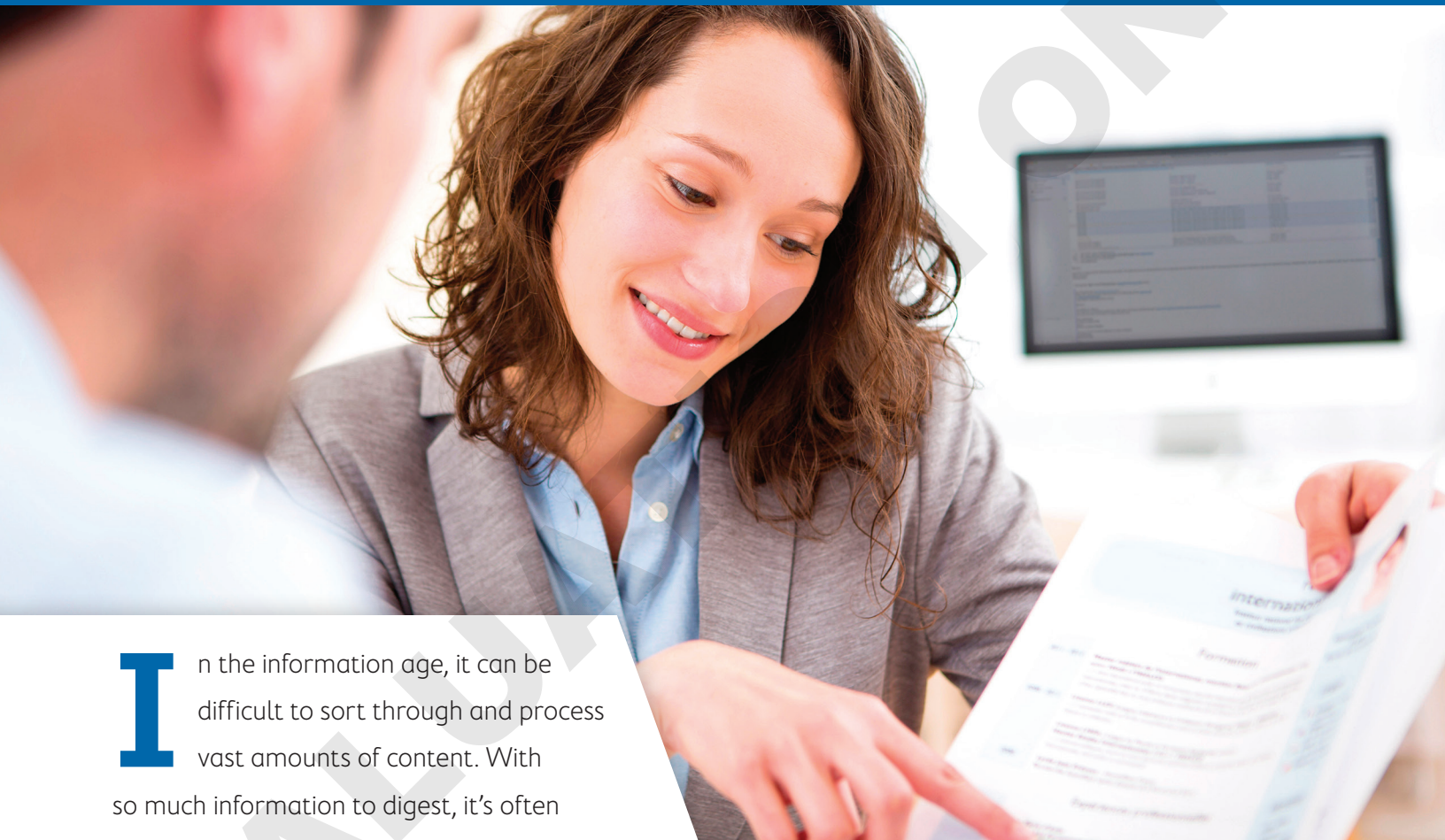


WORD

2

Creating a Résumé in a Table



In the information age, it can be difficult to sort through and process vast amounts of content. With so much information to digest, it's often difficult for employers to find the right job candidates, so a résumé that stands out is the single best way to secure your dream job. Tables provide a flexible, easy, and effective tool for displaying organized information and making sure you're noticed. In this chapter, you will merge and split table cells; align table text; apply table styles; and insert, delete, and resize rows and columns.

LEARNING OBJECTIVES

- ▶ Create a table
- ▶ Build an effective résumé in a table
- ▶ Select data in a table
- ▶ Format tables
- ▶ Apply table styles
- ▶ Print documents

Project: Landing the Perfect Job

Your cover letter is complete, and now it's time for your résumé. You need to summarize your qualifications and experience, focusing on skills that target the position you are applying for. You also need to demonstrate that your skills fit the needs the employer has expressed. You decide to use a table for your résumé since it will make your résumé easy for a hiring manager to quickly read.

You also intend to make as many professional contacts as possible in the next few months, and using a table to track those contacts will be very helpful. You'll take advantage of the table's Sort feature to organize the data and apply formatting that will make it attractive and, more important, easy to read.

What's Important in a Résumé?

The purpose of a résumé is to win an interview. Many hiring managers will take less than a minute to review a résumé; therefore, your résumé needs to immediately capture the reader. It needs to be dynamic, targeted, and designed to emphasize your experience, qualifications, and skills, particularly those that transfer to the job. Like the cover letter, one page is generally preferred.

There are three primary types of résumé: *chronological*, *functional*, and *combination*. A chronological résumé assumes you are continuing along a career path, listing your most recent position first. It is good for showing your growth within a profession. A functional résumé is skill and accomplishment based. It can be used by those just out of school, career changers, or those with gaps in their employment history. A combination résumé is a combination of chronological and functional, listing your skills and experience first, followed by your employment history.

Introducing Tables

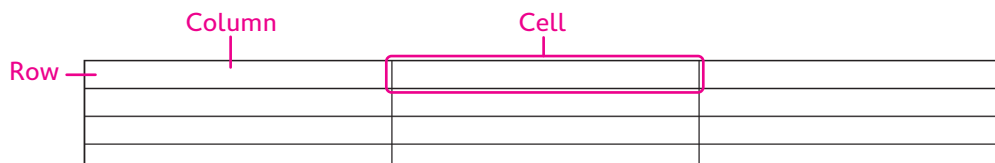
Tables provide a convenient method for organizing and aligning data in an easy-to-read format, and they afford a nice way to break up a text-heavy document. Formatting with **table styles** adds flair to your documents, and tables draw your reader's attention to key items.

Just as with most actions on a computer, there are multiple ways to insert a table. All of them are located in the Insert tab of the Ribbon, under the Tables group. You can use the Table button, the Insert Table dialog box, and the Quick Tables gallery. You can even convert tabular columns to a table.

