



Word

Intermediate

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Contents

Tables	9
Create Tables	10
Insert a Table.....	10
Add a Row or Column	11
Delete a Row or Column	12
Convert Tables	13
Convert Text to Tables	13
Convert Table to Text.....	14
Resize Rows and Columns.....	15
Manually Resize	15
Distribute Rows and Columns.....	16
Automatically Resize	17
Table Styles	18
Apply a Table Style	18
Adjust Style Options.....	19
Table Borders and Shading	20
Add a Border	20
Add Cell Shading	21
Position a Table.....	22
Align a Table	22
Move a Table.....	23
Adjust Text Wrapping	23
Resize a Table.....	24
Cell Alignment and Margins.....	25
Text Alignment.....	25
Add Cell Margins	26
Merge and Split Cells	27
Merge Cells	27
Split Cells.....	28
Split Tables	28
Sort a Table	29
Sort Tables	29
Row Headers and Page Breaks.....	30

Repeat Row Headers	30
Adjust Page Break Options	31
Graphics.....	33
Pictures	34
Insert a Picture	34
Insert an Online Picture	35
Crop a Picture	36
Use Picture Styles	37
Use Artistic Effects.....	37
Screenshots and Remove Background	38
Insert a Screenshot.....	38
Remove a Background	39
Text Boxes.....	40
Insert a Text Box	40
Draw a Text Box.....	41
Link Text Boxes	42
Shapes	43
Insert a Shape	43
Shape Styles.....	44
Add Text.....	45
Icons.....	46
Insert an Icon	46
Format an Icon.....	47
Drawings	48
Create a Drawing	48
Change Pen Type	49
Erase a Drawing	50
Add Descriptive Text.....	51
Add Alt Text	51
WordArt.....	52
Insert WordArt.....	52
Format WordArt	53
Charts.....	54
Insert a Chart	54
Add Chart Data	55
Change the Layout.....	55
Modify Chart Elements.....	56

SmartArt.....	57
Insert SmartArt Diagrams	57
Add Text	58
Format SmartArt	59
Modify Objects.....	60
Resize an Object.....	60
Move an Object.....	61
Rotate an Object	61
Delete an Object	62
Position and Text Wrap.....	63
Wrap Text Around an Object	63
Position an Object.....	64
Align an Object to Text.....	65
Layer Objects.....	66
Use the Layer Object Buttons	66
Use the Selection Pane	67
Flip and Rotate Objects.....	68
Flip or Rotate an Object	68
Distribute and Align	69
Distribute or Align an Object	69
Group Objects	70
Group	70
Ungroup	71
Styles, Themes, and Templates	73
Apply and Modify Styles	74
Apply a Style.....	74
Change Style Sets	75
Create a Style	76
Modify a Style	77
Only Show Styles in Use	77
Themes.....	78
Apply a Theme	78
Customize a Theme.....	79
Templates.....	80
Use a Document Template	80
Create a Document Template.....	82
Edit a Custom Template.....	84

Custom Themes and Style Sets.....	85
Create Custom Color Sets.....	85
Create Custom Fonts Sets.....	87
Create Custom Themes	88
Create Custom Style Sets.....	89
Long Documents	91
Outlines	92
Outline View	92
Demote or Promote Items.....	92
Collapse and Expand Headings.....	93
Navigate Long Documents.....	94
Turn on the Navigation Pane.....	94
Use the Navigation Pane	94
Bookmarks	96
Add a Bookmark	96
Find a Bookmark.....	97
Pagination and Hyphenation Options	98
Control Pagination.....	98
Control Hyphenation	100
Sections	101
Insert a Section Break.....	101
Customize a Section Layout.....	102
Cross References	103
Insert a Cross-reference	103
Links.....	105
Insert a Link	105
Table and Figure Captions	107
Add a Figure Caption	107
Add a Table Caption	108
Add Table of Figures.....	109
Footnotes and Endnotes	111
Create Footnotes and Endnotes.....	111
Modify Footnote and Endnote Properties	112
Citations.....	113
Create a Citation.....	113
Add a Bibliography	114
Table of Contents	115

Insert a Table of Contents	115
Customize a Table of Contents	116
Update a Table of Contents	118
Index.....	119
Insert an Index Entry	119
Insert an Index	121
Update an Index.....	122

Tables

You can use tables in your documents to arrange text and data neatly in a grid, organized by columns and rows. Once you've entered information into a table, you can style a table to stand out on the page or sort a table's contents alphabetically or numerically.

In this module, you'll learn how to create tables from scratch or from existing text. You'll also learn how to change a table's size, position, and style, as well as how to sort a table's contents.

Objectives

Create Tables

Convert Tables

Resize Rows and Columns

Table Styles

Table Borders and Shading

Position a Table

Cell Alignment and Margins

Merge and Split Cells

Sort a Table

Row Headers and Page Breaks

Create Tables

Tables are very useful tools when creating and formatting documents. For example, with a table you can:

- **Align Text, Numbers, and Graphics:** Many people prefer to use tables for alignment instead of tab stops because text can wrap to multiple lines in a table.
- **Create a Form:** You can use tables to store lists of telephone numbers, clients, and employee rosters.
- **Share Information:** You can use tables to share information between programs. For example, you can copy and paste a table's information into a Microsoft Excel worksheet or Access database.
- **Create a Publication:** Tables make it easier to create calendars, brochures, business cards, and many other publications.

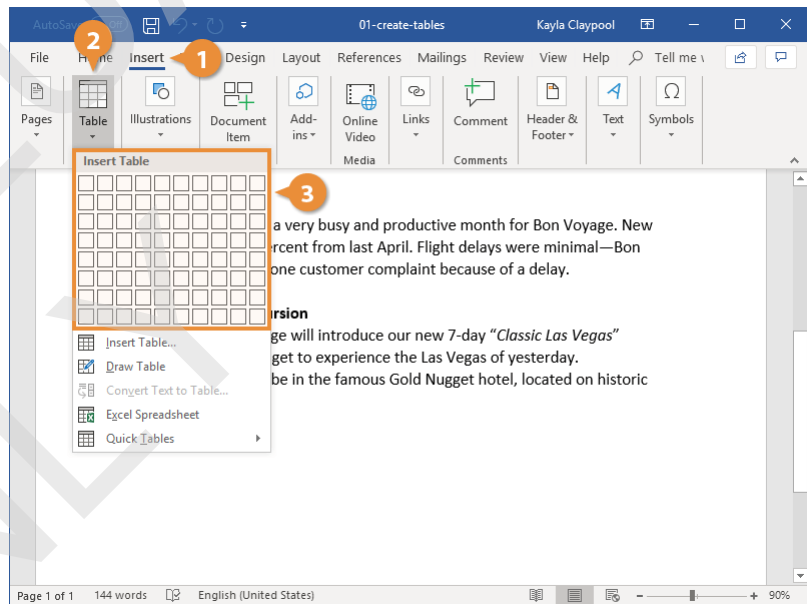
Insert a Table

To create a table, you must first determine how many columns (which run up and down) and rows (which run left to right) you want to appear in your table. Cells are small, rectangular boxes where the rows and columns intersect. The number of columns and rows determines the number of cells in a table.

- 1 Click the **Insert** tab.
- 2 Click the **Table** button.
- 3 Use the grid to select how many columns and rows you'd like.

The table with the specified number of rows and columns is inserted.
- 4 Enter your content into your newly created table.

You can use the arrow keys to navigate from cell to cell as you type. You can also press the **Tab** key to move to the next cell.



