

The Easy Way Series

Word 97
Level Two



Word 97, Level Two
Software Learning Guide
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CREDITS

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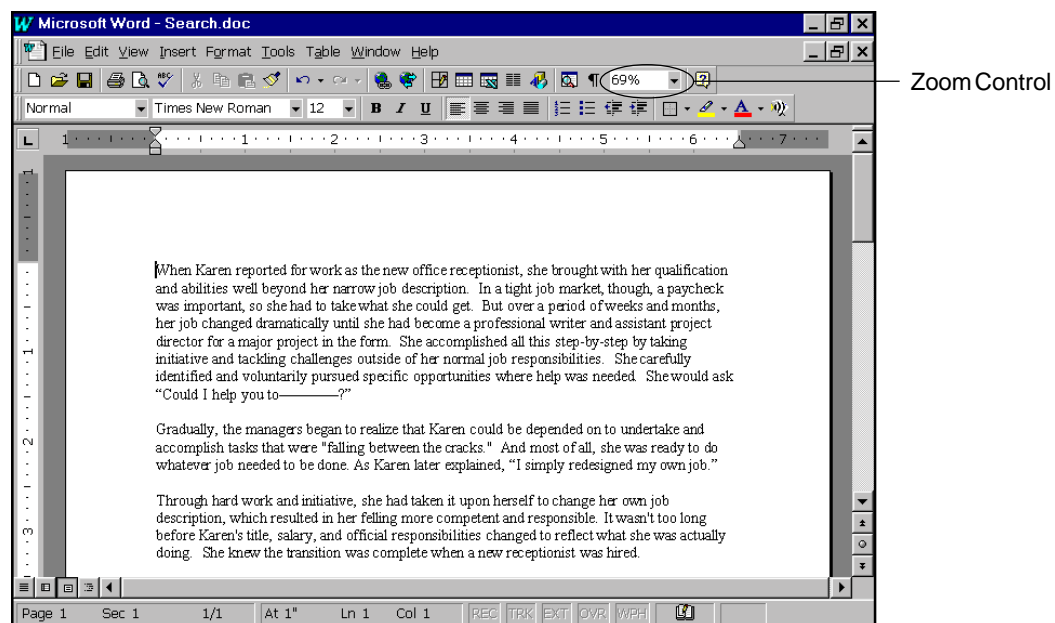
Zoom Control

Introduction

Viewing a document easily is essential to a word processing program. Word 97 allows multiple zoom options to simplify viewing documents.

1. Open **SEARCH**

Your screen should look like this:



The current zoom percentage is 69%, or the page width. By changing the percentage, the document may be displayed in its actual size.

1. Click & Drag **Zoom Control** (as displayed in the screen example)

Change the zoom control percentage to "100%."

Once the zoom control percentage is changed, you may continue normally editing the document.

Practice viewing different levels of magnification using the Zoom Control feature.

Text Operations

Text Justification

Word 97 allows four types of justification for text on the page: Left, Right, Center, and Full. Here are examples of each type of justification:

LEFT

Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country

RIGHT

Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country

CENTER

Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country


FULL

Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country Now is the time for all good men to come to the aid of their country

Each of these justification options may be selected from the toolbar.

Selecting Justification

Before changing the justification of the SEARCH document, select all text in the document that is to be changed.

1. Press **<Ctrl-A>** (Select All)
2. Press  (Justify)

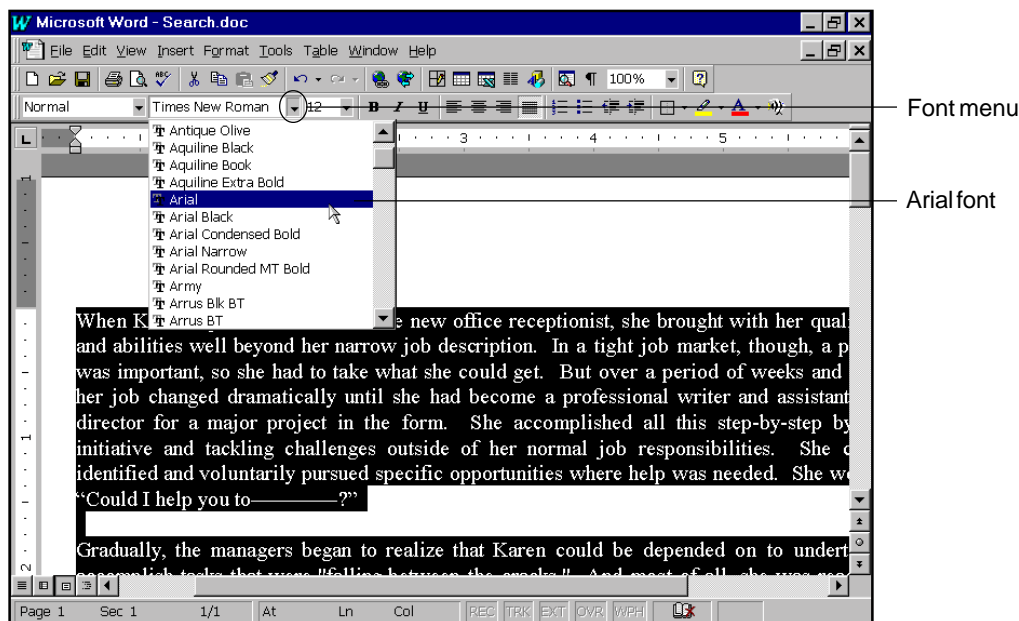
The text of the document is now fully justified.

Font Changes

When changing the font, the text must also be selected. If the text is not still selected, again select all the text in the document.

1. Press **<Ctrl-A>**
2. Click **FontMenu**

Your screen should look like this:



Arial is one of the "TrueType" fonts that is included with the Windows95 operating environment.

3. Click **Arial**
4. Click anywhere within the document to deselect the text.

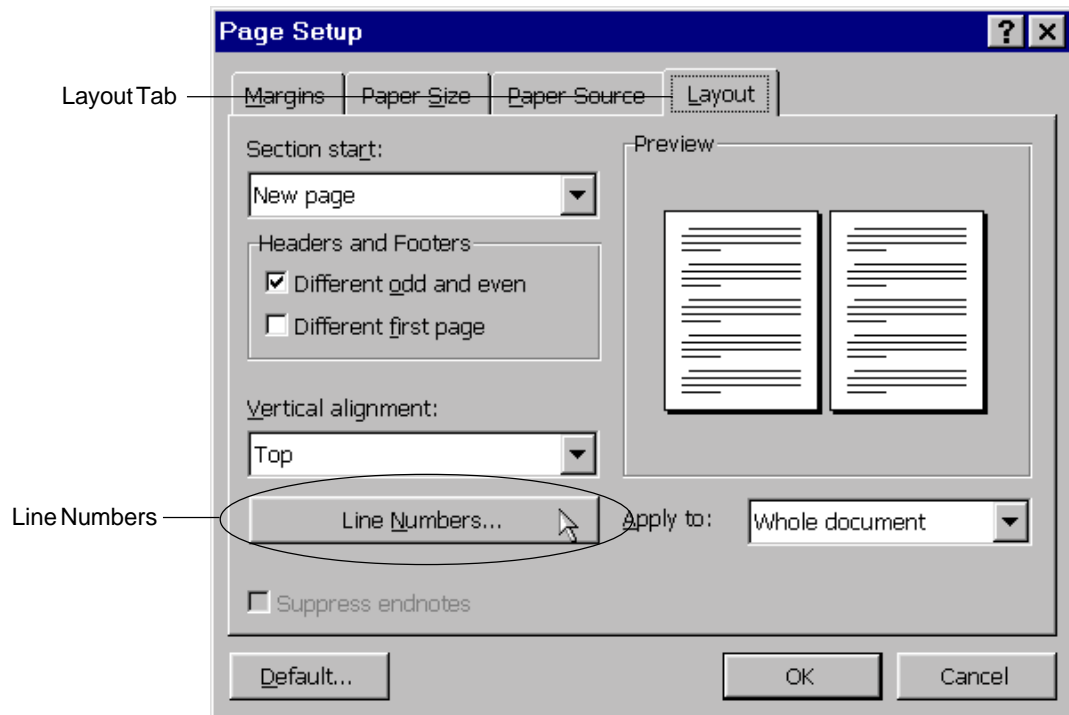
Line Numbering

Line numbers are useful when proof reading documents or submitting legal documents for review. Corrections may be made by noting the page and specific line number by telephone or electronic mail (email).

To engage line numbering:

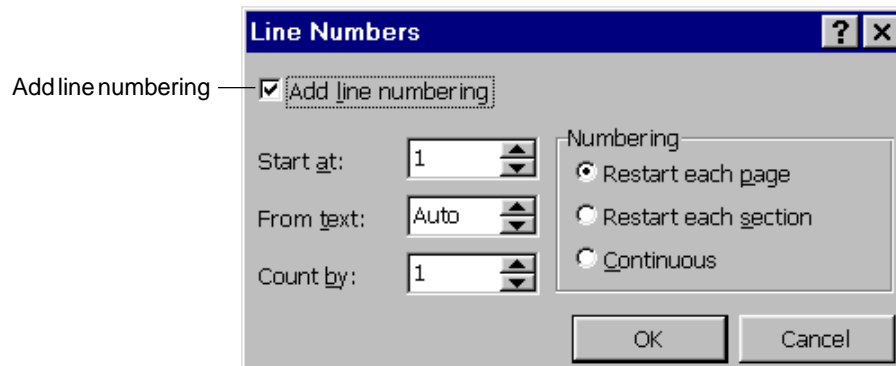
1. Click within the document text.
2. Click **File**
3. Click **Page Setup**
4. Click **Layout Tab**

Your screen should look like this:



5. Click 

Your screen should look like this:



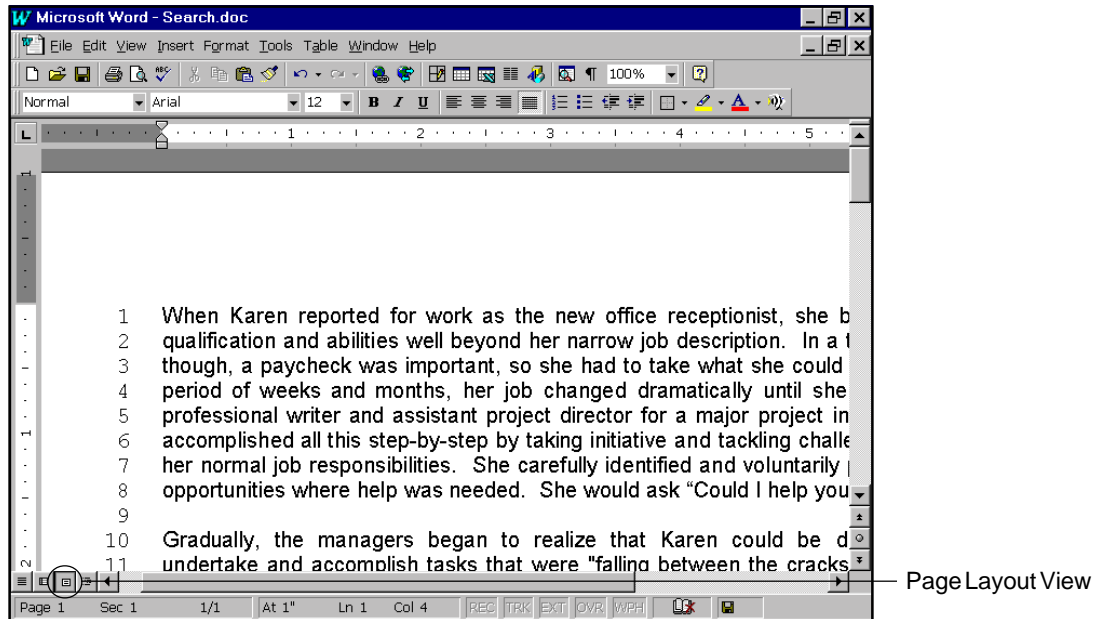
6. Click **Add Line Numbering**

7. Click **OK** (2 Times)

The document won't display the line numbers in the normal editing view; however, by clicking Page Layout View, as in the following screen example, the numbers will be displayed.

You may need to scroll to the left to see the line numbers on your screen.

Your screen should look like this:



Because line numbers are generated in the left margin area, the flow of the documnet will not be altered.

Turn off line numbering:

1. Click **File**

2. Click **Page Layout**

3. Click **Line Numbers...**

4. Click **Add line numbering box (to deselect)**

5. Click **OK** (2 times)

Your document screen has returned to normal.

Paragraph Formatting

Introduction

By default, Word 97 formats paragraphs as block text with the left edge of each paragraph flush against the left margin. However, paragraphs can easily be indented and reformatted.

