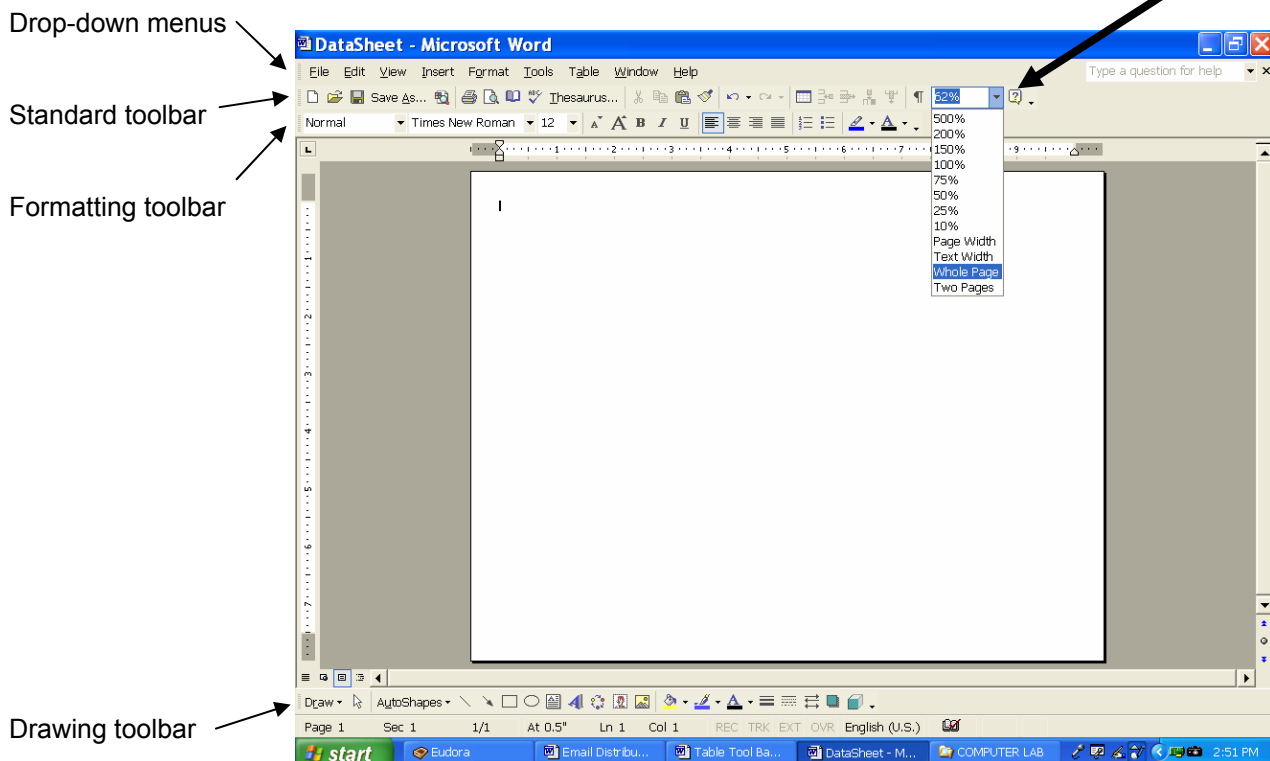


# Table Tool Basics - Data Sheet

## **Step I: Open a new Word document and set up page.**

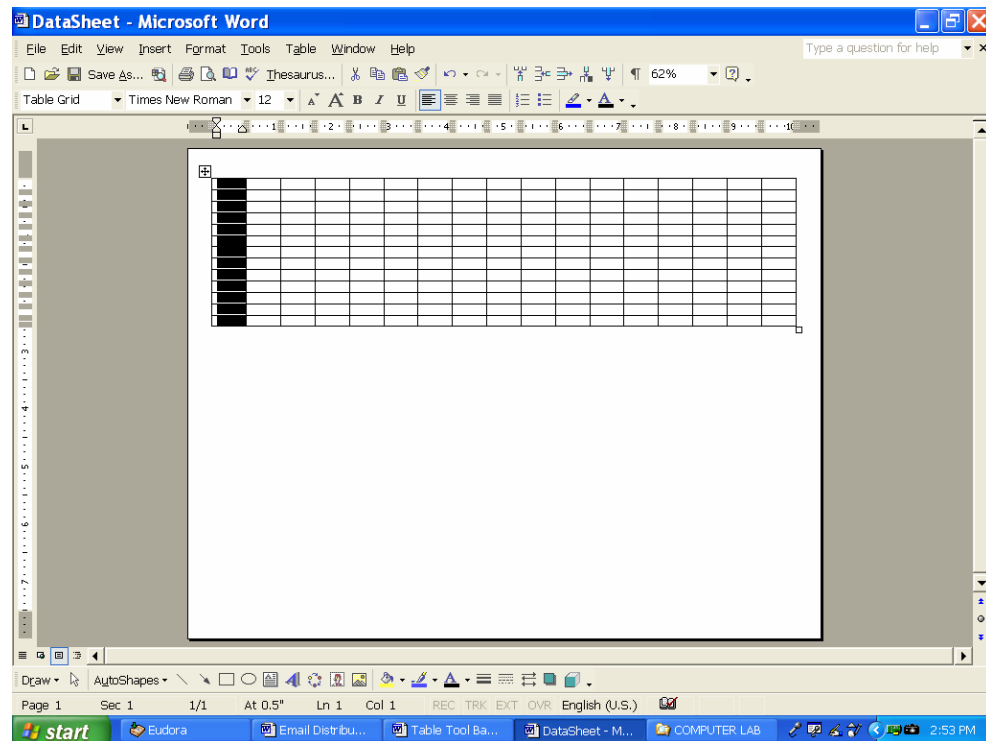
- A. Click the *Word* icon on the desktop. In the center you should see a blank page.
- B. Across the top of the screen are the drop-down menus, the standard toolbar, and the formatting toolbar. At the bottom is the drawing toolbar.
- C. When working with "Tables," I prefer to see most of, or the whole, page at once, so set the "Zoom" in your standard toolbar to 75% or "whole page" (see illustration below).
- D. Click the File menu at the top and select "Page Setup." Set margins to .5" all around. This will give you the entire printable area of the page to work in. Make sure the Landscape orientation is selected, rather than Portrait. Click "OK."



