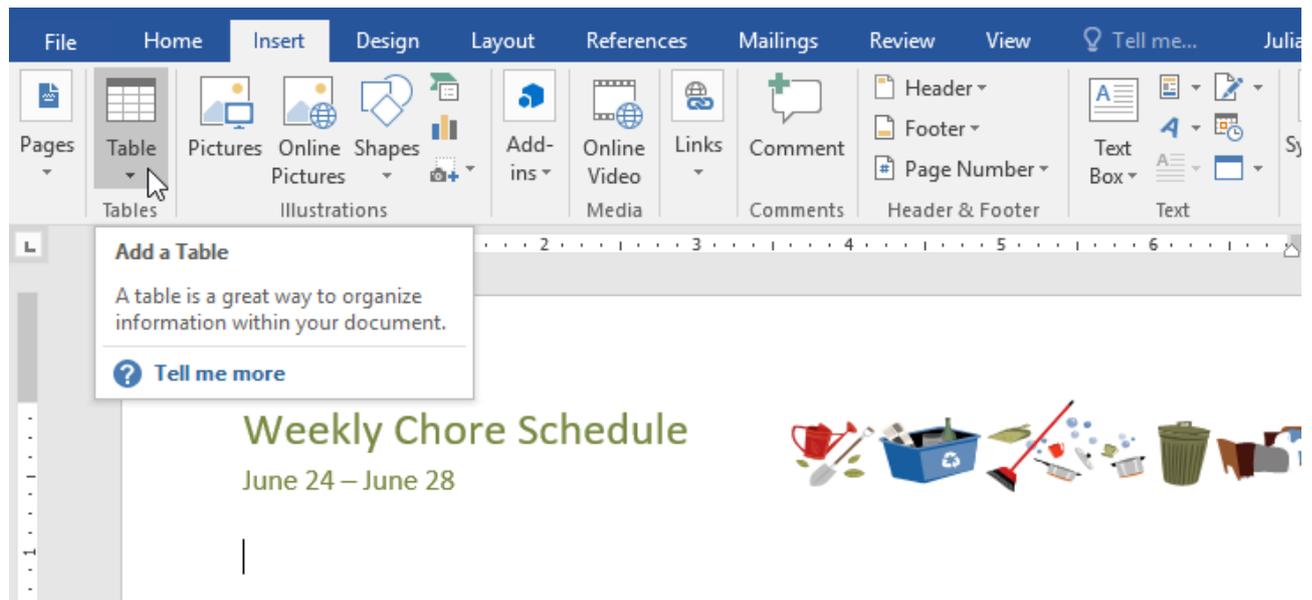


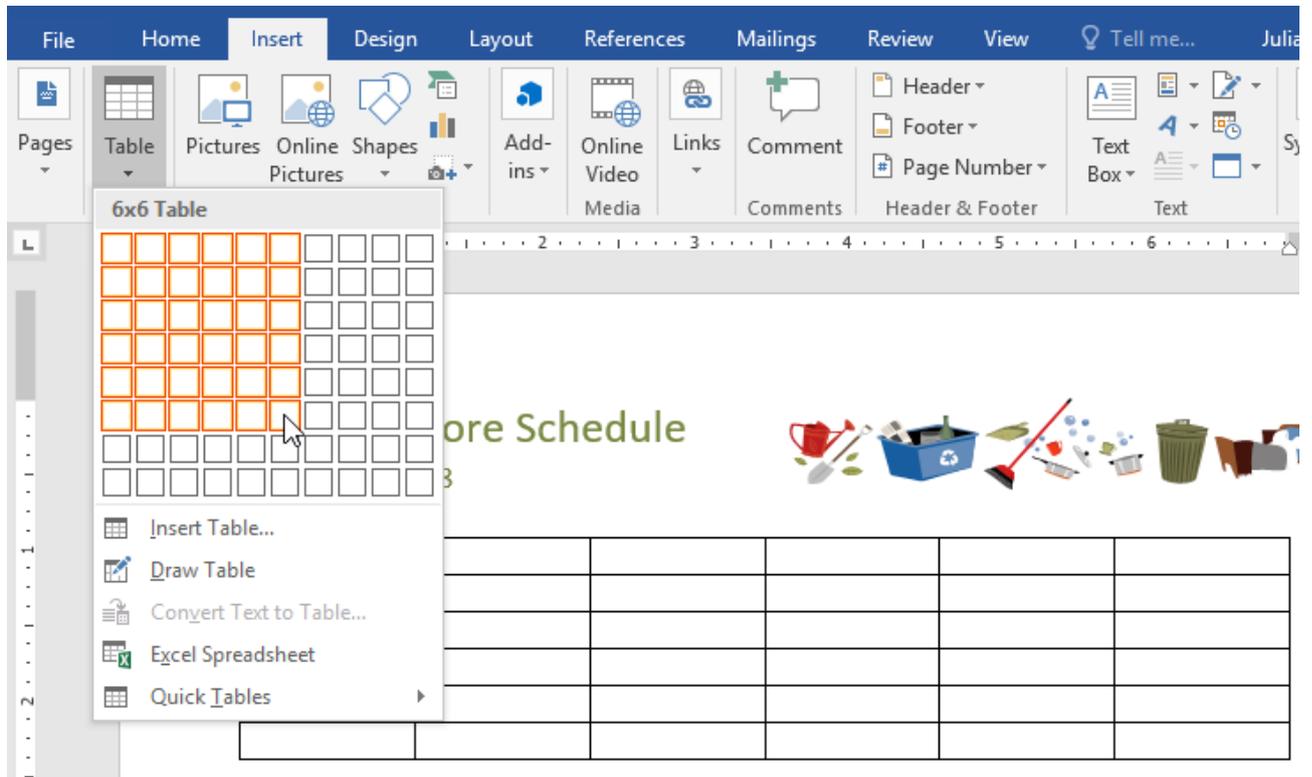
# Tables

To insert a blank table:

1. Place the insertion point where you want the table to appear.
2. Navigate to the **Insert** tab, then click the **Table** command.



3. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.



4. Click the grid to **confirm** your selection, and a table will appear.
5. To **enter text**, place the insertion point in any cell, then begin typing.

## Weekly Chore Schedule

June 24 – June 28



Monday	Tuesday	Wed			

### Modifying tables

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

*To add a row or column:*

1. Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.

# Weekly Chore Schedule

July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

2. A new row or column will be added to the table.

# Weekly Chore Schedule

July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

You can also **right-click** the table, then hover over **Insert** to see various row and column options.

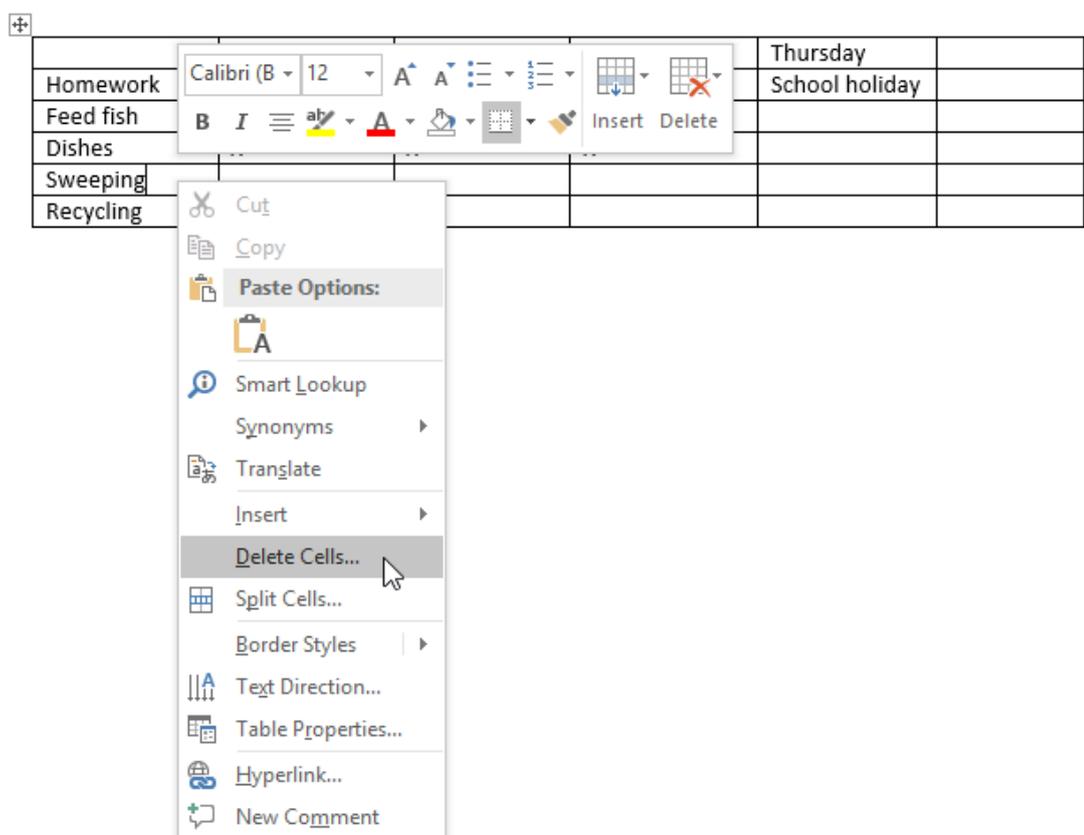
	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

A context menu is open over the table, showing the following options:

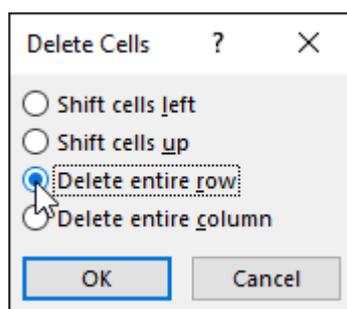
- Cut
- Copy
- Paste Options:
  - A
- Smart Lookup
- Synonyms
- Translate
- Insert
  - Insert Columns to the Left
  - Insert Columns to the Right
  - Insert Rows Above
  - Insert Rows Below
  - Insert Cells...
- Delete Cells...
- Split Cells...
- Border Styles
- Text Direction...
- Table Properties...
- Hyperlink...
- New Comment

To delete a row or column:

1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click, then select **Delete Cells** from the menu.



