



Word Intermediate – Using Templates and Creating Flyers

Overview: Building on the Microsoft Word Basic class, this session guides students through common uses of this software, introducing them to the resume templates in Word, as well as using the software to create a flyer.

Student Skill Level: Intermediate

Requirements:

- Good mouse skills (ability to move the mouse on the computer screen and click or double click as required with minimal assistance).

Objectives:

- The student will:
 - Review memory space and use of flash drive, or the cloud, for storage
 - Use resume example for inserting Headers
 - Practice using a resume template included in Microsoft Word software
 - Choose one template
 - Type in data (if a personal flash drive is available)
 - Review Save As Dialog Box
 - Create a flyer using Word:
 - Add WordArt
 - Change and align font
 - Add a Table
 - Add Clip Art
 - Add Text Boxes



Resume Example

Bahler, Kristen. (2022). How to Make Your Resume Stand Out in 2022. Retrieved from Money.com Web Site: <https://money.com/how-to-make-your-resume-stand-out/>.

“The job search landscape today is almost unrecognizable from what we’ve seen before. So many people work from home these days that many companies now consider remote work a standard operating procedure. Others are struggling to bounce back from layoffs caused by the COVID-19 pandemic, or belong to the growing number of workers who have quit their jobs in recent months — a group sizable enough to make the term “the Great Resignation” stick.”

1 **JANE DOE**

2 P: (123) 456-7890 | E: janedoe@gmail.com | L: linkedin.com/in/jane-doe

3 **SUMMARY**
Strategic marketing professional with eleven years of experience in pharmaceutical and healthcare communications. Combines deep industry knowledge with experience guiding campaign development, product launches, and content strategy to elevate brand profiles. Excels at crafting high-impact communications and maintaining consistent messaging to team members and clients across multiple cities and time zones.

3 **SKILLS & EXPERTISE**
• Presenting Marketing Decks over Zoom and Google Meet • Long Distance Project Management • ROI Forecasting
• Branding / Rebranding • A/B Testing Oversight • Search Engine Optimization (SEO) • Public & Investor Relations

EXPERIENCE

4 **ROWE BIOPHARMACEUTICALS** | New York, NY
Senior Marketing Communications Manager 2015 – Present

- Oversee a 12-person communications team tasked with executing marketing initiatives across event coordination, branding, public relations, and business development. **Manage budgets ranging from \$3M to \$5M.**
- Charged with keeping remote team on-task through daily Slack check-ins and weekly one-on-one Zoom meetings.
- **Generated \$3.5M ROI** by developing a long-distance event management program from the ground up.
- Represent the brand in all press interviews, industry panels, and corporate communications initiatives.

5 **ENZYMES LABS** | Jersey City, NJ
Marketing Communications Manager 2012 – 2015
Marketing Communications Associate 2011 – 2012

- Spearheaded a new product launch that resulted in **\$147M in revenue** (2012). Executed highly successful PR campaigns despite limited budget and resources.
- Established Enzyme's first global sales conference, hosting 300 sales reps from around the world for five days of comprehensive training and product awareness. Developed daily training sessions, secured sponsorships, and oversaw daily activities of top executives.
- Coordinated events and tradeshows with budgets of up to \$200K
- Ensured all marketing materials adhered to corporate branding and industry guidelines.

EDUCATION

6 **NEW YORK UNIVERSITY – STERN SCHOOL OF BUSINESS** | New York, NY 2011
Bachelor of Science, Business Marketing
Honors & Activities: Dean's List / Co-Founder, Women Entrepreneurs Association

Resume design courtesy of Dana Leavy-Detrick

No matter which boat you're in, it's probably high time to give your resume a refresh. But be forewarned: Now, more than ever, hiring managers aren't going to suffer fools.

“Everyone is fatigued, and attention spans are low,” says Dana Leavy-Detrick, founder of Brooklyn Resume Studio. “It's that much more important to be concise and impactful.”

1. Pick a classic resume format and font: When it comes to resume format and design, opt for a clean layout. A 2018 study from the job site Ladders found that **resumes with so-called F-pattern and E-pattern layouts, which mimic how our eyes scan web pages, hold a recruiter's attention for longer than those aligned down the center, or from right to left.** A word on font: There's no specific "best" font for resumes, but you **should use the same font style throughout**, Leavy-Detrick says. **Sans serif fonts like Arial or Calibri** are usually good bets.

2. Don't be afraid to go bold: If you're applying for an investment banking job, a hot-pink resume probably won't do you any favors. **But subtle pops of color, like the orange used here, will work for just about everyone.** Another strategy for making your resume stand out is, of course, with the content you put on it. **In 2022, you'll get extra credit for highlighting your resilience.** How have you dealt with change and managed your time over the strangest two-year period most of us have experienced?

3. Add a skills section with bullet points: Skip the resume objective (nobody cares what you're "searching for") and lead with the good stuff instead. **The top of your resume should include "critical keywords and a quick snapshot of your core strengths,"** Leavy-Detrick says. Bullet points are a solid choice. Hard skills (tangible attributes that can easily be measured) also take precedence here, so highlight them accordingly.

