Microsoft

# MOS 2013 Study Guide

Joan Lambert

## EXAM 77-418

## Microsoft Word

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## **Exam 77-418** Microsoft Word 2013

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# Introduction

The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use programs in the Microsoft Office 2013 suite of programs, Microsoft Office 365, and Microsoft SharePoint. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam 77-418: Microsoft Word 2013.

> **See Also For information about the tasks you are likely to be required to demonstrate in Exam 77-419: Microsoft Word 2013 Expert, see *MOS 2013 Study Guide for Microsoft Word Expert* by John Pierce (Microsoft Press, 2013).**

## Who this book is for

*MOS 2013 Study Guide for Microsoft Word* is designed for experienced computer users seeking Microsoft Office Specialist certification in Word 2013.

MOS exams for individual programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks or projects rather than simply answering questions about program features. The successful MOS certification candidate will have at least six months of experience using all aspects of the application on a regular basis; for example, using Word at work or school to create and manage documents, format document content, present information in tables and lists, insert and format pictures, create business diagrams, and reference sources.

As a certification candidate, you probably have a lot of experience with the program you want to become certified in. Many of the procedures described in this book will be familiar to you; others might not be. Read through each study section and ensure that you are familiar with not only the procedures included in the section, but also the concepts and tools discussed in the review information. In some cases, graphics depict the tools you will use to perform procedures related to the skill set. Study the graphics and ensure that you are familiar with all the options available for each tool.

# How this book is organized

The exam coverage is divided into chapters representing broad skill sets that correlate to the functional groups covered by the exam, and each chapter is divided into sections addressing groups of related skills that correlate to the exam objectives. Each section includes review information, generic procedures, and practice tasks you can complete on your own while studying. When necessary, we provide practice files you can use to work through the practice tasks. You can practice the procedures in this book by using the practice files supplied or by using your own files. (If you use your own files, keep in mind that functionality in Word 2013 is limited in files created in or saved for earlier versions of the program. When you are working in such a file, *Compatibility Mode* appears in the program window title bar.)

Throughout this book, you will find Strategy tips that present information about the scope of study that is necessary to ensure that you achieve mastery of a skill set and are successful in your certification effort.

# Download the practice files

Before you can complete the practice tasks in this book, you need to download the book's practice files to your computer. These practice files can be downloaded from the following page:

*http://aka.ms/mosWord2013/files*

**Important The Word 2013 program is not available from this website. You should purchase and install that program before using this book.**

If you would like to be able to refer to the completed versions of practice files at a later time, you can save the practice files that you modify while working through the exercises in this book. If you save your changes and later want to repeat the exercise, you can download the original practice files again.

The following table lists the practice files for this book.

| Folder and functional group | Files |
|---|---|
| MOSWord2013\Objective1<br>1 Create and manage documents | *Word_1-1a.dotx*<br>*Word_1-1b.txt*<br>*Word_1-1c.pdf*<br>*Word_1-2.docx*<br>*Word_1-3a.docx*<br>*Word_1-3b.docx*<br>*Word_1-4a.docx*<br>*Word_1-4b.docx*<br>*Word_1-4c.docx*<br>*Word_1-5a.docx*<br>*Word_1-5b.docx*<br>*Word_1-5c.docx* |
| MOSWord2013\Objective2<br>2 Format text, paragraphs, and sections | *Word_2-1a.docx*<br>*Word_2-1b.pptx*<br>*Word_2-1c.docx*<br>*Word_2-2.docx*<br>*Word_2-3.docx* |
| MOSWord2013\Objective3<br>3 Create tables and lists | *Word_3-1.docx*<br>*Word_3-2a.docx*<br>*Word_3-2b.docx*<br>*Word_3-3.docx* |
| MOSWord2013\Objective4<br>4 Apply references | *Word_4-1.docx*<br>*Word_4-2.docx* |
| MOSWord2013\Objective5<br>5 Insert and format objects | *Word_5-1.docx*<br>*Word_5-2.docx*<br>*Word_5-3a.docx*<br>*Word_5-3b.jpg* |

## Adapting exercise steps

The screen images shown in this book were captured at a screen resolution of 1024 × 768, at 100 percent magnification. If your settings are different, the ribbon on your screen might not look the same as the one shown in this book. For example, you might have more or fewer buttons in each of the groups, the buttons you have might be represented by larger or smaller icons than those shown, or the group might be represented by a button that you click to display the group's commands. As a result, exercise instructions that involve the ribbon might require a little adaptation. Our instructions use this format:

➜ On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list or on a menu, our instructions use this format:

➜ On the **Home** tab, in the **Editing** group, click the **Find** arrow and then, on the **Find** menu, click **Advanced Find**.

**Tip On subsequent instances of instructions located on the same tab or in the same group, the instructions are simplified to reflect that we've already established the working location.**

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First click the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, click the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

If you prefer not to have to adapt the steps, set up your screen to match ours while you read and work through the exercises in this book.

In this book, we provide instructions based on the traditional keyboard and mouse input methods. If you're using the program on a touch-enabled device, you might be giving commands by tapping with a stylus or your finger. If so, substitute a tapping action any time we instruct you to click a user interface element. Also note that when we tell you to enter information, you can do so by typing on a keyboard, tapping an on-screen keyboard, or even speaking aloud, depending on your computer setup and your personal preferences.

# Get support and give feedback

The following sections provide information about getting help with this book and contacting us to provide feedback or report errors.

## Errata

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site:

*http://aka.ms/mosWord2013/errata*

If you find an error that is not already listed, you can report it to us through the same page.

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*mspinput@microsoft.com*

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## Stay in touch

Let’s keep the conversation going! We’re on Twitter at:

*http://twitter.com/MicrosoftPress*

# Taking a Microsoft Office Specialist exam

Desktop computing proficiency is increasingly important in today's business world. When screening, hiring, and training employees, employers can feel reassured by relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the time and expense of training you.

## Microsoft Office Specialist certification

Microsoft Office Specialist certification is designed to assist employees in validating their skills with Office programs. The following certification paths are available:

- A Microsoft Office Specialist (MOS) is an individual who has demonstrated proficiency by passing a certification exam in one or more Office programs, including Microsoft Word, Excel, PowerPoint, Outlook, Access, OneNote, or SharePoint.
- A Microsoft Office Specialist Expert (MOS Expert) is an individual who has taken his or her knowledge of Office to the next level and has demonstrated by passing a certification exam that he or she has mastered the more advanced features of Word or Excel.

## Selecting a certification path

When deciding which certifications you would like to pursue, you should assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program and how frequently you use it
- Whether you have had formal or informal training in the use of that program
- Whether you use most or all of the available program features
- Whether you are considered a go-to resource by business associates, friends, and family members who have difficulty with the program

Candidates for MOS-level certification are expected to successfully complete a wide range of standard business tasks, such as formatting a document or worksheet and its content; creating and formatting visual content; or working with SharePoint lists, libraries, Web Parts, and dashboards. Successful candidates generally have six or more months of experience with the specific Office program, including either formal, instructor-led training or self-study using MOS-approved books, guides, or interactive computer-based materials.

Candidates for MOS Expert–level certification are expected to successfully complete more complex tasks that involve using the advanced functionality of the program. Successful candidates generally have at least six months, and may have several years, of experience with the programs, including formal, instructor-led training or self-study using MOS-approved materials.

# Test-taking tips

Every MOS certification exam is developed from a set of exam skill standards (referred to as the objective domain) that are derived from studies of how the Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide critical information about how to prepare for certification. This book follows the structure of the published exam objectives; see “How this book is organized” in the Introduction for more information.

The MOS certification exams are performance based and require you to complete business-related tasks or projects in the program for which you are seeking certification. For example, you might be presented with a file and told to do something specific with it, or presented with a sample document and told to create it by using resources provided for that purpose. Your score on the exam reflects how well you perform the requested tasks or complete the project within the allotted time.

