**Elements of a Table**

<table>
<thead>
<tr>
<th>Location</th>
<th>Excursion Length</th>
<th>Standard</th>
<th>Loyalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Las Vegas</td>
<td>3-day</td>
<td>$1,000</td>
<td>$850</td>
</tr>
<tr>
<td>Paris</td>
<td>3-day</td>
<td>$2,000</td>
<td>$1,100</td>
</tr>
<tr>
<td>Beijing</td>
<td>3-day</td>
<td>$4,000</td>
<td>$3,500</td>
</tr>
<tr>
<td>Las Vegas</td>
<td>5-day</td>
<td>$1,700</td>
<td>$1,400</td>
</tr>
<tr>
<td>Paris</td>
<td>5-day</td>
<td>$3,400</td>
<td>$3,000</td>
</tr>
<tr>
<td>Beijing</td>
<td>5-day</td>
<td>$5,000</td>
<td>$4,500</td>
</tr>
<tr>
<td>Las Vegas</td>
<td>7-day</td>
<td>$2,500</td>
<td>$2,200</td>
</tr>
<tr>
<td>Paris</td>
<td>7-day</td>
<td>$5,000</td>
<td>$4,500</td>
</tr>
<tr>
<td>Beijing</td>
<td>7-day</td>
<td>$7,000</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

**Navigating a Table**

- **Next cell** ................. Tab
- **Previous cell** .......... Shift + Tab
- **Next row** ............... ↓
- **Previous row** ........... ↑
- First cell in a row ....... Alt + Home
- Last cell in a row .......... Alt + End
- First cell in a column ...... Alt + Page Up
- Last cell in a column......... Alt + Page Down

**Selecting Cells**

- **Select a Single Cell:** Click in the lower-left corner of a cell, when the cursor changes to an arrow ; or triple-click a cell; or click the Table Tools Layout tab, click Select ↓, and choose Select Cell.
- **Select a Row:** Click to the left of the table row (just outside the table itself); or click the Table Tools Layout tab, click Select ↓, and choose Select Row.
- **Select a Column:** Click above a column, when the cursor changes to an arrow ; or click the Table Tools Layout tab, click Select ↓, and choose Select Column.
- **Select an Entire Table:** Click the table selector button in the upper-left corner of a table; or click the Table Tools Layout tab, click Select ↓, and choose Select Table.

**Table Style Options**

- **Configure Table Style Options:** With the text cursor within the table, click the Table Tools Design tab, then check the check boxes in the Table Style Options group to toggle certain table elements. The appearance of these elements will vary, based on the current Table Style.
- **Header Row:** Applies special formatting to the first row of a table.
- **Total Row:** Applies special formatting to the final row of a table.
- **Banded Rows:** Alternates the shading for the body rows between two different colors.
- **First Column:** Applies special formatting to the first column in a table.
- **Last Column:** Applies a special formatting to the last column in a table.
- **Banded Columns:** Alternates the shading for body columns between two different colors.
## Graphics

**Insert a Picture:** Place the text cursor where you want to insert a picture, click the **Insert** tab, click the **Pictures** button, select a picture, and click **Insert**.

**Remove a Picture’s Background:** Select a picture, click the **Format** tab, and click the **Remove Background** button. Areas that will be removed are highlighted. Click the **Mark Areas to Keep** button to draw over any area accidentally highlighted, and click the **Mark Areas to Remove** button to draw over any area that needs to be removed. Click the **Keep Changes** button.

**Insert a Text Box:** Click the **Insert** tab, click the **Text Box** button, and select a style of text box.

**Insert a Shape:** Click the **Insert** tab, click the **Shapes** button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).

**Format a Shape:** Select a shape, then click the **Format** tab and use the options in the **Shape Styles** group to customize the appearance of the shape.

- Click the **Shape Fill** button and select a color to change the shape’s fill color.
- Click the **Shape Outline** button and select a color and weight for the shape’s outline, as well as dash and arrow styles.
- Click the **Shape Effects** button and select a shape effect, such as shadow, glow, or bevel.
- Select a shape style preset from the **Shape Styles** gallery. Click the gallery’s **More** button to expand the gallery to see more presets.

