



Technical Institute of Administration

Business Administration

Computer essentials

5. Microsoft Word - Working with Objects

Lecturer:

Sipan M. Hameed

www.sipan.dev

2025-2026

Table of Contents

5. Working with Objects	3
5.1. Pictures and Text Wrapping	3
5.1.1. To insert a picture from a file:.....	3
5.1.2. Changing text wrapping settings	7
5.1.3. To wrap text around an image:	7
5.1.4. Using a predefined text wrapping setting	9
5.2. Formatting Pictures	11
5.2.1. To crop an image:	11
5.2.2. To crop an image to a shape:.....	12
5.2.3. To add a border to a picture:	13
5.2.4. Making image adjustments	14
5.2.5. Compressing pictures	18
5.3. Shapes	20
5.3.1. To insert a shape:.....	20
5.3.2. To change the order of shapes:.....	21
5.3.3. To resize a shape:.....	24
5.3.4. Modifying shapes	26
5.4. Text Boxes	40
5.4.1. To insert a text box:	40
5.4.2. To move a text box:.....	43
5.4.3. To resize a text box:	44
5.4.4. Modifying text boxes.....	44
5.5. Aligning, Ordering, and Grouping Objects	48
5.5.1. To align two or more objects:	48
5.5.2. To distribute objects evenly:	49
5.5.3. Grouping objects	50
5.5.4. Ordering objects.....	53
5.6. Tables	58
5.6.1. To insert a blank table:	58
5.6.2. To convert existing text to a table:	59
5.6.3. Modifying tables	61
5.6.4. Modifying a table using the Layout tab	68
5.7. Applying and Modifying Styles	70
5.7.1. To apply a style:	70
5.7.2. To apply a style set:.....	71
5.7.3. To modify a style:.....	73
5.7.4. To create a new style:	75

Microsoft Word 2016

5. Working with Objects

Adding **pictures** to your document can be a great way to **illustrate important information** and add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

5.1. Pictures and Text Wrapping

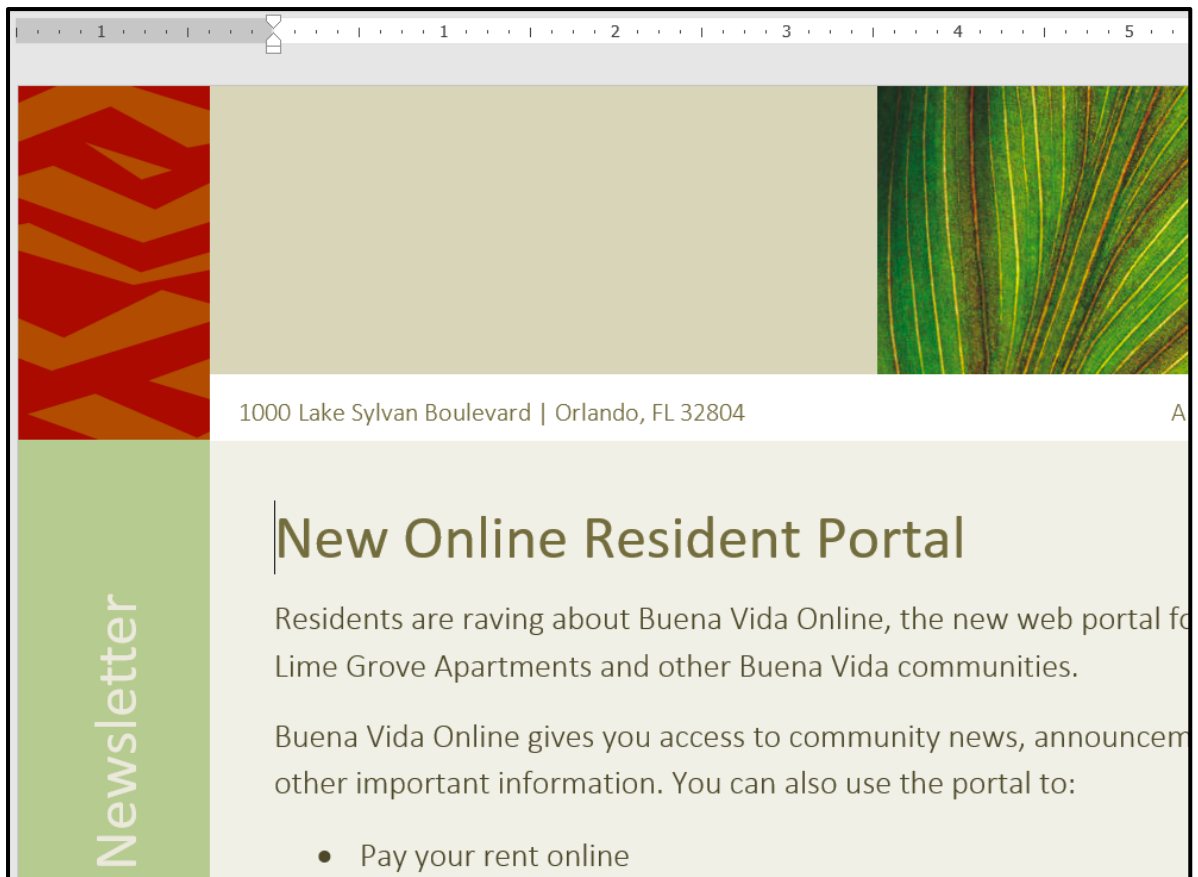
Adding **pictures** to your document can be a great way to **illustrate important information** and add **decorative accents** to existing text. Used in moderation, pictures can improve the overall appearance of your document.

5.1.1. To insert a picture from a file:

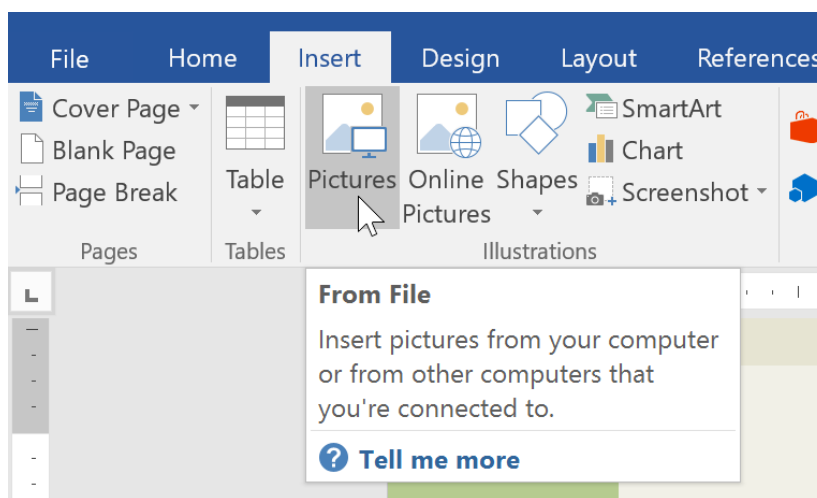
If you have a specific image in mind, you can **insert a picture from a file**. In our example, we'll insert a picture saved locally on our computer. If you'd like to work along with our example, right-click the image below and save it to your computer.



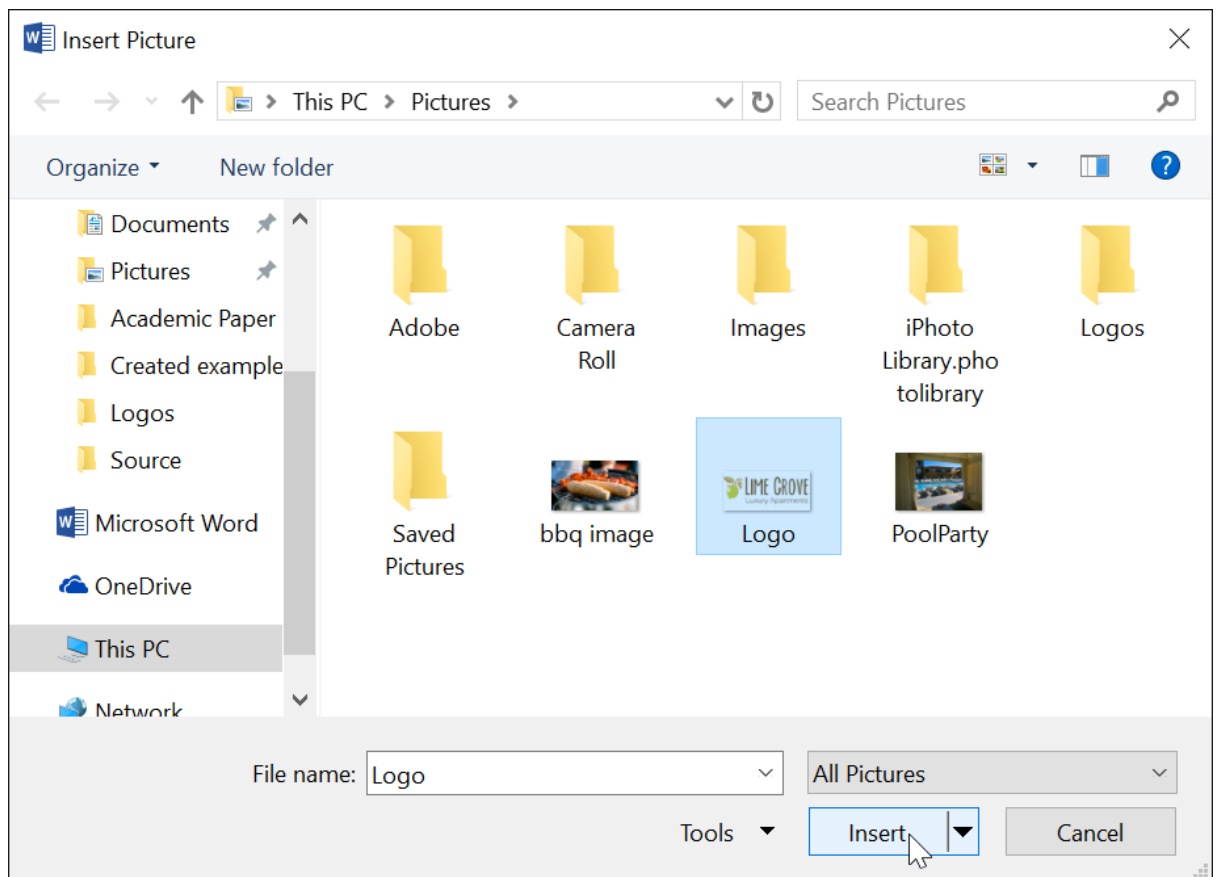
1. Place the **insertion point** where you want the image to appear.



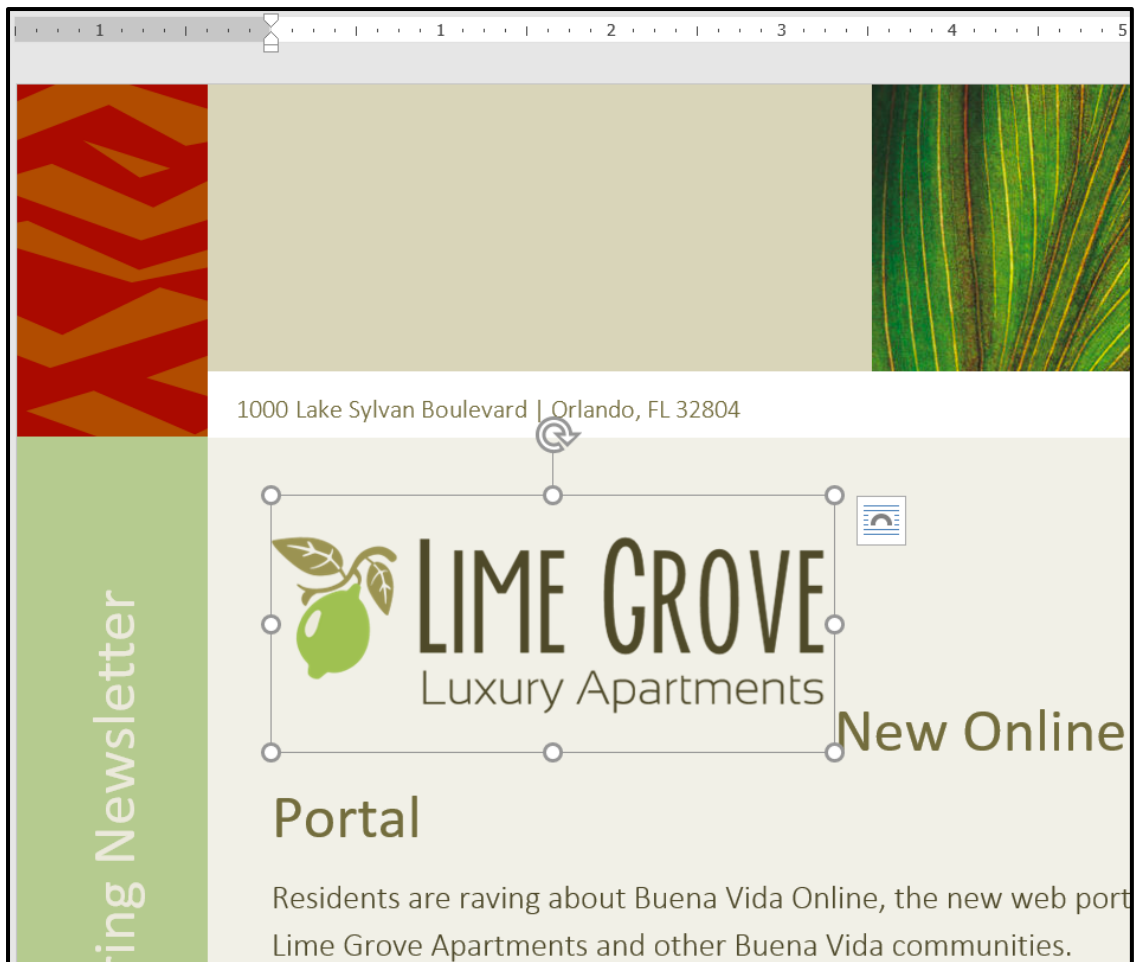
2. Select the **Insert** tab on the **Ribbon**, then click the **Pictures** command.