Here is some helpful information about taking the exam:

- Keep track of the time. Your exam time does not officially begin until after you finish reading the instructions provided at the beginning of the exam. During the exam, the amount of time remaining is shown at the bottom of the exam interface. You can’t pause the exam after you start it.
- Pace yourself. At the beginning of the exam, you will receive information about the questions or projects that are included in the exam. Some questions will require that you complete more than one task. Each project will require that you complete multiple tasks. During the exam, the amount of time remaining to complete the

questions or project, and the number of completed and remaining questions if applicable, is shown at the bottom of the exam interface.

- Read the exam instructions carefully before beginning. Follow all the instructions provided completely and accurately.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do so. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined text, but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam question unless you are specifically instructed not to do so.
- Don't close task panes before proceeding to the next exam question unless you are specifically instructed to do so.
- If you are asked to print a document, worksheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.
- When performing tasks to complete a project-based exam, save your work frequently.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions).
- If a computer problem occurs during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred, with your score intact.

**Strategy** **This book includes special tips for effectively studying for the Microsoft Office Specialist exams in Strategy paragraphs such as this one.**

# Certification benefits

At the conclusion of the exam, you will receive a score report, indicating whether you passed the exam. If your score meets or exceeds the passing standard (the minimum required score), you will be contacted by email by the Microsoft Certification Program team. The email message you receive will include your Microsoft Certification ID and links to online resources, including the Microsoft Certified Professional site. On this site, you can download or order a printed certificate, create a virtual business card, order an ID card, view and share your certification transcript, access the Logo Builder, and access other useful and interesting resources, including special offers from Microsoft and affiliated companies.

Depending on the level of certification you achieve, you will qualify to display one of three logos on your business card and other personal promotional materials. These logos attest to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification.

Microsoft Office Specialist

Microsoft Office Specialist Expert

Microsoft Office Specialist Master

Using the Logo Builder, you can create a personalized certification logo that includes the MOS logo and the specific programs in which you have achieved certification. If you achieve MOS certification in multiple programs, you can include multiple certifications in one logo.

## For more information

To learn more about the Microsoft Office Specialist exams and related courseware, visit:

*http://www.microsoft.com/learning/en/us/mos-certification.aspx*

# 3 Create tables and lists

---

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Word 2013 relate to creating and modifying tables and lists. Specifically, the following objectives are associated with this set of skills:

- **3.1** Create tables
- **3.2** Modify tables
- **3.3** Create and modify lists

---

Some types of document content are easier to read when presented in a structured format; specifically, in a table or list. Tables are particularly useful for presenting numeric data, but also for organizing text. Numbered lists are an effective means of presenting information that has a specific order or for which you want to designate labels. Bulleted lists present unordered sets of information in a tidy format that is far more legible than running the information together in a long paragraph.

This chapter guides you in studying ways of creating, modifying, and formatting tables, bulleted lists, and numbered lists; sorting table data; and performing calculations in tables.

**Practice Files To complete the practice tasks in this chapter, you need the practice files contained in the MOSWord2013\Objective3 practice file folder. For more information, see "Download the practice files" in this book's Introduction.**

## 3.1 Create tables

### Creating basic tables

Numeric data can often be presented more efficiently in a table than in a paragraph of text. Tables present large amounts of data, or complex data, in a format that is easier to read and understand by structuring it in rows and columns. Tables frequently include row and column headers to explain the purpose or meaning of the data.

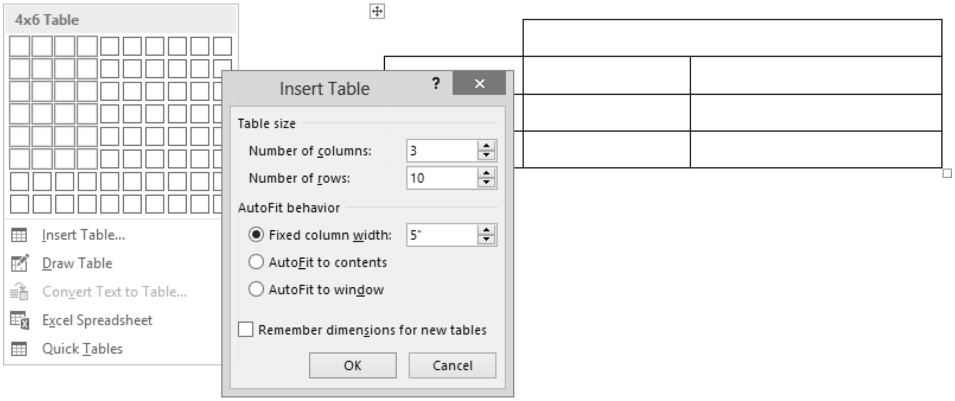
You can create a table in several ways:

- Select the number of rows and columns you want from a grid. Clicking a cell in the grid inserts an empty table the width of the text column. The table has the number of rows and columns you indicated in the grid, with all the rows one line high and all the columns of equal width.
- Specify the number of columns and rows, and the width of the table and its columns, in the Insert Table dialog box.
- Manually draw a table that contains rows and columns of the size you want. The cells you draw connect by snapping to a grid, but you have some control over the size and spacing of the rows and columns. After drawing a table, you can erase parts of it that you don't want and adjust the table, column, and row size by using tools on the Layout tool tab for tables.

> **Tip** **When drawing a table, you can display the rulers or gridlines to help guide you in placing the lines.**

- Convert selected text to a table of a specified or relative width.

> **Strategy** **You can also insert existing data from a Microsoft Excel worksheet in a Word document, but the intricacies of using the Microsoft Office programs together are not likely to be tested on the Word certification exam.**



Number of columns: 3

Number of rows: 10

● Fixed column width: 5"

○ AutoFit to contents

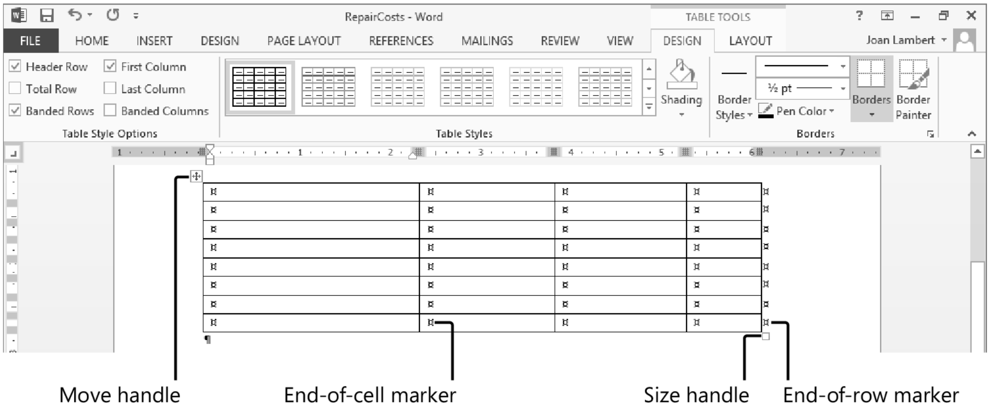
○ AutoFit to window

☐ Remember dimensions for new tables

A table appears in the document as a set of cells, usually delineated by borders or gridlines. (In some Quick Tables, borders and gridlines are turned off.) Each cell contains an end-of-cell marker, and each row ends with an end-of-row marker.