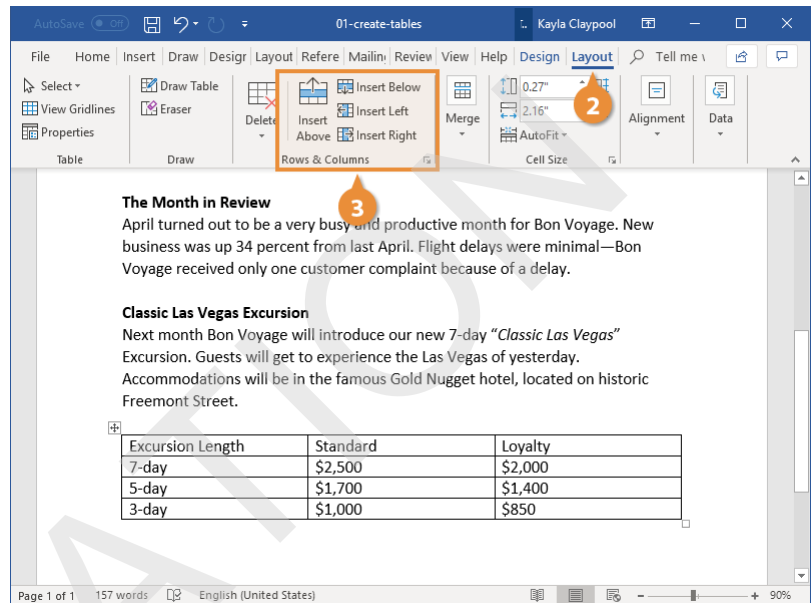
Add a Row or Column

You can add more columns and rows to a table after you've inserted it. This way, you're not trapped using a fixed structure if you need to add more data later.

- 1 Select a cell in a row or column adjacent to where you want the new row or column inserted.
- 2 Click the **Layout** tab in the Table Tools ribbon group.
- 3 Click one of the **Insert** buttons in the Rows & Columns group.

You can insert a row above or below the selected cell's row, or a column to the left or right of the selected cell's column.

Tip: Hover your mouse above the line between columns, or to the left of the line between rows, and click the **+** button that appears to quickly add a new column or row.

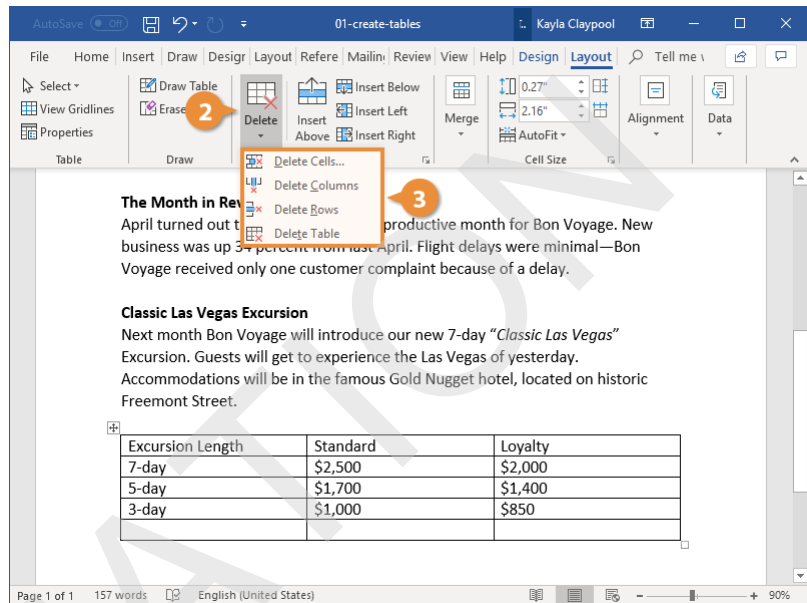


Delete a Row or Column

You can delete rows and columns that you don't want, in case you made a table that was bigger than you needed.

- 1 Select a cell in a row or column you want to delete.
- 2 Click the **Delete** button on the Layout tab (in the Table Tools ribbon group).
Here, you have the option to delete the specific cell, the column or row the selected cell is in, or the entire table.
- 3 Select one of the options.

If you decide to delete only the selected cell, you can choose how to move the rest of the cells around to fill the gap. You can shift the rest of the row's cells to the left or shift the rest of the column's cells up.



Convert Tables

You don't need to create a table from scratch every time. You can convert a selection of existing text into a table, as long as it's properly formatted. You can also convert an existing table into regular text, in case you want to keep the data but don't need it in a table.

Convert Text to Tables

If you have a lot of text already formatted properly, you can quickly turn it into a table.

- 1 Select the text and make sure it's properly formatted.
Word will insert a new column when a **tab** character is found, so make sure that columns are separated by tabs.

- 2 Click the **Insert** tab.

- 3 Click the **Table** button.

- 4 Select **Convert Text to Table**.

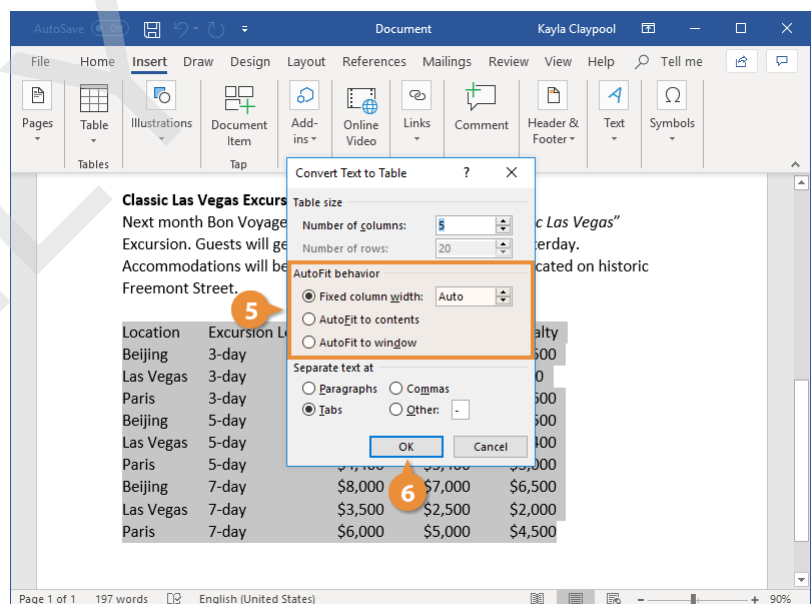
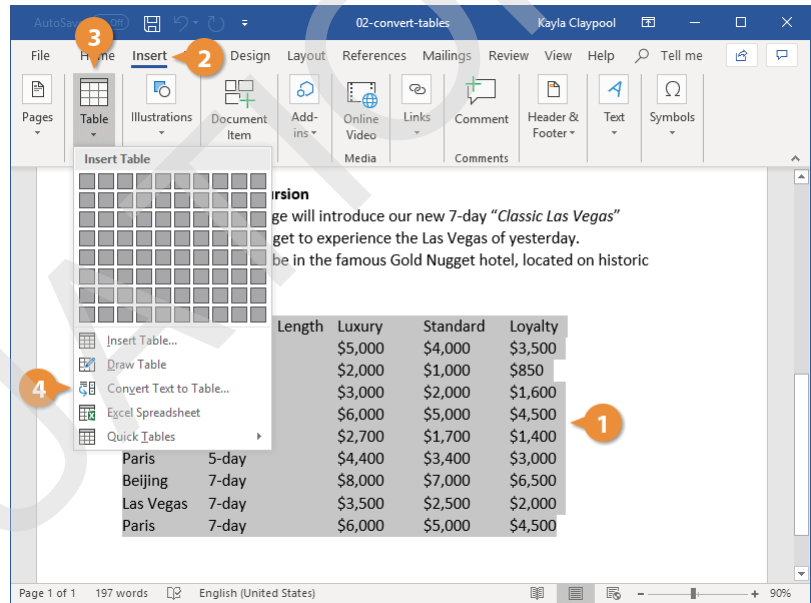
If the text was formatted right, some of the options in this dialog box should already be filled in. Otherwise, set the number of columns and rows, and how to separate the text into columns.

- 5 (Optional) Customize AutoFit behavior.

You can choose whether to set a fixed column width, automatically fit the columns to the content, or automatically fit the table to the page or window.

- 6 Click **OK**.

The selected text is automatically turned into a table.

