



Microsoft®

Word 2016 Intermediate Quick Reference Guide

Elements of a Table


Header Row	Location	Excursion Length	Standard	Loyalty
	Las Vegas	3-day	\$1,000	\$850
	Paris	3-day	\$2,000	\$1,600
	Beijing	3-day	\$4,000	\$3,500
	Las Vegas	5-day	\$1,700	\$1,400
Selected Cell	Paris	5-day	\$3,400	\$3,000
	Beijing	5-day	\$5,000	\$4,500
	Las Vegas	7-day	\$2,500	\$2,000
Row	Paris	7-day	\$5,000	\$4,500
	Beijing	7-day	\$7,000	\$6,500


Navigating a 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: Place 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.

Tables

Insert a Table: Click the **Insert** tab, click the **Table**  button, and select the number of rows and columns that you want.


Add a Row or Column: Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above** , **Insert Below** , **Insert Left** , or **Insert Right** , depending on where you want the row or column to be added.


Delete a Row or Column: Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete**  button, then select **Delete Row** or **Delete Column**.



Convert a Table to Text: Select the table, click the Table Tools **Layout** tab, click the **Convert to Text**  button, choose how to separate the cells, and click **OK**.

Manually Resize a Table Row or Column: Click and drag the cell border.

Automatically Resize a Table Row or Column: Click within the table, click the Table Tools **Layout** tab, click the **AutoFit**  button, and select an option.

Merge Cells: Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells**  button.


Split Cells: Select a cell, click the Table Tools **Layout** tab, click the **Split Cells**  button, enter the number of rows and columns, and click **OK**.


Distribute Rows and Columns: Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows**  button to distribute the rows evenly, or click the **Distribute Columns**  button to distribute the columns evenly.

Apply a Table Style: Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.


Apply Text Alignment: Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.





Add a Border to a Table: Select a table, click the Table Tools **Design** tab, click the **Border Styles** button list arrow, select a border style, click the **Borders**  button list arrow, and select a border option.


Add Cell Shading: Select the cell(s), click the **Shading**  button list arrow, and select a color.


Split a Table: Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table**  button.

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


Graphics


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 **Align**  button, and select **Distribute Horizontally** or **Distribute Vertically**.

Styles, Themes, and Templates

Apply a Style: Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery's **More**  button to see additional styles.

Display the Styles Pane: Click the dialog box launcher  in the **Styles** group on the Home tab.


Create a Style: Select some text that's formatted the way you want the style to appear, then click the Styles gallery's **More**  button and select **Create a Style** (or, click the **New Style** button in the Styles pane). Give the new style a name and click **OK**.


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 1** 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**  (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**.

Create a Citation: Click the **References** tab, click the **Insert Citation**  list arrow, and select **Add New Source**. Enter the source's information, then click **OK**.

Insert a Citation: Click the **References** tab, click the **Insert Citation**  button, and select a citation.

Insert a Bibliography: Click the **References** tab, click the **Bibliography**  button, then select a bibliography style.

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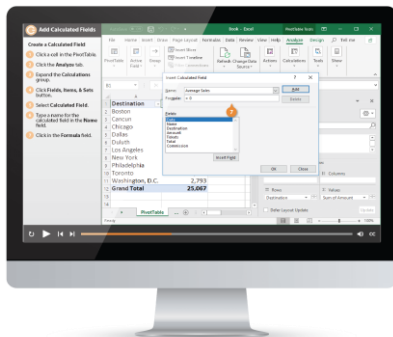
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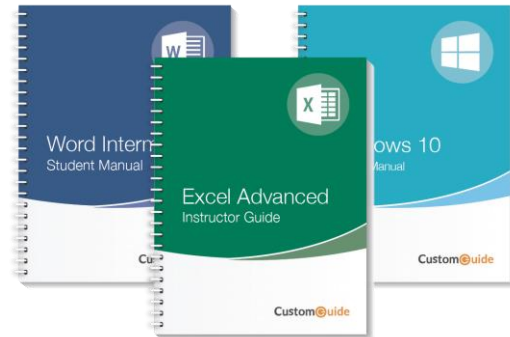
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