

# Word 2013 Intermediate Paragraphs, Tabs, Columns, Tables & Pictures

## Displaying the Ruler

Choose VIEW, then check Ruler.

To change measurement units, choose FILE, OPTIONS, then ADVANCED. Under DISPLAY change SHOW MEASUREMENTS IN UNITS OF. [Click] OK.

## Display Paragraph Marks, Tabs, etc.

To show or hide non-printing characters such as paragraph marks, tabs, line and column breaks: Choose HOME, , or press <Ctrl-Shift-\*>.

## Paragraphs

Paragraphs are any amount of text between ¶ marks, as little as a single line. See above to turn on display of paragraph marks.

### Paragraph Breaks vs. Line Breaks

To create a new paragraph, press <Enter>. To begin a new line within the same paragraph, press <Shift-Enter>. Useful when using paragraph spacing or borders.

### Changing Paragraph Spacing

By default, space is added after every paragraph.

To specify a different amount of paragraph spacing:

1. Select the paragraph(s) to change.
2. Choose HOME, then in the PARAGRAPH group.
3. Change the amount in the SPACING BEFORE or AFTER box. [Click] OK.

To remove spacing:

1. Select the paragraph(s) to change.
2. Choose HOME, then choose REMOVE SPACE BEFORE/ AFTER PARAGRAPH.

### Changing Line Spacing

This changes the spacing of lines within a paragraph.

1. Select the paragraph(s) to change.
2. Choose HOME, , then a selection. To enter your own measurement, choose LINE SPACING OPTIONS. Change the LINE SPACING and AT options. [Click] OK.

### Clearing Formatting

1. To clear paragraph formatting without clearing character formatting such as a bolded word, [Click] within a paragraph without selecting the text. If text is selected, both types of formatting are removed.
2. Choose HOME, then .

### The Indent Markers

Control the left side of a paragraph with these markers:

- The First Line Indent marker controls the first line of a paragraph.
- The Hanging Indent marker controls all other lines in the paragraph.
- To move both markers together, use the Left Indent marker

Control the right side of a paragraph with the Right Indent marker .

### Changing Indents

1. Select the paragraph(s) to change.
2. On the ruler, [Drag] indent markers to new position. Or, to indent the paragraph(s) in increments, choose HOME, Increase or Decrease Indent . Or
  - a. [Click] the tab selection button to the left of the horizontal ruler until First Line Indent or Hanging Indent .
  - b. [Click] on the ruler to position the indent marker.

### Formatting Paragraphs Using the Style Gallery

Use the Style Gallery to easily format document titles, section headers, and more.

1. Select the paragraph(s) to change.
2. Choose HOME, then select from the STYLES group. [Hover] over a style to preview the change. To view the entire Style Gallery [Click] .

## Settings Tabs

1. Select the paragraph(s), or begin a new paragraph.
2. [Click] the tab button at the top left corner beside the ruler and select one of the 4 tab types:
  - left aligned tab
  - center aligned tab
  - right aligned tab
  - decimal aligned tab
3. [Click] the horizontal ruler to position the tab stop.
4. Repeat steps 2 and 3 for each tab stop required.
5. Type the text and press <Tab> to advance to the next tab stop.

Note: Creates vertical lines. Pressing tab does not advance to this marker.

### Moving Tab Positions

1. Select the paragraph(s) with the tabbed text.
2. [Drag] tab marker(s) on the ruler to new position(s).

### Removing a Tab Marker

1. Select the paragraph(s) with the tabbed text.
2. [Drag] the tab marker off the ruler.

### Clearing All Tab Markers from the Ruler

1. Select the paragraph(s) with the tabbed text.
2. Choose HOME, then in the PARAGRAPH group.
3. [Click] TABS.
4. [Click] CLEAR ALL. [Click] OK.

