**Word Test #2 – Study Guide**

**Know which tab the following are located under:**

* Columns
* Breaks
* Textboxes
* Pictures
* ClipArt
* AutoShapes
* Group
* Tables

**KNOW:**

* Relationship between Tabs, Ribbon, and Groups
  + *Click on a Tab to open a Ribbon, in the Ribbon there are groups*

**COLUMNS**

* 2 ways to start using columns . . . (You need to stop the number of columns above your cursor, in order to change the number of columns below your cursor.)
  + *Insert a Continuous Break, Set the Columns to the number you want*
  + *Click on Columns, More Columns, Select column number, Apply to This Point Forward*
* How to move from the left column to the right column
  + *Insert a Column Break*
* 2 ways to stop using columns and return to “normal” layout
  + *Insert a Continuous Break, Set the Columns to one*
  + *Click on Columns, More Columns, Select 1 column, Apply to This Point Forward*
* 2 ways to create columns
  + *Insert text, select it, selected number of columns*
  + *Select number of columns, insert text*

**TEXTBOXES**

* The automatic text wrapping set to all textboxes
  + *Square*
* What to do to the textbox fill color if you have the textbox on a picture and want to read the text but also see the picture
  + *Modify the fill color of the textbox and edit the color’s transparency*

**PICTURES**

* What needs to be done to move pictures freely around your document
  + *Change the text wrapping to In Front of Text*
* How to trim a picture
  + *Crop it*
* How to return pictures to their original state
  + *Click Reset Picture*
* How to remove the white background of ClipArt images
  + *Click on Format Tab – Color – Set Transparent Color*

**SHAPES**

* What the mouse changes to when Shapes are selected
  + Crosshairs
* How to create a perfectly straight line / proportional shape
  + *Hold Shift as you draw the shape/line*
* How to group objects
  + *Click on one shape, hold down shift, click on the other shapes*
* Ways to move an Shape
  + *Mouse, Arrow Keys*

**TABLES**

* Define a Row, Column, Cell
  + *Row (Horizontal), Column (Vertical), Cell (all the little boxes)*
* Ways to insert a table
  + *Drag Mouse across the boxes*
  + *Select Insert Table*
  + *Select Draw Table*
* 2 ways to make the Table Properties dialog box appear
  + *Right Click – Table Properties*
  + *Layout Tab – Properties Icon*
* Purpose of the Tables Styles Group
  + *To change the Style and Shading of the Table*
* How to manually draw borders
  + *Click on Border Painter and Edit the style, weight, or color of the Border*
* How to make the whole table larger
  + *Grab the small white box at the bottom right corner of the table and drag*
* Ways to make a Column’s width or a Row’s height larger
  + *Grab the column/row’s border and drag*
* Ways to add additional Rows and Columns
  + *Right click – Insert – select the correct rows/columns*
  + *Layout tab – rows & columns group*
  + *Place mouse on the top or left of a border until the + icon appears and click the +*
  + *Mini toolbar*
* The quickest way to add a row to the bottom of a table
  + *Put cursor in the bottom right cell of the table and press Tab*
* Ways to delete Cells, Rows, Columns, and/or a Table
  + *Right click – Delete – select the correct option*
  + *Layout Tab – rows & columns group*
  + *Mini toolbar*
* How to Merge cells
  + *Highlight / Select the cells and choose Merge*
* How to Split Cells
  + *Right click or Layout Tab – Split cells*
* How to Split Tables
  + *Layout Tab – Split Table . . . the row your cursor is on becomes the top of the 2nd table*