Chapter 8

Controlling Documents with Tables and Cells

In this chapter, we will learn the following to World Class Standards:
- **Setting the Margins**
- **Setting Font and Font Size**
- **Adding a Header**
- **Adding a Footer**
- **Inserting a Table**
- **Taking a Digital Screen Capture for Our Document**
- **Finishing the Document by Adding Text and Color**

Setting the Margins

To set the margins, go to the **Page Layout** tab and select the **Margins** tool on the **Page Setup** panel (Figure 8.1). When you select the tool, a number of options will drop down beneath it. Select the **Normal** margin setting with 1-inch margins on all sides of the document (Figure 8.2).
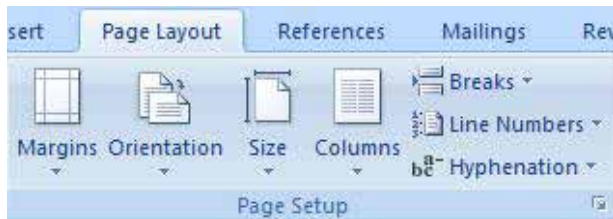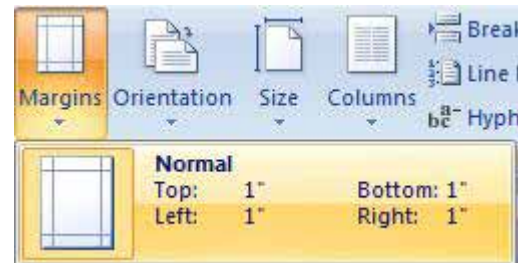

Figure 8.1 – Page Setup Panel   **Figure 8.2 – Selecting Normal Margin Setting**

Setting Font and Font Size

To set the font we need to go to the **Home** tab and select the top left text box on the **Font** panel. A long list of different font types will drop down. We will select **Times New Roman** for our font (Figure 8.3). Next to the font text box is the font size text box. We will select a font size of **12** (Figure 8.4).
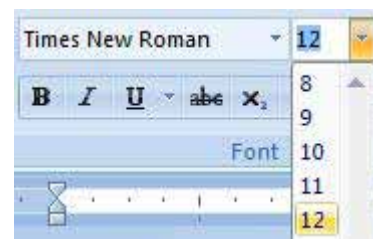

Figure 8.3 – Selecting "Times New Roman"   **Figure 8.4 – Selecting Size "12" Font**

Adding a Header

We are going to add a header to our document that reads "**Using a Computer Calculator**." To do so, we need to select the **Header** tool from the **Header & Footer** panel under the **Insert** tab. Of the options that drop down from the command, we want to select the **Blank** option (Figure 8.5). After selecting our option, the program will take us back to the document where we can type in our header. However, we first need to center align the text using the **Center** tool on the **Paragraph** panel (Figure 8.6). With the header centered, we can now type in the text "**Using a Computer Calculator**" (Figure 8.7).
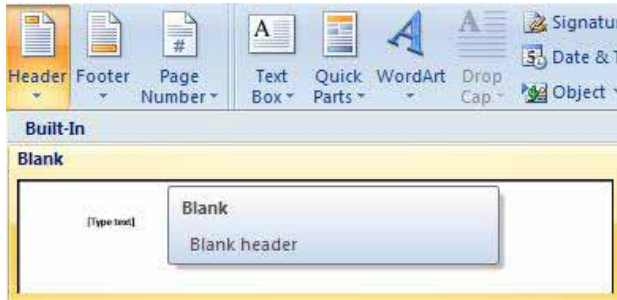
Figure 8.5 – Blank Header   **Figure 8.6 – Center Tool**
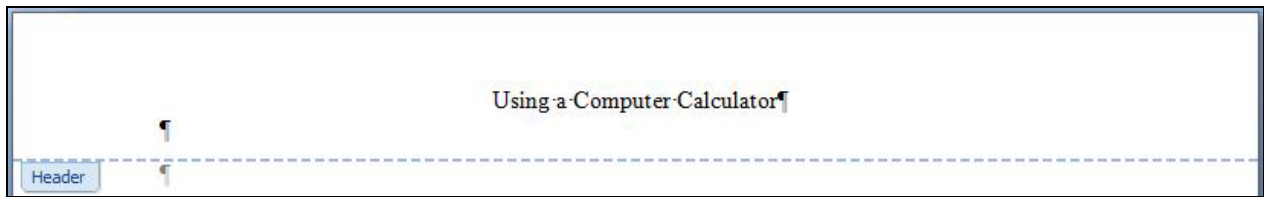