Contextual tabs appear in context with the task you are performing. A lot of features use contextual tabs. With tables, contextual tabs appear on the Ribbon when the insertion point is in a table.

Creating New Tables

Tables are organized in **columns** and **rows**. Where columns and rows intersect, they form a rectangle known as a **cell**.



When you create a new table, you can select how many rows and columns you'd like it to have. You can always add or remove rows and columns later if you end up changing your mind.



View the video “Creating Tables.”

Navigating and Selecting Data in a Table

You can move the insertion point by clicking in a cell, or you can use keystrokes for navigating. Here are the keystrokes you are likely to use most often:

- ▶ **[Tab]** for moving to the next cell
- ▶ **[Shift]+[Tab]** for moving to the previous cell
- ▶ Arrow keys for moving to adjacent cells


Just as in a regular text document, if you want to format or modify something in a table, you select it first. The mouse pointer changes shape depending on whether you're selecting a cell, row, column, or the entire table. For example, to move a table, you can click the move tool that appears at the top left of inserted tables.

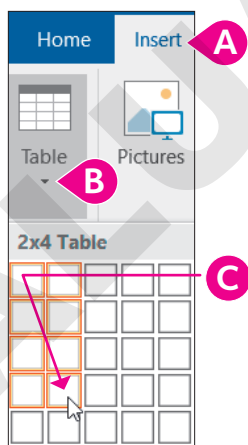


View the video “Selecting Data with the Mouse.”

DEVELOP YOUR SKILLS: W2-D1

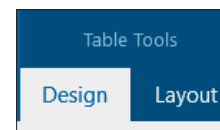
In this exercise, you will insert a table into a document and use selection and navigation techniques. Then you will enter data into your table.

1. Start Word and create a new document using the **Blank Document** template.
2. Navigate to your **Word Chapter 2** folder and save the document as: **W2-D1-StellaResume**
3. Choose **Home**→**Paragraph**→**Show/Hide**  to display formatting marks.
4. Follow these steps to insert a **2x4** table from the Ribbon:




- A** Click the **Insert** tab.
- B** Click the **Table** button.
- C** Drag in the grid and click the fourth cell in the second column.

Notice that the insertion point is in the table and that the contextual **Table Tools' Design and Layout** tabs appear on the Ribbon.



Select Table Elements and Navigate in a Table

Remember, the Mini toolbar appears when you select table data, just as when you select regular text. It contains frequently used commands. You can choose a command or ignore the toolbar, and it will fade away.

5. Apply the following selection techniques:
 - Hover the mouse over the left margin and use the **selection arrow** to select a row.
 - Click the **move handle**  in the upper-left corner of the table to select the entire table. (The insertion point or the mouse pointer must be in the table for the move handle to appear.)
 - Hover the mouse pointer just above the top border of the table and use the **down-pointing, black mouse pointer** to select a column.
6. Deselect by clicking anywhere in the table and then use the following notes to navigate in a table:
 - Use **Tab** and **Shift+Tab** to move forward and back one cell at a time.
 - Position the insertion point at the end of a row (not the last row) and tap **Tab** to move to the beginning of the next row.
 - Press **Alt+Page Up** to move to the top of the column.
 - Press **Alt+Page Down** to move to the end of the column.

Enter Data in a Table

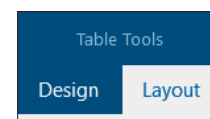
7. Enter the following information:

Stella·Martin¶ 127·Stevens·Street¶ Cleveland,·OH·44113¶ 216-555-1212¶ SSMartin5@yahoo.com ¶	¶
OBJECTIVE¶	¶
QUALIFICATIONS¶	¶
EXPERIENCE¶	¶

8. Save the document.

Modifying a Table

Whenever you click in a table or select cells, rows, or columns, the contextual Layout tab appears. All the features you'll need to modify your table's structure are located here. Also, some of these features are available in the pop-up menu when you right-click in a table.



Inserting Rows and Columns

You can insert new columns and rows into an existing table. If you want to insert multiple rows or columns, you must first select the same number of existing rows or columns as you want to insert. For example, to insert two new rows, select two existing rows first. You can also add a row to the bottom of a table with a tap of the **Tab** key when the insertion point is in the last table cell.

A quick and easy way to insert a single row or column is with the **insert control** that appears when the mouse pointer is hovered just above or to the left of the table, and between rows or columns.

	216-555-1212
	SSMartin5@yahoo.com
	OBJECTIVE
	QUALIFICATIONS
	EXPERIENCE

☰ Table Tools → Layout → Rows & Columns | Right-click in the table and choose Insert

Merging/Splitting Cells and Aligning Data

You can merge two or more adjacent cells in the same row or column into a single cell. The merge option is often used to create a heading row that spans the width of the table. You can also **split** a single cell into multiple cells.

You can split the entire table, if desired. The first step is to position the insertion point anywhere in the row that you want to become the first row of the second table. Then, execute the Split Table command. When formatting marks are visible, you will see a paragraph between the two tables. To rejoin the table, delete the paragraph symbol.

☰ Table Tools → Layout → Merge → Merge Cells or Split Cells | Right-click in the table and choose Merge Cells or Split Cells

☰ Table Tools → Layout → Merge → Split Table

Aligning Table Data

You can align data horizontally or vertically, and you can change the direction of text. You can also modify the cell margins thereby customizing the spacing between cells.

☰ Table Tools → Layout → Alignment

DEVELOP YOUR SKILLS: W2-D2

In this exercise, you will use several techniques to insert and delete rows. You will also merge cells and align data within cells.

1. Choose **File** → **Save As** and navigate to your **Word Chapter 2** folder.
2. Name the file: **W2-D2-StellaResume**

Insert and Delete Rows

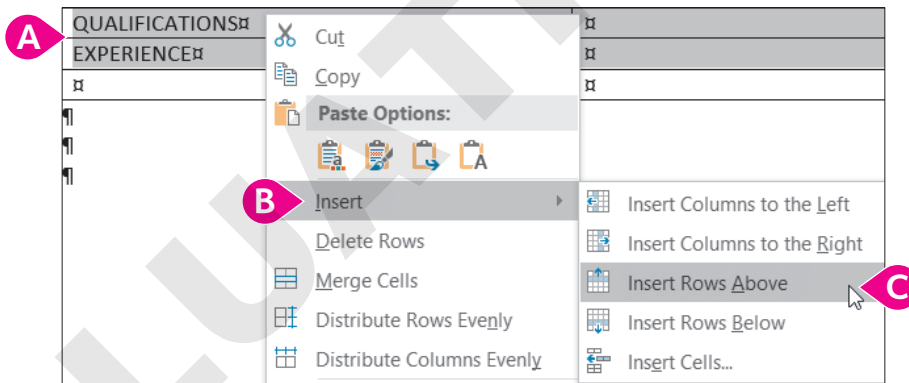
3. Make sure the insertion point is in the table.
4. Move the mouse pointer to the left edge of the table between the first and second rows until the insert control appears as shown.

