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Shortcuts & table in MS-WORD

Assistant Lecturer

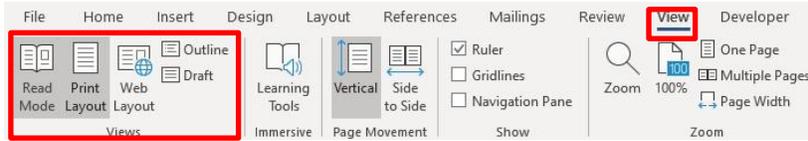
Aws Shallal Abbas

First Stage

Lecture 2

16. View Modes

Microsoft Word 2019 has five view modes.



To select a view mode, click on the **View** tab.

In the **Document Views** group, select your desired view mode.

View Name	Description
Read Mode	The best way to read a document, including some tools designed for reading instead of writing.
Print Layout	Check out how your document will look when it's printed.
Web Layout	See how your document will look as a webpage. This layout is also great if you have wide tables in your document.
Outline	See your document in outline form where content is shown as bulleted points. This view is useful for creating headings and moving whole paragraphs within the document.
Draft	Switch your view to see just the text in your document. This is useful for quick editing because headers/footers and certain objects won't show up, allowing you to focus on your text.

17. Spelling and Grammar Checks

Microsoft Word 2019 automatically checks for incorrect spelling and grammar. As you type the document, Word uses **wavy red underlines** to indicate possible spelling errors and **wavy green underlines** to indicate possible grammatical errors. To correct an error, **right-click** on a word with a wavy underline, and then click on the correction from the option panel that you desire. You can also edit the error directly in the document if no suggestions are applicable.

A. Make Error Corrections

In the first paragraph on the *Garden* practice document, place the mouse pointer over the misspelled text (*gardning*), click on the right mouse button, and then select the correction from the option panel.

In the second paragraph, place the mouse pointer over the misspelled text (*envirnment*), click on the right mouse button, and then select the correction from the option panel.

In the third paragraph, place the mouse pointer over the grammatical error text (*is*), click on the right mouse button, and then select the correction from the option panel.

In the third paragraph, place the mouse pointer over the repeated text (*on*), click on the right mouse button, and then select **Delete Repeated Word** from the option panel.

Note: To use additional spelling and grammar options, select the **Review** tab. In the **Proofing** group, click on the **Spelling & Grammar** button.

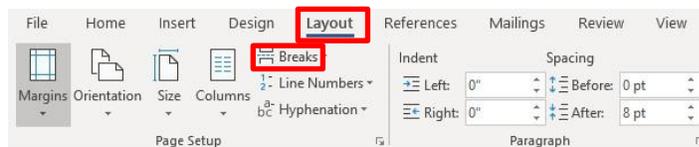


18. Page Breaks and Section Breaks

Page Breaks and Section Breaks can be inserted anywhere within a document.

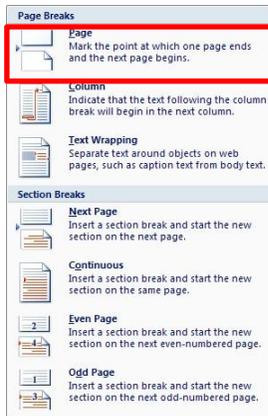
A. Insert Page Break

On the *Garden* practice document, place the **Insertion point** at the end of the last sentence in the last paragraph.



Select the **Layout** tab, and then click on the **Breaks** button.

A **Page Break** panel will appear with the Page and Section Break options.



Select the **Page** option. This will insert a page break that will place you on a new page in the document.

19. **shortcuts Ms. Word**

To do this	Press
Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Select all document content.	Ctrl+A
Apply bold formatting to text.	Ctrl+B
Apply italic formatting to text.	Ctrl+I

Apply underline formatting to text.	Ctrl+U
Center the text.	Ctrl+E
Cancel a command.	Esc
Undo the previous action.	Ctrl+Z
Redo the previous action, if possible.	Ctrl+Y
Move the cursor to the end of the current line.	End
Move the cursor to the beginning the current line.	Home
Move the cursor by scrolling the document view up by one screen.	Page up
Move the cursor by scrolling the document view down by one screen.	Page down
Display the Navigation task pane, to search within the document content.	Ctrl+F
Print the document.	Ctrl+P

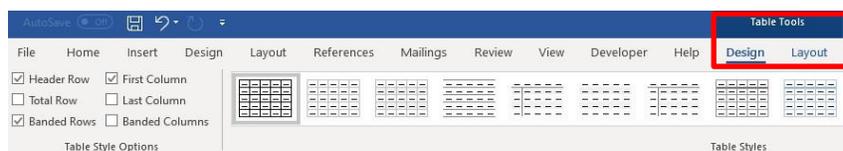
20. Tables

Tables offer a convenient way to display information that might otherwise be confusing and cluttered. Text is neatly formatted in a table without setting tab stops as shown below.