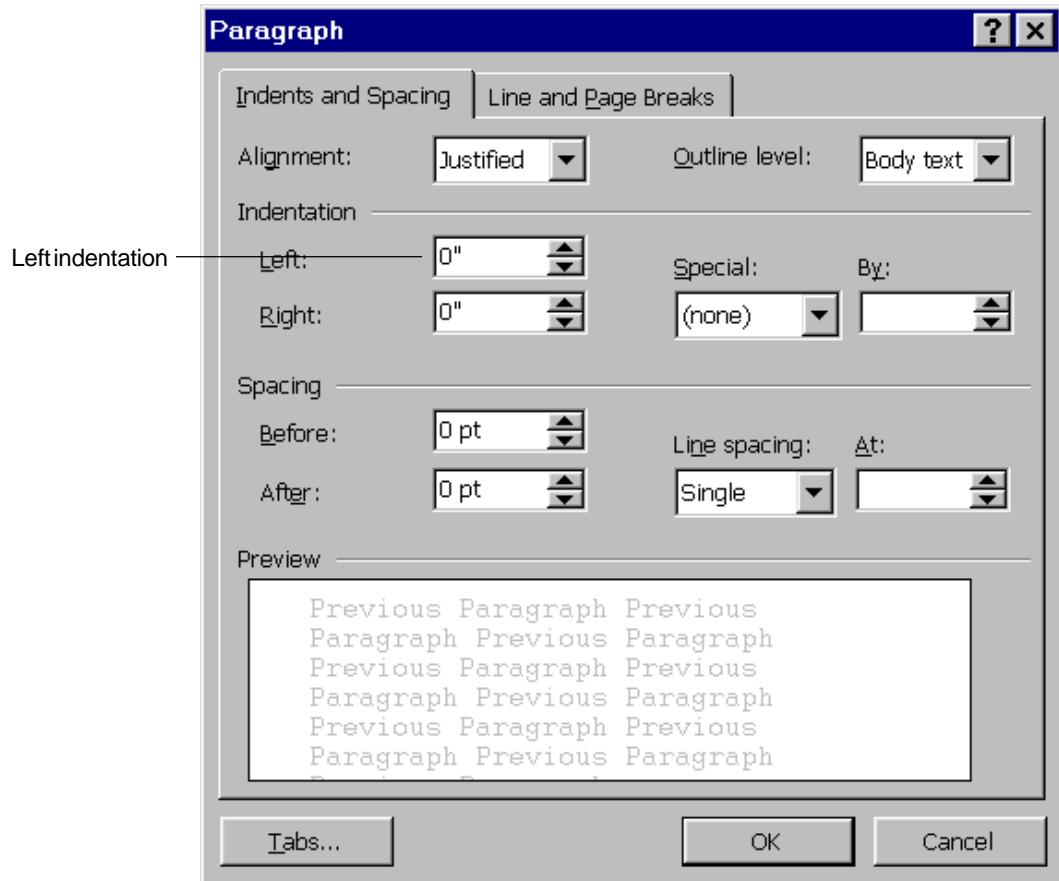
The **Search** document should still be on your screen.

Indenting A Paragraph

To indent the left margin of a paragraph:

1. Select the text of the first paragraph.
2. Click **Format**
3. Click **Paragraph**

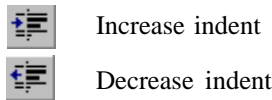
Your screen should look like this:



4. Change the *left* indentation to 0.5"
5. Press **OK**

The entire paragraph is indented ½”.

Paragraph indentation is also available from the toolbar:



Return the first paragraph to its original position:

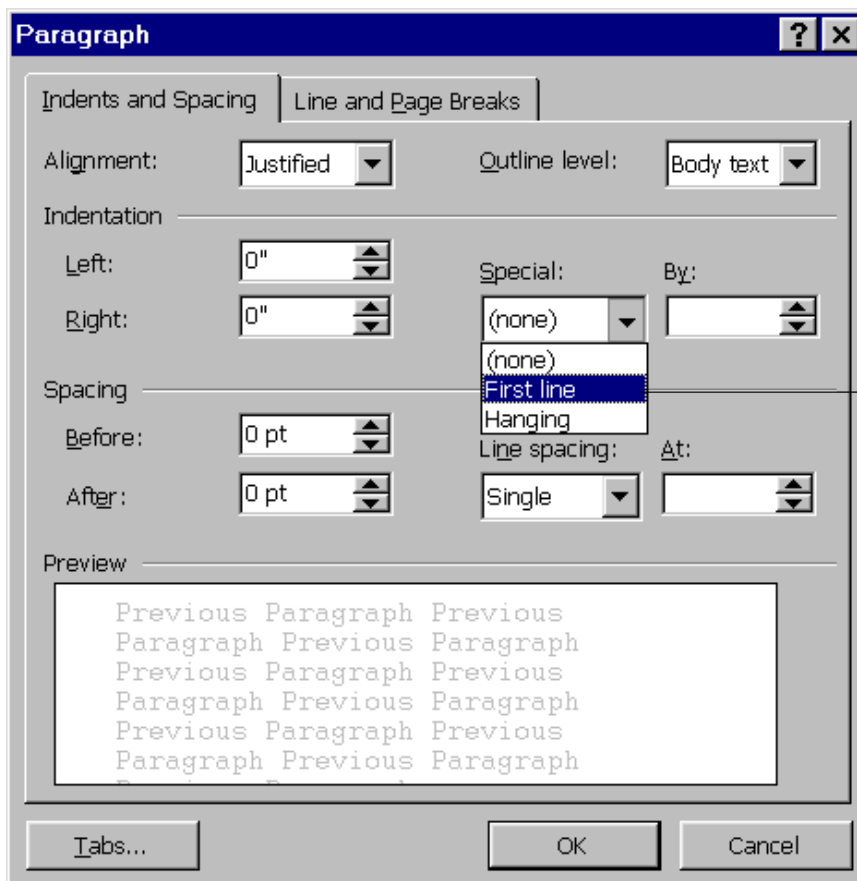
1. Click  (**Decrease indent**)

Indenting The First Line

To indent the first line of each paragraph, first select all the text in the document:

1. Press **<Ctrl-A>**
2. Click **Format**
3. Click **Paragraph**
4. Click **Special**
5. Click **First Line**

Your screen should look like this:

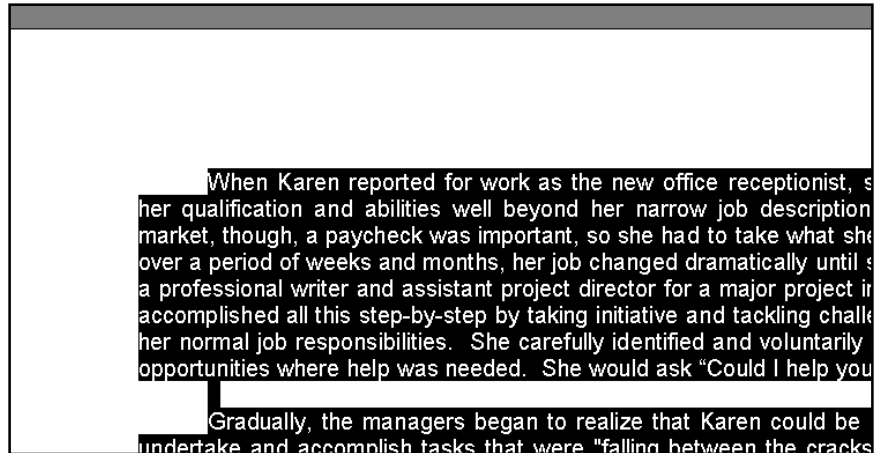


First line indentation

The default indentation for the first line is .5”

6. Click **OK**

Your screen should look like this:



The first line of every paragraph in the document has been indented by 0.5”.

7. Click anywhere in the document to deselect text.

Save **Search**:

8. Click 

Keep With Next

The “Keep With Next” feature allows a paragraph to be kept on the same page as the next paragraph. This prevents two paragraphs from being separated across a page break. This feature is very useful when you have a two+ paragraph quote in your document.

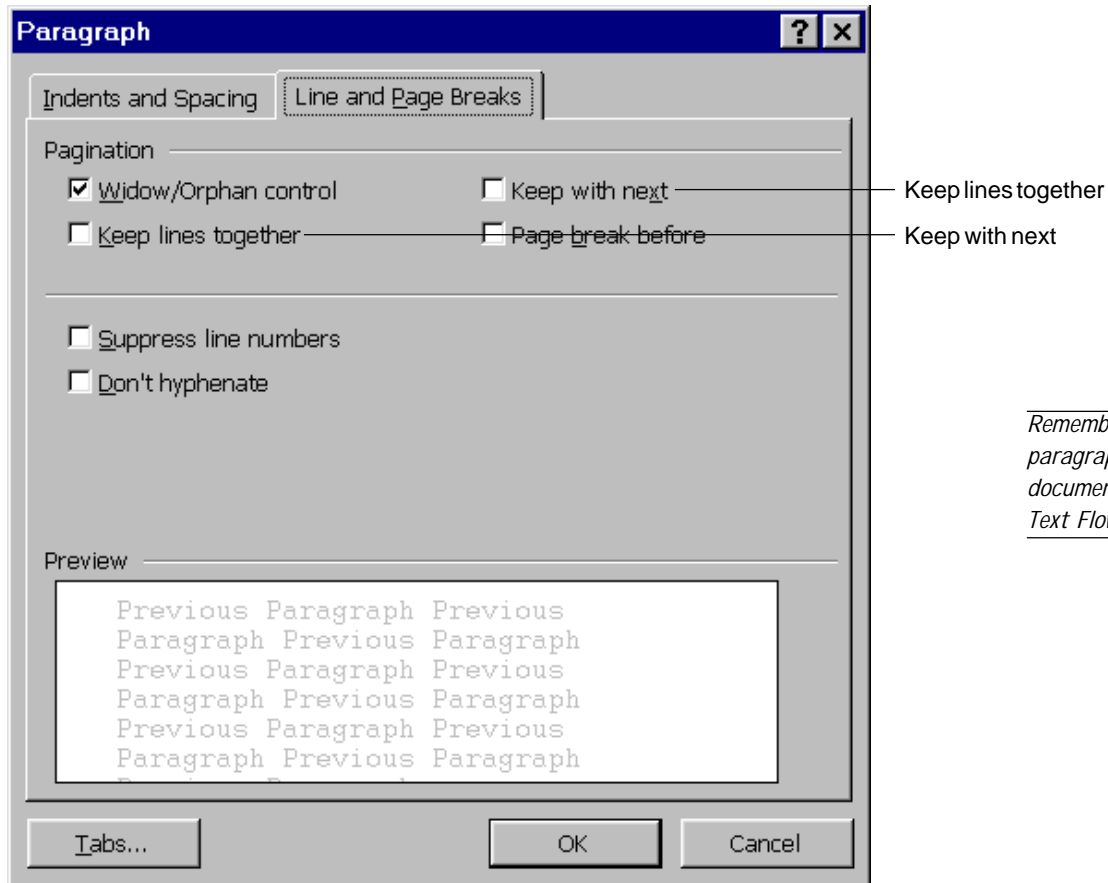
Keep Lines Together

This feature will keep an entire paragraph together and won’t allow a page break to separate the paragraph text. This is a handy feature if you are creating glossary definitions or paragraphs on a resume.

View the “Keep with Next” and “Keep Lines Together” features:

1. Click **Format**
2. Click **Paragraph**
3. Click **Line and Page Breaks Tab**

Your screen should look like this:



Since you will not be using these features in this document.

4. Click **Cancel**

Close the document:

5. Click **File**

6. Click **Close**

7. Click **Yes (to save the changes)**

Sections

Introduction

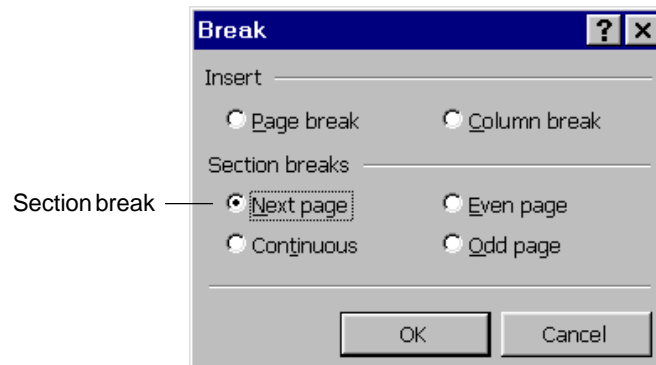
Sections act as a means to separate portions of a larger document. For example, the main text of a document may be numbered with Arabic numbers and have one style of headers and footers, while Appendix may be numbered with Roman numerals and have no headers or footers. During this exercise, make sure you are in the Normal View.