3. The **Insert Picture** dialog box will appear. Navigate to the folder where your image is located, then select the image and click **Insert**.



4. The image will appear in the document.



To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

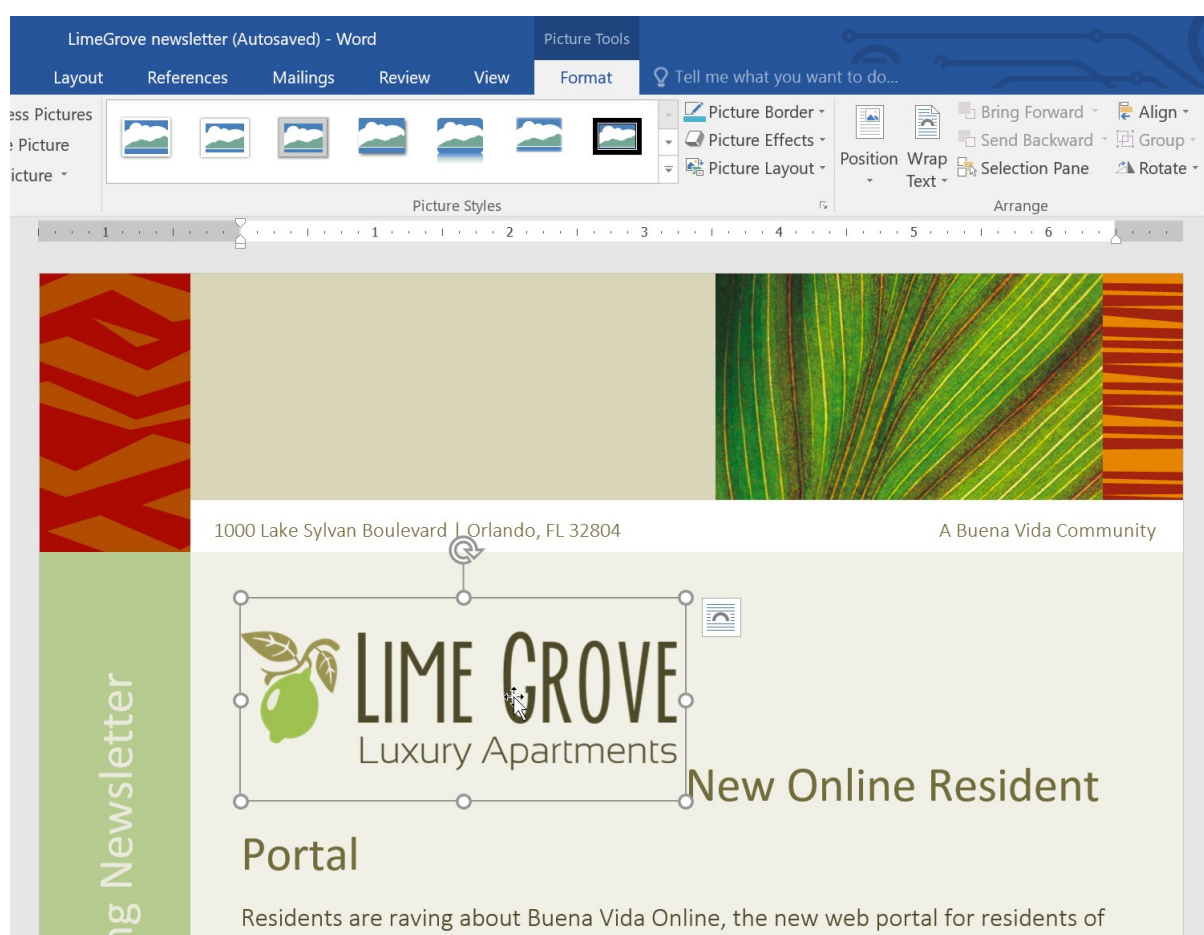


5.1.2. Changing text wrapping settings

When you insert a picture from a file, you may notice that it's difficult to move it exactly where you want. This is because the **text wrapping** for the image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.

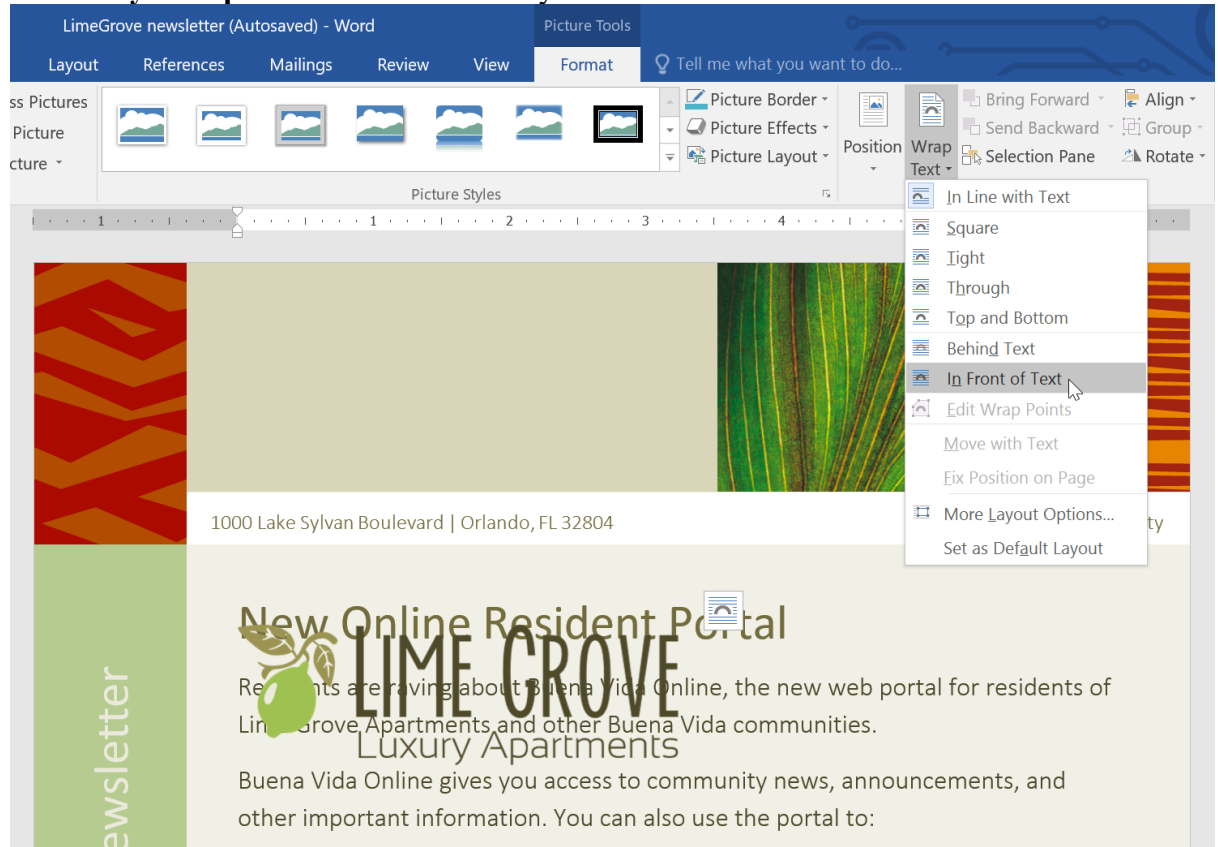
5.1.3. To wrap text around an image:

1. Select the **image** you want to wrap text around. The **Format** tab will appear on the right side of the Ribbon.

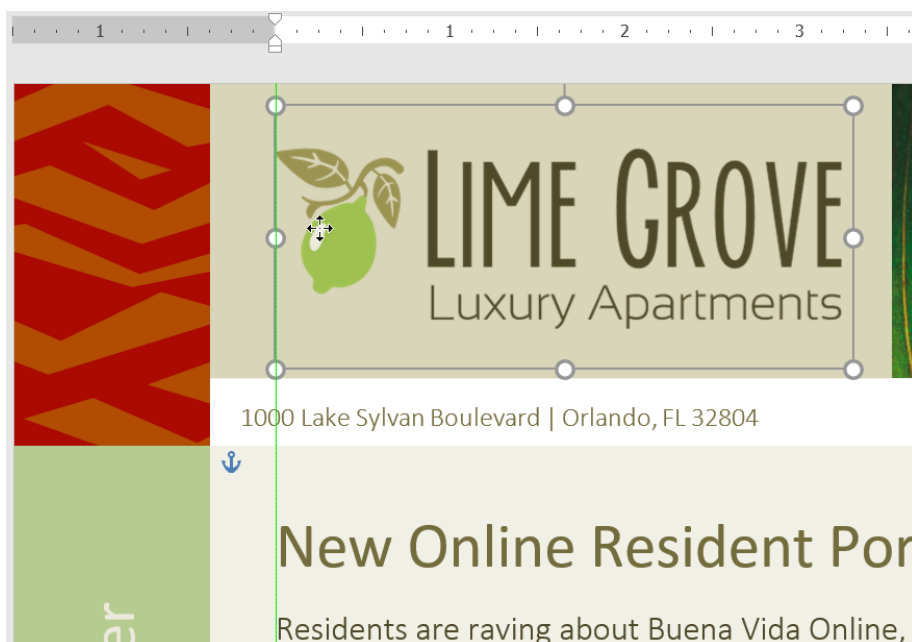


2. On the **Format tab**, click the **Wrap Text** command in the **Arrange** group. Then select the desired text wrapping option. In our example, we'll select **In Front of Text** so we can freely move it without affecting the text. Alternatively, you can select

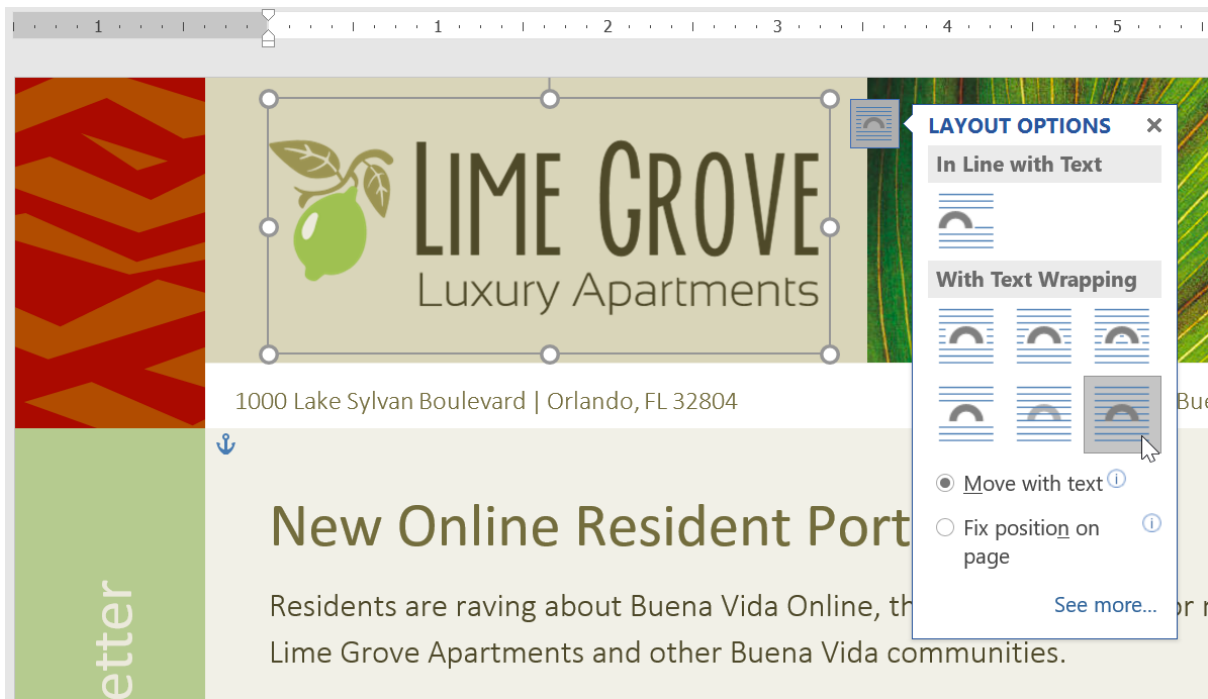
More Layout Options to fine tune the layout.