Microsoft Office Training		
Seminar	Time	Location
Word Processing	9:00 – 10:30	Room A
Spreadsheet	9:00 – 10:00	Room B
Presentation	11:00 – 12:00	Room A
Database	10:45 – 11:45	Room B

A. Create a Table

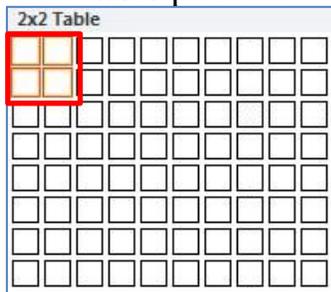
The **Table Tools** tab only appears when a table is selected.



To create a table in Microsoft Word, click on the **Insert** ribbon. The **Table** button is the only one option on the **Tables** group.



Click on the **Insert** ribbon, and then click on the **Table** button. The **Table** panel will appear.



Select two rows and two columns as seen above. To insert a table onto your document, move the mouse pointer over the number of rows and columns you desire. The cell selection will be highlighted as you move the mouse. When the desired rows and columns are highlighted, click on the last cell.

Seminar	Time
Word Processing	9:00 AM to 10:30 AM

Type the information in the table shown above. The insertion point will appear in the first cell of the table. Type text in the first cell, and then use the **Tab** key on the keyboard to move from one cell to the next. After you type the information in the last cell, press the **Tab** key. Word automatically inserts a new blank row.

Spreadsheet	11:00 AM – 12:30 PM
Presentation	1:00 PM – 2:00 PM
Database	2:30 PM – 4:00 PM

Type the text seen above as you insert new rows.

21. **Edit a Table**

A. Move within a Table

Moving the insertion point and selecting text in a table is very similar to the ways you do so for regular text in a document. However, there are some procedures that are unique to tables as illustrated below.

Procedure	Description
Tab and (Shift + Tab)	Use the Tab key to move from left to right; use Shift+Tab to move from right to left.
Keyboard Arrow Keys	The up and down arrows will move up and down rows.
Move the insertion point	Use the Mouse to position the cursor as needed.
To select a single cell	Click three times inside the cell or drag over the cell's contents.
To select an entire row	Place the mouse pointer on the left margin, pointing to the row than click once or drag over row cell's contents.
To select an entire column	Click the column's top gridline/border or drag over column cell's contents.
To select the entire table	Single click on the table move handle  on the top left corner of table or press the Alt key and double click in any cell of the table.

B. Adjust Column Width

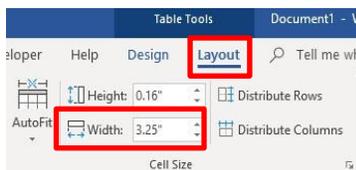
Columns in a new table are always the same width. It is often necessary to change the width of one or more columns in the table, so that text or data can be seen.

Seminar	Time
Word Processing	9:00 AM – 10:30 AM

Position the mouse pointer on the column boundary (right-side of the column – seen below). The mouse pointer appears as a double vertical line with left and right arrows. Hold down the left mouse button, and then drag the mouse pointer either left or right to change the width. Release the mouse button when you are satisfied with the new width.

Spreadsheet	11:00 AM – 12:30 PM
Presentation	1:00 PM – 2:00 PM
Database	2:30 PM – 4:00 PM

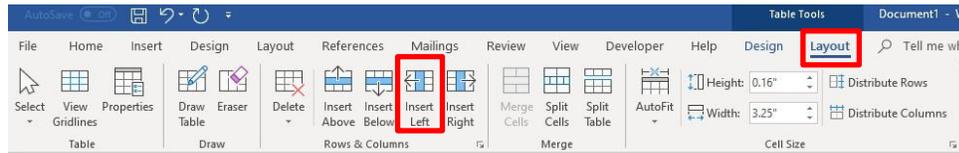
AutoFit is a feature that will automatically adjust the column width to accommodate the widest text entry in the column. To **AutoFit** the entire table, place the mouse pointer at the left most column boundary, when the mouse pointer appears as a double vertical line with left and right arrows, then double click on the left mouse button.



