

Computers Fundamental Lab  
Lab No. 2  
MS Word (Part II)

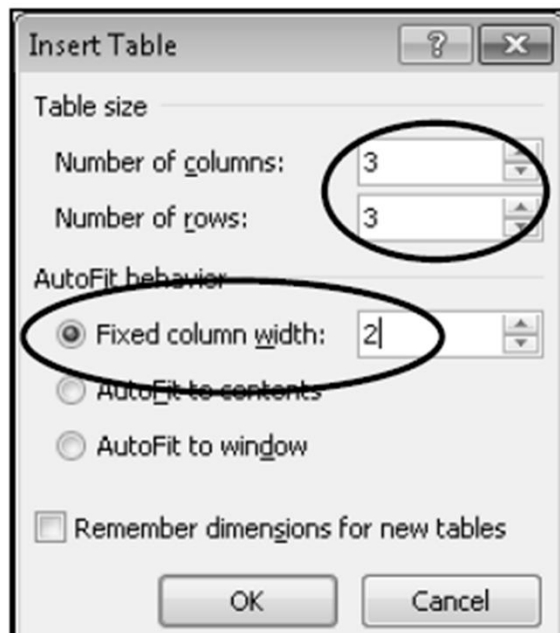
University of Technology  
Department of Biomedical Engineering  
1<sup>st</sup> Year

Papered By:  
Dr. Taqwa Oday

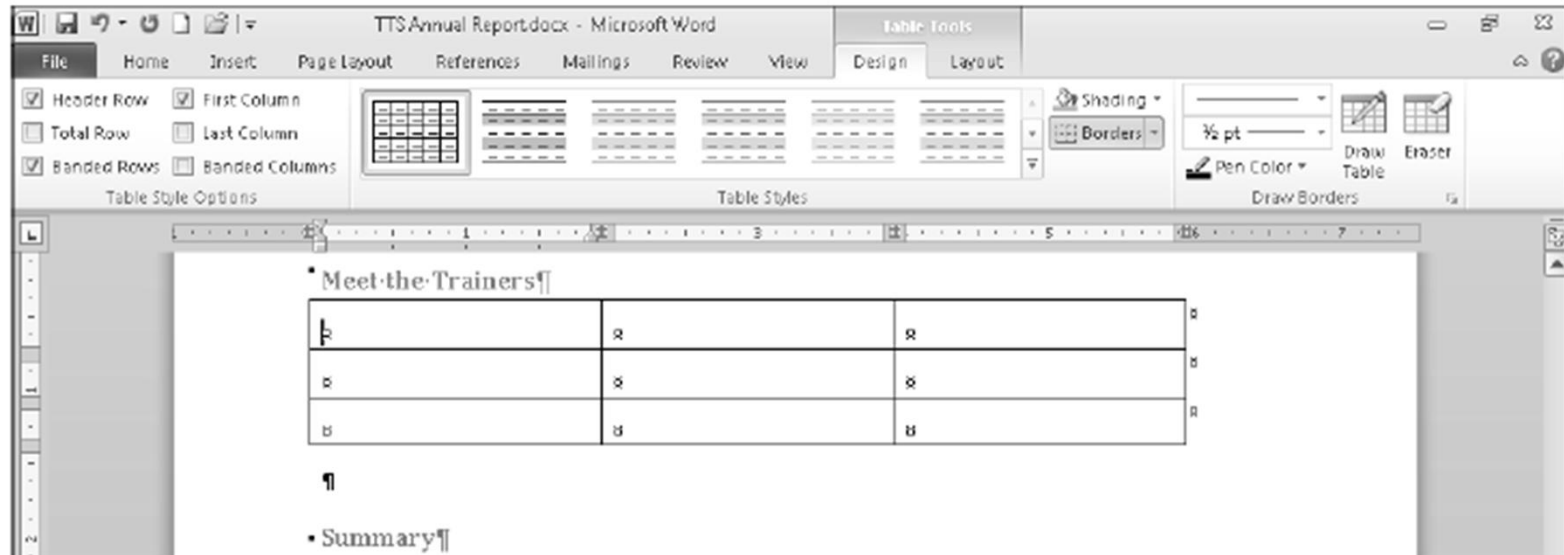
# Insert Table

**Insert a table to display the trainers, their expertise, and their names and numbers.**

1. Scroll down and click at the beginning of the blank line under “Meet the Trainers.”
2. Insert Tab > Tables group > Table > Insert Table.
3. Enter 3 columns and 3 rows.
4. In the Fixed column width: field, erase the contents and type 2, for 2 inches.



5. Click OK.



- Note the Table Tools.

