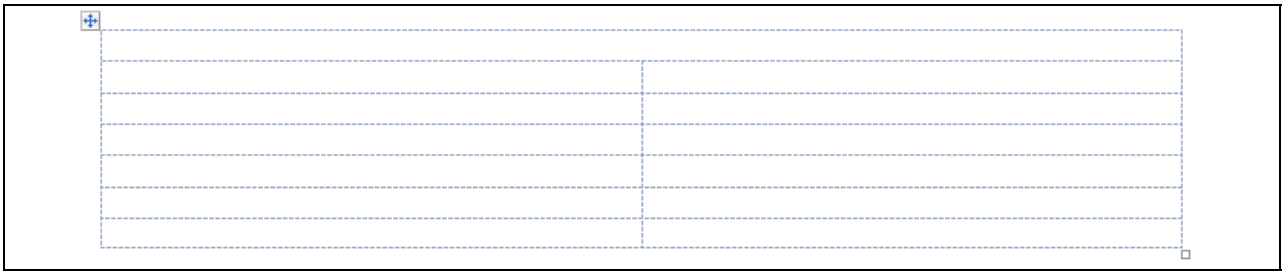
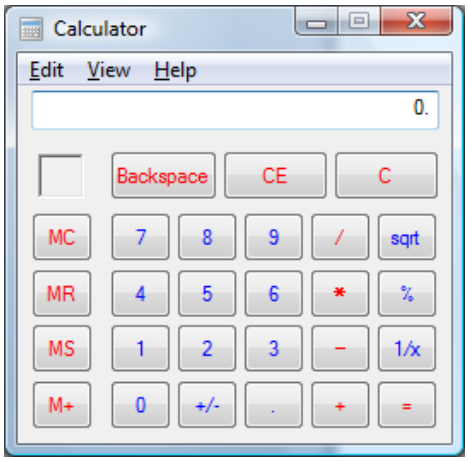


Figure 8.16 – Top Cells Merged

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 capture the entire height and width of the monitor to the resolution set by the computer administrator. Another option is Alt - Print Screen: only the active window will be captured. Open the calculator program on the computer and press Alt - Print Screen.



Insert the digital image of the calculator in the right cell using Paste and then align the picture in the center of the cell using the **Center** tool. Whenever you place an image on a document, place a label under the illustration with a figure number and a short comment as shown by Figure 8.17. By left clicking on the image, you can see the eight sizing handles. Generally, you want to use the corner sizing handles to resize the image proportionally.