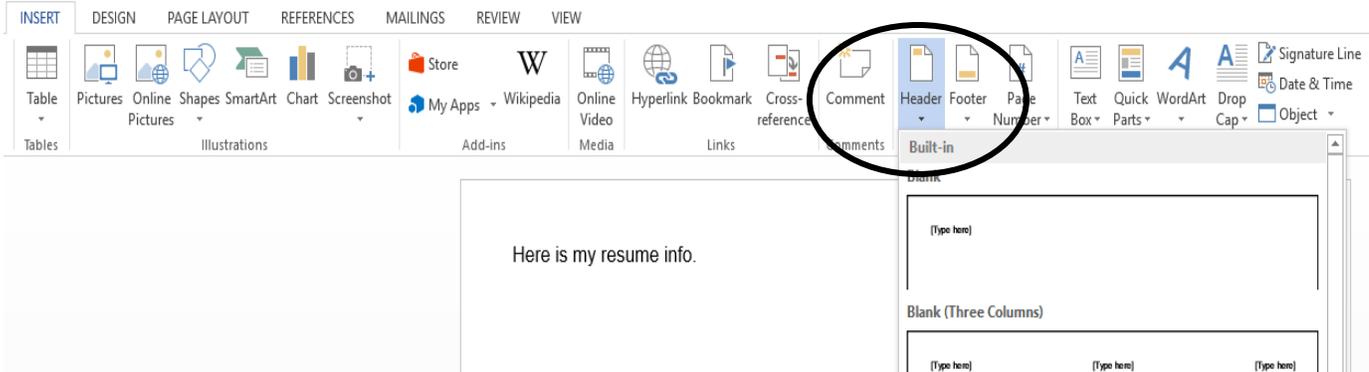
4. Show how you make an impact: List your relevant work experience in reverse chronological order, and use action verbs ("generated," "spearheaded," "executed") where appropriate. Don't just list your old job titles. To prove you're worth a hiring manager's time, you'll need to highlight some concrete "wins." Statistics that build upon your skills section are most impactful. **"Impact doesn't always have to be measured by metrics," she says. "Cultural improvements, special projects, customer growth ... anything that shows success can work." Keep things short and sweet** — don't try to list as many projects and responsibilities as you possibly can, Leavy-Detrick advises.... **"Really try to make it a 'best of' document."**

5. Add and tweak critical keywords: Don't make the mistake of answering each job application with the same generic resume. Instead, take a few extra minutes to mirror it to the keywords and phrases within the ad. You'll be much more likely to make it to the next round of hiring, especially if an applicant tracking system (a computer program designed to weed out candidates out) has anything to do with it. Avoid cramming in as many keywords as you can, or repeating the same words over and over — you'll end up sounding like a bot yourself. But do "get as close as you can to the language of the job description," Leavy-Detrick says. On our example resume, we've peppered in keywords from job postings in a way that sounds natural. ("Make sure you're speaking to those robots, but also humans," Leavy-Detrick says.) **Here's another tip: If you plan to cast a wide net by uploading a general resume to your LinkedIn or Indeed profile, make sure it's tailored to the primary job you want — then update your keywords** when applying to positions that deviate from the norm.

6. Know what to leave off your resume: Millions of workers lost their jobs as a result of the pandemic, and many are still trying to find gainful employment today. The silver lining, Leavy-Detrick says, is that **employers have had to relax some outdated hiring practices as a result. Most noteworthy? Job seekers with a large employment gap on their resume—once seen as a major red flag—are getting a pass.** Be discerning with the rest of the content: Don't add salary requirements, infographics or photographs. You can also **leave off your home address**, especially if you're applying for a remote role, or are hoping to convince a hiring manager to consider a remote candidate.

Insert Headers

Insert Headers: Insert > Header. Choose from drop down menu that appears



Type your header information (contact info)

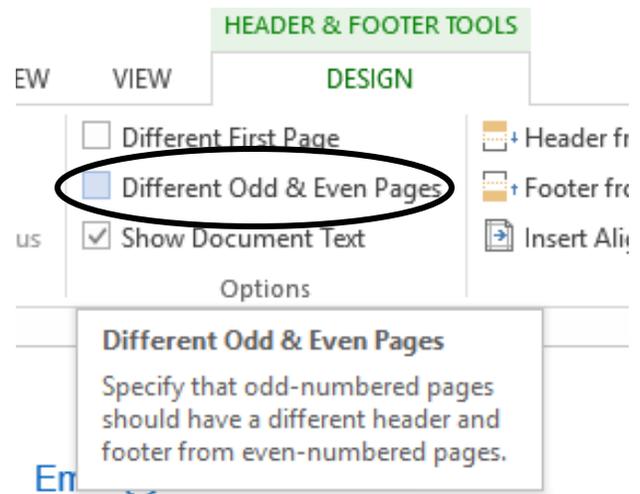
Email@somewhere.com

My Name

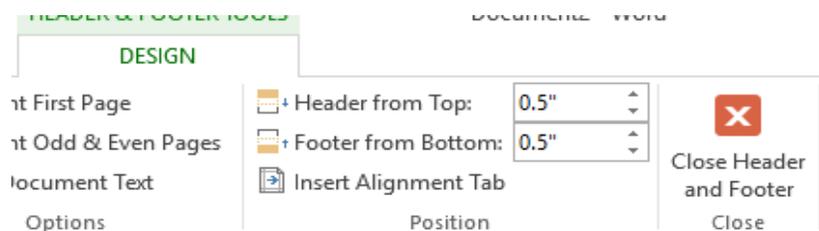
716-555-1212
Town, State

Header

How long is your resume? If it's more than one page, make your header "Different Odd and Even Pages" in the Header Design. How? Double click the header itself and choose the correct option. Remember! If you choose to put your references on page 3 of your file, the header will appear. This is a good thing; if your references are separated from your resume, then they have your name on them, too.



When you're finished, you may go back to the Design Tab and Close the header and footer



Computer Memory: Built-in Memory

Hard Disk (C: drive, Hard Drive or Local Disk) – located in the computer's tower. It is made of **platters** (a hard drive may have from 1 to 6 platters inside its sealed compartment)

This is a picture of the hard drive that is located **inside** the tower. You should never open the sealed case of the hard drive (you will ruin the data on the platters)

There may be a **SSD (Solid State Drive)** inside your computer. It is akin to a flash drive, but as large as a hard drive.



Memory: Portable Memory

Flash drives (a.k.a. USB, thumb, jump drive, removable disk or memory stick) plug into any available **USB (Universal Serial Bus) port** on the computer. They range in size from 64 to 512 Gb (64Gb costs \$10 or less. 512Gb costs about \$50 or more). Most computers come equipped with 4 to 6 built-in USB ports.