Creating Sections

To create a section:

1. Open **SECTION**
2. Click in front of the fourth paragraph (beginning “The Transportation Department...”).
3. Click **Insert**
4. Click **Break**
5. Click **Next Page**

Your screen should look like this:



6. Click **OK**

Your screen should look like this:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p>For the eternal two-wheelers, this is nothing new. For everyone else who only rides on 4 wheels, this is news. Two wheels are back and better than ever. Whether you're doing it for the thrill, or for your health, more people are turning to two wheels for their transportation.</p> <p>For a time, motorcycles were the "thing." But due to an increase in accidents and danger, fear seemed to cause a major decline in motorcycle use. Now, people are beginning to take a second look at the scooter and other fuel-efficient modes of transportation. It's fun and "socially acceptable" for those of you who are concerned about that.</p> <p>The good, old bike is still as popular as ever. It seems more people are biking to work. They are even doing their errands on the bike. It may take a little longer to do them but Americans are beginning to see the value in taking care of themselves.</p> | |
| Section Break (Next Page) | |
| <p>The transportation Department released a report this month regarding the hazards of city beltways across the nation. New evidence suggests an increase in deaths related to highway erosion and instability.</p> <p>The department received 234 "odd or unexplainable" cases in which accidents were not caused by human fatigue during rush hour or intoxication after happy hour. When questions about these</p> | Section break |

Viewing A Sectioned Document

When this document is printed, the paragraph following the section break will begin on a new page. To view the document as it will appear printed:

1. Click  **(Print Preview)**

When finished:

2. Click 

Close **Section**, saving the changes.

Page Formatting

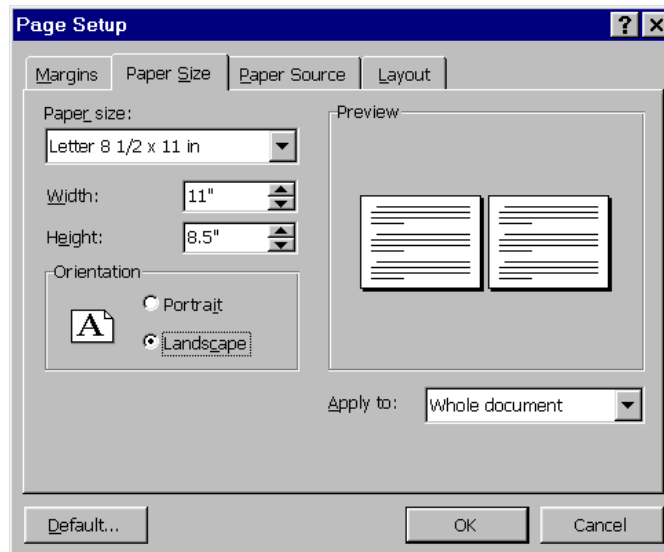
Paper Size, Landscape

Selecting your paper size is a critical option if you would like to print on paper that is a size other than 8.5" x 11". For example 11" x 8.5" (landscape), or 8.5" x 14" (legal), or even 14" x 8.5" (legal landscape) are all possible on most laser printers.

To select a paper size other than standard portrait (8.5" x 11"), follow these steps:

1. Open **SEARCH**
2. Click **File**
3. Click **Page Setup**
4. Click **Paper Size Tab**
5. Click **Landscape**


Your screen should look like this:



6. Click **OK**

Printing A Landscape Document

Please print the SEARCH document in landscape mode.

1. Click  (**Print**)

The print button on the toolbar sends the document to the printer in the default print mode: 1 copy of the entire document to the default printer. The print options screen will not appear.

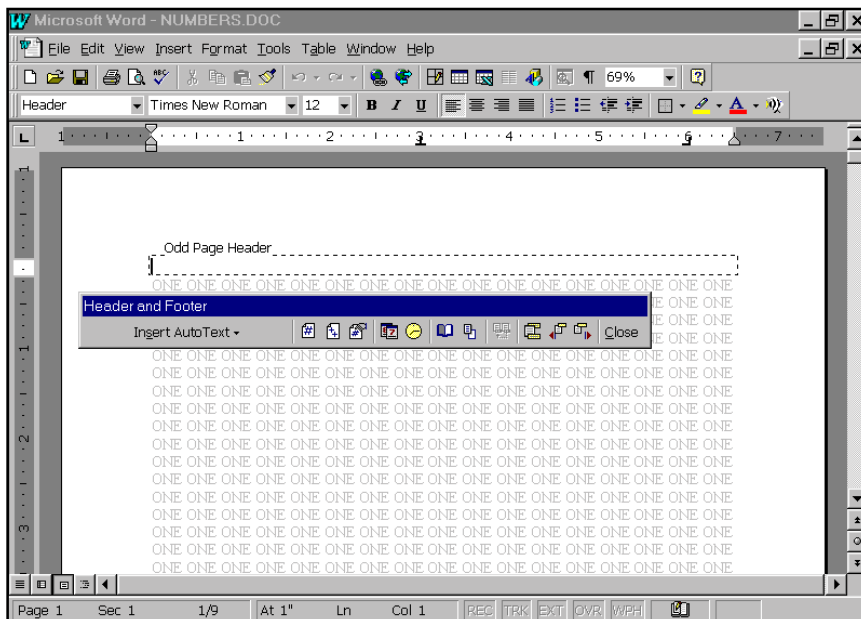
Close the document without saving the changes.

Headers & Footers


A header is a portion of text or graphics that prints at the top of each page. Sometimes these are called *running heads*. To create a header:

1. Open **NUMBERS**
2. Click **View**
3. Click **Header and Footer**


Your screen should look like this:



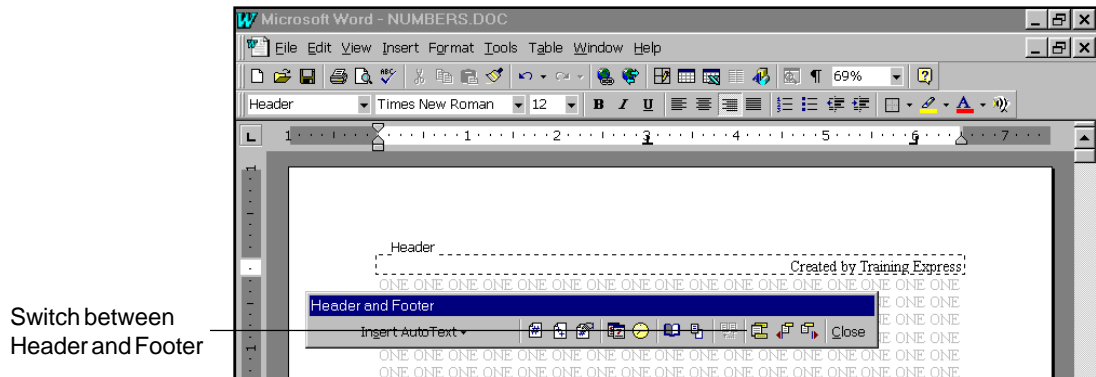
Change the Page Setup so only a single header and footer are available:

1. Click  (**Page Setup**)
2. Deselect “Different odd and even” in the Header and Footer section.
3. Click **OK**

Creating A Header

1. Type **Created by Training Express**
2. Click  (**Align Right**)

Your screen should look like this:





The header “Created by Training Express” will print at the top right of every page of the document.

Creating A Footer

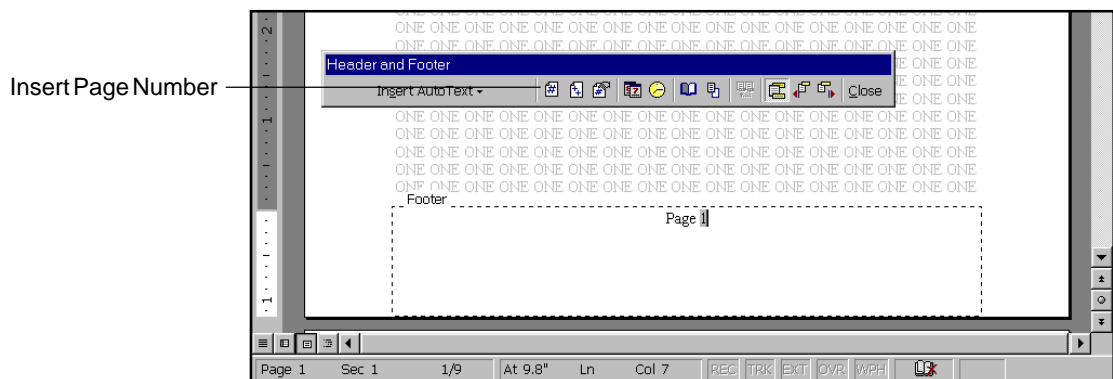
On the Header and Footer toolbar:

1. Click  (**Switch between Header and Footer**)

You may now create a footer that will print at the bottom of every page of the document.

2. Type **Page**
3. Press **<SpaceBar>**
4. Click  (**Insert Page Number**)
5. Click  (**Center**)

Your screen should look like this:



Creating Odd and Even Headers

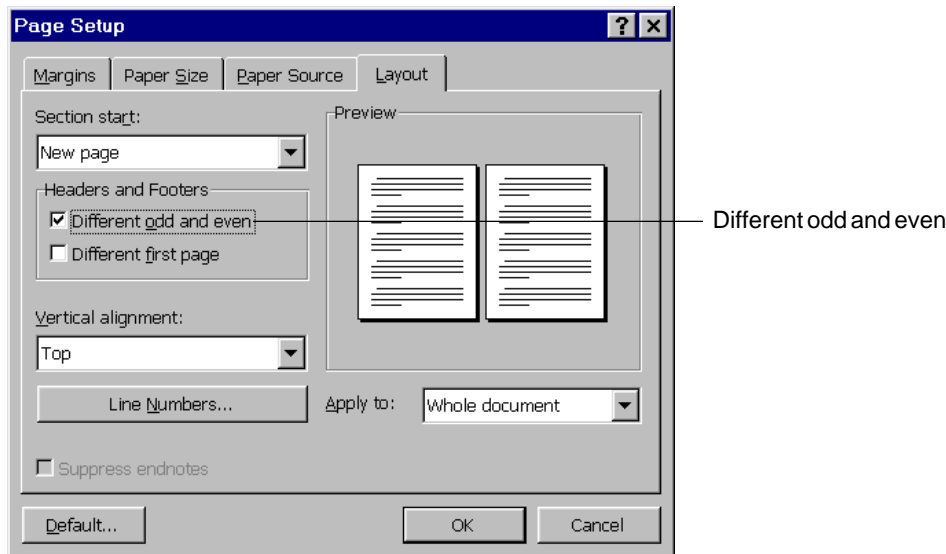
Up to this point, the header and footer that you have created will print on every page of the document. However, someday, you may have need to print headers and footers that differ between the right and left pages, the odd and even pages.

1. Click  (**Page Setup**)

To enable different odd and even headers and footers:

2. Click **Different Odd and Even**



Your screen should look like this:



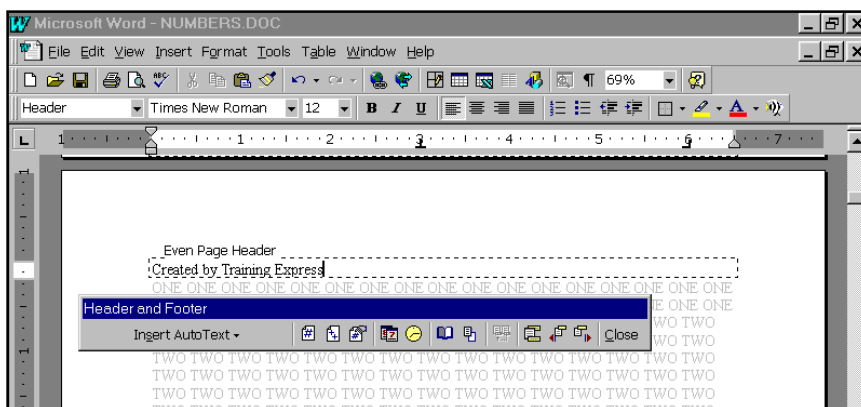
3. Click **OK**

Your existing Header and Footer will become the Odd Page Header and Footer.

