

SIMPLE WORD 2003: Intermediate

How to create, design and modify a document by word processing.

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Step 18. Select all the cells of the first and last column that contains the numbers, use the Multiple Column Select method to do so.

MULTIPLE SELECT

- a. **Click-drag** over the first group of cells
- b. **Hold down the Ctrl key**
- c. **Click-drag** down over the second group of cells

| Time & Place | | Persons & Age | |
|--------------|-------|---------------|-----|
| 7.00 | PAUL | | 40 |
| 8.00 | SIMON | | 58 |
| 9.00 | FRED | | 60 |
| 10.00 | MARK | | 90 |
| 11.00 | WAYNE | | 108 |
| 12.00 | WENDY | | 79 |
| 13.00 | MARY | | 78 |

Step 19. Apply the Align Right function to the selected cells. (*Align Right icon*)

Step 20. Cancel the selection. (*Click in a cell*)

Step 21. Call upon the Tables and Borders toolbar.



TABLES AND BORDERS

- a. Click on **View** from the main menu
- b. Click on **Toolbars** from the next menu
- c. Click on **Tables and Borders** from the next menu
- * The Tables and Borders toolbar will appear on the screen

a. Click on the **Table and Border icon**



Step 22. Select the entire first row and add a Thick Border to the All Border Lines and add a Grey Shading, use the Tables and Borders toolbar to do so.

- a. Have the cells selected
- b. Click on the **Line Style scroll bar** and select a **Thick line style**
- c. Click on the **Borders scroll bar** and select the **All Borders** option
- d. Click on the **Shading scroll bar** and select the **Light Grey** colour



Step 23. Unselect the first row then move the first column right border for rows 2 to 8 to the right to line it up with the top row as shown in the diagram below. (*Click-drag the right border to the right*)

| Time & Place | | Persons & Age | |
|--------------|-------|---------------|-----|
| 7.00 | PAUL | | 40 |
| 8.00 | SIMON | | 58 |
| 9.00 | FRED | | 60 |
| 10.00 | MARK | | 90 |
| 11.00 | WAYNE | | 108 |
| 12.00 | WENDY | | 79 |
| 13.00 | MARY | | 78 |

Step 24. Move to the end of the page (*Ctrl+End*), enter a Page Break (*Ctrl+Enter*), press the Enter key twice.

Step 25. Create the Table shown below using the Table and Borders toolbar to do so. (*Click on the Insert Table scroll bar, click on Insert Table, enter 2 for Columns and 2 for Rows, Ok*)

Step 26. Select the cells of the first row and apply the Merge function.
(*Click on the Merge icon*)



Step 27. Select the last cell being column 2, row 2.

SELECTING A SINGLE CELL

- a. Place the mouse pointer in the bottom left corner of the cell
 - * A small arrow will appear
- b. Click once
 - * Notice only the cell is selected



Step 28. Split the selected cell into 3 columns. (*Click on the Split icon on the Table and Borders toolbar, enter 3 to the columns area, click on the Ok button*)

Step 29. Move to the cell (r2c1) being the second row of the first column and press the Enter key four times which will increase the height of the cell.

Step 30. Switch the Show/Hide function On (*Show/Hide icon*) to view the hidden characters and notice where you can move your cursor to and where you will need to press the Enter key to successfully position/place your cursor.

Step 31. Enter the following text into the Table as shown below. Identify and apply the required formats to the text and cell borders. The titles have received a Carriage Return before and after the text. These Carriage Returns (New Line characters) have been set to the size 6 to achieve a small distance between the top and bottom cell border.

| <u>DESCRIPTION</u> | <u>CATEGORIES</u> | | |
|-------------------------------|-------------------|--------------------------------|---------|
| Advertisement Registration | Local State | International International | Limited |

Step 32. Save the file and call it 'TABLE2', close the file.

At this stage you can Exit the program or continue.