PLNU *forward*

Formatting Tips for Your Syllabi

General Tips

1. **Reveal formatting characters**: turn on ***Show/Hide*** paragraph formatting by clicking the paragraph mark button on the Home tab of the ribbon. That reveals where the spacebar, tab key, and enter key have been pressed and makes it much easier to verify correct spacing.

2. **Control vertical spacing**: to ensure consistency in paragraph and line spacing throughout a document, *(If working with an existing document, first press Ctrl + A to select all text in the document.)*
   --On the ribbon, click the ***Line & Paragraph Spacing*** button > ***Line Spacing Options***.
   --Set Spacing Before to 0 pt. and After to 6 pt.
   --Set Line Spacing to Single.
   --Clear the 'Don't add space between paragraphs…' box; click OK.

3. **Add horizontal borders** for emphasis and to make locating information easier: click the spot where a border should appear; on the ribbon, click down arrow on ***Border*** button; click ***Borders and Shading***.

4. **Control text wrapping**: inserting an image, like Clip Art, is an effective way to draw attention and add emphasis. Once an image is inserted into a document, select the image; on the ribbon, click ***Picture Tools/Format*** tab, click ***Wrap Text*** arrow, and select an option. (Recommendation: *In Line with Text* or *Tight.*)

5. *Favorite Tip* – **Copy formatting**: once text in one location is formatted, copy that formatting to other areas of your document (bold, color, borders). Use the ***Format Painter*** button on the ribbon **OR** click in the formatted text, press ***CTRL+c***, click in or select the unformatted text, click ***CTRL+v***.

Table Tips

Insert/Create a Table

Word provides three methods for creating a table:

♦ **Insert table**: on the *Insert* tab, click the ***Table*** button arrow and (1) drag through the number of rows and columns desired and release mouse button, **OR** (2) click the ***Table*** button arrow > ***Insert Table***; in the dialog box that opens, enter the number of columns and rows and select an *AutoFit behavior*.

♦ **Convert text to a table**: select text that has been separated with, for example, tabs; on the *Insert* tab, click the ***Table*** button > ***Convert Text to Table***. Word counts the number of columns based on the number of tabs in a line—so delete any extra tabs before converting.

♦ **Draw a table**: on the *Insert* tab, click the ***Table*** button arrow > ***Draw Table***; use the *Draw Table* pointer (looks like a pencil) to draw rows, columns, cells. Press **Esc** button on your keyboard when finished.

Helpful Hint: If a table begins on the first line of a document and you need to enter text above it, click in the table and press CTRL + HOME; then press ENTER to insert a blank line above the table.

Modify Structure of a Table

With the insertion point inside a table, the **Table Tools** tab becomes available on the ribbon; most tools needed for modifying/formatting are located on the ***Design*** tab and the ***Layout*** tab under *Table Tools*.

When a row or column is deleted, all data is also deleted; pressing the *Delete* key on the keyboard only removes selected data; pressing the *Backspace* key removes selected data *and* table rows/columns.

♦ To insert or delete a single row or column, click in a cell; click the *Layout* tab and make a selection from the *Rows & Columns* group **OR** click in a row or column and right-click to *Insert* or *Delete*.

♦ To insert or delete multiple rows or columns, select rows/columns; click the *Layout* tab and make a selection from the *Rows & Columns* group **OR** right-click > *Insert* or *Delete*.

- To change the height or width of a row/column, drag a border with the split-bar pointer **OR** drag column marker on ruler with two-way arrow to adjust column width **OR** click the *Layout* tab and make a selection from the *Cell Size* group (*Distribute Rows* or *Distribute Columns* buttons are handy).

  - Change width of one column without changing columns to its right: press SHIFT, drag column's right border.
  - Change width of one column and proportionately resize columns to its right: press CTRL, drag column's right border.
  - Change width of one column and resize all columns to its right to be same size: press CTRL+SHIFT, drag right border.

- To resize entire table, drag the *Resize* handle (small square icon) in lower right corner of the table.

- To move a row/column, first select the row/column and right-click > ***Cut***; then click in the first cell of the new position for the column and right-click > ***Paste***.

- **Shortcut** to move rows: position the insertion point in a row you want to move **OR** select multiple rows you want to move; press SHIFT + ALT+ Up Arrow or Down Arrow to move the row(s). *Be careful not to move row(s) right out of the table!*

- To split or merge cells, select the cell(s) and click the *Layout* tab; make a selection from the *Merge* group (Merge Cells, Split Cells, Split Table) **OR** right-click > ***Merge Cells*** or ***Split Cells***.

Table Properties define the table, rows, columns, and cells in the table. Click the *Layout* tab and select ***Properties*** from the *Table* group **OR** right-click in a table > ***Table Properties*** to open a dialog box.

Format a Table

Using Borders and Shading: By default, Word tables have borders around all cells. Removing or changing borders to different styles or colors, or adding shading to cells, can emphasize data.

- If borders are removed, display *gridlines*; gridlines do not print: click the *Layout* tab > ***View Gridlines***.

- To add borders and shading, select the table or select rows/columns/cells; click the *Design* tab; click the ***Shading*** down arrow and select a color; click the ***Borders*** down arrow and set borders.

- To remove borders, click the *Design* tab and click the ***Borders*** down arrow > ***No Border*** **OR** (great shortcut) press ***Ctrl + Alt + u*** to remove all borders.

- To use pre-designed formatting, click the *Design* tab and select a style from the ***Table Styles*** group.

Aligning Text: With a cell, row, column, or entire table selected, text can be aligned in several ways:

1. Select the cell, column, row, or table in which text alignment is to be set.
2. Click the *Layout* tab on the ribbon.
3. In the *Alignment* group, click to set the needed option.

Setting Tabs: Text or numbers in a table cell can be indented using tab stops to control the distance and alignment of the indent.

1. Select the cell, column, or table in which a tab is to be set.
2. Click the *Tab* box (upper left corner of ruler) to choose correct tab; click on the ruler to set the tab stop.
3. Click in a cell next to text to be indented; press ***Ctrl + Tab*** to indent the text.

Adding a Simple Formula: Unlike Excel, Word will not do a lot of calculations, but it can do a few! For example, click in a blank cell below a column of values; on the *Layout* tab, click the ***fx Formula*** button. To insert a simple *SUM* formula, click ***OK*** on the *Formula* dialog box.