3. A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.

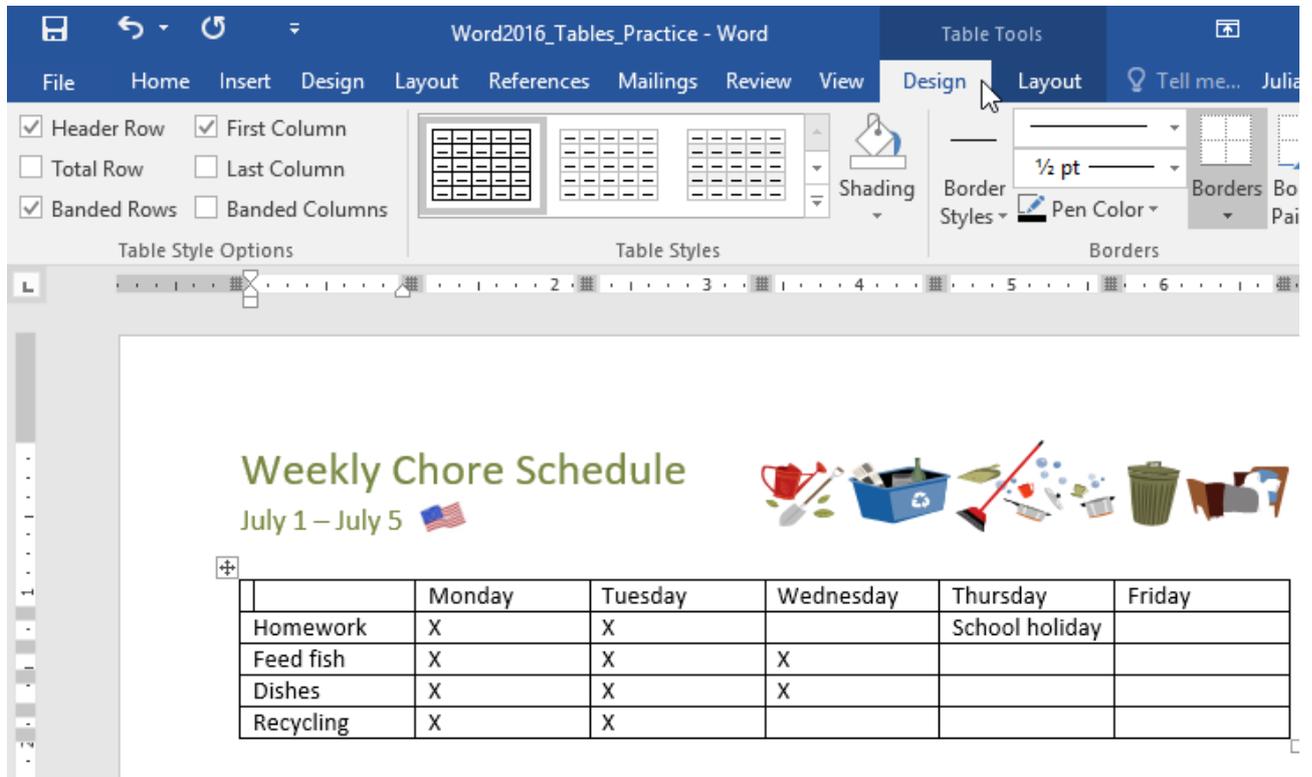


4. The row or column will be deleted.

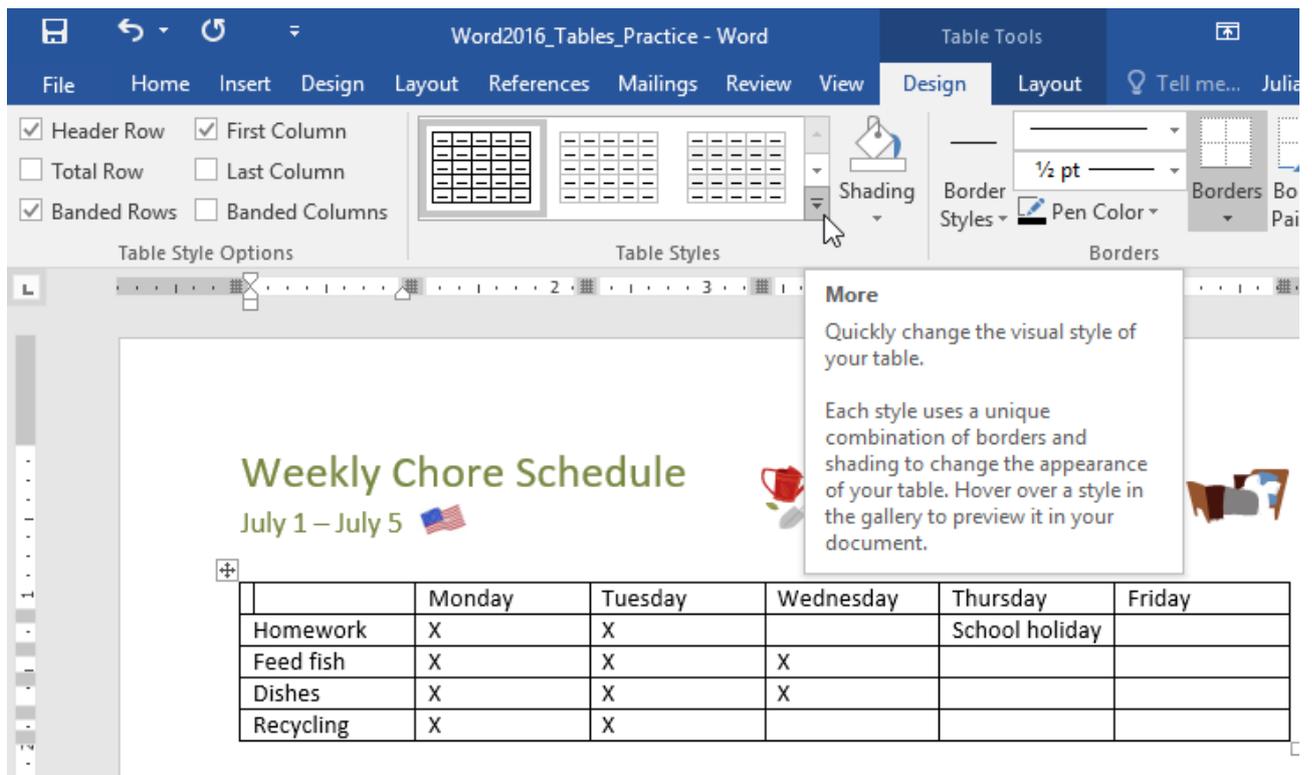
To apply a table style:

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

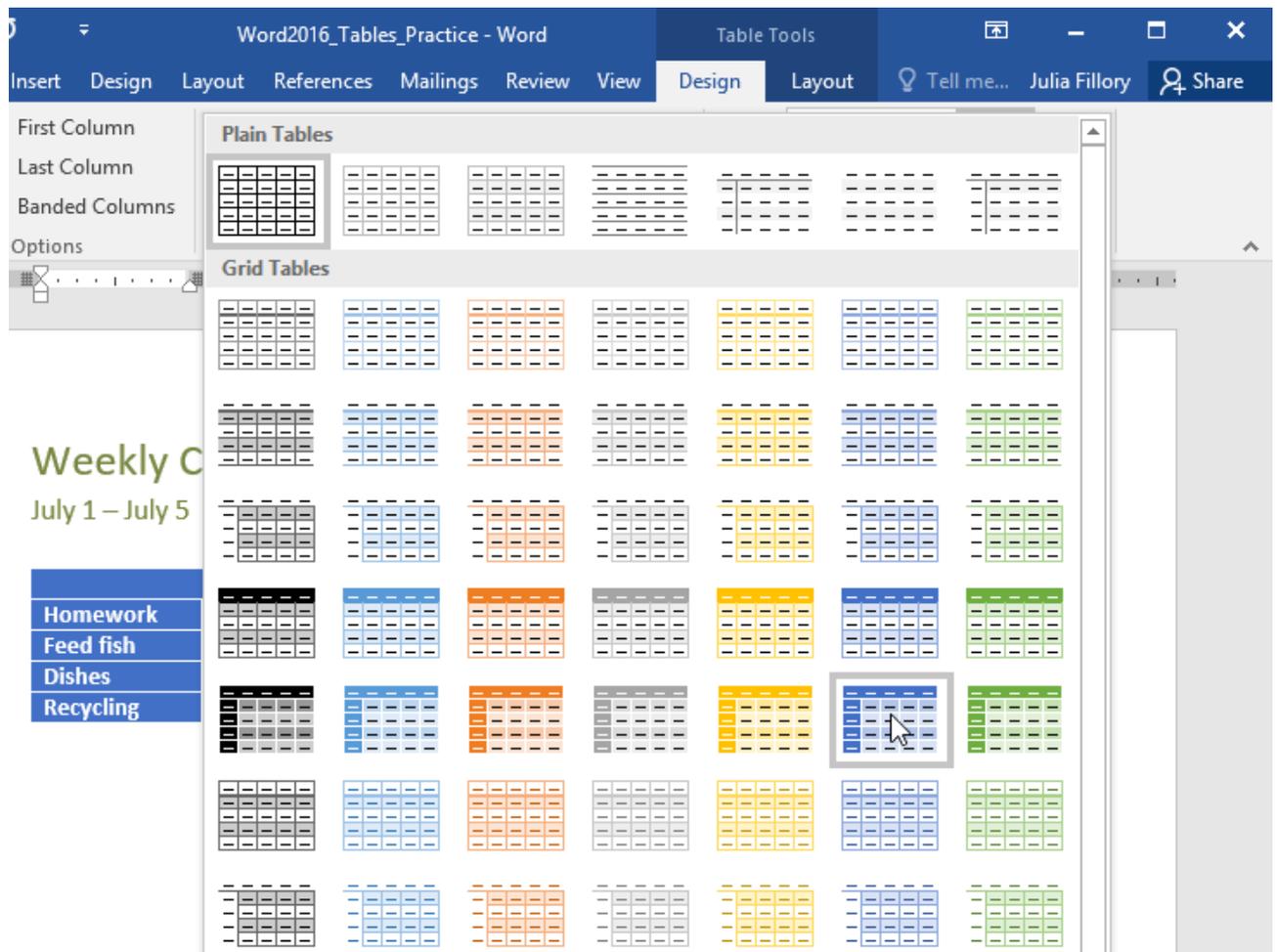
1. Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.



2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.



