**Intro To Office 2010 Video Project 10-14:**

**Tables, Tabs, Objects, Themes, Print**

Tables

* 1. Why use a Word table instead of an Excel Table?
		1. If you have only words and images, it is ok to use a Word Table.
		2. If you have an unusual configuration of cells in the table, it may be easier to use Word.
		3. If you have numbers, calculations, or patterned text (like Jan, Feb, Mar, etc.), use Excel to create a table, then copy and paste or Paste Special Link the Excel Table into Word.
	2. To Insert a Table use Insert Ribbon Tab
	3. Format a Word Table, use context sensitive Table Tools Design Ribbon Tab
	4. Paste Special Link
		1. Copy Table From Excel
		2. In Word:
			1. 
	5. Table aspects:
		1. Cell = intersection of row and column
		2. Content = “words, pictures, etc.” in cells
		3. Tab moves cursor forward
			1. Ctrl + Tab = Tab
		4. Shift Tab moves cursor backwards
		5. Enter adds new line to cell
		6. Cursor for highlighting cell is little black diagonally pointing arrow
			1. Point at edge of cell to see
		7. Cursor for highlighting row is large white diagonally pointing arrow
			1. Point at beginning of row to see
		8. Cursor for highlighting column is small black downward pointing arrow
			1. Point at top of a column to see
		9. Table resize handle is in lower right corner – you have to move cursor to it until you see a diagonally pointing arrow, and then click and drag.
		10. Table Move Handle is in upper left corner (this selects the whole table)
		11. Cursor for changing size of cell looks like two thin vertical lines with black horizontally pointing arrows
			1. Point at the line between two cells
		12. To Insert Row/Column, point to Row/Column, then right-click and point to Insert
		13. To merge cells, highlight more than one cell, right-click, click on merge
		14. To split cells, highlight one cell, right-click, click on split
		15. To align cell content, right-click cell and point to cell alignment

Tabs

1. Tabs
	1. Paragraph Level Formatting.
		1. Every time you hit Enter, the Tab settings carry forward.
	2. Tabs are markers on the horizontal ruler that tells Word where to position the insertion point when you hit the Tab key.
	3. Tab Stop Alignment (alignment of characters at the location of the tab stop):
		1. Left
		2. Center
		3. Right
		4. Decimal (line decimals up)
		5. Bar (inserts bar – Not a real tab – usually set a tab immediately after the bar tab)

Objects

1. Shapes and Objects
	1. Wrap Text Button
		1. In Line With Text:
			1. Inline Objects
				1. Part of paragraph (like a single character).
				2. Position object using paragraph level formatting
		2. All Other Types Of Wrapped Text:
			1. Floating Objects
				1. More control.
				2. Position using the non-printing character “Anchor”.

Themes

1. Theme affects Shapes, Tables, Smart Art, Bulleted/Numbered Lists and Styles

Print = Ctrl + P

1. Print Dialog Box and Print Preview have been combined in Office 2010.