**Elements of a Table**

<table>
<thead>
<tr>
<th>Location</th>
<th>Excursion Length</th>
<th>Standard</th>
<th>Loyalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Las Vegas</td>
<td>3-day</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>Paris</td>
<td>3-day</td>
<td>$2,000</td>
<td>$1,600</td>
</tr>
<tr>
<td>Beijing</td>
<td>3-day</td>
<td>$4,000</td>
<td>$3,500</td>
</tr>
<tr>
<td>Las Vegas</td>
<td>5-day</td>
<td>$1,700</td>
<td>$1,400</td>
</tr>
<tr>
<td>Paris</td>
<td>5-day</td>
<td>$3,500</td>
<td>$3,000</td>
</tr>
<tr>
<td>Beijing</td>
<td>5-day</td>
<td>$5,000</td>
<td>$4,500</td>
</tr>
<tr>
<td>Las Vegas</td>
<td>7-day</td>
<td>$2,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Paris</td>
<td>7-day</td>
<td>$5,000</td>
<td>$4,500</td>
</tr>
<tr>
<td>Beijing</td>
<td>7-day</td>
<td>$7,000</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

**Navigating a Table**

- **Next cell** ................. **Tab**
- **Previous cell** ............. **Shift + Tab**
- **Next row** .................. **↓**
- **Previous row** .............. **↑**
- **First cell in a row** ....... **Alt + Home**
- **Last cell in a row** .......... **Alt + End**
- **First cell in a column** ...... **Alt + Page Up**
- **Last cell in a column** ...... **Alt + Page Down**

**Selecting Cells**

- **Select a Single Cell**: Click in the lower-left corner of a cell, when the cursor changes to an arrow, or triple-click a cell; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Cell**.
- **Select a Row**: Click to the left of the table row (just outside the table itself); or click the Table Tools **Layout** tab, click **Select**, and choose **Select Row**.
- **Select a Column**: Click above a column, when the cursor changes to an arrow; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Column**.
- **Select an Entire Table**: Click the table selector button in the upper-left corner of a table; or click the Table Tools **Layout** tab, click **Select**, and choose **Select Table**.

**Table Style Options**

- **Configure Table Style Options**: With the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements. The appearance of these elements will vary, based on the current Table Style.
- **Header Row**: Applies special formatting to the first row of a table.
- **Total Row**: Applies special formatting to the final row of a table.
- **Banded Rows**: Alternates the shading for the body rows between two different colors.
- **First Column**: Applies special formatting to the first column in a table.
- **Last Column**: Applies a special formatting to the last column in a table.
- **Banded Columns**: Alternates the shading for body columns between two different colors.
Graphics

**Insert a Picture:** Place the text cursor where you want to insert a picture, click the Insert tab, click the Pictures button, select a picture, and click Insert.

**Remove a Picture’s Background:** Select a picture, click the Format tab, and click the Remove Background button. Areas that will be removed are highlighted. Click the Mark Areas to Keep button to draw over any area accidentally highlighted, and click the Mark Areas to Remove button to draw over any area that needs to be removed. Click the Keep Changes button.

**Insert a Text Box:** Click the Insert tab, click the Text Box button, and select a style of text box.

**Insert a Shape:** Click the Insert tab, click the Shapes button, select a shape, then click to place a shape (or click and drag to place the shape at a certain size).

**Format a Shape:** Select a shape, then click the Format tab and use the options in the Shape Styles group to customize the appearance of the shape.

- Click the Shape Fill button and select a color to change the shape’s fill color.
- Click the Shape Outline button and select a color and weight for the shape’s outline, as well as dash and arrow styles.
- Click the Shape Effects button and select a shape effect, such as shadow, glow, or bevel.
- Select a shape style preset from the Shape Styles gallery. Click the gallery’s More button to expand the gallery to see more presets.

**Insert WordArt:** Click the Insert tab, click the Insert WordArt button, and select a style of WordArt.

**Insert a Chart:** Click the Insert tab, click the Add a Chart button, select a chart category on the left, select a chart type, and click OK. Edit the chart data in the window that opens.

**Resize an Object:** Select an object, then click and drag the sizing handles on the sides and corners until it’s the size you want.

