

Further Word 2000 Skills Part 2

**Tables, Newspaper-Style
Columns, Bullets and Numbers,
and Auto Correction using
Microsoft Word 2000**

Tables

Using a table to arrange text or numbers in columns is much easier than setting up columns using tabs. A table is made up of rows and columns of boxes, called cells. Text wraps within cells of a table, so you can easily add or delete text without mixing up the columns.


Creating a Standard Table

1. Click where you want to insert a table.
2. From the **Table** menu, choose **Insert Table**.
3. In the **Number Of Columns** box, type or select the number of columns you want; in the **Number Of Rows** box, type or select the number of rows you want; in the **Column Width** box, the **Auto** option sets all in equal width.
4. Click the **OK** button. A blank table is inserted in your document.

Drawing a Complex Table

1. From the **Table** menu, select **Draw Table**. The mouse pointer will change to a pencil and the Tables and Borders toolbar will appear.
2. To draw the table, click and drag with the pencil to specify the outline of the table, and then click and drag to position the column and row guides; you can be really detailed:

NOTE: Word **automatically** applies borders to the cells of the table.

3. To remove automatic borders or to merge cells, click the eraser icon  and select the line you wish to delete.


Adding Rows and Columns to a Table

1. Select the **row below** or the **column to the right** of the position where you want to insert the new row or column.
2. From the **Table** menu, choose **Insert Rows/Columns**.

Deleting Cells, Rows and Columns from a Table

1. Select the cell(s), row(s) or column(s) you want to delete.
2. From the **Table** menu, choose **Delete Cells/Rows/Columns**.
3. If deleting **Cells**, select the direction to move the remaining cells after the deleted cells are removed.

Cell Alignment

You can align text horizontally within each cell in the same way as you would align a paragraph. You can also align text vertically to the **top**, **centre** or **bottom** using the table alignment buttons  on the Tables and Borders toolbar.

Shading Table Cells

1. Select the table cells you want to shade.
2. From the **Format** menu, choose **Borders and Shading**.
3. Choose the **Shading** tab.
4. Select a **fill colour**, **pattern style** and **pattern colour**. Or to remove shading set the fill colour to **No Fill** and pattern style to **Clear**.
5. Click the **OK** button.


Newspaper-Style Columns

You can format newspaper-style columns for the whole document or a section of a document. In columns, text flows continuously from one column to the next.

1. Click where you want to start the column layout.
2. From the **Format** menu, select **Columns**.
3. Select a preset column format, or set the number of columns box as required.
4. To show a vertical line in between columns, select the **Line between** box.
5. From the **Apply to** box, select **Whole document** or **This point forward**, or if you have selected a range of text to convert to columns choose **Selected text**.
6. Click the **OK** button.

Bullets and Numbers

You can turn a series of paragraphs into a numbered or bulleted list. For numbered lists, you can select different numeric formats and separator characters; for bulleted lists, you can choose from several pre-defined bullets or create new bullets.

To create a bulleted or numbered list, click the toolbar icons . The numbered points will start from 1. and continue logically (2., 3., 4., 5., etc.). The bulleted points will default to a ● symbol.

Formatting Bullets

1. From the **Format** menu, choose **Bullets and Numbering**.
2. Select the **Bulleted** tab and choose a bullet style.
3. You can choose your own bullet symbol and adjust bullet settings by clicking **Customize**.
4. Under **Bullet Character**, select the bullet you want to customise and choose **Bullet**.
5. Select a bullet symbol from the **Symbol** window and click **OK**.

Formatting Numbers

1. From the **Format** menu, choose **Bullets and Numbering**.
2. Select the **Numbered** tab and choose a numbering style.
3. You can define how the numbers are separated and change the starting number by clicking **Customize**.

Removing Bulleted or Numbered Lists

1. Select the list from which you want to remove bullets or numbers.
2. From the **Format** menu, choose **Bullets and Numbering**.
3. Select **None** from the list of bullets or numbers.

Auto Correction

Word will automatically correct common typing errors. For example, correction of mistyped capitals (e.g. HEllO becomes Hello). To set AutoCorrect options and see a list of automatically corrected words, from the **Tools** menu choose **AutoCorrect**.