6. Quick Access Toolbar > Save.


## Format a Table – Table Tools Tab

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### Format with Table Tools

When a table is inserted, the Table Tools contextual tabs display. The Table Tools include many table options having to do with the structure, design, layout, and format of your table.

### Select a Table

To apply formatting to the whole table, the whole table must be selected. Select a table by placing the mouse over the table until you see the crosshairs  in the top left corner. Click on the crosshairs to select the table. When the table is selected, it will be shaded.

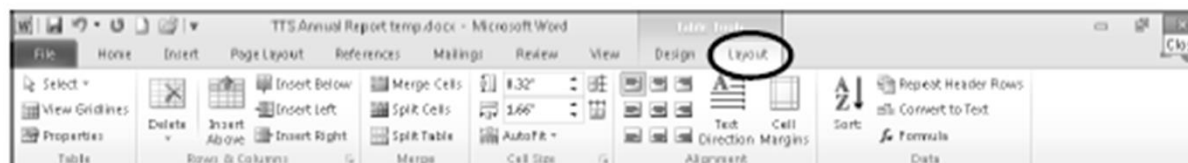
### Design

On the Table Toolbar, on the Design Tab, in the Table Styles group, there are several different styles you can apply to your table. If you roll-over the different styles, Live Preview shows you their effects.



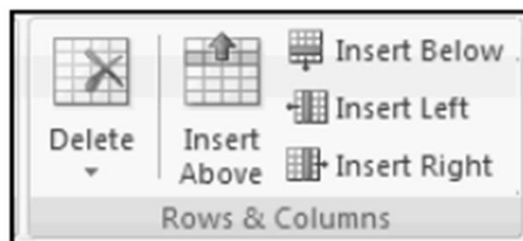
## Layout Tab

The Layout Tab contains groups that have to do with the table columns, rows, and cells plus the cell text and table size.



## Columns and Rows Group

There are many table options on the Table Tools Layout Tab. Among them are the options for working with the table columns and rows found in the Rows & Columns group. These options include: inserting and deleting rows and columns and deleting the entire table.

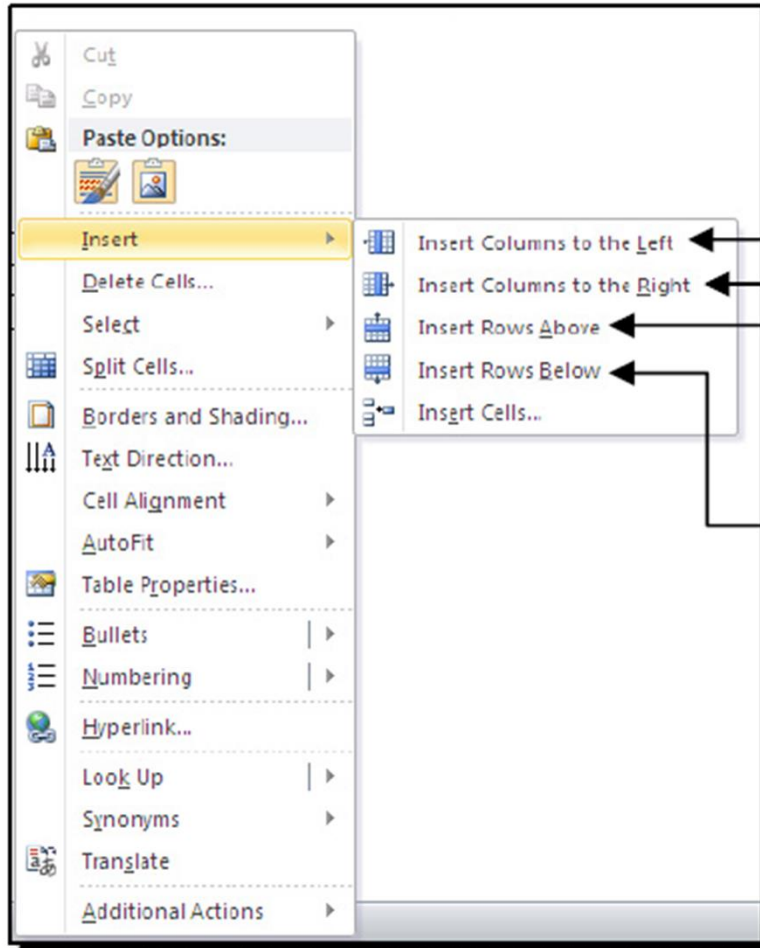


## Table Properties

The table properties of what you make specific changes to table settings, row, column, and cell settings. They also let you add alternate text for visually impaired readers.

## Set Table Properties

1. Select the Table.
2. Table Tools Layout Tab > Table group > Properties.
3. Change settings and options on each tab as needed.
4. Click OK.



