ITEC102 – INFORMATION TECHNOLOGIES

LECTURE 6 – Word Processor Part 2

EASTERN MEDITERRANEAN UNIVERSITY
**SCHOOL OF COMPUTING AND TECHNOLOGY**

Aim of The Course

The aim of this course is to provide,

- Working with tables,
- Making additions to a document,
- Page structure,
- Print a document

In Microsoft Word 2013.

Plugins in Microsoft Word 2013

➢ The Insert tab is used to make an attachment to the document, in Microsoft Word 2013, .

➢ From this tab, table, picture, online picture, shape, ready shape, smartart, header, footer, page number and wordart can be added to the document.
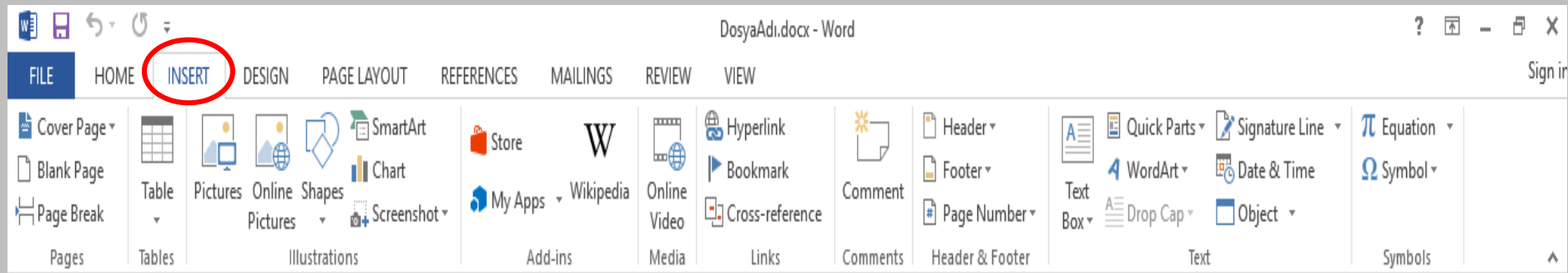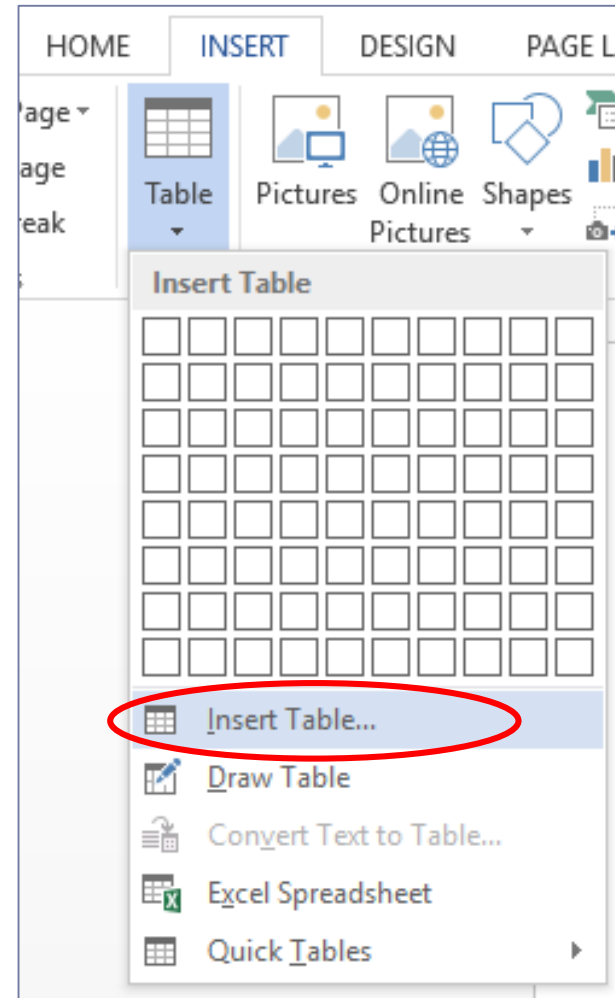
Working with Tables

➤ The **Table button** under the **insert tab** is used to insert a table into the document.
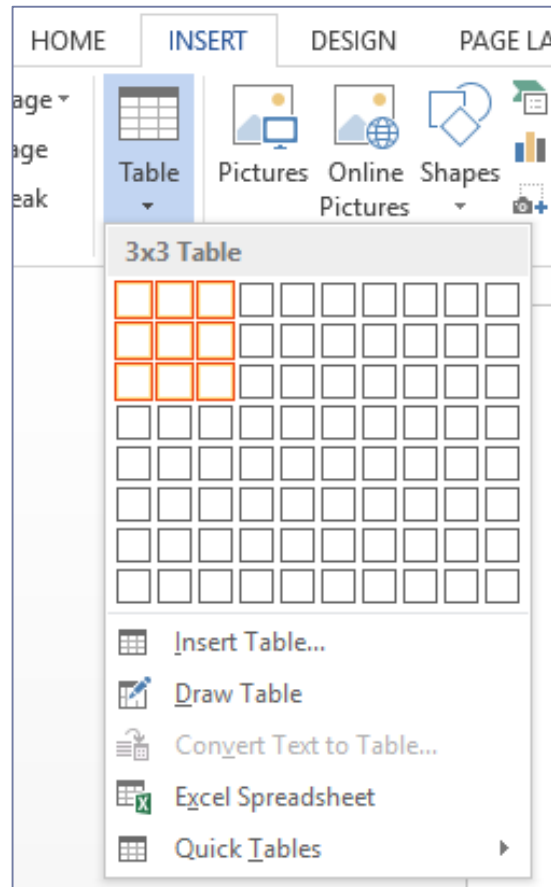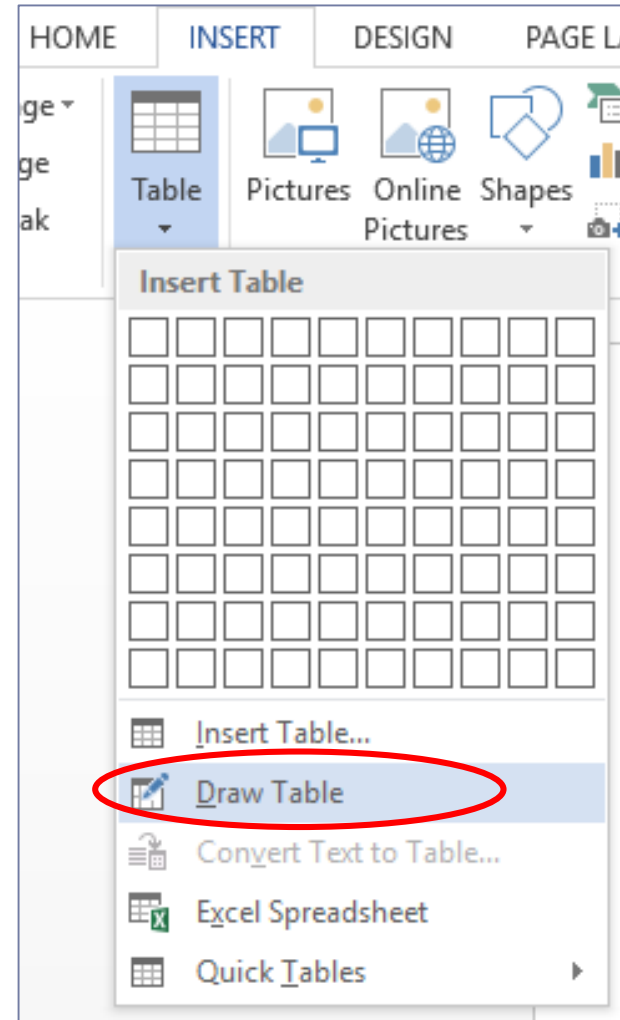
Working with Tables

➢ If the number of rows and columns of the table to be added is more than the number of boxes that appear on the screen, the number of rows and columns can be created by selecting **Insert Table.**

Working with Tables

➢ Drawing tool, that comes up with with the **Draw Table option** is used to draw tables.

➢ The drawing tool can also be used to modify the rows and columns of tables placed in the document.

Working with Tables

➤ Each box where the rows and columns of the inserted table intersect is called a **cell**.

➤ The **arrow keys** or **Tab key** can be used to move within the table. Use the **arrow keys** to move to the desired direction and the **tab key** to the next cell.

➤ The tab key automatically adds a new row to the table when it is used in the last cell of the table.
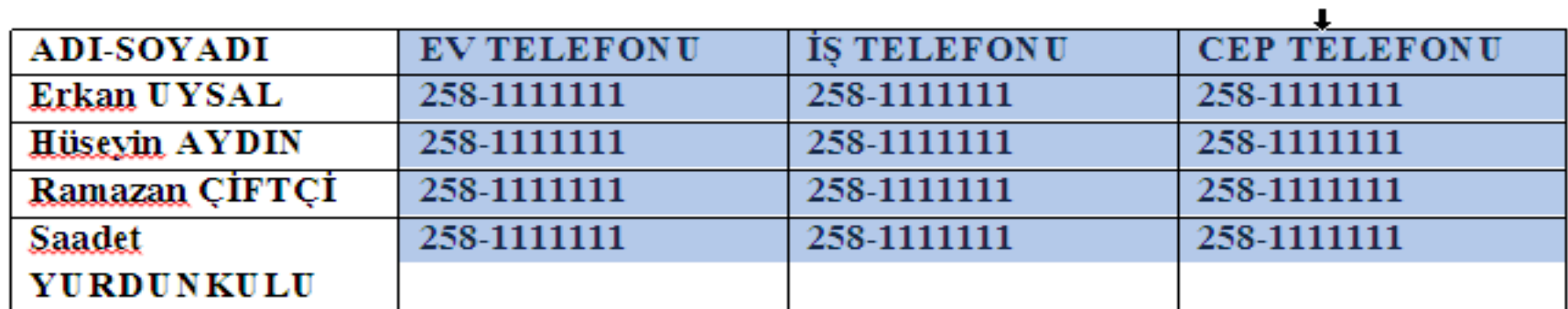
Working with Tables

➢ To select a row in a table, you need to double-click when the cursor comes to the beginning of the line and the shape of the pointer is tilted

| ADI-SOYADI	EV TELEFONU	İŞ TELEFONU	CEP TELEFONU
Erkan UYSAL	258-1111111	258-1111111	258-1111111
Hüseyin AYDIN	258-1111111	258-1111111	258-1111111
Ramazan ÇİFTÇİ	258-1111111	258-1111111	258-1111111
Saadet YURDUNKULU	258-1111111	258-1111111	258-1111111

Working with Tables

➢ To select a column in a table, it is necessary to click on the mouse to select the desired column and click once when the shape of the pointer changes.

