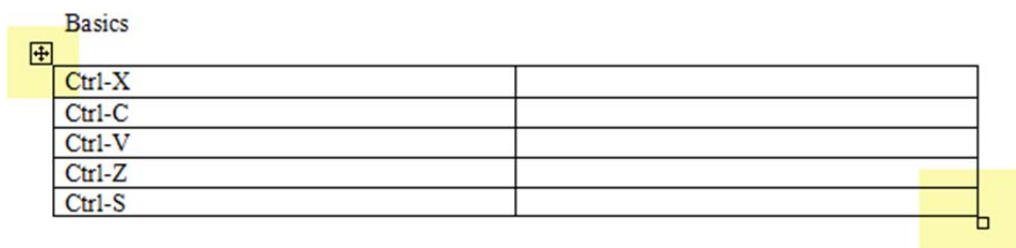


Making Documents Behave: Tables, Objects, and Columns

TABLES

To create an indent inside a cell	Ctrl-TAB
To select a block of text	Click at the beginning, then hold down SHIFT and click at the end.
To select non-adjacent cells or text	Select the first item, then hold down CTRL while selecting non-adjacent items.
To select a row	Click just to the left of the row
To select a column	Click and drag down the entire column

- Know what the crosshairs and the little square do (see diagram below).

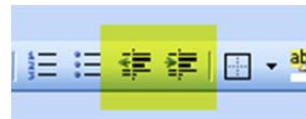


- How do you tell if a table has been done in MathType or in Word?

- Use the cell alignment tools on several cells at once. Highlight the cells you want to align the text in, then right-click to get to the Cell **Alignment Tools**.



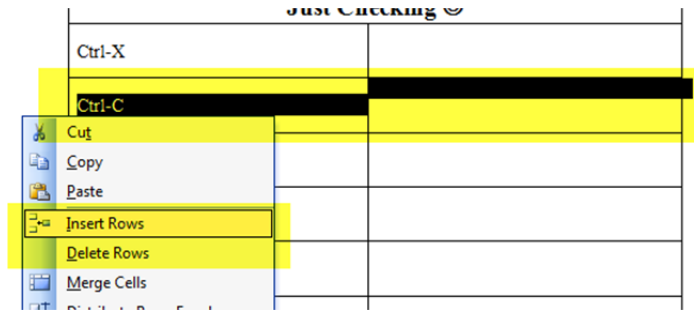
- Use the Increase Indent or Decrease Indent tools



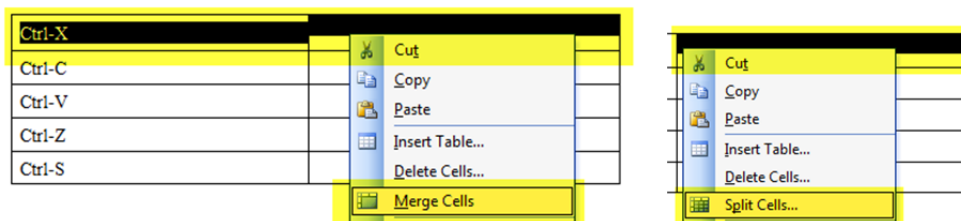
- Drag table lines to change the size of rows or columns. How do you change just one row or just one column?

Pull up any of the options below by highlighting first, then right-clicking (Ctrl-clicking):

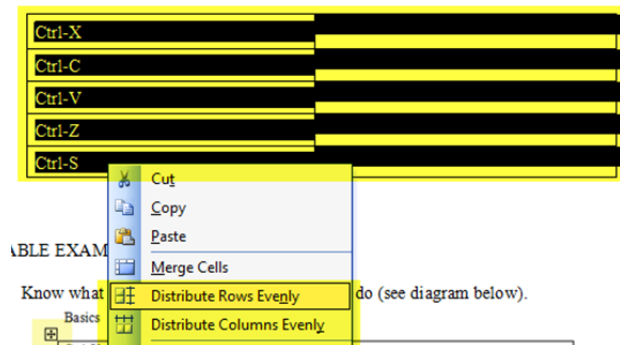
- Add or delete rows or columns. Be careful not to “throw” columns off your screen.