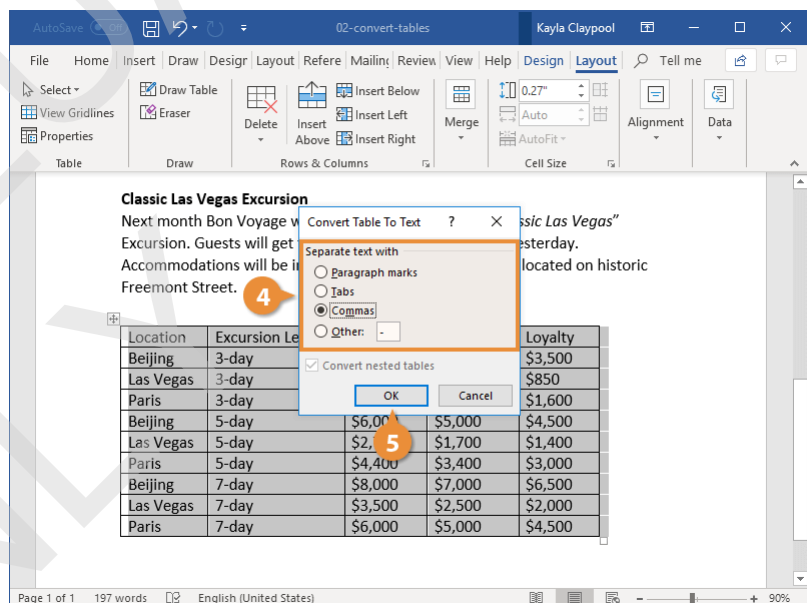
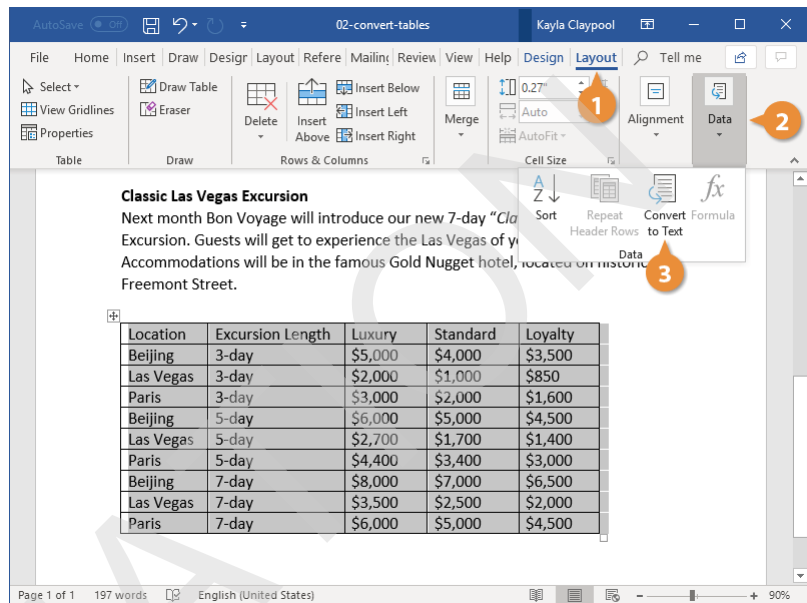


Convert Table to Text

You can also convert an existing table back into plain text. This frees up the text from the table, so that you can keep the table's data without the strict table formatting.

- 1 With the table selected, click the **Layout** tab.
- 2 Expand the **Data group**, if necessary.
- 3 Click the **Convert to Text** button.
- 4 Choose how you want the cells separated.
You can separate the columns with new paragraph marks, tabs, or commas. You could also specify another custom separator.
- 5 Click **OK**.

The table is converted back to text.



Resize Rows and Columns

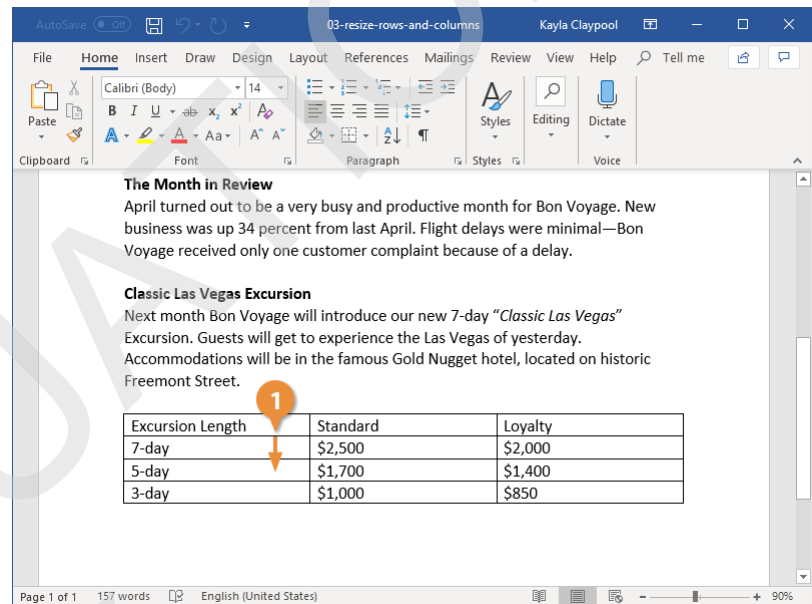
When you first create a table, all the rows and columns will start the same size. As you add information to the table, you'll likely find that some rows and columns will need to be bigger than others. You can adjust the size of rows and columns manually, or automatically resize them.

Manually Resize

The most direct way to manually adjust the width of a column or the height of a row is by directly adjusting them with the mouse.

- 1 Click and drag a cell border until the row or column is the size you need.

The columns or rows adjust to the new size.

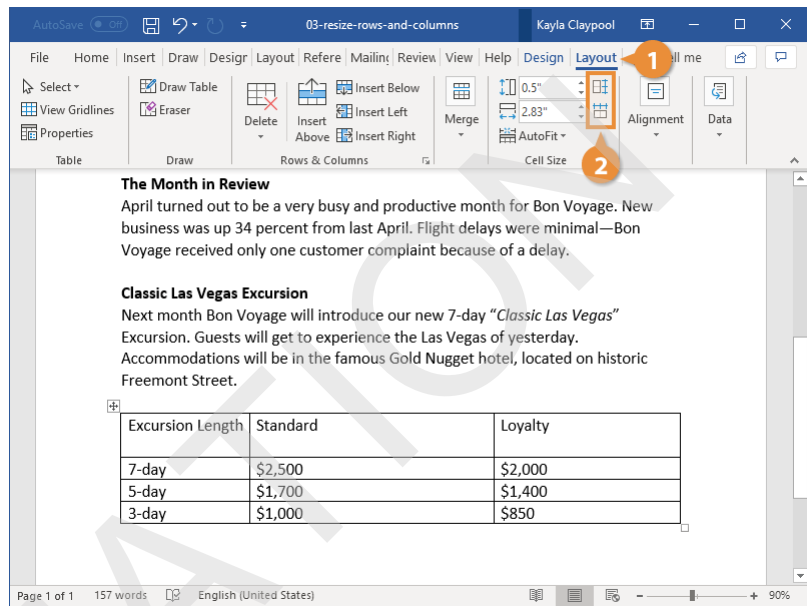


Distribute Rows and Columns

If your table has columns and rows of different sizes, you can distribute them so that they're all the same width or height.

- 1 Click the **Layout** tab in the Table Tools ribbon group.
- 2 Click the **Distribute Columns** button or the **Distribute Rows** button.

The columns or rows in the table are all set to the same width or height.



Automatically Resize

You can also have rows and columns resize automatically to fit the table's contents.

1

Click the **AutoFit** button.

The AutoFit menu has three options.

- **AutoFit Contents** will automatically resize the rows and columns to fit the content in the cells. The table will automatically adjust to new content, resizing the columns and rows as you type.
- **AutoFit Window** will resize the table to fill the available space on the page.
- **Fixed Column Width** will stop the columns and rows from resizing as new content is added if you've previously enabled an AutoFit setting.

2

Select an AutoFit option.

The table's rows and columns are resized according to the option you selected.