ADI-SOYADI	EV TELEFONU	İŞ TELEFONU	CEP TELEFONU
Erkan UYSAL	258-1111111	258-1111111	258-1111111
Hüseyin AYDIN	258-1111111	258-1111111	258-1111111
Ramazan ÇİFTÇİ	258-1111111	258-1111111	258-1111111
Saadet YURDUNKULU	258-1111111	258-1111111	258-1111111

Working with Tables

➢ In order to expand or collapse the cells, columns, rows, the line must first be navigated with the mouse over the line at the boundary of the cell,

➢ At the point where the mouse shape changes, the line with the mouse can be kept to the desired size

ADI-SOYADI	EV TELEFONU
Erkan UYSAL	258-1111111
Hüseyin AYDIN	258-1111111
Ramazan ÇİFTÇİ	258-1111111
Saadet	258-1111111

Working with Tables

➢ When a table is inserted into the text, there will be two tabs in which table operations can be performed: **Design** and **Layout**.

➢ Click on any cell in the table with the mouse to make these tabs visible.
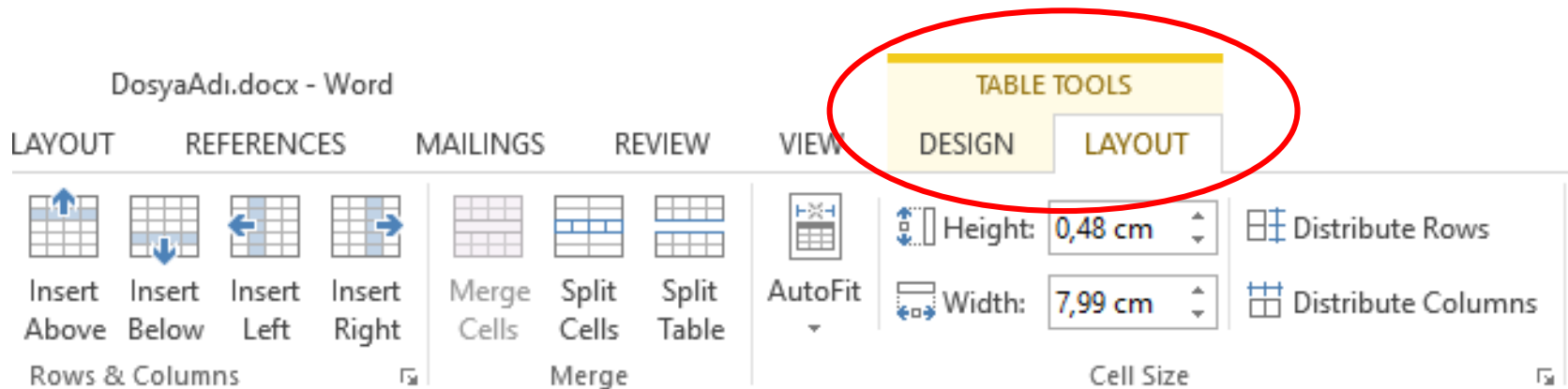
Working with Tables

➢ In order to expand or collapse the size of the cell inside the table of the text, Settings in the **Cell Size** group on the **Layout tab** can also be used.
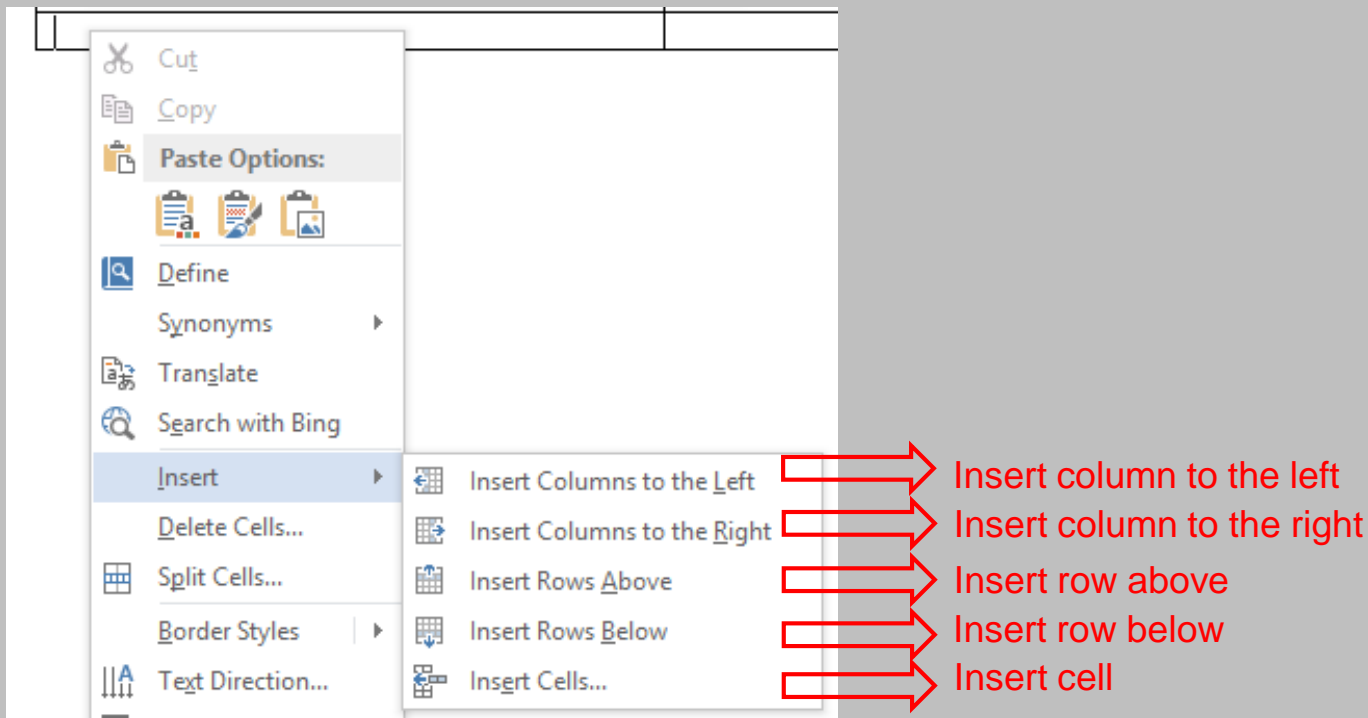

Options that adjust the width of rows
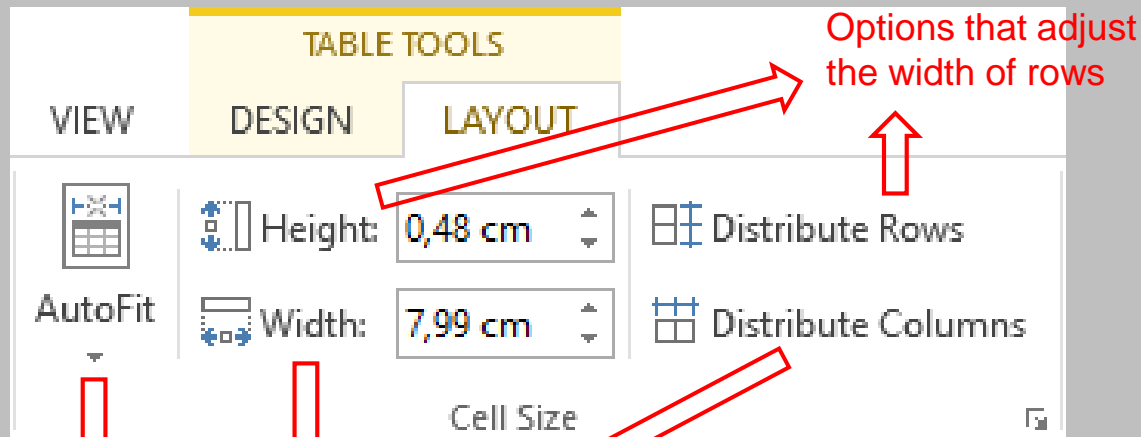
The width of the table; automatically adjusts to the contents according to the window or fixed column width

Options that adjust the width of columns

Working with Tables

➢ **To add** rows, columns, or cells to a table, you must first right-click the mouse inside the desired cell.

➢ The row, column, or cell can be added using the **Insert** option in the drop-down menu.

Insert Columns to the Left	Insert column to the left
Insert Columns to the Right	Insert column to the right
Insert Rows Above	Insert row above
Insert Rows Below	Insert row below
Insert Cells...	Insert cell

Working with Tables

➢ Buttons on the **Layout tab** can also be used to **add** rows, columns, or cells to a table.
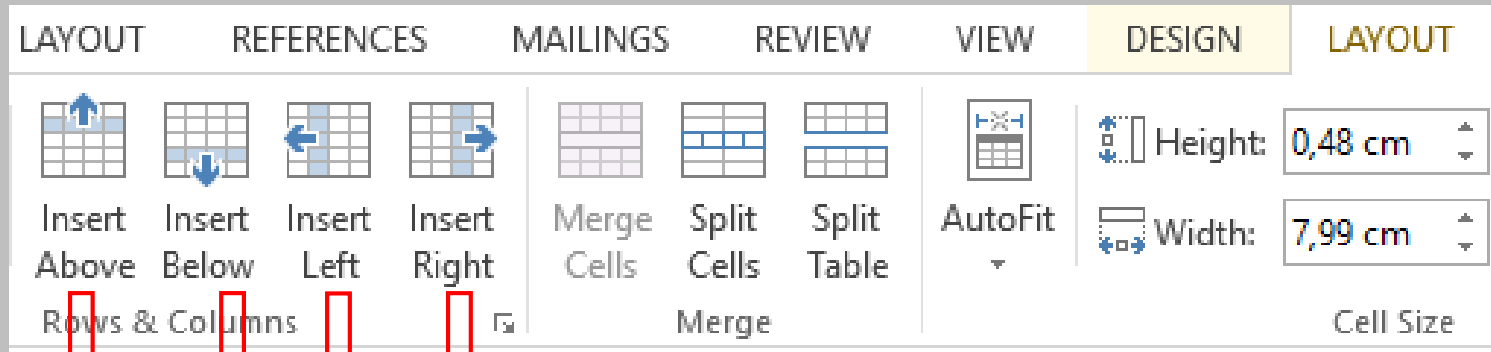
Insert row to top

Insert row to bottom

Insert column to left

Insert column to right

Working with Tables

➤ In order to **delete** rows, columns, or cells in a table, the cursor must first be moved to the desired cell.