+	216-555-1212¶ SSMartin5@yahoo.com¶
	OBJECTIVE¶
	QUALIFICATIONS¶

5. Click the **insert control** to add a row to the table.
You will leave this row blank to add white space between the heading row and the rest of the table.
6. Position the insertion point in the last table cell (last column, last row) and then tap **Tab** to generate a new row.
If you want to add several columns or rows at once, you must select the number of columns or rows that you want to add.
7. Use the selection arrow in the left margin to select the **QUALIFICATIONS** and **EXPERIENCE** rows.

+	OBJECTIVE¶
+	QUALIFICATIONS¶
+	EXPERIENCE¶
	¶


8. Follow these steps to insert two rows in the table:

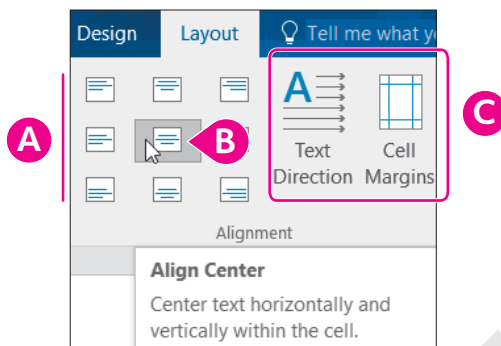


- A Position the mouse pointer within the selected rows and right-click to display the menu.
- B Choose **Insert**.
- C Choose **Insert Rows Above** from the submenu.
Two rows are inserted because two rows were selected. Now you will delete one of the rows.
9. Select the second blank row, position the mouse pointer in the gray selected area, and right-click to display the menu.
10. Choose **Delete Rows** from the menu.
Now you will insert another blank row.
11. Use the selection arrow to select the **EXPERIENCE** row and then right-click in the selected row.

12. Choose **Insert** from the menu and then choose **Insert Rows Above** from the submenu. Click anywhere in the table to deselect the row.
13. Use the **insert control** to insert another row at the bottom of the table.

Merge Cells and Align Data


14. Position the selection arrow to the left of the first row and click to select the row.
15. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells** .
Row 1 is now one cell that spans the width of the table.
16. Choose **Table Tools**→**Layout**→**Alignment**.
The alignment options on the left of the Alignment group offer several ways of aligning data within the cells.
17. Follow these steps to center the heading data:



- A Hover the mouse pointer over the buttons in the group on the left and notice the ToolTips that describe the alignment options.
 - B Choose the **Align Center** option.
 - C Hover the mouse pointer over the two buttons on the right and read the ToolTips.
18. Save the file.

Sizing Columns and Rows

There are a number of techniques for resizing columns and rows. The adjust pointer, which is a double-headed arrow, appears whenever you position the mouse pointer on a row or column grid-line. You can adjust the column width or row height by using the adjust pointer to drag the gridline. The Cell Size group in the contextual Table Tools' Layout tab provides handy tools for precise sizing.

 Table Tools→Layout→Cell Size

DEVELOP YOUR SKILLS: W2-D3

In this exercise, you will continue modifying the table by resizing columns and rows. Then you will finish entering data in the résumé.

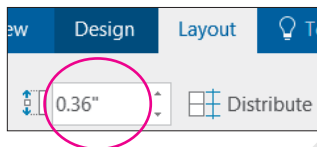
1. Save your file as: **W2-D3-StellaResume**
The left column is wider than it needs to be.
2. Choose **View**→**Show**→**Ruler**.

- Follow these steps to narrow the left column:

Stella Martin 127 Stevens Street Cleveland, OH 44113 216-555-1212 SSMartin5@yahoo.com	
OBJECTIVE	← A
QUALIFICATIONS	



- Position the mouse pointer on the center vertical gridline; it changes to the adjust pointer (a double-headed arrow).
- Drag left until the column is approximately 1½" wide. You can use the ruler at the top of the page as a guide.
- Position the mouse pointer on the bottom border of the *OBJECTIVE* row and notice the adjust pointer is a double-headed arrow pointing up and down.
- Drag down a bit to increase the row height and then position the insertion point in the *OBJECTIVE* row.
- Choose **Table Tools**→**Layout**→**Cell Size** and hover the mouse pointer over the buttons to observe their purpose.

These buttons offer more precise sizing options. Notice the height of the OBJECTIVE row in the Table Row Height field. (Your measurement may differ.)







- Position the insertion point in the next row and notice the default row height is 0.19".
Now you will resize the OBJECTIVE row to the same size as the other rows.
- Position the insertion point in the *OBJECTIVE* row, then click in the **Table Row Height** field, type **0.19**, and tap **Enter**.

Enter Data

- Position the mouse pointer in the second cell of the *OBJECTIVE* row and type: **Retail Computer Sales**
- Position the insertion point in the second cell of the *QUALIFICATIONS* row.
Now you will type a bulleted list of Stella's qualifications.
- Choose **Home**→**Paragraph**→**Bullets** , type **Hardware/Software**, and tap **Enter**.
*The next bullet will need to be demoted one level; however, inside a table, you cannot use the **Tab** key to demote. Remember, using **Tab** in a table moves the insertion point to the next cell.*
- Choose **Home**→**Paragraph**→**Increase Indent** .

13. Complete the list, including the last bullet:
- **Hardware/Software**
 - In-depth knowledge of computer hardware and peripherals
 - Understanding of computer operating systems and end-user applications, including Windows and Microsoft Office Suite
 - Maintain hardware and software knowledge via blogs, newsletters, and conventions
 -

Now you need to promote the last bullet. This time you will decrease the indent.