حشر عمود يسار موقع المؤشر

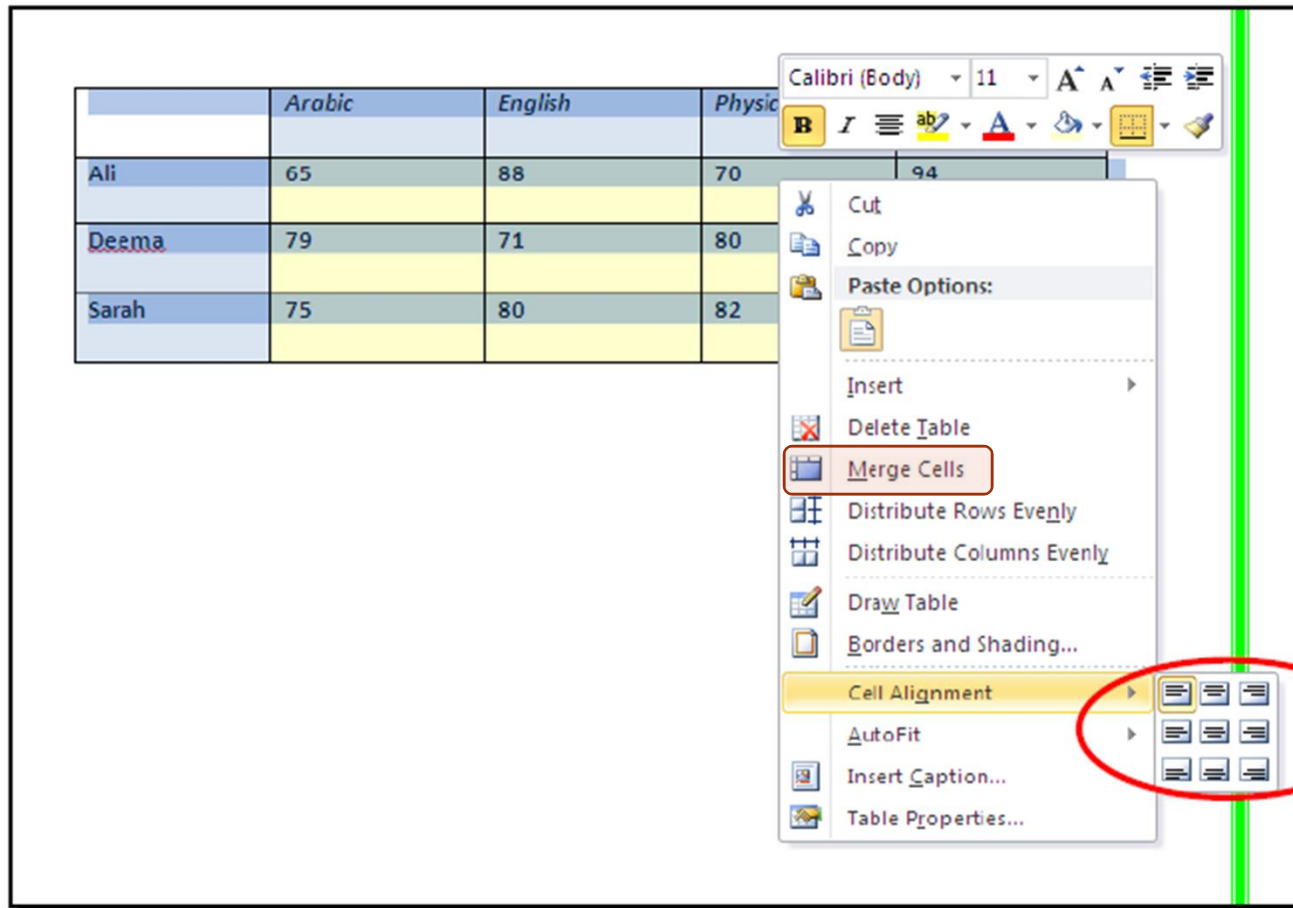
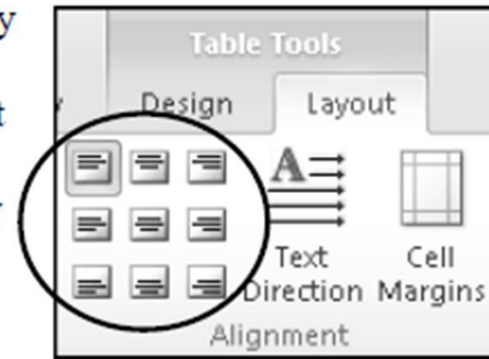
حشر عمود يمين موقع المؤشر

حشر سطر فوق موقع المؤشر

حشر سطر تحت موقع المؤشر

## Cell Alignment

Text in cells can be aligned in a variety of ways to make it easier to read. Not only can it be aligned horizontally, but also vertically. The Table Tools Layout tab > Alignment group display these nine options.