3. Select the **table style** you want.



4. The table style will appear.

## Weekly Chore Schedule

July 1 – July 5 🇺🇸

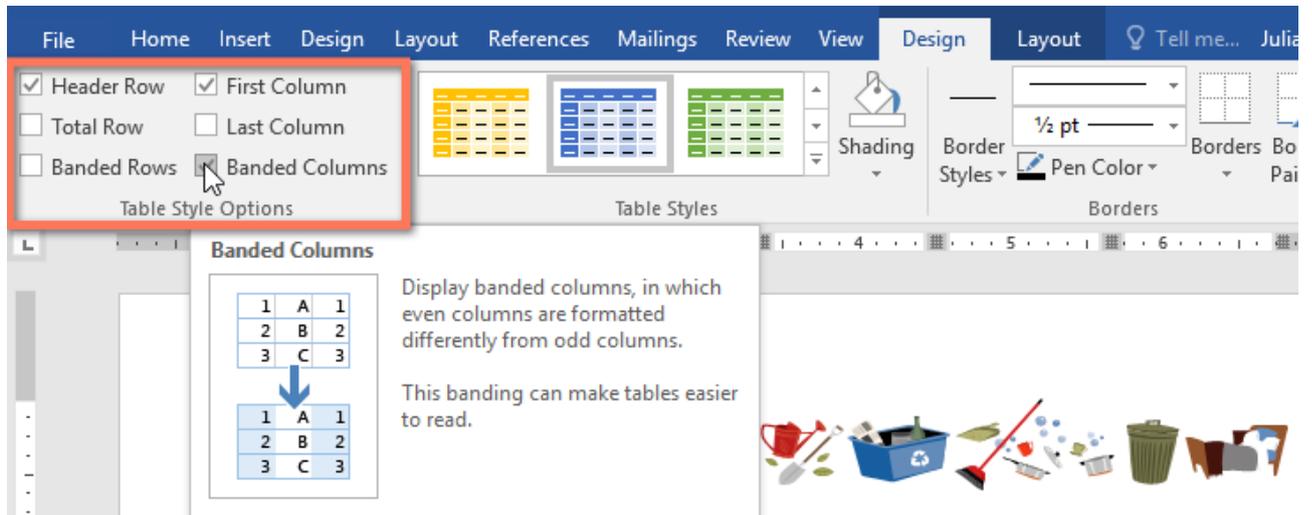


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

*To modify table style options:*

Once you've chosen a table style, you can turn various options **on** or **off** to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere in your table, then navigate to the **Design** tab.
2. Locate the **Table Style Options** group, then **check** or **uncheck** the desired options.



3. The table style will be modified.

## Weekly Chore Schedule

July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

*To apply borders to a table:*

1. Select the **cells** you want to apply a border to.

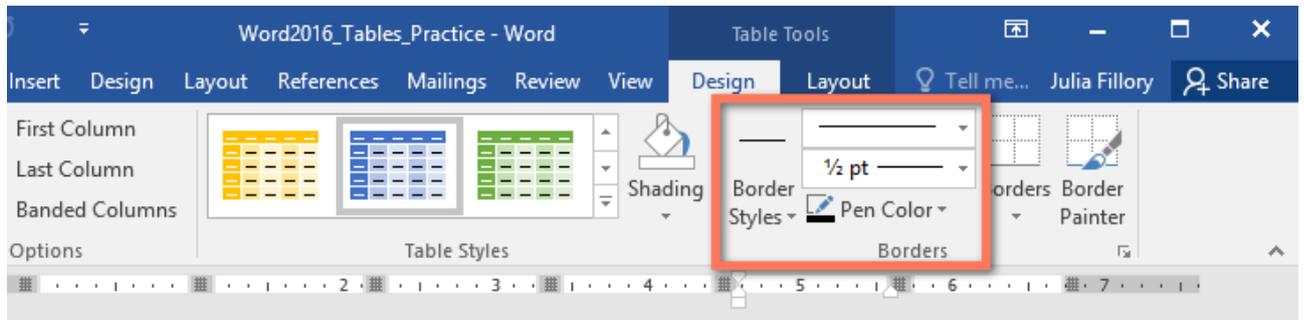
## Weekly Chore Schedule

July 1 – July 5 

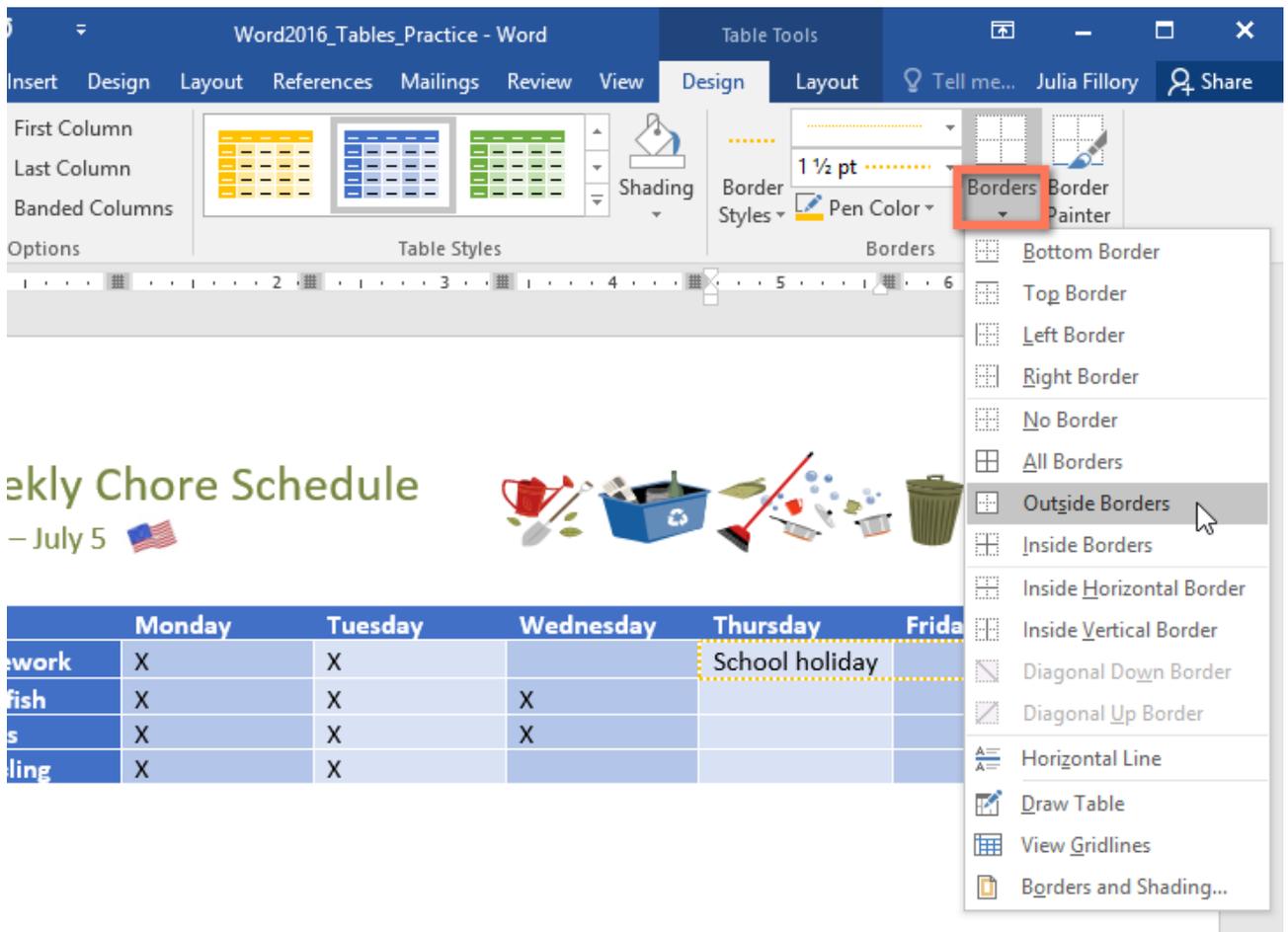



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

2. Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **Pen Color**.



3. Click the **drop-down** arrow below the **Borders** command.
4. Choose a **border type** from the menu.



5. The border will be applied to the selected cells.

# Weekly Chore Schedule

July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

## Modifying a table using the Layout tab

In Word, the **Layout** tab appears whenever you select your table. You can use the options on this tab to make a variety of modifications.

## Pictures and Text Wrapping

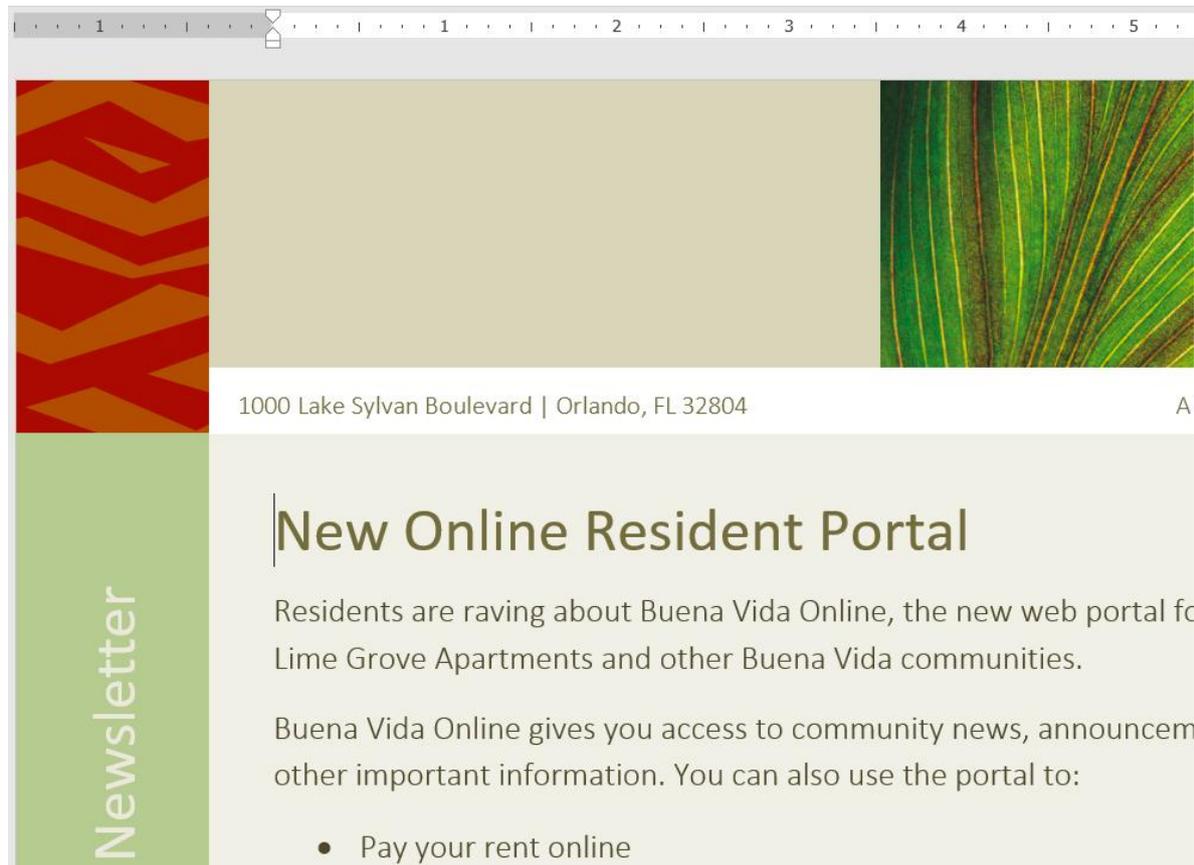
Adding **pictures** to your document can be a great way to **illustrate important information** and add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

### To insert a picture from a file:

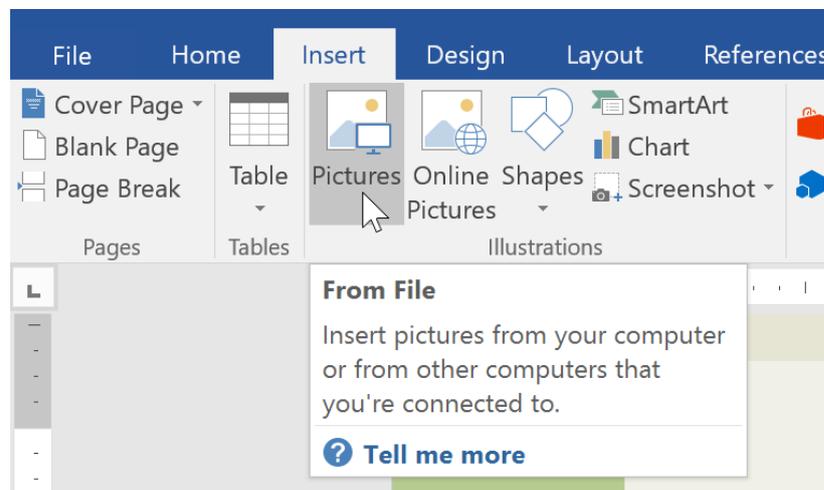
If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer. If you'd like to work along with our example, right-click the image below and save it to your computer.