## **Step II: Insert and format your Table.**

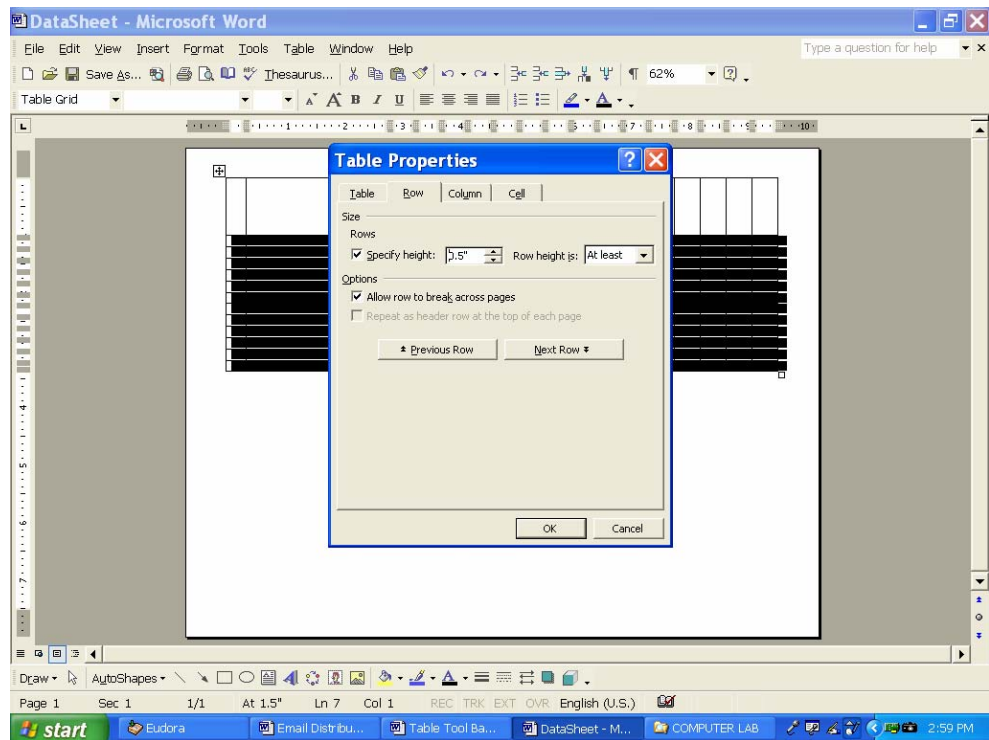
- A. Click the Table menu at the top and select "Insert" and "Table . . ."
- B. Set "Number of Columns" to 17 and "Number of Rows" to 13. Click "OK."

- C. Move the cursor around above the first column until it turns into a small black arrow. Click to highlight the entire first column (see illustration below).



- D. Click the Table menu at the top and select "Table Properties . . ."  
[Note: This selection ("Table Properties . . .") will be repeated for many formatting commands to follow. The entire table or the part of the table being formatted will need to be highlighted for the "Table Properties . . ." command to be available.]
- E. Click the Column tab and set "Preferred width:" at .35". Click "OK."
- F. Highlight the second column, select "Table Properties . . .", and set "Preferred width:" at 2.5". Click "OK."
- G. Highlight the remaining columns, select "Table Properties . . .", and set "Preferred width:" at .45". Click "OK."
- H. Move the cursor around the top-left corner of the table until a box with crossed arrows appears. Click it to highlight the entire table.
- I. Select "Table Properties . . .", click the Table tab, and set Alignment to "Center." Click "OK."
- J. Move the cursor around to the left of the first row until it turns into a larger white arrow. Click to highlight the entire first row. Select "Table Properties . . .".