USB symbol: all universal serial bus ports and plugs are identified with this symbol



USB plug and port

Flash drives are the most current way to save personal computer files. (not CDs or DVDs) One flash drive is usually sufficient to save everything you need (pictures, text files, etc). You should own a flash drive if possible.



Onedrive – The Cloud

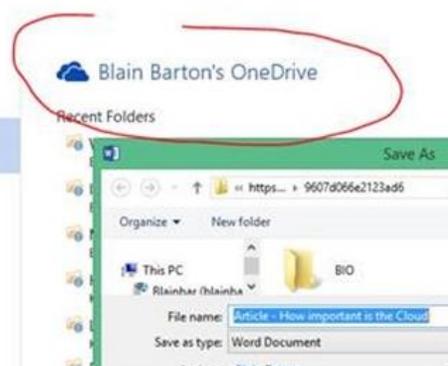
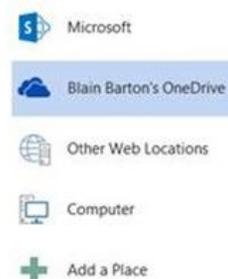
An important addition to Office 2013 and Windows is the **Onedrive**. It is essentially an online backup storage place that gives you **5GB of space** for free (note that you must have Internet access to get your items from Onedrive).



It is a component of all Windows products today. You may choose to save to your OneDrive and access files from the cloud, with your Internet connection.

Apple and Android have similar systems (Apple Cloud Storage and Google Drive, respectively).

Save As



Memory Space Measurements:

Name	Abbreviation	Size
Bit	b	1 bit (on or off, 1 or 0, electricity or no electricity – it's the lowest unit of measure – everything else is based on this)
Byte	B or b	8 bits – one typed letter "H"
Kilobyte	Kb	1000 bytes – about 1/2 page of typed text
Megabyte	Mb	1000 kilobytes – about 2 (250 page) ebooks, 4Mb is about one digital photo
Gigabyte	Gb	1000 megabytes – 1Gb is about 250 photos or 2,000 ebooks. 5Gb is about one DVD (Hollywood movie with extra features) A Blu-ray is about 27Gb.
Terabyte	Tb	1000 gigabytes – about 225,000 digital photos or about 450 DVD movies

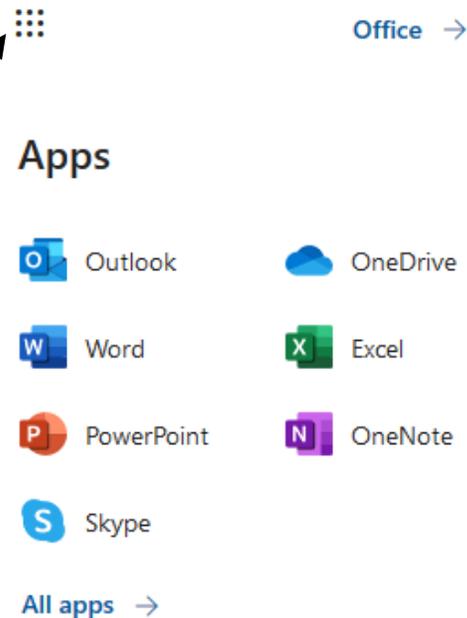
Above table based on the HowStuffWorks Web site (2009). DVD and Blu-ray info: Watson, 2010.

Special Note: Accessing Word Online with Microsoft Account

If you choose to go to www.live.com you can create a free online account with Microsoft and get access to Word, Excel, and Power Point for free (with your Internet access).

Once you create an account and sign in, the "App Drawer" (the grid) is on the left side of the web page. Click it and you'll see the list of available applications. Click the one you wish to use.

All changes made to files created online are AUTOMATICALLY saved to your OneDrive account and can be downloaded to your computer – but I would only download the FINAL COPY because, unless you're online or you pay for Office, you cannot edit the file. All changes must be done online and again, are saved to the OneDrive. (Same as Google Docs and Google Drive – different companies).



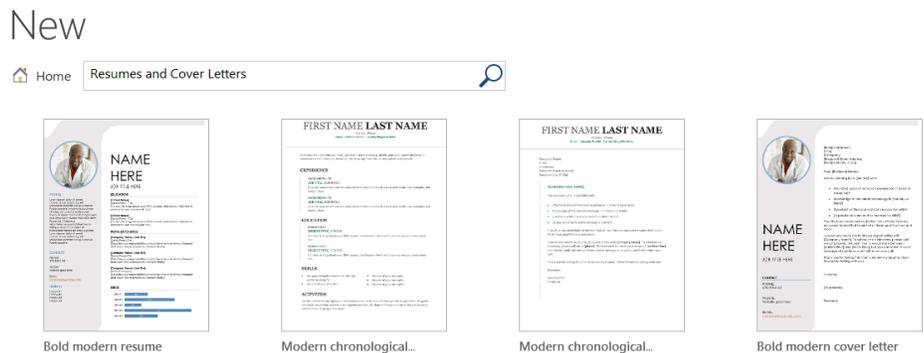
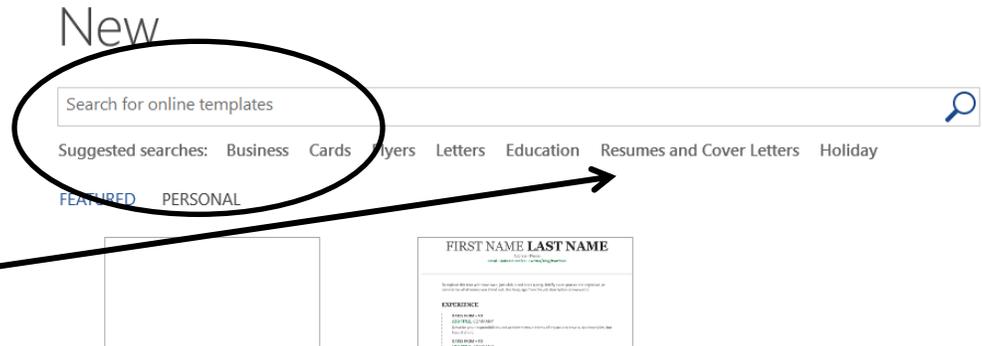
Choose an Online Template

Click **File > New** (we will use the search bar at the top of this screen)



There are navigation options at the top of the screen: **Back, Forward, Home**. There's also a pathway that allows you to see where you are inside the Templates.