Figure 8.7 – Finished Header

Adding a Footer

The next thing we need to add to the document is a footer. More specifically, we will be adding a page number to the bottom of our paper. To do so, we need to select the **Page Number** tool from the **Header & Footer** panel under the **Insert** tab. Next, we will select the Bottom of Page option and then we will pick the **Plain Number 2** footer (Figures 8.8 & 8.9). After selecting the option we want, the page number will appear at the bottom of our document as in Figure 8.10.
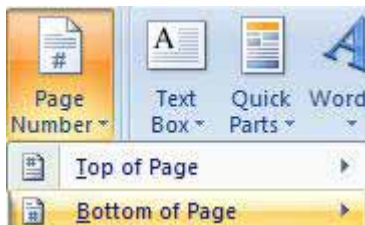

Figure 8.8 – Bottom of Page   **Figure 8.9 – Plain Number 2**

Figure 8.10 - Finished Footer

Inserting a Table

To insert a table in our document, we will use the **Table** tool on the **Tables** panel under the **Insert** tab (Figure 8.11). We will select the size of our table from the options that drop down under the command. For this exercise, we want a **2x7** table, so with our mouse we can select this size table and insert it into the document (Figure 8.12).
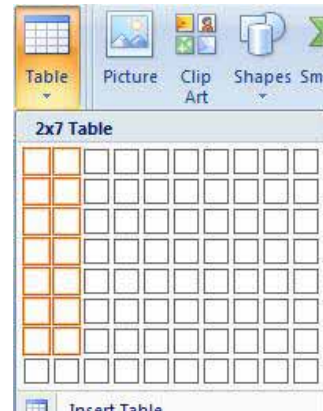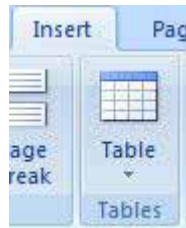

Figure 8.11 – Table Command

Figure 8.12 – Inserting 2x7 Table

Figure 8.13 – 2x7 Table

After inserting the table, we want to remove the border from around the cells. We will begin by selecting the Move Button that appears at the top left of the table when we place our cursor over it (Figure 8.14). This will select the whole table. After that, we need to select the drop-down arrow on the bottom right tool on the **Paragraph** panel and select the **No Border** option (Figure 8.15). The dark border that surrounded the table will now become a light blue, dashed line as in Figure 8.16.
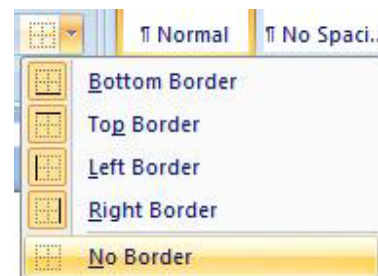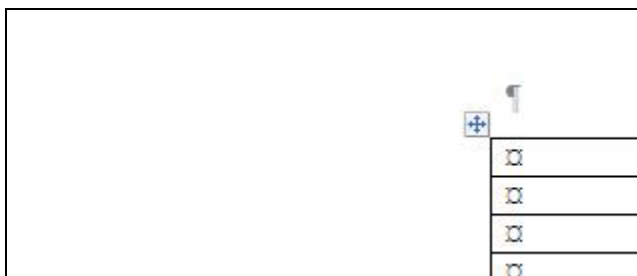

Figure 8.14 – Move Button

Figure 8.15 – No Border Option

Figure 8.16 – Table without Border

Next, we are going to merge the top two cells. First, we will highlight them using our cursor (Figure 8.17). Then we will select the **Merge Cells** tool from the **Rows & Columns** panel under the **Layout** tab. The line dividing the cells in half will disappear and the two smaller cells will become one large cell (Figure 8.18).