Figure 8.17 – Digital Image of Calculator

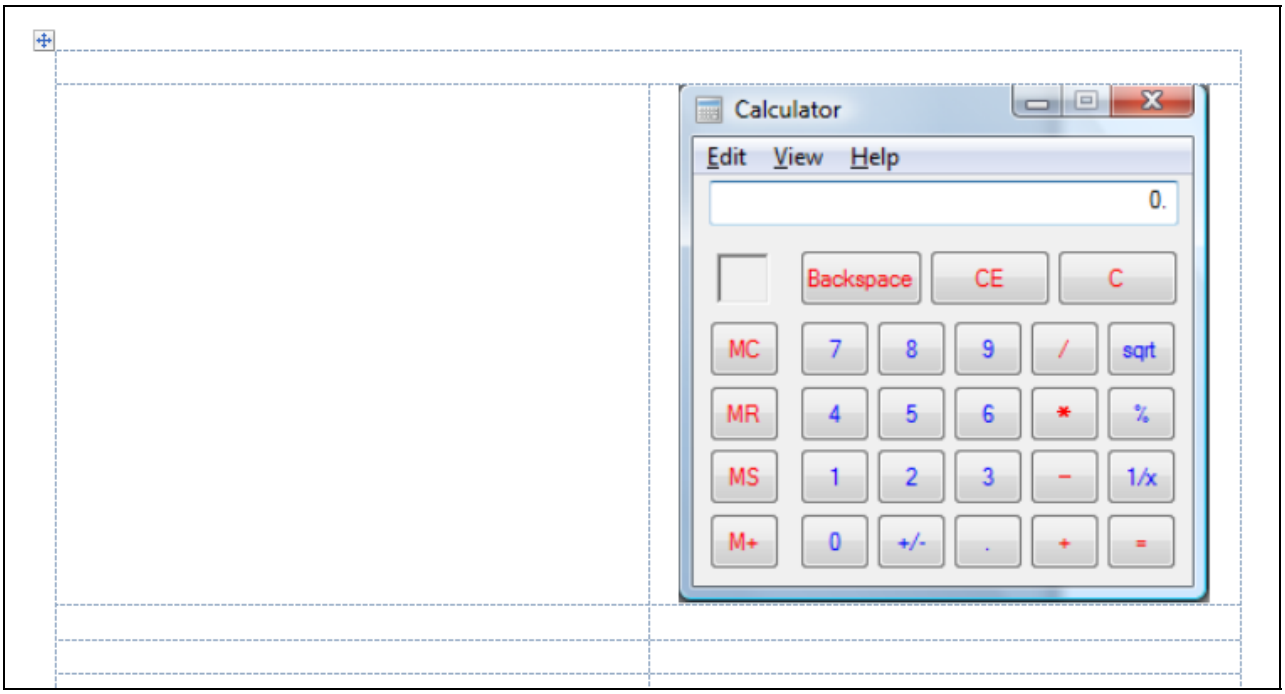


Figure 8.18 – Calculator and Label

Finishing the Table by Adding Text and Color

The cell to the left of the calculator is where you want to add some text describing how to use the calculator and its functions. Regardless of the information you 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 8.19 shows the finished table with the added information.

Using a Computer Calculator

The Windows standard calculator is very capable of performing addition, subtraction, multiplication, and division. When one desires intricate functions, he or she may select View on the menu bar and then choose the scientific calculator. One the advanced and multifaceted program, we can come across exponential values, trigonometric functions, and many more tools that one would find in an expensive calculator. Common functions such as square root you can find on the Standard Calculator; however, you will find Pi (3.141956) with 32 decimal places on the scientific calculator.