➤ By using deleting options under the **Delete** button on **Layout** tab, delete operation can be done**.**

Delete cells

Delete columns

Delete rows

Delete table
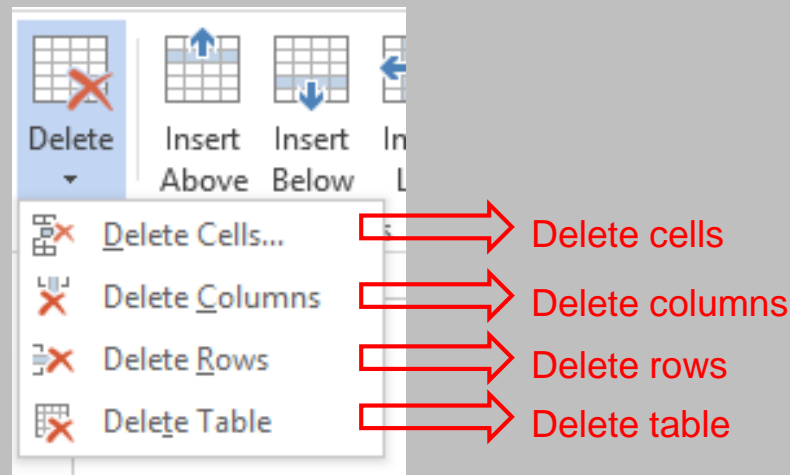
Working with Tables

➢ In order to **combine the cells** in the table, the cells to be combined must first be selected. Then **merge cells** button should be used in **Layout** tab

Merge Cells option must be applied after selecting the cells to be merged
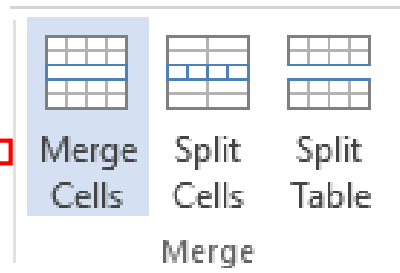
Working with Tables

➢ To **split cells** in the table, use the **split cells button** on the **Layou**t tab.

A combined cell can be split using the Split Cells option
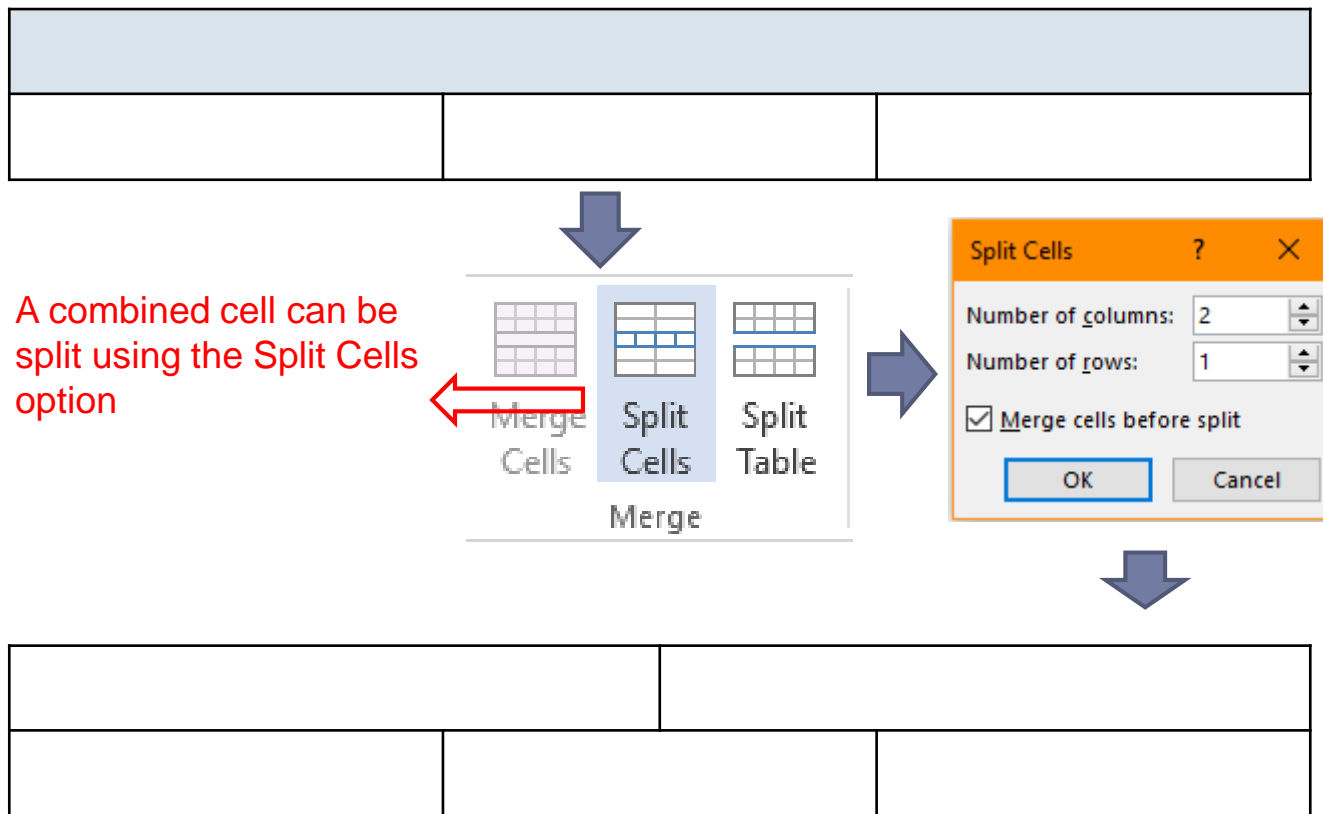
Working with Tables

➤ To divide tables from the desired point and create two tables, the **split table button** on the **Layou**t tab should be used.

EETE101	2	2	3	Ahmet Canseven	Ali Yüceson
EETE143	2	3	3	Burak Altun	Sinan Yıldız
BTEP205	2	4	4	Mustafa Özenir	Volkan Akdeniz
ITEC255	2	4	4	Emrah Ünlü	Soner Parmaksız

Merge Cells	Split Cells	Split Table

Merge
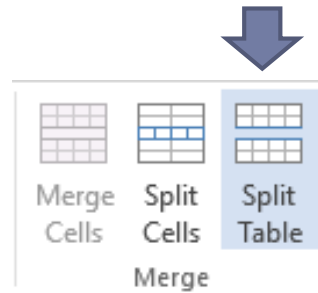
EETE101	2	2	3	Ahmet Canseven	Ali Yüceson
EETE143	2	3	3	Burak Altun	Sinan Yıldız

BTEP205	2	4	4	Mustafa Özenir	Volkan Akdeniz
ITEC255	2	4	4	Emrah Ünlü	Soner Parmaksız

Working with Tables

➤ To align the cell contents in the table, first select the desired cells and use the buttons in the **Alignment group** on the **Layout** tab..
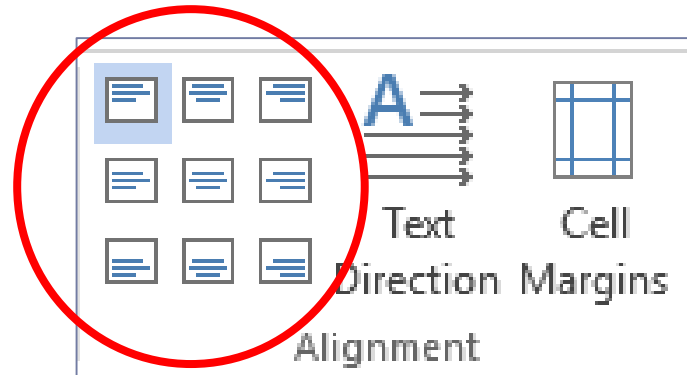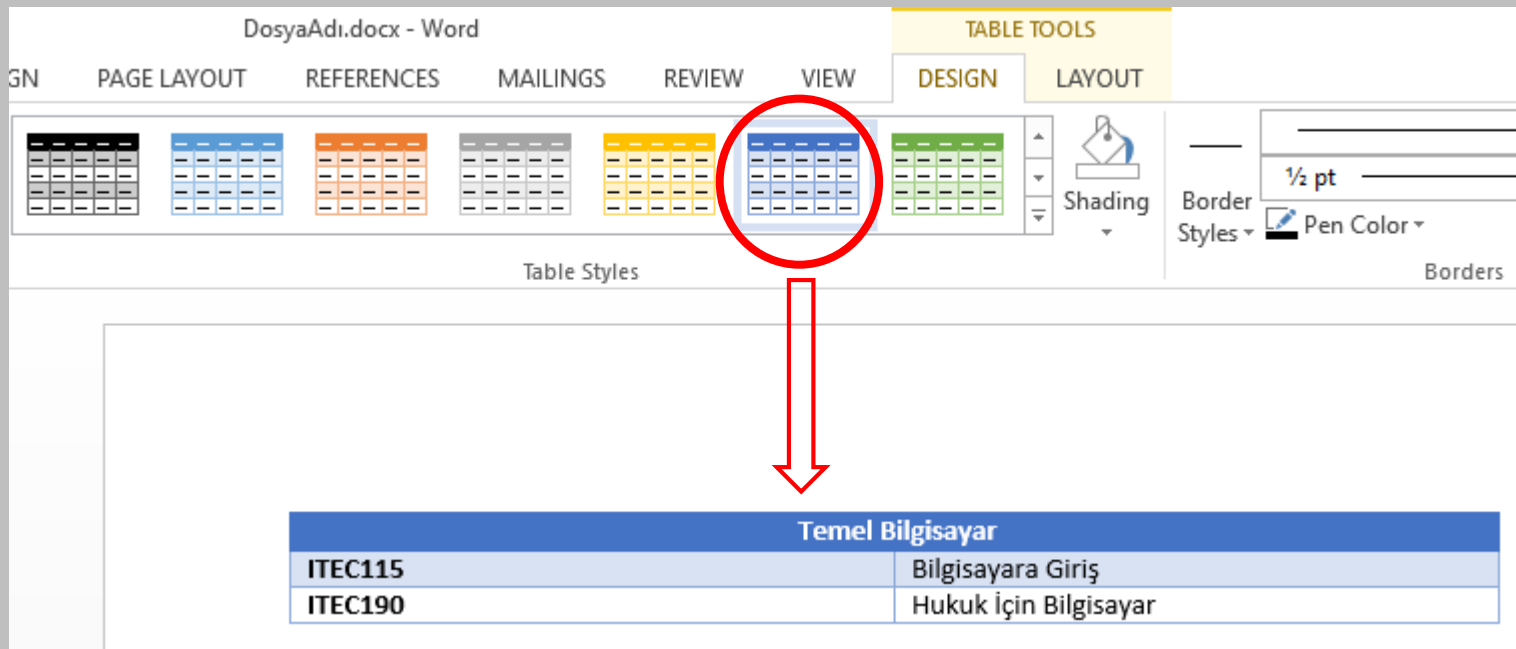
Working with Tables

➢ The direction of the text within the cell can be changed with the **Text Direction** button on the **Layout** tab.