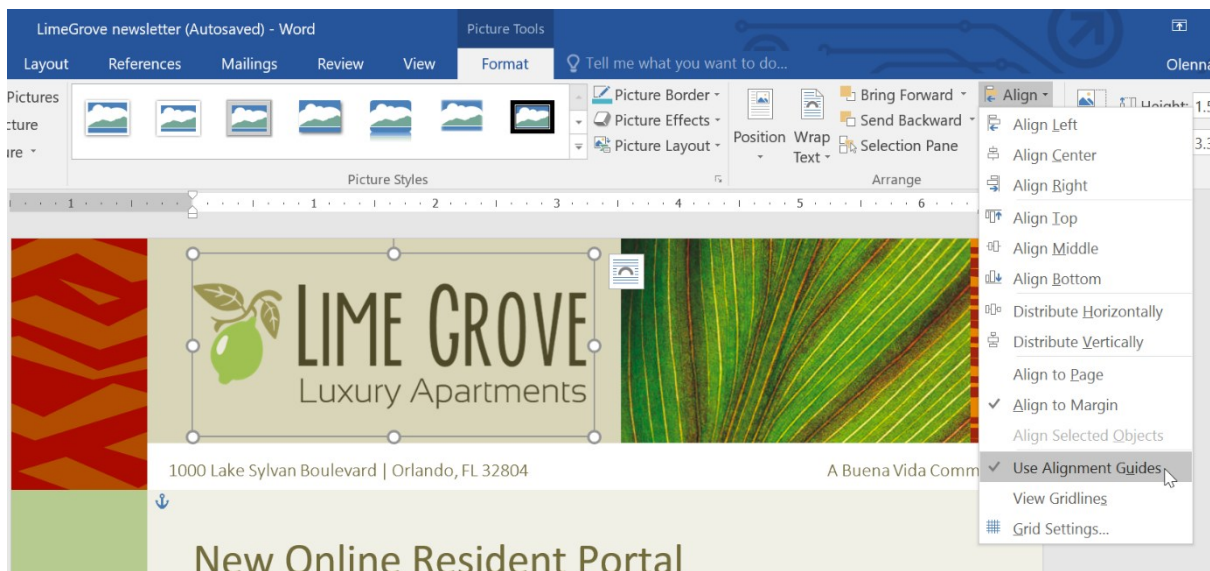
3. The text will wrap around the image. You can now **move** the image if you want. Just click and drag it to the **desired location**. As you move it, **alignment guides** will appear to help you align the image on the page.



Alternatively, you can access text wrapping options by selecting the image and clicking the **Layout Options** button that appears.

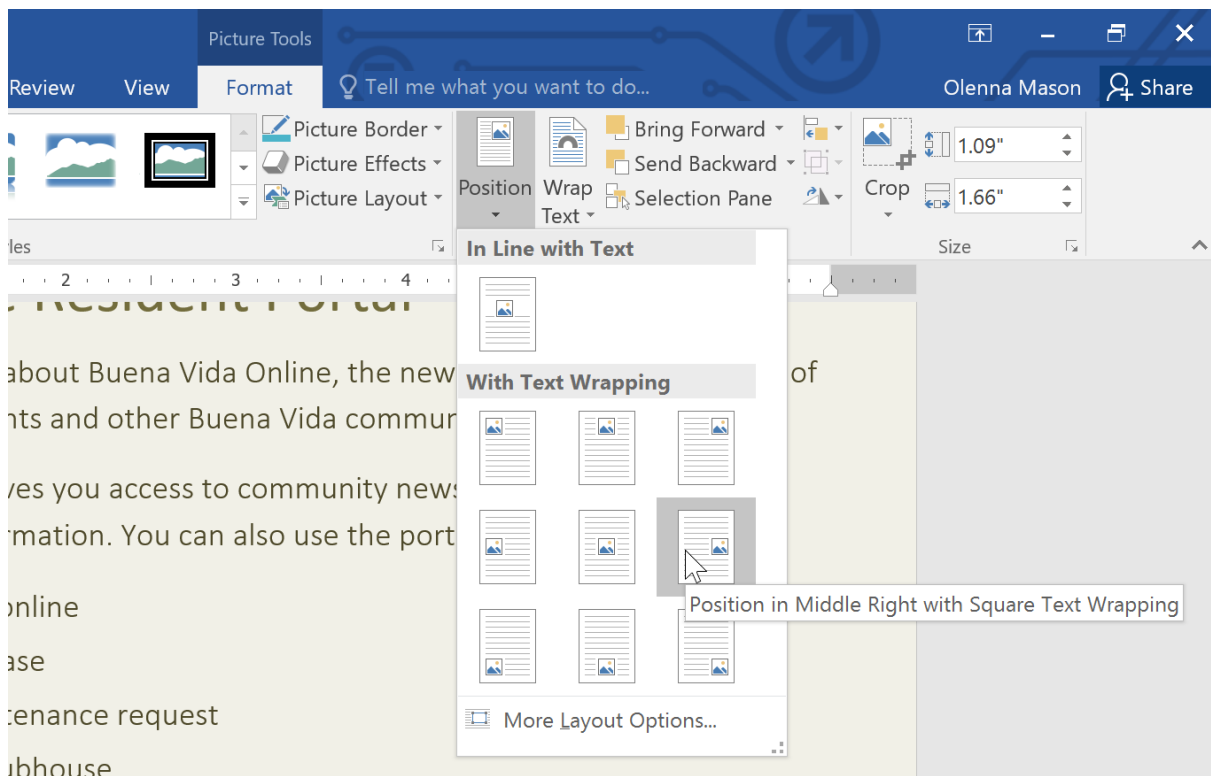


If the alignment guides do not appear, select the Page Layout tab, then click the Align command. Select **Use Alignment Guides** from the drop-down menu that appears.



5.1.4. Using a predefined text wrapping setting

Predefined text wrapping allows you to quickly move the image to a specific location on the page. The text will automatically wrap around the object so it's still easy to read.



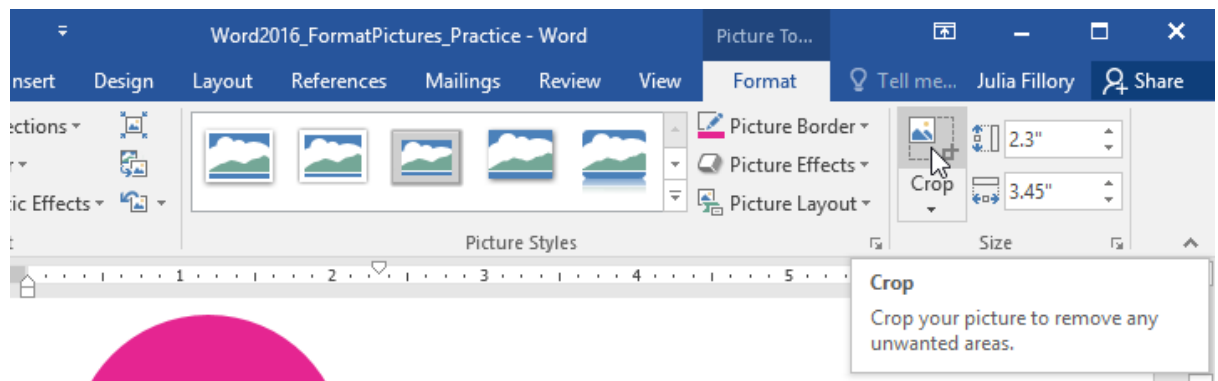
5.2. Formatting Pictures

There are many ways to **format** pictures in Word. For instance, you can change the **size** or **shape** of an image to better suit your document. You can also enhance its **appearance** using Word's image adjustment tools.

5.2.1. To crop an image:

When you crop an image, part of the picture is **removed**. Cropping can be useful if you're working with an image that's too big and you want to focus on only **part** of it.

1. Select the image you want to crop. The **Format** tab will appear.
2. From the Format tab, click the **Crop** command.



3. **Cropping handles** will appear on the sides and corners of the image. Click and drag **any handle** to crop the image. Because the cropping handles are near the resizing handles, be careful not to drag a resizing handle by mistake.



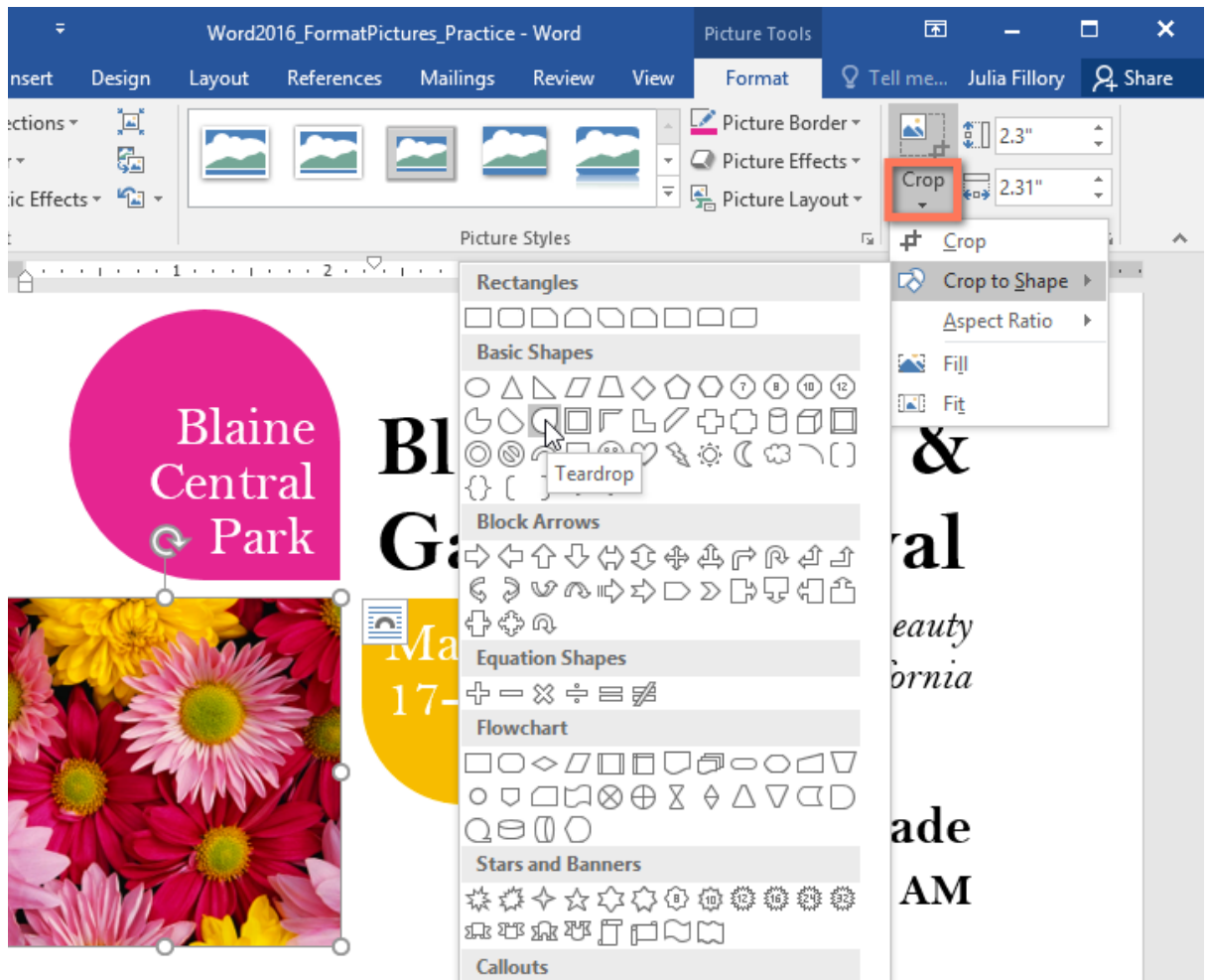
4. To confirm, click the **Crop** command again. The image will be cropped.



The corner handles are useful for simultaneously cropping the image **horizontally** and **vertically**.

5.2.2. To crop an image to a shape:

1. Select the image you want to crop, then click the **Format** tab.
2. Click the **Crop** drop-down arrow. Hover over **Crop to Shape**, then select the desired **shape** from the drop-down menu.



