

More Detailed Tables

To illustrate the use of tables we will place one within a business letter. This saves the need to set tab stops and it produces a more professional look. The business letter has been created for you and will need to be opened from the PIT2 SUPPORT FILES.

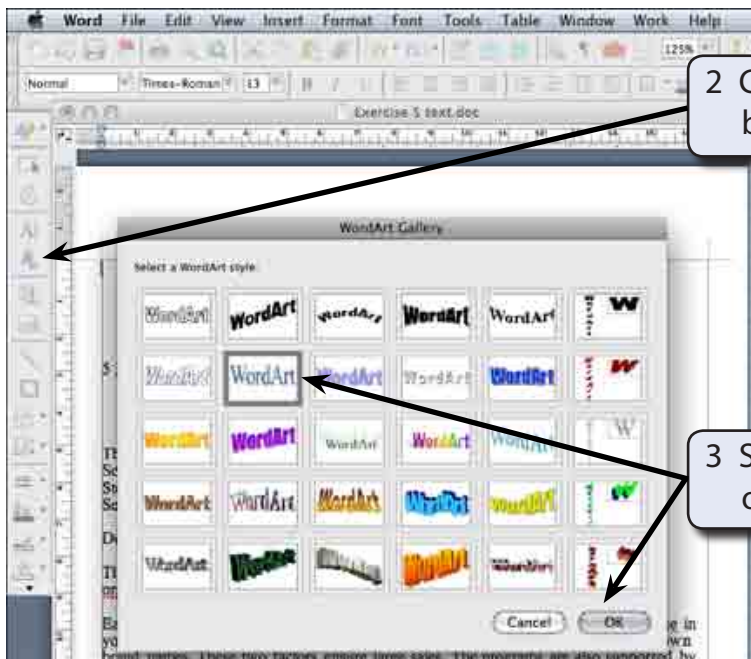
Loading the Business Letter

- 1 Load Microsoft Word or close the current files.
- 2 Display the FILE menu and select OPEN.
- 3 Access the PIT2 SUPPORT FILES, open the WORD PROCESSING folder and load the EXERCISE 5 TEXT file.

Creating the Logo

A simple logo for the business can be set using WordArt.

- 1 If the DRAWING Toolbar is not on the screen, display the VIEW menu, highlight TOOLBARS and select DRAWING.

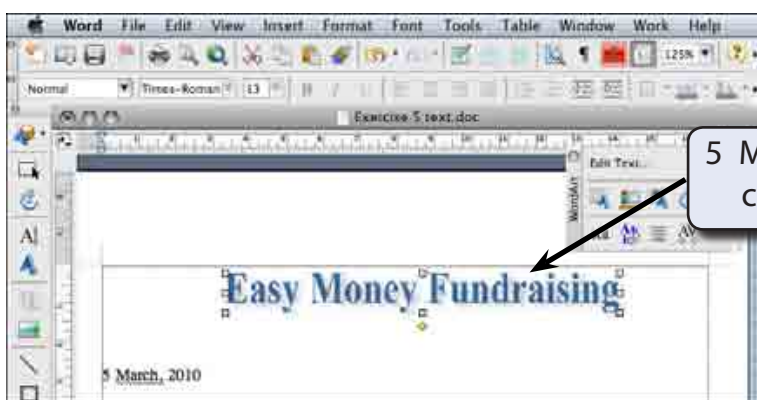


2 Click on the INSERT WORDART button in the DRAWING Toolbar.

3 Select a WORDART STYLE and click on OK.

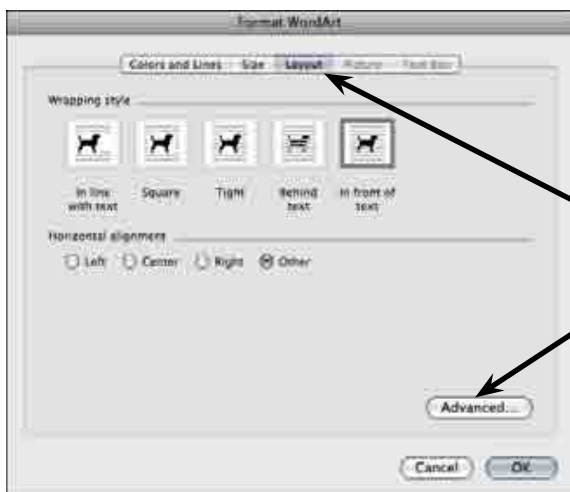


4 Enter the text:
 Easy Money Fundraising
 Set the SIZE box to 28 point, click on the BOLD button to set the text to BOLD and select OK to return to the document.

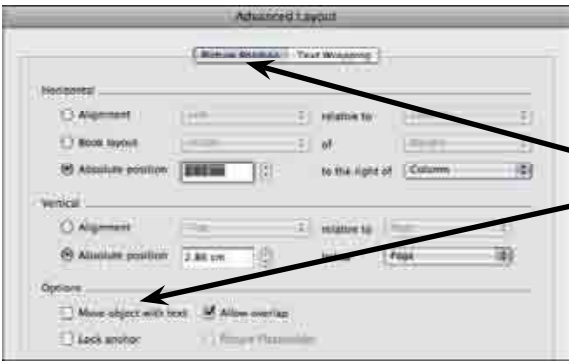


5 Move the WordArt text to the top centre of the document.

6 We need to set the logo to be fixed at the top of the screen. With the WordArt text still selected display the FORMAT menu and select WORDART.