The image shows a table with four columns: 'Arabic', 'English', 'Physics', and 'Maths'. The rows are: 'Ali' (65, 88, 70, 94), 'Deema' (79, 71, 80, 80), and 'Sarah' (75, 80, 82, 82). A context menu is open over the table, showing various options. The 'Cell Alignment' option is highlighted with a red circle, and its sub-menu is also visible, showing the same nine alignment icons as in the previous image.

	Arabic	English	Physics	Maths
Ali	65	88	70	94
Deema	79	71	80	80
Sarah	75	80	82	82




- Cut
- Copy
- Paste Options:
- Insert
- Delete Cells...
- Select
- Split Cells...
- Borders and Shading...
- Text Direction...
- Cell Alignment
- AutoFit
- Table Properties...
- Bullets
- Numbering
- Hyperlink...

**Delete Cells** [?] [X]

- Shift cells left
- Shift cells up
- Delete entire row
- Delete entire column

OK Cancel

**Text Direction - Table Cell** [?] [X]

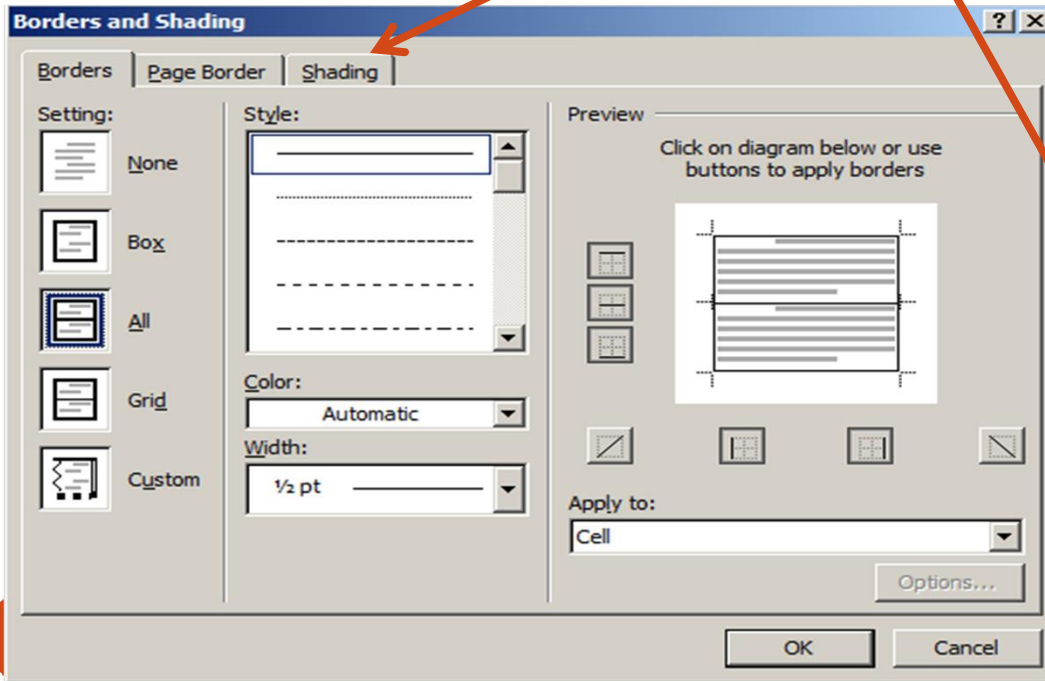
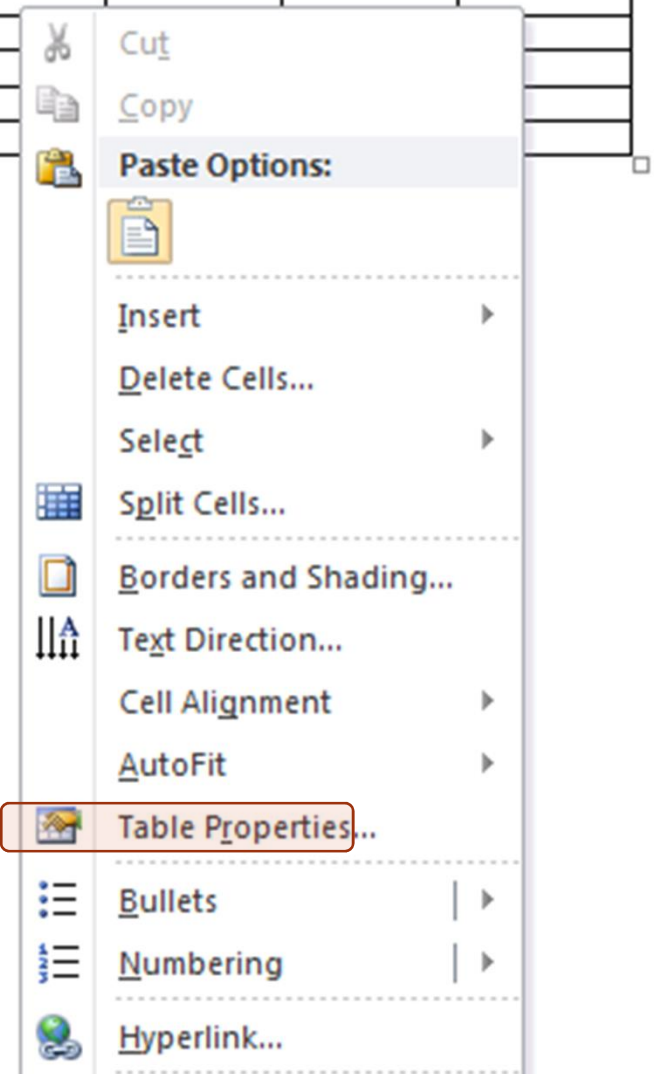
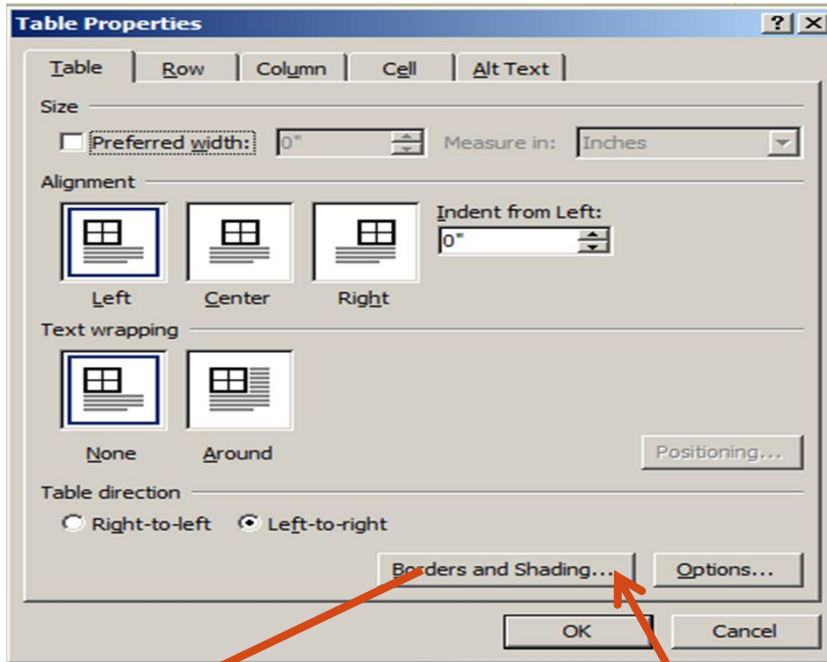
Orientation: [Horizontal] [Vertical] [Wrap Text]