### Setting Tabs with Leaders

Characters such as periods can fill the space preceding a manually created tab. The default tab stops cannot have leaders. E.g.,

Apples .....5  
Oranges.....8  
Pears .....12

1. Select the paragraph(s) with the tab settings.
2. Choose HOME, then in the PARAGRAPH group.
3. [Click] TABS.
4. In the TAB STOP POSITION list, select the tab that is to be preceded by a leader.
5. Select from the LEADER section. [Click] OK.

### Using Format Painter to Fix Tabs

If your tabbed text is not lining up:

1. Choose HOME, to display tabs and paragraph marks (¶).
2. Use HOME, to copy tab settings from one paragraph to another. Include the paragraph mark (¶) in the selection before copying tab settings.

### Layout using Columns

Use columns to have your page split into two or more columns with text flowing from one column to the next.

1. Select the text to be laid out in columns, or to lay out the entire document don't select any text.
2. Choose PAGE LAYOUT, COLUMNS then the number of columns.
  - To change the width and spacing between the columns, [Drag] in the ruler. Or, choose PAGE LAYOUT, COLUMNS , MORE COLUMNS.
  - To push text to the next column, insert a column break: [Click] before the text, and choose PAGE LAYOUT, then COLUMN.

### Adding a Line between Columns

1. Choose PAGE LAYOUT, COLUMNS , then MORE COLUMNS.
2. Select LINE BETWEEN then [Click] OK.

## When to Use Tabs, Tables or Columns

- Use tabs to line up short items in rows and columns, line up to a decimal point, or have leaders.
- Use tables to line up bigger things like paragraphs in rows and columns, or have a visible grid.
- Use columns to automatically flow from the bottom of one column to the top of the next like a newspaper.
- Some of these can be combined, for example tabs can be placed within tables, and tabs and tables can be placed in columns.

## Sorting Paragraphs, Tabbed Columns, or Tables

1. Select the table or paragraphs to sort, or to sort all paragraphs do not select any.
2. Choose HOME, or TABLE TOOLS, LAYOUT, SORT .
3. **Paragraphs:** For SORT BY, select PARAGRAPHS. **Tabbed Columns:** For SORT BY, select FIELD 1 for the first column, FIELD 2 for the second, etc. **Tables:** For SORT BY, select the COLUMN to sort.
4. Select the TYPE or sort, and the direction.
5. [Click] OK.

### Selecting Parts of a Table

A cell	Position the mouse in the left margin of the cell, and [Click] when the mouse changes into an arrow. ↗
A row	[Click] outside of the table to left of the row. Or, position the mouse in the left margin of a cell, and [Double Click] when the mouse changes into an arrow. ↗
A column	Position the mouse at the top of the column, and [Click] when the mouse changes into an arrow. ↓
The entire table	[Hover] the mouse pointer over the table until the move tool  displays in the top left corner, then [Click] the move tool.

### Moving Within a Table


First cell in a row	Alt-Home
Last cell in a row	Alt-End
Next cell	Tab
Previous cell	Shift-Tab
Next row	Tab at end of row
Add new row	Tab in last cell
Move row contents up	Select the row(s), then Alt-Shift-↑
Move row contents down	Select the row(s), then Alt-Shift-↓

### Formatting Keyboard Shortcuts



Turn on/off formatting symbols	Ctrl-Shift-*
Single-space lines	Ctrl-1
Double-space lines	Ctrl-2
Set 1.5 line spacing	Ctrl-5
Turn on/off 12 pts. of space before the paragraph	Ctrl-0 (zero)
Increase/Decrease left indent	Ctrl-M / Ctrl-Shift-M
Increase/Decrease hanging indent	Ctrl-T / Ctrl-Shift-T
Remove paragraph formatting	Ctrl-Q

## Working With Tables



### Inserting a Table

- [Click] where the table is to be inserted.
- Choose INSERT, TABLE , and [Click] in the grid to indicate the number of rows and columns. Or, to use the mouse to draw a table, select DRAW TABLE. Within the page, draw the table by [Dragging]. Or, to insert a preformatted table, select QUICK TABLES, then select from the gallery.