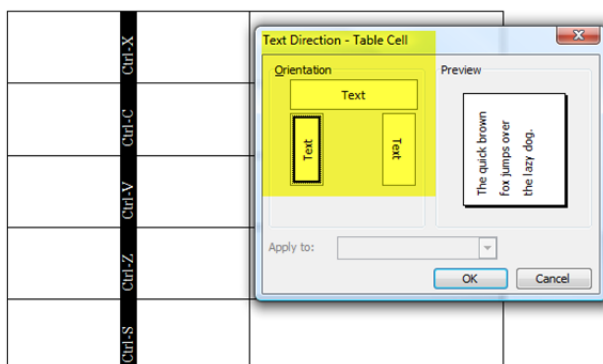
- Use **Merge Cells** or **Split Cells**



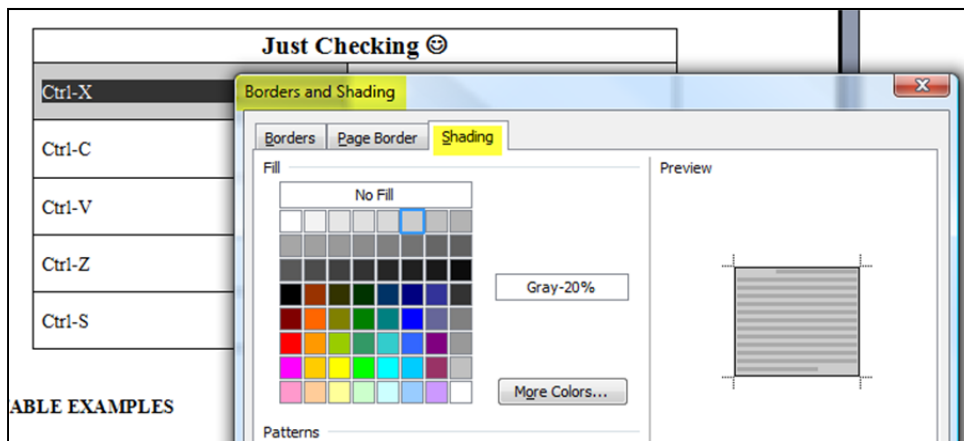
- **Distribute Rows Evenly** or **Distribute Columns Evenly**



- Change the **Text Direction**



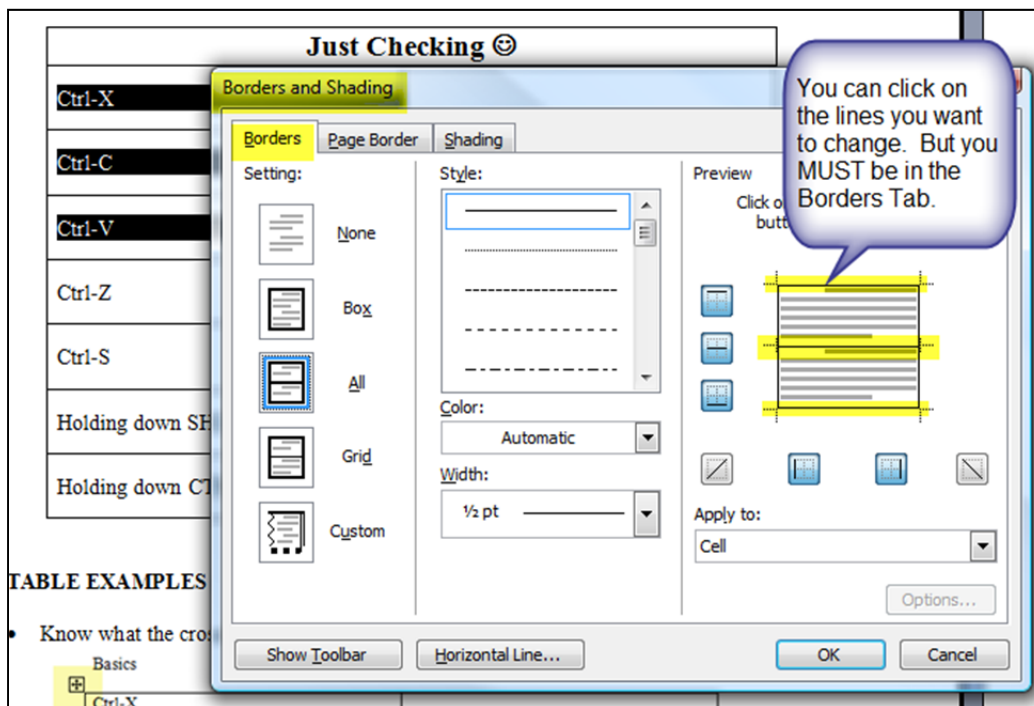
- Shade individual cells. Hold down the Ctrl key to click multiple non-adjacent cells for shading.