Figure 8.17 - Selecting Top Cells

Figure 8.18 – Top Cells Merged

Taking a Digital Screen Capture for Our Document

To take a digital picture of any item on the computer screen, we can 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. We need to open the calculator program on the computer and press Alt - Print Screen.
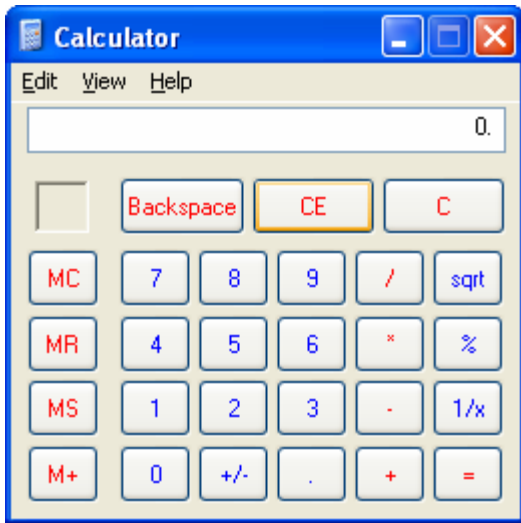
We will insert the digital image of the calculator in the right cell using Paste and align the picture in the center of the cell using the **Center** tool. Whenever we place an image on a document, we will place a label under the illustration with a figure number and a short comment as shown by Figure 8.19. By left clicking on the image, we see the eight sizing handles. Generally, we want to use the corner sizing handles to resize the image proportionally.
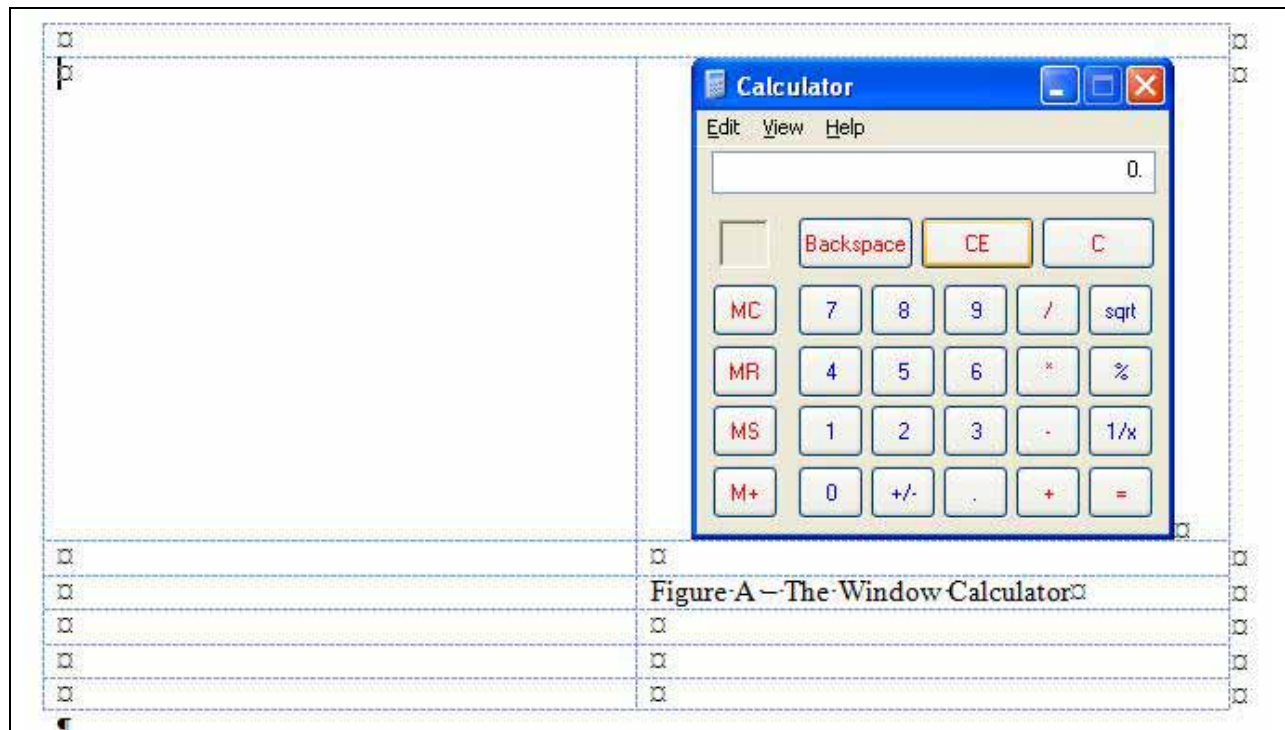
Figure 8.19 – Digital Image of Calculator