**Tip** **Two separate elements in Word 2013 are named *gridlines*, and both can be used in association with tables. From the Show group on the View tab, you can display the *document gridlines* with which you can position content on the page. From the Table group on the Layout tool tab, you can display the *table gridlines* that define the cells of a table.**

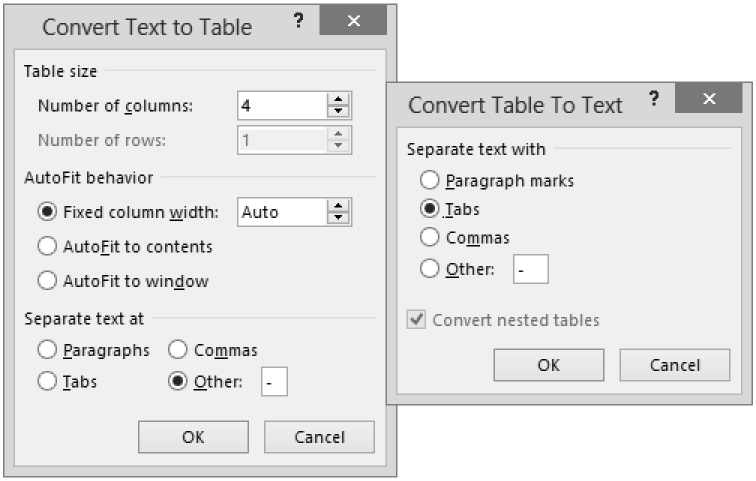
When you point to a table, a move handle appears in its upper-left corner and a size handle in its lower-right corner. When the cursor is in a table, two Table Tools tabs—Design and Layout—appear on the ribbon.


RepairCosts - Word
TABLE TOOLS
FILE
HOME
INSERT
DESIGN
PAGE LAYOUT
REFERENCES
MAILINGS
REVIEW
VIEW
DESIGN
LAYOUT
Joan Lambert
☑ Header Row
☑ First Column
☐ Total Row
☐ Last Column
☑ Banded Rows
☐ Banded Columns
Table Style Options
Table Styles
Shading
Border Styles
½ pt
Pen Color
Borders
Border Painter
Borders
Move handle
End-of-cell marker
Size handle
End-of-row marker

**Tip** **The end-of-cell markers and end-of-row markers are identical in appearance, and are visible only when you display formatting marks in the document. The move handle and size handle appear only in Print Layout view and Web Layout view.**

## Converting between text and tables

Converting text to a table is particularly easy when the text has a consistent structure, such as that of a tabbed list. You can convert cell entries that are separated by tabs, commas, paragraph marks, or another single character. Similarly, you can convert any table to text that is separated by the same selection of characters.



Convert Text to Table

Table size

Number of columns: 4

Number of rows: 1

AutoFit behavior

● Fixed column width: Auto

○ AutoFit to contents

○ AutoFit to window

Separate text at

○ Paragraphs ○ Commas

○ Tabs ● Other: -

Convert Table To Text

Separate text with

○ Paragraph marks

● Tabs

○ Commas

○ Other: -

☑ Convert nested tables

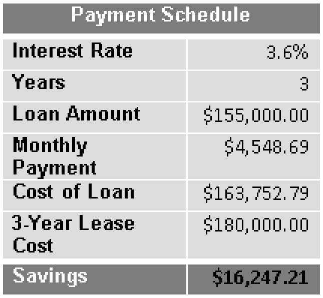
## Setting AutoFit options

In the Insert Table or Convert Text To Table dialog box, or from the Layout tool tab at any time after creating a table, you can specify an exact or relative table width by selecting an AutoFit Behavior option. The default AutoFit behavior is Fixed Column Width: Auto, which divides the available page width into equal columns. Other AutoFit Behavior options include:

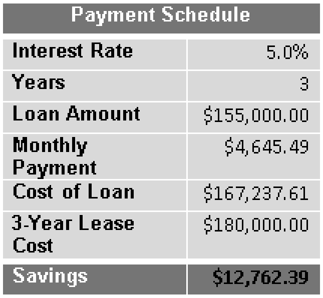
- Fixed Column Width with a dimension, which creates columns of the specified width.
- AutoFit To Contents, which creates columns only as wide as they need to be to contain their content.
- AutoFit To Window, which sets the table width to the page width and creates equal columns or, when applied to a table that has columns of relative width, maintains the relation.

## Nesting multiple tables

Most people are accustomed to thinking of a table as a means of displaying data in a quick, easy-to-grasp format. But tables can also serve to organize your pages in creative ways. For example, suppose you want to display two tables side by side. The simplest way to do this is to first create a table with one tall row and two wide columns and no gridlines. You can then insert one table in the first cell and the other table in the second cell. These nested tables then seem to be arranged side by side.



| Payment Schedule | |
|---|---|
| Interest Rate | 3.6% |
| Years | 3 |
| Loan Amount | $155,000.00 |
| Monthly Payment | $4,548.69 |
| Cost of Loan | $163,752.79 |
| 3-Year Lease Cost | $180,000.00 |
| **Savings** | **$16,247.21** |



| Payment Schedule | |
|---|---|
| Interest Rate | 5.0% |
| Years | 3 |
| Loan Amount | $155,000.00 |
| Monthly Payment | $4,645.49 |
| Cost of Loan | $167,237.61 |
| 3-Year Lease Cost | $180,000.00 |
| **Savings** | **$12,762.39** |

As with regular tables, you can create a nested table from scratch, by formatting existing information, or by inserting Excel data, and you can format a nested table either manually or by using one of the ready-made table styles.

> **Tip** You can use nested tables to organize a mixture of elements such as text, tables, charts, and diagrams.

### ➤ To insert a table

1. On the **Insert** tab, in the **Tables** group, click the **Table** button.
2. In the grid, move the pointer across and down to select the number of columns and rows you want, and then click the lower-right cell in the selection.

*Or*

1. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Insert Table**.
2. In the **Insert Table** dialog box, in the **Table size** area, specify the number of columns and rows you want the table to include.
3. In the **AutoFit behavior** area, do one of the following, and then click **OK**:
    - Click **Fixed column width**, and then specify a standard width for the table columns.
    - Click **AutoFit to contents** to size the table columns to fit their contents. The width of the resulting table can be less than the width of the page.
    - Click **AutoFit to window** to create a table that fits within the page margins and is divided into columns of equal size.

### ➤ To draw a table

1. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Draw Table**.
2. When the pointer changes to a pencil, drag across and down in the document to define the outer edges of the table or an individual column, row, or cell.
3. Drag to create additional cells, or draw column and row boundaries inside the first cell.
4. Press **Esc** to turn off the table-drawing pointer.

> **Tip** **You can add and remove lines from an existing table by using the Draw Table and Eraser commands in the Draw Borders group on the Layout tool tab. You can change the style, weight, and color of the borders of drawn tables by setting the options in the Borders group on the Design tool tab and then using the Border Painter command.**

### ➤ To convert selected text to a table

1. Select the text that you want to convert to a table.
2. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Convert Text to Table**.
3. In the **Convert Text to Table** dialog box, adjust the **Table size** and **AutoFit behavior** settings, select the type of text separator, and then click **OK**.