Even Page Header Exercise

1. Click  (**Switch Between Header and Footer**)
2. Click  (**Show Next**)
3. Type **Created by Training Express**

Your screen should look like this:



Tab Setting

Introduction

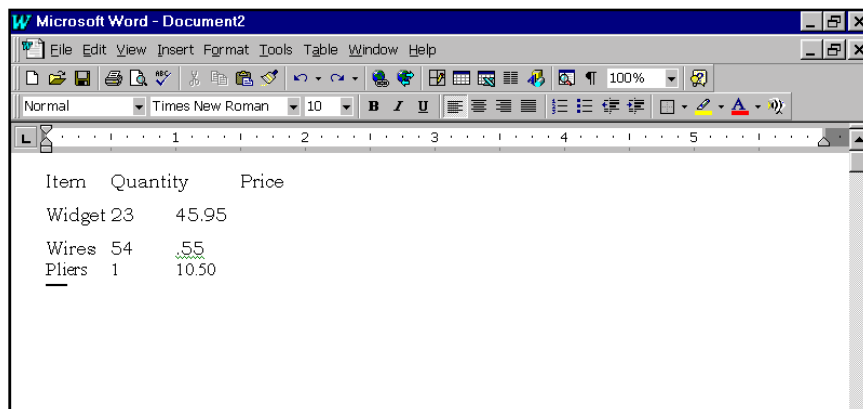
Word 97, by default, sets tab stops at ½-inch increments from the left margin. In this exercise, you will set tabs at 2" increments and align text on each tab stop.

Setting Tabs

Please type the following text, separating each column with one tab.

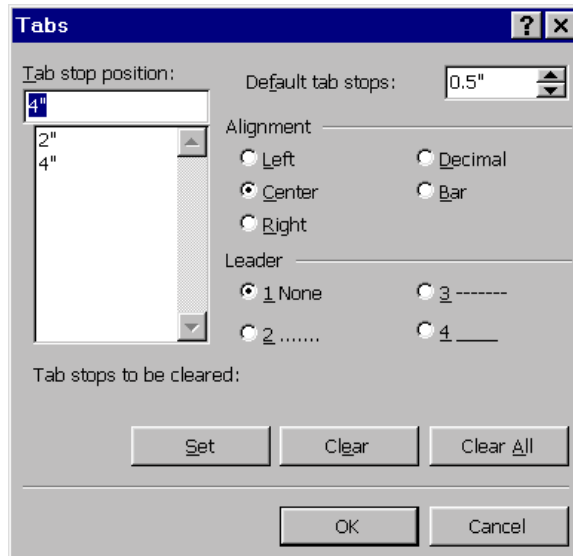
| Item | Quantity | Price |
|--------|----------|-------|
| Widget | 23 | 45.95 |
| Wires | 54 | .55 |
| Pliers | 1 | 10.50 |

Your screen should look like this:



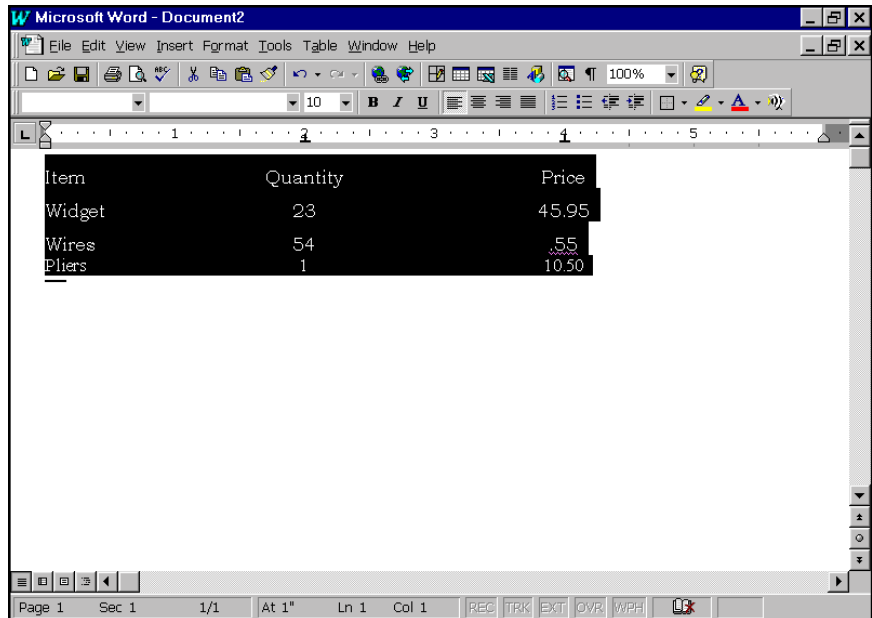
1. Press **<Ctrl-A>** (**Select All**)
2. Click **Format**
3. Click **Tabs**
4. Click **Clear All**
5. Type **2"**
6. Click **Center**
7. Click **Set**
8. Type **4"**
9. Click **Center**
10. Click **Set**

Your screen should look like this:



12. Click **OK**

Your screen should look like this:

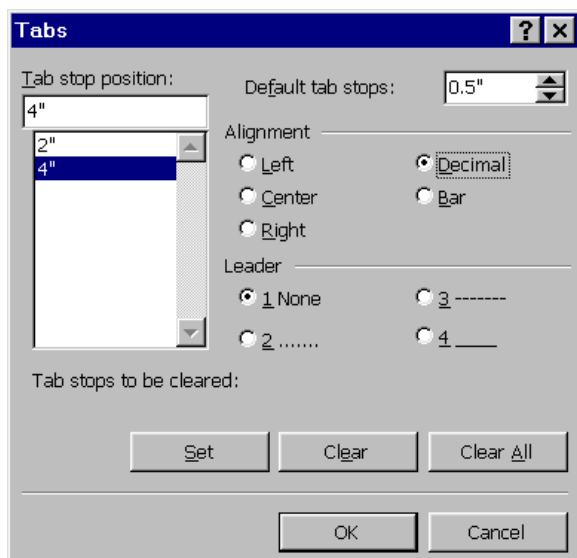


Aligning Decimal Tab Stops

To align the numbers in the third columns on the decimal:

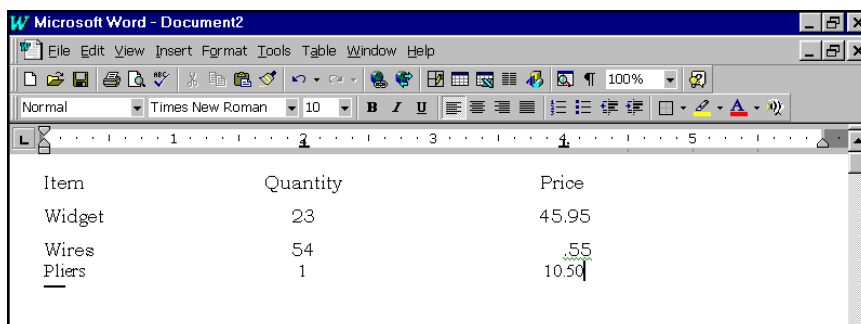
1. Select the text in the 2nd, 3rd, and 4th rows.
2. Click **Format**
3. Click **Tabs**
4. Click **4"**
5. Click **Decimal**

Your screen should look like this:



6. Click **OK**

Your screen should look like this:



Close and Save the document:

1. Click **File**
2. Click **Close**
3. Click **Yes**
4. Type **Tabs**
5. Click **Save**

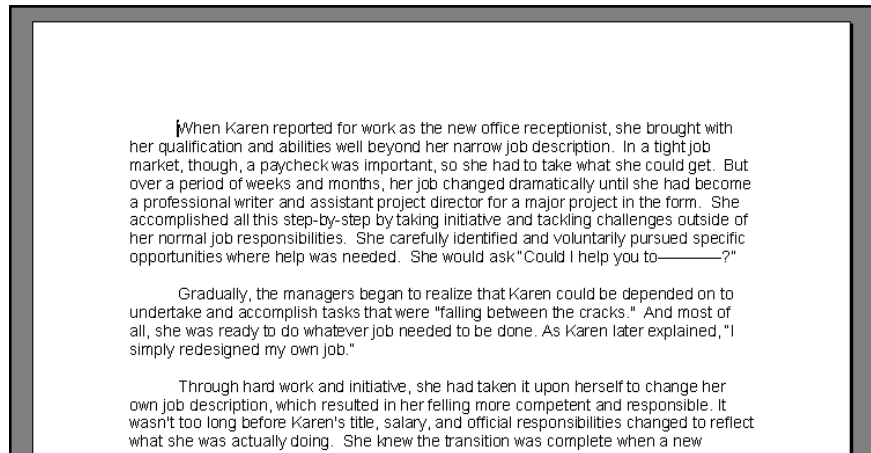
Search & Replace

Introduction

One of the most frequently used features of Word 97 is its search and replace. In this exercise, you will replace all occurrences of the name *Karen* with *Margaret*.

1. Open **SEARCH**

Your screen should look like this:



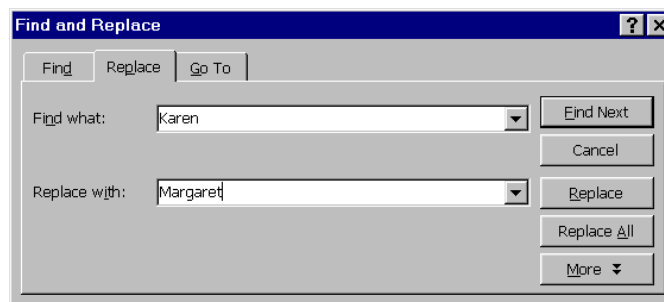
Notice that the name Karen appears four times in this document.

Replacing Text

To replace Karen with Margaret:

1. Click **Edit**
2. Click **Replace**
3. Type **Karen**
4. Press **<Tab>**
5. Type **Margaret**

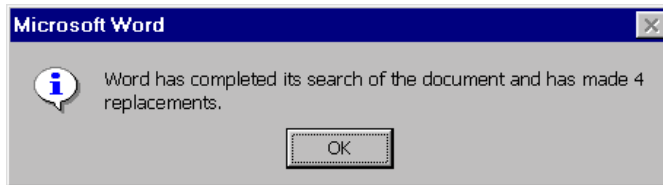
Your screen should look like this:



6. Click **Replace All**

When the replace operation is complete, you will receive a message.

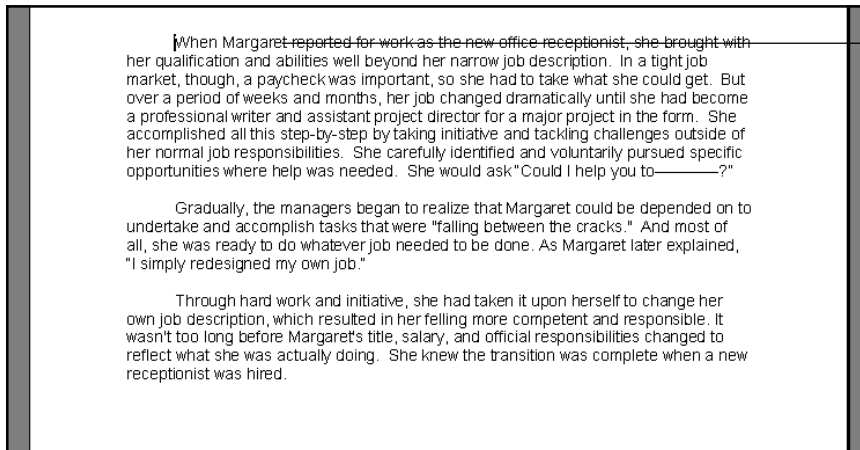
Your screen should look like this:



7. Click **OK**
8. Click **Close**

All instances of the name Karen have been replaced with Margaret.

Your screen should look like this:



Karen has been replaced with Margaret

Close **Search**, saving the changes.

Mail Merge

Introduction

Creating mailing merge documents are a routine task for most word processors, and Word 97 makes the process easy. In this exercise, you will create mailing labels using the mail merge feature.

The mail merge process involves two documents:

- | | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Main Document | the primary document that positions the merge input fields and text. The label format and size information is maintained by the main document. |
| Data Source | the table that contains the text that will be inserted into the merge input fields that are in the main document. The data source may be a Word table or an external system such as Access, Paradox, dBASE, or Excel. |

Once these two documents have been created, merging them will result in a document that contains the data formatted as you specified in the main document. Whenever the data is updated, simply repeat the mail merge for a current set of mailing labels.