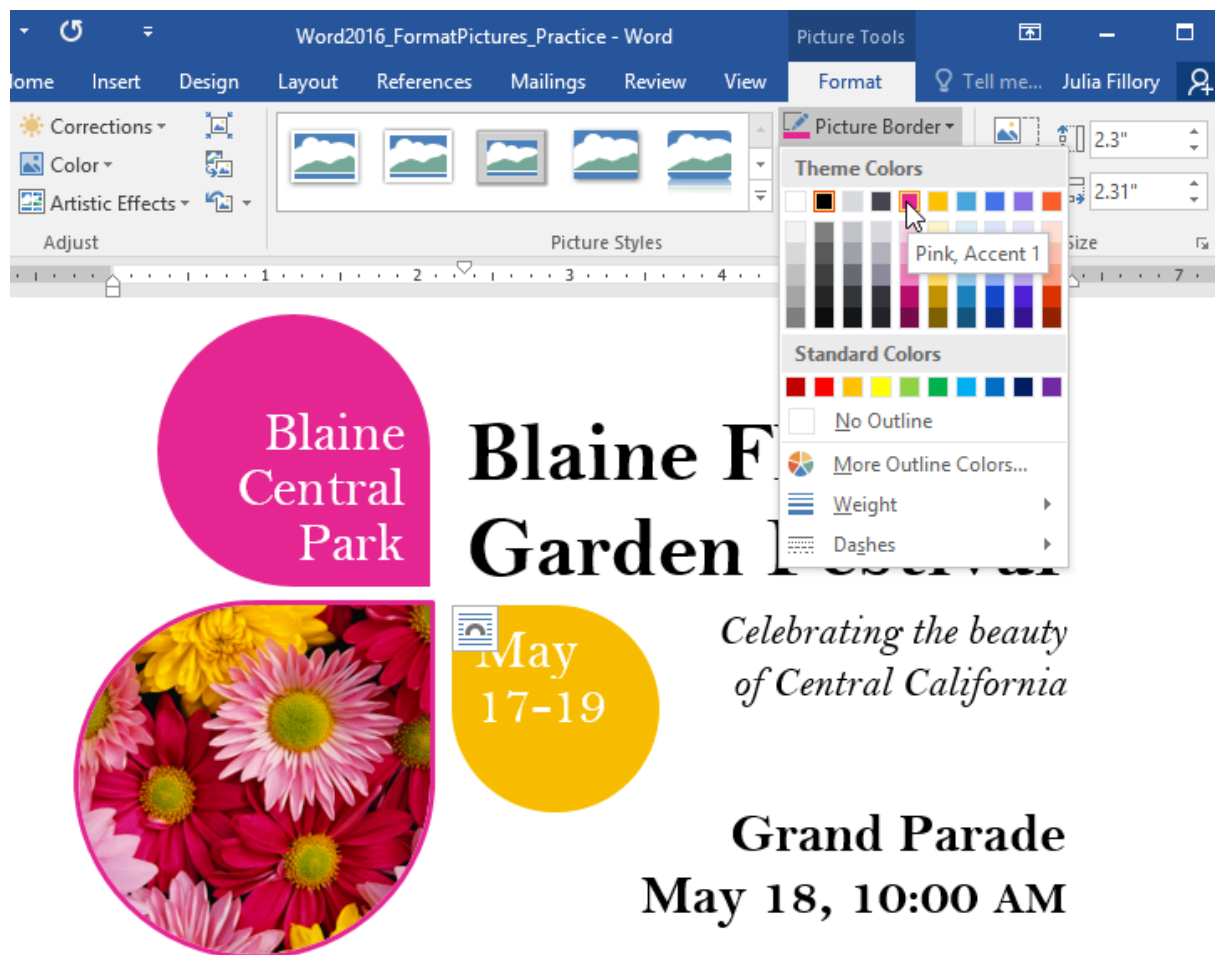
3. The image will be cropped to the chosen shape.



5.2.3. To add a border to a picture:

1. Select the picture you want to add a border to, then click the **Format** tab.

2. Click the **Picture Border** command. A drop-down menu will appear.
3. From here, you can select a **color**, **weight** (thickness), and whether the line is **dashed**.

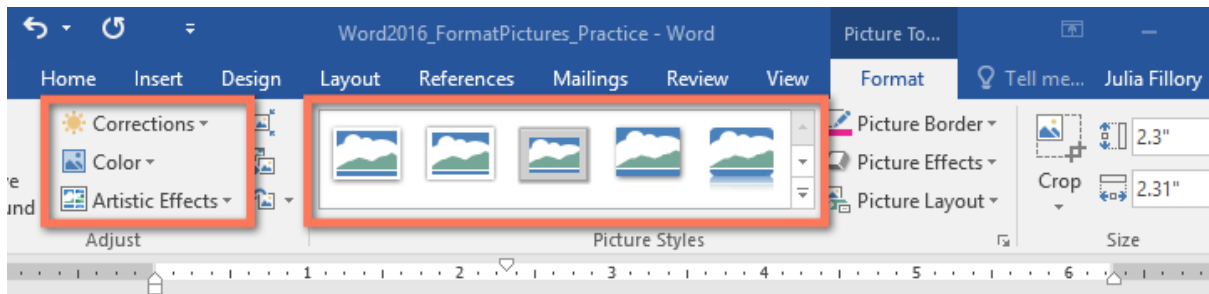


4. The border will appear around the image.

5.2.4. Making image adjustments

With Word's **image adjustment tools**, you can easily fine tune properties like color, contrast, saturation, and tone. Word also offers built-in **picture styles**, which can be used to add a frame, drop shadow, and other predefined effects.

When you're ready to adjust an image, simply select it. Then use the options below, which can be found on the **Format** tab.



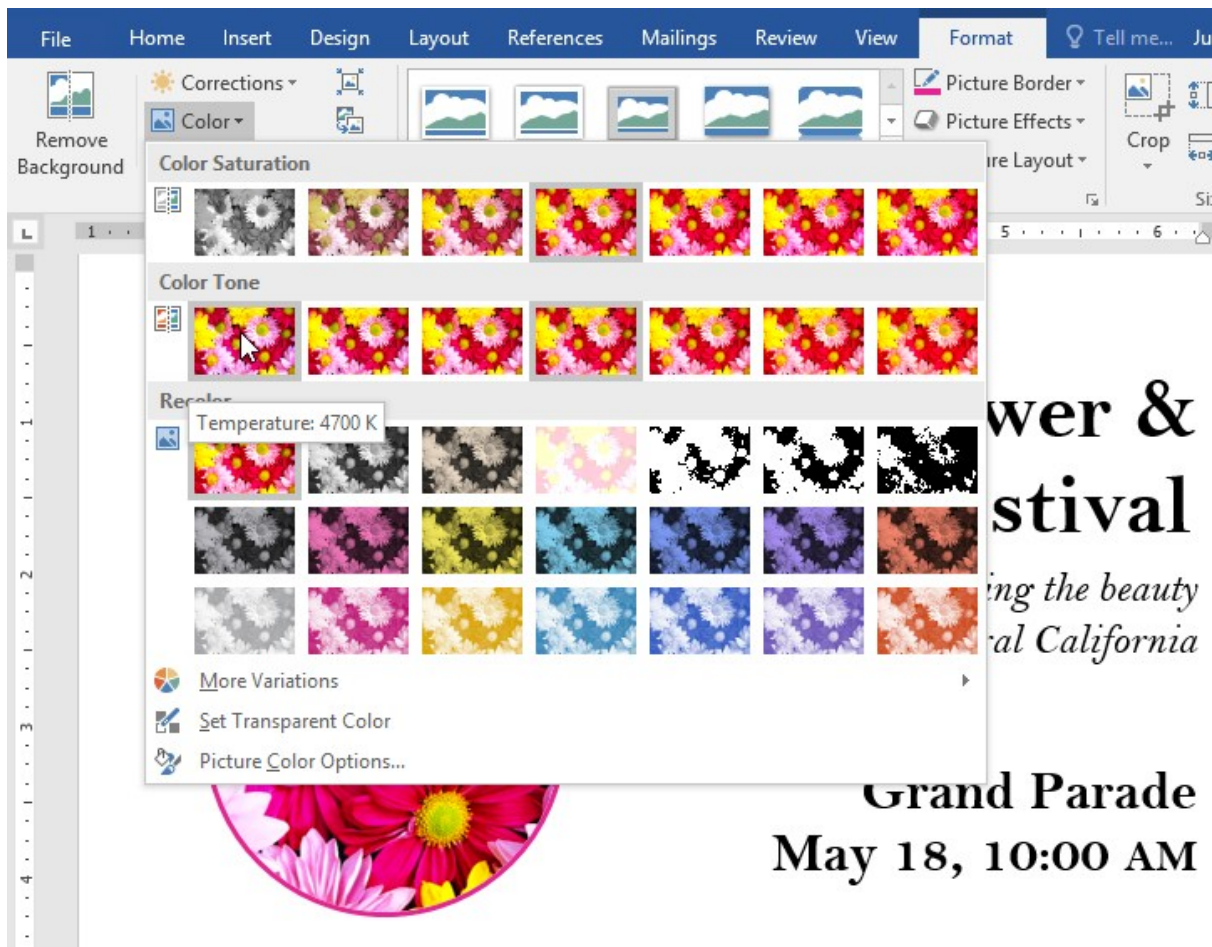
5.2.4.1. Corrections

From here, you can **sharpen or soften** the image to adjust how clear or blurry it appears. You can also adjust **brightness and contrast**, which affect the image's lightness and general intensity.



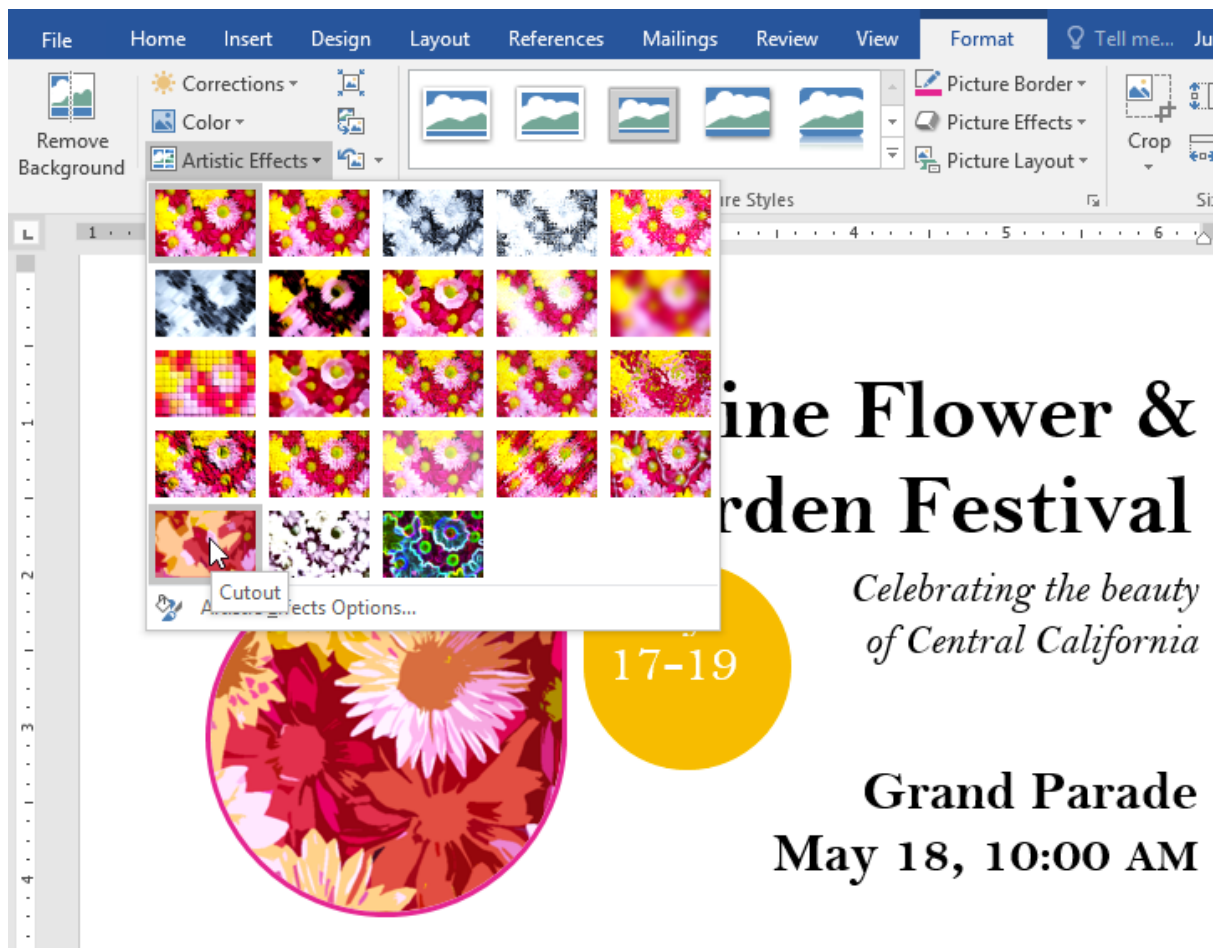
5.2.4.2. Color

Using this command, you can adjust the image's **saturation** (how vibrant the colors appear), **tone** (the color temperature of the image, from cool to warm), and **coloring** (the overall tint of the image).