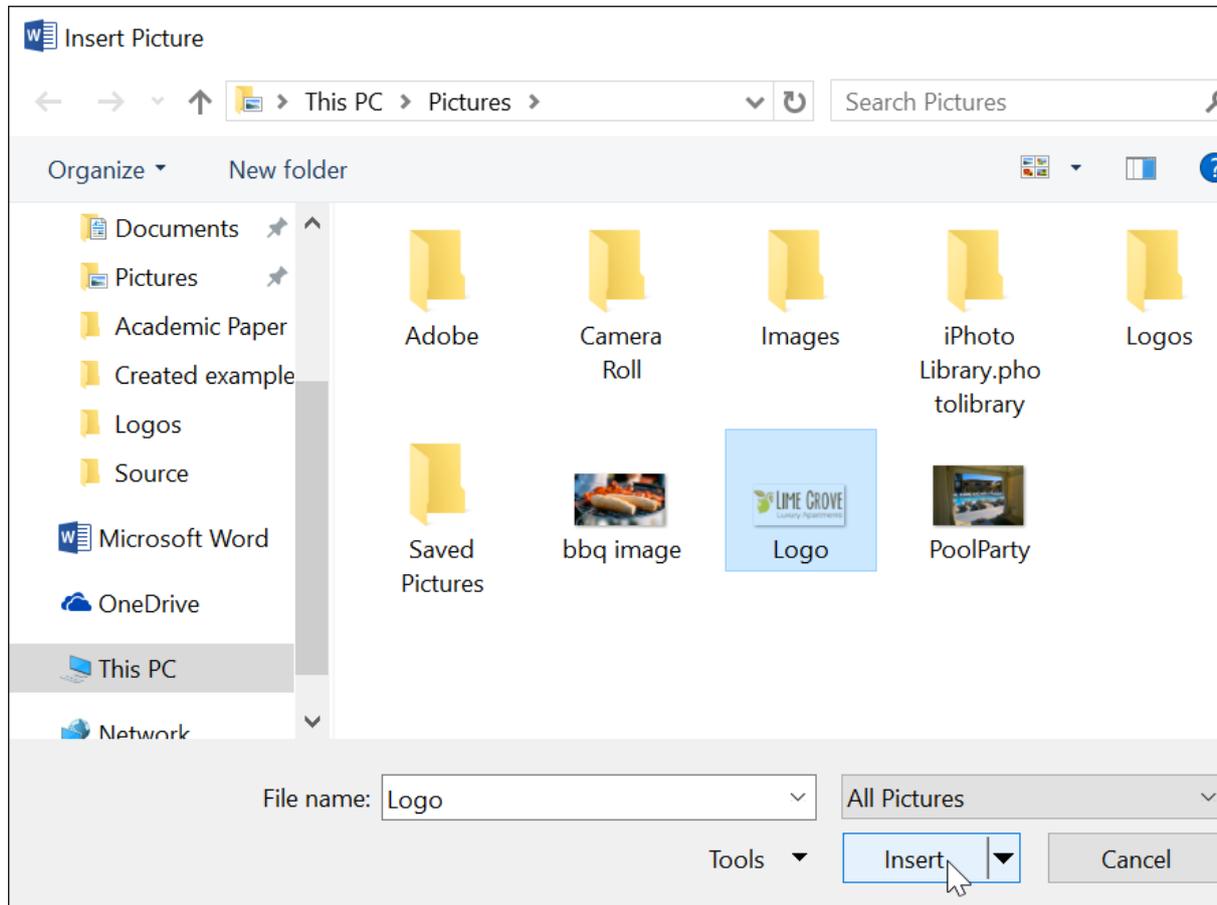
1. Place the **insertion point** where you want the image to appear.



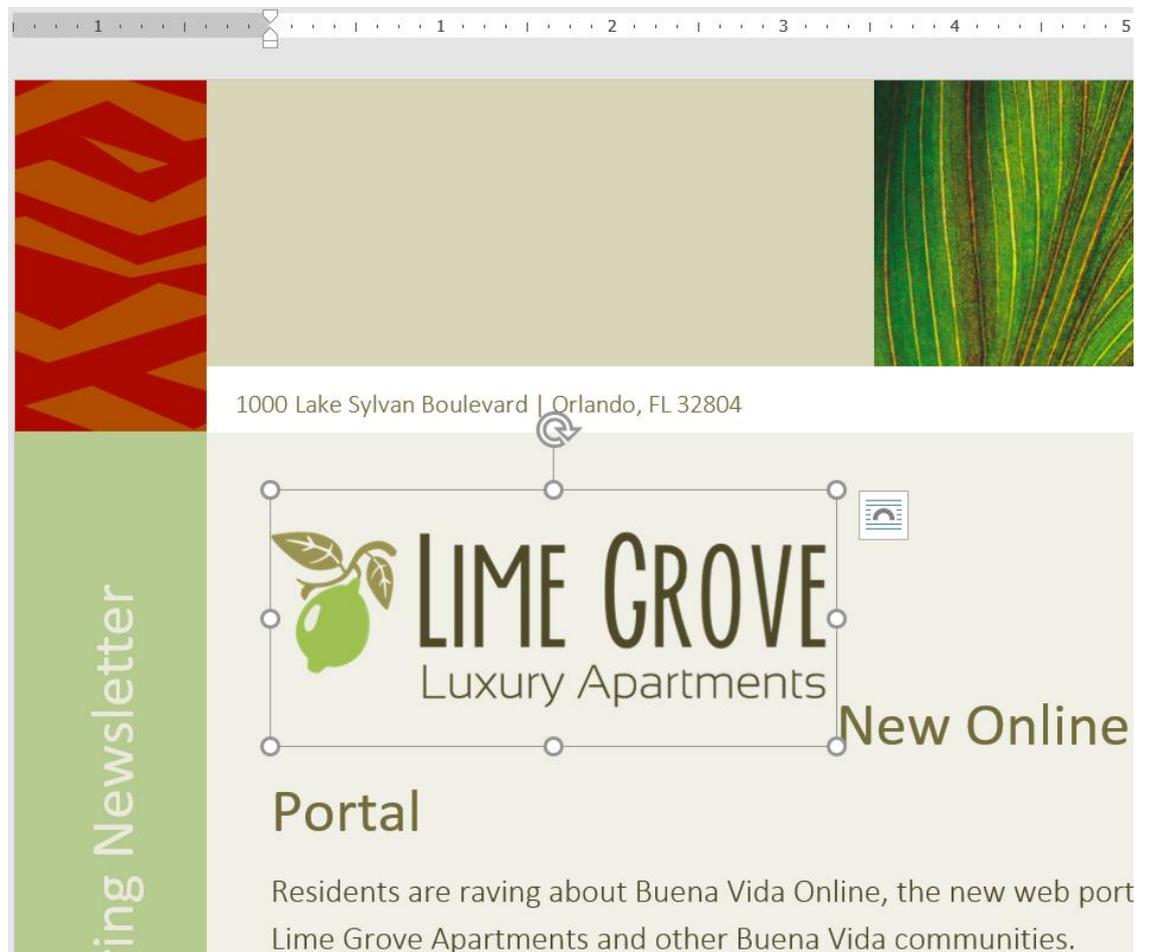
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