Starting the Merge Process

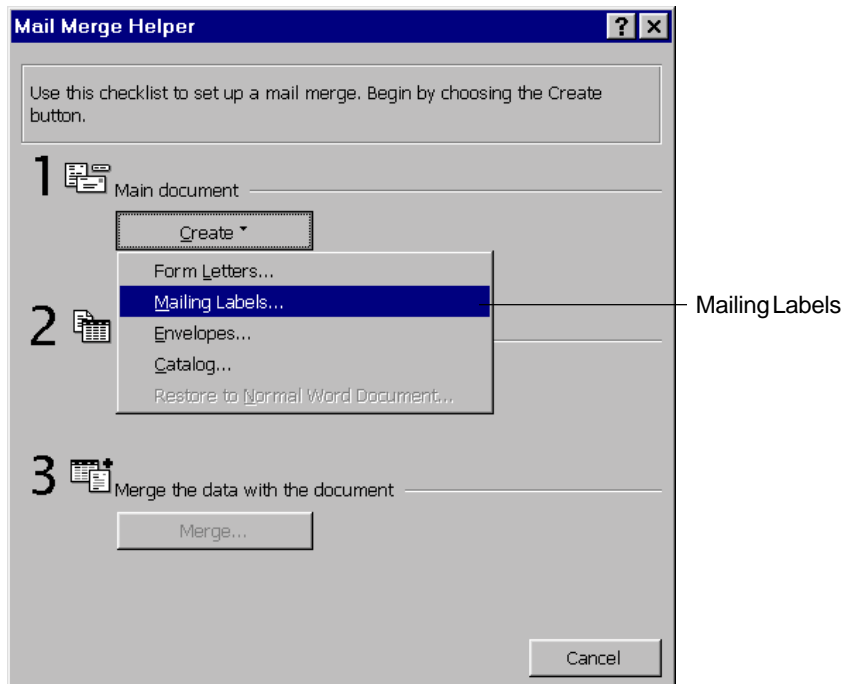
1. Close all documents and open a new (blank) document window.
2. Click **Tools**
3. Click **Mail Merge**

Creating A Main Document

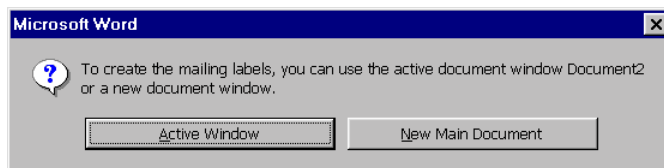
To create a main document that will contain the format for the mailing labels:

1. Click **Create** (in Main Document section)
2. Click **Mailing Labels**

Your screen should look like this:



Your screen should look like this:



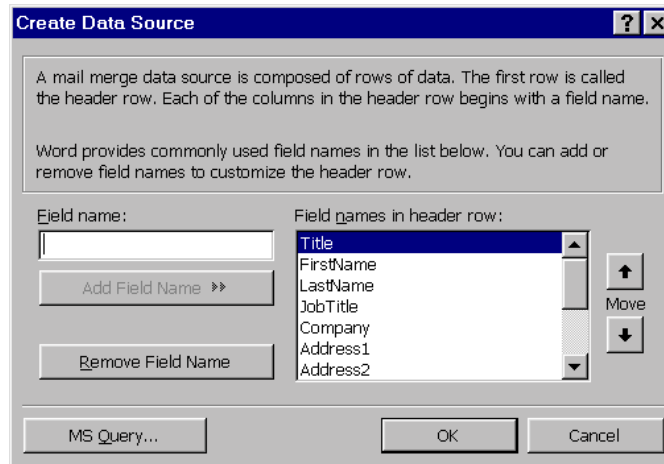
The Active Window is the document that is currently open and active. Because you opened a new blank document prior to starting the merge process, select the Active Window:

3. Click **Active Window**

You have now returned to the mail merge window.

4. Click **Get Data**
5. Click **Create Data Source**

Your screen should look like this:



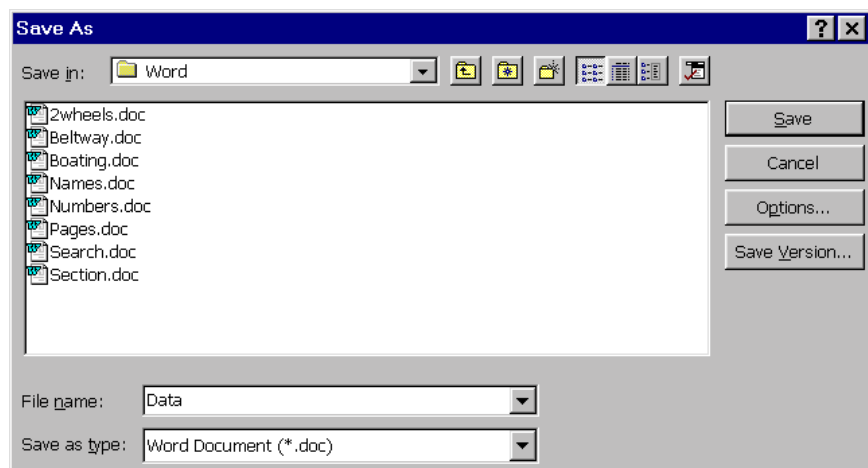
This screen allows you to select the fields which will be used in your main document. In this case, several field names are unnecessary and will be removed:

6. Scroll down list of field names.
7. Click **Address2**
8. Click **Remove Field Name**
9. Remove the Country, HomePhone and WorkPhone fields.
10. Click **OK**

Save the data document:

11. Type **Data**

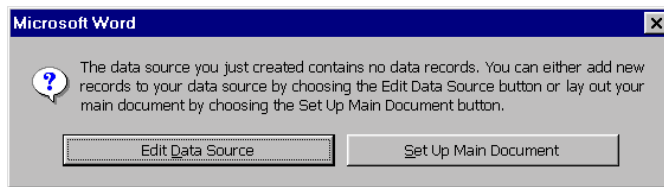
Your screen should look like this:



12. Click **SAVE**

Because no data has yet been entered, Word 97 prompts you to complete the data document. However, you will set up the main document first.

Your screen should look like this:



1. Click **Set Up Main Document**

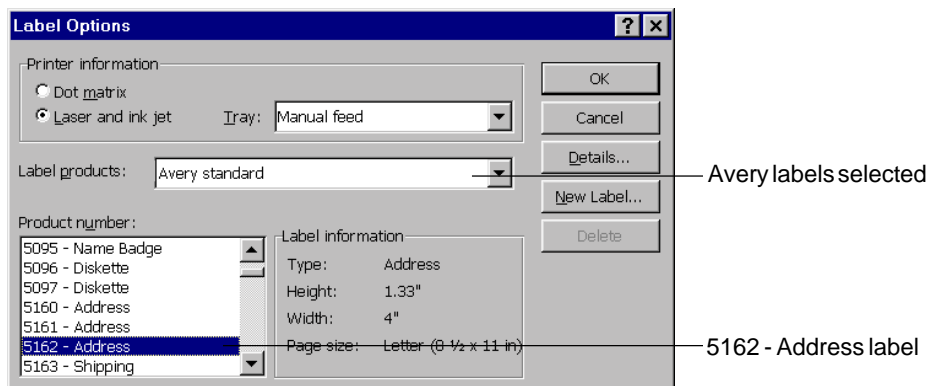
Setting Up the Main Document

Because you originally selected Mailing Labels as your main document type, Word 97 prompts you to select the label size and type. Avery labels are the standard office labels used and are identified by number.

Select the label type:

1. Click **5162 - Address**

Your screen should look like this:



2. Click **OK**

Inserting Merge Fields

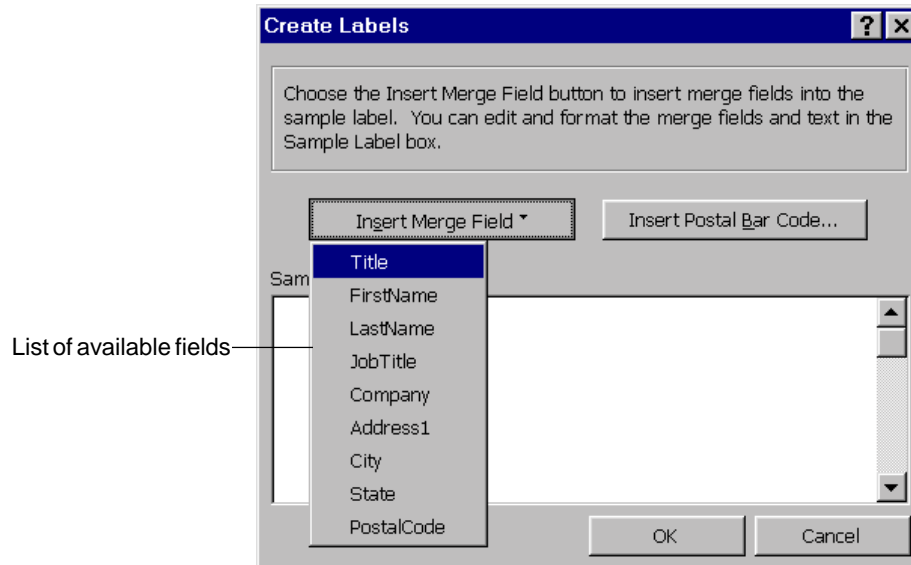
The available merge fields will be inserted in the following layout:

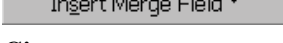

Title FirstName LastName
 JobTitle
 Company
 Address1
 City, State PostalCode


Then, the Postal Bar Code will be inserted into the mailing label.

1. Click **Insert Merge Field**

Your screen should look like this:




2. Click **Title**
3. Press **SpaceBar**
4. Click 
5. Click **FirstName**
6. Press **SpaceBar**
7. Click 
8. Click **LastName**
9. Press **Enter**
10. Click 
11. Click **JobTitle**
12. Press **Enter**
13. Click 
14. Click **Company**
15. Press **Enter**
16. Click 
17. Click **Address1**
18. Press **Enter**
19. Click 
20. Click **City**
21. Type **Comma**
22. Press **SpaceBar**
23. Click 
24. Click **State**

25. Press **SpaceBar** (2 times)
26. Click 
27. Click **PostalCode**

Inserting A Postal Bar Code

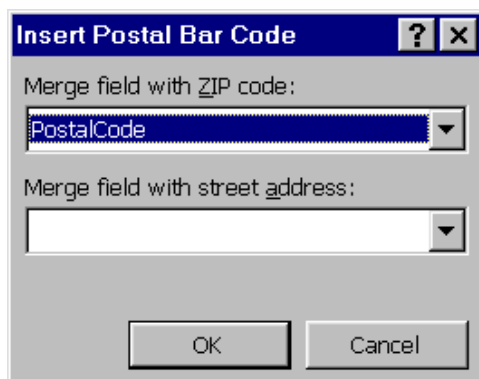
Word 97 is able to generate a bar code that corresponds the ZIP code of the address on each label.

1. Click 

Under **Merge Field with ZIP Code:**

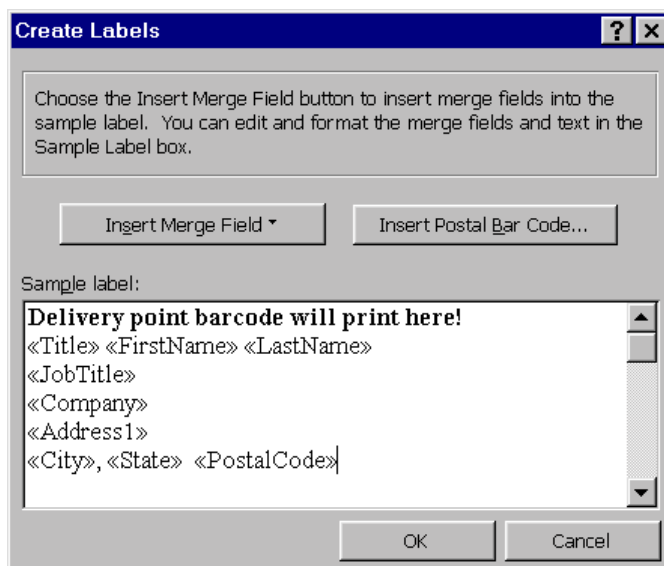
2. Click **PostalCode**

Your screen should look like this:



3. Click **OK**

Your label screen should look like this:



4. Click **OK**

Entering Names Into The Data Document

Now that the set up of the main document is complete, finish creating the data document:

1. Click **Edit (in Data Source section)**
2. Click **Data.doc**

Word 97 creates a quick form for easy data entry. Like other windows, the <Tab> key moves the cursor from field to field.

Your screen should look like this:

1. Type **Mr.**
2. Press <Tab>
3. Type **Charlie**
4. Press <Tab>
5. Type **Brown**
6. Press <Tab>
7. Type **Chief Executive Officer**
8. Press <Tab>
9. Type **Peanuts Comic Company**
10. Press <Tab>
11. Type **123 Main Street**
12. Press <Tab>
13. Type **Columbia**
14. Press <Tab>
15. Type **MD**
16. Press <Tab>
17. Type **21044**

The text for the first record in the data document is complete.