5.2.4.3. Artistic Effects

Here, you can apply **special effects** to your image, such as pastel, watercolor, or glowing edges. Because the results are so bold, you may want to use these effects sparingly (especially in professional documents).



5.2.4.4. Picture Styles group

This group contains many different **predefined styles** that make image formatting even easier. Picture styles are designed to **frame** your image without changing its basic settings or effects.



5.2.5. Compressing pictures

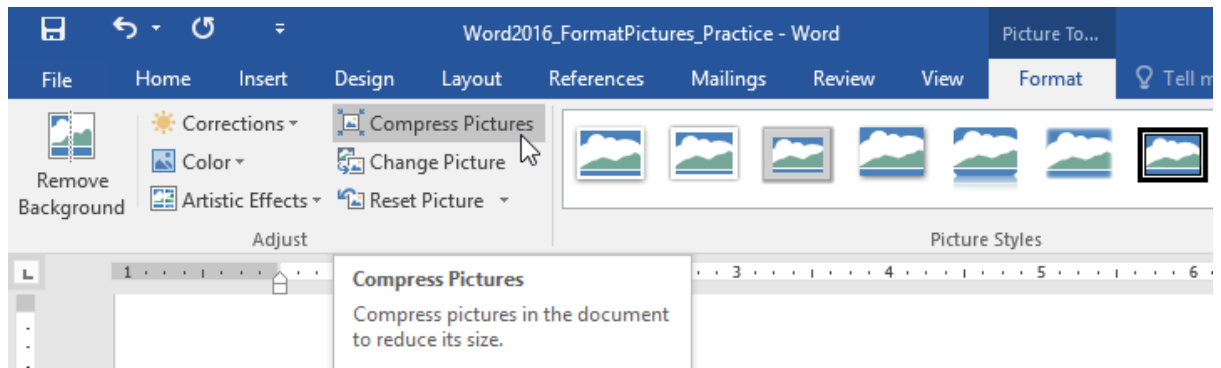
If you plan to email a document that contains pictures, you'll need to monitor its **file size**. Large, high-resolution images can cause your document to become very large, which may make it difficult to attach to an email. Additionally, **cropped areas** of pictures are saved within the document by default, which can add to the file size.

Thankfully, you can reduce your document's file size by **compressing** your pictures. This will lower their **resolution** and **delete cropped areas**.

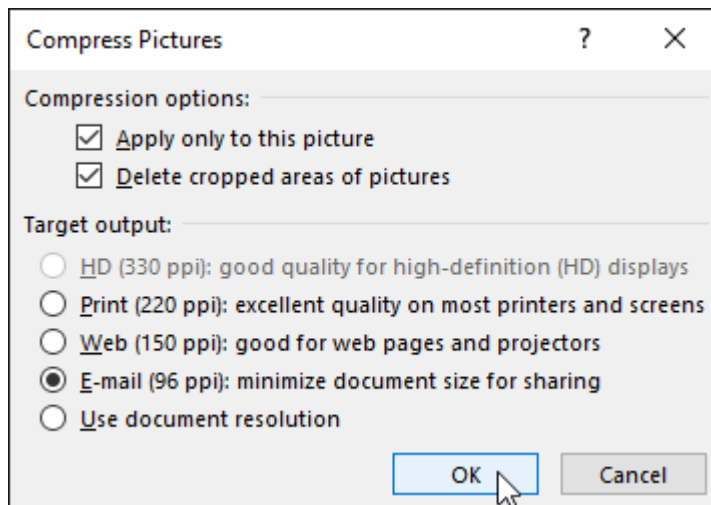
Compressing a picture may noticeably affect its quality (for instance, the image may become blurry or pixelated). Therefore, we recommend **saving an extra copy of your document** before you compress pictures. Alternatively, be prepared to use the **Undo command** if you're dissatisfied with the results.

5.2.5.1. To compress a picture:

1. Select the picture you want to compress, then navigate to the **Format** tab.
2. Click the **Compress Pictures** command.



3. A dialog box will appear. Check the box next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
4. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.
5. Click **OK**.

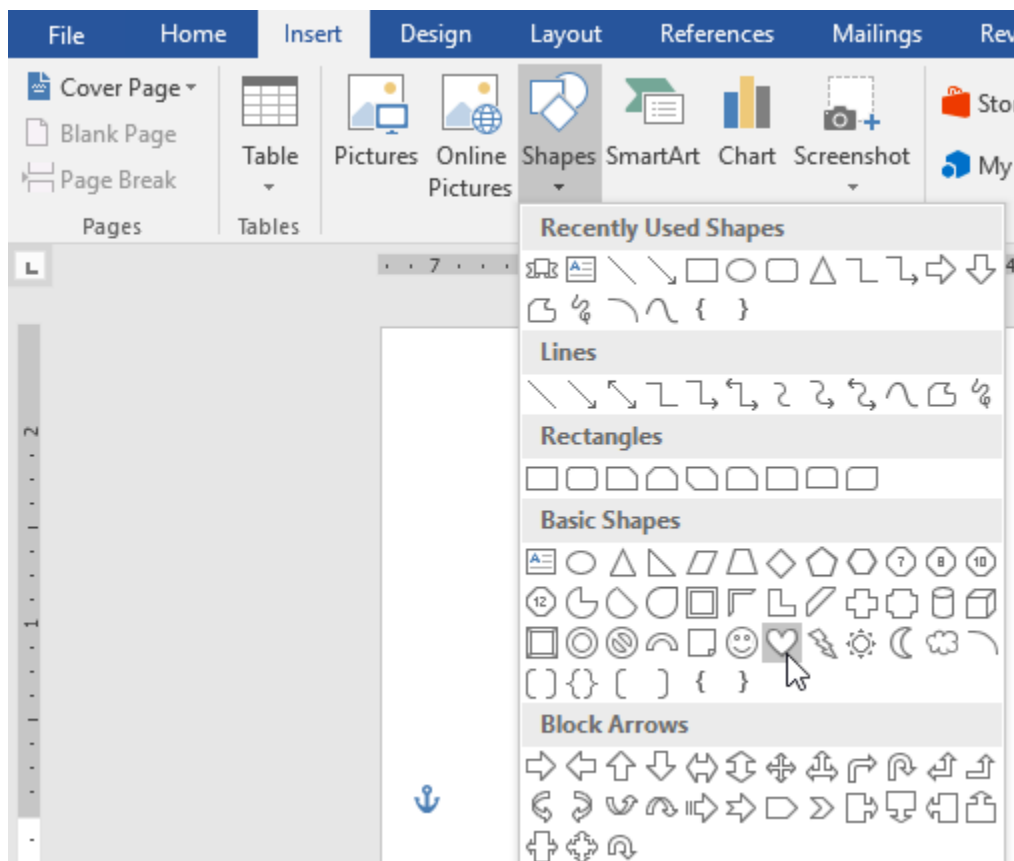


5.3. Shapes

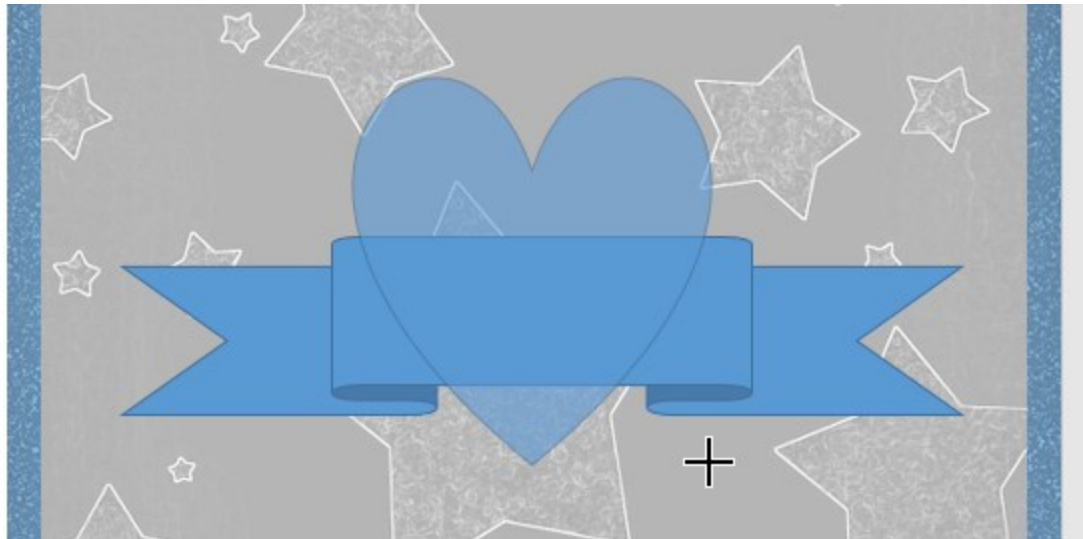
You can add a **variety of shapes** to your document, including arrows, callouts, squares, stars, and flowchart shapes. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use flowchart shapes. While you may not need shapes in every document you create, they can add **visual appeal and clarity**.

5.3.1. To insert a shape:

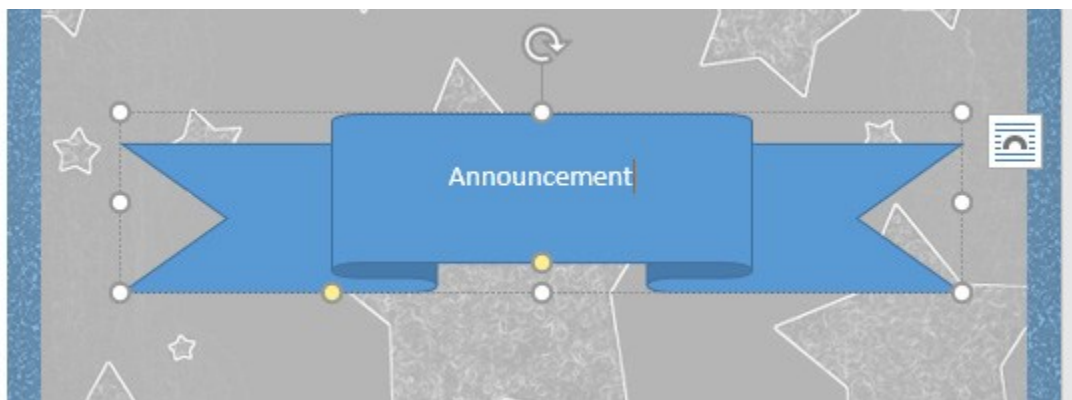
1. Select the **Insert** tab, then click the **Shapes** command. A drop-down menu of shapes will appear.
2. Select the desired **shape**.



3. Click and drag in the desired location to add the shape to your document.



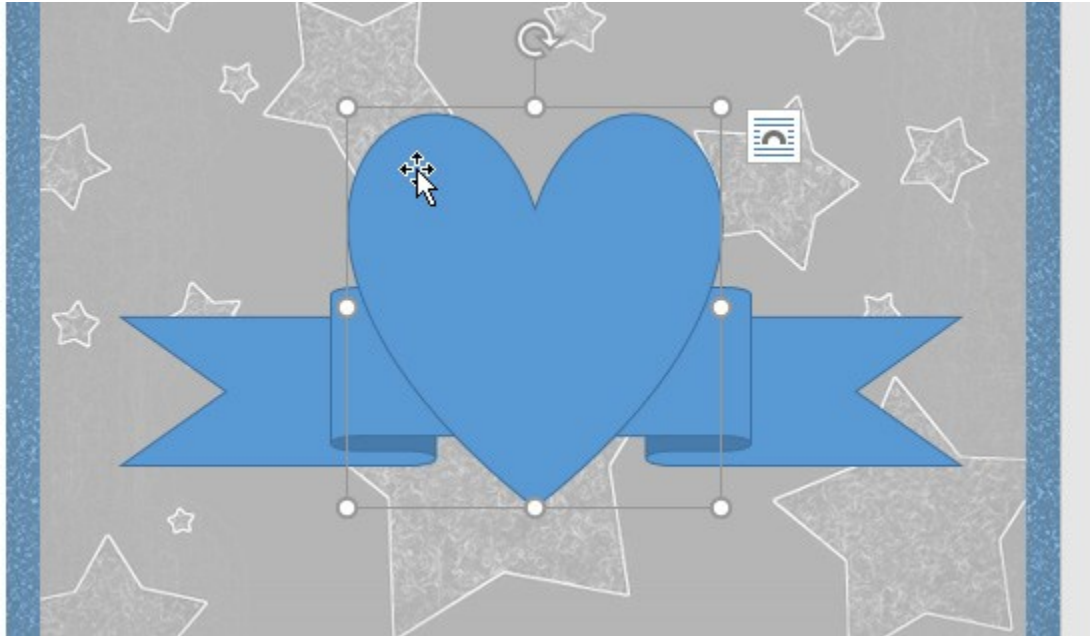
If you want, you can enter text in a shape. When the shape appears in your document, you can begin typing. You can then use the **formatting options** on the **Home** tab to change the font, font size, or color of the text.