3. The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.



4. The image will appear in the document.



To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

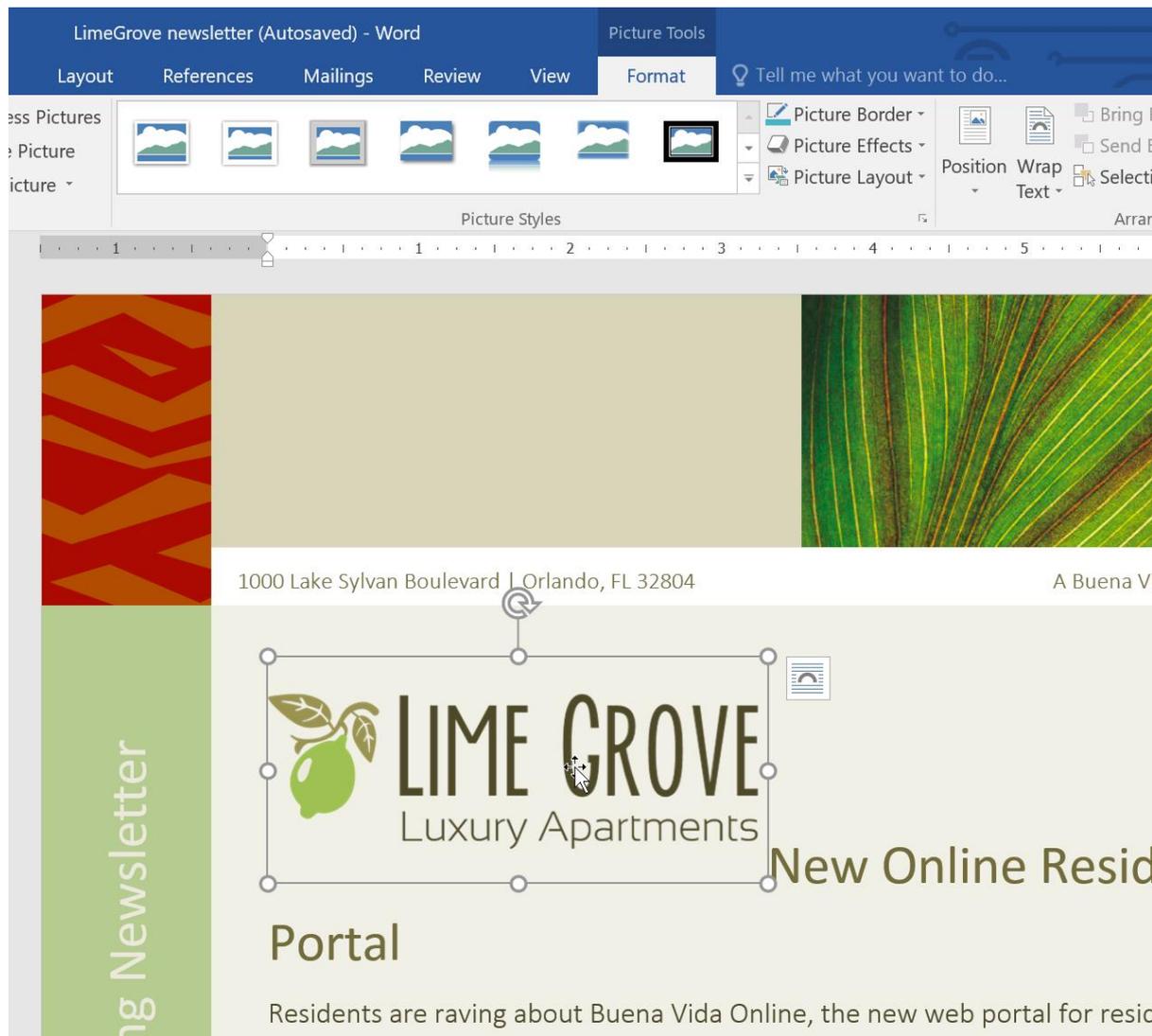


## Changing text wrapping settings

When you insert a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

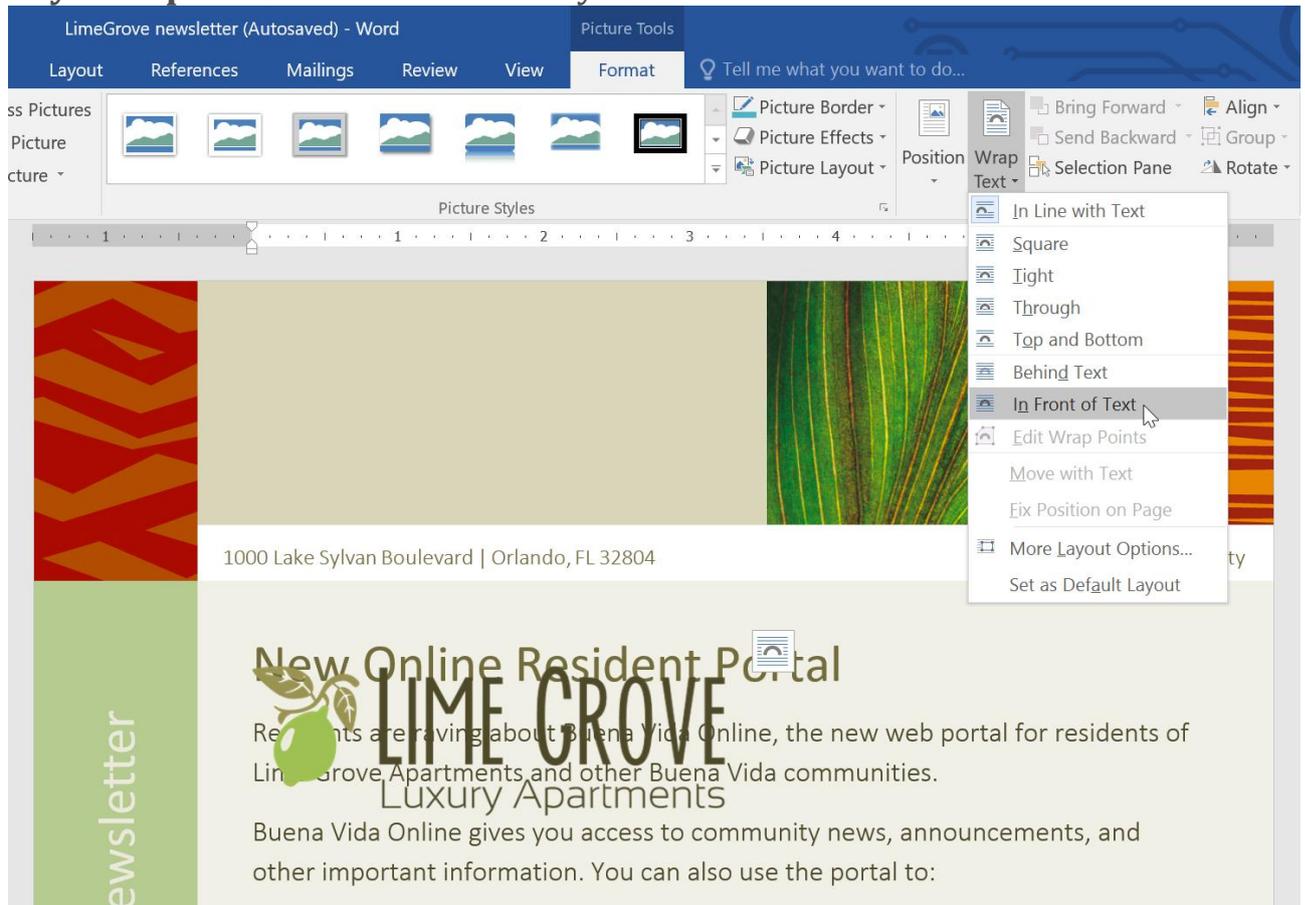
To wrap text around an image:

1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.

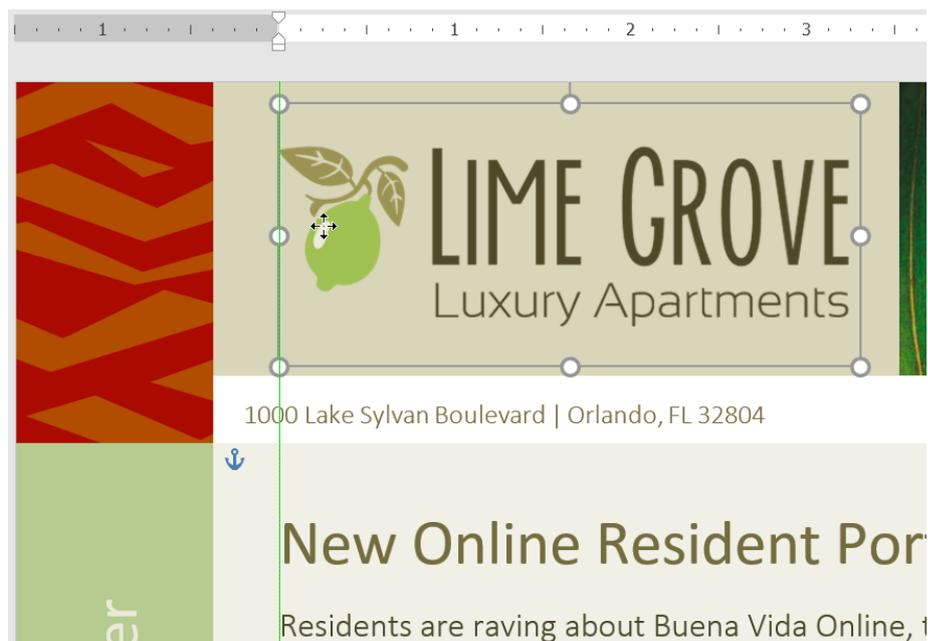


2. On the **Format tab**, click the **Wrap Text** command in the **Arrange** group, then select the desired text wrapping option. In our example, we'll select **In Front of Text** so we can freely move it without affecting the text. You can also select **More**

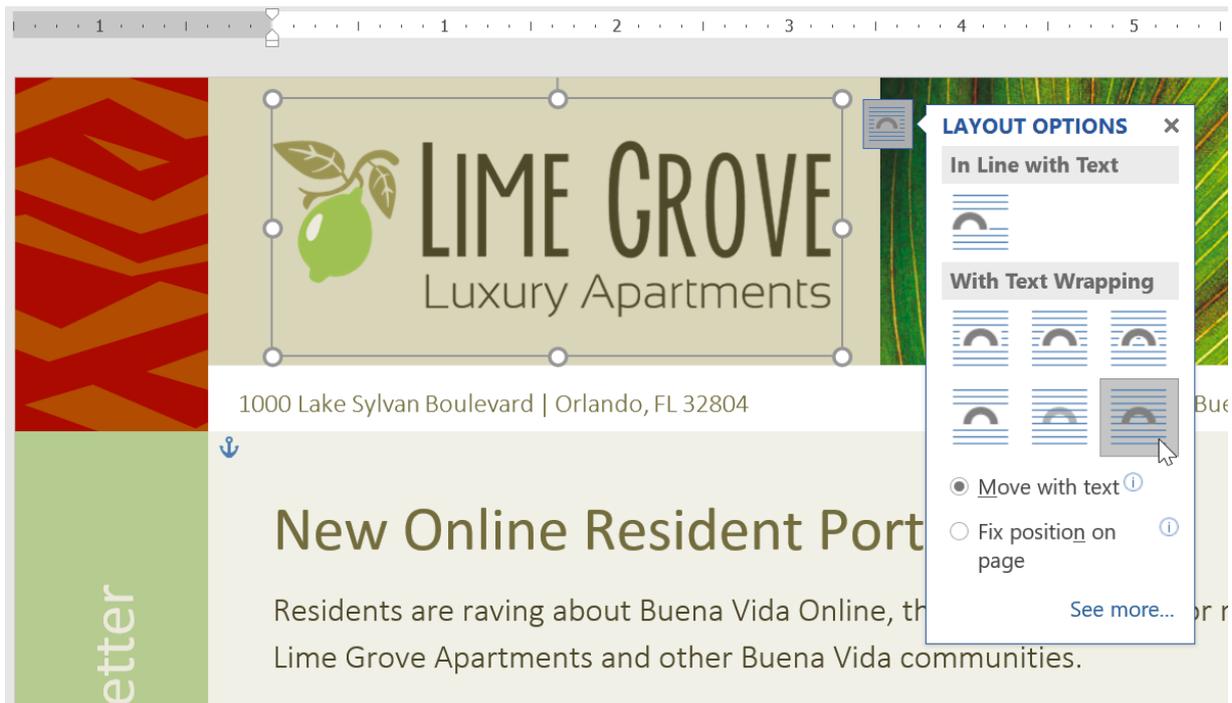
## Layout Options to fine tune the layout.