Your screen should look like this:

To continue adding names:

18. Click **Add New**

Adding Additional Names

1. Add the following names to the data document. (click **Add New** after each record except the last record)

| Record | Name & Address |
|--------|-------------------------------------------------------------------------------------------------------------------------|
| 2 | Miss Lucy Van Pelt Chief Financial Officer Peanuts Comic Company 123 Main Street Columbia, MD 21044-3323 |
| 3 | Mr. Linus Van Pelt Senior Humor Officer Peanuts Comic Company 123 Main Street Columbia, MD 21044-3323 |
| 4 | Mr. Andy Capp Retired 34-D West Elm Street Ellicott City, MD 21043 |
| 5 | Mrs. Sally Forth Professional Family Planner Whataway Tomakealiving 9245 Windy Boss Lane Columbia, MD 21045 |
| 6 | Pvt. Beetle Bailey 65 Old Camp Road Camp Swampy, MD 21000 |

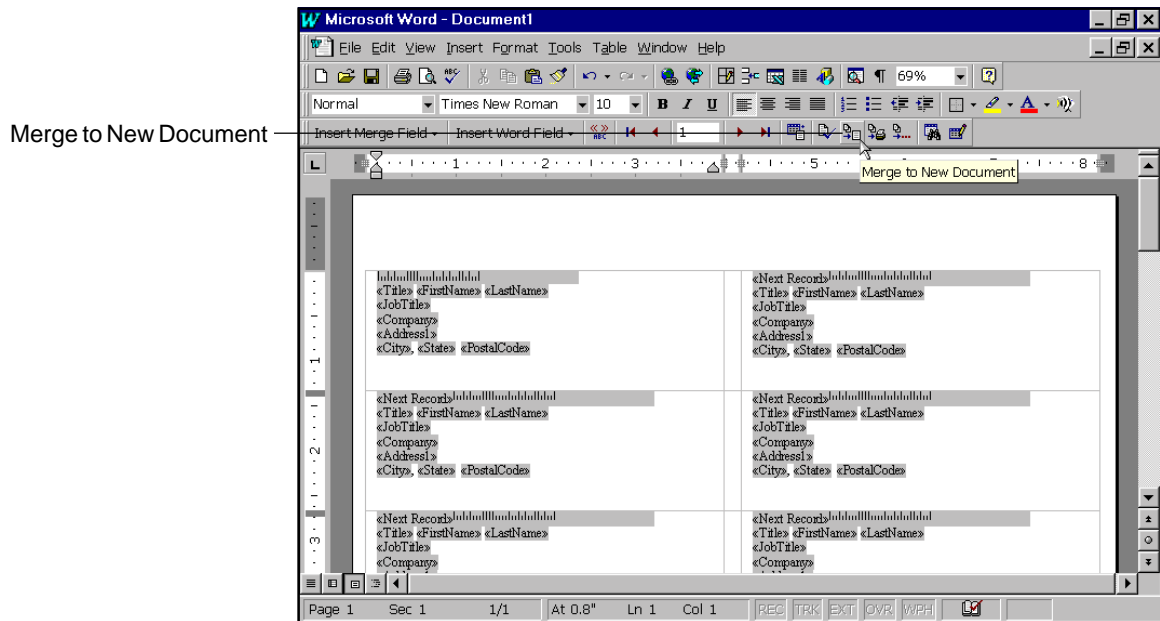
Once all the records have been entered, close the data entry form:

2. Click **OK**

Merging The Documents

You are viewing the layout for the main document. In order to see the final product, merge the main document with the data source.

Your screen should look like this:

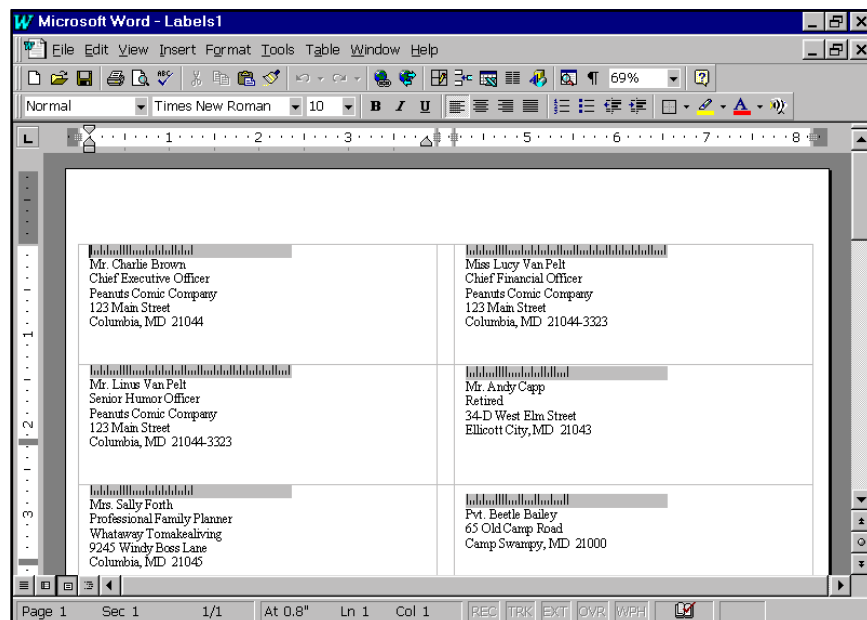


On the mail merge helper toolbar:

1. Click  (**Merge To New Document**)

Once the two documents have merged, a finished set of labels with postal bar codes will display.

Your screen should look like this:



Notice that the postal bar code for Charlie Brown is less detailed than the bar code for Lucy and Linus VanPelt. Even though all three are employed by the same company, only Lucy and Linus have used the 4-digit ZIP code extension. Therefore, the postal bar codes for their ZIP codes are longer and more detailed.

Word 97 automatically has eliminated any blank lines which would have resulted from empty fields in the records for Andy Capp and Beetle Bailey. This “Trim” feature keeps your mailing labels standardized with a professional look.

Printing Mailing Labels

Print the mailing labels:

1. Click **File**
2. Click **Print**

Please close the merged labels and return to the mailing label main document. Since the mail merge may be repeated with each fresh batch of data, it is not necessary to save the merged document. You will be saving the main document and data source separately.

3. Click **File**
4. Click **Close**
5. Press **No**

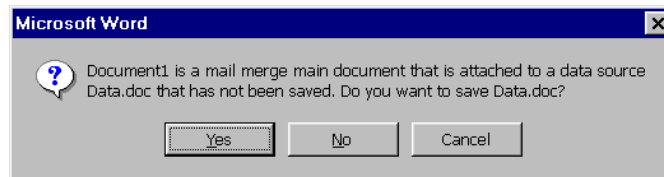
Saving The Main Document

Please close the main document and save under the filename LABELS:

1. Click **File**
2. Click **Close**

Before Word 97 prompts you to save the main document, you are warned that the associated data source also needs to be saved.

Your screen should look like this:

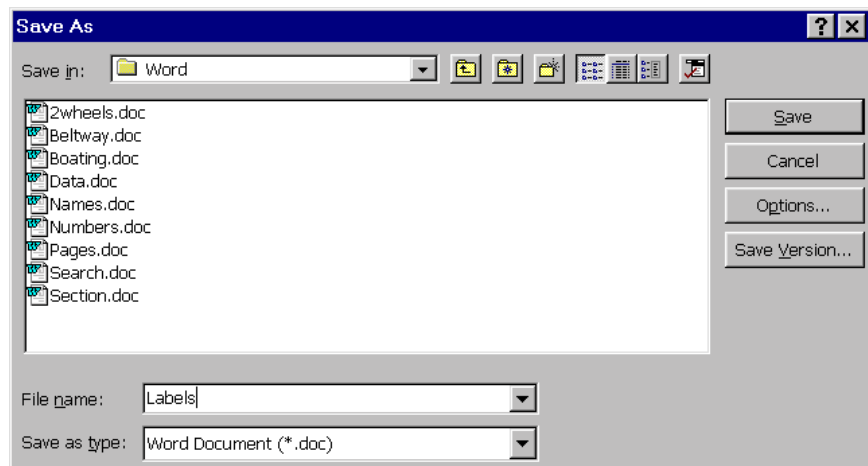


3. Click **Yes**

You will now be prompted to save the main document.

4. Click **Yes**
5. Type **Labels**

Your screen should look like this:



6. Click **SAVE**

Word Operations


Introduction

The Spell Check function of Word 97 not only detects incorrect spellings, but also works with the AutoCorrect function to help prevent common errors.

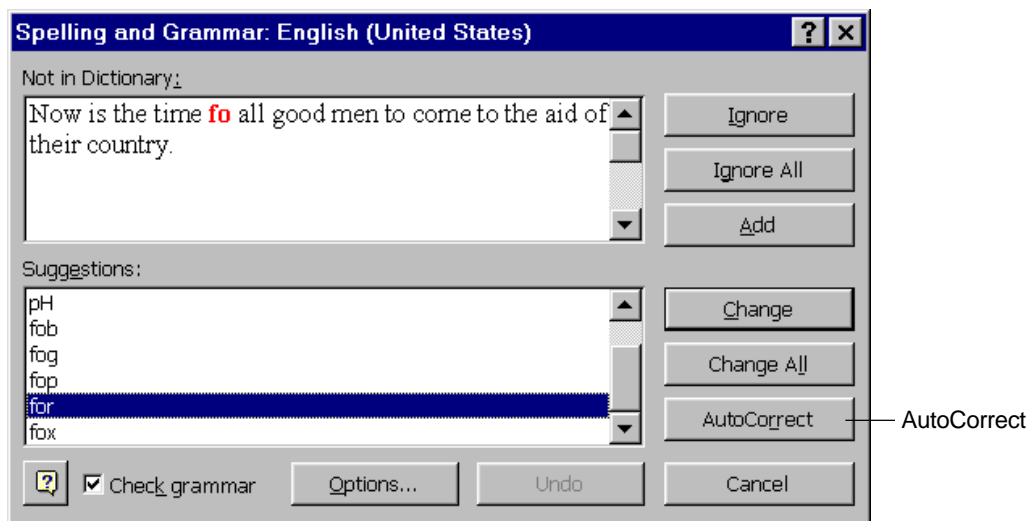
1. Open a new document and type the following sentence:

Now is the time fo all good men to come to the aid of their country.

Notice the misspelling of the word “fo”. Please misspell the word when you create the document.

1. Click  (Spelling and Grammar)
2. Click **fo**

Your screen should look like this:



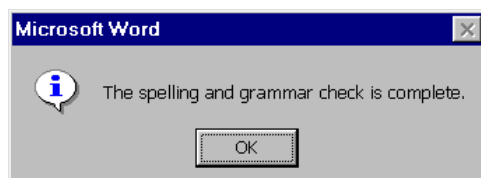
AutoCorrect & Mistakes

To allow Word 97 to automatically correct the misspelling “fo” in the future:

1. Click 

The spell check is complete, and a message is displayed.

Your screen should look like this:



2. Click **OK**

Testing AutoCorrect

Since you added the misspelling “fo” to the AutoCorrect list, please test the function.

1. Please type the following sentence:

What shall we do fo our country?


Notice that the word “for” has been misspelled.

If you correctly updated the AutoCorrect list, it is impossible to type the word “fo.” Word 97 will automatically correct it to the word “for.”

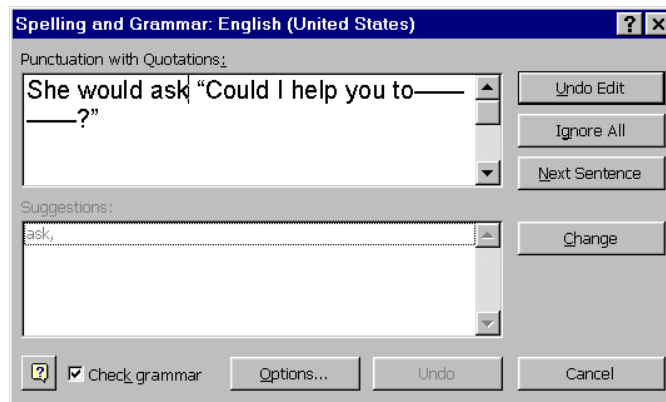
Close the document without saving the changes.

Grammar Check

Word 97 has an extensive grammar checking capability which works in conjunction with the spelling check function.

1. Open **Search.doc**
2. Click 

Your screen should look like this:



Note: To ensure the Grammar check is activated, be sure the “Check grammar” box is clicked in the Spelling window.