14. Choose **Home**→**Paragraph**→**Decrease Indent** .
15. Type the following list, remembering to use the **Increase Indent**  button to demote:
- **Sales**
 - Ability to build good customer relations
 - Good presentation skills
 - Familiar with sales-proven strategies
 - Ability to close the sale
16. Position the insertion point in the second cell of the *EXPERIENCE* row; type **Sales Intern, Best Computers (Summers, 2013–2016)** and tap **Enter**.
17. Type the remaining lists, remembering to use **Increase Indent**  and **Decrease Indent**  to demote and promote bullet points:

Sales Intern, Best Computers (Summers, 2013–2016)

- **Presales**
 - Prepared demonstrations describing hardware and software features and benefits
 - Prepared proposals and sales contracts
- **Sales**
 - Sold various brands of PCs, tablets, and notebooks, including IBM, Hewlett Packard, Compaq, and Macintosh
 - Recommended software based on customer needs
 - Performed follow-up activities necessary to close sales
 - Closed difficult deals and exceeded sales goals
 - Assisted in promotional events
 - Recognized as Intern of the Month on three occasions
- **Post Sales**
 - Scheduled delivery and installation and implemented training schedules
 - Followed up with customers to ensure satisfaction

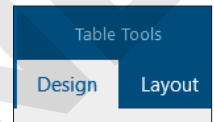
18. Position the insertion point in the first cell of the last row and type: **EDUCATION**
19. In the second cell of the *EDUCATION* row, type: **Computer Science Graduate, Case Western University**
20. Choose **File**→**Print** to view your document in the Print screen.

Notice that the résumé is too high on the page.

21. Click **Back**  to return to the Word screen.
22. Choose **Layout** → **Page Setup dialog box launcher** , click the **Layout** tab, choose **Center** from the Vertical Alignment field, and click **OK**.
23. Save and close the file.

Formatting with Borders, Shading, and Styles

Borders, shading, and styles can enhance the readability of a table, and they add pizzazz. Whenever you click in a table or select cells, rows, or columns, the contextual Design tab appears. The features you need to modify your table's formatting are located here. Among other things, the Layout tab allows you to convert an entire table to text, or you can select specific parts of a table to convert to text.







The Borders and Shading buttons have memory, meaning they reflect the last option chosen in the current session. This is handy if you want to apply the same effect multiple times. You can also remove borders from a table to provide a nice aesthetic effect. Often, gridlines will remain as a guide for you to build out your table, but these gridlines will not show up on a printed page.

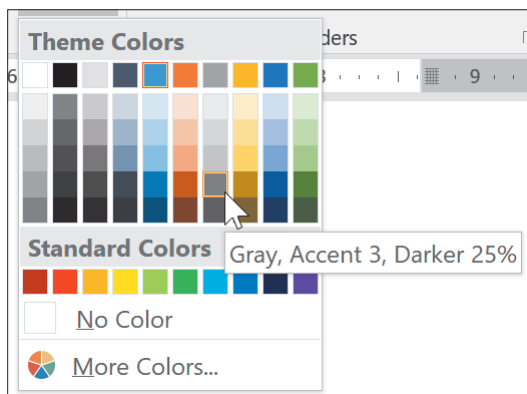
Just like regular text, you can also use the formatting tools on the Home tab to format tables. Or, use the Mini toolbar, which provides convenient formatting tools right at your mouse pointer when you select data. When selecting styles, you can hover your mouse over the various options to see a Live Preview of how the table will look should you decide to apply that style.

DEVELOP YOUR SKILLS: W2-D4

In this exercise, you will open a document and convert the existing text into a table. Then, you'll apply formatting using borders, shading, and styles. Finally, you will convert part of the table to text. Stella has started a list of hiring managers she plans to contact. Because she intends to make many contacts, a table is the perfect tool for staying organized.

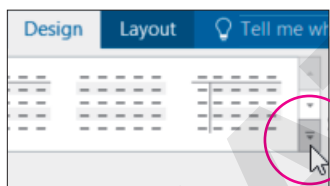
1. Navigate to your **Word Chapter 2** folder, open **W2-D4-JobContacts**, and save it as: **W2-D4-JobContactsRevised**
The text in this document looks disorganized. You can convert it into a table to give the content more structure.
2. Use **Ctrl**+**A** to select the entire document and then choose **Insert** → **Tables** → **Table** → **Convert Text to Table**.
3. In the dialog box that appears, leave all default settings and click **OK**.
Word uses existing tabs and paragraphs from the original text to organize the information.
4. If necessary, click the **move handle**  in the upper-left corner of the table to select the entire table.
Remember, the insertion point has to be in the table, or you have to hover the mouse pointer over the table for the move handle to appear.
5. Choose **Table Tools** → **Design** → **Borders** → **Borders**  **menu button** ▼ and choose **No Border**.
You may see gridlines within the table, but they won't print; they are there just to guide you. The Borders menu button ▼ on the Design tab provides the option to turn gridlines on or off.

6. Select the first table row, choose **Table Tools**→**Design**→**Borders**→**Borders**  menu button **▼**, and then choose **Outside Borders**.
7. Keep the first row selected and choose **Table Tools**→**Design**→**Table Styles**→**Shading**  menu button **▼**.
8. Choose **Gray, Accent 3, Darker 25%** and click anywhere else in the table to deselect the first row.



Use Table Styles


9. Make sure the insertion point is in the table, navigate to **Table Tools**→**Design**→**Table Styles**, and then hover the mouse pointer over the styles shown.
Live Preview displays the various styles as they would look on your table, so you can see what will change before you commit.
10. Click the **More** button to display the full gallery of styles.



11. Choose **Grid Table 5 Dark – Accent 1**.
The style overrides your cell margin spacing, borders, and shading. In turn, you can override Table Styles formatting by applying direct formatting.
12. Select the first row of the table; choose **Home**→**Font**→**Font menu button** **▼**→**Century Gothic**. Click anywhere in the table to deselect the row.
13. Save the file but leave it open.


Convert Table to Text

Now you will separate the header information on the résumé from the rest of the table without changing the way it looks.

14. Open **W2-D3-StellaResume** and save it as: **W2-D4-StellaResume**
15. Select the entire top row of the table, where the contact information appears.
16. Choose **Table Tools**→**Layout**→**Data**→**Convert to Text** .
17. In the dialogue box that appears, leave the default *Paragraph Marks* option selected and click **OK** to convert the header row to text. Doing so removes it from the table.

Remove Table Borders

Now that you know about table borders, you can remove the default borders on the résumé to give it a sleeker look.

18. Click the **move handle** to select the entire table.
19. Choose **Table Tools**→**Design**→**Borders**→**Borders**  **menu button** ▼.
20. Choose **No Border** from the menu and then click anywhere inside the table to deselect.
21. Save and close the résumé.

Sorting Data in a Table

When sorting a table, you can choose to **sort** one or more columns in ascending or descending order and specify whether the first row of the table is a header row. The header row will not be sorted with the rest of the data.

You can sort a table by up to three levels. For example, say you have a table containing column headings for city, state, and zip. You can sort the table first by state, then by city within state, and then by zip code within city.