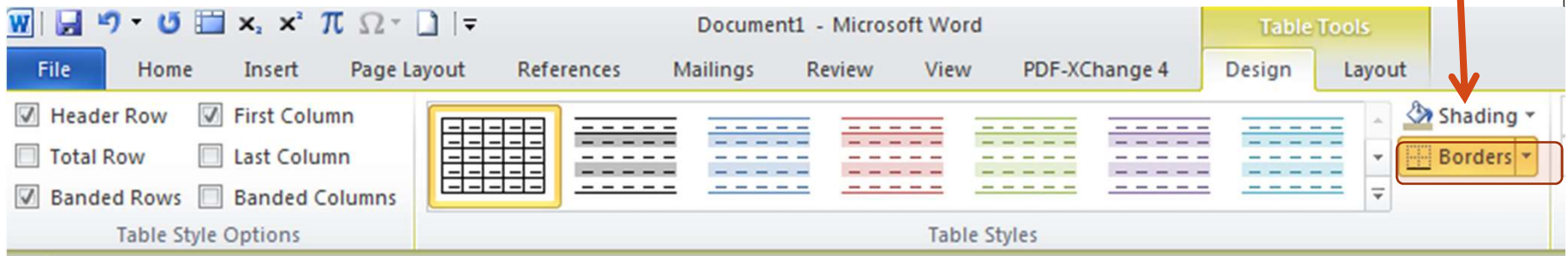
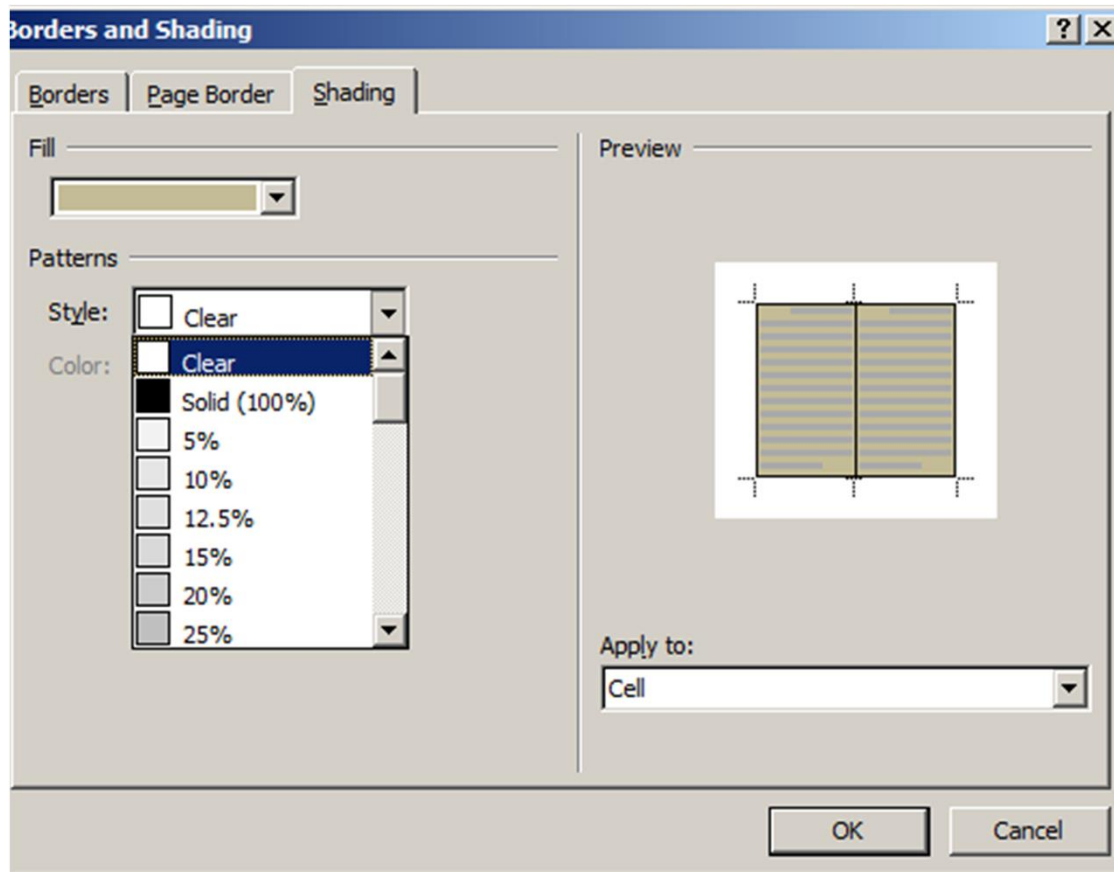
Preview: The quick brown fox jumps over the lazy dog.

Apply to: [Cell] [Row] [Column]