Enables vertical and inverse positioning of data in the selected cell
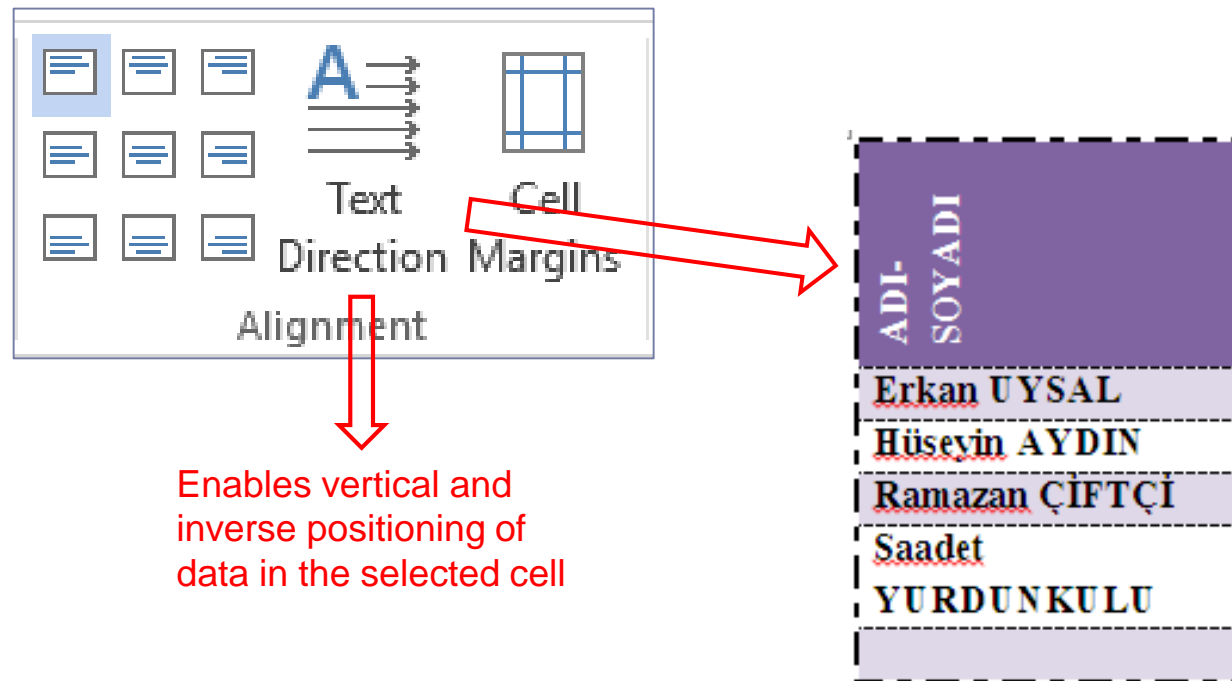
Working with Tables

➢ Options in the **Table Styles** group on the **Design** tab are available to quickly format tables.

Working with Tables

➢ For shading of cells, ie for background coloring, a color can be selected and applied from the **Shading** button after selecting cells.
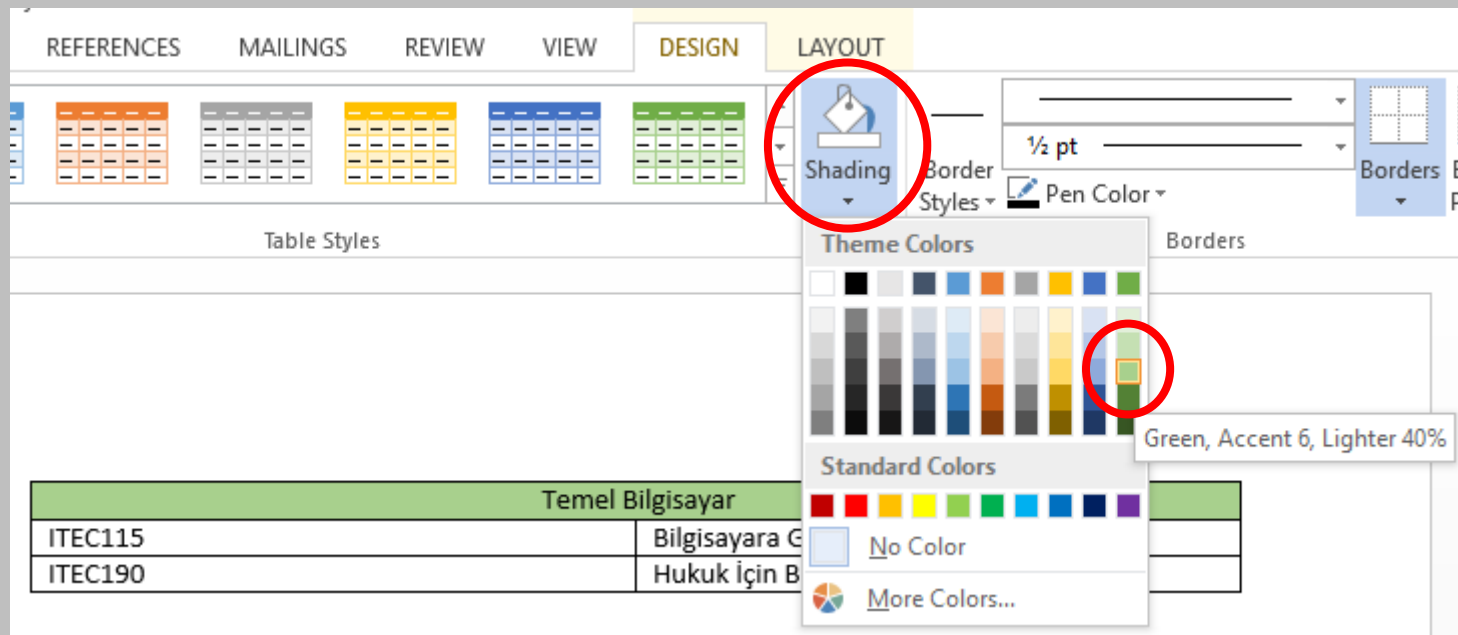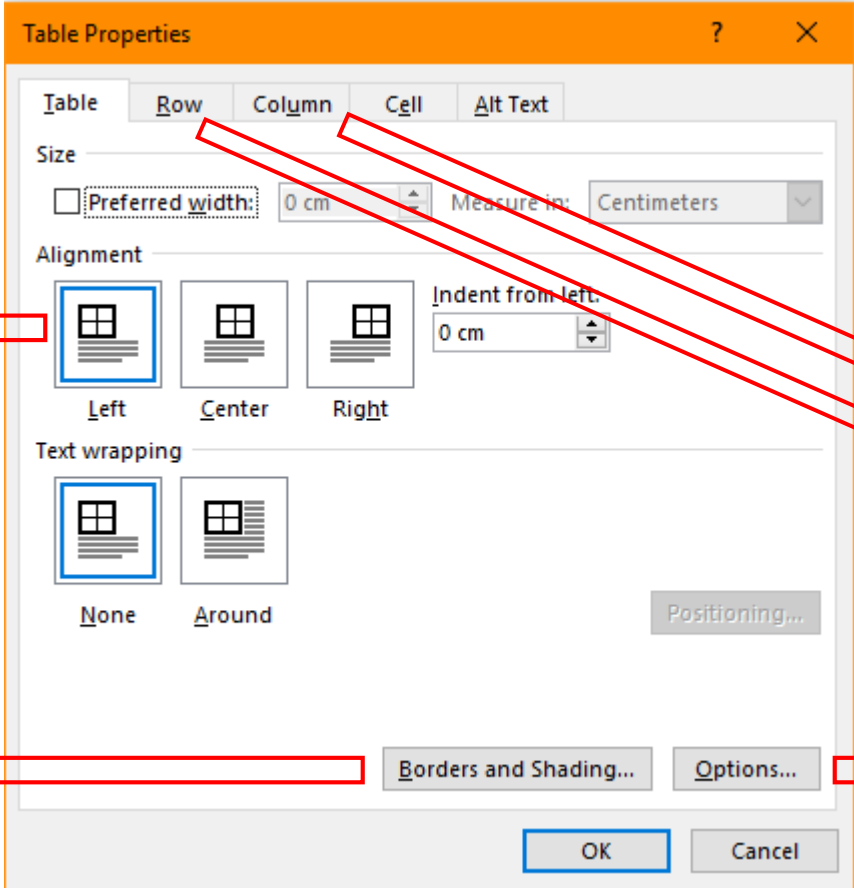
Working with Tables

➢ You can define the type of borders for your cells by selecting the target cells first, then clicking on the **Borders** option in the toolbar.
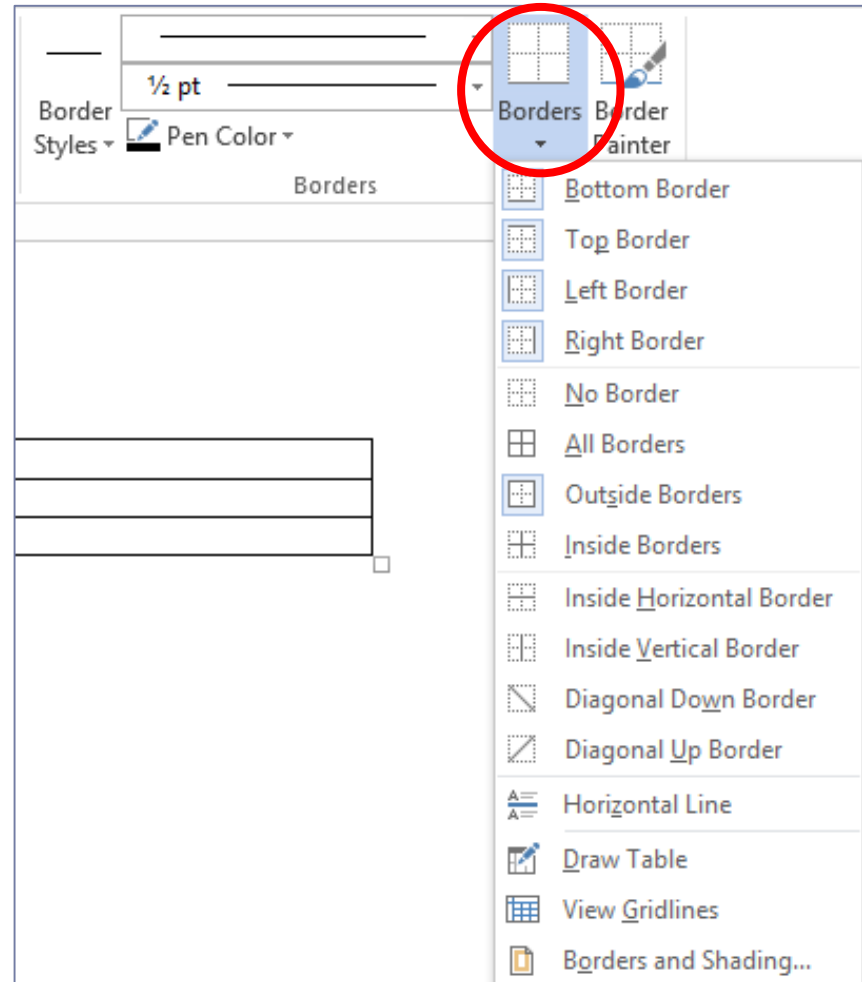
Working with Tables

