







## Tabs In Word 2007

**Tab stops** – Indicates how far to indent text (used with the horizontal ruler). Enables you to line up text to the left, right, center, decimal or bar character. You can also insert specific characters (ex. Dotted line) before the tabs.

Default tab stop is .5” (use the Tab key on the keyboard).

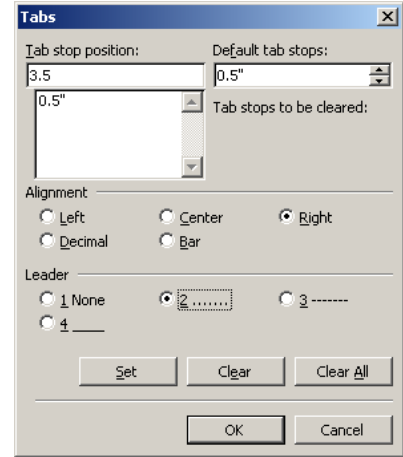
To turn the ruler on, select **View, Ruler** or click the white button above the vertical scroll bar.

### To create tab stops from the ruler:

1. Click the Left Tab  at the far left of the horizontal ruler until it changes to the type of tab you want:
  - a. Left Tab  Right Tab  Center Tab  Decimal Tab  or Bar Tab .
2. Click the horizontal ruler where you want to set a tab stop.

### To set precise measurements for tabs:

1. Click **Home, Paragraph Dialog Box Launcher, Tabs**.
2. Under the tab stop position, type (or re-type) the number for the position of the tab stops.
3. Select the type of Alignment you want.
4. Optional: Select the leader character you want (ex. Dotted line).
5. Click Set or click Clear to clear any tab stops.
6. Click OK.



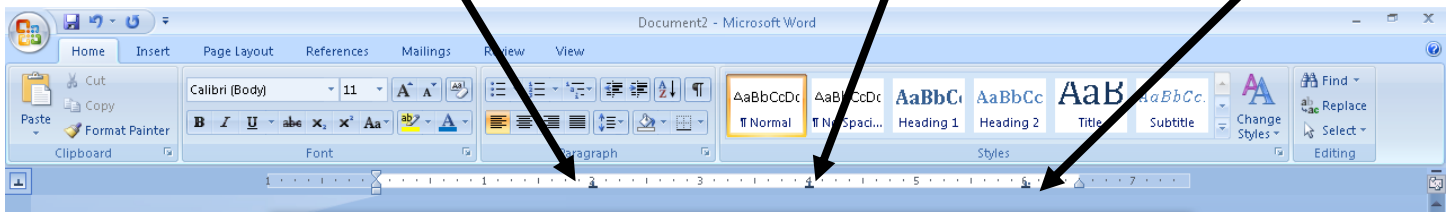
### To move a tab stop:

1. Drag the tab marker to the right or left on the horizontal ruler.

### To clear a tab stop:

1. Drag the tab marker down from the horizontal ruler onto the page.

<u>Name</u>	<u>Date</u>	<u>Class</u>	<u>Amount</u>
Jim Black .....	5/14/07 .....	Word Basics .....	25.00
Susie White.....	6/15/06 .....	Power Point Basics.....	65.00



## Tables In Word 2007

**Tables**– Help to organize information and are similar to Excel spreadsheets.

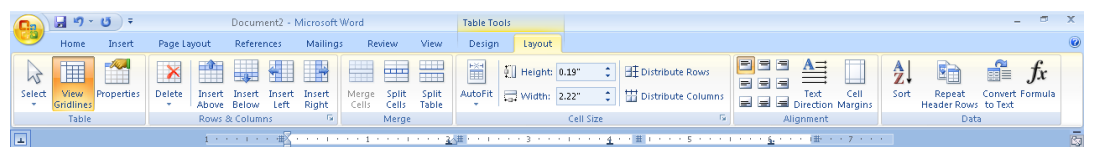
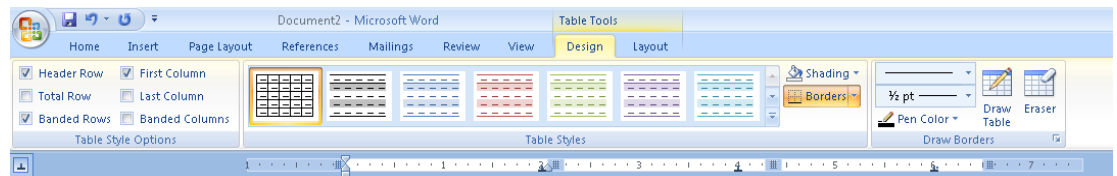
A table is made up of rows and columns of cells that you can fill with text and graphics.