You may use the search bar on the right to search for “**resume.**” Or, click on the “Resumes and Cover Letters” link.

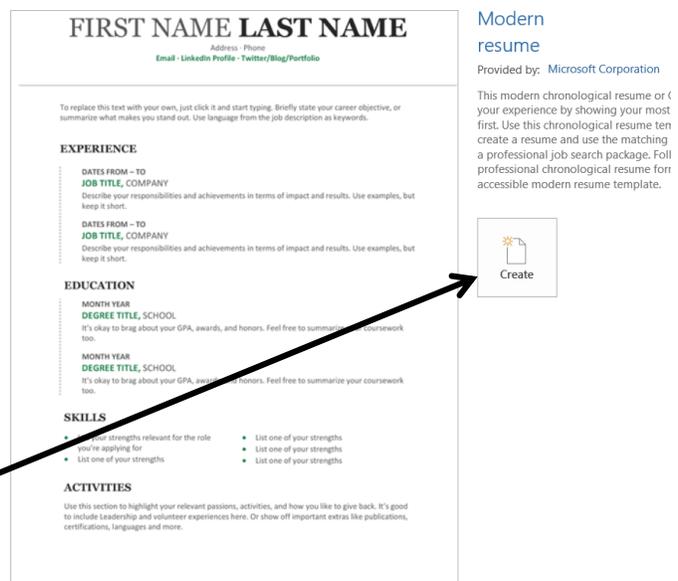


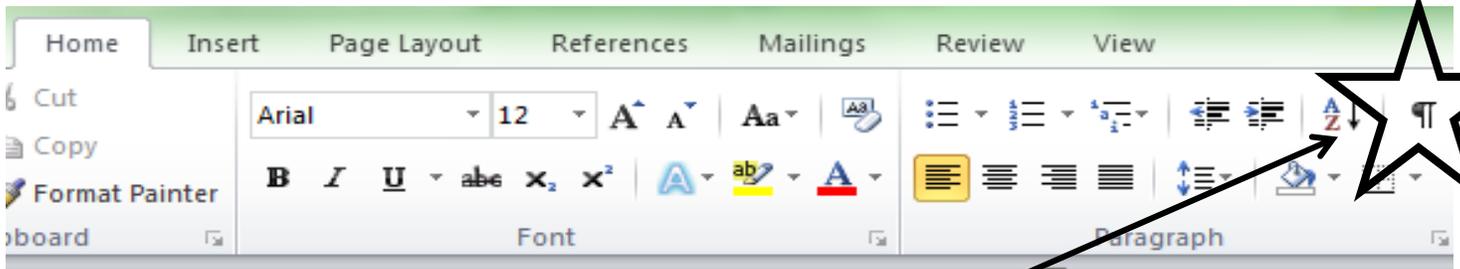
Here are a few of the templates you may choose. A **template** is a file with information already in place – it's filled in with “generic” data that YOU change to match your personal information. This is what we will cover in class.

For this practice session, please scroll through the files and choose a **resume sample**.

This information will appear on the right side of your computer screen. Please note that you **can't actually read** what's in the template. We are just looking at the **overall design**, not the words. We'll replace all the words with our own.

Click the **Create** button.





Once the template appears on your screen, please click the **Show/Hide** button on the **Home** tab in the Paragraph group. I want to show you various formatting marks inside templates. The better you understand these formatting marks, the easier Word will be for you.

There are many hidden characters and formatting marks in Word. Each one means something different and allows you to manipulate the document in certain ways. Becoming familiar with these marks can greatly assist you in creating any file in Word. The following items come from Barnhill and Rado's article on formatting marks (2011).

The paragraph mark or pilcrow (¶) represents a paragraph break (when the Enter key is pressed).

A small raised dot represents an ordinary space (Space bar is pressed).

An arrow pointing to the right → represents a tab character (Tab key is pressed)

In table cells you will see a circle with four lines radiating from the corners. ☒ [When you move your mouse to the top of a table] you will see a four-way arrow, usually blue in color. ☒ This tells you where the table begins (very important; with one click you select the whole table, more later).

Another very important nonprinting character is the anchor symbol – when working with floating objects it's often crucial to know where these are (We'll see these with text boxes)



Other, less important formatting marks are:

A right-angle arrow pointing to the left ↵ represents a line break.

A right-angle arrow between two vertical lines ⌞ represents a text-wrapping break (intended for web pages)

Manual Column, Page, and Section Breaks:

..... Column Break.....
 Page Break.....
 Section Break (Continuous).....

▪ Finally, you will sometimes see a small black bullet ▪ in the margin next to a paragraph.

This indicates that the paragraph is formatted with the **"Keep with next," "Keep lines together," "Page break before,"** or **"Suppress line numbers"** property.