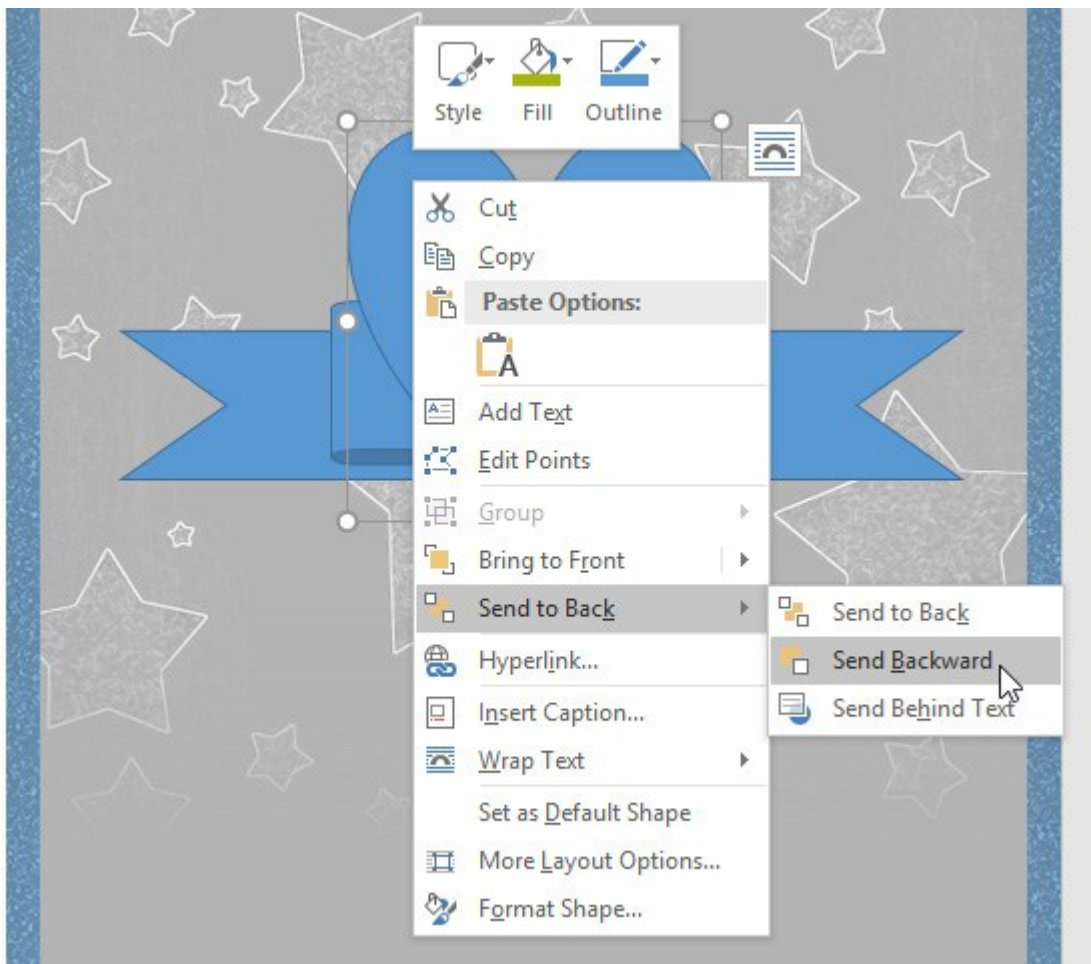
5.3.2. To change the order of shapes:

If one shape overlaps another, you may need to change the **ordering** so the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring to Front** or **Send to Back** to fine tune the ordering. You can also move a shape **in front of** or **behind** text.

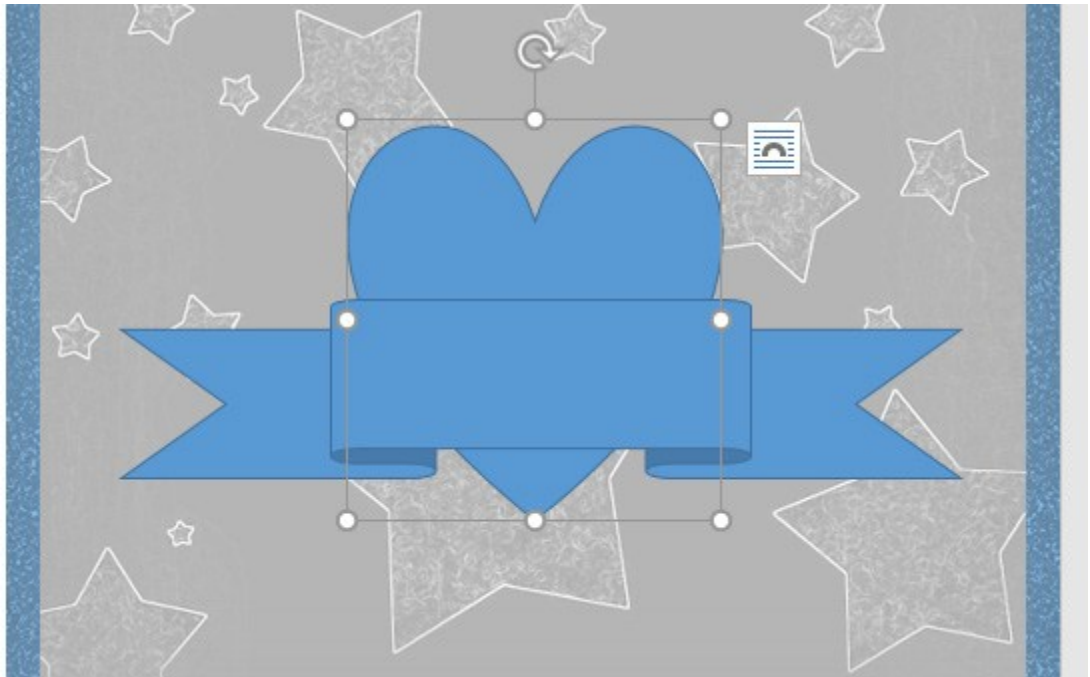
1. Right-click the **shape** you want to move. In our example, we want the heart to appear behind the ribbon, so we'll right-click the heart.



2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear. Select the desired ordering option. In this example, we'll choose **Send to Back**.

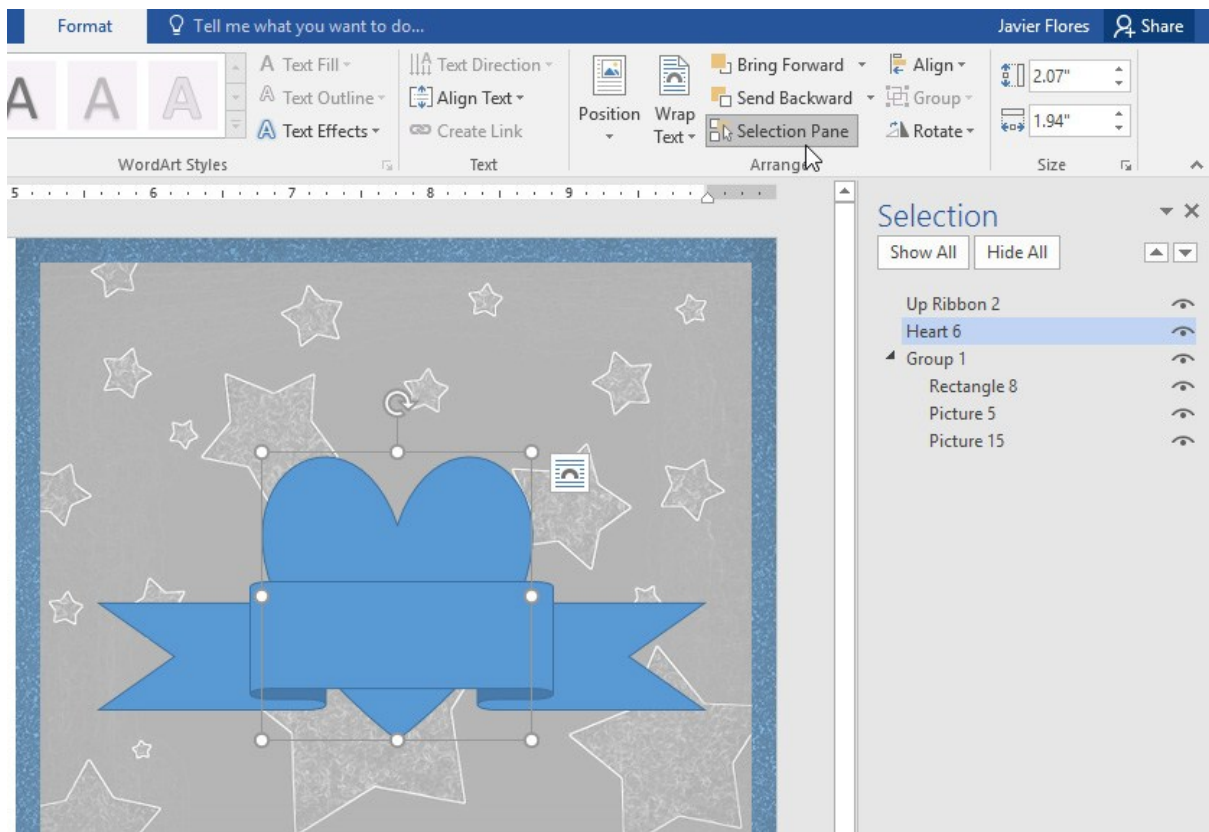


3. The order of the shapes will change.



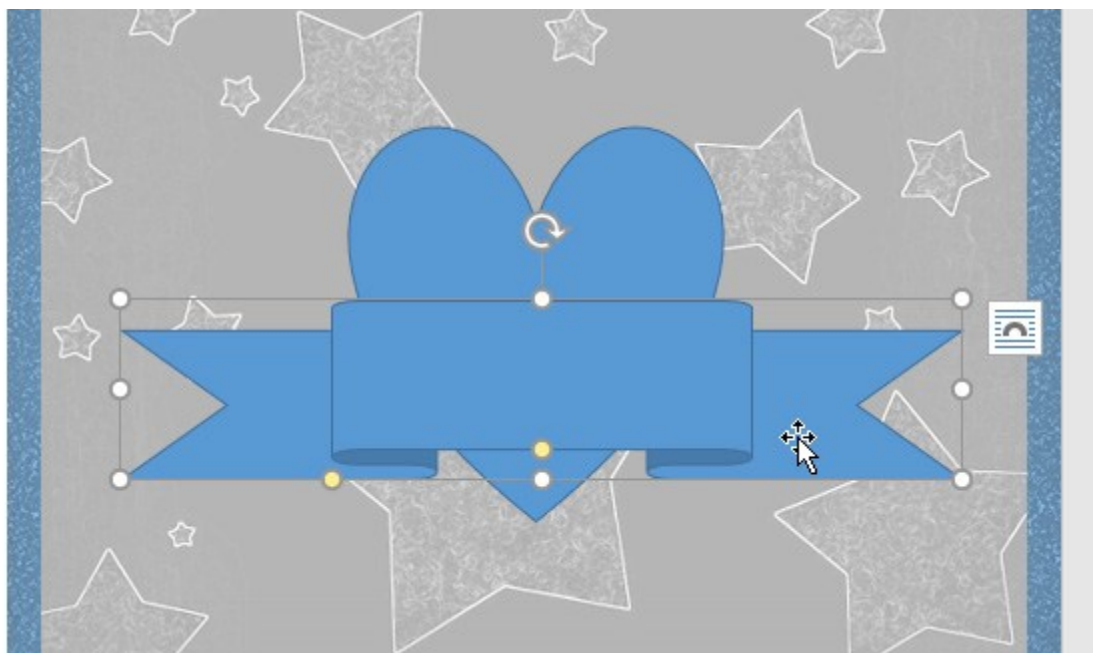
In some cases, the ordering option you select will not affect the ordering of the shapes. If this happens, try selecting the same option again or try a different option.

If you have several shapes placed on top of each other, it may be difficult to select an individual shape. The **Selection pane** allows you to select a shape and drag it to a new location. To access the Selection pane, click **Selection Pane** on the **Format** tab.