**Insert WordArt:** Click the **Insert** tab, click the **Insert WordArt** button, and select a style of WordArt.

**Insert a Chart:** Click the **Insert** tab, click the **Add a Chart** button, select a chart category on the left, select a chart type, and click **OK**. Edit the chart data in the window that opens.

**Resize an Object:** Select an object, then click and drag the sizing handles on the sides and corners until it’s the size you want.

**Move an Object:** Select an object, then click and drag it to a new location.

**Rotate an Object:** Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the **Format** tab, click the **Rotate Objects** button, and select a rotation option.

**Flip an Object:** Select an object, click the **Format** tab, click the **Rotate Objects** button and select **Flip Vertical** or **Flip Horizontal**.

## Delete an Object

**Delete an Object:** Select an object, then press the **Delete** key.

**Position an Object on the Page:** Select an object, click the **Format** tab, click the **Position** button, and select a position.

**Wrap Text Around an Object:** Select an object, click the **Format** tab, click the **Wrap Text** button, and select a text wrapping style.

**Move an Object Up or Down One Layer:** Select an object, click the **Format** tab, and click the **Bring Forward** button to move the object forward one layer, or click the **Send Backward** button to send the object backward one layer.

**Move an Object to the Front or Back:** Select an object and click the **Format** tab. Click the **Bring Forward** button list arrow and select **Bring to Front** to bring the object to the front-most layer. Or, click the **Send Backward** button list arrow and select **Send to Back** to move the object to the back-most layer.

**Group Objects:** Select multiple objects, click the **Format** tab, click the **Group Objects** button, and select **Group**.

**Ungroup Objects:** Select a group, click the **Format** tab, click the **Group Objects** button, and select **Ungroup**.

**Align Objects:** Select multiple objects, click the **Format** tab, click the **Align** button, and select an alignment option.

**Distribute Objects:** Select multiple objects, click the **Format** tab, click the **Distribute Horizontally** button, and select **Distribute Vertically**.

## Styles, Themes, and Templates

**Apply a Theme:** Click the **Design** tab, click the **Themes** button, and select a theme.

**Use a Document Template:** Click the **File** tab, click **New**, search for a template in the search field or select a recommended template, select a template, and click **Create**.

**Create a Document Template:** Click the **File** tab, click **Save As**, select a location, give the file a name, click the **Save As Type** list arrow, select **Word Template**, and click **Save**.

### Long Documents

**Use Outline View:** Click the **View** tab and click the **Outline** button.

**Demote Items:** While in Outline view, click the item you want to demote and click the **Demote** button (or the **Demote to Body Text** button).

**Promote Items:** While in Outline view, click the item you want to promote and click the **Promote** button (or the **Promote to Heading** button).

**Navigate Long Documents:** Click the **View** tab, check the **Navigation Pane** check box, and use the **Pages** tab to browse by page, or use the **Headings** tab to navigate by headings.

**Add a Bookmark:** Select the text you want to bookmark, click the **Insert** tab, click the **Bookmark** button in the **Links** group, give the bookmark a name, and click **Add**.

**Insert a Section Break:** Place the cursor where you want the section to start, click the **Layout** tab, click the **Breaks** button, and select a type of section break.

**Insert a Hyperlink:** Select the text you want to use as a link, click the **Insert** tab, click the **Link** button, choose what type of link to create, choose where to link to, and click **OK**.

**Create Footnotes and Endnotes:** Click the text that you want the footnote / endnote to refer to, click the **References** tab, click the **Insert Footnote** button (or **Insert Endnote** button), and type your footnote / endnote.

**Insert a Table of Contents:** Place the text cursor where you want to insert a table of contents, click the **References** tab, click the **Table of Contents** button, and select a table of contents style.

**Insert an Index Entry:** Select the text you want the index entry to refer to, click the **References** tab, and click the **Mark Entry** button. Set any index entry options you want, then click **Mark** (or, click **Mark All** to mark all instances of the text). Click **Close**.

**Insert an Index:** Place the text cursor where you want to insert an index, click the **References** tab, click the **Insert Index** button. Set up the index’s options, then click **OK**.

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