

Controlling Documents with Tables and Cells

When we desire to have a page layout that appears similar to a web page or printed magazine, we can use tables and cells to achieve this affect. First, we start by adding the Table and Borders toolbar to our Word Processing Window by right clicking on any open toolbar and selecting Tables and Borders form the list box. Place the toolbar under the Formatting toolbar.



Figure 1.1 – Tables and Borders Toolbar

Before inserting a table onto the page in a new document, set the left and right margins to 1 inch as shown in Figure 1.2. Place the title of the document in the header and the page number in the footer as shown in Figure 1.3.

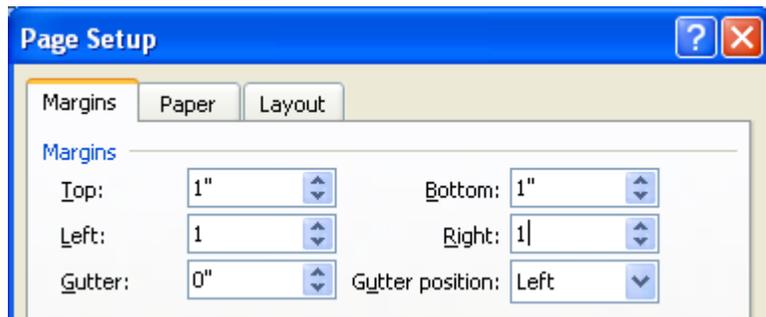


Figure 1.2 – Page Setup Window

To open the header region on the document, select View on the Menu bar, and then pick Header and Footer. Now we can type “Using a Computer Calculator” in the header. In the footer, in Figure 1.4, use the Center tool on the Formatting toolbar to align the insertion point in the middle and select the Insert Page Number on the Header and Footer toolbar.

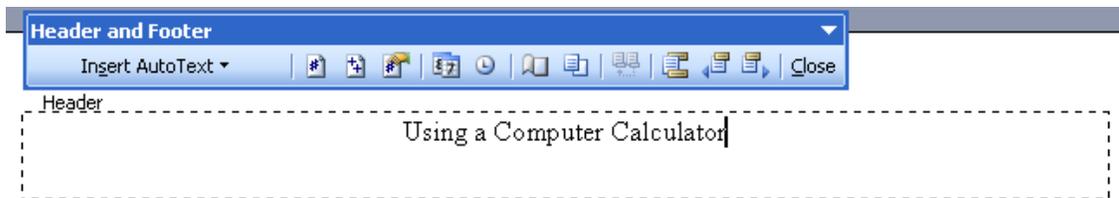


Figure 1.3 – Placing a Header on the Top of the Page

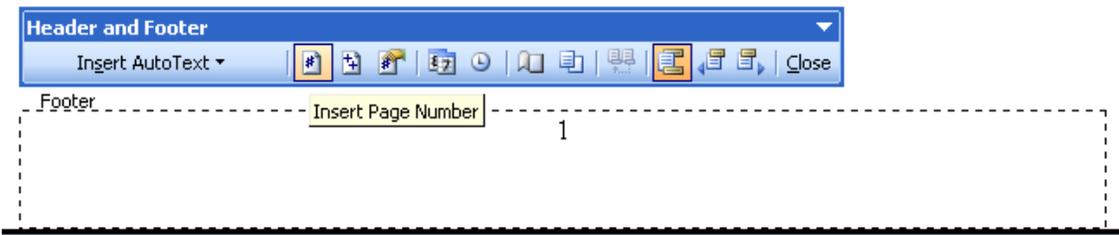


Figure 1.4 – Placing a Footer on the Bottom of the Page

Select the Insert Table tool on the Standard toolbar continuously holding the button

Word Processing Exercise

down with the left mouse button; arrange the matrix to create a table that is 7 rows high and 2 columns wide as shown in Figure 1.5. When working with tables and cells, we refer to the row number and the cell number, so the top left cell is named row one cell one. Next, we will learn how to merge two or more cells.

