

Print Sides Specify whether to print on one or both sides of each sheet of paper. **Collated** If printing multiple copies, choose how each page is printed, for example a copy of the full document, or copies of each page individually. **Orientation** Choose which orientation should be used for printing this document. **Paper Size** Choose the paper size to use for printing this document. **Margins** Choose the margins to apply when printing this document. **Pages per Sheet** Select the number of pages to print per sheet.

Try It! Exercise

In this exercise, you will practice using the Print feature

1. Click **File** and click **Print**.
2. Click the arrow for **Print All Pages** and click **Print Current Page**.

The preview changes to show one page only (depending on where you were at the time you activated this command, you may actually be viewing the blank page 2 instead of the page with text. If so, click the appropriate arrow to move to page 1.

3. Click **Print** to see how Word prints the document.

The printed copy should appear exactly as it does in the preview.

Using Tables

IC3 Objective 2-2.1

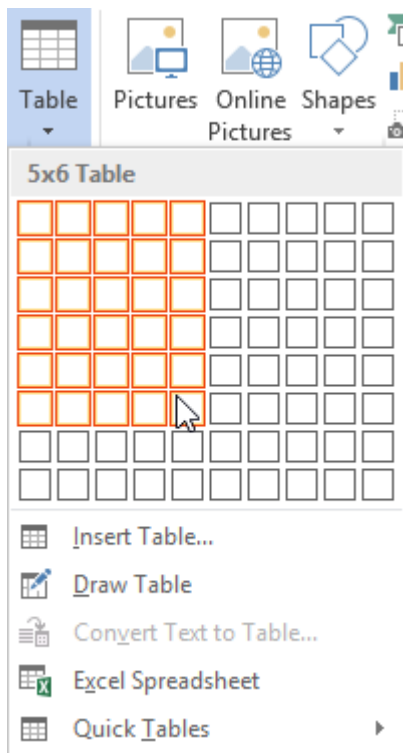
Use the Table feature to arrange columns of text and numbers, group paragraphs side by side, or create forms. Each horizontal line in a table is a row, each vertical block is a column, and the intersection of each row and column is a cell. When working with a table, you are working with cells within the table. You can create a table before or after you type the text.

Inserting a Table

Use the **Insert Table** command when you want to create a simple table with even column widths and row heights. You can adjust these at any time.

To insert a table, use one of the following methods:

- On the Insert tab, in the Tables group, click **Table**.



In the drop-down menu, position your mouse pointer over the box in the upper left corner and begin dragging across, down, or diagonally over the grid to specify the number of columns and rows you want.

As you drag, Word will display the number of columns and rows for reference in the title area of this list. Use this feature to create a table of up to 10 columns by 8 rows.

- If you need a table larger than 8×10, use the **Insert Table** feature.

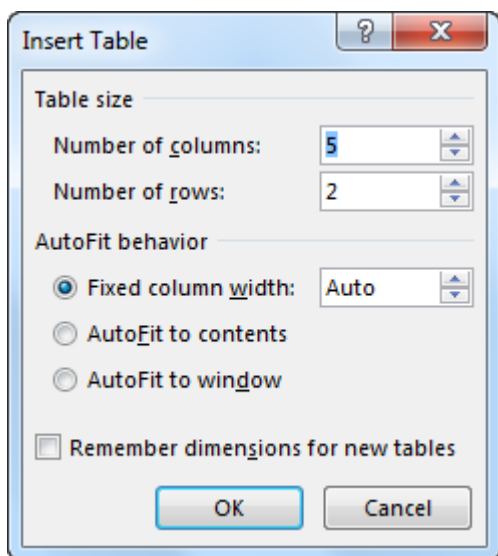


Table size	Enter the number of columns and rows by typing the number into the box or using the spin buttons.
AutoFit behavior	Selects options for specifying a fixed cell size or an adjusting cell size that will automatically change size to fit its contents.
Remember dimensions for new tables	Remembers the options you've selected as the default settings for all new tables you create.

Once you create a table layout, Word places the insertion point in the first cell of the table for you to begin typing. You can use the following methods to move within a table:

- Press **Enter** to add more lines of text within the same cell. This will increase the row height.
- Use the arrow keys to move through the text in the cell.
- Use the **Tab** key to jump forward to the next cell.
- Use the **Shift+Tab** combination to jump backward to the previous cell.

- Press **Ctrl**+**Tab** to insert a tab character.

Try It! Exercise

In this exercise you will create a simple table to keep track of this year's grades.

- Press **Ctrl**+**N** to create a new blank document. Then click the **Insert** tab, and in the Tables group, click **Table**.
- Starting at the top left box in the grid, drag over to select **4 columns** and then down to select **4 rows**. When the correct number of columns and rows has been selected, click to insert the new table into the document.

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You should now have a table similar to the following:

- Ensure the mouse cursor is in the first box (cell) at the top left corner of the new table. Type: *Schedule* and then press **Tab**.
- Type: *Quiz* and press **Tab**. Type: *Mid-Term* and press **Tab**. Type: *Final* for the last column and press **Tab**. The cursor moves to the first column in the next row.
- In the first cell of the second row, type: *English* then click in the first cell of the third row.
- Type: *Social Studies* and click in the first cell of the fourth row. Type: *Math*.

At this point you realize you need one more row. There are a number of ways you can add a new row but the easiest method is to press **Tab** until a new row is added to the table.

- Click in the last cell of row 4 and then press **Tab**.

There is now a new row for the table, making it five rows instead of four.

- Type: *Science* for the text in this row.

Schedule	Quiz	Mid-Term	Final
English			
Social Studies			
Math			
Science			

- Press **Ctrl**+**S** to save the document. Click **Computer** as the location, click the **Word Processing** folder in the list of Recent Folders. Type: *Schedule - Student* as the name of this document and then click **Save**.
- Close any open documents and then close the Word application window.

Lesson Summary





In this lesson you learned some of the basic skills required to create simple documents. You should now be familiar with how to:

- ☒ enter and edit text
- ☒ create, save, open, and close files
- ☒ format paragraphs with indents and bullets
- ☒ change line and paragraph spacing
- ☒ make some page layout changes

- ☒ add page numbers
- ☒ create tables and enter data in them

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Review Questions

1. To select an entire line of text, which method could you use?
 - a. Click and drag across the line of text.
 - b. Click at the left of the line of text in the Selection Bar.
 - c. Press **Ctrl** and then click in the line of text.
 - d. Double-click on the line of text.
 - e. Any of the above
 - f. a or b only
2. Which of the following alignment buttons would you use to center text?
 - a. 
 - c. 
 - b. 
 - d. 
3. Which key or key combination can you use to indent text?
 - a. **Enter**
 - b. **Tab**
 - c. **Shift+Tab**
 - d. **Shift+Enter**
4. What does paragraph spacing refer to?
 - a. The amount of spacing between each line of text in the paragraph.
 - b. The amount of space between each bullet character and the text of each bullet point.
 - c. The amount of spacing between each character used in each line of text in the paragraph.
 - d. The amount of spacing between paragraphs of text.
5. Which key would you press to create a new row when you are in the last cell of a table?
 - a. **Enter**
 - b. **Tab**
 - c. **Spacebar**
 - d. There is no quick method to create a new row using a key.

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