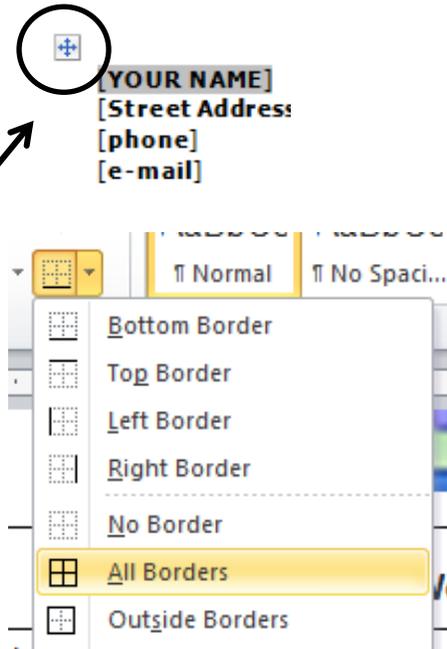
It's very important to keep these formatting marks in the template as you use it. If you don't, you'll lose the "look" of the document and hence negate the value of using the template. Place your cursor carefully and use the backspace and delete keys judiciously. If you accidentally lose a formatting mark, use the **Undo** button in the **Quick Access toolbar** at the top of Word.



A Word about Tables

Inserting a table in a document is one of the easiest ways to create even columns. Almost every resume template has some sort of table in it, so let's take a quick look at one.

Find the start of the table by locating the blue, 4-way arrow at the table's beginning. Move the mouse around the page carefully; it will only appear when your mouse is at the start of the table.



Click once directly on top of the blue arrow and your entire table will turn blue (selected)

Go to the **Home** tab (at the top of your screen), in the **Paragraph** group, and click on the drop-down for Borders. Click on **All Borders**. What happens?

.....Practice.....

Let's choose some templates and practice deleting and adding information to them. Remember that each time you open a new template, **another session of Word also opens**. This will **slow** your computer speed, so, when you're finished with a template **close it** and open a new one.

I can see on my task bar that I have **two** sessions of Word open, because there are two visible squares around the "W" of Word. When using templates, there will always be two open sessions.



There are dozens of available templates in Word. Try several and see what happens!

Saving a Document – Save Early and Save Often!

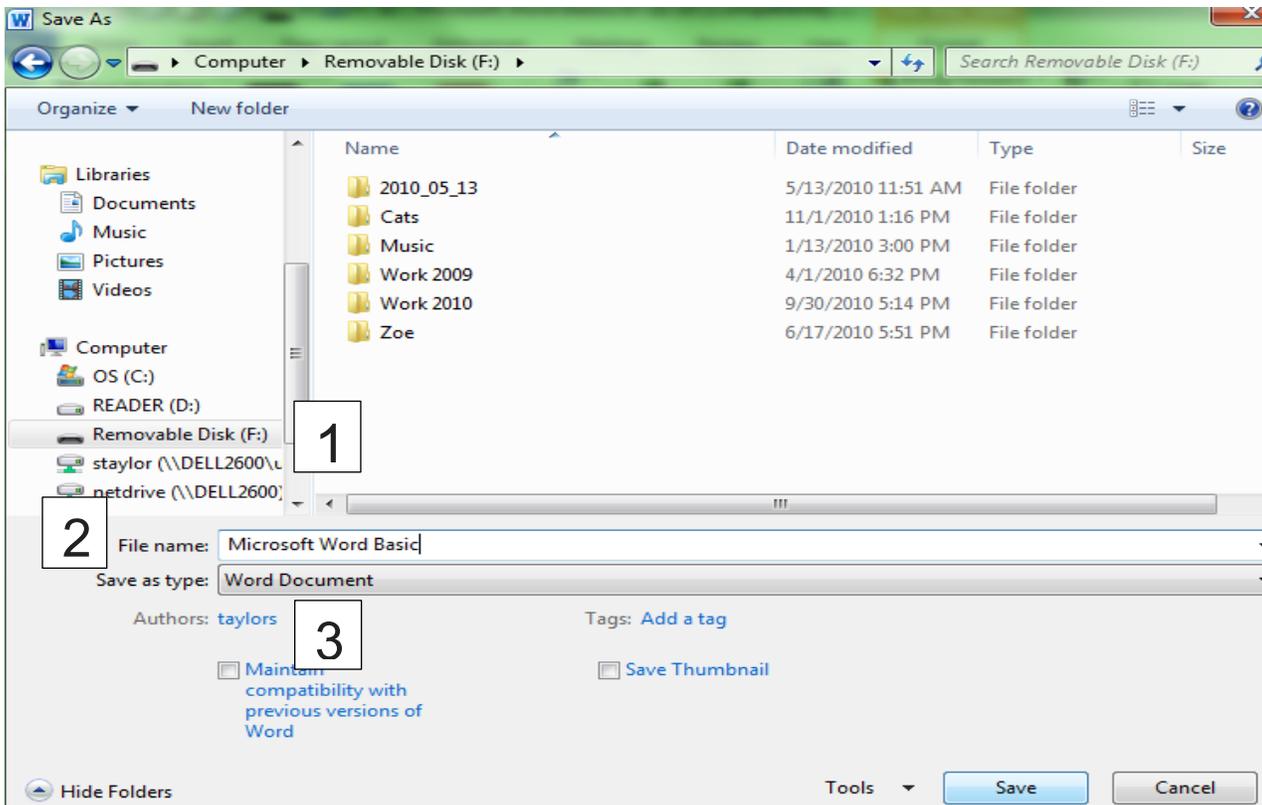
The easiest way to save a document is to use the **Quick Access Toolbar** located directly **above the File Tab** at the top of the window.