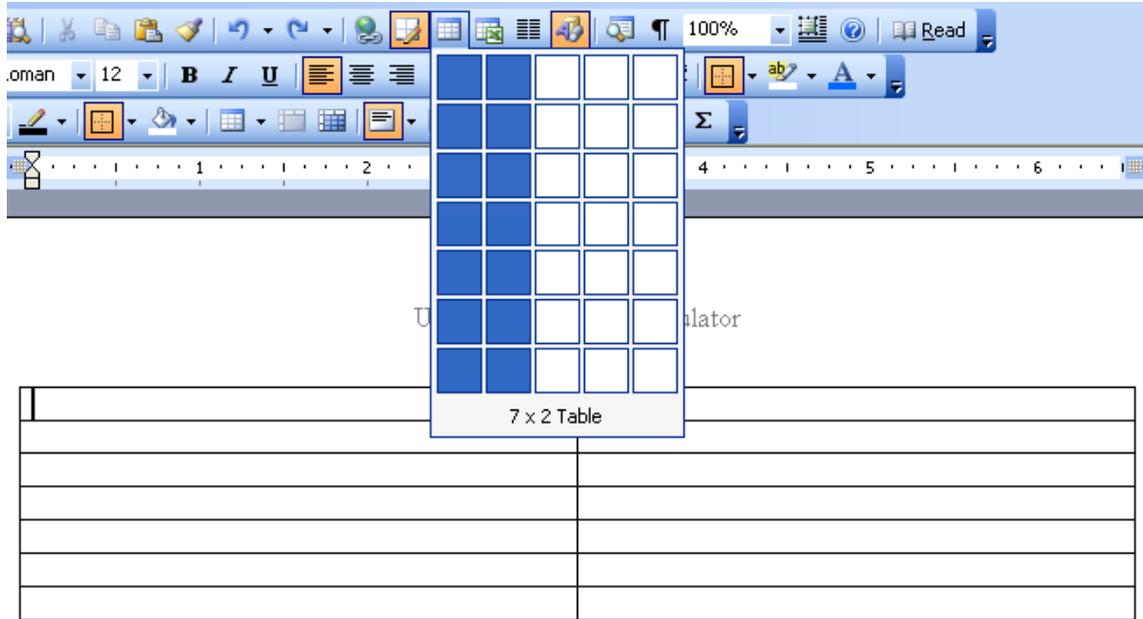


Figure 1.5 – Inserting a Table into the Document

Highlight both cells in row one and select the Merge Cells tool on the Tables and Borders toolbar. In this area, we can type our heading introducing the calculator in the computer program. Now we are ready to add an image to the paper.

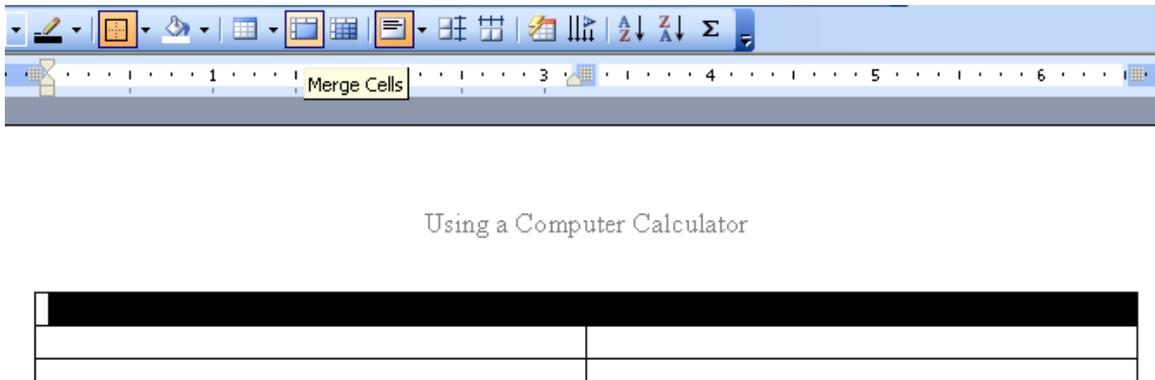


Figure 1.6 – Merging Two Cells Together

To take a digital picture of any item on the computer screen, use the Print Screen key on the computer keyboard. Print Screen will do just that, capturing the entire height and width of the monitor to the resolution set by the computer administrator. Another option is the Alt – Print Screen, where only the active window is captured. Open the calculator program on the computer and press Alt – Print Screen.

