*Microsoft Word 2016***Lesson 2**

Tables & Advanced Formatting

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| **Objectives:** |  |
| Tables | Formatting Features | Other Features |
| * Cell margins & spacing
* Merge rows
* Resize tables, columns, rows
* Convert to Table to Text
* Convert Text to Table
* Change text orientation
 | * Watermark
* Create new page
* WordArt
* Insert Shape, Shape Settings
* Remove Background
* Uppercase
* Text Box Settings
 | * Quick Access Bar Customization
* Shrink to Fit
* Paragraph Settings
* Orientation
* Ruler
* Footer Settings
* Clear Formatting
 |

As you do this assignment, check the boxes when you complete each step. Save these instructions so you know where to begin the next day.

**PRACTICE**

Open the Word 2 Practice Page and take the Pre-Assessment.

**PART 1 – Advanced Formatting**

1. Open the Word 2 Practice Page and take the Pre-Assessment.

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|[ ]  **Change Case** – use the change case button to change the case on the six names listed.  |
|[ ]  Under *WordAr*t, create three different WordArts, using different colors, effects, and fonts. Type the name of your parents, siblings, or friends. \*Make sure to change bevel, shadow, transform, and gradients. |
|[ ]  **Shapes** – Draw 5 different shapes. Change the color, effects, and outline on the shapes.  |
|[ ]  Type something into one of the shapes |
|[ ]  Select one shape and edit to another shape without deleting it. |
|[ ]  **Clear Formatting** – Clear the formatting for the six names. |
|[ ]  Place your cursor after the “Clear Formatting” title and press enter. Type—and note how the formatting has continued.  |
|[ ]  Undo your typing and try again, this time removing the formatting before typing. |
|[ ]  **Remove Background** *–* Insert the picture called “crayons” from your file into the gray table where indicated. Resize it smaller. |
|[ ]  Remove the white background from the picture. |
|[ ]  Find another picture online with a white background and copy and paste it in. Remove the background for that picture.  |
|[ ]  **Watermark** – Add a text watermark that says “Practice”. Choose your settings |
|  | \*Make sure you have watched the video on how to do a PICTURE watermark—you will be doing that in the application.  |

**PART 2 – Page Setup**

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|[ ]  **Blank Document** – Open a blank document |
|[ ]  **Orientation –** Change the orientation to landscape |
|[ ]  **Paragraph Spacing**  - Type something and press enter. Type something else. Note the wider spacing. Now do CTRL+A to highlight what you’ve typed, then change the paragraph spacing to all zeros. Note the change. |
|[ ]  **Ruler –** Turn on your ruler. Change the margins by using the drag handles on the right and left. |
|[ ]  You don not need to save this.  |
|[ ]  **Footer Settings** – Go back to your Practice page and add a footer. Change the settings so the footer is .2 from the bottom. |

**Part 3 – Tables**

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|[ ]  **Convert to Table** – Convert the list of names to a table using the proper settings.  |
|[ ]  **Insert Text from File –** Use the insert menu to insert the file “gibberish” below the set of names. (Insert, Object, Text From File)  |
|[ ]  Convert this into a table as well. |
|[ ]  **Table to Text** – Convert the schedule to text using the proper settings. It should still look similar, just not longer in a table. |
|[ ]  Insert a table that is 4x6 and press enter |
|[ ]  Insert a table that is 3x11 and press enter |
|[ ]  Insert a table that is 12x5 and press enter |
|[ ]  Table 1: Merge the top four cells together to create a title bar.  |
|[ ]  Table 1: Color the first column another color, and merge the cells together.  |
|[ ]  Table 1: Add a new row at the bottom using the tab key. |
|[ ]  Table 1: Resize column 1 much smaller. |
|[ ]  Highlight Columns 2-4 and **Distribute** them evenly. |
|[ ]  Lets make a shortcut for that! Go to your **Quick Access Toolbar** and customize it so that distribute columns is now a button. |
|[ ]  Table 2: Merge the first three rows into one cell. |
|[ ]  Table 2: click on any cell outside the title cells and **split** them into three columns.  |
|[ ]  Color each of those three cells you just made into three different colors.  |
|[ ]  Table 2: Resize column 3 much smaller. |
|[ ]  Use the button you created the distribute the three split columns you made to be the same size.  |
|[ ]  Table 2: Delete at least three full rows that are NOT the ones you split. |
|[ ]  Table 2: Add a new column to the right. |
|[ ]  Table 3: Merge all the cells in the first column |
|[ ]  Table 3: Change the **text orientation** in the first column to vertical. |
|[ ]  Table 3: Type your name in the 1st column, making sure it is middle aligned. |
|[ ]  Table 3: Rearrange the cells using merge, split, and dragging the cells walls to make this table look something like this:   |
|[ ]  Create a new table that is 2x3.  |
|[ ]  Resize the table so that the first column is quite small. |
|[ ]  In the small column, insert a symbol into each column. |
|[ ]  In the second column, type something you need to do today in each line. |
|[ ]  Add a new column at the end and merge it into one cell. Copy the crayon picture above inside it.  |
|[ ]  Fill – Fill the background of just the picture section another color. |
|[ ]  **Borders** – Now highlight the whole table and remove all borders. |