Enables you to align numbers in columns and then perform sorts and calculations on them.

Use the Table Tools contextual ribbon tab to update the table.

### To create a table:

1. Click on **Insert, Table**.
2. Insert the number of columns and rows needed.
3. Click OK.
4. Use the Table Tools (*Contextual Ribbon Tab*) to update the Table.



### Delete a table:

1. Select the table.
2. Click **Layout, Delete, Delete Table**.


## Guides for using tables:

1. Move through a table by pressing the TAB on the keyboard or SHIFT+TAB to move backward.
2. To quickly format a table with styles, click **Design, Table Styles**.
3. To turn on or hide gridlines/borders, click **Design, Borders, View Gridlines**.

## Insert/delete rows & columns:

1. To select a range of cells, click and drag across a row and pull down for columns.
2. To *insert* a row at the bottom of the table, press **TAB** in the last cell of the table.
3. To *insert* a row/column, click in a cell near where you want the new row/column to appear, click **Layout, Rows & Columns, Insert Above/Below/Left/Right**.
4. To *delete* a row/column, click in a cell in that row/column, click **Layout, Rows & Columns, Delete**.

## Resize:

1. Resize a row or column by dragging the right edge of a column or bottom edge of a row.
2. Distribute rows or columns evenly by highlighting the cells, click **Layout, Cell Size, Distribute Rows/Columns**. 

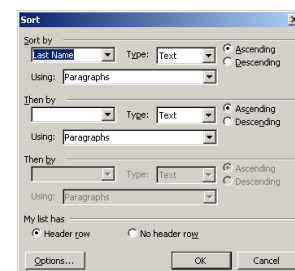
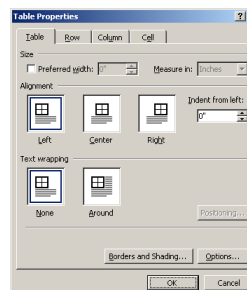
## Merge and Center A Title:

1. Highlight the row of cells and click on **Layout, Merge Cells**.

<u>Last Name</u>	<u>First Name</u>	<u>Date</u>	<u>Class</u>	<u>Amount</u>
Doe	Jane	7/11/07	Word Basics	\$65.00
Smith	Bill	7/7/07	Excel Basics	\$55.00
			<b>Grand Total</b>	<b>\$120.00</b>

## Update a Table:

1. Right-click on part of table (cell or row) to:
  - a. Change the Text Direction within a cell.
  - b. Change the Cell Alignment (vertical and horizontal).
  - c. Update the Table Properties with dialog box.

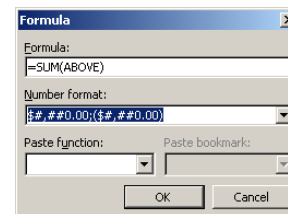


## Sort By A Column:

1. To sort your table (ex. last name), highlight the rows and columns, click on **Layout, Data, Sort**.
2. Click on the drop-down arrow to select the fields to sort by/type/ascending or descending.
3. Click OK

## Sum A Column:

1. Click in a blank cell.
2. Click on **Layout, Data, Formula**.
3. Type the formula (*if needed*)
4. Select the Number Format.
5. Click OK.



## Update a calculation (does not happen automatically):

1. If an additional row/column is added, right-click on the formula field
2. Left-click on **Update Field**.