Figure A — The Window Calculator

Figure 8.21 – Calculator and Label

Finishing the Table by Adding Text and Color

In the cell to the left of the calculator is where we want to add all our text describing how to use the calculator and its functions. Regardless of the information, we are writing about, using cells and tables to manage and control a document is a great way to present information in a neat and organized way. Figure 8.22 shows the finished table with the added information.
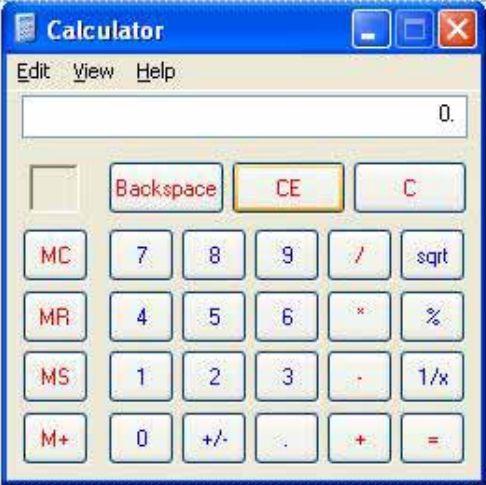
Figure 8.22 – Finished Table

Not all text will be black or backgrounds white, so we can follow the following steps to add color. We will open a graphics program like Paint and insert the captured image with Paste. To match colors to the image, we need to 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.
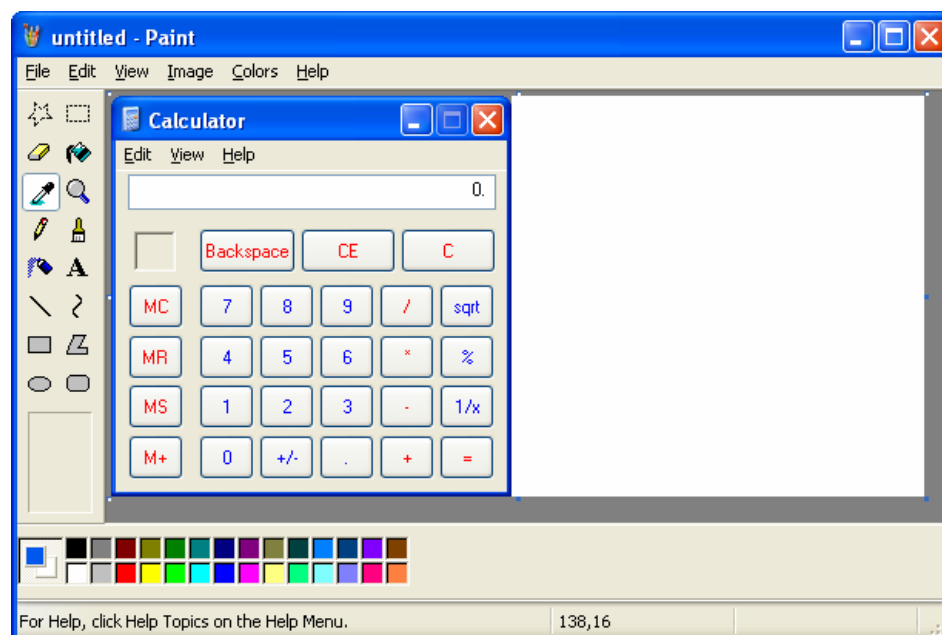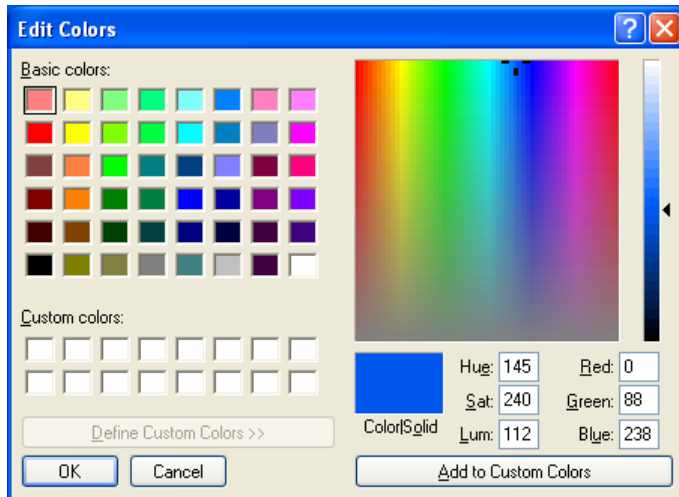

Figure 8.23 – Image in Paint

To retrieve the red, green and blue combination that makes the 24-bit color we are seeing, we will 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 8.23 – Edit Colors Window

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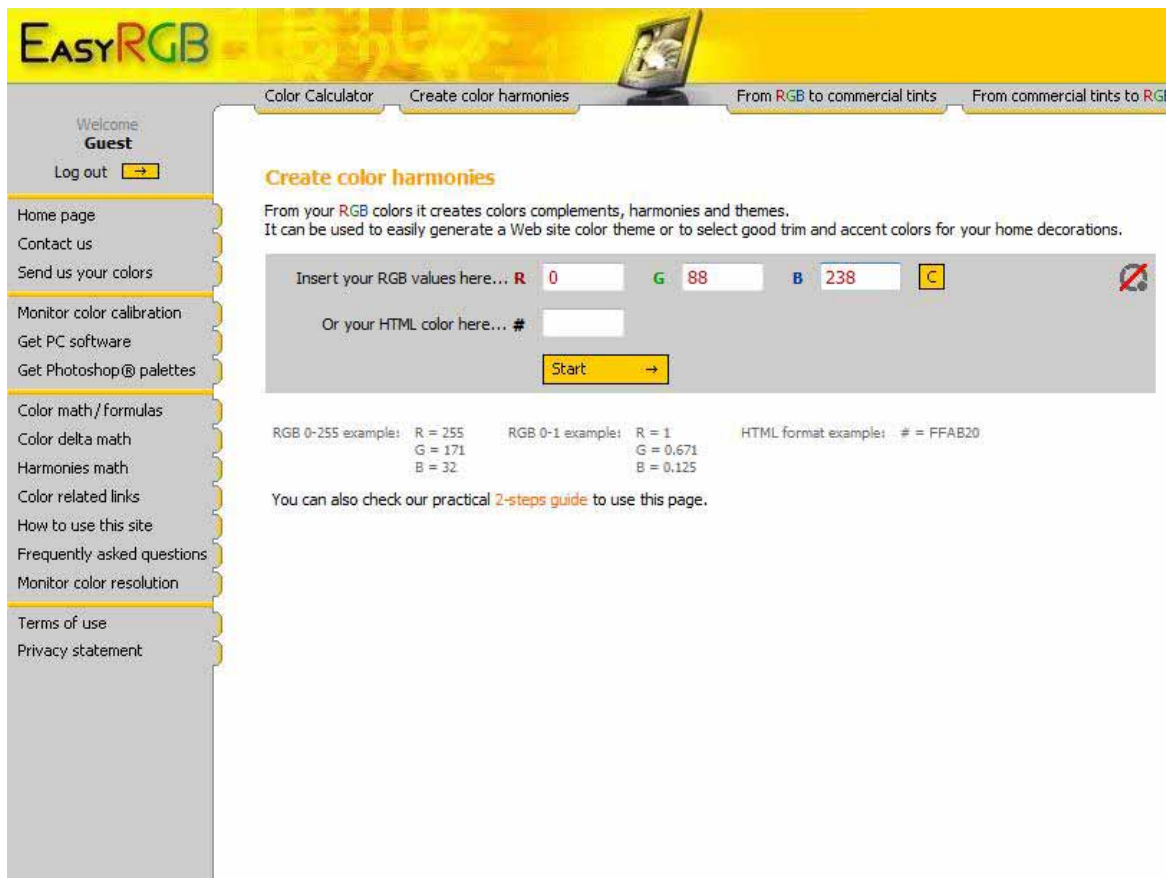
http://www.easyrgb.com/index.php?X=HARM