➢ If you right-click in the table and select **Table Properties**, many tables properties can be accessed from the pop-up window

Table Properties

Tabs: Table | Row | Column | Cell | Alt Text

Size
☐ Preferred width: 0 cm   Measure in: Centimeters

Alignment
Left | Center | Right   Indent from left: 0 cm

Text wrapping
None | Around   Positioning...

Borders and Shading...   Options...

OK   Cancel

Sets the position of the table on the page

Sets the row and column width of the table

Adjusts the border of the table and makes shading

Determines cell boundaries and distances of text in the table

Making Insertion to a Document

➢ Different types of image shapes can be added to the created document by using the buttons in the **Illustrations** group on the **Insert** tab.

Insert image

Insert image from internet

Insert shape

Insert smartart

Insert Word art
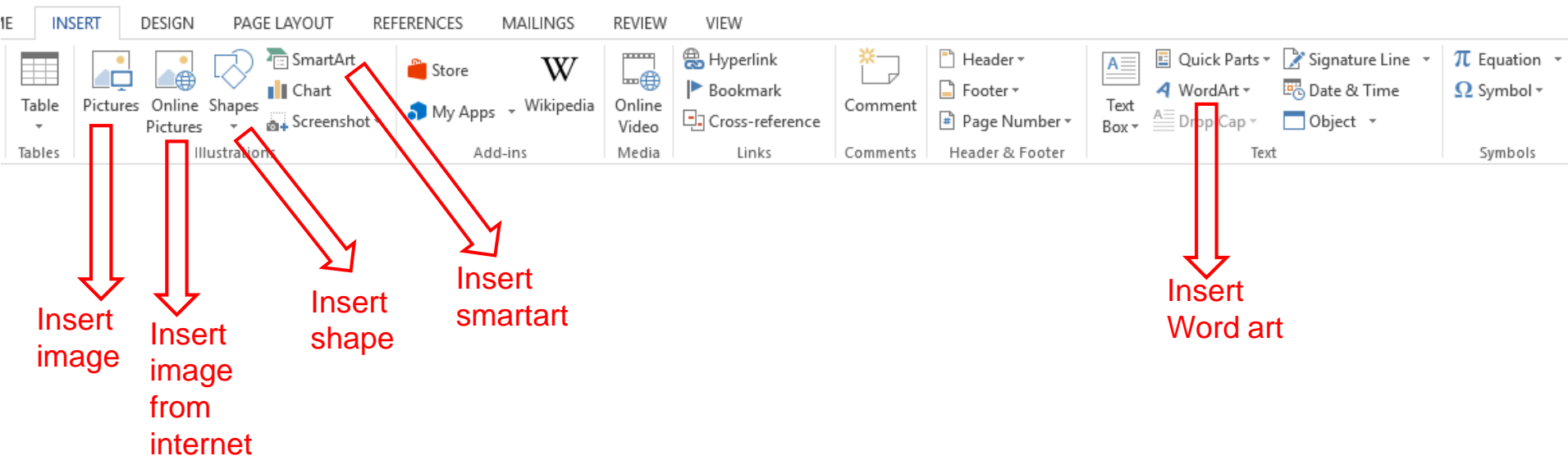
Making Insertion to a Document

➢ To add a picture to the document, it is necessary to select the picture from the pop-up window after clicking the **Picture** button.
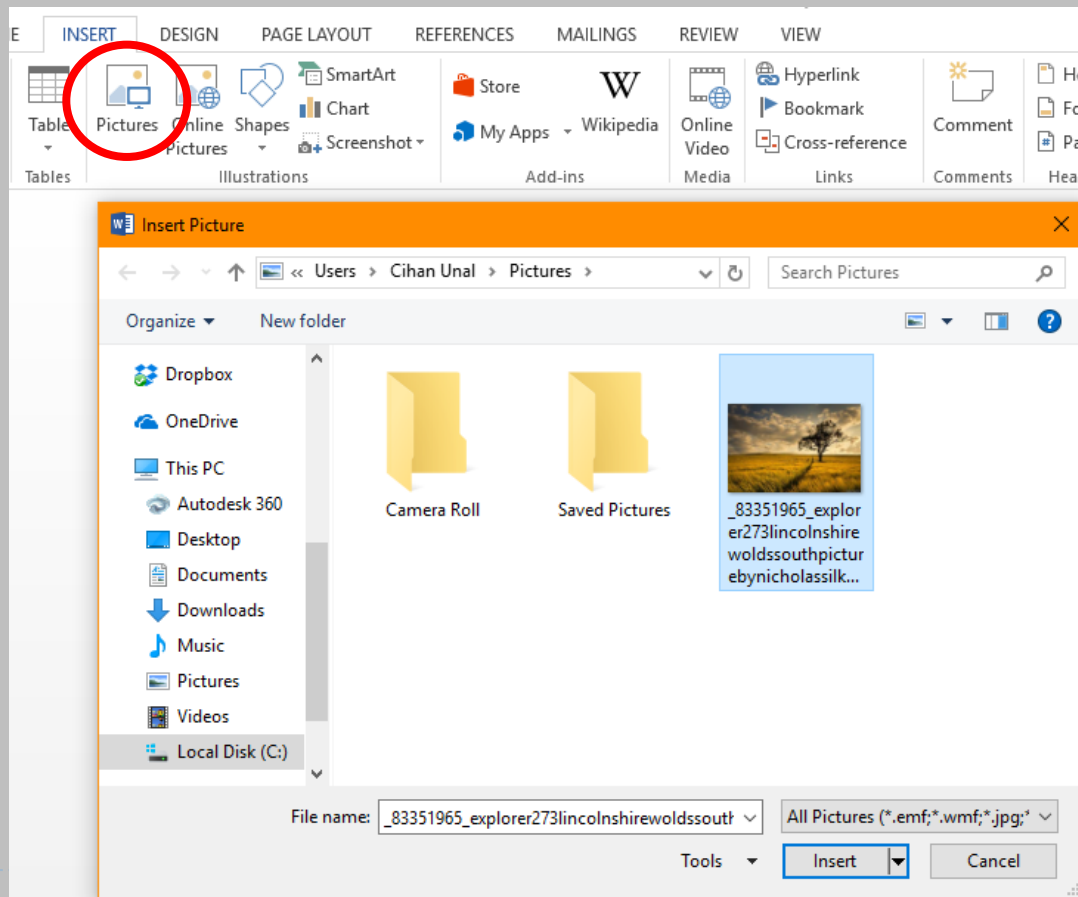
Making Insertion to a Document

➢ To change **the size of the image** attached to the document, first click on the image with the mouse, then the points that appear on the edges of the image and then pull them with the mouse.

Making Insertion to a Document

➤ To change the properties of the image that has been added to the document, the options on the **Format** tab are available after selecting the image with the mouse.

➤ Using this tab, the size of the image or the position of the image in the document can be changed

Position of the image

Scroll text

Size of the image
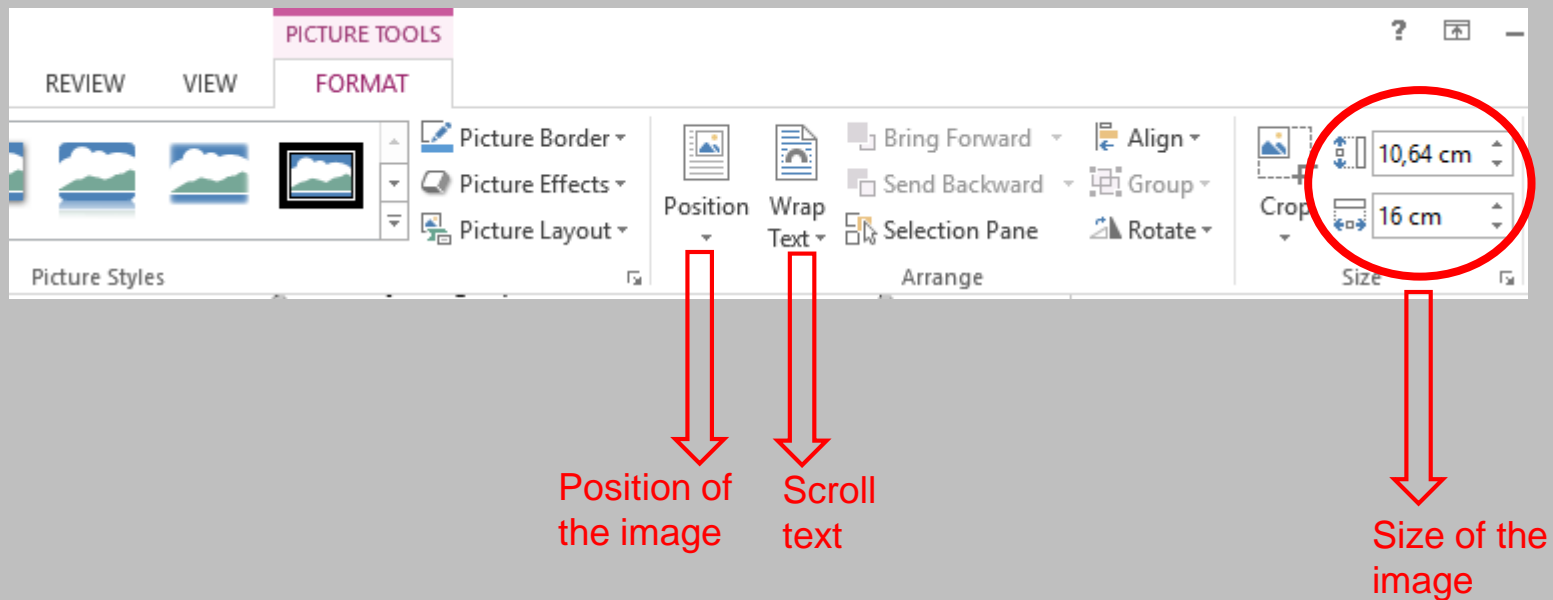
Making Insertion to a Document

➢ To add a picture over the internet to the document, you must first click the **online pictures** button.