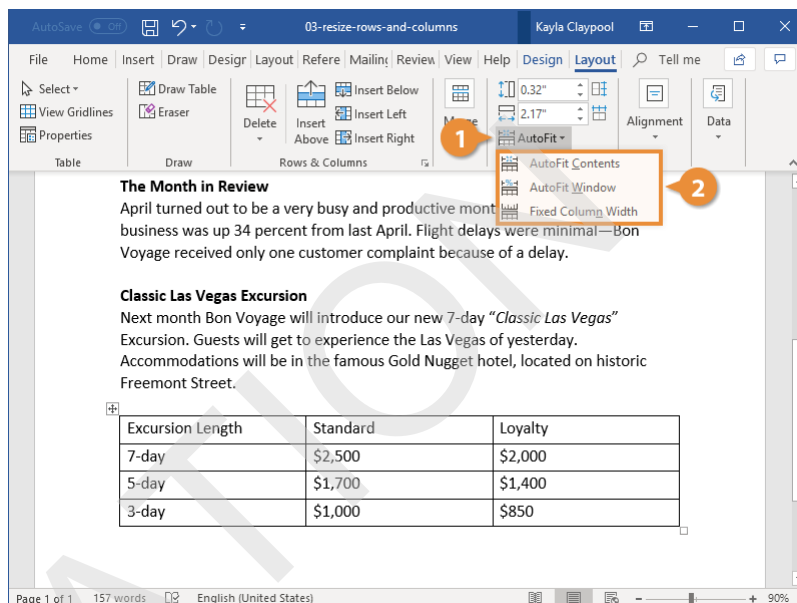


Table Styles

Apply a Table Style

By default, a table is created with the Table Grid style, which includes a basic black border around each cell in the table. Word includes many built-in styles that provide more visual appeal.

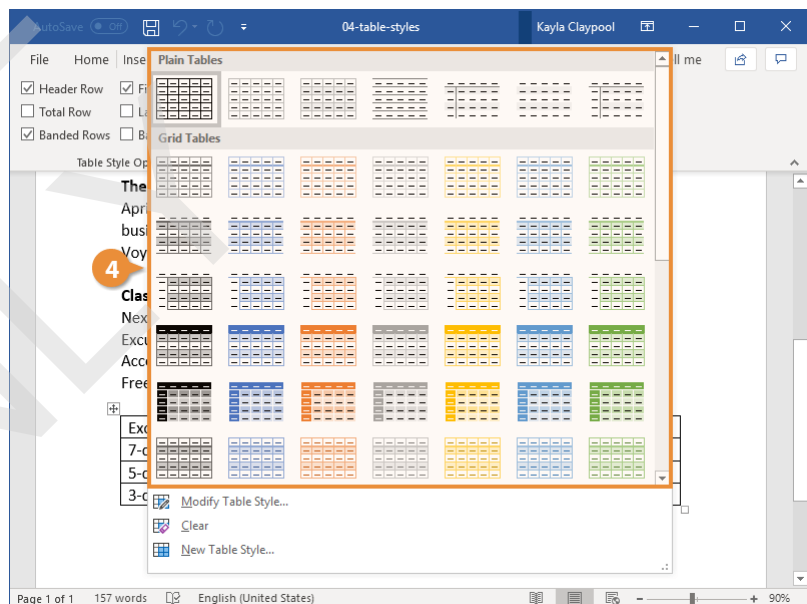
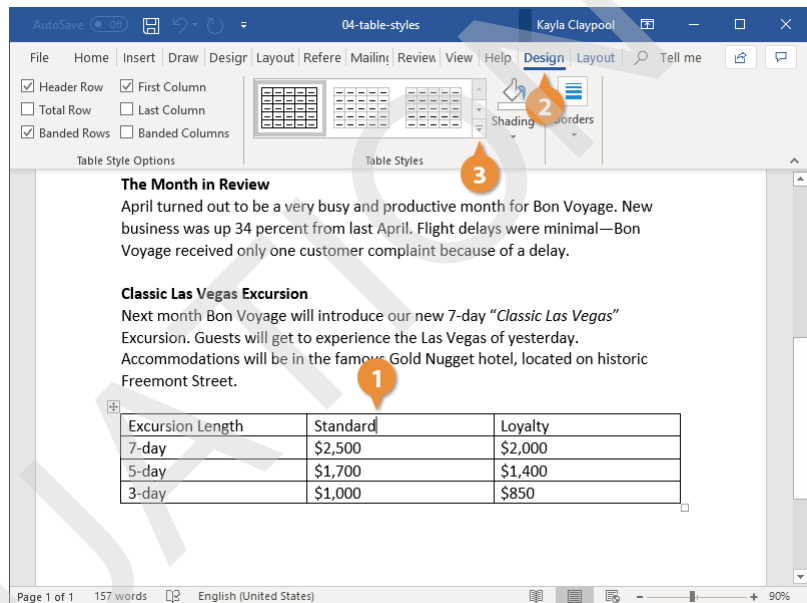
- 1 Click inside the table.
- 2 Click the **Design** tab in the Table Tools ribbon group.

The Table Styles group will show a few table styles, but to see the rest, you'll need to expand the gallery.
- 3 (Optional) Click the Table Styles **More** button to see all the available styles.
- 4 Select a style.

The style is applied to the table, changing the borders, shading, and colors.

Tip: You could create a new style by selecting **New Table Style** or modify an existing one by selecting **Modify Table Style** and choosing which formatting you'd like.

Tip: To remove a Table Style, select **Clear** from the More Table Styles menu.



Adjust Style Options

You can further customize a table style by changing the table style options.

1

Use the check boxes in the Table Style Options group to toggle the following settings:

- **Header Row** will apply special formatting to the first row of the table. This special formatting can include font effects, or font, background, and border color.
- **First Column** will apply special formatting to the first column.
- **Total Row** will add special formatting to the final row of a table, designed to summarize the rows above it.
- **Last Column** will apply special formatting to the last column to summarize the earlier columns.
- **Banded Rows** will alternate the background color of rows.
- **Banded Columns** will alternate the background color of columns.

Tip: The special formatting applied by each option is controlled by the style that's been applied to the table. You can customize these formatting options by clicking the Table Styles **More** button, then selecting **Modify Table Style**.

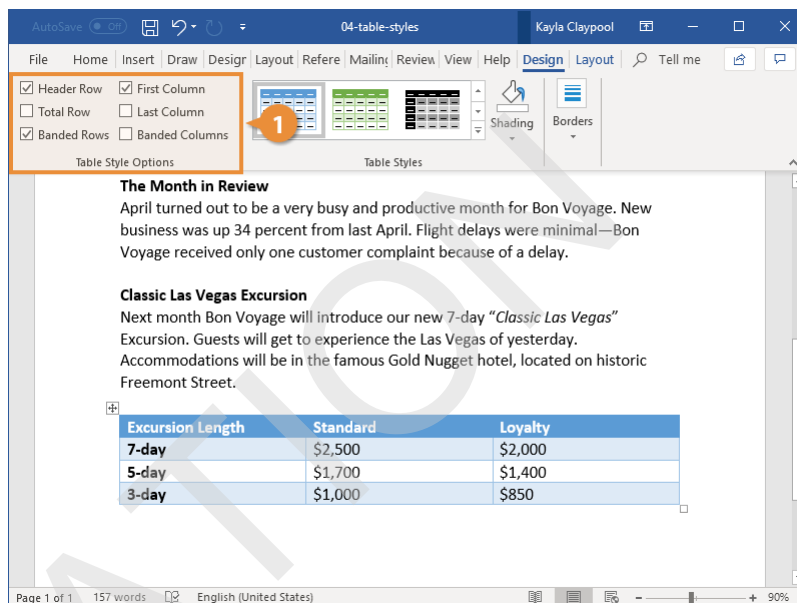


Table Borders and Shading

Add a Border

Borders can improve a table's appearance, giving it a polished, professional look. Borders also make it easier to keep the information in different cells visually separate.

- 1 Select a cell, multiple cells, or the whole table.

Borders will only be added to the cell or cells you have selected.

- 2 Click the **Design** tab in the Table Tools ribbon group.

Before applying a border, you need to specify the border style. You can individually select a line style, weight, and color, or use an existing border style.

- 3 Click the **Border Styles** list arrow.

This menu shows a few borders included in the document theme, in a variety of colors and line styles.