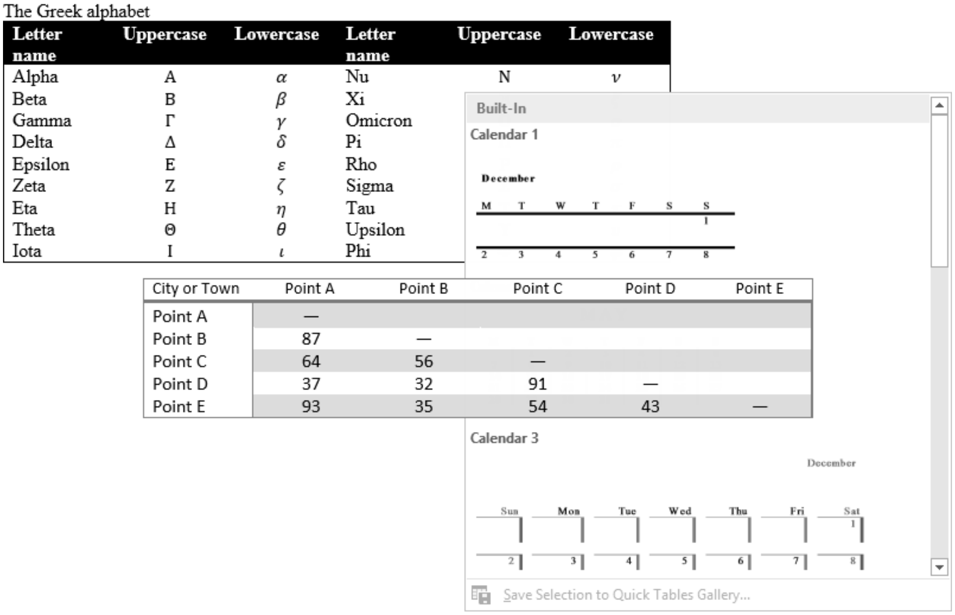
### ➤ To convert a table to text

1. Click anywhere in the table.
2. On the **Layout** tool tab, in the **Data** group, click the **Convert to Text** button.
3. In the **Convert Table to Text** dialog box, do one of the following, and then click **OK**:
    - Click **Paragraph marks**, **Tabs**, or **Commas** to separate the content of table cells with one of these standard elements.
    - Click **Other**, and then enter any single character in the **Other** box to separate the content of table cells with that character.

## Inserting preformatted tables

In addition to blank tables and tables converted from text, you can create Quick Tables, which are preformatted tables containing sample data. You can replace the sample data with your own and modify the formatting as you would with any other table.

Built-in Quick Tables include a variety of calendars, simple tables, tables with subheadings, and tabbed lists. Some of the tables present fictitious data for the purpose of illustrating the table layout.



The Greek alphabet

| Letter name | Uppercase | Lowercase | Letter name | Uppercase | Lowercase |
|---|---|---|---|---|---|
| Alpha | Α | α | Nu | Ν | ν |
| Beta | Β | β | Xi | | |
| Gamma | Γ | γ | Omicron | | |
| Delta | Δ | δ | Pi | | |
| Epsilon | Ε | ε | Rho | | |
| Zeta | Ζ | ζ | Sigma | | |
| Eta | Η | η | Tau | | |
| Theta | Θ | θ | Upsilon | | |
| Iota | Ι | ι | Phi | | |

| City or Town | Point A | Point B | Point C | Point D | Point E |
|---|---|---|---|---|---|
| Point A | — | | | | |
| Point B | 87 | — | | | |
| Point C | 64 | 56 | — | | |
| Point D | 37 | 32 | 91 | — | |
| Point E | 93 | 35 | 54 | 43 | — |

**Tip** The calendar content of a Quick Table cannot be programmatically set to a specific month and year; that information must be replaced manually. You can create calendars specific to a calendar year or academic year by selecting a calendar template from the New page of the Backstage view.

**Strategy** You can save your own custom tables (including content) to the Quick Tables gallery so that you can easily insert a frequently used table structure and data into any document. The objective domain for Exam 77-418 includes coverage of inserting preformatted tables. Saving custom building blocks, including Quick Tables, is part of the objective domain for Exam 77-419, Word 2013 Expert.

### Practice tasks

The practice file for these tasks is located in the MOSWord2013\Objective3 practice file folder. Save the results of the tasks in the same folder.

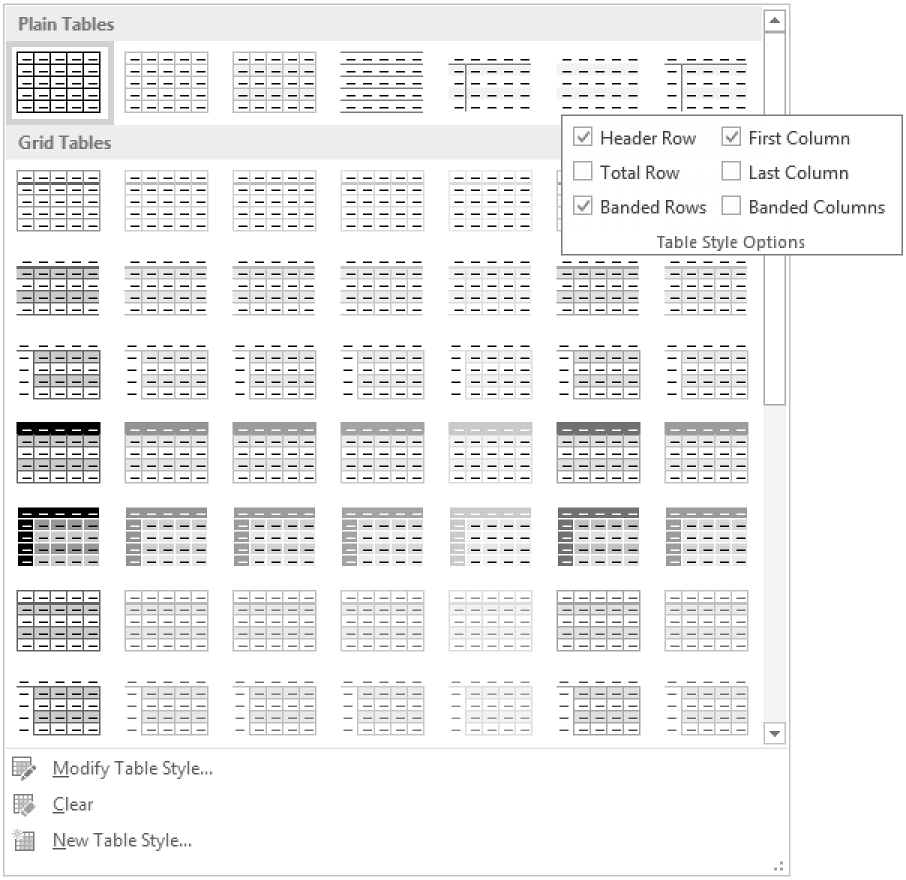
- In a new document, create the following tables, separated by page breaks:
    - Create a table that is three columns wide and four rows high. Ensure that each column is exactly 1.5″ wide.
    - Create a table that is five columns wide and six rows high. Ensure that the table is the same width as the page, and the columns are of equal width.
    - Create a Matrix Quick Table.
    - Draw a table that is approximately half the width and one-quarter the height of the page. Divide the table into four columns and six rows.
- In the *Word_3-1* document, convert the tabbed list that follows the *Consultation Fee Schedule* heading into a table with two columns and four rows. Ensure that each column is only as wide as its content. Then convert the information that follows the *In-Home Trip Charge* heading into a page-width table with two columns and six rows.

# 3.2 Modify tables

## Formatting tables

To quickly and professionally format a table, you can apply one of the built-in table styles. These include a variety of borders, shading choices, text colors, and other attributes to give the table a professional look. When formatting a table, you can choose the table elements that you want to emphasize, such as a header or total row or the first or last column, and you can format the table with banded columns or rows to make the contents more legible.

**Tip When the edges of table cells are not visually differentiated by borders or other formatting, you can display nonprinting gridlines that define the edges of the table cells.**


Plain Tables
Grid Tables
Modify Table Style...
Clear
New Table Style...
Table Style Options

☑ Header Row ☑ First Column
☐ Total Row ☐ Last Column
☑ Banded Rows ☐ Banded Columns

### ➤ To apply a built-in table style

1. Click anywhere in the table you want to format.
2. On the **Design** tool tab, in the **Table Styles** gallery, click the built-in style you want to apply.

### ➤ To emphasize table elements

➜ On the **Design** tool tab, in the **Table Style Options** group, select the check boxes of the table elements you want to emphasize.