Click the **Save Button**

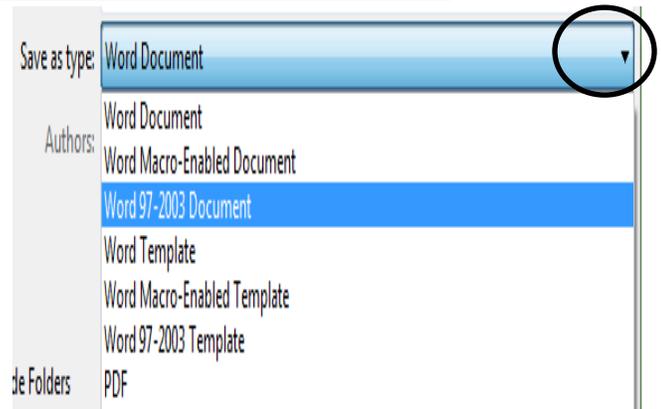
(You may also click the **File Tab** and then click **Save**)

If this is the first time you are saving a document, the **Save As** dialog box will appear on the screen:



You need to tell the computer the following information:

1. Where to **Save**: choose a location from the left side of the dialog box (removable disk)
2. **File name**: type in your own file name and remember this so you can find the document again!
3. **Save as type**: generally leave this as the default, though sometimes it needs to be changed. If you find this to be the case because of compatibility issues (using older and newer versions of the software) click the drop-down menu and choose a type:



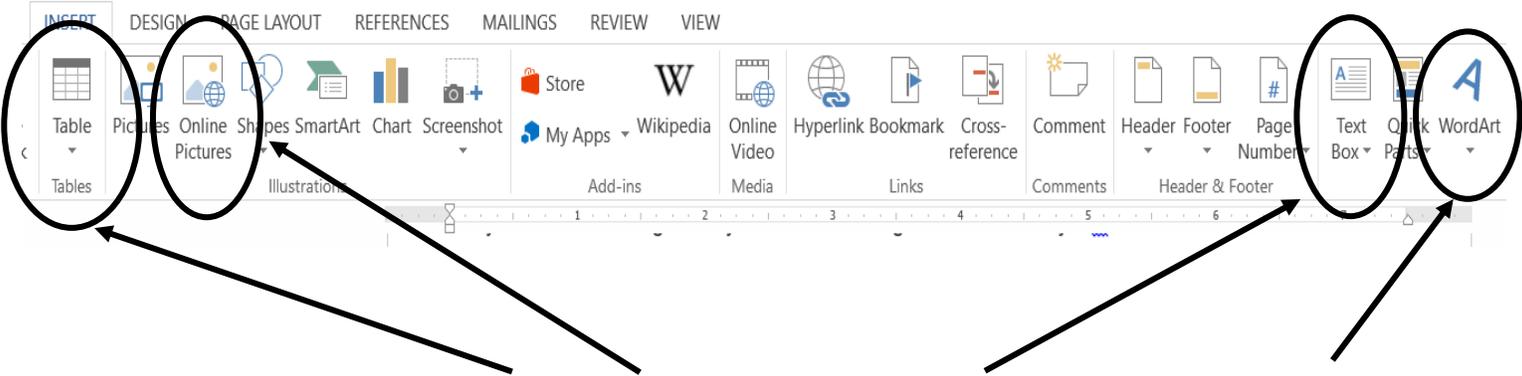
Once you have completed the **Save As** dialog box once you don't need to repeat. When you click the Save command (either from the **Quick Access Toolbar** or the **File Tab**) you will automatically overwrite changes to the original document.

If you'd like to save multiple copies of the same document, you may choose the File Tab > Save As and rename the document as often as you wish. This is especially helpful when you are sending out resumes and cover letters to multiple employers. It helps you avoid sending the wrong letter/resume packet to the wrong employer!

For example, if I am searching for a job in the library system, I might apply for a subject specialist position, emphasizing my knowledge and abilities for the particular subject matter, like history. Or maybe I would like to be the technology trainer, so I would subtly alter both my resume and cover letter to emphasize my computer knowledge and experience or schooling. Once I made these alterations, I would definitely rename the resumes and cover letters. "resume – history," or "resume – tech" would work fine for me. "Cover letter to NIOGA – history" would denote that letter as the one I sent with the "resume – history" file. **This is one way of storing and organizing computer files. Play around with things until you find something comfortable for you.**

Create a Flyer in Word

Click on the **Insert** Tab

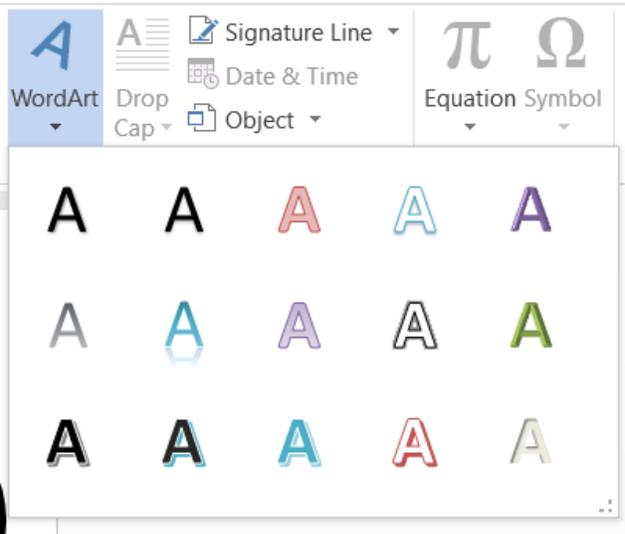


Note the positions of **Tables Online Pictures, Text Boxes, and WordArt**

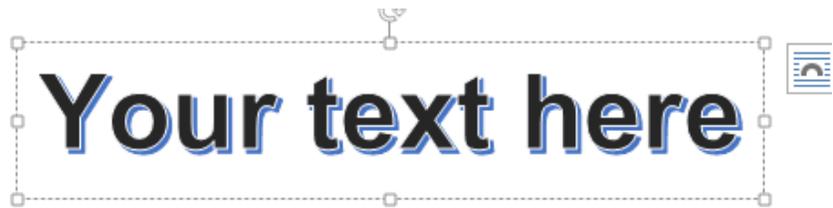
FIRST, CHANGE THE MARGINS!
1. OPEN NEW DOCUMENT
2. CLICK LAYOUT TAB
3. CLICK MARGIN COMMAND
4. CLICK NARROW

Now, click the **Insert** Tab and click the **Insert Word Art** button

Select a style from the gallery



A box with “Your text here” appears with the text selected (in grey). **All you need to do is type your text and resize your Word Art.**



Now we see the **frame** around the edge of the Word Art. Mouse over it and notice that the mouse indicator on the screen turns into a double-headed arrow.

