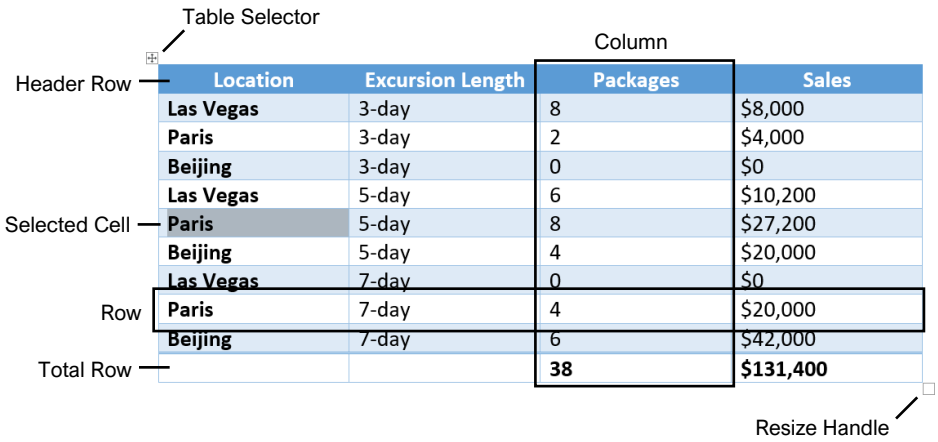
Word Intermediate
Cheat Sheet

CustomGuide

Elements of a Table



Location	Excursion Length	Packages	Sales
Las Vegas	3-day	8	$8,000
Paris	3-day	2	$4,000
Beijing	3-day	0	$0
Las Vegas	5-day	6	$10,200
Paris	5-day	8	$27,200
Beijing	5-day	4	$20,000
Las Vegas	7-day	0	$0
Paris	7-day	4	$20,000
Beijing	7-day	6	$42,000
		38	**$131,400**

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 then 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.

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 in a Table

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.

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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).

Insert a Drawing: Click the **Draw** tab, click the **Draw with Touch** button, then click and drag the mouse (or use your finger on a touchscreen) to draw a shape. Click the **Draw with Touch** button again when you're done drawing.

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 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.

Graphics

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

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.

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**.

Modify a Style: Change the formatting for some text with a style applied, right-click the style in the Styles gallery (or in the Styles pane) and select **Update ___ to Match Selection**.

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. Click the **Close Outline View** button to return to the previous view.

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 Link: 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** button, 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 from the menu.

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

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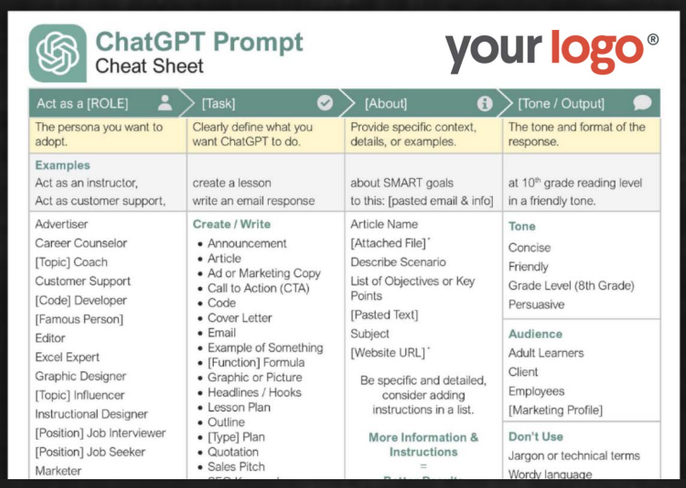

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