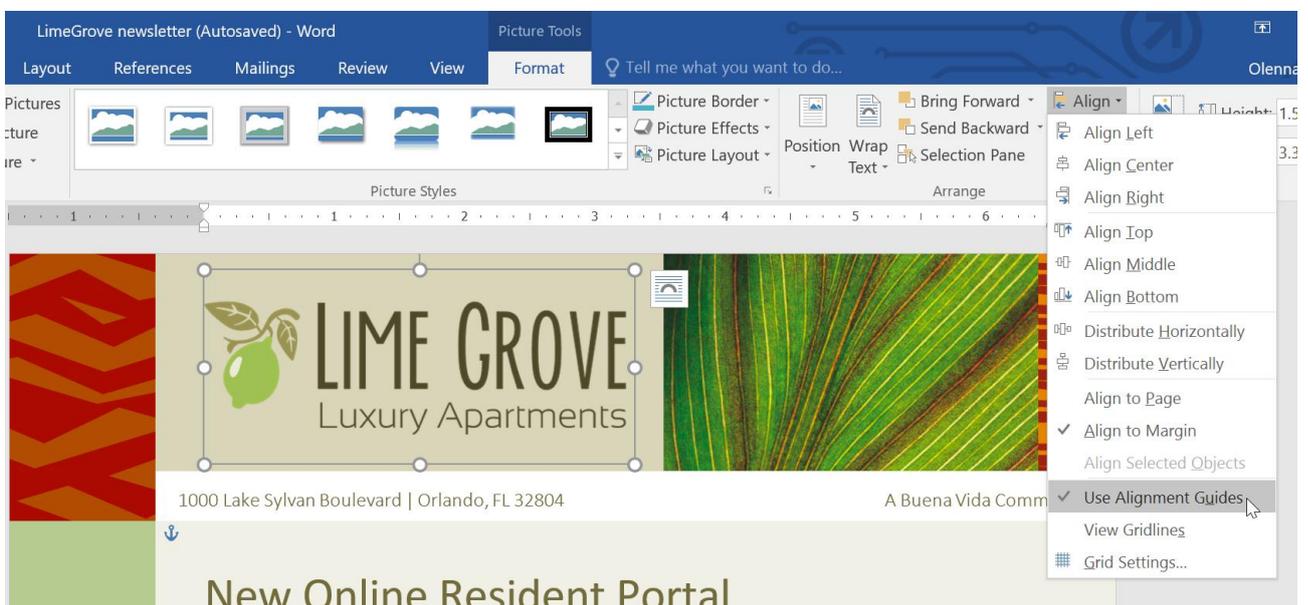
3. The text will wrap around the image. You can now **move** the image if you want. Just click and drag it to the desired **location**. As you move it, **alignment guides** will appear to help you align the image on the page.



You can also access text wrapping options by selecting the image and clicking the **Layout Options** button that appears.

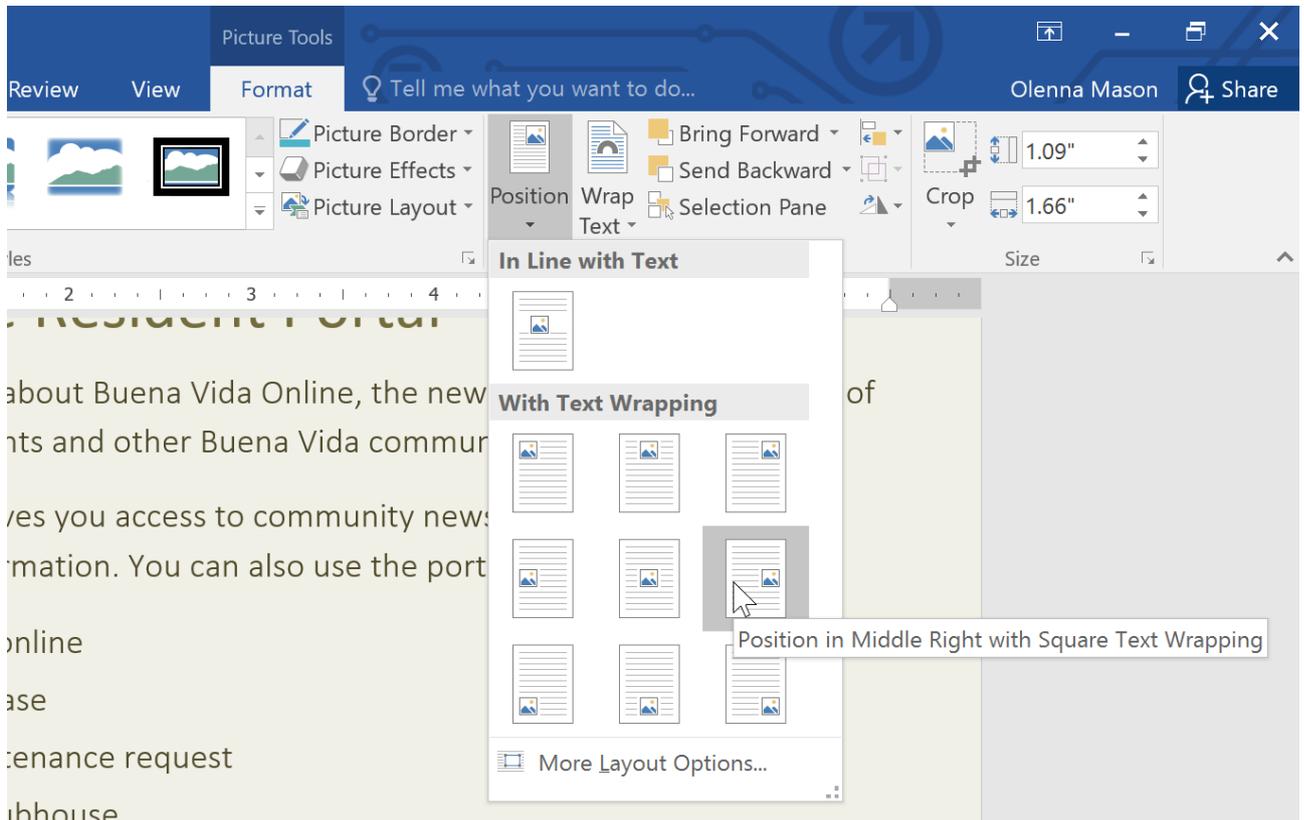


If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select **Use Alignment Guides** from the drop-down menu that appears.



### Using a predefined text wrapping setting

Predefined text wrapping allows you to quickly move the image to a specific location on the page. The text will automatically wrap around the object so it's still easy to read.

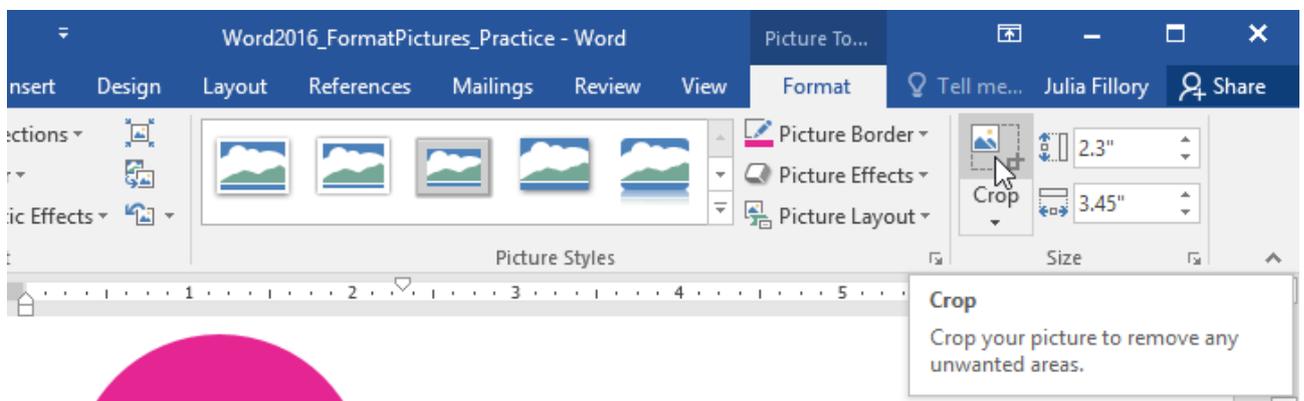


## Formatting Pictures

To crop an image:

When you crop an image, part of the picture is **removed**. Cropping can be useful if you're working with an image that's too big and you want to focus on only **part** of it.

1. Select the image you want to crop. The **Format** tab will appear.
2. From the Format tab, click the **Crop** command.



3. **Cropping handles** will appear on the sides and corners of the image. Click and drag **any handle** to crop the image. Because the cropping handles are near

the resizing handles, be careful not to drag a resizing handle by mistake.



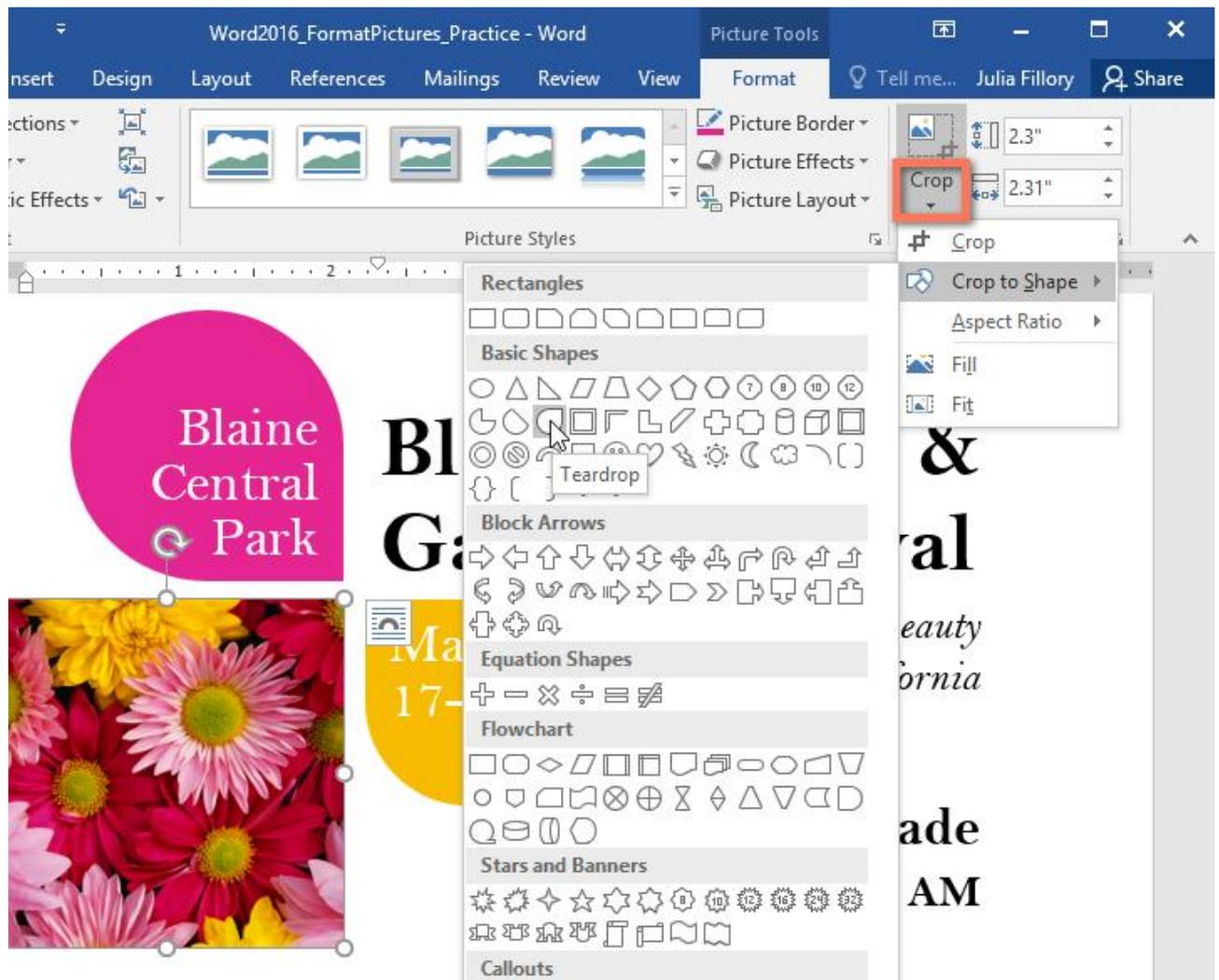
4. To confirm, click the **Crop** command again. The image will be cropped.