This indicates a **resize option**. **Click and hold the mouse button** and see how the letters change size and shape.

Make the WordArt large enough to fill the top of the page.



Change Font Size and Center Align

In Word all you need to do to move the cursor is **place the mouse** at the approximate line you wish to use and then **double click** the mouse button. REMEMBER: CURSOR PLACEMENT IS IMPORTANT!

Move the cursor towards the middle of the page – around the fifth line down (move the mouse and double click). Make sure your cursor is blinking **BELOW** the WordArt.

To remove excess spaces on the page, click on the **Page Layout** Tab > **Paragraph** Group > make the **After** spacing **zero** by clicking on the **downward** pointing triangle.



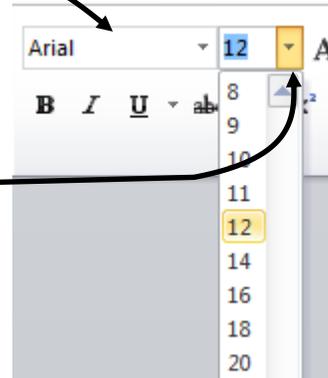
Click the **Center Align** button on the **Home** Tab > **Paragraph** Group



Click the **Font Type** button and choose a type you like for your flyer.

Click the **Font Size** button in the **Font Group** and choose 20 point

Type your text, pressing **Enter** to go to the next line



Insert Table

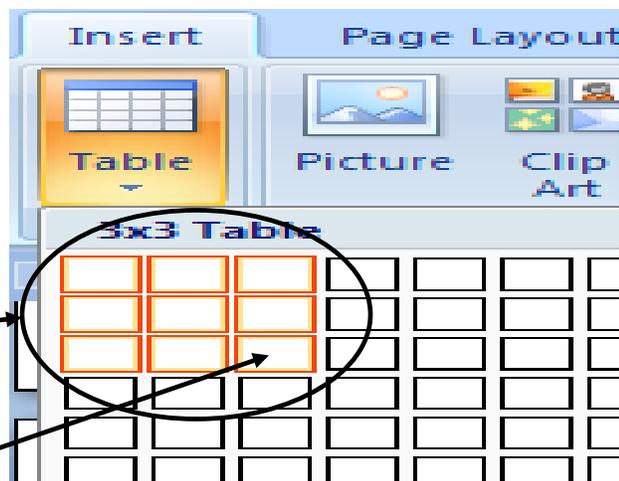
Move the cursor towards the middle of the page – around the twelfth line down (by double clicking mouse)

Click on the **Insert Tab**. Table on the **Menu bar**

Click **Table**

Choose **three** columns and **three** rows by “mousing over” 3 columns and 3 rows

Click on the last square and your table will appear in the document



Type the headers **Date**, **Class Title**, and **Time**

Press the **Tab** key to move from cell to cell

Type in any date, title, and time you like

Date	Class Title
------	-------------

Date
August 2, 1984
August 9, 1984

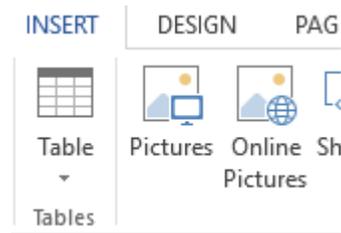
Insert Online Pictures

Place the cursor about 4 lines down from the table

Remember, the picture will insert where the cursor is positioned!

Center the **cursor** with the **Center Align** button on the **Home tab**

Click on the **Online Pictures** button on the **Insert Tab**



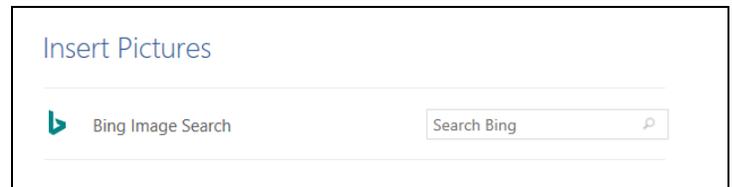
The **Bing Image Search Box** will appear on the screen

Type “computer” in the **Search Bing:** box

Click **the magnifying glass**

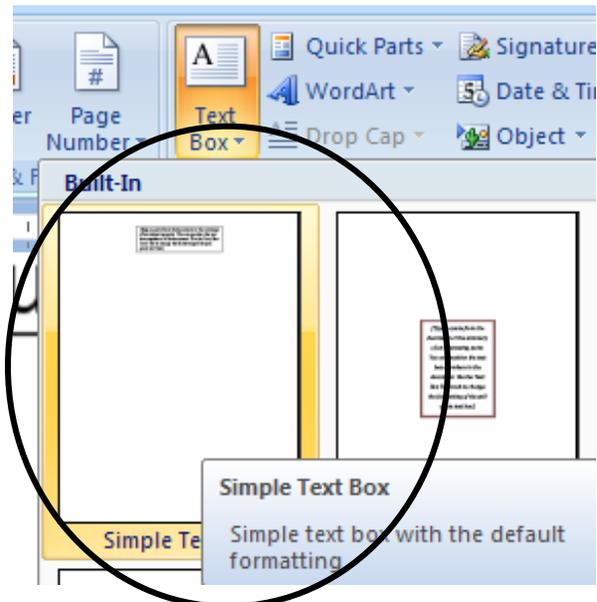
Choose a picture by **clicking** on it **ONCE**. Click **Insert**. The picture will appear in the document where the cursor was.

Remember, you may resize pictures the exact same way as Word Art – with the circles or squares on the outside frame of the picture.



Insert Text Box and Change Alignment

Click on the **Insert Tab >Text Box > SimpleText Box**



A text box will appear on your page

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Text Box Tools tab to change the formatting of the pull quote text box.]