**APPLICATION**



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|[ ]  Open a new, blank document. |
|[ ]  Change the orientation to Landscape and the margins to narrow |
|[ ]  Go to Layout and change the spacing to 0. |
|  | Add a footer with your name, file name, and period.  |
|[ ]  Change the footer settings to the footer appears at.2 from the bottom |
|[ ]  Add a picture watermark, using the skybackround imageIn your file. Set the scale to 150% and do NOT select “Washout” |
|[ ]  At the top of your page, press enter 5-6 times—this will make it easer later! |
|[ ]  Use WordArt to insert the title “Summer Reading Program”at the top of the page. Use the font and color style of your choice.  |
|[ ]  Turn on your ruler. Make sure the title stays above the 1” mark. |
|[ ]  Insert a simple textbox and type “Greentree County” |
|[ ]  Remove the fill on the text box so the background is transparent, and remove the border on the textbox |
|[ ]  Change the font to the font of your choice, about size 22. |
|[ ]  Change the wrap on the text box to In Front of Text and move it into the top margin so that it’s above “Summer Reading Program.” (See the example at the bottom of the page if needed) |
|[ ]  Insert a rectangle shape (your choice which style) below the title. |
|[ ]  Type the following into the shape: *This summer, enjoy an assortment of FREE events, open to the public, from June to August! All events require no registration and are first come, first serve. Most of the events will take place either at the Greentree County Library, or at the Greentree Community Center.* |
|[ ]  Italicize the text. Change the shape background, border, and font color. You may also use fill effects. |
|[ ]  Insert the picture “Sunglass Sun” into your file.  |
|[ ]  Change the wrap to Tight |
|[ ]  Remove the background of the image so all the white is gone. |
|[ ]  Move the image to the right side and adjust your text box. (See example at bottom f page if needed) |
|[ ]  Place your cursor on the first blank line after your shape  |
|[ ]  Insert the text from the file Table Text in your file. DO NOT copy and paste—insert it directly into the file |
|[ ]  Convert the June section into a table, using TABS as the separator. **DO NOT HIGHLIGHT THE WORD JUNE when making your table**—that title is not part of the table. |
|[ ]  Adjust the columns – First, move the right side of the table to about 7 on the ruler.  |
|[ ]  Adjust the first column to the smallest size it can go without “Saturday” being moved to a new line. |
|[ ]  Adjust the third column the same way—as small as you can without creating a new line. |
|[ ]  Merge the blank cell next to “June 13” with the cell above it to make one large cell. |
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|[ ]  Delete the first row with the title June. |
|[ ]  Insert a new column in front of the Date column. |
|[ ]  Resize it to be about a quarter inch. |
|[ ]  Merge all the cells in that column into one. |
|[ ]  Go to the Layout tab in Table Tools and change the text direction as shown. |
|[ ]  Type “JUNE” and change the font to size 16, Bold. |
|[ ]  Do the same process for July and August. (August will be pushed to a second page—just continue as if it’s not doing that. We will get it on one page later!) |
|[ ]  Customize Ribbon – Customize the Quick Access bar to include the feature called Shrink to Fit.  |
|[ ]  At the bottom of your document, press *delete* to ensure there are no blank lines after your table.  |
|[ ]  Press the Shrink to Fit button to make your document fit on one page. |
|[ ]  Change the coloring on your tables. You can match the example if you like, but make sure you have used at least two fill colors. |
|[ ]  Font Formatting: Center the second column with the dates and the last column with the locations for all tables.  |
|[ ]  Change the Title of each event (Zombie apocalypse) to all caps. Use the proper button for this! |
|[ ]  Place your cursor at the bottom of the page and insert a simple text box. Change the wrap to In Front of Text. |
|[ ]  Move and resize the text box so that it fills the empty space on the right side (see example) |
|[ ]  Change the background color. Change the border to a dotted or dashed border with a different color. |
|[ ]  Change the shape of the text box to the same shape you used for the shape at the top. |
|[ ]  Type *Summer Reading List* in the box. Center and Bold it. |
|[ ]  Press enter, and then press the clear formatting button. |
|[ ]  Open the file Summer Reading List in your file.  |
|[ ]  Select the table and convert it to text using Paragraph Marks. |
|[ ]  Delete the blank line between each book. |
|[ ]  Add a bullet to each book list, using the sun bullet in your file.  |
|[ ]  Bold each set of ages. |
|[ ]  Change the font to size 9. |
|[ ]  Save the file in your file. |
|[ ]  Ensure it fits on the page. You’re done! |
|[ ]  Save the file, and print if required by your class rules. |
|[ ]  Fill out the post assessment and turn in the practice page with it. |