Name	Address	City	State	Zip
Laurie Chu	61 Granger Road	Flagstaff	Arizona	86002
Martin Hernandez	45 Priscilla Court	Holbrook	Arizona	86025
Maria Valera	254 Part Street	Colorado Springs	Colorado	80840
Ella Goodspeed	32 Ash Lane	Denver	Colorado	80215
Adam Chaffee	51 Stony Lane	Denver	Colorado	80226

Second sort level (City)
First sort level (State)
Third sort level (Zip)

DEVELOP YOUR SKILLS: W2-D5

In this exercise, you will sort data in the Job Contacts file so you can easily locate information as the contacts table continues to grow. In this example, the table will be sorted by city and by company name within the city. You could also sort the table by company name if you're looking for a particular company, or by contact date if you want to locate a company you contacted on a certain date.

Before You Begin: The W2-D4-JobContactsRevised file should still be open on the screen.

1. Save the file as: **W2-D5-JobContactsRevised**
2. With the insertion point in the table, choose **Table Tools**→**Layout**→**Data**→**Sort**  to open the Sort dialog box.

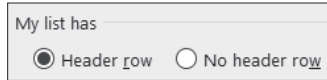
As the list grows longer, it will be convenient to have the cities sorted together so you can focus on one geographic area at a time.

3. In the Sort By field, click the **menu button** ▼ and choose **City** from the menu.

Notice the Ascending and Descending option buttons on the right. Because you won't change that option, the cities will be sorted in Ascending (A to Z) order.

- In the Then By field, choose **Co Name**.

This will sort the company names alphabetically within each city.



Notice the Header Row button in the bottom-left corner of the dialog box. This option indicates that the table has a header row, which prevents the header row from being sorted in with the rest of the data.

- Click **OK** and observe the sorted table.

Tip!

As new rows are added to the bottom of the table, simply execute the sort again to re-establish the sort order.

- Save the file and leave it open.

Working with Print and Print Preview

The Print command and Print Preview features are available in Backstage view. Here you can choose various ways to print your document, and you can use the Print Preview feature to see how your document will look when printed. You can also use the printer selection menu to export the document as a PDF file.

☰ File→Print | **Ctrl**+**P**

DEVELOP YOUR SKILLS: W2-D6

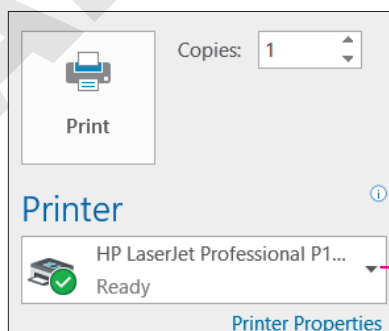
In this exercise, you will work with the Print screen in Backstage view. You will explore printing options, and you will preview the document to see how it will look when it prints.

- Choose **File→Print**.


A number of options in the Settings area help you control printing.

- Take a moment to explore the options by clicking them to see what choices are available.

Notice the top portion of the Print panel. You can choose the number of copies and any printer properties you want to modify.



You can choose a printer here, which includes an option to print to PDF.

3. If directed, click the **Print** button. If you want to conserve paper and ink and not print a page, you might print to PDF using the Microsoft Print to PDF option under the Printer selection menu button ▼, or simply click the **Back**  button.

Note!

If you printed to PDF, be sure to change back to your default printer the next time you print.

4. Exit Word.
-

What to Do Before a Job Interview

Many job search sites, such as Monster.com and Careerbuilder.com, offer career advice including interviewing tips. A web search of *interview tips* will also lead you to lots of tips to steer you in the right direction. Here are a few things to keep in mind:

- ▶ Anticipate the interviewer's questions and prepare your answers. You can even search for interview questions that are typical for a specific career, such as *interview questions for electrical engineers*.
- ▶ Practice, practice, practice. Get a friend or colleague to role play interviews with you. The more you practice, the more confident you will be during the interview.
- ▶ Think of questions you would like to ask the interviewer, especially those that demonstrate your interest in the job and company.
- ▶ Decide on your wardrobe. Conduct an Internet search for *how to dress for an interview*. Also, it's fine to ask the person scheduling the interview what the company dress code is. When in doubt, err on the side of conservatism.
- ▶ What to take with you: driving directions and contact information, folder/briefcase, paper copies of your résumé, pen, and notepad.
- ▶ What to not take with you: ear buds, cell phone that is not turned off, baseball cap, chewing gum, food or drink, distracting jewelry.

Self-Assessment





Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).

Reinforce Your Skills


REINFORCE YOUR SKILLS: W2-R1

Insert Tables and Format Table Elements

Kids for Change is partnering with the local Center for Environmental Health to identify products in the home that present a risk to babies. In this exercise, you will create and enter data in a table. You will resize columns, rows, and cell margins, and you will change alignment. You will use a Quick Table, convert a tabular document to a table, and split and merge cells.




1. Start Word and create a document using the **Blank Document** template saved as: **W2-R1-RiskToBabies**
2. Choose the **Insert**→**Tables**→**Table**  button and create a **3×6** table.
3. Enter the data shown here; then select the first row and choose **Home**→**Font**→**Bold** :

Tip!

Remember, you can add rows to the bottom of a table by tapping  when you reach the last table cell.


Member Name	School	Research Assignment
Stacey	Highland	Harmful chemicals
Jacob	Lincoln	Cribs
Noah	Tri-way	Baby slings
Emma	Blue Ridge	Bath seats
Olivia	Springville	Highchairs
Nanda	Arlington	Infant swings







Now you will resize the columns.

4. Position the mouse pointer on the border between *Member Name* and *School*.
5. When the mouse pointer changes to the adjust pointer, drag to the left about $\frac{3}{4}$ ".
6. Resize the second and third columns to be just as wide as they need to be to fit the data without allowing any text to wrap within the cell.
7. Position the adjust pointer on the bottom border of the top row and drag down until the row is about twice its original height.
8. Select the first row and choose **Table Tools**→**Layout**→**Alignment**→**Align Center** .
Next you will insert a calendar Quick Table so you can keep track of meetings with the Center for Environmental Health.
9. Position the insertion point at the end of the document and tap  twice.
10. Choose **Insert**→**Tables**→**Table** , slide the mouse pointer down to **Quick Tables**, and insert **Calendar 2**.

Now you will copy a tabular table from another file and paste it into your document.

Convert a Tabular Document to a Table




11. Open **W2-R1-FoodRisk** and then select the entire document.
12. Choose **Home**→**Clipboard**→**Copy**  and then close the file.