➤ **To manually format table elements**

- To shade cells, columns, or rows, select the element and then on the **Design** tool tab, in the **Table Styles** group, click the **Shading** arrow and select the color you want.
- To change the color or width of borders, on the **Design** tool tab, in the **Borders** group, select the border style, line style, line weight, and pen color you want, and then do one of the following:
  - On the **Borders** menu, click the border configuration that you want to insert with the selected settings.
  - Click the **Border Painter** button, and then click individual table borders to apply the selected settings.
- To remove selected cell borders, do one of the following:
  - Select one or more cells, rows, or columns from which you want to remove the borders. Then on the **Design** tool tab, in the **Borders** group, on the **Borders** menu, click **No Border**.
  - On the **Layout** tool tab, in the **Draw** group, click the **Eraser** button, and then click individual table borders to remove them. Click the **Eraser** button again, press **Esc**, or click away from the table to turn off the feature.

➤ **To display or hide table gridlines**

- On the **Layout** tool tab, in the **Table** group, click the **View Gridlines** button.

➤ **To format text in tables**

- Select the text and format it as you would regular text, by clicking buttons on the **Mini Toolbar** and in the **Font**, **Paragraph**, and **Quick Styles** groups on the **Home** tab.

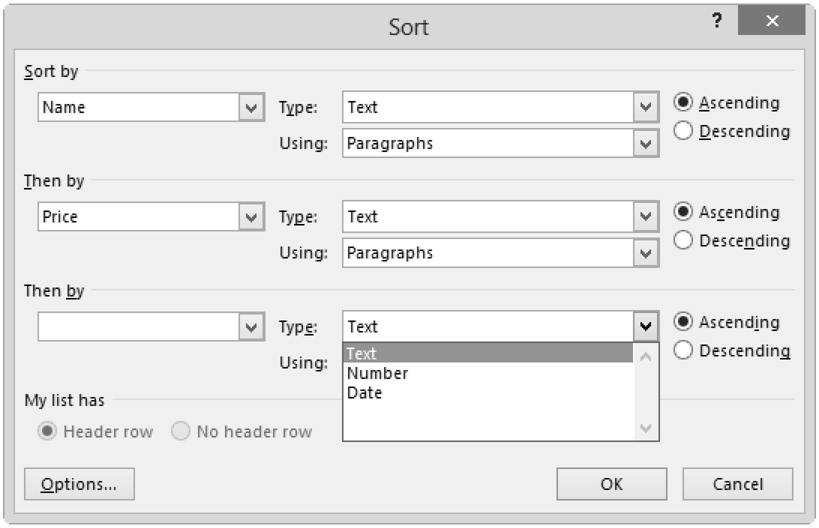
## Modifying table data

After creating a table, you can enter text, numbers, and graphics into its cells. You can edit the information as you would normal text.

## Sorting table data

You can sort the data within a table by the contents of one or more table columns. Word sorts only the data rows in your table, and not the header row (if you indicate in the Sort dialog box that the table has one) or the Total row (if you format a Total row in the Table Style Options group).

**Strategy** **Create a table that contains multiple columns and many rows of data and observe the effect of sorting the table by various columns, with and without a header row, and with and without a Total row, to understand the sorting process.**



Sort

Sort by
Name
Type: Text
Using: Paragraphs
● Ascending
○ Descending

Then by
Price
Type: Text
Using: Paragraphs
● Ascending
○ Descending

Then by
Type: Text
Using:
● Ascending
○ Descending

My list has
● Header row
○ No header row

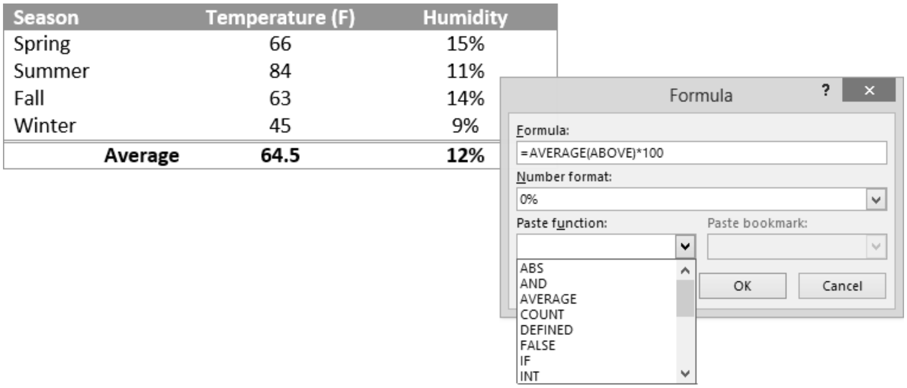
### ➤ To sort table data

1. Click anywhere in the table.
2. On the **Layout** tool tab, in the **Data** group, click the **Sort** button.
3. In the **Sort** dialog box, do the following, and then click **OK**:
    a. In the **Sort by** area, select the primary column by which you want to sort the content, the content type (**Text**, **Number**, or **Date**) if necessary to set the correct numeric sorting order, and **Ascending** or **Descending**.
    b. In the **Then by** area, select and configure up to two additional nested sorting criteria.

## Using formulas in tables

When you want to perform a calculation on numbers in a Word table, you can construct a formula by using the tools in the Formula dialog box. In Word 2013 tables, you can create formulas that use the following functions:

- **ABS()** Returns the absolute (positive) value of the specified cell value
- **AND()** Returns the value TRUE if all arguments in the formula are true
- **AVERAGE()** Returns the average value of the specified cell values
- **COUNT()** Returns the number of cells in the specified cell range
- **DEFINED()** Evaluates an argument specified in the formula and returns 1 if the argument has been defined and 0 if it has not been defined or returns an error
- **FALSE()** Returns the alternative output value FALSE
- **IF()** Evaluates a condition specified in the formula and returns one value if the condition is true and another value if the condition is false
- **INT()** Rounds a number down to the nearest whole number
- **MAX()** Returns the maximum value in the specified cell range
- **MIN()** Returns the minimum value in the specified cell range
- **MOD()** Returns the remainder of a division operation
- **NOT()** Returns the opposite of a given or calculated TRUE or FALSE value
- **OR()** Returns one of two values based on criteria specified in the formula
- **PRODUCT()** Returns the product (by multiplication) of the specified cell values
- **ROUND()** Rounds a number to the specified number of digits
- **SIGN()** Returns the value 1 if a number is positive, 0 if the number is zero, or -1 if the number is negative
- **SUM()** Returns the sum (by addition) of the specified cell values
- **TRUE()** Returns the alternative output value TRUE



| Season | Temperature (F) | Humidity |
|---|---|---|
| Spring | 66 | 15% |
| Summer | 84 | 11% |
| Fall | 63 | 14% |
| Winter | 45 | 9% |
| **Average** | **64.5** | **12%** |

Formula: =AVERAGE(ABOVE)*100

Number format: 0%

A formula consists of an equal sign (=), followed by a function name, followed by a relative or absolute reference to the cells on which you want to perform the calculation. You can reference the cells as ABOVE, BELOW, RIGHT, or LEFT, or use the cell address or range. The cell address is a combination of the column letter and the row number—for example, A1. Multiple contiguous cells can be addressed as a range consisting of the upper-left cell and the lower-right cell separated by a colon, such as A1:B4.

If you change a value that is used in a formula, you must recalculate the formula.

### ➤ To total a column of values in a table

1. Click the cell in the table where you want the total to appear.
2. On the **Layout** tool tab, in the **Data** group, click the **Formula** button.
3. Enter the formula you want to use in the **Formula** box.

   *Or*

   In the **Paste function** list, select the function you want to insert. Then enter the cell reference in parentheses and any arguments or values required by the formula.
4. In the **Number format** list, click the output format for the value to append the correct code for that format to the **Formula** box.
5. In the **Formula** dialog box, click **OK**.