Word Processing Exercise

Insert the digital image of the calculator in the right cell using Paste and align the picture in the center of the cell using the Center tool. Whenever we place an image on a document, place a label under the illustration with a figure number and a short comment as shown to the right. By left clicking on the image, we see the eight sizing handles. Generally, use the corner sizing handles to resize the image proportionally.

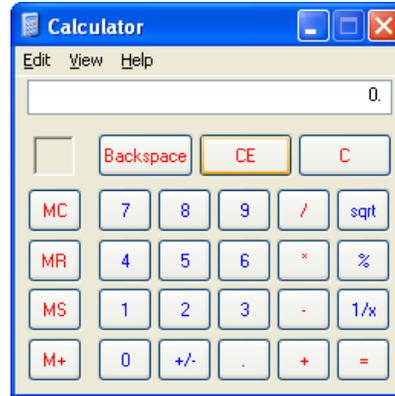
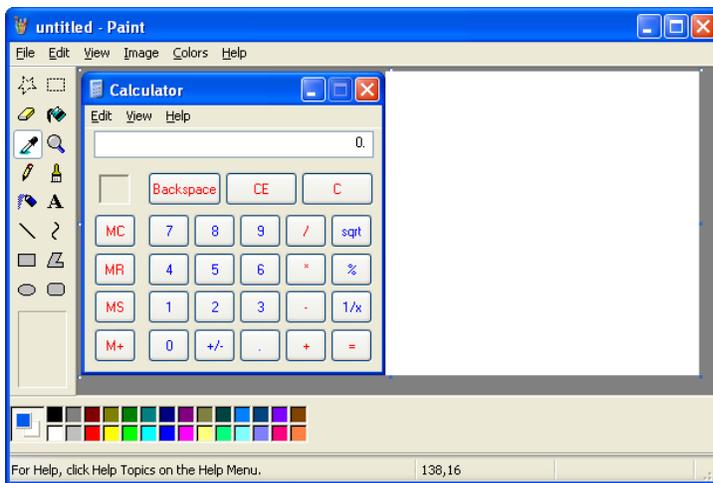
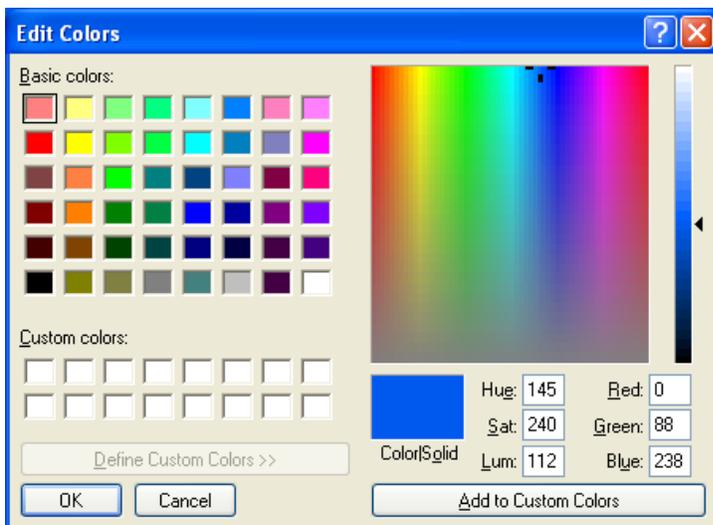


Figure 1.7 – Taking Digital Pictures



Not all text will be black or backgrounds white, so we can follow the following steps to add color. Open a graphics program like Paint and insert the captured image with Paste. To match colors to the image, find the color that is most predominant on the image and select the color with the dropper. We can see the color appear on the palette at the bottom of the program. We picked the blue color in the Title bar of the Calculator program.