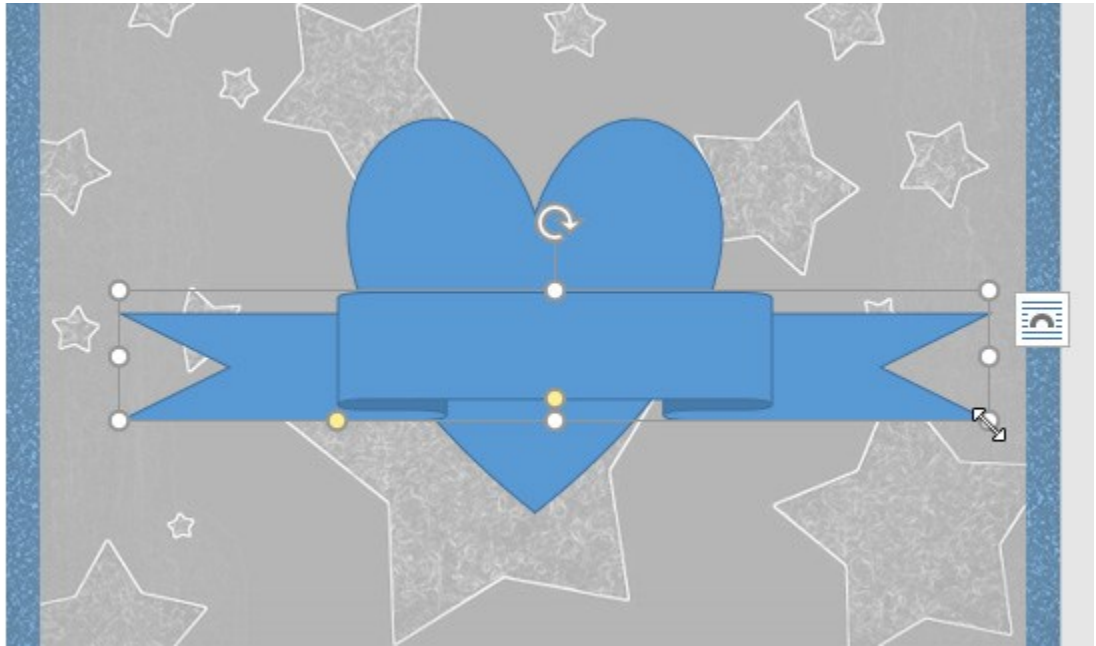


5.3.3. To resize a shape:

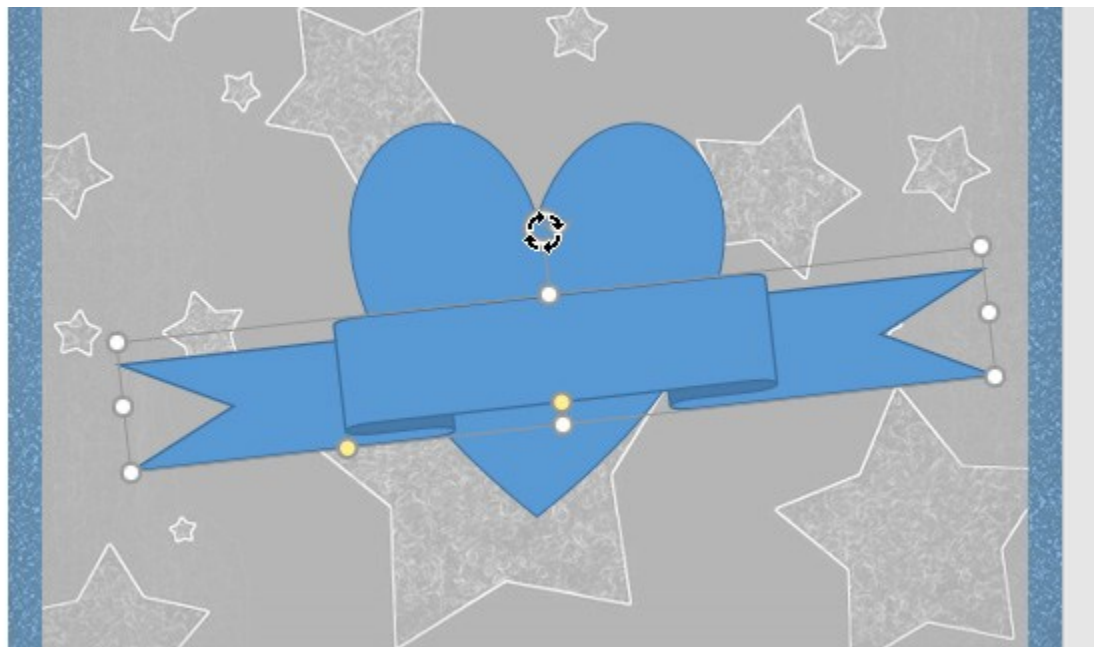
1. Select the shape you want to resize. **Sizing handles** will appear on the corners and sides of the shape.



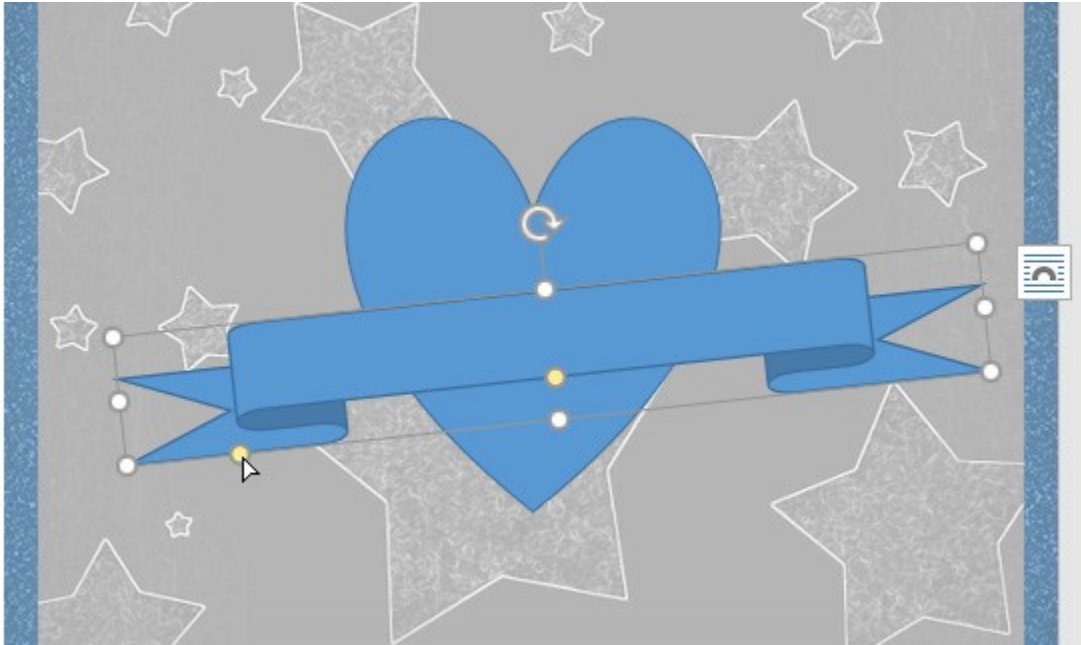
2. Click and drag the **sizing handles** until the shape is the desired size. You can use the corner sizing handles to change the shape's **height** and **width** at the same time.



3. To rotate the shape, click and drag the rotation handle.



Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with banner shapes you can adjust the position of the folds.



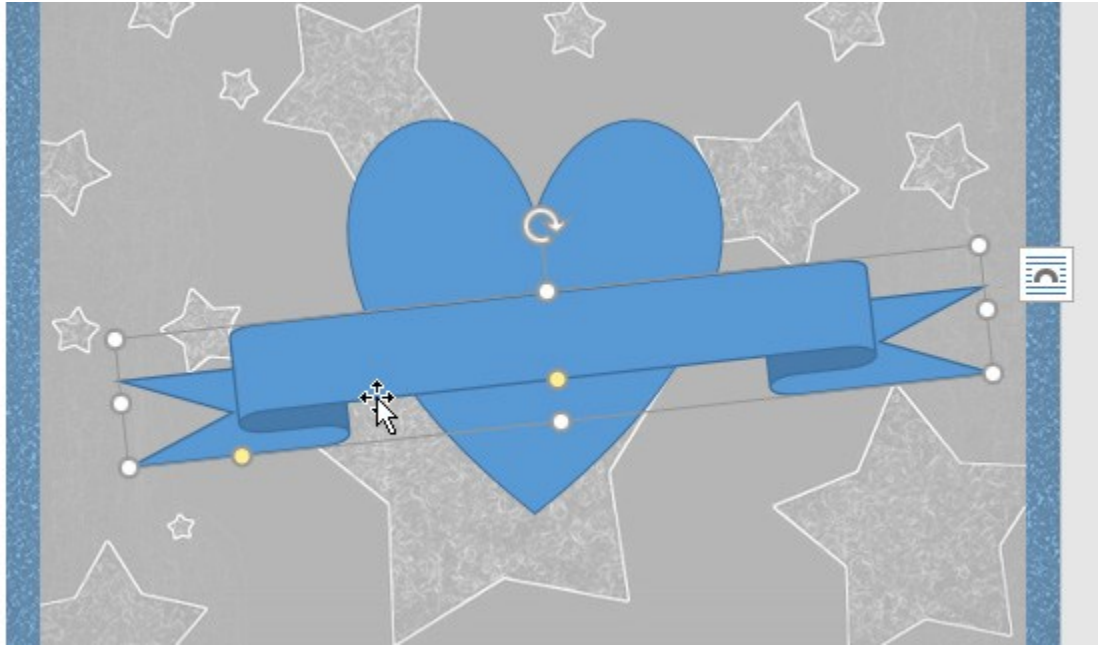
5.3.4. Modifying shapes

Word allows you to modify your shapes in a variety of ways so you can tailor them to your projects. You can **change** a shape into a **different shape**, **format a shape's style and color**, and add various **effects**.

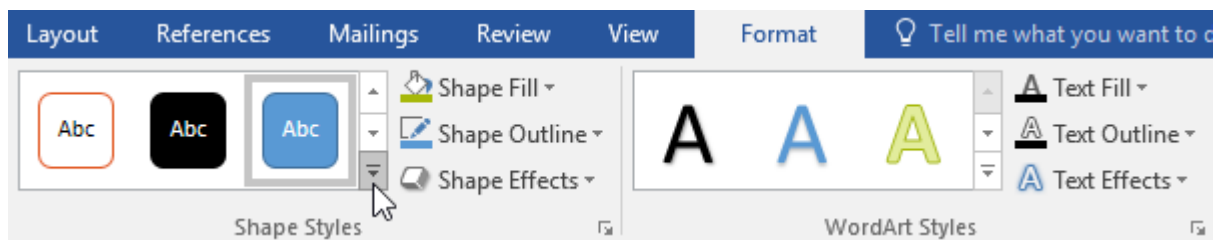
5.3.4.1. *To change the shape style:*

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your shape.

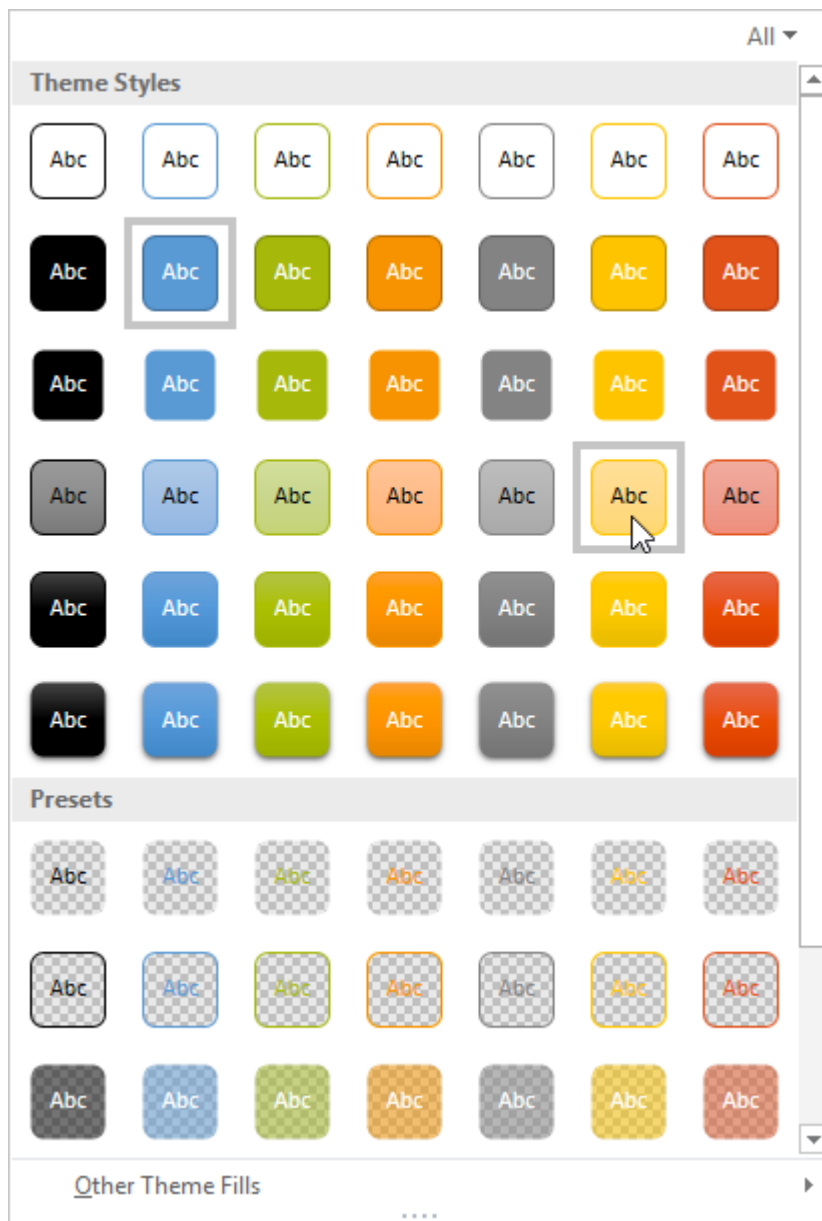
1. Select the shape you want to change.