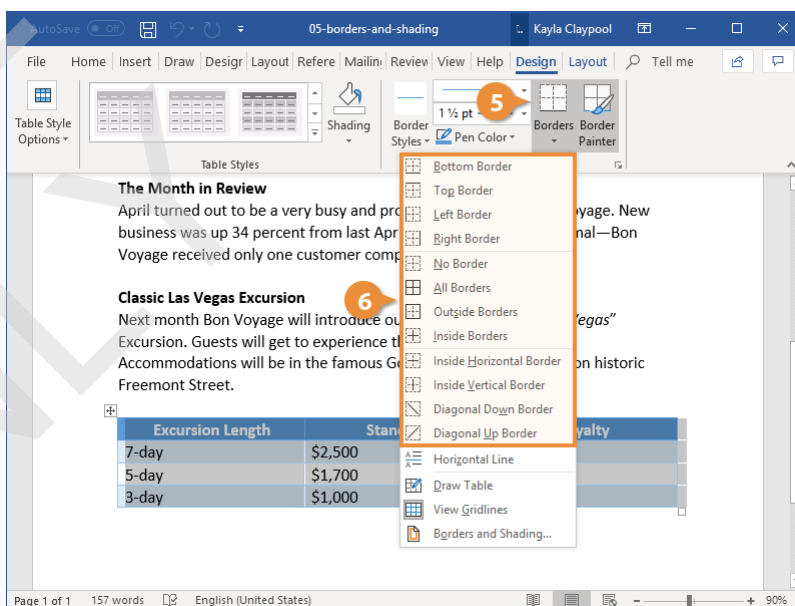
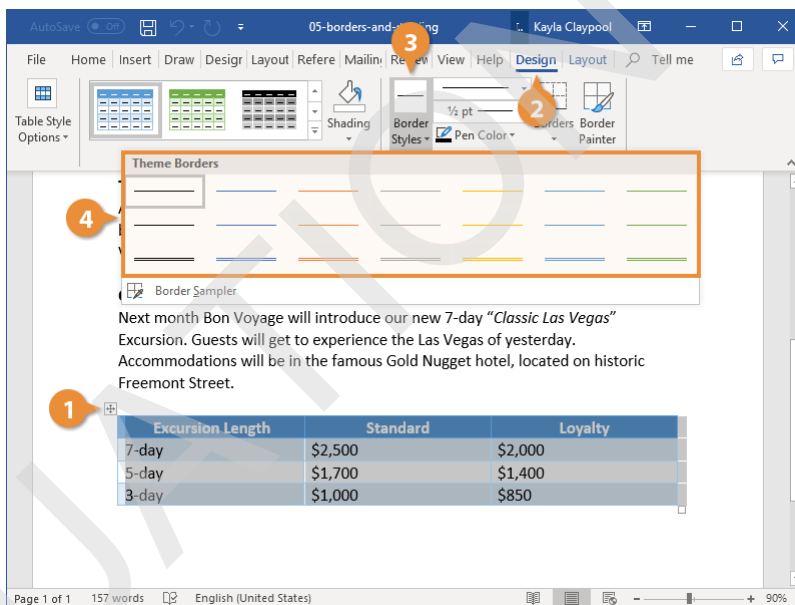
- 4 Select a border style.

Now that you've selected a border style, choose which borders to apply that style to.

- 5 Click the **Borders** list arrow.

This menu shows which borders the style can be applied to. You can select All Borders or a subset.

- 6 Select the borders you want to add.



The selected border style is applied to the selected borders.

Tip: Select **No Borders** from the Borders menu to remove borders from the selected cells.

Add Cell Shading

Shading includes fill colors and patterns that you can apply to table cells.

1 Select the cell or cells you want to add shading to.

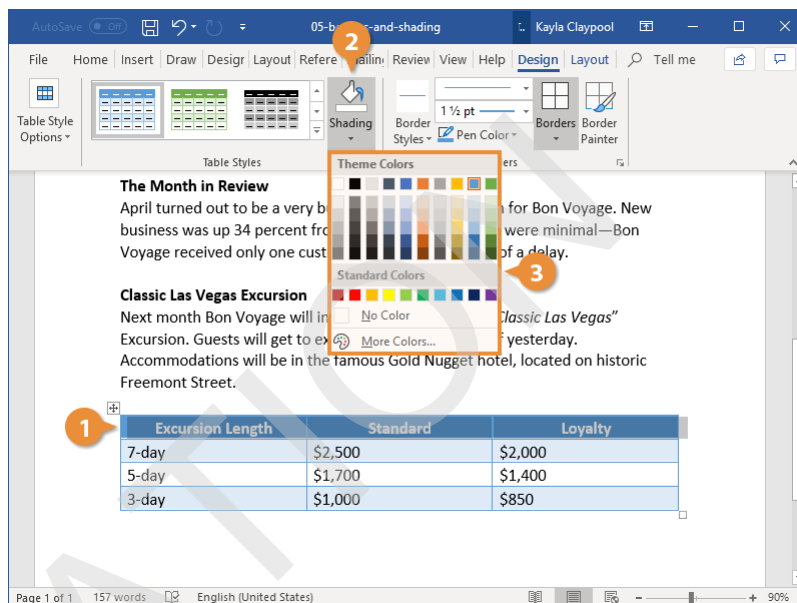
2 Click the **Shading** list arrow on the Table Tools Design tab.

The shading menu will show a spectrum of colors from the current document theme as well as a few standard colors. You could also select **More Colors** to select a custom color or select **No Color** to remove existing shading.

3 Select a color.

The color is added as a background to the selected cells.

Tip: To use a pattern instead of a solid color in your table, click the Borders group dialog box launcher, click the **Shading** tab, and select a pattern in the Style list.



Position a Table

Tables aren't simply stuck where they are when you first insert them. You can move them around manually or let Word position them automatically for you.

Align a Table

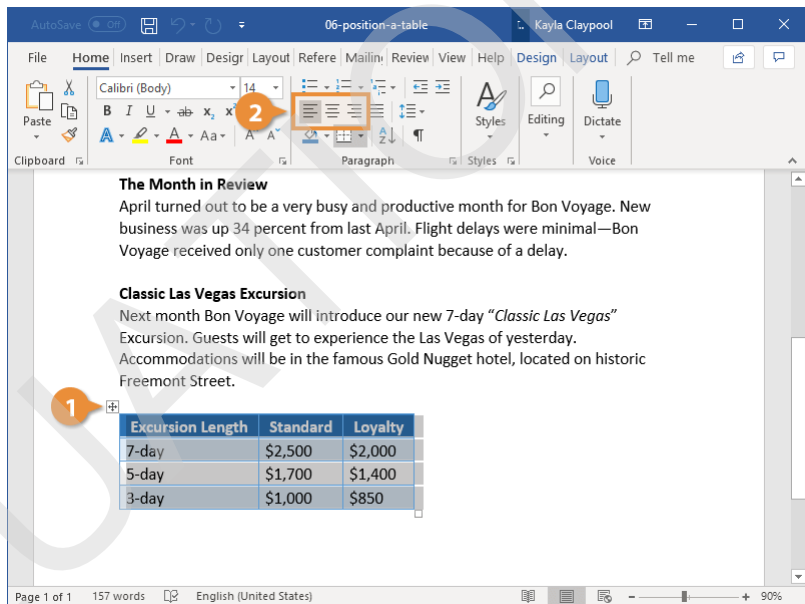
You can position a table the same way that you position regular text, using the alignment controls.

- 1 Select the table by clicking the Move handle (⛶) that appears above the top left corner of the table.

It's important that the whole table is selected. If only certain cells are selected, the text in those cells will be aligned instead of the table.

- 2 Select an alignment option in the Paragraph group on the Home tab.

The table is aligned to the left, center, or right margin of the page, just like text would be.