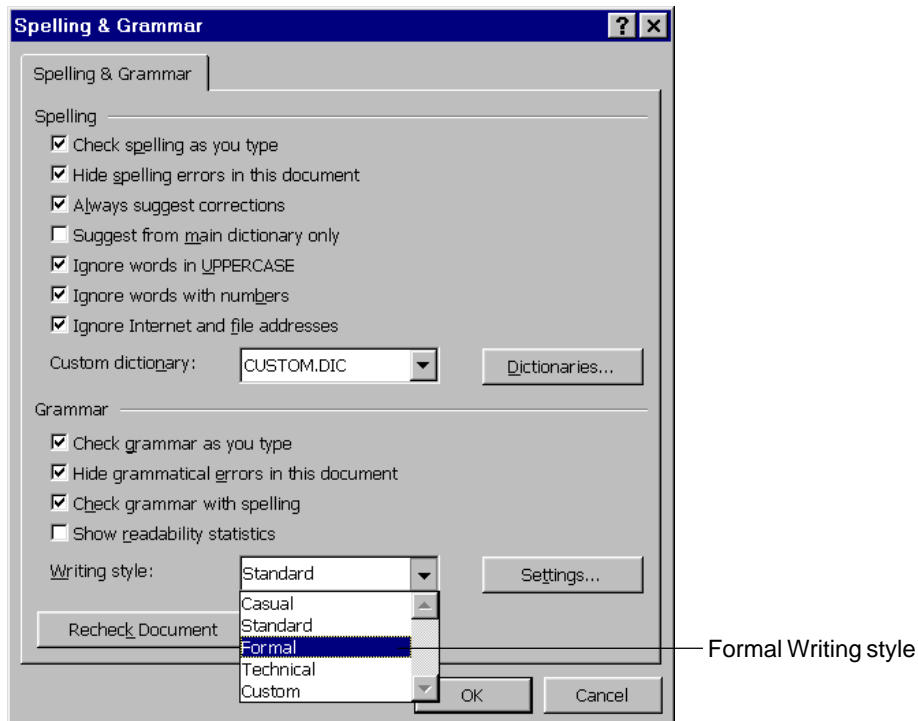
Word 97 stops at the first grammar suggestion.

Grammar Options

Different grammar rules may be applied when checking a document. To change the grammar rules:

1. Click **Options...**

Your screen should look like this:




On the Writing Style drop-down menu:

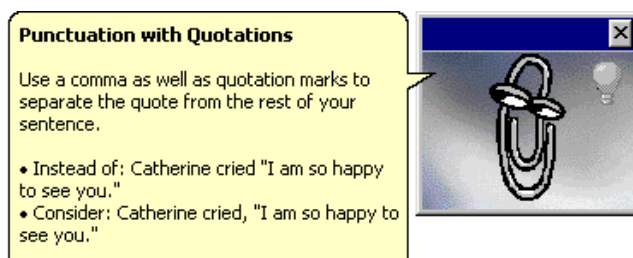
2. Click **Formal**
3. Click **OK**

Correcting Grammatical Errors

If you would like more information about a grammatical error:

1. Click  (to view the Office Assistant)


The Office Assistant will provide help in correcting the error:



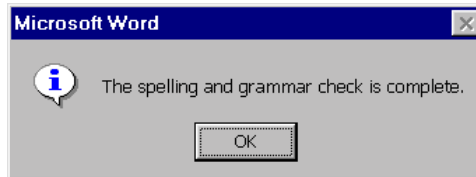
Checking the Rest of the Document

Hint: Changing back to the Standard Writing style will result in fewer grammatical errors being displayed.

To simply look through the errors found in your document:

1. Click 
2. Continue to view the grammar suggestions for this document.

When Word 97 has finished checking the document, your screen should look like this:



3. Click **OK**

Close the document, saving the changes.

Creating AutoText

AutoText is Word 97's feature that allows text that is typed often to be assigned a keyword. The keyword may be typed and automatically converted to the longer text to which it's assigned.

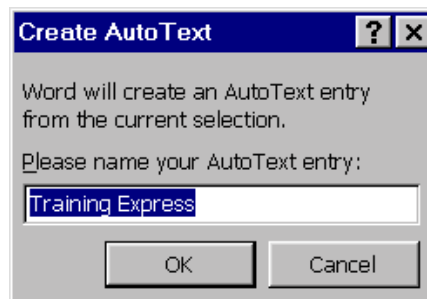
1. Open a new document.
2. Please type the following text:

**Training Express
9810 Patuxent Woods Drive
Columbia, MD 21046-157710 USA**

Select the text:

3. Press **<Ctrl-A>**
4. Click **Insert**
5. Click **AutoText**
6. Click **New**

Your screen should look like this:

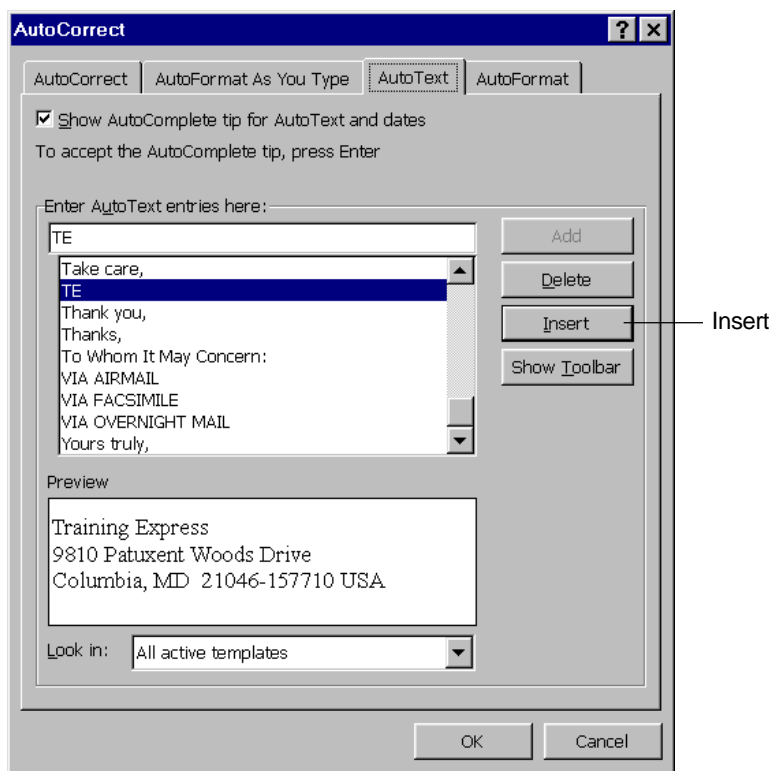


7. Type **TE**
8. Click **OK**

Using AutoText

1. Close the current document without saving the changes.
2. Open a new document.
3. Click **Insert**
4. Click **AutoText**
5. Click **AutoText**
6. Type **TE**

Your screen should look like this:



7. Click **Insert**

The complete address will appear in your document. AutoText is also a handy tool if you use standard opening or closing paragraphs in your letters or reports.

Close the document without saving the changes.

Tables

Introduction

Tables may be added to existing or new documents. Tables make easy work of displaying data in an organized presentation and allow use of short mathematical formulas. They are often used in routine office correspondence. Word 97 provides two ways to types of table creation - one for standardized rows and columns and another as a way to make tables with unusually shaped rows and columns. We will create a table with standard rows and columns.

Cell Addresses

A table is composed of columns and rows. The columns are vertical and are designated with alphabetic letters: A, B, C, etc. The rows are horizontal and are designated by numbers: 1, 2, 3, etc.

The intersection of a column and a row is called a cell. For example, the intersection of column A and row 2 is called cell A2. The intersection of column D and row 4 is called cell D4.

Here are the cell designations for our exercise:

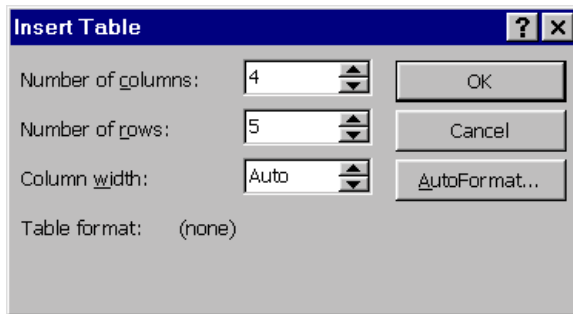
| | | | |
|----|----|----|----|
| A1 | B1 | C1 | D1 |
| A2 | B2 | C2 | D2 |
| A3 | B3 | C3 | D3 |
| A4 | B4 | C4 | D4 |
| A5 | B5 | C5 | D5 |

Creating A 4x5 Table

To create a table:

1. Open a new document.
2. Click **Table**
3. Click **Insert Table**
4. Type **4**
5. Press **<Tab>**
6. Type **5**

Your screen should look like this:



- Click **OK**

Entering Text In A Table

Please enter the following text into the table. Press <Tab> or <Shift-Tab> to move from one cell to another.

Your screen should look like this:

| Item | Quantity | Price | Extended |
|-----------------|----------|-------|----------|
| Bat, Ash | 5 | 10.95 | |
| Ball, Household | 30 | 4.95 | |
| Glove, Leather | 9 | 54.95 | |
| | Total | | |

Creating Mathematical Formulae

To create a formula that will calculate the “extended” price of five bats that sell for \$10.95 each:

- Click **Cell D2**
- Click **Table**
- Click **Formula**

In the Formula field:

- Type **=B2*C2**

This represents the mathematical formula “cell B2 times cell C2.”

- Click **Number Format**
- Click **#,##0.00;(\$,##0.00)**

This will format the cell to display a dollar sign “\$” and two decimals. If the result of the formula is negative, it will be placed in parentheses.

Your screen should look like this:

- Click **OK**

Your screen should look like this:

| Item | Quantity | Price | Extended |
|----------------|----------|-------|----------|
| Bat, Ash | 5 | 10.95 | \$ 54.75 |
| Ball, HomeJude | 30 | 4.95 | |
| Glove, Leather | 9 | 54.95 | |
| | | Total | |

Adding Additional Formulae

- Please add the following formulae to the cells indicated:

*Format both cells as
\$#,##0.00;(\$,\$\$0.00)*

| Cell | Formula |
|------|---------|
| D3 | =B3*C3 |
| D4 | =B4*C4 |

Creating A Summation Formula

To sum the “D”, the fourth, column:

- Click **Cell D5**
- Click **Table**
- Click **Formula**

The formula field should read:

=SUM(ABOVE)

In the Number Format field:

- Click **\$#,##0.00;(\$#,##0.00)**

Your screen should look like this:

6. Click **OK**

Your screen should look like this:

| Item | Quantity | Price | Extended |
|-----------------|----------|-------|-----------|
| Ball, Ash | 5 | 10.95 | \$ 54.75 |
| Ball, Househide | 30 | 4.95 | \$ 247.50 |
| Glove, Leather | 9 | 54.95 | \$ 494.55 |
| | | Total | \$ 796.80 |

Aligning Cell Data

To align the numbers in the “D” column:

1. Select all five cells in the fourth column.

Hint: Placing your cursor above the column will change it to a small black arrow. Clicking once to selects the column.

Your screen should look like this:



| Item | Quantity | Price | Extended |
|-----------------|----------|-------|-----------|
| Ball, Ash | 5 | 10.95 | \$ 54.75 |
| Ball, Househide | 30 | 4.95 | \$ 247.50 |
| Glove, Leather | 9 | 54.95 | \$ 494.55 |
| | | Total | \$ 796.80 |

2. Click  (**Align Right**)

3. Select the cells in the third column (Column C).

Your screen should look like this:

| Item | Quantity | Price | Extended |
|----------------|----------|-------|-----------|
| Bat, Ash | 5 | 10.95 | \$ 54.75 |
| Ball, Homehide | 30 | 4.95 | \$ 247.50 |
| Glove, Leather | 9 | 54.95 | \$ 494.55 |
| Total | | | \$ 796.80 |

4. Click  **(Align Right)**
5. Select Column B.
6. Click  **(Center)**
7. Select all four cells in the first row.

Your screen should look like this:

| Item | Quantity | Price | Extended |
|----------------|----------|-------|-----------|
| Bat, Ash | 5 | 10.95 | \$ 54.75 |
| Ball, Homehide | 30 | 4.95 | \$ 247.50 |
| Glove, Leather | 9 | 54.95 | \$ 494.55 |
| Total | | | \$ 796.80 |

8. Click  **(Center)**

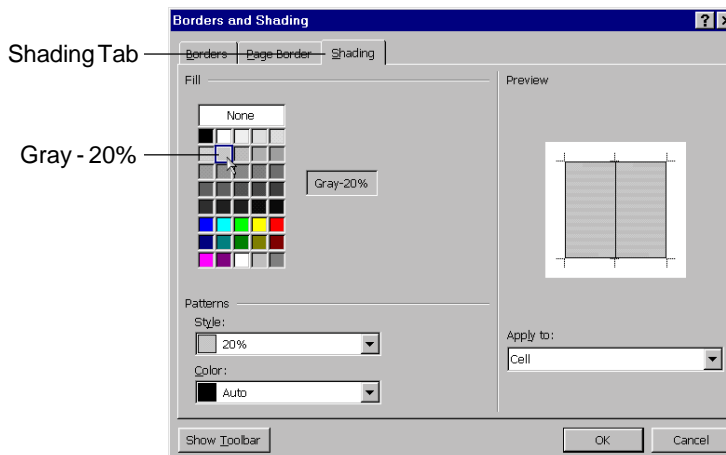
Applying Shading

To apply shading to the first row:

It is not necessary to use the Borders tab - your table automatically has borders around each cell.