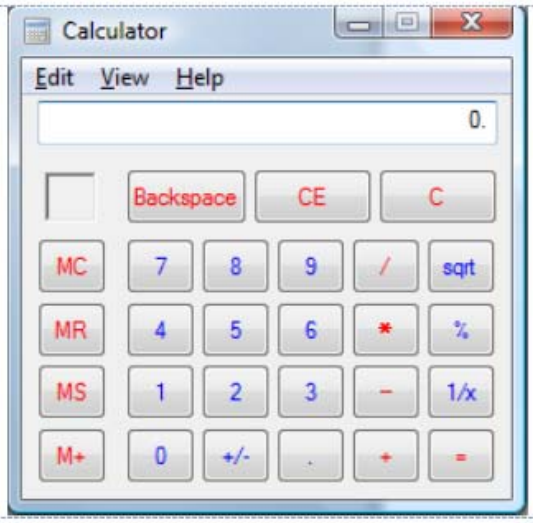


Figure A: The Windows Calculator

Figure 8.19 – Finished Table

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

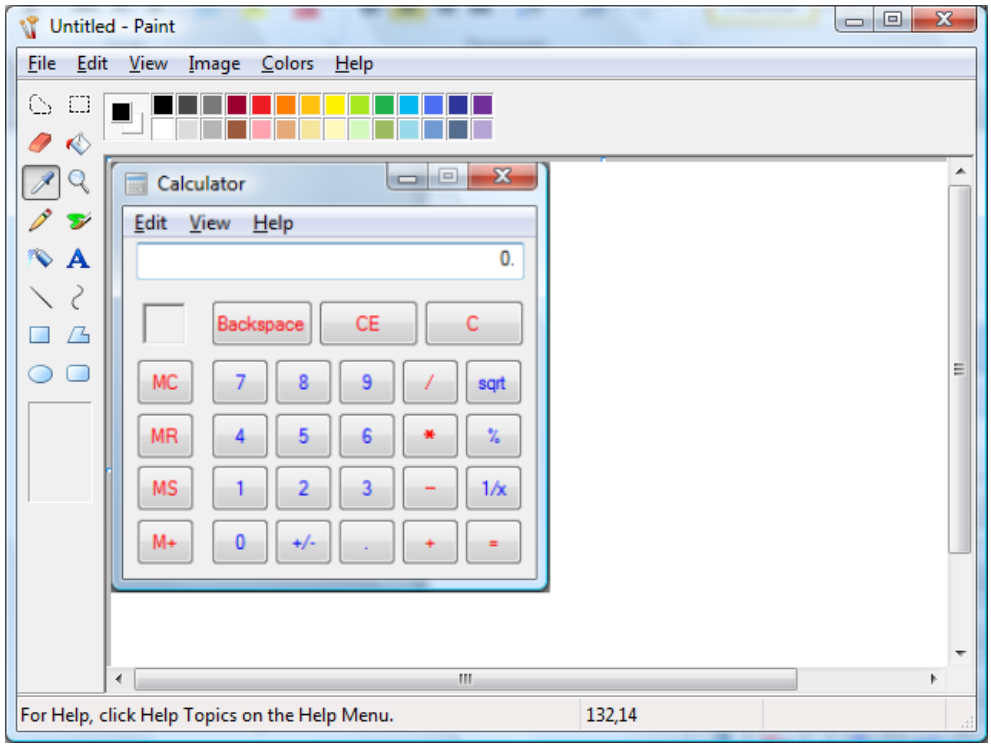
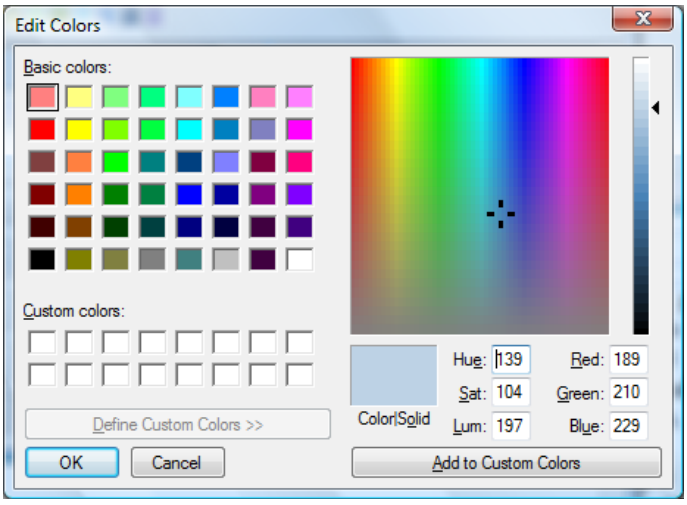


Figure 8.20 – Image in Paint



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

Red 189
Green 210
Blue 229

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

Figure 8.21 – Edit Colors Window

You can either match the color exactly or use a color-matching web page to make great color schemes on our document. A 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