Figure 8.24 – EasyRGB.com

After we type in the above URL, which will take us to the webpage a shown in Figure 8.24, we will 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 8.25. 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:

<div align="center">
Red: 198
Green: 205
Blue: 163
</div>

Figure 8.25 – Image on Webpage

Now, to change the text color, we are going to select the **Font Color** tool and then select the More Colors option (Figure 8.26). In the window that appears, we need to go to the Custom tab. In the Custom tab, we can create colors using the Red, Green Blue scale. Type in 0 for red, 88 for green and 238 for blue to create the blue color for the text (Figure 8.27). Then type in 198, 205 and 163 for red green and blue to create the light green color (Figure 8.28).
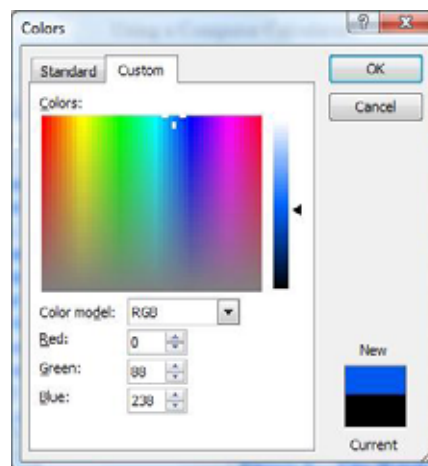

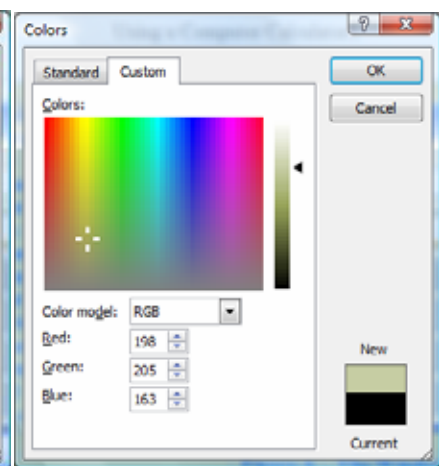**Figure 8.26 – More Colors**   **Figure 8.27 – Blue**   **Figure 8.28 – Light Green**