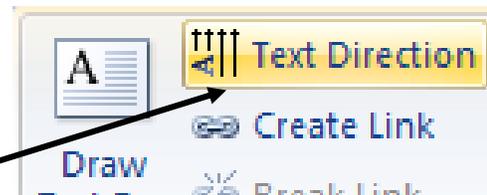
Start typing the necessary information for the tear-off tabs for the bottom of the sheet

Your Library
555-1212
Computer Classes

To remove excess spaces, **highlight** the words in the text box, click on the **Page Layout** Tab > **Paragraph** Group > make the **After** spacing **zero** by clicking on the **downward** pointing triangle.



When finished, click on the **Format** Tab at the top of the window, and move the mouse to the **Text Direction** option currently showing in the **Text Box Tools** Tab (upper right corner of the screen)



Click the button to get the text into this alignment

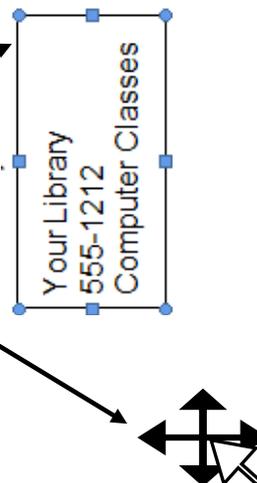
Your Library
555-1212
Computer Classes

Move Text Boxes

Click once on the **edge** of the text box – make sure there is **no** cursor on screen
The **edge** of the box will look like this

Move your mouse along the **edge** until it is a **4-way arrow**

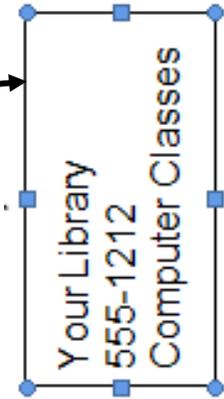
Click and hold the mouse, **drag** the text box to the bottom of the screen, aligning them as close as possible (remember, these will be cut with scissors after printing so people can tear them off and keep them)



Copy and Paste Text Boxes

Click once on the **edge** of the text box – make sure there is **no** cursor on screen

The edge of the box will look like this



Click **Copy**

Click **Paste 8 times to get copies of the text box**

Remember, **Copy** and **Paste** are on the **Home Tab**

Resources

****These items are available in the NIOGA Library System!****

****Contact your local library for assistance!****

Microsoft Word:

Author	Title
Foulkes, L	Learn Microsoft Office 2019
Gookin, D	Microsoft Word
Hawkins, R	Microsoft Word made easy
Lambert, J	Microsoft Word 2016 : step by step

Resumes:

Author	Title
Gruber, E	Résumés that get jobs: how to write your best résumé.
Hanson, C	Resume writing 2022: the ultimate guide to writing a resume that lands you the job!
Kingsley, T	How to write a resume: 7 easy steps
NY State DOL	https://dol.ny.gov/resumes-cover-letters-and-job-applications

Computer Training Program is provided by:



NIOGA LIBRARY SYSTEM

6575 Wheeler Road - Lockport, NY 14094
Phone - (716) 434-6167 Fax - (716) 434-8231



Edited 2023

Reference

Barnhill, S. and Rado, D. (2011). What do all those funny marks, like the dots between the words in my document, and the square bullets in the left margin, mean? Retrieved from Microsoft Word MVP Web Site:

<http://word.mvps.org/FAQs/Formatting/NonPrintChars.htm>.

Webopedia. (2013). SkyDrive Definition. Retrieved from: <http://www.webopedia.com/TERM/S/skydrive.html>.



Microsoft®

Word 2021 Intermediate

Quick Reference Guide



Elements of a Table

	Location	Excursion Length	Packages	Sales
Header Row	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
Selected Cell	Paris	5-day	8	\$27,200
	Beijing	5-day	4	\$20,000
	Las Vegas	7-day	0	\$0
Row	Paris	7-day	4	\$20,000
	Beijing	7-day	6	\$42,000
Total Row			38	\$131,400

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**.

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.

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.

Graphics	Graphics	Long Documents
<p>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.</p> <p>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.</p> <p>Insert a Text Box: Click the Insert tab, click the Text Box button, and select a style of text box.</p> <p>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).</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> 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. <p>Insert WordArt: Click the Insert tab, click the Insert WordArt button, and select a style of WordArt.</p> <p>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.</p> <p>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.</p> <p>Move an Object: Select an object, then click and drag it to a new location.</p> <p>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.</p>	<p>Flip an Object: Select an object, click the Format tab, click the Rotate Objects button and select Flip Vertical or Flip Horizontal.</p> <p>Position an Object on the Page: Select an object, click the Format tab, click the Position button, and select a position.</p> <p>Wrap Text Around an Object: Select an object, click the Format tab, click the Wrap Text button, and select a text wrapping style.</p> <p>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.</p> <p>Group Objects: Select multiple objects, click the Format tab, click the Group Objects button, and select Group.</p> <p>Ungroup Objects: Select a group, click the Format tab, click the Group Objects button, and select Ungroup.</p> <p>Align Objects: Select multiple objects, click the Format tab, click the Align button, and select an alignment option.</p> <p>Distribute Objects: Select multiple objects, click the Format tab, click the Align button, and select Distribute Horizontally or Distribute Vertically.</p>	<p>Use Outline View: Click the View tab and click the Outline button. Click the Close Outline View button to return to the previous view.</p> <p>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).</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Insert a Citation: Click the References tab, click the Insert Citation button, and select a citation from the menu.</p> <p>Insert a Bibliography: Click the References tab, click the Bibliography button, then select a bibliography style.</p>
Styles, Themes, and Templates		
<p>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.</p> <p>Display the Styles Pane: Click the dialog box launcher in the Styles group on the Home tab.</p> <p>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.</p> <p>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.</p> <p>Apply a Theme: Click the Design tab, click the Themes button, and select a theme.</p> <p>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.</p> <p>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.</p>		