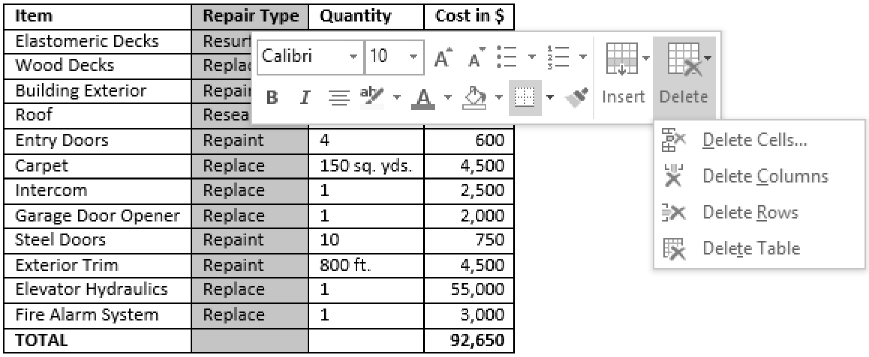
### ➤ To view and modify table formulas

- ➜ To display the field codes of a formula rather than its value, right-click the value, and then click **Toggle Field Codes**.
- ➜ To manually recalculate a formula value, right-click the value, and then click **Update Field**.
- ➜ To modify an existing formula, click the formula value, and then on the **Layout** tool tab, in the **Data** group, click the **Formula** button.

## Modifying table structure

You can modify a table's structure at any time. The basic ways to do so are as follows:

- Change the height or width of the table, columns, or rows.
- Insert or delete rows, columns, or cells.
- Merge multiple cells into one cell or split one cell into multiple cells.
- Modify the alignment and spacing within cells.



| Item | Repair Type | Quantity | Cost in $ |
|---|---|---|---|
| Elastomeric Decks | Resurf | | |
| Wood Decks | Replac | | |
| Building Exterior | Repair | | |
| Roof | Resea | | |
| Entry Doors | Repaint | 4 | 600 |
| Carpet | Replace | 150 sq. yds. | 4,500 |
| Intercom | Replace | 1 | 2,500 |
| Garage Door Opener | Replace | 1 | 2,000 |
| Steel Doors | Repaint | 10 | 750 |
| Exterior Trim | Repaint | 800 ft. | 4,500 |
| Elevator Hydraulics | Replace | 1 | 55,000 |
| Fire Alarm System | Replace | 1 | 3,000 |
| **TOTAL** | | | **92,650** |

### ➤ To select table elements

➜ Click anywhere in the table, column, row, or cell you want to select. On the **Layout** tool tab, in the **Table** group, on the **Select** menu, click **Select Cell**, **Select Column**, **Select Row**, or **Select Table**.

➜ To select a table, point to the table, and then click the move handle that appears outside its upper-left corner.

**Tip You can move a table by pointing to it and then dragging the handle that appears in its upper-left corner. Or click the handle to select the table, and then use the Cut and Paste commands.**

➜ To select a row, point to the left border of the row. When the pointer changes to a white, right-pointing arrow, click once.

➜ To select a column, point to the top border of the column. When the pointer changes to a black, down-pointing arrow, click once.

➜ To select a cell, triple-click the cell or click its left border.

➜ To select adjacent cells, click the first cell, hold down the **Shift** key, and then press the arrow keys.

### ➤ To display the Table Properties dialog box

➜ Right-click anywhere in the table, and then click **Table Properties**.

*Or*

1. Click anywhere in the table or select any table element.
2. On the **Layout** tool tab, in the **Table** group, click the **Properties** button.

### ➤ To modify properties from the Table Properties dialog box

➜ On the **Table** page, set the table width, specify the way the table interacts with the surrounding text, and access border and shading options, including the internal margins of table cells.

➜ On the **Row** page, set the height of the selected rows, whether rows can break across pages (in the event that the table is wider than the page), and whether the header row is repeated at the top of each page when a table is longer than one page.

**Tip** The Repeat As Header Row option applies to the entire table. The option is available only when the cursor is in the top row of the table. Selecting this option helps readers of a document to more easily interpret data in multipage tables. It also allows assistive devices such as screen readers to correctly interpret the table contents.

➜ On the **Column** page, set the preferred width of the selected column or columns.

➜ On the **Cell** page, set the width of selected cells and the vertical alignment of text within them. Click the **Options** button on this page to set the internal margins and text wrapping of individual cells.

### ➤ To change the size of a selected table

➜ Drag the size handle in the lower-right corner of the table. If you want to maintain the original aspect ratio of the table, hold down the **Shift** key while dragging the size handle.

➜ On the **Table** page of the **Table Properties** dialog box, specify the table width in inches or percentage of the available page width, and then click **OK**.

**Tip** In this book, we specify measurements in inches. You can alternatively use your regional unit of measurement.

### ➤ To change the height of a selected row

- ➜ Drag the row's bottom border up or down.
- ➜ Drag the row's **Adjust Table Row** marker on the vertical ruler up or down.
- ➜ On the **Layout** tool tab, in the **Cell Size** group, change the **Table Row Height** setting.
- ➜ On the **Row** page of the **Table Properties** dialog box, specify the exact or minimum row height, and then click **OK**.

**Tip** Setting a minimum row height enables the row height to increase when the height of cell content exceeds that measurement. You can set the row height in units such as pixels (px), but Word converts the measurement to inches when you save the changes.

- ➜ With multiple rows selected, click the **Distribute Rows** button in the **Cell Size** group on the **Layout** tool tab, or right-click the selection and then click **Distribute Rows Evenly**.

### ➤ To change the width of a selected column

- ➜ Double-click the column's right border to set it to the narrowest width that fits its content.
- ➜ Drag the column's right border to the left or right.
- ➜ Drag the column's **Move Table Column** marker on the horizontal ruler to the left or right.
- ➜ On the **Layout** tool tab, in the **Cell Size** group, change the **Table Column Width** setting.
- ➜ On the **Column** page of the **Table Properties** dialog box, specify the column width in inches or percentage of the table width, and then click **OK**.
- ➜ With multiple columns selected, click the **Distribute Columns** button in the **Cell Size** group on the **Layout** tool tab, or right-click the selection and then click **Distribute Columns Evenly**.

### ➤ To insert rows or columns

- ➜ Point to the left edge of the table, between two rows where you want to insert another, or to the top of the table between two columns where you want to insert another. A gray insertion indicator labeled with a plus sign appears as you approach a possible insertion point (after any existing row or column). When the insertion indicator turns blue, click to insert the row or column where indicated.

➜ Position the cursor in the last cell of a table, and then press **Tab** to extend the table by one row.

*Or*

1. Click anywhere in a column or row adjacent to which you want to add a single column or row, or select the number of columns or rows you want to insert.
2. On the **Layout** tool tab, in the **Rows & Columns** group, click **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**.

   *Or*

   On the **Mini Toolbar**, click the **Insert** button, and then click **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right**.

### ➤ To insert cells

1. Click the cell adjacent to which you want to add a single cell, or select the number of cells you want to insert.
2. On the **Layout** tool tab, click the **Rows & Columns** dialog box launcher.
3. In the **Insert Cells** dialog box, specify how adjacent cells should be moved to accommodate the new cell or cells, and then click **OK**.

### ➤ To delete a table, rows, or columns

1. Click anywhere in the table, row, or column you want to delete, or select the rows or columns you want to delete.
2. On the **Layout** tool tab, in the **Rows & Columns** group, on the **Delete** menu, click **Delete Rows**, **Delete Columns**, or **Delete Table**.

   *Or*

   On the **Mini Toolbar**, on the **Delete** menu, click **Delete Rows**, **Delete Columns**, or **Delete Table**.