Another method is to click in the cell within the column to be resized, then on **Table Tools**, click on the **Layout** tab, and in the **Width** box, click on the up (increase) or down (decrease) arrow to change the width.

C. Insert Rows or Columns

To insert a column, select a cell in the desired column where the new column will be inserted to the right or left.



Insert a column to the right of the table. Click in any cell on the last column, on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Right** button. The new column will appear.

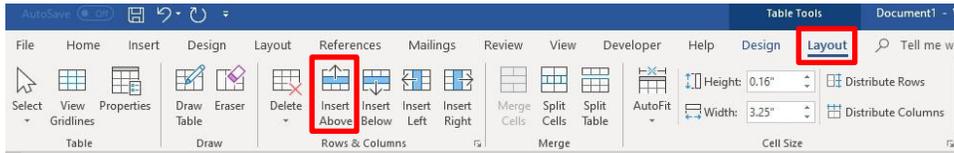
Seminar	Time	
Word Processing	9:00 AM – 10:30 AM	
Spreadsheet	11:00 AM – 12:30 PM	
Presentation	1:00 PM – 2:00 PM	
Database	2:30 PM – 4:00 PM	

Type the information below in the new column, press the down arrow on the keyboard after each entry:

Location
Room A
Room B
Room A
Room B

Insert a new row at the top of the table. Click anywhere in the first row.

On the Table Tools



ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Insert Above** button. The new row will appear.

Seminar	Time	Location
Word Processing	9:00 AM – 10:30 AM	Room A
Spreadsheet	11:00 AM – 12:30 PM	Room B
Presentation	1:00 PM – 2:00 PM	Room A
Database	2:30 PM – 4:00 PM	Room B

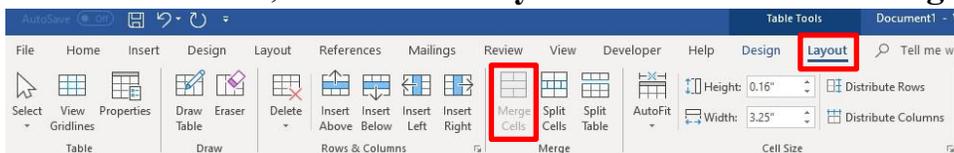
Type **Computer Training** in the first cell.

D. Merge Cells

Computer Training		
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To combine two or more adjacent cells, first select those cells.

On the **Table Tools** ribbon, click on the **Layout** tab located in the **Merge** group, then click on the **Merge Cells** button.



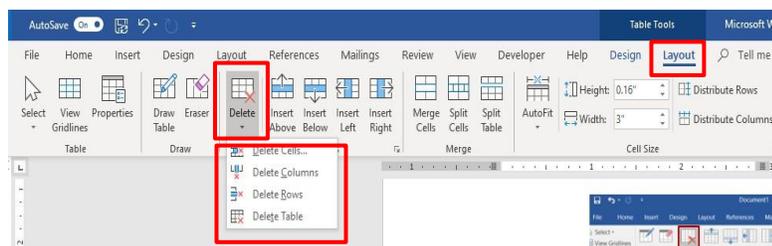
and click **Cell**

Computer Training

The multiple cells will merge into one cell, and then format your text if desired.

E. Delete Cells, Rows, Columns and Table

To delete a Cell, Row, Column or Table, select cell/s to be deleted, then on the **Table Tools** ribbon, click on the **Layout** tab located in the **Row & Columns** group, and then click on the **Delete** button. The delete options will appear.



22. **Format a Table**

AutoFormat has numerous table formats that may be applied to your table. These different **Table Styles** may affect the style of the lines or borders in the table, the justification of text and font formats. If your Word document contains more than one table, each table may have its own format. Try to make all editing changes to the table before using AutoFormat.

A. AutoFormat

Apply **AutoFormat** to your Table that was created.

Select your Table.

On the **Table Tools** ribbon, click on the **Design** tab located in the **Table Styles** group, and then click on the drop-down arrow to view multiple formats to select from.



Click on a **Table Style** of your choice.

Note: Shading and Borders can also be applied to one or more cells. The Shading and Border buttons are located in the **Table Styles** group as well.

B. Text Format and Alignment

Text within a table can be formatted the same way you format text in other areas of the document. Use the command buttons found on the **Home** ribbon.