OK Cancel







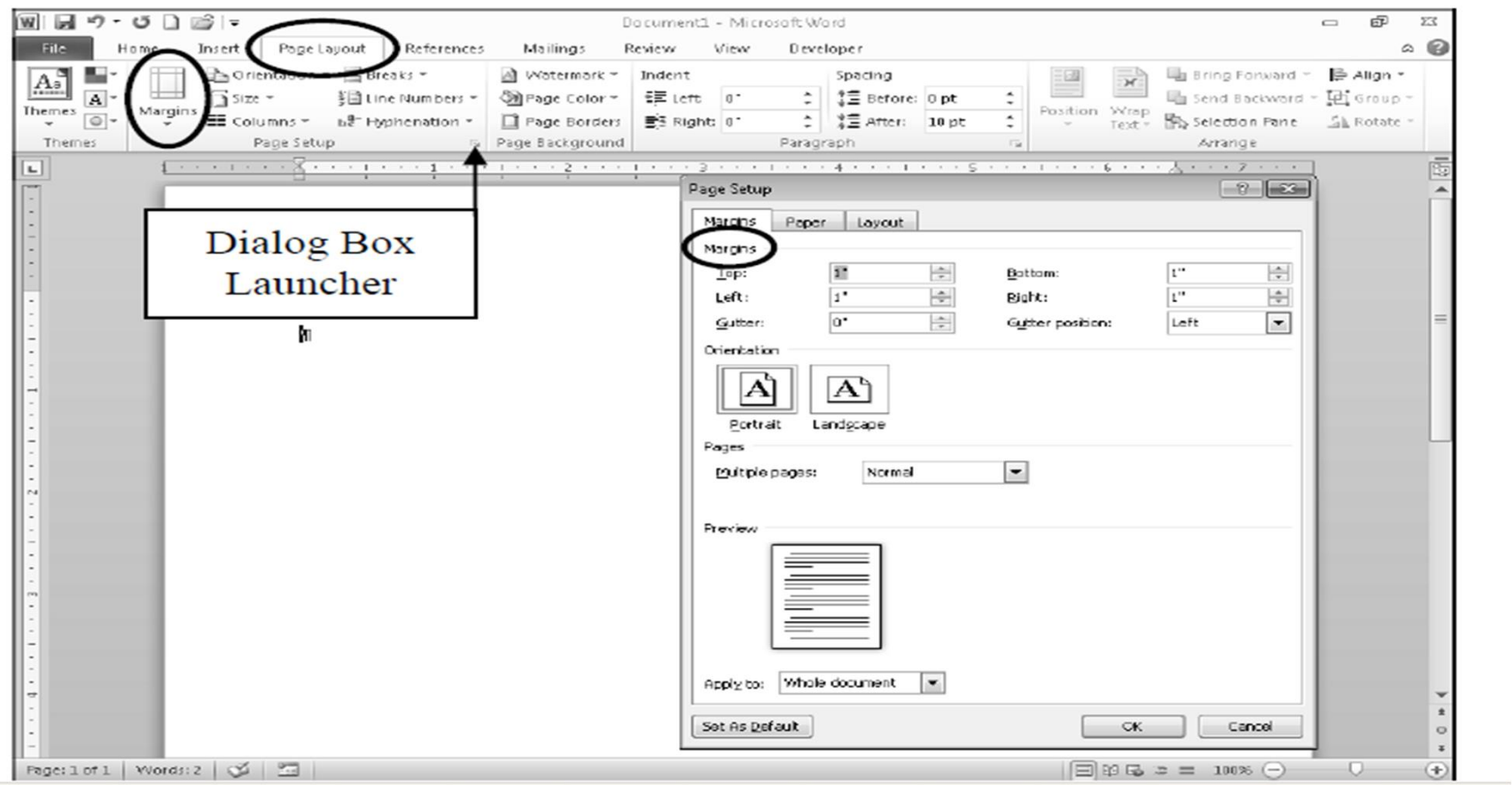
# Assignment 1

- Make a Table of 7 columns and 6 rows
- Merge the 1<sup>st</sup> row
- Delete the last row
- Choose one of the designs in (table Tool)
- Shadow the 1<sup>st</sup> row