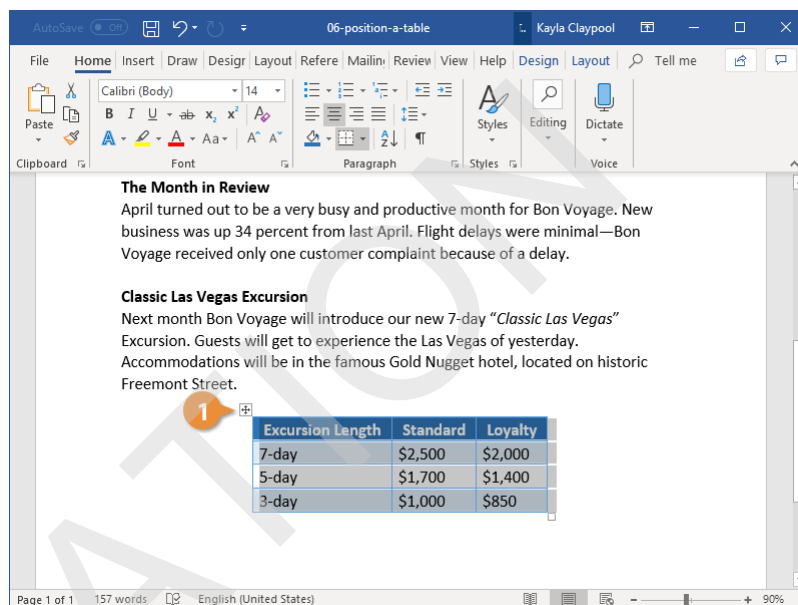


Move a Table

If the basic alignment options don't position the table where you want it to be, you can move the table around the page manually.

- 1 Click the table's Move handle (⊕) and drag it to where you want to move the table.

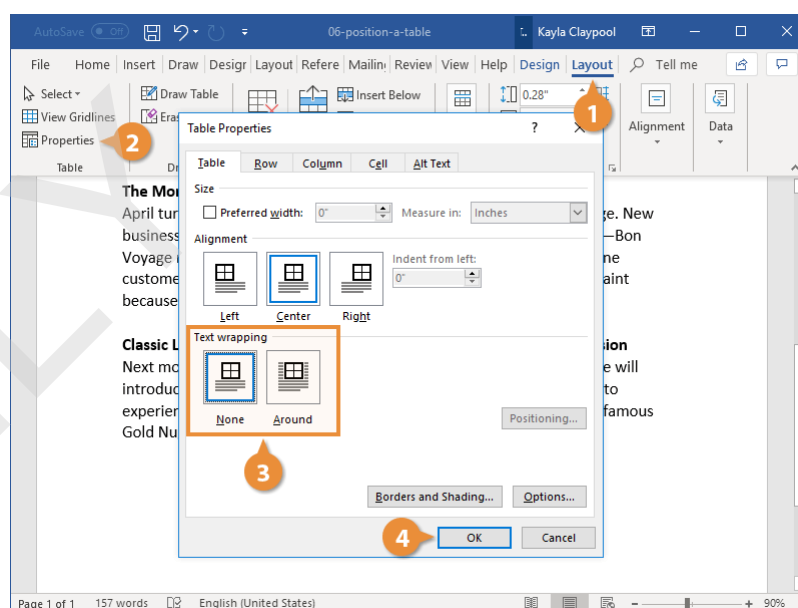
The table moves, and the text on the page moves around to make room.



Adjust Text Wrapping

Text wrapping controls how text in your document flows around a table.

- 1 With the table selected, click the **Layout** tab in the Table Tools ribbon group.
- 2 Click **Properties**.
- In the Text Wrapping section of the dialog box, you can choose from two text wrapping options.
 - **None** will clear the areas to the left and the right of the table.
 - **Around** will let the text wrap around the table on the left and right sides.
- 3 Make your text wrapping selection.
- 4 Click **OK**.



The text wrapping is changed to the selected setting.

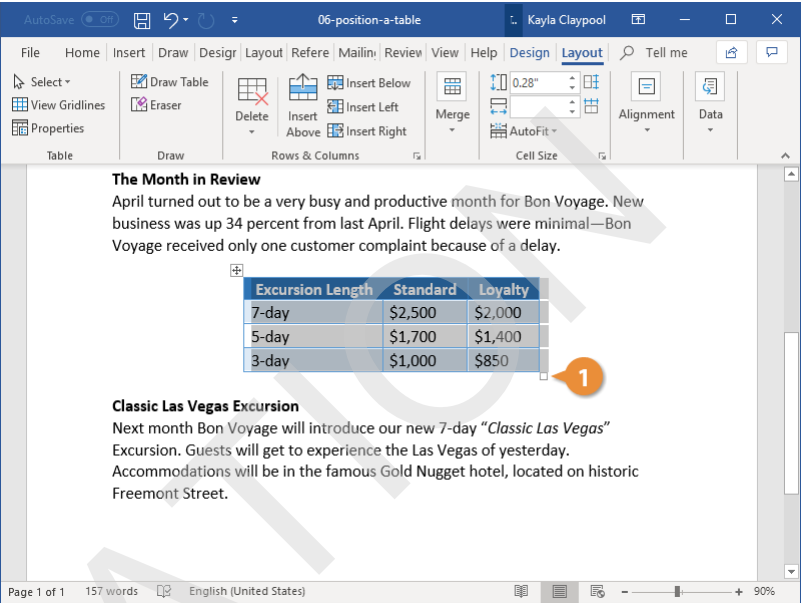
Resize a Table

You can also easily resize a table to fit within a certain space.

- 1
- Click and drag the Sizing box in the bottom-right corner of the table to make your table larger or smaller.

The table is resized, with the columns and rows resizing proportionally.

Tip: You can also specify a preferred table width, but not height, in the Table Properties dialog box.



Cell Alignment and Margins

Text Alignment

You can control how text is aligned within a table cell, just like you'd align text on the page.

- 1 Select the cell or cells you want to align.

You could also select the entire table if you want to align all the text together.

- 2 Click the **Layout** tab in the Table Tools ribbon group.

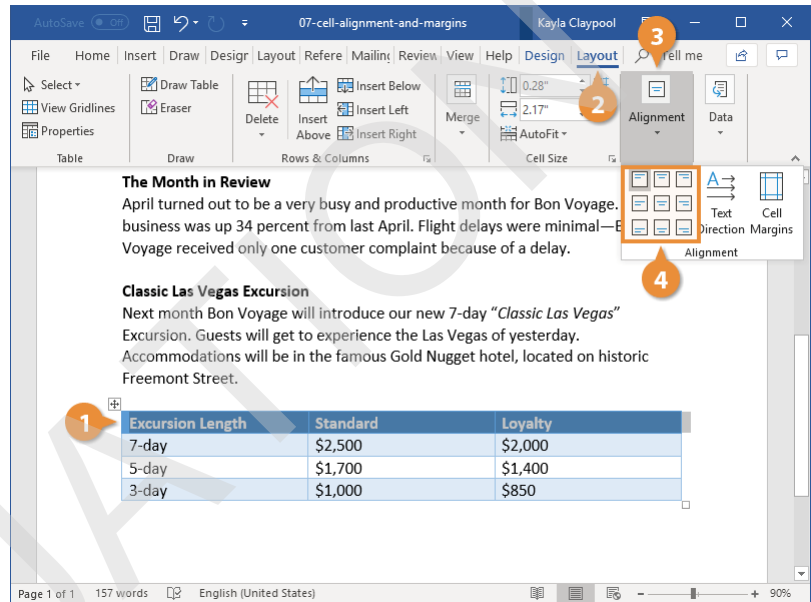
- 3 Expand the **Alignment** group, if necessary.

There are nine alignment options, letting you align the content to either side of a cell, any corner, or center it in the middle of the cell.

- 4 Select an alignment option.

The text in the selected cell realigns to the selected side or corner.

Tip: You can also select **Text Direction** to change the text from left-to-right to top-to-bottom or bottom-to-top.



Add Cell Margins

You can also adjust the margins between cell borders and the text within those cells.

- 1 Select cell or cells you want to adjust.

You can select the entire table to adjust all the margins at once.

- 2 From the Layout tab, expand the **Alignment** group, if necessary.

- 3 Click the **Cell Margins** button.