- How is shading cells different from highlighting text?

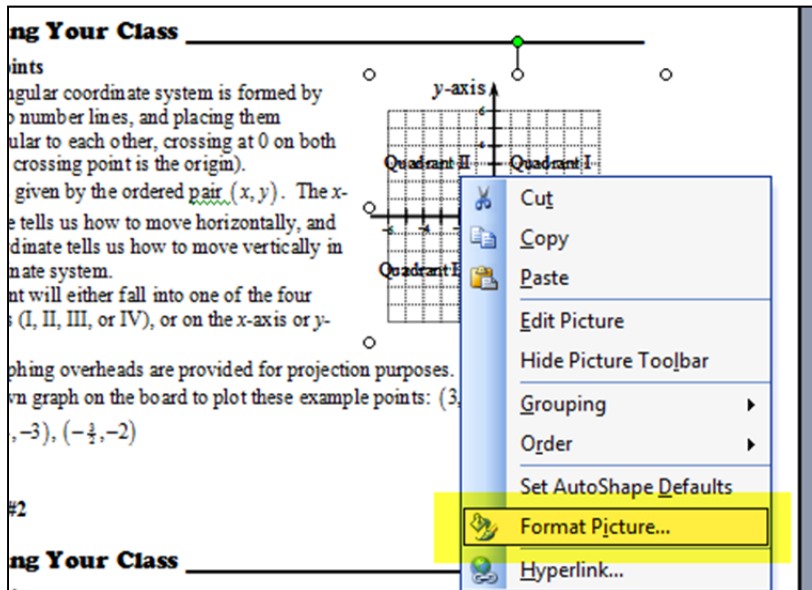


- Change the **Borders** on individual cells. Highlight the cell you want to change (if there are more than one that will be changed in the same way, highlight the multiple cells).