### Moving a Table

- [Hover] over the table with a mouse until the move tool  displays in the top left corner, [Click] it to select the table.
- Cut then paste the table to the new location. Or, to move the table and enable text wrapping, [Drag] the move tool .


### Inserting Rows or Columns in a Table

- [Click] to place the insertion point where the new row or column is to be inserted. To insert several rows/ columns at once, select the corresponding number of rows/columns in the table.
- Choose TABLE TOOLS, LAYOUT, then select options from the Rows & Columns group, such as INSERT ABOVE, BELOW, LEFT or RIGHT.
- Or, with a mouse hover first over the table, then the left border (for rows) or top border (for columns). Click  or  where you want to add.


### Adding a Row at the End of a Table


[Click] in the last cell of the table, then press <Tab>.

### Deleting Cells, Rows, Columns or the Entire Table

- Select the cells, rows, columns or the table to delete.
- Choose TABLE TOOLS, LAYOUT, DELETE , then an option. If deleting cells, choose to shift adjacent cells LEFT or UP then [Click] OK.


### Changing Column Widths

- [Click] in the table.
- [Drag] either  in the ruler, or the table border within the table. Behavior changes if <Shift> or <Ctrl> keys are used, as follows:

	Drag this:  in ruler	Table border
To keep other column widths intact. Table size changes.	Drag	Shift-Drag
To move column border. Table size doesn't change	Shift-Drag	Drag
To proportionally resize other columns. Table size doesn't change.	Ctrl-Drag	Ctrl-Drag


To see measurements in the ruler as you drag, hold <Alt> combined with any of the above.

### To specify an exact measurement:

- [Click] in the column you wish to change.
- Choose TABLE TOOLS, LAYOUT, then in the CELL SIZE group, change .



### Changing Row Height

By default, rows expand/shrink with their content. To set a minimum height:

- [Drag] a row border in the table, or a row mark in the left ruler.
- Choose TABLE TOOLS, LAYOUT, then in the CELL SIZE group, change .


### Evenly Resizing Rows/Columns

To resize rows or columns to be equal width/height:



- Select the rows, columns, or cells to resize. Or, to resize all rows/columns, just [Click] within the table.
- Choose TABLE TOOLS, LAYOUT,  Distribute Rows or  Distribute Columns.

### Repeating Header Rows on Every Page



With tables that are longer than a page, you can display the headings at the top of every page:

- [Click] in, or select, the first row(s) to repeat.
- Choose TABLE TOOLS, LAYOUT, REPEAT HEADER ROWS .


### Merging and Splitting Table Cells

- Select the cells to merge or split.
- Choose TABLE TOOLS, LAYOUT, MERGE CELLS  or SPLIT CELLS .
- For splitting: Specify the number of divisions. MERGE CELLS BEFORE SPLIT will merge selected cells first, then split. Deselect this option to split individual cells. [Click] OK.

### Centering a Table within the Margins



- [Click] in the table.
- Choose TABLE TOOLS, LAYOUT, PROPERTIES .
- On the TABLE tab, choose CENTER .

### Changing Text Direction



- Select the cells to change.
- Choose TABLE TOOLS, LAYOUT, then [Click] TEXT DIRECTION until the desired direction. .

### Wrapping Text around Tables

By default, tables are inserted without text wrapping. If a table is moved by [Dragging], text wrapping becomes enabled (See **Moving a Table**). For more positioning options, or to turn on wrapping:

- [Click] in the table.
- Choose TABLE TOOLS, LAYOUT, PROPERTIES .
- On the TABLE tab, in the TEXT WRAPPING section, [Click] AROUND .
- For options such as fixing the table relative to a paragraph, margin or page, [Click] POSITIONING.