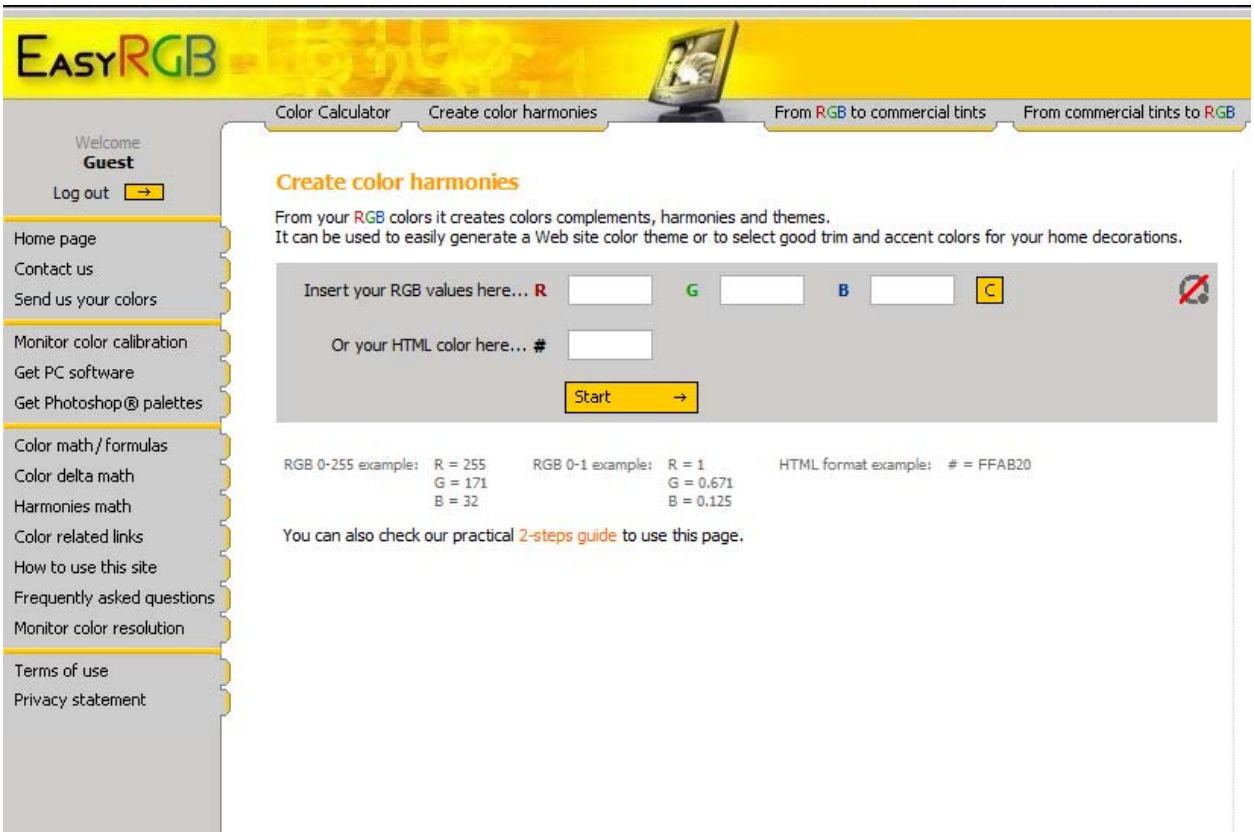


Figure 8.22 – EasyRGB.com

After you type in the above URL which will take us to the webpage a shown in Figure 8.22, 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 8.23. Select the color that you believe will best match the original color. We will select theme number 9 for our background. The RGB values for the grey is:

Red: 158
Green: 149
Blue: 140

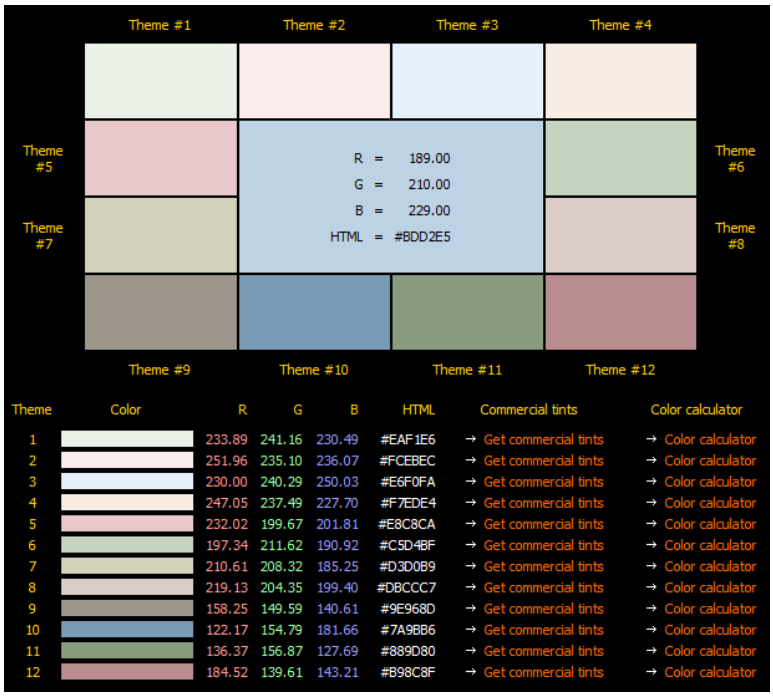
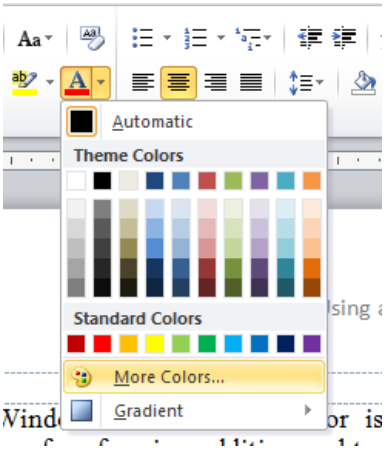
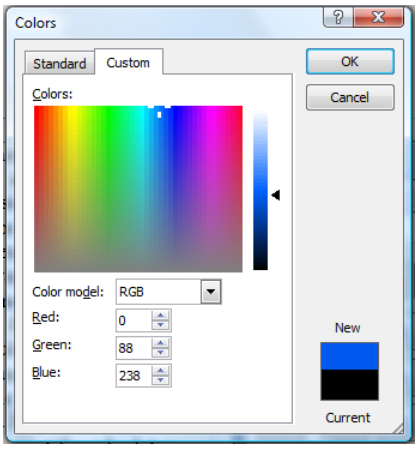


Figure 8.23 – Image on Webpage

Now, to change the text color, select the **Font Color** tool and then select the More Colors option (Figure 8.24). In the window that appears, go to the Custom tab. In the Custom tab, you can create colors using the Red Green Blue scale. Type in 0 for red, 88 for green and 238 for blue to create the blue color for the text (Figure 8.25). Then type in 158, 149 and 140 for red green and blue to create the grey color (Figure 8.26).





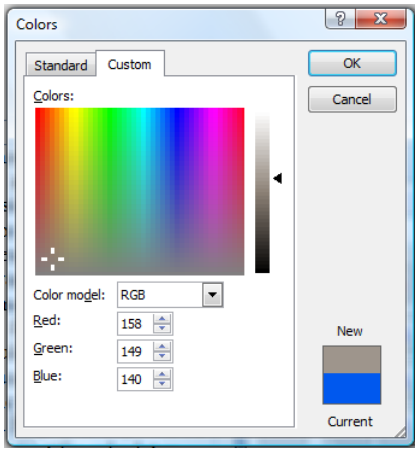


Figure 8.24 – More Colors **Figure 8.25 – Blue** **Figure 8.26 – Grey**

After you have created the colors, you can select the blue color as the color of the font. To change the font color all you have to do is highlight the text and then click the **Font Color** tool. To change the background color, select the **Shading** tool from the **Paragraph** panel. Then you can set the color to the grey color you created earlier. After selecting the whole table by clicking the move button, reselect the **Shading** tool and the entire table will be shaded with the grey color.