Figure 1.8 – Using the Dropper in Paint



To retrieve the red, green and blue combination that makes the 24-bit color we are seeing, select Colors on the Menu bar, then Edit Colors, and finally Define Custom Colors. The blue color we see is actually:

Red	0
Green	88
Blue	238

There are 16.7 million colors in the 24-bit color system.

Figure 1.9 – Finding the RGB Color

Word Processing Exercise

We can either match the color exactly or use a color matching web page to make great color schemes on our document. One of our favorite color matching websites is EasyRGB.com. In Internet Explorer, key the following URL to reach the color harmonies web page.

<http://www.easyrgb.com/index.php?X=HARM>

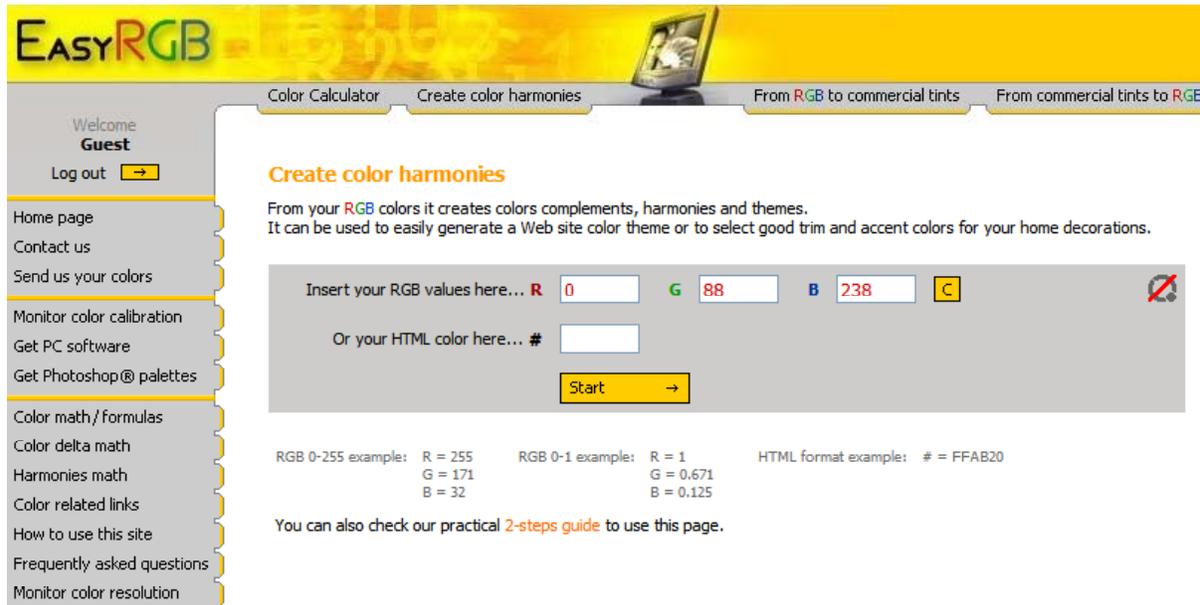


Figure 1.10 – EasyRGB.com Color Harmonies Page

After we type in the above URL, which will take us to the webpage a shown in Figure 1.10, type the red, green and blue values into the specific textboxes. Then press the Start command button and the color harmonies with their RGB values will appear on the webpage as shown in Figure 1.11. Select the color that we believe will best match the original color. We will select theme number 9 for our background. The RGB values for the light green is:

Red	198
Green	205
Blue	163



Figure 1.11 – Finding the Matching Colors

Word Processing Exercise

After recording the 24-bit color numbers, we will apply colors to the text and backgrounds to improve our presentation. Use the Font Color tool on the Formatting toolbar to change the font color. When we select More Colors, pick the Custom tab, so we can enter the RGB values of 0, 88, and 238. The blue color of the font matches the blue in the Title bar. Now, we will change the background color.