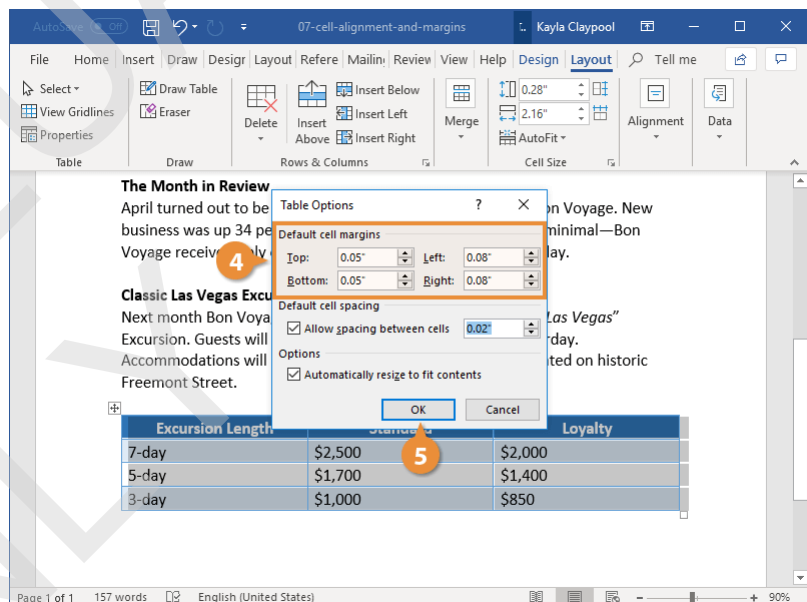
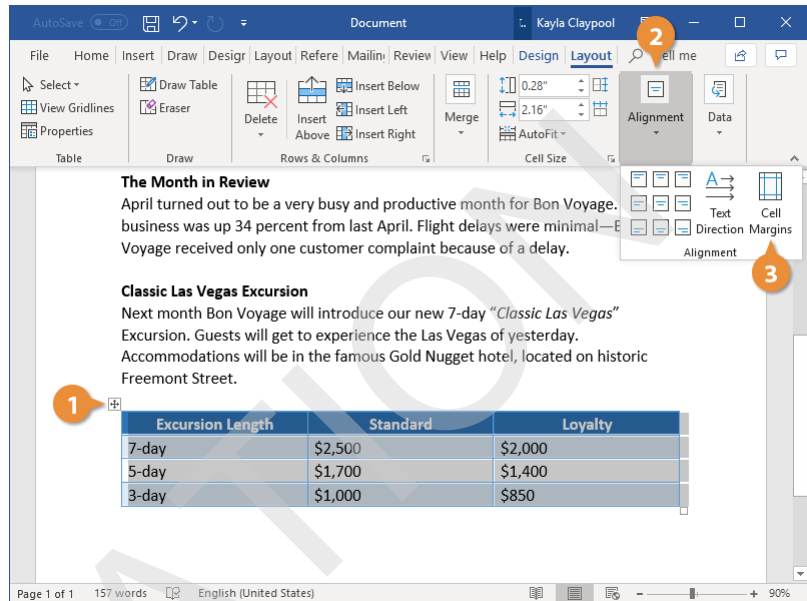
In the Table Options dialog box, we can adjust the margins for the selected cell or cells. The margin affects how much space there is between the edge of the cell and the contents of that cell.

- 4 Adjust the margins.

You can adjust the margin on each side of the cell independently.

- 5 Click **OK**.

The cell margins are changed.



Merge and Split Cells

Even though a table starts out as a strict grid of cells, you can change a table's layout by merging multiple cells together, as well as splitting a cell into multiple cells.

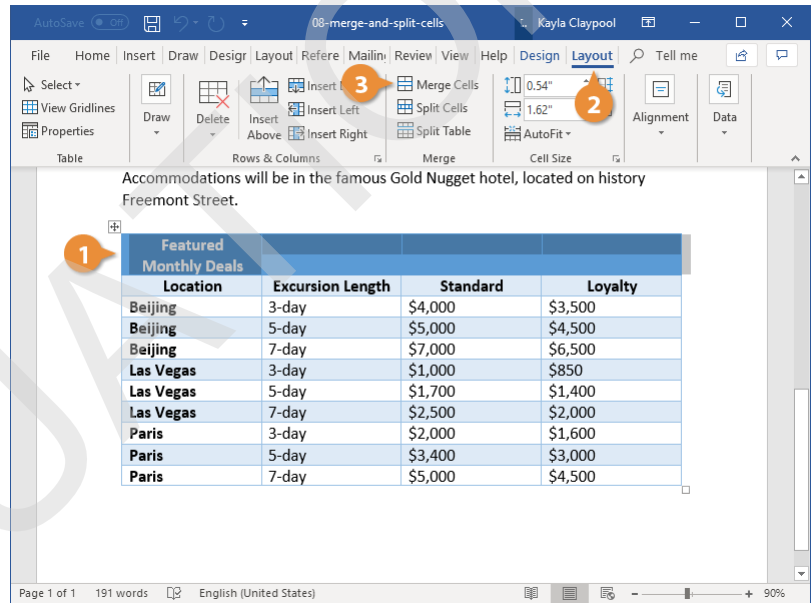
Merge Cells

You can combine several smaller cells into a single, larger cell that spans the space previously occupied by the individual cells.

- 1 Select multiple cells that share a border.
- 2 Click the **Layout** tab in the Table Tools ribbon group.
- 3 Click the **Merge Cells** button.

The selected cells are merged into a single cell that takes up the entire width and height of the original cells.

Tip: You can also right-click the selected cells and select **Merge Cells** from the menu.

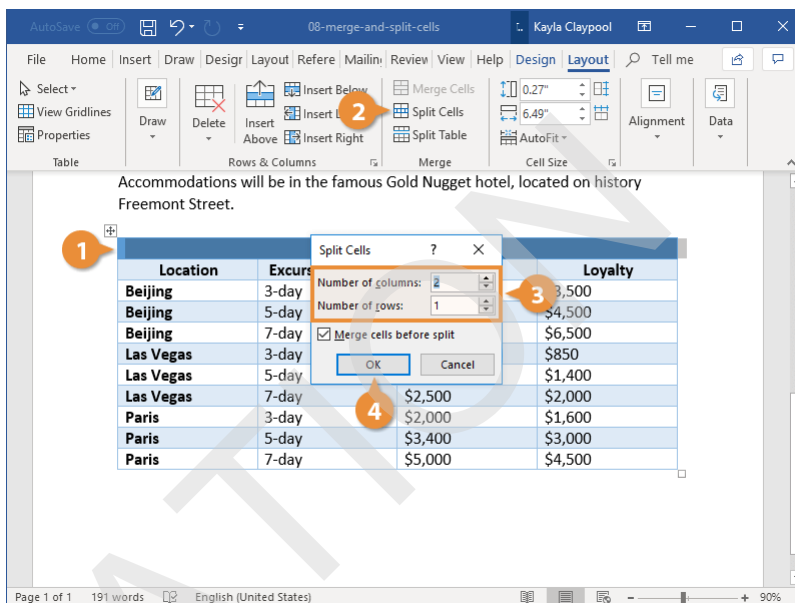


Split Cells

Cells can also be broken up into several smaller cells by using the Split Cells command.

- 1 Select a cell.
- 2 Click the **Split Cells** button in the Layout tab.
- 3 Enter the number of rows and columns you want the cell split into.
- 4 Click **OK** when you're done.

The selected cell is split into the set number of columns and rows.