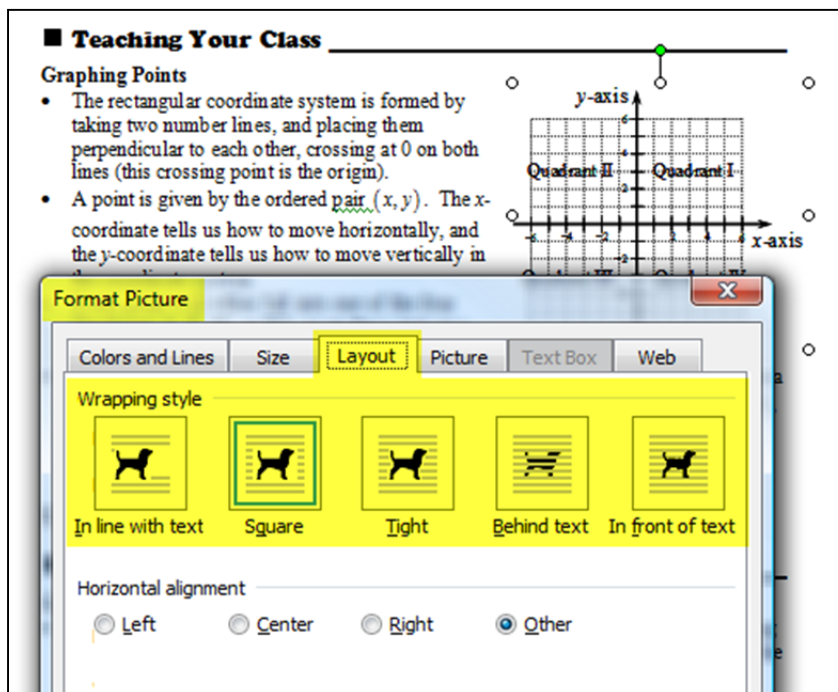


OBJECTS AND PICTURES

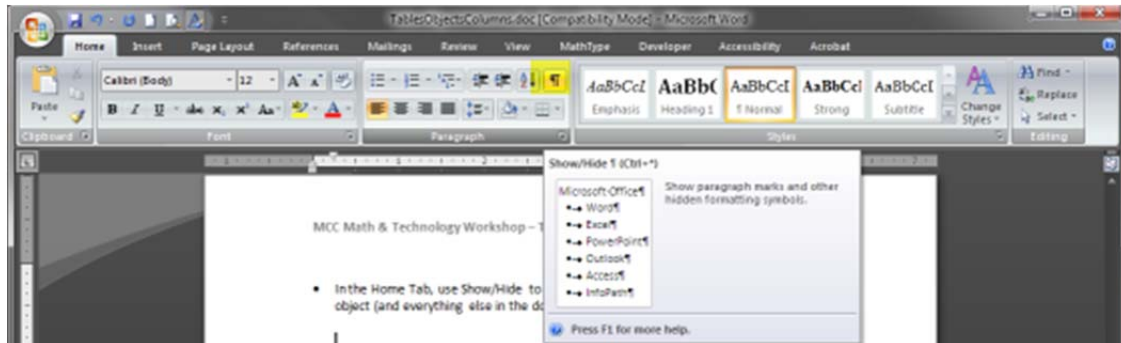
- Right-click on the object and use **Format Picture** to change the Layout Properties of a Picture or Object.



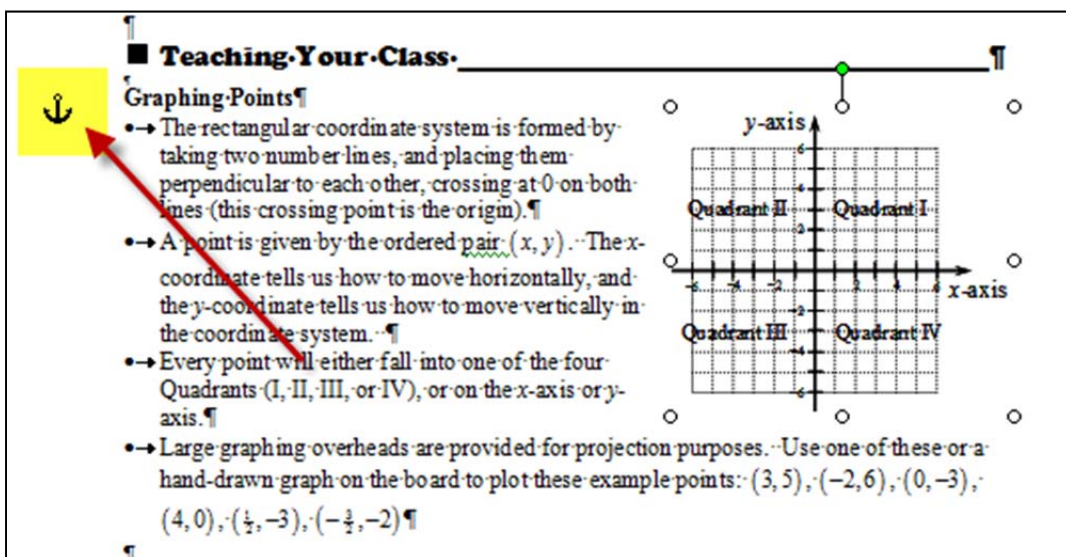
Try each of these layout properties. The default setting for most programs seems to be "In line with text" ... as long as you know this, you can stay sane.



