### 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>$850</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>$3,400</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

#### Insert a Table:
Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

#### Add a Row or Column:
Click in a cell next to where you want to add a row or column. Click the **Table Tools Design** tab, then click **Insert Above** or **Insert Below**, depending on where you want the row or column to be added.

#### Delete a Row or Column:
Click in a cell in the row or column you want to delete, click the **Table Tools Design** tab, click the **Delete** button, then select **Delete Row** or **Delete Column**.

#### Convert a Table to Text:
Select the table, click the **Table Tools Design** tab, click the **Convert to Text** button, choose how to separate the cells, and click **OK**.

#### Manually Resize a Table Row or Column:
Click and drag the cell border.

#### Automatically Resize a Table Row or Column:
Click within the table, click the **Table Tools Layout** tab, click the AutoFit button, and select an option.

#### Merge Cells:
Select multiple cells that share a border, click the **Table Tools Layout** tab, and click the **Merge Cells** button.

### Tables

**Insert a Table:** Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the **Table Tools Design** tab, then click **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**, depending on where you want the row or column to be added.

**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the **Table Tools Design** tab, click the **Delete** button, then select **Delete Row** or **Delete Column**.

**Convert a Table to Text:** Select the table, click the **Table Tools Design** tab, click the **Convert to Text** button, choose how to separate the cells, and click **OK**.

**Manually Resize a Table Row or Column:** Click and drag the cell border.

**Automatically Resize a Table Row or Column:** Click within the table, click the **Table Tools Layout** tab, click the AutoFit button, and select an option.

**Merge Cells:** Select multiple cells that share a border, click the **Table Tools Layout** tab, and click the **Merge Cells** button.

### Split Cells:
Select a cell, click the **Table Tools Layout** tab, click the **Split Cells** button, enter the number of rows and columns, and click **OK**.

**Distribute Rows and Columns:** Click within the table, click the **Table Tools Layout** tab, click the **Distribute Rows** button to distribute the rows evenly, or click the **Distribute Columns** button to distribute the columns evenly.

**Apply a Table Style:** Click inside the table, click the **Table Tools Design** tab, and select a style from the **Table Styles** gallery.

**Apply Text Alignment:** Select the cell(s), click the **Table Tools Layout** tab, and select an option from the **Alignment** group.

**Add a Border to a Table:** Select a table, click the **Table Tools Design** tab, click the **Border Styles** button list arrow, select a border style, click the **Borders** button list arrow, and select a border option.

**Add Cell Shading:** Select the cell(s), click the **Borders** button list arrow, and select a color.

**Split a Table:** Click in the row where the second table will start, click the **Table Tools Layout** tab, and click the **Split Table** button.
### 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, and click 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 ___ to Match Selection.

**Change Style Sets**: 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 to Body Text** button.

**Promote Items**: While in Outline view, click the item you want to promote and click 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 **Headers** and **Footers** 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 **Insert** 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 text that you want the footnote / endnote to refer to, 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 to index, click the **Insert** tab, and type **Navigate** to the page you want to index. Click **OK**.

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