### Adding Borders or Shading to Paragraphs or Table Cells



- Select the paragraph(s) or cell(s) to change.
- Choose HOME or TABLE TOOLS, DESIGN, then select from the drop-down of BORDERS  or SHADING . For the last applied format, just [Click] the button. For more options, select BORDERS AND SHADING from the BORDERS drop-down.

### Using the Border Painter

- Choose TABLE TOOLS, DESIGN, then in the BORDERS group choose from BORDER STYLES  line style, line weight (width) or PEN COLOR option. When making a border style change, border painter will be enabled. Or, choose TABLE TOOLS, DESIGN, BORDER PAINTER then set the color, style, etc. .
- With a mouse, [Click] or [Drag] where you want to apply the style.
- When done, press <Esc>.


### Copying Border Style (Border Sampler)

The border sampler is like an eyedropper tool for table borders.



- Choose TABLE TOOLS, DESIGN, then  BORDER SAMPLER.
- With a mouse, [Click] on the border to copy. The mouse pointer changes to the Border Painter .
- With the mouse, [Click] or [Drag] to apply border style.
- When done, press <Esc>.

### Quickly Formatting a Table







To apply preset styles such as alternate row shading:

- Select the table.
- Choose TABLE TOOLS, DESIGN then one of the TABLE STYLES. For more TABLE STYLES, [Click] .
- To turn on/off formatting for header rows, total (last) row, and more, choose TABLE TOOLS, DESIGN then select from the TABLE STYLE OPTIONS group.


## Inserting an Excel Table

- Choose INSERT, TABLE , then EXCEL SPREADSHEET. Or, to insert a copy of an existing workbook:
  - Copy part of the workbook.
  - In Word choose HOME, , PASTE SPECIAL.
  - Select MICROSOFT EXCEL WORKSHEET OBJECT then [Click] OK.
  - [Double Click] the object to switch to Excel mode.
- The Ribbon changes to the Excel Ribbon. Navigate and enter data in the usual way.
  - [Drag] nibs to show more or less of the worksheet.
  - To change what cells are displayed, move to the cells to display or use scroll bars.
- When done, [Click] away from the Excel object.

## Adding Objects such as Pictures, Shapes and SmartArt


- [Click] to place the insertion point where you want the object to be inserted or anchored to.
- Choose INSERT, then from the ILLUSTRATIONS group:
  -  PICTURES: Select a picture from your computer.
  -  ONLINE PICTURES: Insert from Office.com Clip Art, Bing Image Search, OneDrive, Flickr or Facebook.
  -  SHAPES: Select then draw a shape, including text boxes.
  -  SMARTART: Select from a set of business graphics such as process graphics.
  -  CHART: Insert an Excel chart.
  -  SCREENSHOT: Insert a picture of part of your screen.

### In Line With Text vs. Text Wrapping


Objects can either have text flow around or through them (text wrapping), or be In Line With Text. When an object is In Line With Text it is contained within a paragraph and will move like text. Shapes are inserted by default with text wrapping, all other objects start in line. To change: [Click] the object, then [Click]  next to the object, then select an option.

### Using an Object's Anchor


Objects that have text wrapping on are anchored to a paragraph. The object will move with the paragraph if it is anchored to, either by keeping the same distance from the paragraph when the paragraph moves (the default: MOVE WITH TEXT), or by always being on the same page as the paragraph (FIX POSITION ON PAGE).

**To move an object's anchor:** [Click] on the object, then [Drag]  in the left margin to the paragraph that you'd like to link the object to.

### To fix relative to the anchor paragraph or the anchor paragraph's page:

- [Click] the object, then [Click]  next to the object.
- To fix to a paragraph, select MOVE WITH TEXT. To fix on the page, select FIX POSITION ON PAGE.

### Quickly Positioning Objects on a Page

To position an object at a predefined location on a page (such as top-right corner) with square text wrapping: [Click] the object. Choose — TOOLS, FORMAT,  POSITION, then an option.

Need to know more? See our higher level Word and other Office guides.

### Beezix Quick Reference Cards

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