**Move an Object:** Select an object, then click and drag it to a new location.

**Rotate an Object:** Select an object, then click and drag the rotate handle to the left or right. Or, select an object, click the Format tab, click the Rotate Objects button, and select a rotation option.

**Flip an Object:** Select an object, click the Format tab, click the Rotate Objects button, and select Flip Vertical or Flip Horizontal.

**Delete an Object:** Select an object, then press the Delete key.

**Position an Object on the Page:** Select an object, click the Format tab, click the Position button, and select a position.

**Wrap Text Around an Object:** Select an object, click the Format tab, click the Wrap Text button, and select a text wrapping style.

**Move an Object Up or Down One Layer:** Select an object, click the Format tab, and click the Bring Forward button to move the object forward one layer, or click the Send Backward button to send the object backward one layer.

**Move an Object to the Front or Back:** Select an object and click the Format tab. Click the Bring Forward button list arrow and select Bring to Front to bring the object to the front-most layer. Or, click the Send Backward button list arrow and select Send to Back to move the object to the back-most layer.

**Group Objects:** Select multiple objects, click the Format tab, click the Group Objects button, and select Group.

**Ungroup Objects:** Select a group, click the Format tab, click the Group Objects button, and select Ungroup.

**Align Objects:** Select multiple objects, click the Format tab, click the Align button, and select an alignment option.

**Distribute Objects:** Select multiple objects, click the Format tab, click the Align button, and select Distribute Horizontally or Distribute Vertically.

**Styles, Themes, and Templates**

**Apply a Style:** Place the text cursor in a paragraph and select a style from the Styles gallery on the Home tab. Click the gallery’s More button to see additional styles.

**Display the Styles Pane:** Click the dialog box launcher in the Styles group on the Home tab.

**Create a Style:** Select some text that’s formatted the way you want the style to appear, then click the Styles gallery’s More button and select Create a Style (or, click the New Style button in the Styles pane). Give the new style a name and click OK.

**Update a Style:** Change the formatting for some text with a style applied, right-click the style in the Styles gallery (or in the Styles pane) and select Update Styles to Match Selection.

**Change Style Settings:** Click the Design tab and select a style set from the gallery in the Document Formatting group. Click the gallery’s More button to see additional style sets.

**Apply a Theme:** Click the Design tab, click the Themes button, and select a theme.

**Use a Document Template:** Click the File tab, click New, search for a template in the search field or select a recommended template, select a template, and click Create.

**Create a Document Template:** Click the File tab, click Save As, select a location, give the file a name, click the Save As Type list arrow, select Word Template, and click Save.

**Long Documents**

**Use Outline View:** Click the View tab and click the Outline button.

**Demote Items:** While in Outline view, click the item you want to demote and click the Demote button (or the Demote to Body Text button).

**Promote Items:** While in Outline view, click the item you want to promote and click the Promote button (or the Promote to Heading button).

**Navigate Long Documents:** Click the View tab, check the Navigation Pane check box, and use the Pages tab to browse by page, or use the Headings tab to navigate by headings.

**Add a Bookmark:** Select the text you want to bookmark, click the Insert tab, click the Bookmark button in the Links group, give the bookmark a name, and click Add.

**Insert a Section Break:** Place the cursor where you want the section to start, click the Layout tab, click the Breaks button, and select a type of section break.

**Insert a Hyperlink:** Select the text you want to use as a link, click the Insert tab, click the Link button, choose what type of link to create, choose where to link to, and click OK.

**Create Footnotes and Endnotes:** Click the Insert tab, click the References tab, click the Insert Footnote button (or Insert Endnote button), and type your footnote / endnote.

**Insert a Table of Contents:** Place the text cursor where you want to insert a table of contents, click the References tab, click the Table of Contents button, and select a table of contents style.

**Insert an Index Entry:** Select the text you want the index entry to refer to, click the References tab, and click the Mark Entry button. Set any index entry options you want, then click Mark (or, click Mark All to mark all instances of the text). Click Close.

**Insert an Index:** Place the text cursor where you want to insert an index, click the References tab, click the Insert Index button. Set up the index’s options, then click OK.

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