### ➤ To delete cells

1. Click the cell, or select the cells you want to delete.
2. On the **Layout** tool tab, in the **Rows & Columns** group, click the **Delete** button, and then click **Delete Cells**.

   *Or*

   On the **Mini Toolbar**, click the **Delete** button, and then click **Delete Cells**.
3. In the **Delete Cells** dialog box, specify how adjacent cells should move to replace the deleted cell or cells, and then click **OK**.

### ➤ To create cells that span multiple rows or columns

- ➜ Select the adjacent cells you want to connect. Then on the **Layout** tool tab, in the **Merge** group, click the **Merge Cells** button.

### ➤ To divide a selected cell into multiple cells

1. On the **Layout** tool tab, in the **Merge** group, click the **Split Cells** button.
2. In the **Split Cells** dialog box, specify the number of columns and rows into which you want to divide the cell, and then click **OK**.

### ➤ To configure the alignment and margins of a selected cell

- ➜ On the **Layout** tool tab, in the **Alignment** group, click one of the nine **Align** buttons to specify a combination of top, middle, or bottom and left, center, or right alignment.
- ➜ In the **Alignment** group, click the **Cell Margins** button. In the **Table Options** dialog box, set the top, bottom, left, and right margins; specify whether to insert space between cells and how much space to insert; and specify whether to automatically resize cells to fit their contents.

> **Tip** **The default cell margins are 0” on the top and bottom and 0.8” on the left and right, with no space between cells and automatic resizing permitted.**

## Practice tasks

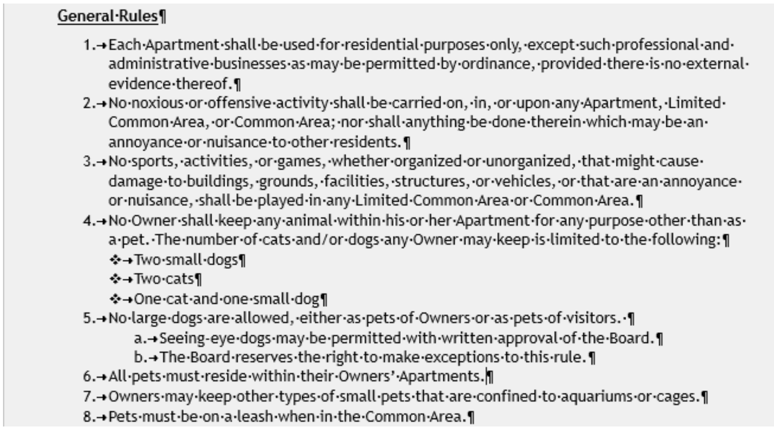
The practice files for these tasks are located in the MOSWord2013\Objective3 practice file folder. Save the results of the tasks in the same folder.

- In the *Word_3-2a* document, do the following:
  - In the Sorting section, sort the table in ascending order by State, then by City, and then by Last Name.
- In the *Word_3-2b* document, do the following:
  - Merge the cells in the first row of the *Estimate* table.
  - Add two rows below the final table row.
  - Change the width of the table to 4”.
  - Set the height of the header row to 0.4”, and then center-align the contents.

# 3.3 Create and modify lists

## Creating bulleted and numbered lists

Lists are paragraphs that start with a character and are formatted with a hanging indent so that the characters stand out on the left end of each list item. You can create bulleted, numbered, or multilevel lists. You can choose the starting character from a library of preselected bullet symbols, numbering patterns, or multilevel combinations, or you can create your own.



General Rules

1. Each Apartment shall be used for residential purposes only, except such professional and administrative businesses as may be permitted by ordinance, provided there is no external evidence thereof.
2. No noxious or offensive activity shall be carried on, in, or upon any Apartment, Limited Common Area, or Common Area; nor shall anything be done therein which may be an annoyance or nuisance to other residents.
3. No sports, activities, or games, whether organized or unorganized, that might cause damage to buildings, grounds, facilities, structures, or vehicles, or that are an annoyance or nuisance, shall be played in any Limited Common Area or Common Area.
4. No Owner shall keep any animal within his or her Apartment for any purpose other than as a pet. The number of cats and/or dogs any Owner may keep is limited to the following:
    ❖ Two small dogs
    ❖ Two cats
    ❖ One cat and one small dog
5. No large dogs are allowed, either as pets of Owners or as pets of visitors.
    a. Seeing-eye dogs may be permitted with written approval of the Board.
    b. The Board reserves the right to make exceptions to this rule.
6. All pets must reside within their Owners' Apartments.
7. Owners may keep other types of small pets that are confined to aquariums or cages.
8. Pets must be on a leash when in the Common Area.

You can format an existing set of paragraphs as a list or create the list as you enter information into the document.

➤ **To create a bulleted list**

1. Enter the list items as separate paragraphs, and then select the paragraphs.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button, or click the **Bullets** arrow and then click the bullet symbol you want to appear before each list item.

   *Or*

1. Enter ***** (an asterisk) at the beginning of a paragraph, press the **Spacebar** or the **Tab** key, enter the first list item, and then press **Enter**.
2. Enter items and press **Enter** to add subsequent bulleted items.

3. To end the list, do one of the following:
    - To start the next paragraph at the left margin, press **Enter** twice.
    - To indent the next paragraph at the same level as the list, press **Enter** and then press **Backspace** or click **None** in the Bullet Library.

**Tip If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar.**

### ➤ To create a numbered list

➜ Select the paragraphs you want to include in the list. On the **Home** tab, in the **Paragraph** group, do one of the following:

- Click the **Numbering** button to apply the standard numbered list format.
- Click the **Numbering** arrow and then click the numbering format you want the list to follow.

*Or*

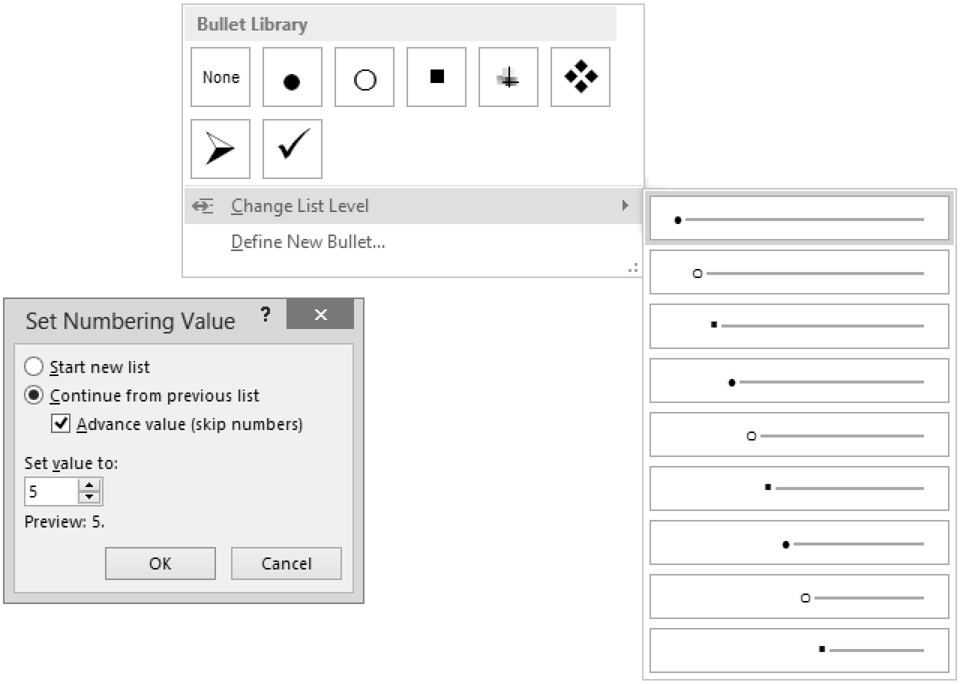
1. Enter ***1.*** (the number 1 followed by a period) at the beginning of a paragraph, press the **Spacebar** or the **Tab** key, enter the first list item, and then press **Enter**.
2. Enter items and press **Enter** to add subsequent numbered items.
3. To end the list, do one of the following:
    - To start the next paragraph at the left margin, press **Enter** twice.
    - To indent the next paragraph at the same level as the list, press **Enter** and then press **Backspace** or click **None** in the Numbering Library.