➢ The image can be searched and added to the document according to the desired subject.
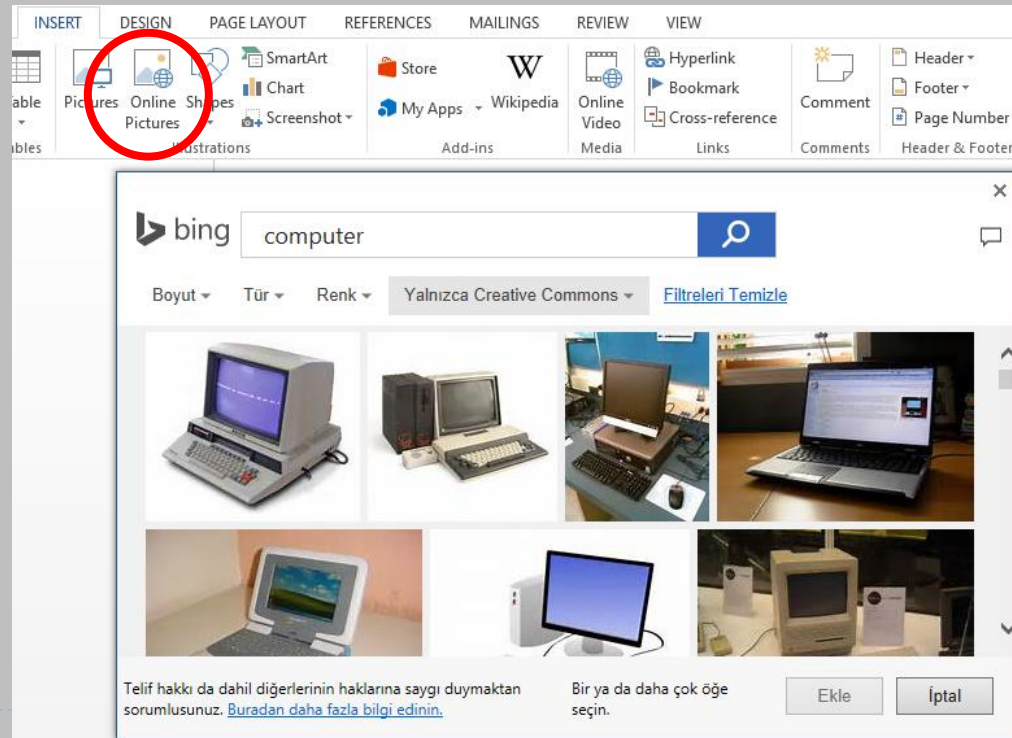
Making Insertion to a Document

➢ To add shapes to the document, the desired shape should be selected after clicking the **shapes** button.

➢ The selected shape can be drawn into the text using the mouse.
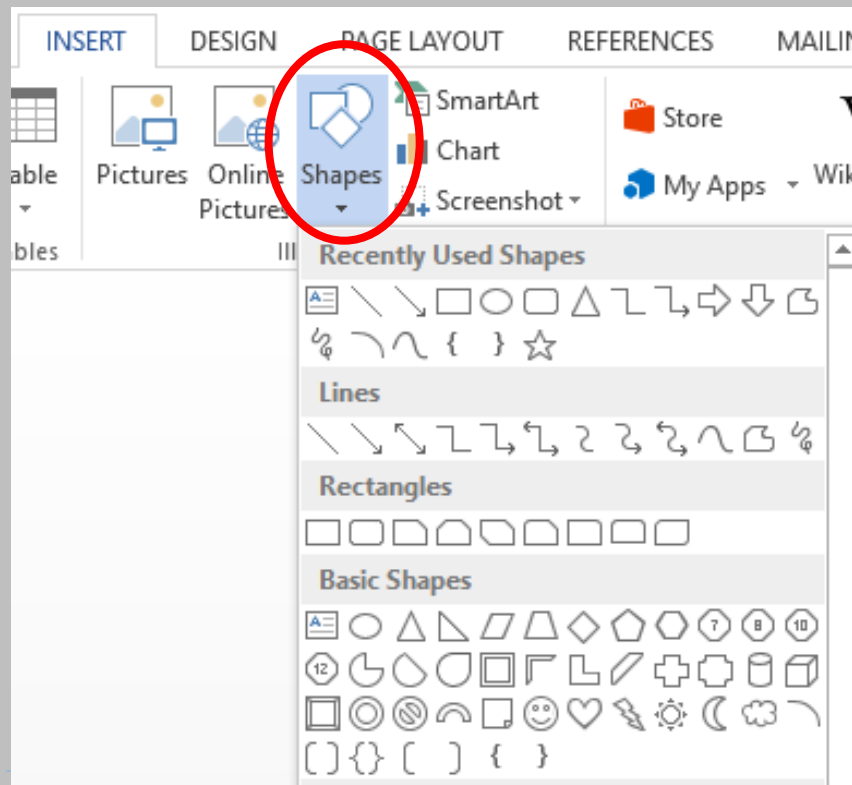
Making Insertion to a Document

➢ After the **SmartArt** button is clicked to add the desired shape to the document, the shape should be selected.

➢ Changes can be made over the shape from the **Design** and **Format** tabs that are opened after the shape is added
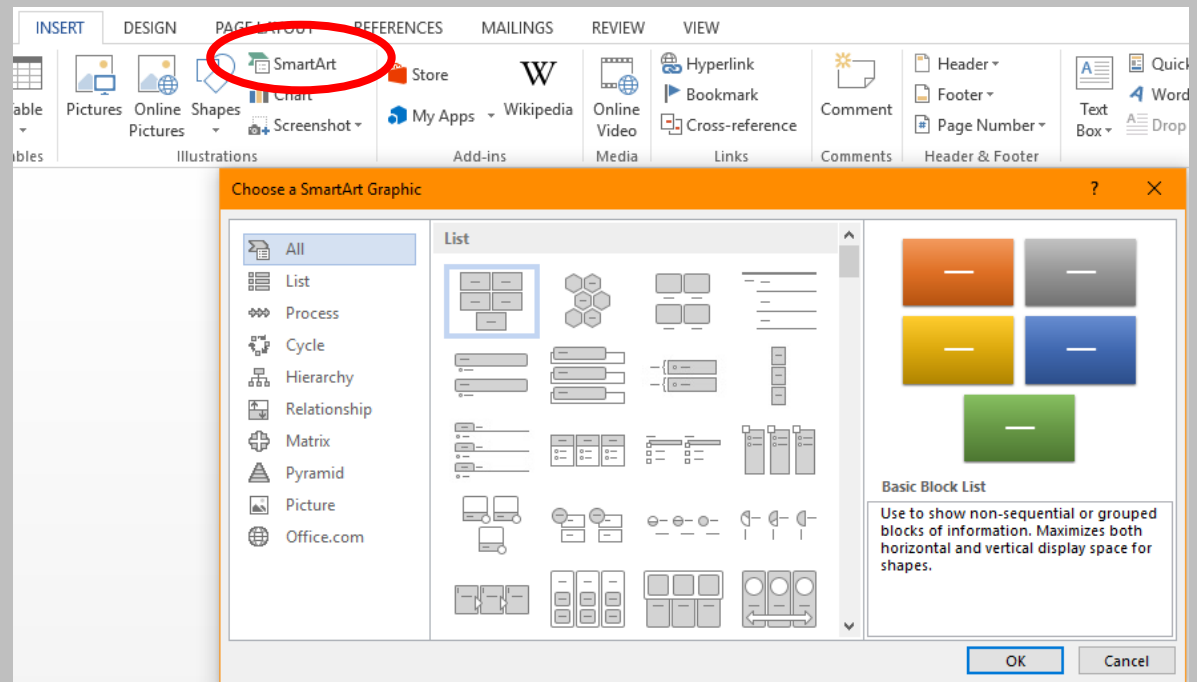
Making Insertion to a Document

- To add Wordart to the document, first you need to click on the Add **Wordart button**.

- Then the desired font type should be selected.