13. Position the insertion point at the end of the **Risk to Babies** document and tap **Enter**.
14. Choose **Home**→**Clipboard**→**Paste**  and, if necessary, display formatting marks.
Notice that the columns in this tabular table are separated by a single tab. Remember, there must be only one tab between columns for the conversion to work properly.
15. Select the entire tabular table and choose **Insert**→**Tables**→**Table** →**Convert Text to Table**.
16. Accept the defaults in the dialog box and click **OK**.
17. Use the mouse pointer to select the **Food** and **Risk Factor** columns.
18. Choose **Table Tools**→**Layout**→**Alignment**→**Align Center**.
19. Choose **Table Tools**→**Layout**→**Alignment**→**Cell Margins** .
20. In the Table Options dialog box, change the top and bottom margins to **0.04** and click **OK**.
This increases the vertical space between cells.
21. Click in the first table row.
22. Choose **Table Tools**→**Layout**→**Rows & Columns**→**Insert Above**  and then position the insertion point in the first cell of the new row.
23. Choose **Table Tools**→**Layout**→**Merge**→**Split Cells** .
24. In the Split Cells dialog box, change the number of columns to **4**; click **OK**.
25. Select the first row.
26. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells** .
27. Click in the new row and type: **Food Risk**
28. Save and close the file.

REINFORCE YOUR SKILLS: W2-R2

Format and Sort a Table


Kids for Change members are planning a demonstration of safe cleaning products at the Community Center. They plan to distribute a table document that lists safe products you can use in the kitchen. In this exercise, you will use table formats to design a professional-looking table that is engaging and easy to read.

1. Open **W2-R2-SafeClean** and save it as: **W2-R2-SafeCleanRevised**
2. Make sure the insertion point is in the table.
3. Choose **Table Tools**→**Design**→**Table Styles**, open the **Table Styles** gallery, and choose **Grid Table 4 – Accent 6**.
Hint: It's a green style.
4. Select the table and choose **Table Tools**→**Design**→**Borders**→**Borders**  menu button ▼→**Outside Borders**.
5. Select the first row and choose **Table Tools**→**Design**→**Borders**→**Borders**  menu button ▼→**Bottom Border**.
6. With the first row still selected, choose **Table Tools**→**Design**→**Table Styles**→**Shading**  menu button ▼.

7. Choose **Green, Accent 6, Darker 50%** (last green color in the right column).
8. Select the entire table and choose **Home**→**Font**→**Font menu button** ▼→**Comic Sans MS**.
9. Select in the first column starting at **Clean coffee pot** through the end of the column.
10. Choose **Home**→**Font**→**Italic** .
11. Save and close the file.

Sort a Data Table

Dylan, a Kids for Change member, volunteers at a green cleaning supply company so he can become familiar with safe cleaning products. He has been asked to take inventory this month, which is a good way to get to know the products. Dylan plans to sort the inventory list by Category and then by Sub-Category. This will make it easier to locate the items in the warehouse.

12. Open **W2-R2-Inventory** and save it as: **W2-R2-InventoryRevised**
13. Select the entire table and choose **Table Tools**→**Layout**→**Data**→**Sort** ; if necessary, choose the **Header Row** option in the bottom-left corner of the Sort dialog box.
14. Choose **Sort By menu button** ▼→**Category** and then choose **Then By**→**Sub-Category**; click **OK**.

It will now be easier for Dylan to inventory the cleaning supplies.



Use Print and Print Preview

15. Choose **File**→**Print** to display the Print options in the Backstage view.
16. Choose the **Printer menu button** ▼ to see the list of available printers and select **Microsoft Print to PDF**. Leave all other settings as they are.
17. Click the **Print** button and, in the save dialog box that appears, navigate to your student exercise files folder.
18. Save the PDF print as: **W2-R2-InventoryPrint**
If the PDF file is automatically opened, close it.
19. Save and close the file.

REINFORCE YOUR SKILLS: W2-R3

Insert and Format Tables

This holiday season Kids for Change members are working with the local fire department to collect toys for needy kids. The members will be assigned to different neighborhoods for collecting toys. In this exercise, you will format a table that tracks how many toys each member collects. In preparation for sending out mailing lists and tracking additional donations, you will sort a table, insert a Quick Table, and convert text to a table.

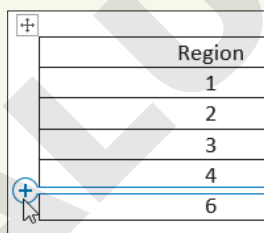
1. Open **W2-R3-Toys** and save it as: **W2-R3-ToysRevised**
2. Select the second and third columns of the first table.
3. Choose **Table Tools**→**Layout**→**Alignment**→**Align Center** .
4. Select the entire table and choose **Table Tools**→**Layout**→**Alignment**→**Cell Margins** .
5. Change the top and bottom margins to **0.06** and then click **OK**.

Merge Cells, Format the Table, and Sort Data

6. Select the four **Sycamore** cells in the third column.
7. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells**  and then delete three of the *Sycamore* entries.
8. Use the same technique to merge the *Homestead Valley* and *Middle Ridge* cells, and then delete three *Homestead Valley* and three *Middle Ridge* entries.
9. Select the entire table.
10. Choose **Table Tools**→**Design**→**Borders**→**Borders**  menu button ▼→**No Border**.
Only the gridlines, which do not print, are visible—unless they were turned off. (Remember, you can turn gridlines on and off via the Table Tools' Design tab and the Borders menu button ▼.)
11. Choose **Table Tools**→**Design**→**Table Styles**→**More** →**Grid Table 4 – Accent 5 style**.
Hint: It's a blue style.
Several Kids for Change regional directors plan to meet after the toy collection to discuss plans for next year's collection. They compiled a mailing list of directors who will be notified of the meeting. Now you will sort the mail, as presorted mail results in lower postage rates.
12. Scroll to the table on page 3 and position the insertion point in the table.
13. Choose **Table Tools**→**Layout**→**Data**→**Sort** .
14. Ensure that **Header Row** in the Sort dialog box is chosen and then choose to sort first by **State**, then by **City**, and finally by **Zip**. Click **OK**.
The California cities are sorted in ascending alphabetic order within State, and the Dallas Zip codes are sorted in ascending numeric order within City.

Insert Rows and Resize Columns


15. Scroll to the table on page 4 and click to place the insertion point anywhere inside the table.
Region 5 was accidentally omitted.
16. Position the mouse pointer to the left of, and between, the last two rows until the insert control appears.



Region
1
2
3
4
5
6


17. Click the **insert control** to insert a blank row between the last two rows and then enter the following data in the new row:

5	1,951	2,543
---	-------	-------


18. Select the entire table and choose **Table Tools**→**Layout**→**Cell Size**→**AutoFit** →**AutoFit Contents**.

Insert a Quick Table and Convert Text to a Table

Kids for Change members decided to take up a collection from friends and family to purchase additional toys. You will insert a Quick Table for tracking the donations.