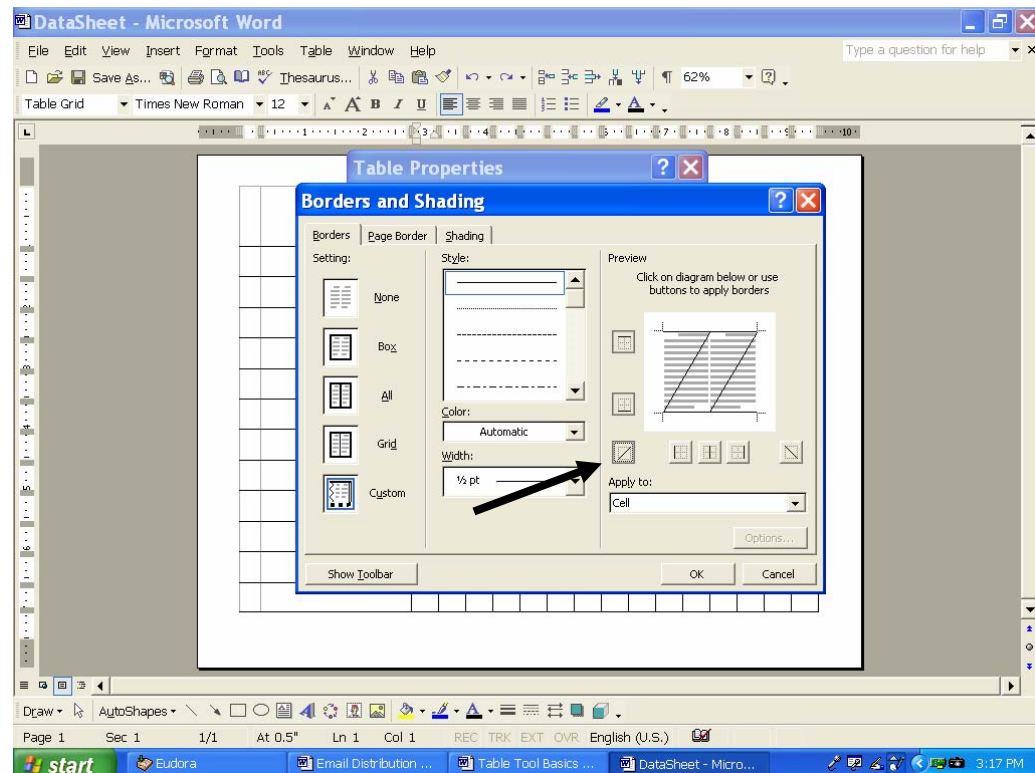
- K. Click the Row tab. Click the empty box beside "Specify height:" (a check mark will appear), and set it to 1.0". Beside it, "Row height is:" should read "Exactly." Click "OK."
- L. Highlight the remaining rows, select "Table Properties . . .", and specify height at exactly .5". Click "OK" (see illustration).
- M. Check out how your page is looking by selecting "Print Preview" from the File Menu at the top-left of the screen. There may also be a shortcut icon (paper w/magnifying glass) in the standard toolbar for this command. Use it frequently to check your progress. Click Close to continue.



### Step III. Format border lines.

- A. Highlight the first two columns and select "Table Properties . . .".
- B. Click the Table tab, then click the "Borders and Shading . . ." button at the bottom of the dialog box.
- C. Click the Borders tab. In the Preview window, remove borderlines by clicking all but the right, middle horizontal, and bottom lines.
- D. Make sure "Apply to:" reads Cell. Click "OK" twice.
- E. Starting in the third cell, highlight the top row (click inside third cell and drag across to end of row), select "Table Properties . . .", then "Borders and Shading . . .".

- F. In the Preview window, remove all vertical borders, and add a left-to-right diagonal line (see illustration). Make sure "Apply to:" reads Cell. Click "OK" twice.



- G. Highlight the third cell in the top row (triple-click quickly on cursor), select "Table Properties . . .", then "Borders and Shading . . .". In the Preview window, remove the top borderline. Make sure "Apply to:" reads Cell. Click "OK" twice.
- H. Highlight the last column, starting with the second row, select "Table Properties . . .", then "Borders and Shading . . .".
- I. In the Preview window, remove all lines except the left border. Make sure "Apply to:" reads Cell. Click "OK" twice.

#### Step IV. Add text and insert clip art or other graphics.

- A. Highlight the second cell in the first row. Using your Formatting toolbar, set the following: Arial, 16 pt., Bold, aligned center.
- B. Return once and type this text: "Speech/Language Data Sheet".
- C. Highlight the first column. Using your Formatting toolbar, set the following: Arial Narrow, 12 pt., right align.
- D. With the first column still highlighted, select "Table Properties . . .", find the Cell tab, and, under Vertical Alignment, click Bottom and "OK."

- E. Down the first column, starting in the second row, type the numbers 1-12, each followed by a period (.). Remember to use your arrow keys or TAB to move around from cell to cell. Using the "Enter" or "Return" key will add space.