The corner handles are useful for simultaneously cropping the image **horizontally** and **vertically**.

To crop an image to a shape:

1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover over **Crop to Shape**, then select the desired **shape** from the drop-down menu.



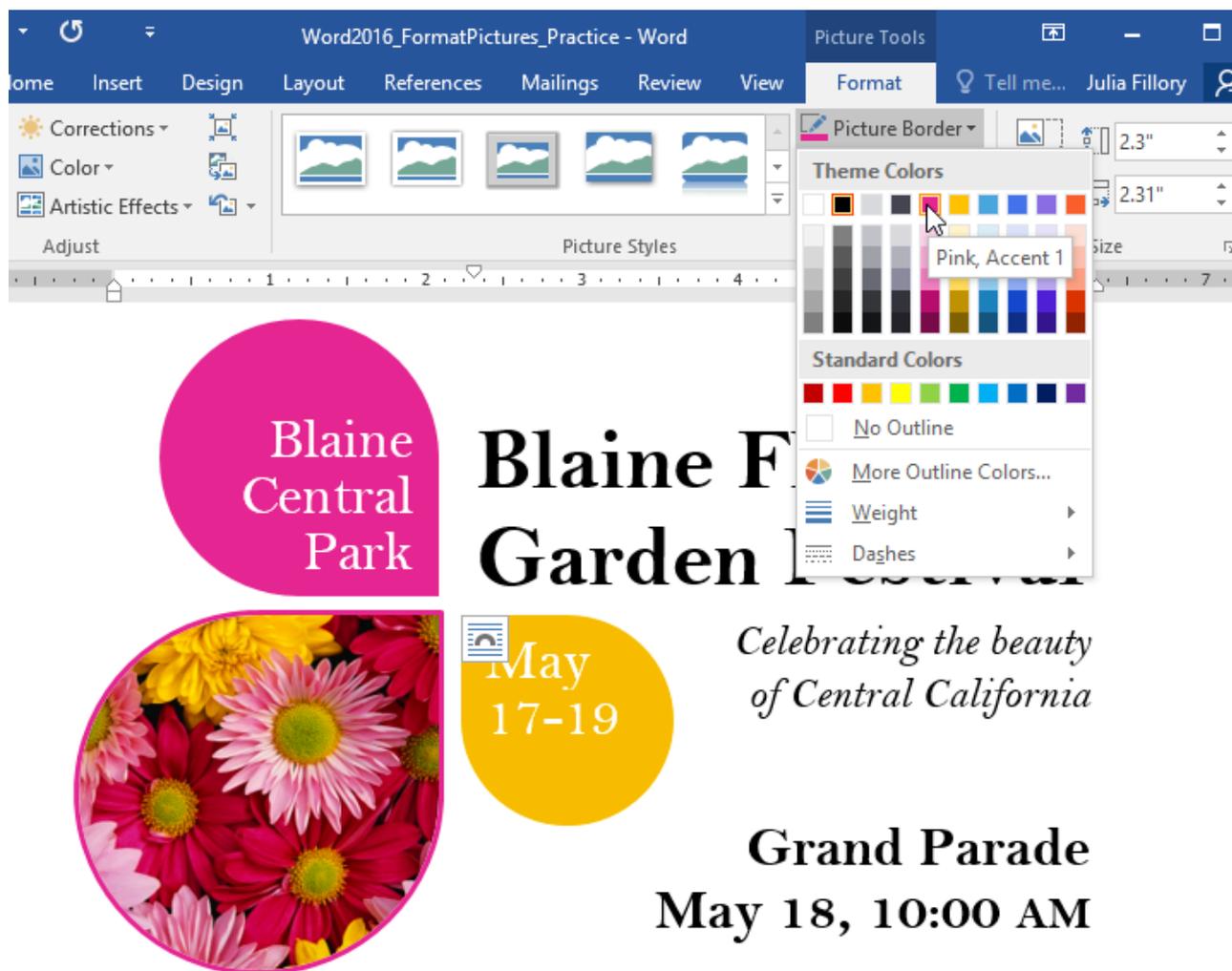
3. The image will be cropped to the chosen shape.



To add a border to a picture:

1. Select the picture you want to add a border to, then click the **Format** tab.
2. Click the **Picture Border** command. A drop-down menu will appear.

3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.

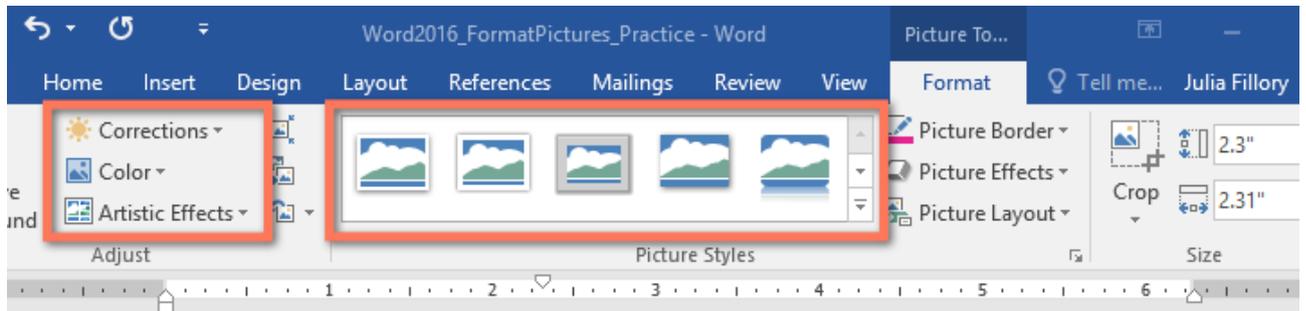


4. The border will appear around the image.

### Making image adjustments

With Word's **image adjustment tools**, you can easily change properties like color, contrast, saturation, and tone. Word also offers built-in **picture styles**, which can be used to add a frame, drop shadow, and other predefined effects.

When you're ready to adjust an image, simply select it. Then use the options below, which can be found on the **Format** tab.



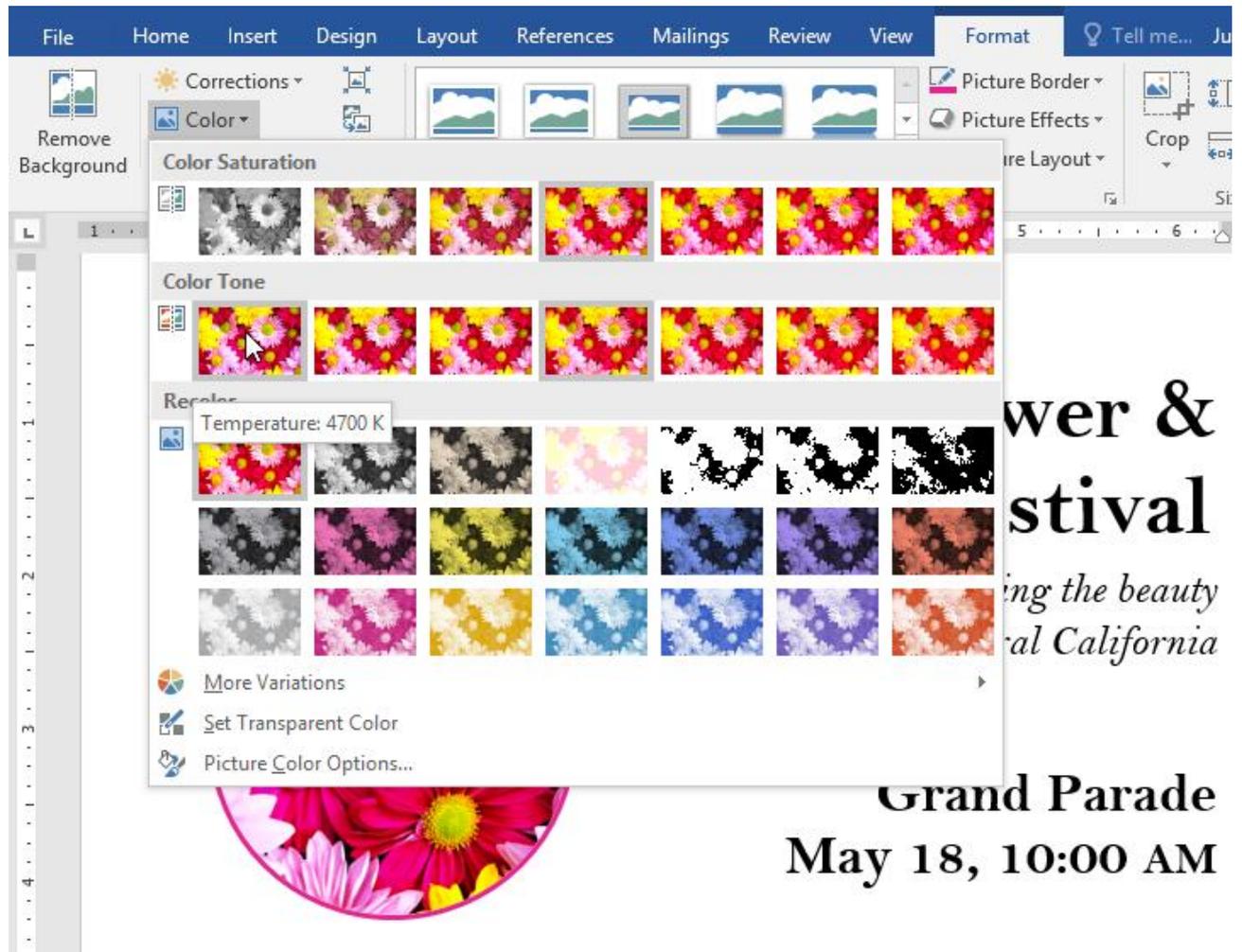
## Corrections

From here, you can **sharpen or soften** the image to adjust how clear or blurry it appears. You can also adjust **brightness and contrast**, which affect the image's lightness and general intensity.



