

Tony's Tec News

U3A Computer Group

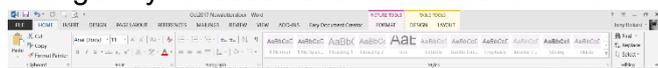
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Using Tables - Formatting Tables & Inserting a Image/Photo into Text for Family Type Newsletter

At this month's Computer Group meeting we continued with using Microsoft Word to discover how you can use a Table to create columns and rows to produce a document when printing will look like your columns of text were create with the more complicate method of using Tabs in Word. The version of MS Word I am using is part of MS Office 2013 and all the methods used should be available in pre-2013 MS Office's Word and may have additional options in the latest 2016 versions. If you are using LibreOffice (Free) you should be able to repeat the exercise, but using the toolbars and options found in LibreOffice. It's worth taking five minutes when you first open your version of Word to become familiar with all the Toolbars at the top of the document, clicking on each one to see the contents of each Toolbar, there is a link if you think what your trying do or change in your document. Remember the "Home"



toolbar contains all your normal options like Fonts/size, text alignment etc. and Page Layout contains your Page setting and Margins.



In this month's exercise in Word we will be using the Toolbar "Insert" for both creating a Table and for inserting a Photo from your computer or a piece of ClipArt if it is available as an option in Word.

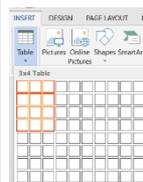


Before we start and insert a Table in our Word document we need to type a few lines of text at the top of the page or you can copy and paste some text from another document. This will enable you add text or later a Photo in the text above the inserted Table.

For this month's Tony's Tec News I have used all the methods used at the meeting in using Tables, text and inserting graphics wrapped within the text columns. We can look at How I created this at Nov meeting.

Now you have created some text at the top of your document it's important to "Save" this document in Documents or a Folder you use for any Word documents and repeat saving after each successful part of the practise exercise using a keyboard shortcut "Ctrl+S" or click "Save" from the "File" menu and if you make a mistake you can use the shortcut key "Ctrl+Z" to undo the last thing you did, repeating the "Ctrl+Z" will undo each action before that!!!.

Place your curser at the end of your text and press "Return" a couple of times to give a bit of line space before we insert our Table. Select the "Insert" Toolbar and you should see a number of options from the left of the Toolbar the one we want to use is "Tables" and if you click on the small down arrow a new Table option will appear where you can select how many columns and rows you want in your table by carefully dragging your mouse over the boxes to highlight them, when you let the mouse go the Table will be inserted on your page. Select a 3 Columns x 4 Rows to start with.



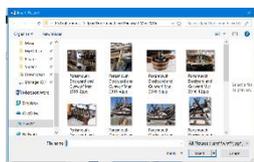
You should now see as above a Table of 3x4 with all external and column/rows borders displayed and will print as seen in Print-Preview.

If you click within the Table and display your "Home" Toolbar you will see in the "Paragraph" section a dropdown option looking like a "window" you will have number of options to format your Table Borders and if you select "None" no borders will display or print!! I would advise you to enter your text as you require and change text font/size and text alignments before you remove your Borders it makes editing easier if you can see each cell and table borders.

If you have been successful and created your Table and formatted the borders to your requirements this is a good time to “Save”!!! before we continue with our next part of the exercise, How to insert a Photo or graphic into the body of our text you created earlier. You may have noticed in my Tec News procedures for inserting a Table I have inserted some screen captures into the text to help explain each process.

As before we will be using the “Insert” Toolbar you will need to select this, but first place your cursor in the text you created at the top of the document, it’s not important where in the text but at the end of a sentence in the middle is a good place to start. You will see why the position is not critical after the image has been imported and text wrapping has been applied.

To insert your own Photo use the “Insert” Toolbar and select the “Pictures” option should be next to where we inserted a Table.



You will have to find where you have saved any Photos on your computer then click on the photo you want to insert. You will find the photo

is too big and fills the page! This is normal and to resize the photo correctly without causing the photo to distort you will need to click on the photo and you should see some small handles (squares) around the photo, you need to place the mouse cursor on one of the corners until it shows a “double header arrow” then hold the Left mouse button down and drag inwards to make the photo smaller but still to scale and clear. This takes practice but remember if you saved your document before you started you can always start again or use the undo “Ctrl+Z”



You can insert as many photos or ClipArt as you wish but please remember to save your document after and before you add any new photos/images. The more you practice with Word the easier it becomes and you will be surprised what can be done in a word-processing application. You can create festive family newsletters with photos or just jazz up a letter to a friend or relative to give a bit of.....

WOW!

The final setting is to click on your photo and use the right mouse click to bring up the options to “Wrap Text” the best option for this example is



“Tight” this allows the text to flow around your Photo/image in a tight text flow. You can now select and drag your photo in your text until it looks right. Remember you can resize the photo again by selecting it and using the corner double headed arrows and the left mouse button and drag the corner to resize smaller or larger.



Hopefully you should have completed the exercise and have a document with some text a photo within your text and table with or without borders



Happy Halloween!!

At the November meeting we can look at how this document was created using ALL the options used in this month’s meeting and any problems you have had!!!!!!.

See you all on 14th November at the next Computer Group meeting.