### ➤ To create a multilevel list

1. Select the paragraphs you want to include in the list. On the **Home** tab, in the **Paragraph** group, click the **Multilevel list** button, and then click the format you want the list to follow.
2. To move a list item to a lower level (indented more) press **Tab** at the beginning of the paragraph. To move a list item to a higher level (indented less) press **Shift+Tab** at the beginning of the paragraph.

## Modifying bulleted and numbered lists

After you create a bulleted or numbered list, you can modify the content and formatting of the list items, or even change the list type. You can change the bullet symbols, numeric characters, and list item levels, and start or restart list numbering at any value.



Set Numbering Value

○ Start new list
● Continue from previous list
☑ Advance value (skip numbers)

Set value to: 5

Preview: 5.

### ➤ To change the level of an active list item

- ➜ On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button to demote the item or the **Decrease Indent** button to promote the item.
- ➜ On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow or the **Numbers** arrow, click **Change List Level**, and then in the **Change List Level** gallery, click the level you want.

### ➤ To change the order of list items

- ➜ To move list items, drag them to the new location or cut and paste them. If necessary, click the **Paste Options** button and then click the **Merge List** or **Don't Merge List** button to insert the list item at the hierarchical level you want.

**Tip** Word automatically updates numbered list items.

- ➜ Sort list items into ascending or descending order by clicking the **Sort** button in the **Paragraph** group on the **Home** tab.

### ➤ To change the bullet symbol, numbering style, or multilevel list pattern

- ➜ Click anywhere in the list you want to format, and then on the **Home** tab, in the **Paragraph** group, do one of the following:
    - ❍ Click the **Bullets** arrow, and then click the symbol you want to use.
    - ❍ Click the **Numbering** arrow, and then click the symbol you want to use.
    - ❍ Click the **Multilevel List** button, and then click the pattern you want to use.

### ➤ To define custom bullets

1. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow, and then click **Define New Bullet**.
2. In the **Define New Bullet** dialog box, do one of the following, and then click **OK** to add the bullet to the **Bullet Library** area of the **Bullets** menu.
    - ❍ Click the **Symbol** button. In the **Symbol** dialog box, locate and click the bullet symbol you want to use, and then click **OK**.
    - ❍ Click the **Picture** button. In the **Picture Bullet** dialog box, locate and click the bullet graphic you want to use, and then click **OK**.
    - ❍ If you want to specify a font instead of using the document fonts, click the **Font** button, select the font attributes you want, and then click **OK**.
    - ❍ In the **Alignment** list, click **Left**, **Centered**, or **Right** to specify the bullet alignment.

### ➤ To define a custom number format

1. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow, and then click **Define New Number Format**.
2. In the **Define New Number Format** dialog box, do any of the following, and then click **OK** to add the number format to the **Numbering Library** area of the **Numbering** menu:
    - In the **Number style** list, click the numbering style you want to use.
    - If you want to specify a font instead of using the document fonts, click the **Font** button, select the font attributes you want, and then click **OK**.
    - In the **Number format** box, enter any characters (such as a period or the word *Level*) that you want to insert before or after the number.
    - In the **Alignment** list, click **Left**, **Centered**, or **Right** to specify the number alignment.

### ➤ To define a custom multilevel list pattern

1. On the **Home** tab, in the **Paragraph** group, click the **Multilevel List** button, and then click **Define New Multilevel List**.
2. In the **Define new Multilevel list** dialog box, click the **More** button to display all the list options, if necessary.
3. In the **Click level to modify** list, click the list level you want to modify.
4. If the cursor is currently in a list and you want to format all or part of that list with the new definition, click **Whole list**, **This point forward**, or **Current paragraph** in the **Apply changes to** list.
5. In the **Link level to style** list, click the style to which you want to assign the level you're defining (for example, if you're defining a Level 2 bulleted list item, you might link it to the List Bullet 2 style).

> **See Also** For information about styles, see section 2.2, "Format text and paragraphs."

6. In the **Level to show in gallery** list, click the number of the first level you want to display in the thumbnail on the **Multilevel List** menu. The selected level becomes bold in the preview pane.

> **Strategy** Assigning a name in the ListNum Field List Name box for programmatic use is beyond the scope of Exam 77-418.

7. In the **Number format** area, do either of the following:
    - In the **Number style for this level** list, click the numbering style or bullet symbol you want to use for the list level.

**Tip** You can define a custom bullet or numbering style by clicking New Picture or New Bullet in the list.

    - If you want to specify a font instead of using the document fonts, click the **Font** button, select the font attributes you want, and then click **OK**.
8. If you select a numbering style in the **Number style for this level** list, you can also do the following:
    - If you want to prepend the number of a previous level to the selected format, click that level in the **Include level number from** list.
    - If you want to specify a starting number or letter other than the default, enter the number or letter in the **Start at** box.
    - If you want to ensure that the list numbering does not continue past a specific style (for example, a heading), select the **Restart list after** check box, and then click the style in the associated list.
    - If you want to force the use of only Arabic numbers (not Roman numerals), select the **Legal style numbering** check box.
9. In the **Position** area, set the number alignment and text indent for the level.

    *Or*

    To set an alignment and indent pattern for all levels, click the **Set for All Levels** button. In the **Set for All Levels** dialog box, specify the character and text indent for Level 1, specify the additional indent for subsequent levels, and click **OK**.
10. Repeat the preceding process for each level you want to define. Then click **OK** to add the level definition to the **Lists Library** area of the **Multilevel List** menu.

### ➤ To change list or list item indentation

➜ Drag the indent markers on the horizontal ruler.

> **Tip** You can change both the overall indentation of the list and the relationship of the first line to the other lines.

### ➤ To restart the numbering of a numbered list

➜ Right-click the number of the first list item you want to change, and then click **Restart at 1**.

*Or*

1. Position the cursor in the list item from which you want to restart. (Subsequent list items will renumber to follow the value you set.)
2. On the **Numbering** menu, click **Set Numbering Value**.
3. In the **Set Numbering Value** dialog box, click **Start new list**, and then click **OK**.

### ➤ To continue the numbering of a numbered list

➜ Right-click the number of the first list item you want to change, and then click **Continue Numbering**.

*Or*

1. Position the cursor in the first list item you want to change.
2. On the **Numbering** menu, click **Set Numbering Value**.
3. In the **Set Numbering Value** dialog box, click **Continue from previous list**.
4. If you want to skip over numbered lists that are between the original list and the continuation, select the **Advance value** check box and then, in the **Set value to** box, enter the number you want to assign to the list item.
5. In the **Set Numbering Value** dialog box, click **OK**.

## Practice tasks

The practice file for these tasks is located in the MOSWord2013\Objective3 practice file folder. Save the results of the tasks in the same folder.

- In the *Word 3-3* document, do the following:
    - Convert the paragraphs under each bold heading other than *The Sequence of Events* to bulleted lists that use the four-diamond bullet character.
    - Create a custom picture bullet that depicts a clip art image of a hero, and apply the bullet to only the list in the section *The Hero*.
    - Convert the paragraphs under the heading *The Sequence of Events* to a numbered list with the *A. B. C.* format. Paste a copy of the numbered list below the original, and restart the numbering of that list, using Arabic numbers instead of letters.

# Objective review

Before finishing this chapter, ensure that you have mastered the following skills:

**3.1** Create tables
**3.2** Modify tables
**3.3** Create and modify lists

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