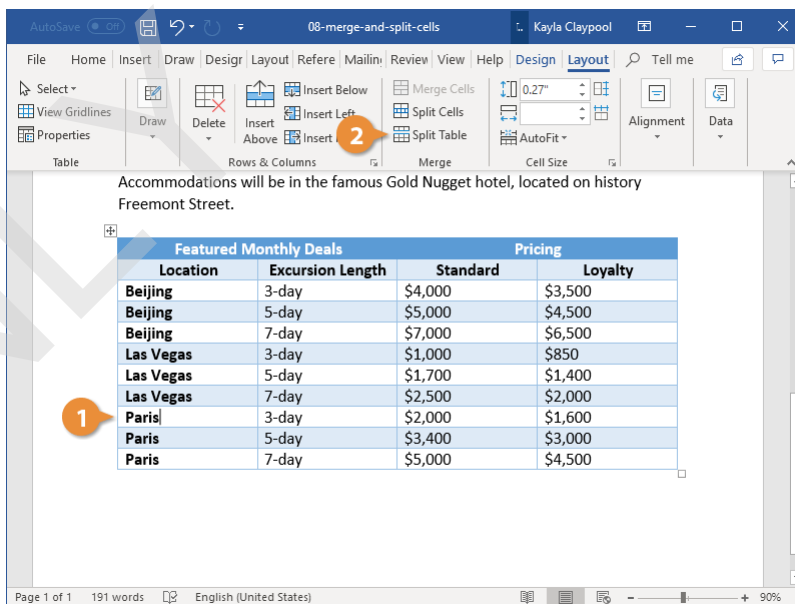


Split Tables

You can also split an entire table in two, letting you move part of it somewhere else. You can move the new part to another page, another document, or just add text or images in the space between the split table.

- 1 Place the text cursor in the row that you want the second table to start with.
- 2 Click the **Split Table** button.

The table is split.



Sort a Table

Word can sort data in a table alphabetically, numerically, or chronologically (by date). In addition, it can sort information in ascending (low to high / A to Z) or descending (high to low / Z to A) order. You can sort an entire table or a portion of a table by selecting what you want to sort.

Sort Tables

- 1 Click inside the table.
You can also select a range of cells to sort just those cells.
- 2 Click the **Layout** tab in the Table Tools ribbon group.
- 3 Expand the **Data** group, if necessary.
- 4 Click the **Sort** button.
- 5 Set up your sort criteria.

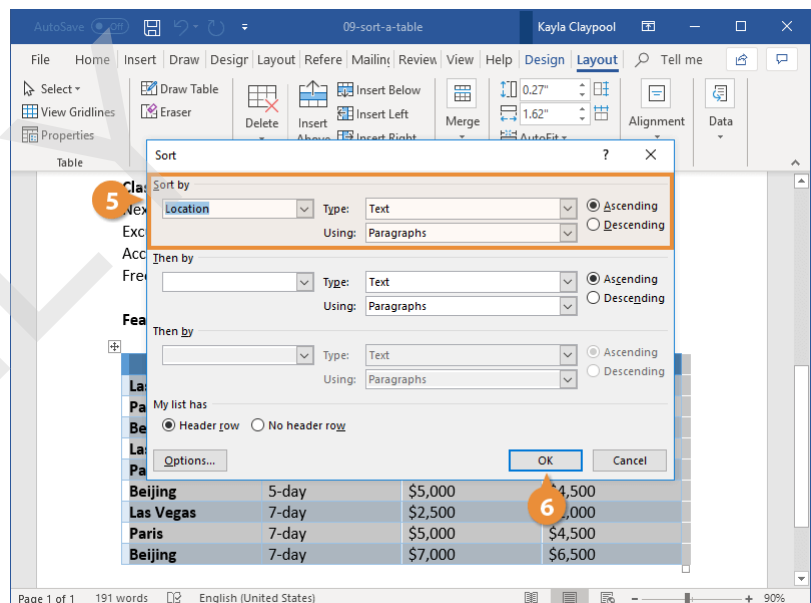
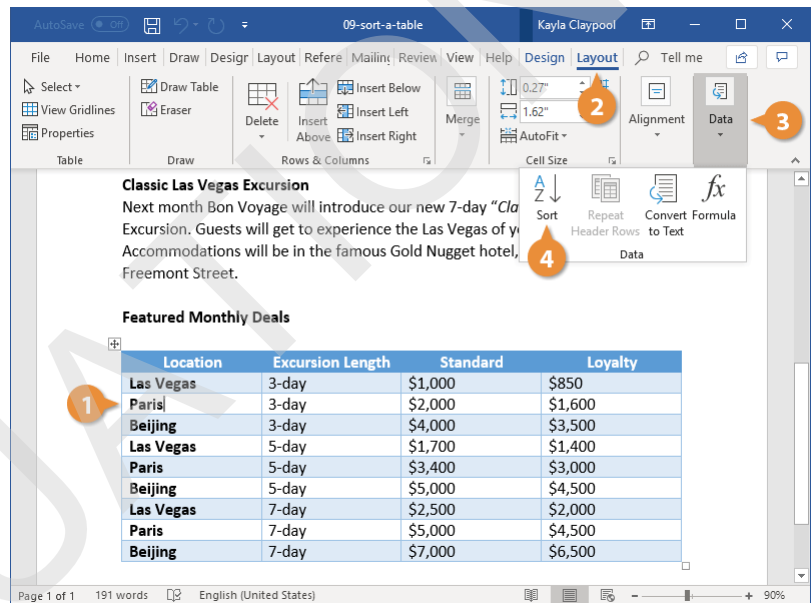
The initial options selected in this dialog box will be automatically set based on the data in the table.

- First, select which column to sort by. If your table has a header row, you'll be able to see the column names in the first list field. Otherwise, the columns will simply be numbered.
- Next, select how to sort, either by Text, Number, or Date.
- Finally, choose whether to sort in Ascending or Descending order.

Tip: To sort by multiple criteria, add additional sort choices with the **Then by** dropdown.

- 6 Click **OK**.

The table is rearranged, as the data is sorted by the criteria you set.



Row Headers and Page Breaks

If you have a large table that spans across several pages, you have a few options to control its appearance.

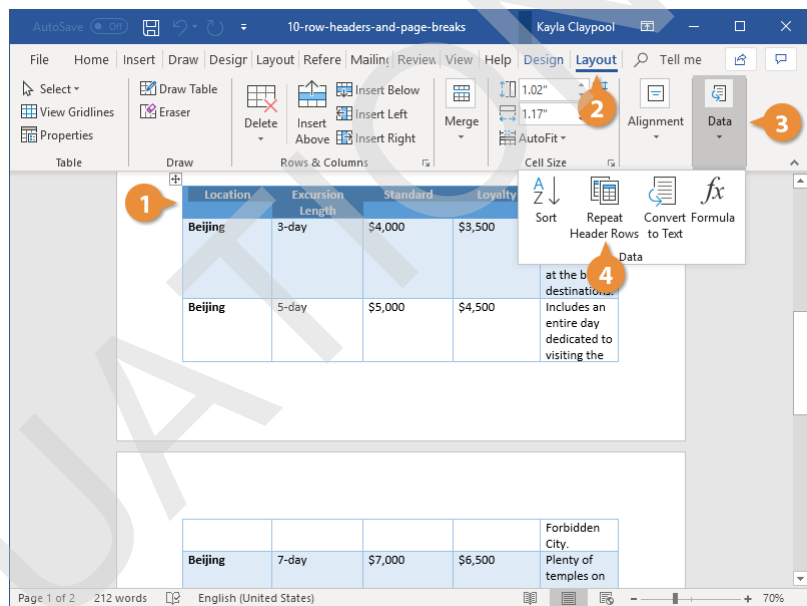
Repeat Row Headers

If the table has a header row, you can repeat it on the top of each page.

- 1 Select the header row.
- 2 Click the **Layout** tab in the Table Tools ribbon group.
- 3 Expand the **Data** group, if necessary.
- 4 Click the **Repeat Header Rows** button.

The header row will now be automatically repeated whenever the table appears across multiple pages.

To turn this off, just click the **Repeat Header Rows** button again.



Adjust Page Break Options

Occasionally, a table will get split up over a page break, making it difficult to consume. Word has settings to prevent this from happening.

- 1 Select the table.
- 2 Click the **Properties** button on the Layout tab.

The Table Properties dialog box opens.

You can also right-click the table and select **Table Properties** from the menu.

- 3 Click the **Row** tab.

The Row properties let you control the height of the row, as well as two options for how the row appears when the table spans multiple pages.

- **Allow rows to break across pages** toggles whether the row can be split when the table expands to another page. When turned off, the row will move to the next page entirely instead of splitting.
- **Repeat as header row at the top of each page** lets you use the selected row as a header.

- 4 Clear the **Allow row to break across pages** check box.
- 5 Click **OK**.

Any previously broken rows move to the next page to keep the rows intact.