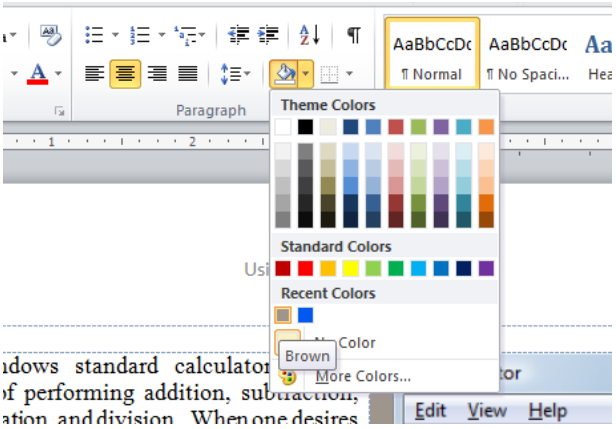


Figure 8.27 – Shading Tool

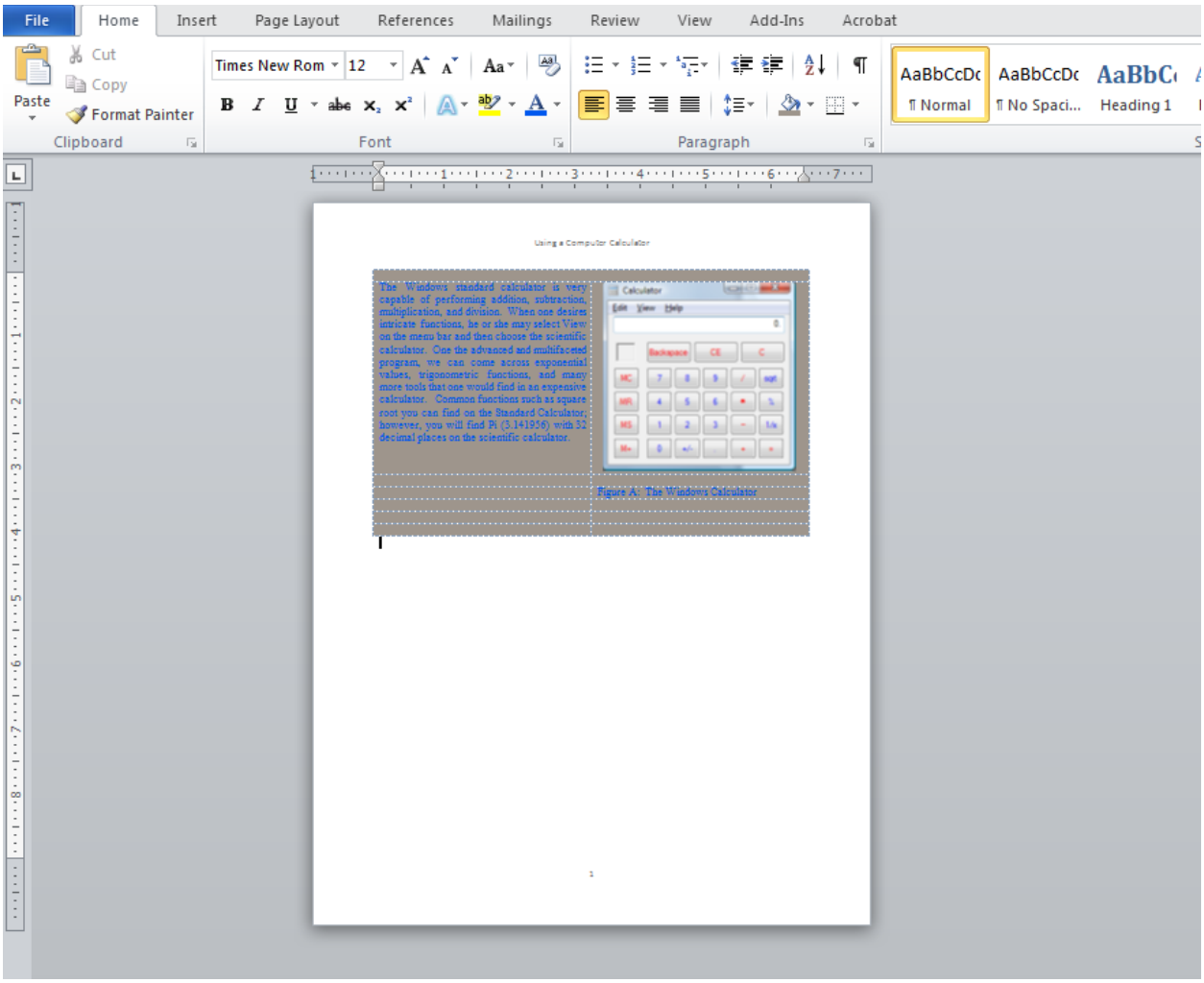


Figure 8.28 – Finished Document

*** 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.**