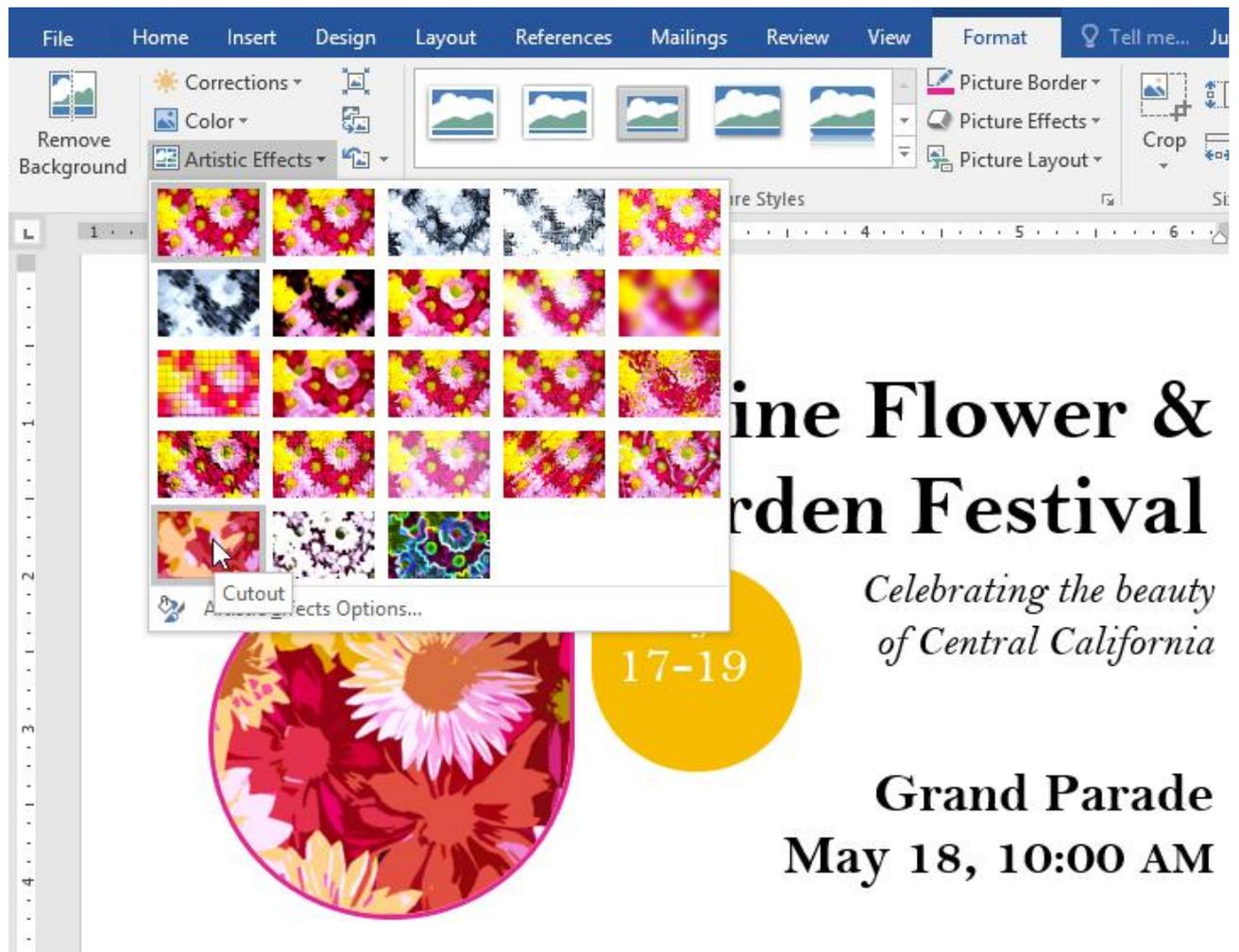
## Color

Using this command, you can adjust the image's **saturation** (how vibrant the colors appear), **tone** (the color temperature of the image, from cool to warm), and **coloring** (the overall tint of the image).



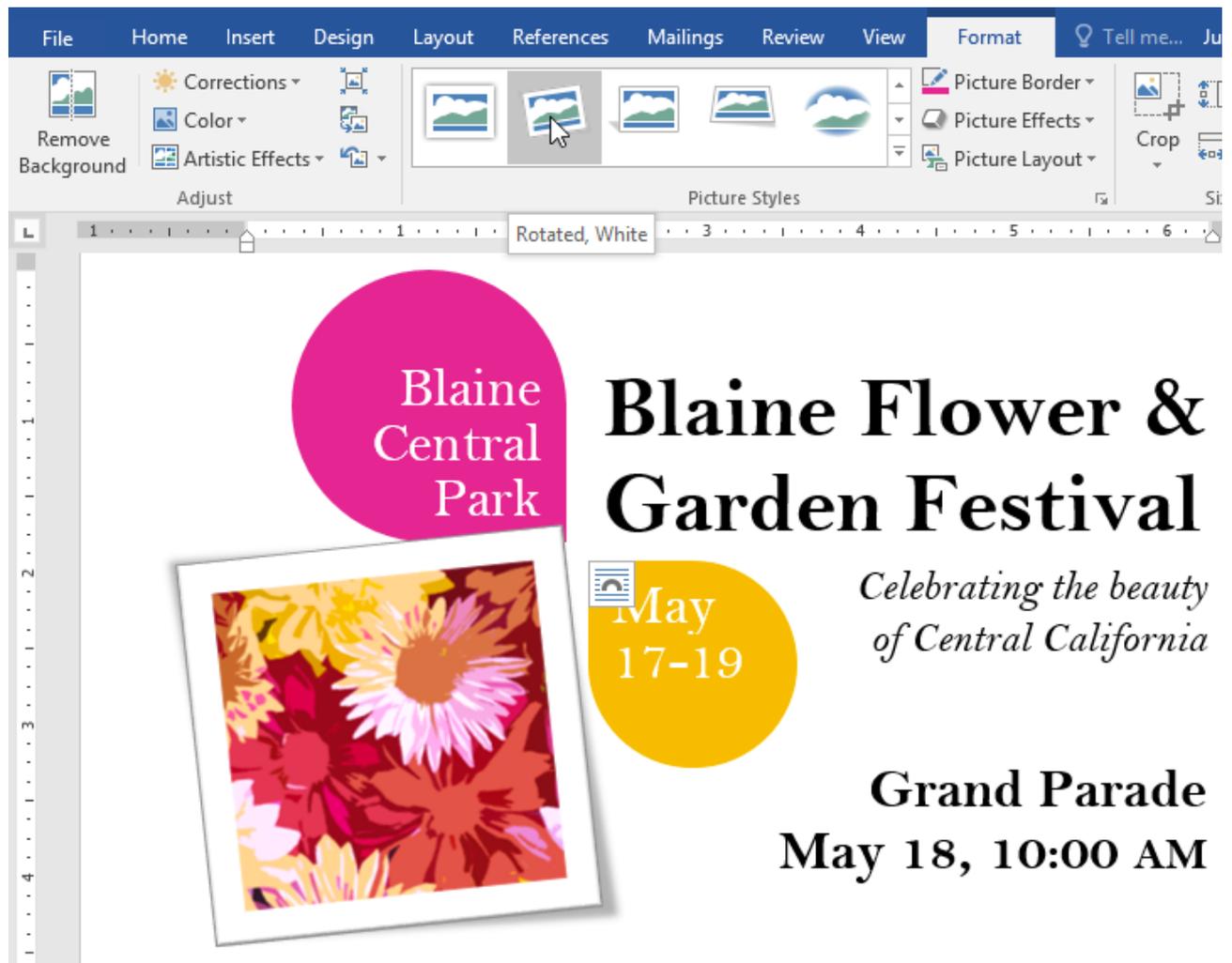
## Artistic Effects

Here, you can apply **special effects** to your image, such as pastel, watercolor, or glowing edges. Because the results are so bold, you may want to use these effects sparingly (especially in professional documents).



## Picture Styles group

This group contains different **predefined styles** that make image formatting even easier. Picture styles are designed to **frame** your image without changing its basic settings or effects.



## Compressing pictures

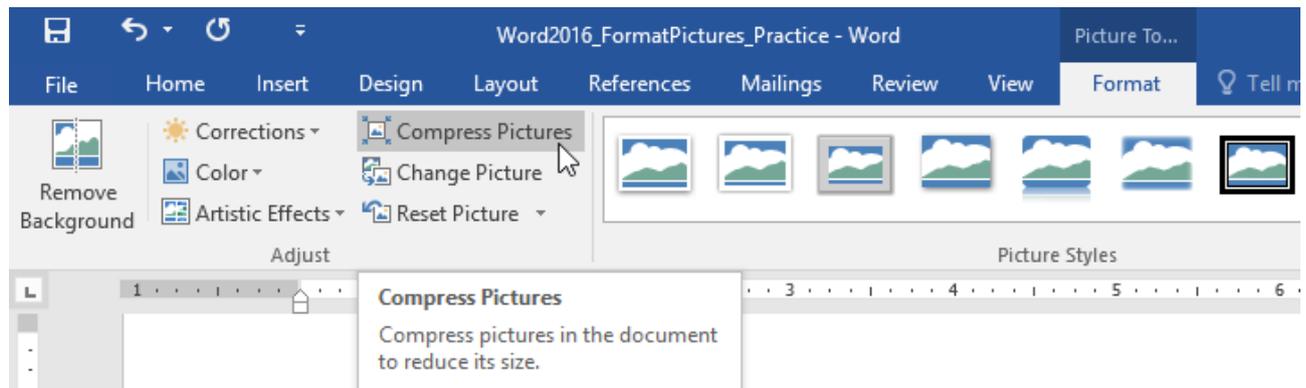
If you plan to email a document that contains pictures, you'll need to monitor its **file size**. Large, high-resolution images can cause your document to become very large, which may make it difficult to attach to an email. Additionally, **cropped areas** of pictures are saved within the document by default, which can add to the file size.

Thankfully, you can reduce your document's file size by **compressing** your pictures. This will lower their **resolution** and **delete cropped areas**.

Compressing a picture may noticeably affect its quality (for instance, the image may become blurry or pixelated). Because of this, we recommend **saving an extra copy of your document** before compressing pictures. Also, be prepared to use the **Undo command** if you're dissatisfied with the results.

To compress a picture:

1. Select the picture you want to compress, then navigate to the **Format** tab.
2. Click the **Compress Pictures** command.



3. A dialog box will appear. Check the box next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.
5. Click **OK**.