1. Select the cells in the first row.
2. Click **Format**
3. Click **Borders and Shading**
4. Click **Shading Tab**
5. Click **Gray - 20%**

Your screen should look like this:



- Click **OK**

The cells in the first row are now shaded. If you have a color printer or are using a Word 97 table in an on-screen presentation you should experiment with the color options for shading. They can make your table dynamic!

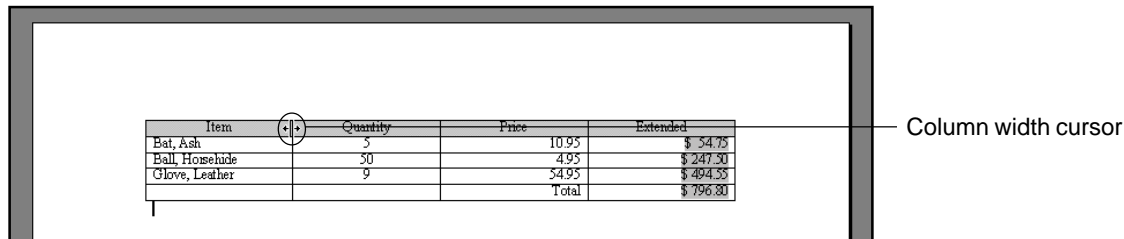
Changing Column Widths

To change the width of the columns, drag the right side column border to the right or left.

In this exercise, you will decrease the width of each column by dragging the right side of each column to the left.

- Drag the right side of cell A1 to the left.

Your screen should look like this:



The screenshot shows a table with four columns: Item, Quantity, Price, and Extended. The first row is shaded. A column width cursor, represented by a double-headed arrow, is positioned on the right border of the first column. A line points from the text 'Column width cursor' to this arrow.

| Item | Quantity | Price | Extended |
|-----------------|----------|-------|-----------|
| Bat, Ash | 5 | 10.95 | \$ 54.75 |
| Ball, Household | 30 | 4.95 | \$ 247.50 |
| Glove, Leather | 9 | 54.95 | \$ 494.55 |
| | | Total | \$ 796.80 |

- Reduce the width of all the columns.

Saving The Table Document

- Please save this document as **Table.doc**.

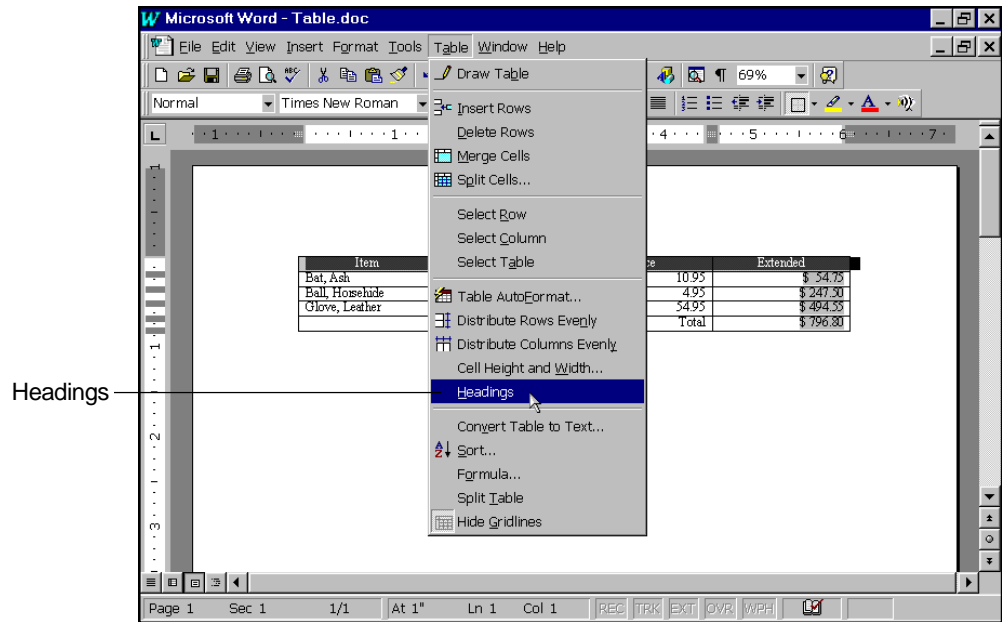
Table Headings

Tall tables that extend across multiple pages often require the titles of each column to be repeated at the top of each page. This feature is called Table Headings.

To enable the contents of the top row to automatically print at the top row of each page:

- Select the cells of the first row of the table.
- Click **Table**
- Click **Headings**

Your screen should look like this:



Text Boxes

Introduction

Text Boxes in Word 97 replace the Frame feature. They can be used for a wide variety of purposes, but most often allow text to be moved and displayed in non-traditional ways in your document. In this example, you will place the table within a text box to allow it to move as a graphic object.

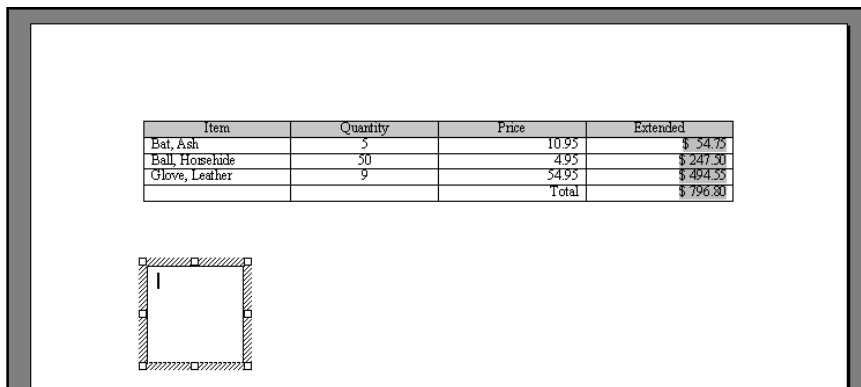
Creating a Text Box

The first step is to create the text box that will hold the contents of the table.

Create a text box:



1. Click **Insert**
2. Click **Text Box**
3. Click anywhere in the blank space of your document below the table.

Your screen should look like this:

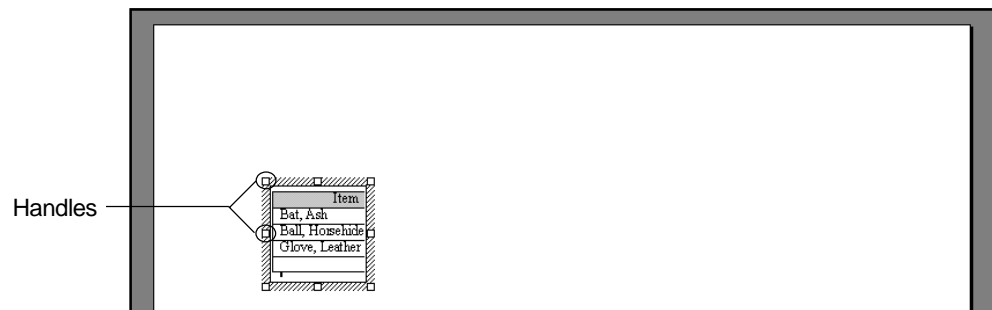


Placing a Table in a Text Box

You will use the Cut and Paste method to place the table within the text box:

1. Select all the cells in the table.
2. Click  (Cut)
3. Click within the text box.
4. Click  (Paste)

Your screen should look like this:

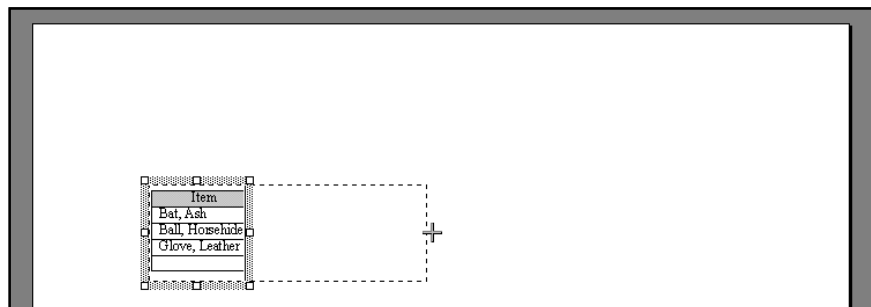


Resizing the Text Box

The borders of the text box need to be resized so the entire table is visible.

1. Place your cursor over the handle on the right side of the text box.
2. Click and drag to make the text box larger.

Your screen should look like this:



Continue to resize the text box until the entire table is visible.

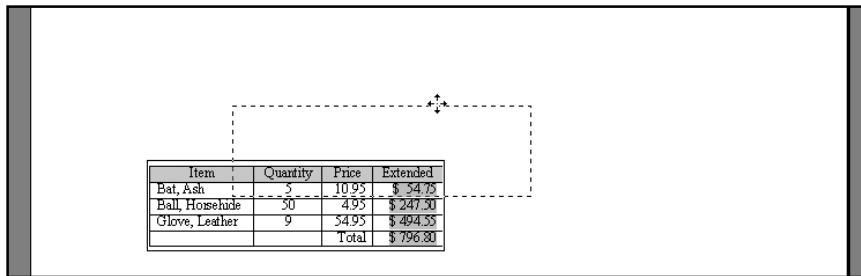
Moving the Text Box

Once the table has been placed in a text box, the box may be moved and placed almost anywhere on your screen.

Move the text box:

1. Click on the edge of the text box (not on a handle).
2. Click and drag the text box to a new location.

Your screen should look like this:



3. Click elsewhere within the document to deselect the text box.

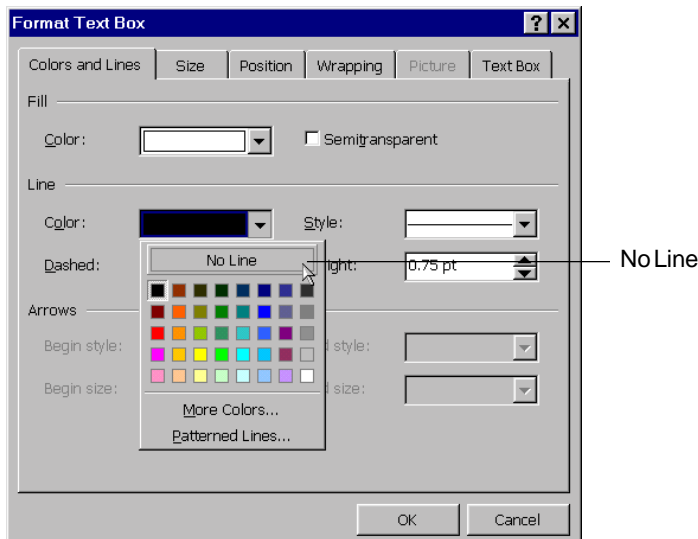
Text Box Borders

As you may have noticed, the text box automatically outlines its contents. However, you already have borders around the edge of your table and do not need the additional text box outline. You may format the text box to dictate the type of border (or none) for the text box.

Remove the border from the text box:

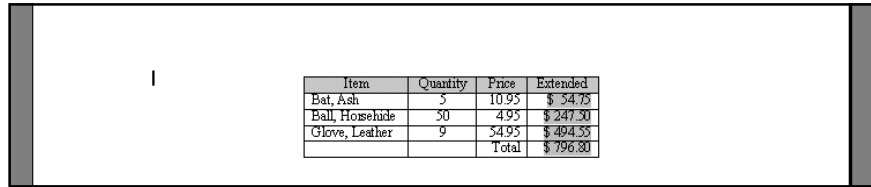
1. Click **Format**
2. Click **Text Box**
3. Click **Line Color**

Your screen should look like this:



4. Click **No Line**
5. Click **OK**
6. Click within your document to deselect the text box.

Your screen should look like this:



The only borders are those displayed by your table.

Placing the table in a text box allows for greater flexibility of placement within your document. Don't worry, you still have full editing capabilities even when your table is in the text box. You may still add and edit text, resize columns and change the borders and shading.

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=SUM

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