- Ex:
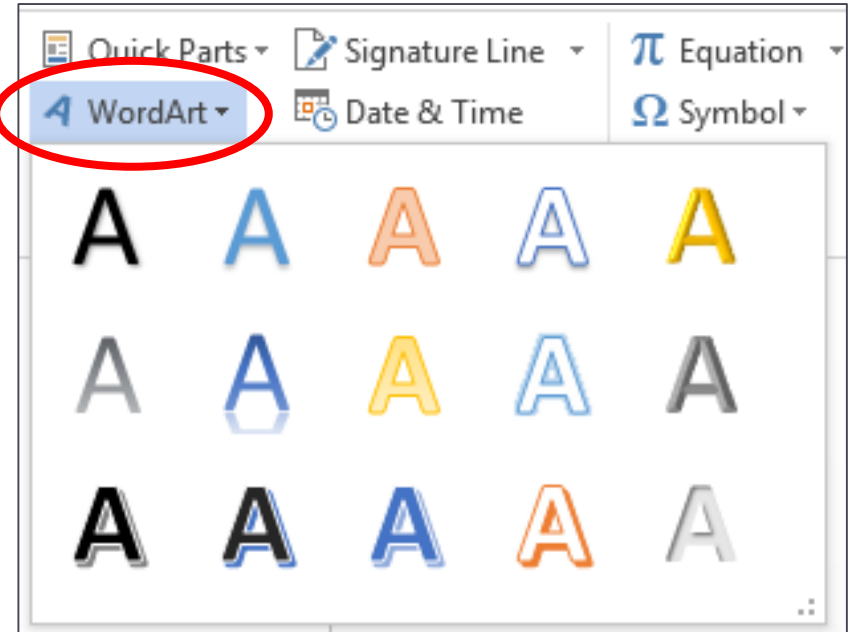
Making Insertion to a Document

➤ The **Page Numbers button** on the **Insert tab** should be used to add **page numbers** either to the top or bottom of the document.
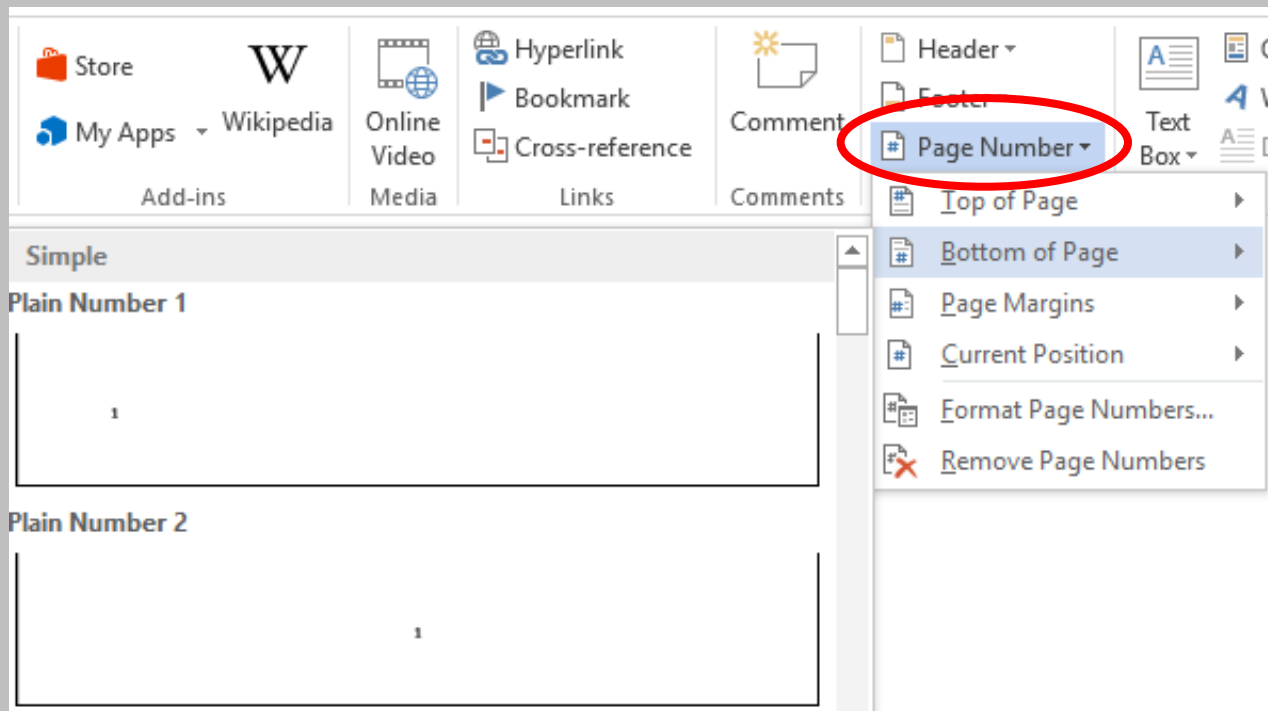
Making Insertion to a Document

➢ The area within the margins of the document can also be written. These notes are referred to as **headers** and **footers**.

➢ The **Header** and **Footer** buttons on the **Insert tab** are used to add headers and footers to the page.
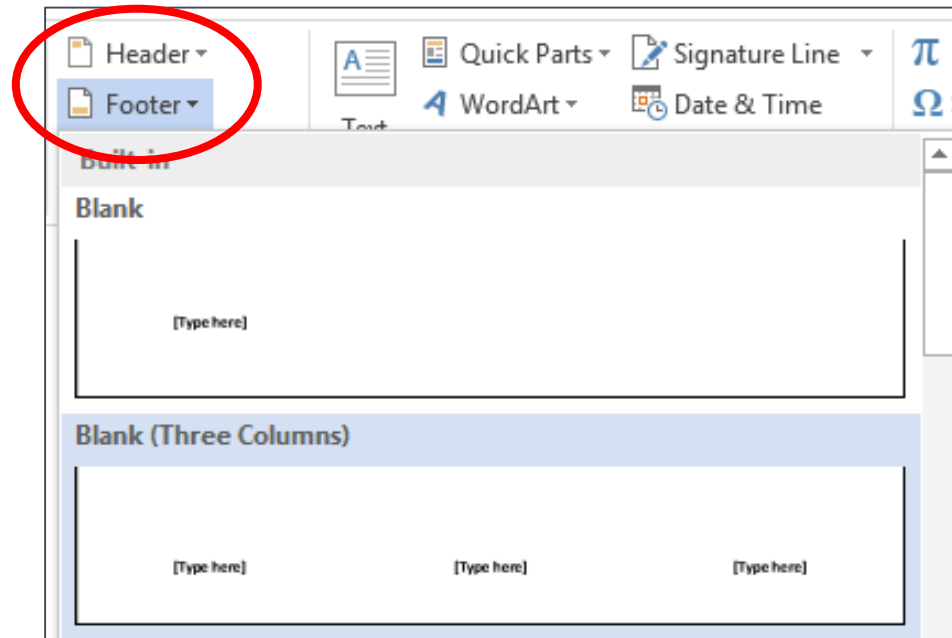
Making Insertion to a Document

➢ To make changes to headers or footers, the options on the design tab should be used when this information is added to the page.

Different headers or footers can be provided on the first page of the document
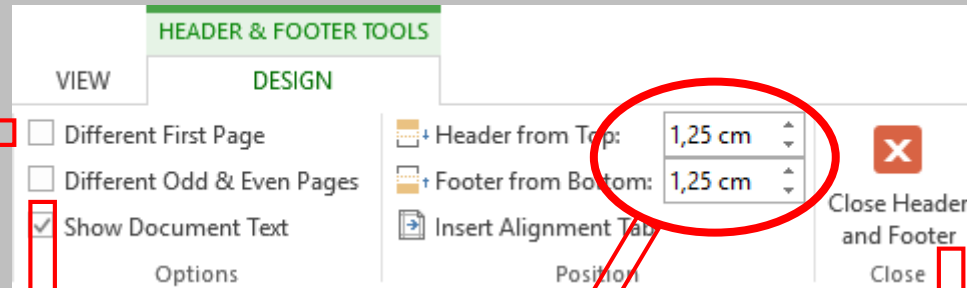
Different header or footer can be provided on even or odd numbered pages

The distance of the header and footer can be specified relative to the page from here.

Click the Close button when necessary adjustments are made. .

Making Insertion to a Document

➤ The buttons used to add this information must be used on the **Insert** tab to remove the header or footer.
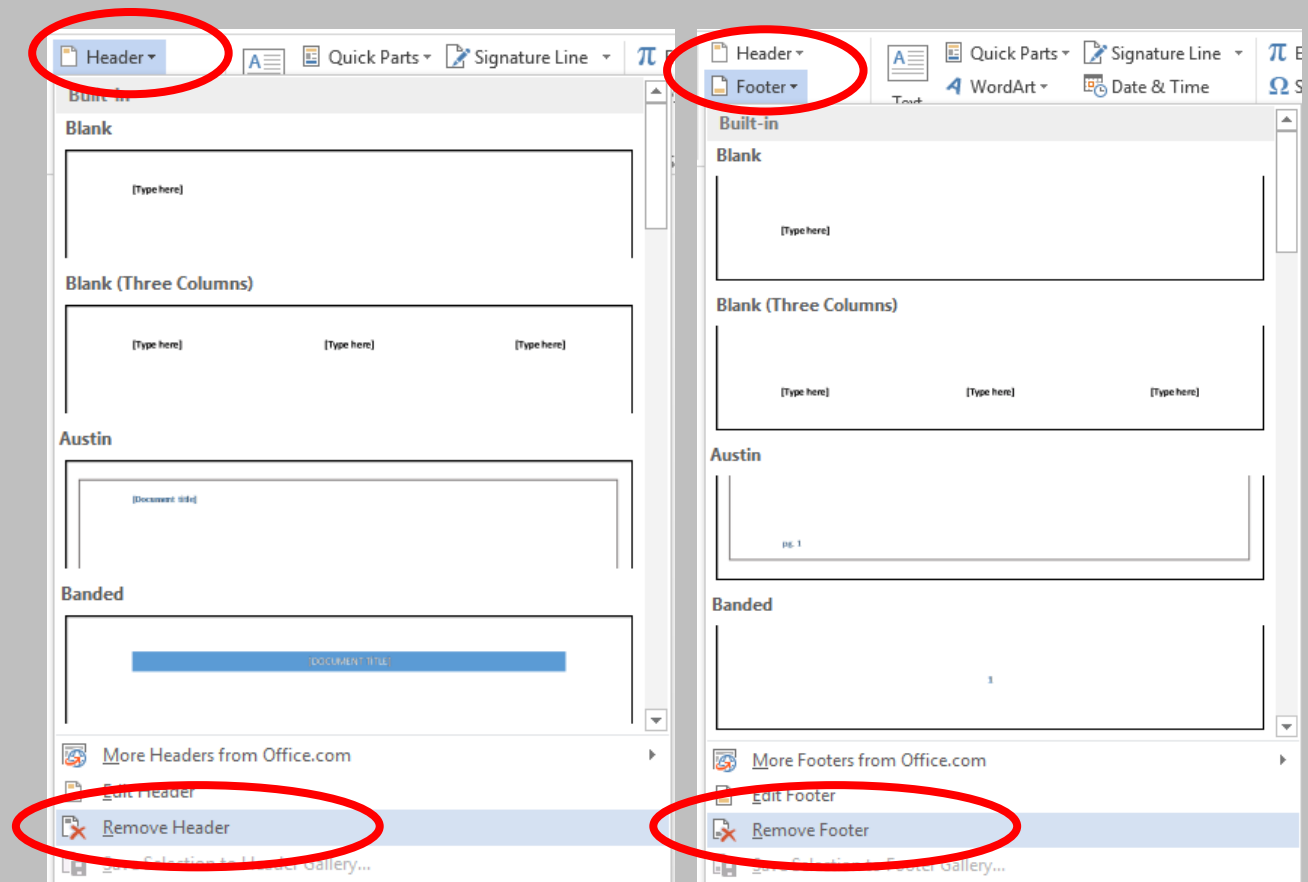
Page Structure

➢ In the Word program, documents are usually created in A4 page size

➢ One A4 sheet has a witdh of 21cm and a length of 29.7cm.