19. If necessary, display formatting marks and then position the insertion point next to the last paragraph symbol on page 4.
20. Choose **Insert**→**Tables**→**Table** →**Quick Tables**→**Tabular List**.
21. Select the **ITEM** heading and type **MEMBER** in its place; select the **NEEDED** heading and type **AMOUNT** in its place.
22. Select the remaining rows, tap **Delete**, and then enter the new data as shown:

MEMBER	AMOUNT
Ella	\$20
Tom	\$17
Roger	\$32
Stella	\$15
Jennifer	\$22
Max	\$29
Jose	\$35
Albert	\$40

23. Scroll to page 2 and select the rows in the tabular table.
24. Choose **Insert**→**Tables**→**Table** →**Convert Text to Table**.
25. When the Convert Text to Table dialog box appears, click **OK** and then save and close the file.

Apply Your Skills

APPLY YOUR SKILLS: W2-A1

Insert and Modify a Table

Universal Corporate Events is finalizing its schedule for the autumn cruises. You have been asked to complete the September cruise schedule for the Bahamas. In this exercise, you will insert a new table, align data, and resize columns and cell margins.

1. Start Word, open **W2-A1-CorpEvents**, and save it as: **W2-A1-CorpEventsRevised**
2. If needed, display formatting marks and then position the insertion point on the first blank line below *Oceanic Cruise Lines*.
3. Insert a **4x4** table and enter the data shown:

Date	Itinerary	Ship	From
09/02/25	4-night Bahamas Cruise from Miami	Oceanic Star	\$560
09/09/25	3-night Bahamas Cruise from Miami	Oceanic Jewel	\$600
09/30/25	7-night Bahamas Cruise from New York	Oceanic Odyssey	\$1159


You accidentally overlooked the September 22 cruise, so you'll add that now.

4. Use the **insert control** to add a row between the last two rows and then enter this information:

09/22/25	7-night Bahamas Cruise from New York	Oceanic Star	\$1120
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5. Select the last two columns and then center-align the text.
6. Use the adjust pointer to resize the columns to the approximate width shown in the following figure:



Date	Itinerary	Ship	From
09/02/25	4-night Bahamas Cruise from Miami	Oceanic Star	\$560
09/09/25	3-night Bahamas Cruise from Miami	Oceanic Jewel	\$600
09/22/25	7-night Bahamas Cruise from New York	Oceanic Star	\$1120
09/30/25	7-night Bahamas Cruise from New York	Oceanic Odyssey	\$1159

7. Set the top/bottom margins of all cells to: **0.08"**
8. Insert a new row at the top of the table.
9. Merge the cells in the new row and type **Travel Special** as the table heading.
Next, you will convert a table to text.
10. Scroll to page 2 and select the entire table.
11. Choose **Table Tools**→**Layout**→**Data**→**Convert to Text**  and then click **OK**.
12. Save and close the file.


APPLY YOUR SKILLS: W2-A2

Format and Sort Tables

A Universal Corporate Events sales rep has asked you to prepare two tables of travel packages that he will present to two different clients. In this exercise, you will format the tables with borders, shading, and table styles, and then you will sort the data.

1. Open **W2-A2-Universal** from your **Word Chapter 2** folder and save it as: **W2-A2-UniversalRevised**
2. Remove the borders from the table on page 1.
3. Select the first row and use the **Borders**  menu button ▼ to apply a bottom border.
4. Apply a bottom border to the last row of the table.
5. Select the first row and then choose **Table Tools**→**Design**→**Table Styles**→**Shading**  menu button ▼ →**Gold, Accent 4, Darker 25%**.
6. Select the third row and apply: **Gold, Accent 4, Lighter 60%**
7. Apply the same color you used in the third row to the fifth row.
8. Scroll to page 2, position the insertion point in the table, choose **Table Tools**→**Design**→**Table Styles**, and open the Table Styles gallery.
9. Choose **Grid Table 6 Colorful – Accent 4**; it's a yellow style.

Sort Data and Insert a Row

10. Using the page 2 table, specify that the table has a header row and sort by the **Travel Package** column in ascending order.
11. Using the page 1 table, insert a blank row at the top of the table, merge the cells in the first row, and type: **Universal Corporate Events**
12. Use **Align Center**  to center the heading and then apply shading, **Gold, Accent 4, Lighter 40%**.
The black print in the second row is a bit hard to read.
13. Change the font color to white.

Print the File

14. Open the Print window in the Backstage view.
15. Use the **Printer** menu button ▼ to select your printer and print the file.
If you'd rather stay green and print a digital version of the file, select Microsoft Print to PDF and save the file as a PDF print.
16. Save and close the file.

APPLY YOUR SKILLS: W2-A3

Create and Format Tables

The Universal Corporate Events marketing manager has asked you to create a list of the day tours from Paris. She also asked that you reformat the list of African trips and modify and reformat the Asian tour table. In this exercise, you will create a table, convert a table to text, and sort and reformat a table.

1. Open **W2-A3-Travel** from your **Word Chapter 2** folder; save it as **W2-A3-TravelRevised** and, if necessary, display formatting marks.
2. Position the insertion point next to the first paragraph symbol at the top of the page.
3. Insert a **4x5** table and enter the data as shown:

Day Tours	From	When	Duration
Versailles	\$70	Daily except Mon	4 hrs.
Eiffel Tower	\$75	Daily	3 hrs.
Louvre Museum	\$65	Daily except Tue	2.5 hrs.
Moulin Rouge Show	\$153	Daily	4.5 hrs.

4. Scroll to page 3 and select the table.
5. Convert the table to text; ensure that the **Tab** option is chosen in the dialog box.

Sort a Table

6. Scroll to page 2 and position the insertion point in the table.
7. Open the Sort dialog box, indicate that the table has a header row, and sort by the **Destination** column in ascending order.
8. Delete the **Discount** column and use the **insert control** to add a column between *Dates* and *Duration*.
9. Enter the information as shown:

Departure
San Francisco
Los Angeles
Los Angeles
San Diego
San Francisco

10. Select **columns 2–5** and position the mouse between two of the selected columns until you see the column adjust pointer.
11. Double-click to autofit the columns to the width of the longest entry in each of the selected columns.
12. Insert a row at the top of the table and merge all cells in the row.
13. Type **Universal Corporate Events** in the row and center-align the text.
14. Select the entire table and remove all borders.
15. Select the first row, apply outside borders, and apply the shading color **Blue, Accent 1, Lighter 60%**.
16. Save and close the file; exit Word.