7 In the LAYOUT tab of the FORMAT WORDART dialogue box click on the ADVANCED button at the bottom right.



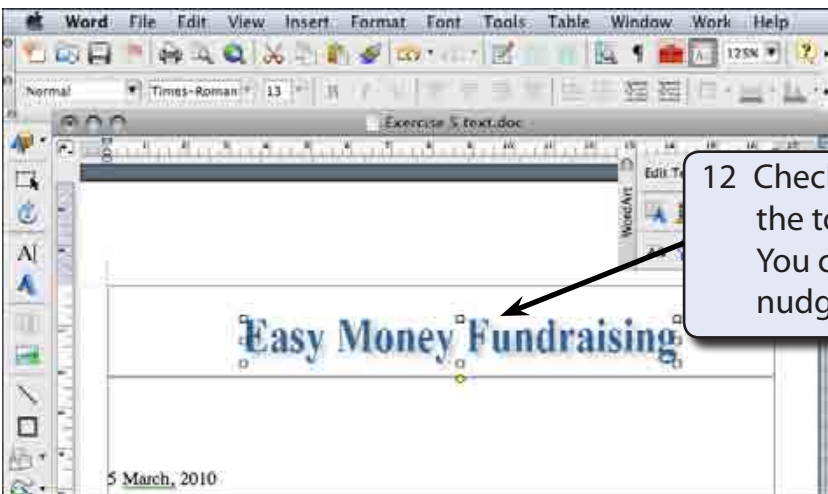
8 In the PICTURE POSITION tab deselect MOVE OBJECT WITH TEXT so that the WordArt text will stay where it is and won't move when text is added.



9 Click on the TEXT WRAPPING tab and click on TOP AND BOTTOM so that text can only be placed above or below the WordArt text.

10 Click on OK to return to the FORMAT WORDART dialogue box.

11 Select OK to return to the document.



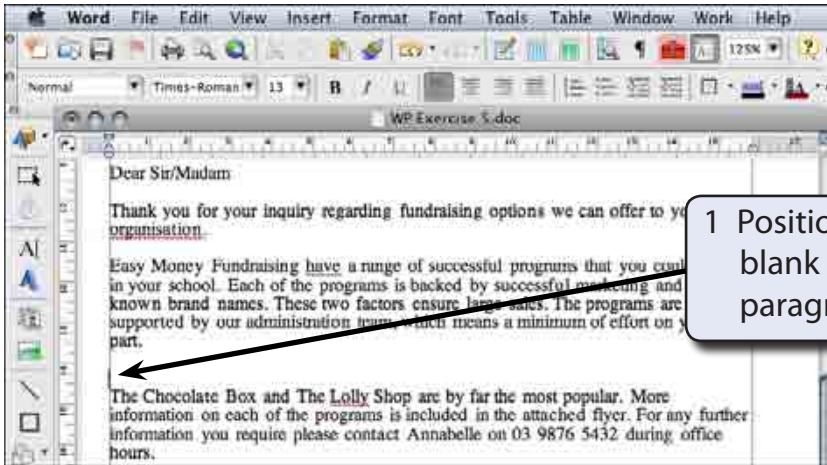
12 Check that the WordArt text is at the top centre of the document. You can use the arrow keys to nudge it into position.

13 Save the document in your STORAGE folder under the file name:

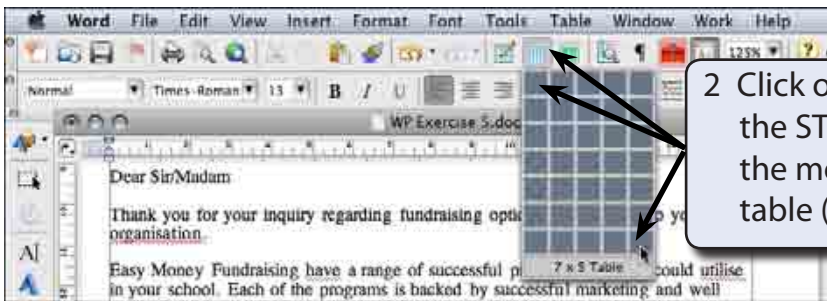
WP Exercise 5

Entering the Table

A 7 x 5 table is required after the second paragraph to display the funds that the company has raised over the past four years.



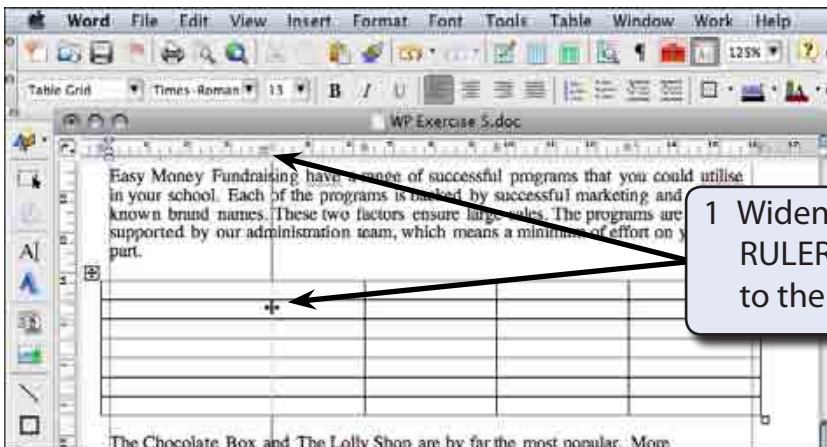
1 Position the cursor at the second blank line after the second paragraph.



2 Click on the INSERT TABLE button in the STANDARD Toolbar, hold down the mouse button and drag a 7 by 5 table (7 rows and 5 columns).

Adjusting The Table

The columns widths of the table will need adjustment and a tab stop set in COLUMN A.



1 Widen COLUMN A to 4 cm in the RULER by dragging its right border to the right.