➢ The buttons in the **Page Setup** group are used on the **Page Layout** tab to change the size and orientation of the page.
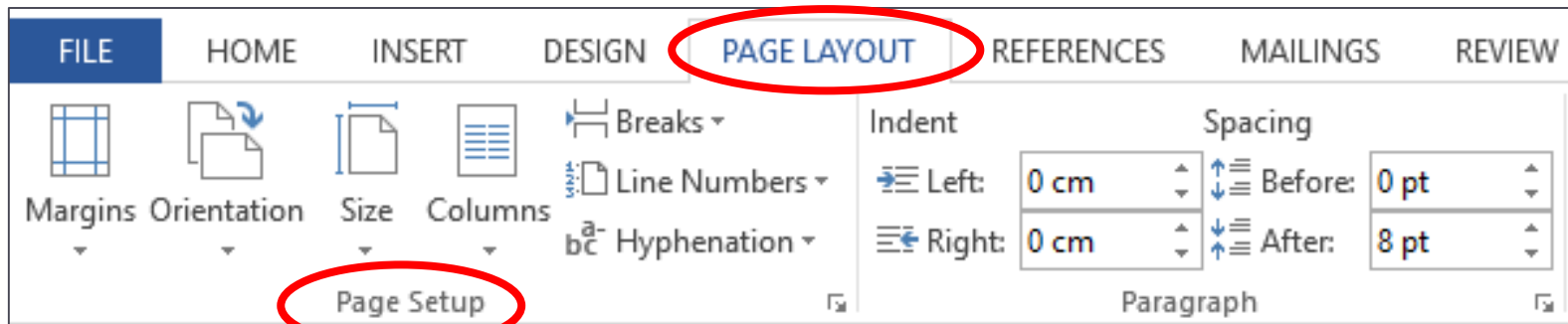
Page Structure

➢ **Margins** button on the **Page Layout** tab is used to **adjust the margins** of the page.
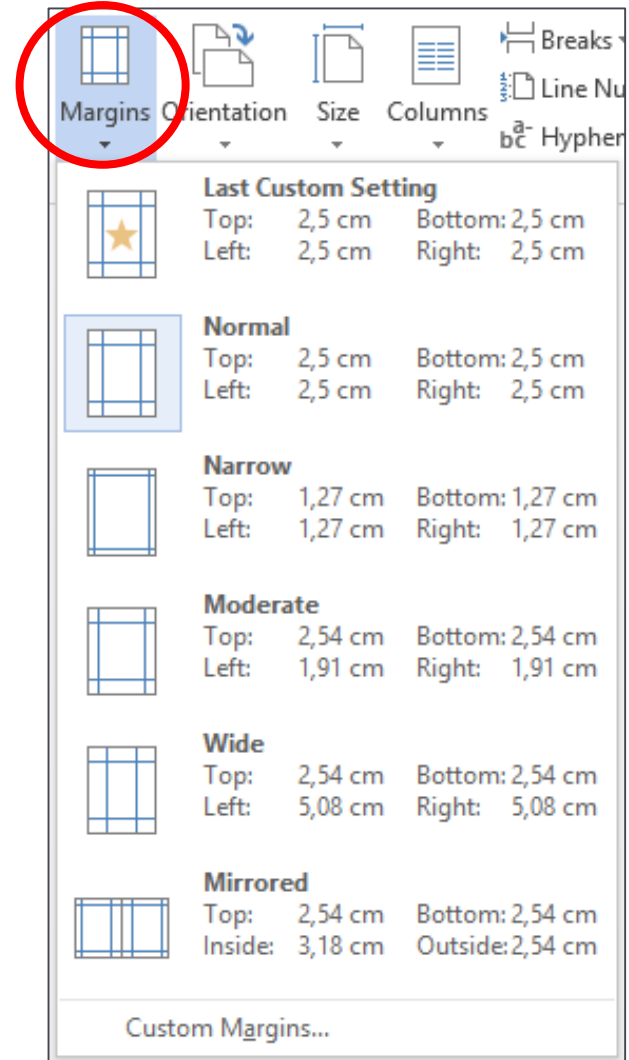
Page Structure

➢ Documents created in Word program are vertical.

➢ The **Orientation** button on the **Page Layout** tab should be used for horizontal position.
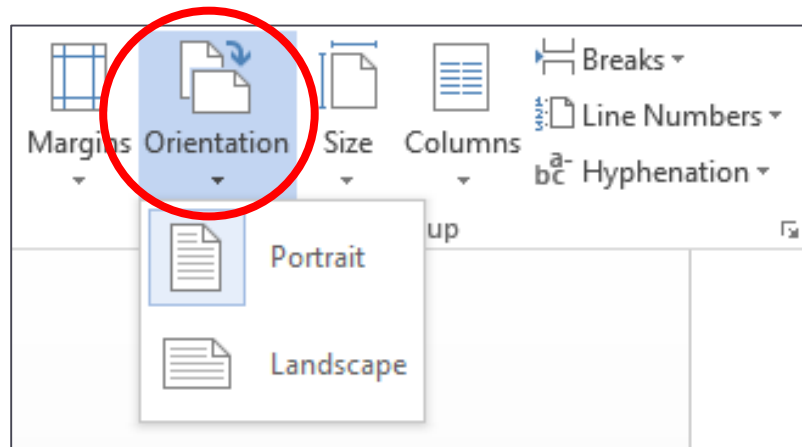
Page Structure

➢ The **Page Size** button on the **Page Layout** tab is used to change the size of the page
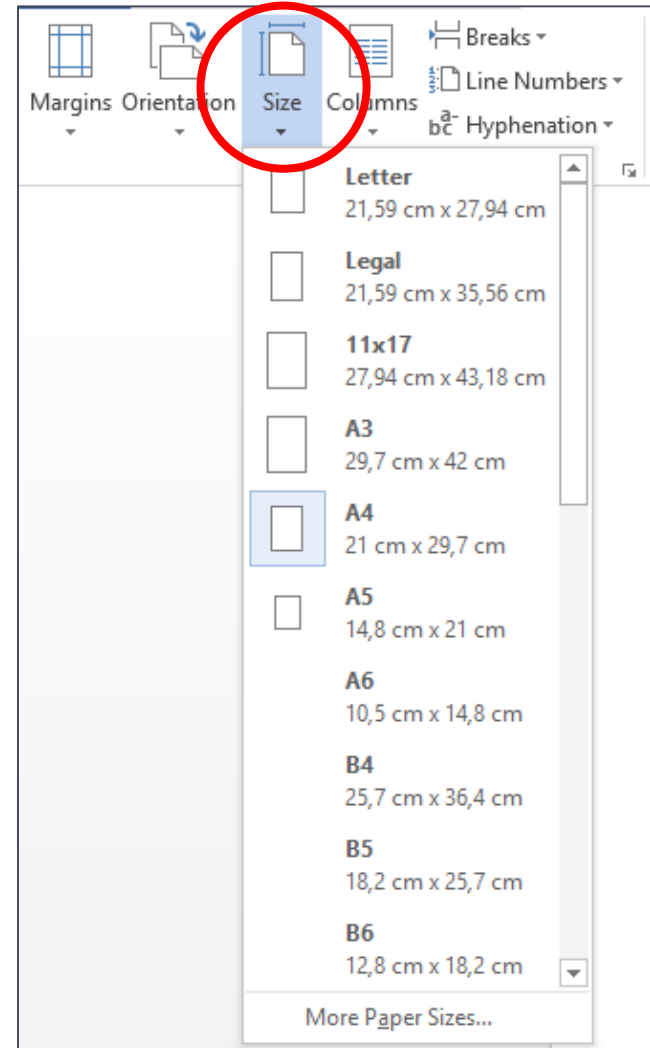
Page Structure

➢ The **Columns** button on the **Page Layout** tab should be used to divide the created text into columns in the page.

Page Structure

➢ Buttons should be used on the **Design** tab to change the page color, add page borders and watermark to the page.
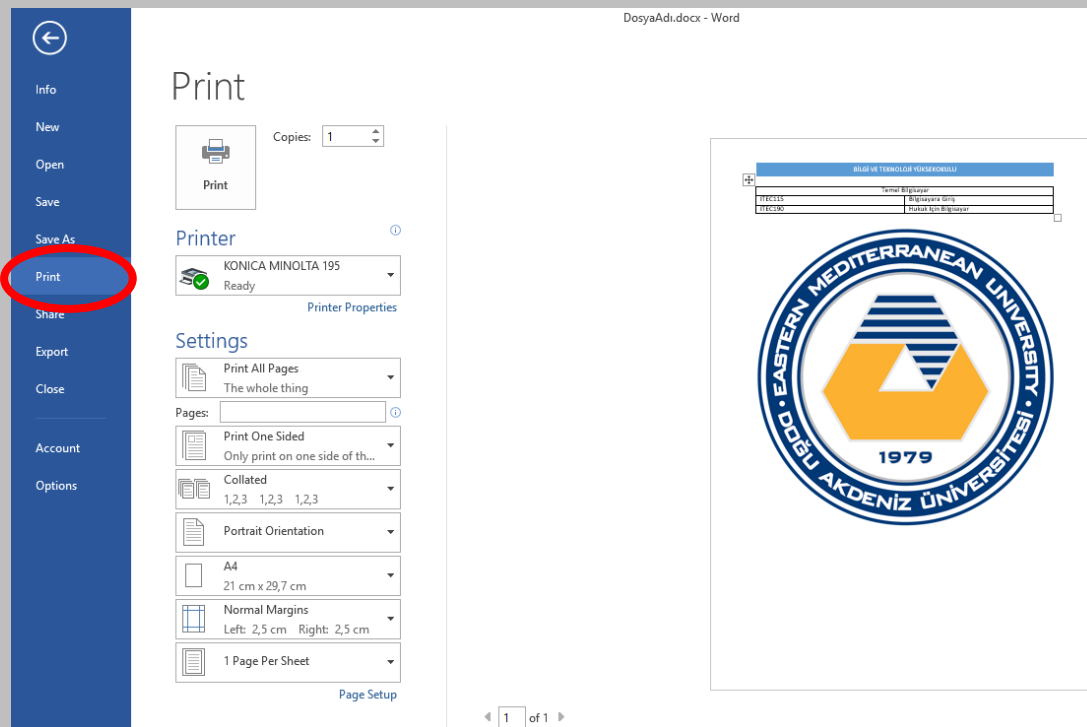

The button is used to add Watermark to the page.

The button is used to change the colour of the page

The button is used to add border of the page

Printing a Page

➢ The **Print** option must be selected on the **File** tab to print the document.

➢ **Print Preview** will be opened to see the final version of the text without printing the document

Printing a Page

➢ The settings of the document to be printed, can be changed using the print preview.

➢ When all settings are made, click the **Print** button.

Number of copy

Printer selection

Pages that is going to be printed

Page direction

Page size

Page margines