Project Grader

If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

PROJECT GRADER: W2-P1

Formatting a Business Letter

Global Games International has been providing products to Taylor Games for many years. In this exercise, you will create a well-formatted letter to send to customers that introduces some new items they may want to add to their product line.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **W2_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **W2_P1_Start** from your **Word Chapter 2** folder.
2. Replace the word *collection* at the end of the first main paragraph with: **product line**
3. Insert an empty paragraph above the complimentary close, *Sincerely*.
4. Apply **Bullets** formatting to these lines:
 - *Net 30 terms*
 - *90 day returns policy*
 - *No minimum orders*
 - *Free shipping on orders over \$50.00*
5. In the Catan table row, change the number *51.00* to: **55.00**
6. Add the following new rows to the table:
 - Add this header row to the top of the table:

Item Name	Category	Your Cost	Suggested Retail
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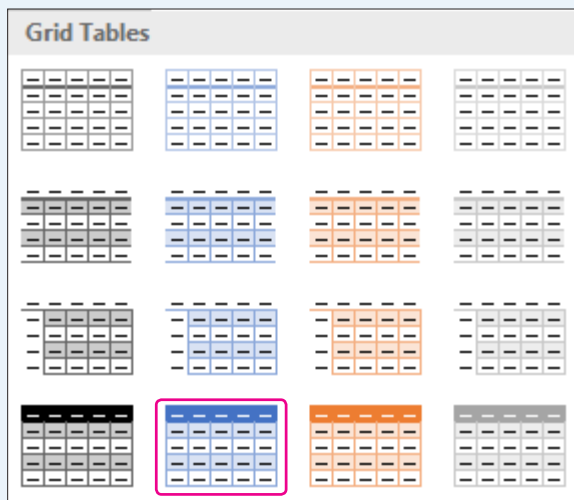
- Add these rows to the bottom of the table:

History of Board Games	Books	9.50	15.00
Monopoly Deluxe	Board Games	10.50	18.50

7. In table **columns 3 and 4**, apply **Align Right** paragraph formatting to all cells.
8. Sort the table using these settings:

Setting	Value
Sort by	Category in Ascending order
Then by	Item Name in Ascending order
My list has	Header row

9. Apply the table style **Grid Table 4 – Accent 1** to the table.



10. Set these table column widths:

Column	Width
Column 1	2"
Column 2	0.9"
Column 3	1.5"

11. Save your document.

- *Using eLab:* Save it to your **Word Chapter 2** folder as: **W2_P1_eSubmission** and attach the file to your eLab assignment for grading.
- *Not using eLab:* Save it to your **Word Chapter 2** folder as: **W2_P1_Submission**

PROJECT GRADER: W2-P2

Enhancing a Welcome Letter for New Members

In this exercise, you will enhance a welcome letter for new Classic Cars Club members. The letter needs a table and formatting to organize and present the information in a professional manner.

1. Download and open your Project Grader starting file.
 - *Using eLab:* Download **W2_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
 - *Not using eLab:* Open **W2_P2_Start** from your **Word Chapter 2** folder.
2. On the empty paragraph above *Today's Date*, insert a **2 column** by **1 row** table.
3. Enter this text in the new table:

Classic Cars Club	PO Box 6987 Ferndale, WA 98248
--------------------------	---

4. In **cell 1**, apply **14 pt** and **Bold** formatting to the *Classic Cars Club* text.
5. Apply these table cell alignments:

Cell	Alignment
Cell 1	Align Center Left
Cell 2	Align Center Right

6. Remove all table borders.

- Insert two more empty paragraphs above *Today's Date*. Feel free to replace the *Today's Date* text with the current date in the format you desire.

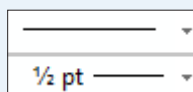


- Apply **Bullets** formatting to these paragraphs:
 - Free entry to local and regional shows
 - A 30% entry discount on the national show
 - A 25% discount on merchandise purchases
 - A free Classic Cars Club plaque
 - A free Classic Cars Club license plate frame
- Set these column widths for the three-column table in the center of the document:

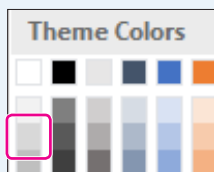
Column	Width
Column 1	1.5"
Column 2	2.25"
Column 3	1"

- Sort the table using these settings:
 - Sort by: **Locations** in **Ascending** order
 - My list has: **Header row**
- Insert a new row at the top of the table.
- Merge all cells in the new row.
- Enter text in and apply formatting to the merged cell as follows:
 - Enter the text: **Available Partner Discounts**
 - Apply **14 pt** and **Bold** formatting to the text you just entered
 - Apply **Center** paragraph alignment
- Select all table cells starting with **row 2** (don't include the **row 1** merged cell) and apply these border settings to the selection:

Setting	Value
Line Style	Solid, single line
Line Weight	½ pt
Borders	Outside Borders



- Apply **White, Background 1, Darker 15%** shading to all cells in **row 2**.



16. Apply these border settings to all cells in **row 2**:

Setting	Value
Border Line Style	Solid, single line
Border Line Weight	1½ pt
Borders	Bottom Border

17. Apply **Bold** font formatting to all text in **row 2**.

18. Save your document as:

- *Using eLab:* Save it to your **Word Chapter 2** folder as **W2_P2_eSubmission** and attach the file to your eLab assignment for grading.
- *Not using eLab:* Save it to your **Word Chapter 2** folder as: **W2_P2_Submission**

Extend Your Skills

These exercises challenge you to think critically and apply your new skills in a real-world setting. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

W2-E1 That's the Way I See It

You own a hardware store, and a few building contractors order from you in large quantities. Track their contact information in a ten-row table with column heads for Name, Address, City, State, and Zip. Your business covers four states: Utah, Arizona, New Mexico, and Colorado. Include each state and sort by State, then by City, then by Zip. Add a column at the end of the table for Phone and enter the new data. Add a header row, centering your company name. Apply a table style and then save the file as: **W2-E1-Contractors**

W2-E2 Be Your Own Boss

Business is “blooming” at Blue Jean Landscaping; you need to get control of inventory. Decide how many landscapers work for you and the number of items needed to keep them supplied. Create a six-row table listing tools, such as spades and hoes. Note how many you have and how many you need to add. Include headings for Item, Location, Units Needed, Units in Stock, Units to Add, and Price. Add five rows of data, sort by Item, and resize the columns as needed. Add a header row centering the company name. Add borders and shading for readability. Print the file or use Microsoft Print to PDF to create a PDF version. Save the file as: **W2-E2-Inventory**

W2-E3 Demonstrate Proficiency

The chef at Stormy BBQ will introduce a new dish. Decide on the dish and then create a document named: **W2-E3-Order**.

Set up a table for the food order; include item, price, quantity, and cost and then enter five food items. Sort the table in an order you think most useful. Add a heading row and center the restaurant name. Size the table so it's easy to read and apply a table style of your choice.

EVALUATION ONLY