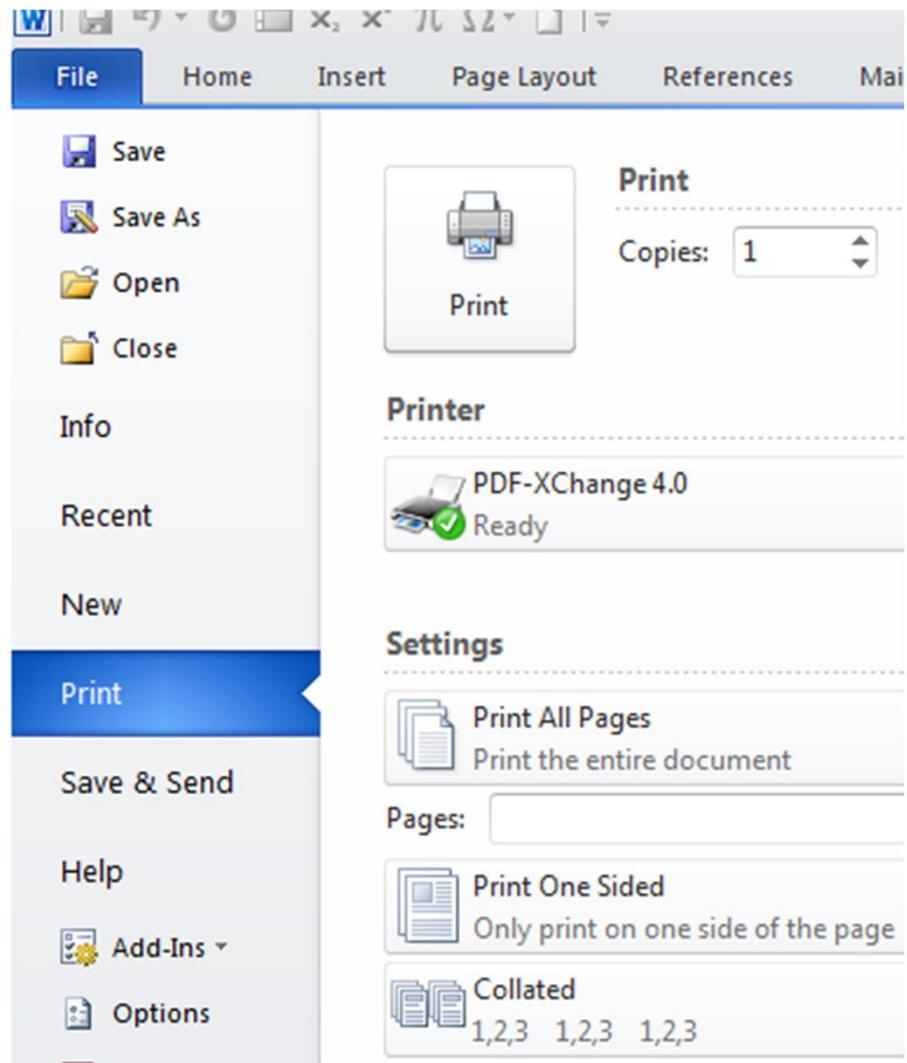
## Document Design Details

<b>Orientation</b> – Portrait	<b>Margins</b> – 1” All
<b>Organization</b> – Alphabetical	<b>Tabs</b> – Right tab with dot leaders
<b>Page</b> – Border	<b>Text</b> – Center Title

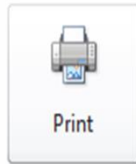
## Exercise – Setting Up the Document Layout



# Previewing and Printing a Document



- Save
- Save As
- Open
- Close
- Info
- Recent
- New
- Print**
- Save & Send
- Help
- Add-Ins
- Options
- Exit



**Print**

Copies: 1

**Printer**

PDF-XChange 4.0  
Ready

[Printer Properties](#)

**Settings**

Print All Pages  
Print the entire document

Pages:

Print One Sided  
Only print on one side of the page

Collated  
1,2,3 1,2,3 1,2,3

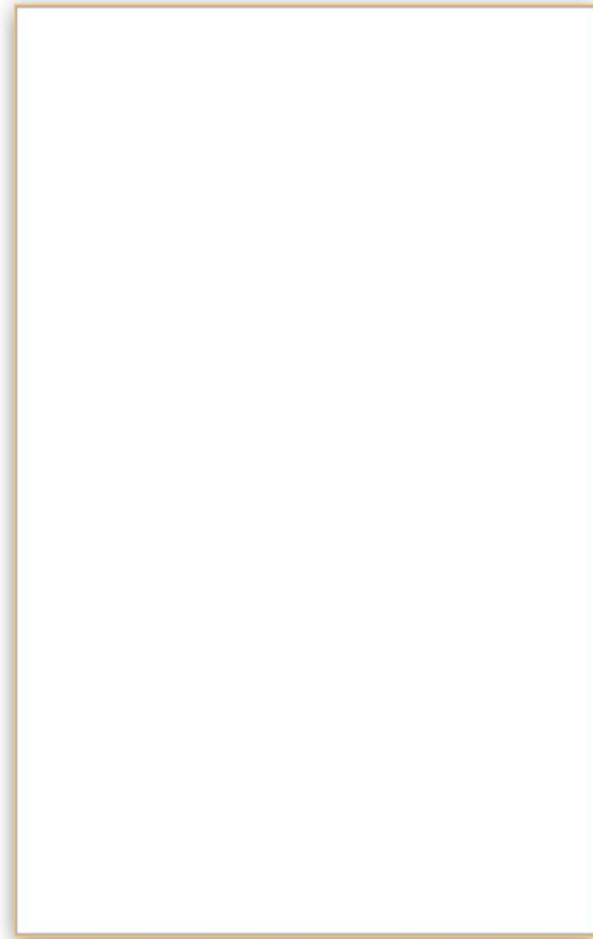
Portrait Orientation

Letter/ANSI A  
8.5" x 11"

Normal Margins  
Left: 1" Right: 1"

1 Page Per Sheet

[Page Setup](#)



# Assignment 2

1. Open a new file
2. Save it in My documents
3. In the middle of the page write the Lab name and the date
4. Make the setup as follows
  - Margen 1 “ all
  - Orientation – Portrait
  - Include a page border