

Microsoft Word: Special Effects

August 2001

To Create a Table

NOTE: Table options are found in the Tables and Borders toolbar. To display the Tables and Borders toolbar, select View from the menu bar, click Toolbars from the pull down menu, and click Tables and Borders from the pop out menu to place a checkmark next to it if it doesn't already have one.

Click the Insert Table button from the Tables and Borders toolbar or select Table from the menu bar, select Insert from the pull down menu and Table from the pop out menu. Select the number of rows and columns desired and click the OK button. Use the <Tab> key to move from one cell to another and use the <Enter> key to increase the height of the current cell.

To Adjust Cell Height and Width

Make sure your cursor is clicked inside of the table. Select Table from the menu bar, select the Select option and click either Table, Row, Column, or Cell, depending on what you want to adjust. Select Table again from the menu bar and click Table Properties from the pull down menu. You are given options to adjust height, indentation of text, and alignment of text within rows as well as width and space between columns.

To Insert and Delete Rows or Columns in a Table

Select Table from the menu bar, click Insert or Delete from the pull down menu, and select the appropriate option from the pop out menu. You are given options to insert or delete rows and columns to the left, right, top or bottom of the cell in which your cursor is located. The insert and delete options can also be found by pointing and clicking the right mouse button in the row or column of the table where you would like to insert or delete a row or column.

To Add Borders and Fill Patterns to a Table

The Tables and Borders Bar provides buttons for selecting borders, border styles and border colors. You may also select Format from the menu bar and click Borders and Shading from the pull down menu. Adding borders and fill patterns may sometimes require you to select the option for each cell in the table one at the time or you may find it possible to select an entire block of cells prior to selecting the option.

To Split or Join Cells in a Table

The Tables and Borders Bar provides buttons for merging and splitting cells. You may also select Table from the menu bar and click Split Cells or Merge Cells from the pull down menu. You may join multiple cells into one cell or split a single cell into multiple cells. To split a cell simply place the cursor in the cell you wish to split prior to selecting the option and tell Word how many rows or columns you would like to split the cell into. To join cells, select the cells to be joined prior to selecting the option.

To Create a Brochure

Select Format from the menu bar, click Columns from the pull down menu, and select the number of columns you would like to have in your brochure (3 columns for a tri-fold brochure and 2 columns for a bi-fold brochure) and the style from one of the Presets. Choose the width of the columns and the space between columns. At least a .5 or 1/2" width between columns is recommended to prevent text from running into the fold of the brochure. Borders and fill patterns can also be placed around or within the columns of the brochure by selecting Format from the menu bar and clicking Borders and Shading from the pull down menu. Keep in mind that the cursor will remain in the first column until text has filled that column. If you would like to place the cursor in a different column before typing text into the first column, use the <Enter> key to move the cursor and not the <Arrow> keys. Once the cursor reaches the end of one column it will jump to the top of the next column. To create a brochure with text on the front and back, remember that the column containing the title page for the

brochure should be in the column to the farthest right-hand side of the second page. To print the brochure, print the first page and then turn the paper over to print the second page on the back of the first. If you have problems with this, send the first page and then the second page separately to the MAA Help Desk laser printer and ask one of the assistants to help in printing it out.

To Insert Graphics

Select the Insert option from the menu bar and select Picture from the pull down menu. Select Clip Art to choose from a variety of Microsoft Word graphics or select From File to select a graphic from your diskette or from another software application (the Corel WordPerfect ClipArt Gallery for example). Additional Word clipart has been placed on the "Shared K:" drive and can be found by selecting the From File option and going into the "Clipart Word" folder. You may want to select the Preview option from the Views button to view the clipart prior to inserting it into your document. The trick to inserting a graphic from another software application is knowing where on the computer that application's graphics files are located. You may have to ask an assistant for help. To insert a Word graphic, simply click once on the graphic and click the Insert button. To insert a file from another application or from diskette, locate the file and click the Insert button. To move or resize the graphic, click once on the graphic so that dots appear at each corner and side of the object. Four arrows indicates you can move the graphic and two arrows indicates you can resize the graphic. You can't do anything to the graphic unless the dots appear around the graphic.

To Create WordArt

WordArt allows you to create letters and words that take on unusual shapes and sizes. Select Insert from the menu bar, select Picture from the pull down menu, and click WordArt from the pop out menu. Select the style of WordArt you would like and click OK. Type the text you would like to manipulate in the box that contains the words Your Text Here. Select a font and font size and click the OK button to insert the WordArt into your document.

To Create a Watermark

Watermarks are graphics that appear lightly shaded in the document and allow text to be typed on top of them. Display the Picture toolbar by selecting View from the menu bar, clicking Toolbars from the pull down menu, and Picture from the pop out menu to place a checkmark next to it if it doesn't already have one. Click the Insert Picture button from the Picture toolbar and select the graphic you would like to use as a watermark. If you would like your text to type over the graphic, make sure you have clicked on top of the graphic so that small white boxes appear around it, click the Text Wrapping button in the Picture toolbar and select Behind Text. The Picture toolbar also lets you adjust the brightness and contrast of the picture as well as its size and alignment. You may also resize the graphic by clicking and dragging any of the small white boxes that appear around the graphic or you may move the entire graphic by clicking and dragging the graphic itself

To Create Text Boxes

Text boxes are useful when you want to type text over graphics (and don't want to use a watermark) or when you would like one block of text to be separated from surrounding text with different borders, fills or formatting. Select Insert from the menu bar and click Text Box from the pull down menu. The cursor will turn into a cross waiting for you to click and drag a box in the location and of the size that you need. The cursor appears inside of the text box and is ready for you to type in your text. To format the text, select the block of text you would like to format by either clicking and dragging your mouse over the selection or putting your cursor at the beginning of the selection, holding down the <Shift> key and using the arrows on the keyboard to block or highlight the section. Select Format from the menu bar and select any formatting option needed as you would in any other Word document. To change the border or fill of the text box, click once on the text box so that dots appear on all corners and sides of the box, select Format from the menu bar, and click Borders and Shading from the pull down menu.

To Create Lines and Shapes

Place your cursor in the location you would like to insert the line or shape, select Insert from the menu bar, select Picture from the pull down menu, and click AutoShapes from the pop out menu. The AutoShapes toolbar appears on the screen. You are given options to

create lines, arrows, rectangles, and ovals among other things. As with graphics, shapes can be formatted by clicking once on them to create dots at each corner and on each side and utilizing the Format menu option. Pointing at the shape and clicking with the right mouse button is another way to access formatting options.

SSS 8-2001