- In the Home Tab, use Show/Hide to see all the “behind-the-scenes” properties of the object (and everything else in the document)

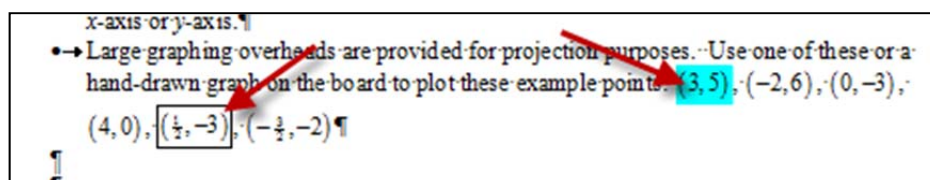


- What does the Anchor do?



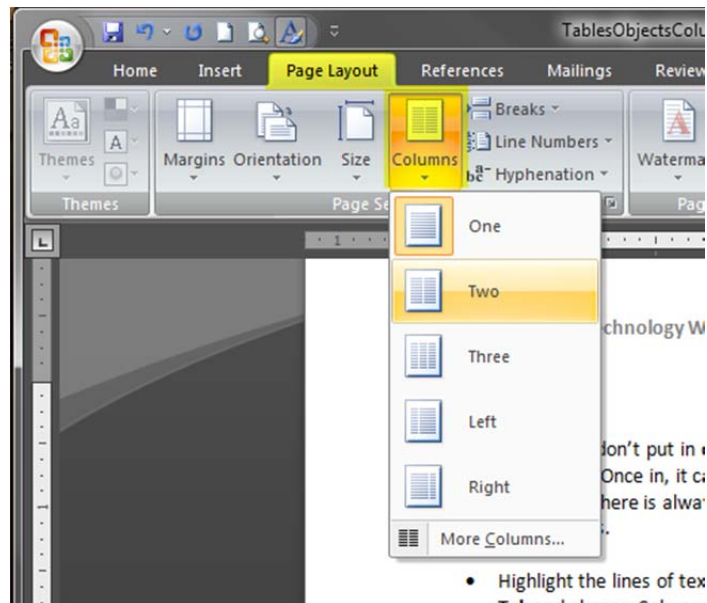
How can you resize the picture or object without changing the proportions?

- Since equations from MathType are “objects” you can put borders on them or put shading behind them.



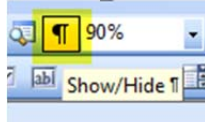
COLUMNS

- To be safe, don't put in column formatting until you have pretty much finished your document. Once in, it can be difficult to get rid of column formatting.
- Make sure there is always at least one normal line below the section you are making into columns.
- Highlight the lines of text that you want in columns and then go to the **Page Layout Tab** and choose the drop down menu under **Columns**.



If you don't like what happened, use Ctrl-Z to undo, tweak your stuff, and try again.

- If you ever have to go back in and remove columns, use the Hide/Show button to see all the "behind the scenes" formatting.



EXAMPLE #1 ¶

Examples: (add or subtract) ¶ Section Break (Continuous)

<p>•→ $4 + (-7)$ ¶</p> <p>•→ $3 - 8$ ¶</p> <p>•→ $-6 + (-2)$ ¶</p> <p>•→ $-2 + (-1) + 3$ ¶</p>	<p>•→ $-\frac{1}{3} - \frac{2}{3}$ ¶</p> <p>•→ $-3 - 9$ → → ¶</p> <p>•→ $-6 - 8$ ¶</p> <p>•→ $\frac{1}{2} + \left(-\frac{1}{5}\right)$ ¶</p>
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First remove the section break at the END of the columns, then the Section Break at the beginning of the columns.