The Windows Standard Calculator is very capable of performing addition, subtraction, multiplication and division. When one desires intricate functions, we may select View on the Menu bar and choose the Scientific Calculator. On the advanced and multifaceted program, we can come across exponential values, trigonometric and many more functions that one would find in a more expensive device. A common tools such as square root is on the Standard Calculator, however we will find Pi (3.14156) to the 32 place decimal on the Scientific Calculator.

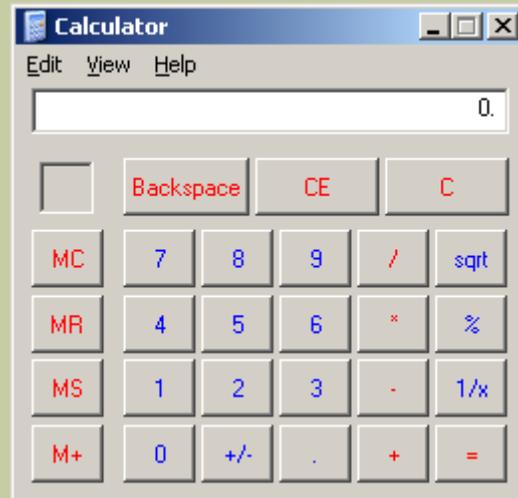


Figure A – The Windows Calculator

We can use the Shading Color tool on the Tables and Borders toolbar to change the cell background color as shown in the example above. When the Colors window appears after selecting More Fill Colors, we can type in the RGB from the research done on the EasyRGB.com website. We enter the RGB values of 198, 205 and 163 to obtain the background color seen in Figure 1.12. We may decide to change the font, font size or make other changes on the Formatting toolbar to make a report or training document pleasant to view. After coloring and placing images in a paper, we will turn off the borders in the table, so the viewer does not know we were working in cells.

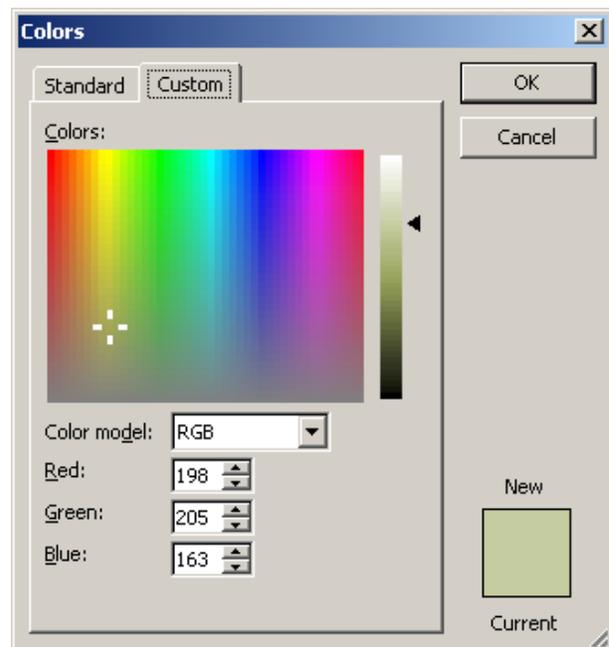


Figure 1.12 – Using the Colors Window

Word Processing Exercise

Pick Edit on the Menu bar and Select All, and then pick “No Borders” on the Table and Borders toolbar. The table cells will change to grey instead of black. Use the Print preview option to check the document before printing.

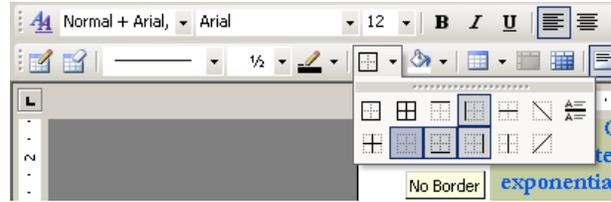


Figure 1.13 – Selecting No Borders

Doing these tasks just once does not make one proficient, so we have to practice these skills to improve our Word Processing capabilities. We will need to use these talents on the bigger projects; Power Point presentations, web pages and anytime we wish to use colors and images to highlight our ideas.