After we have created the colors, we can select the blue color as our color for the font. To change the font color all we have to do is highlight the text and then click the **Font Color** tool. To change the background color, we must select the **Shading** tool from the **Paragraph** panel. Then we can set the color to the light green color we created earlier. After selecting the whole table by clicking the move button, reselect the **Shading** tool and the entire table will be shaded with the light blue color.
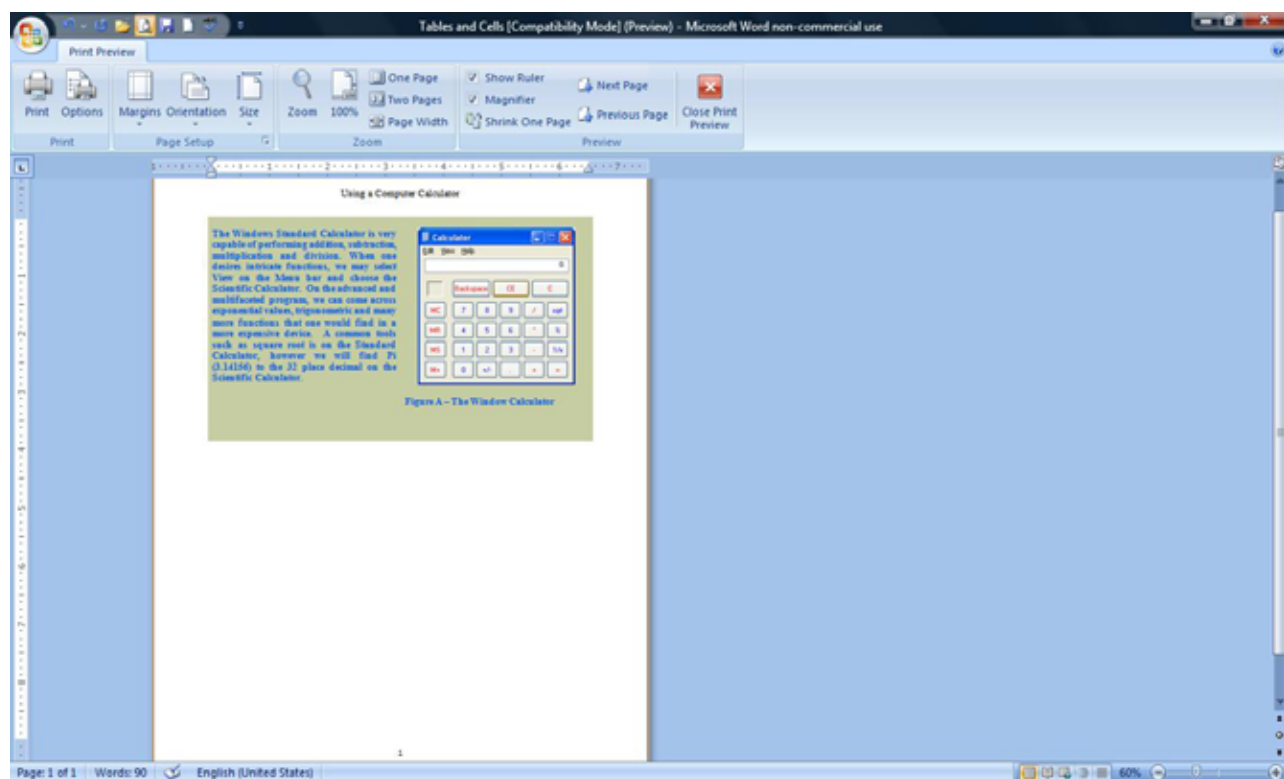

Figure 8.29 – Shading Tool

Figure 8.30 – Finished Document

* World Class CAD Challenge 30-07 * - Create a document and control it using tables and cells. Add a header indicating the topic, a footer with the page number and a table where pictures and text can be added. Repeat this exercise at least two more times to maintain your World Class ranking.