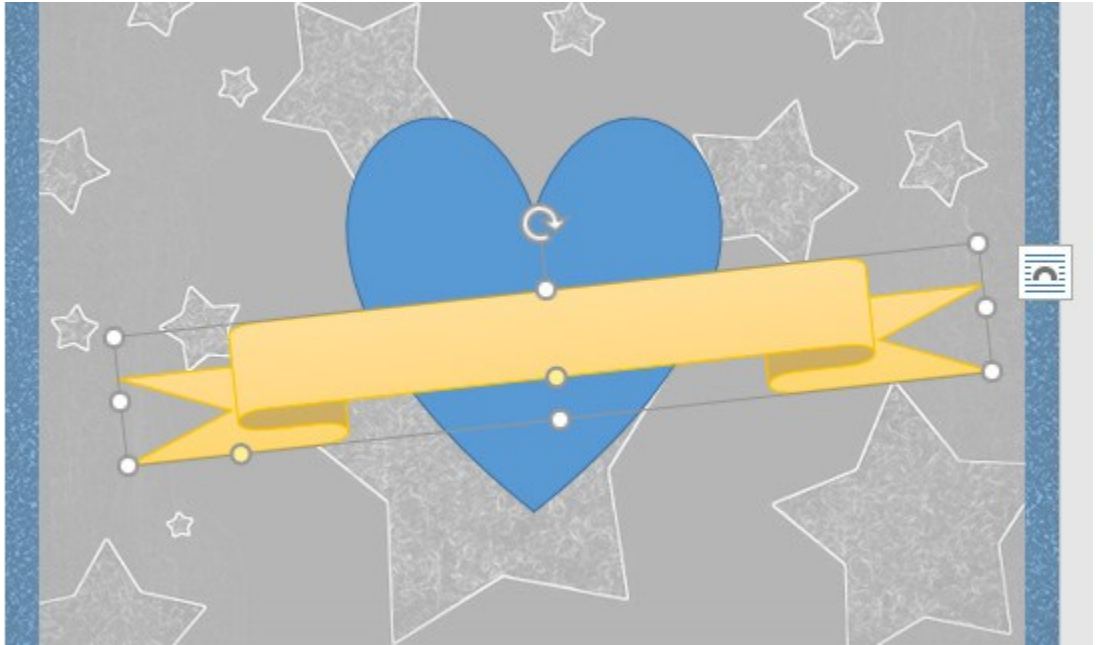
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want to use.

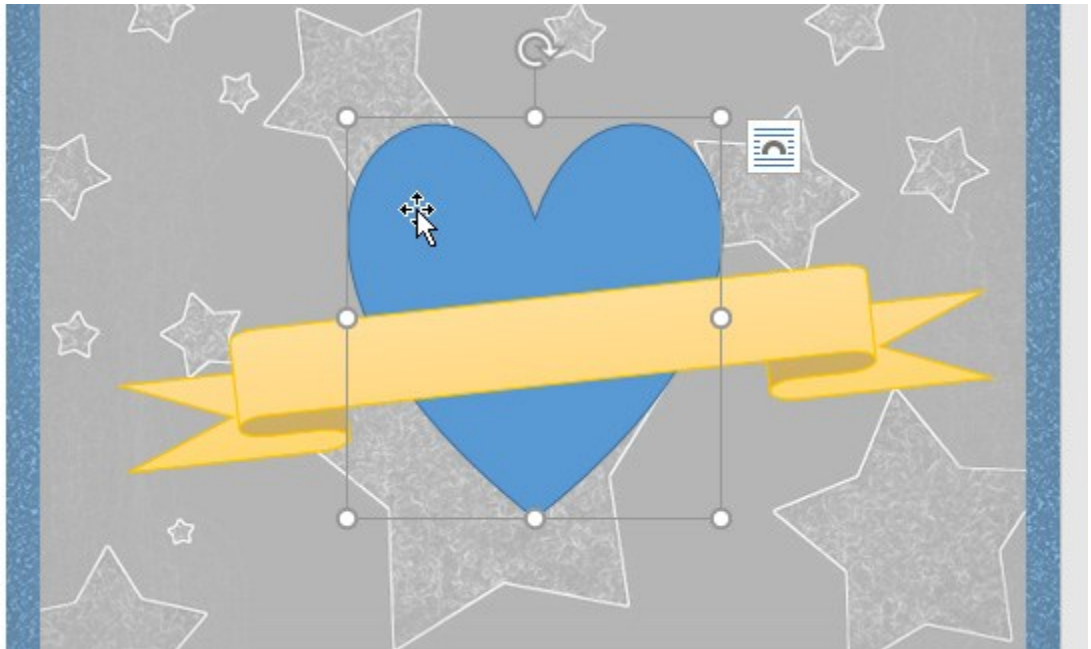


4. The shape will appear in the selected style.

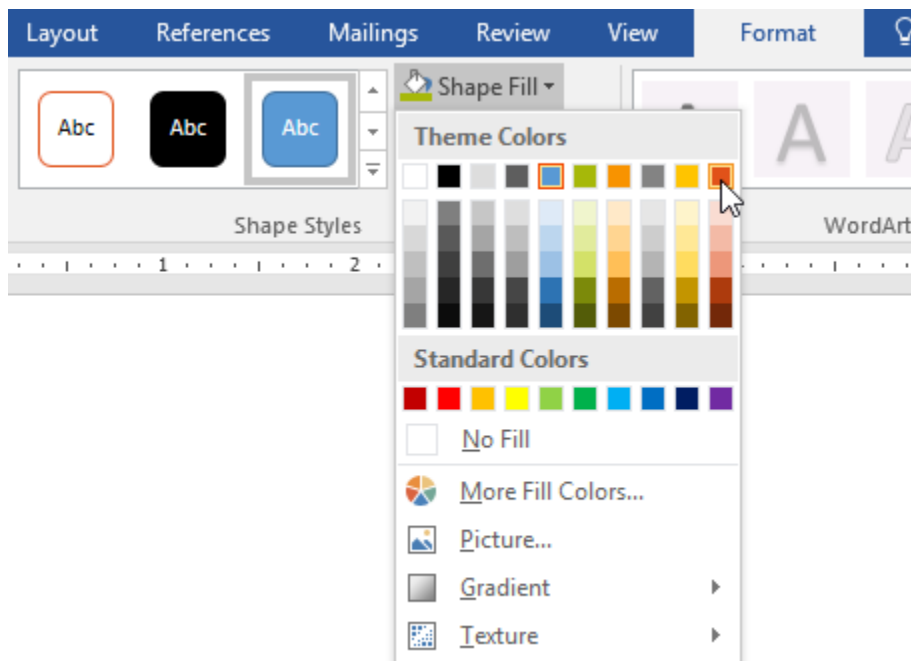


5.3.4.2. To change the shape fill color:

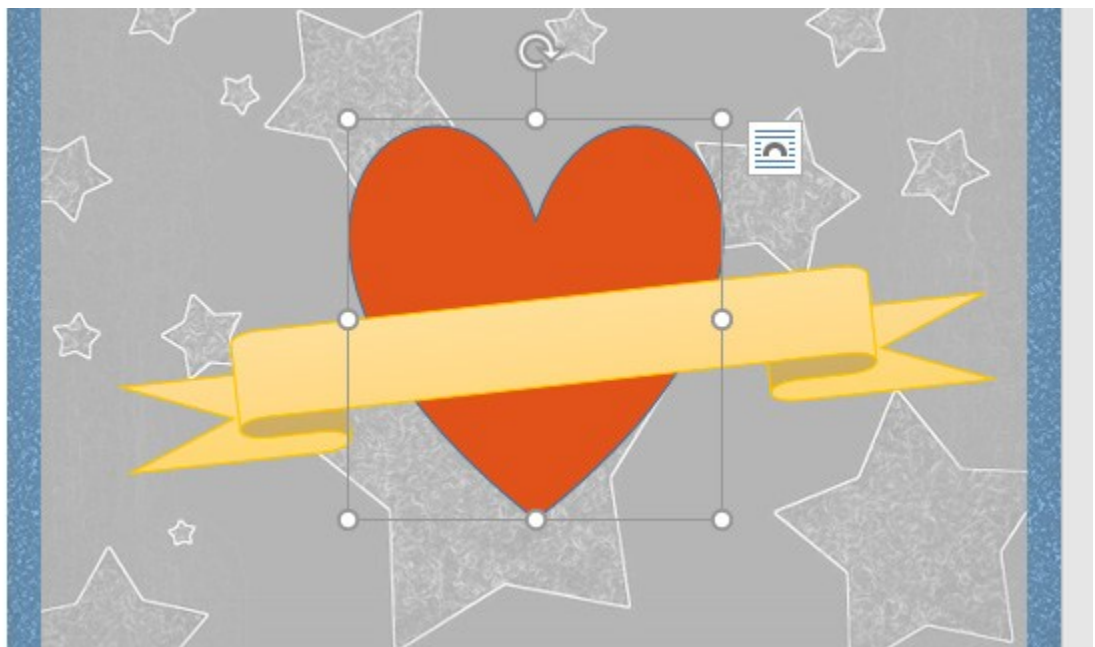
1. Select the shape you want to change.



2. On the **Format** tab, click the **Shape Fill** drop-down arrow. Select the **color** you want to use. To view more color options, select **More Fill Colors**.



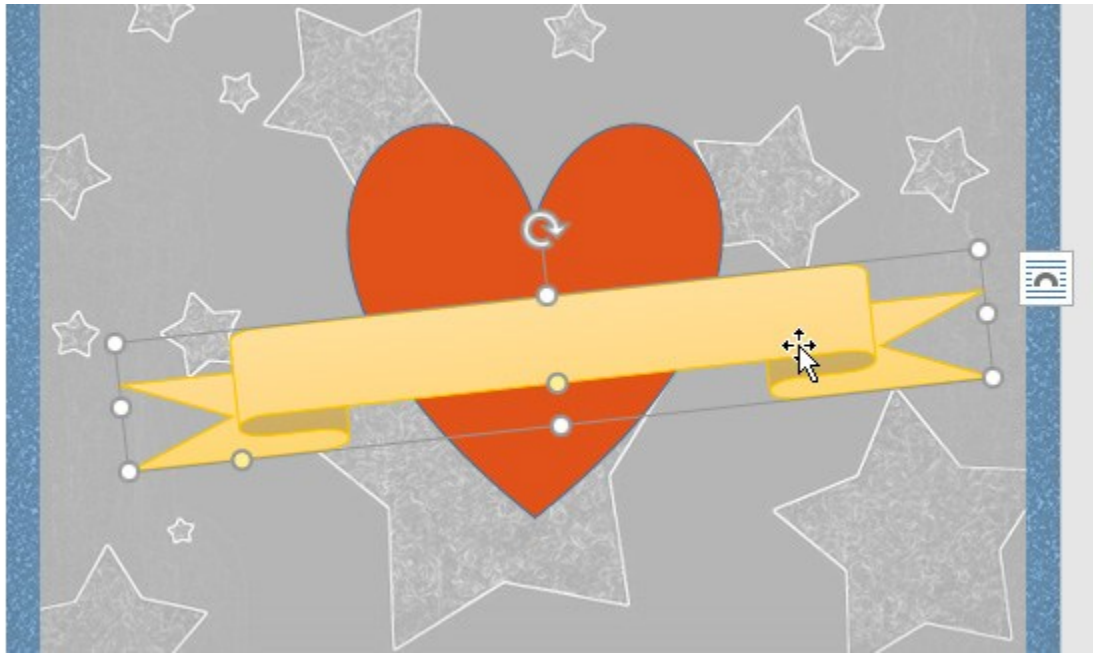
3. The shape will appear in the selected fill color.



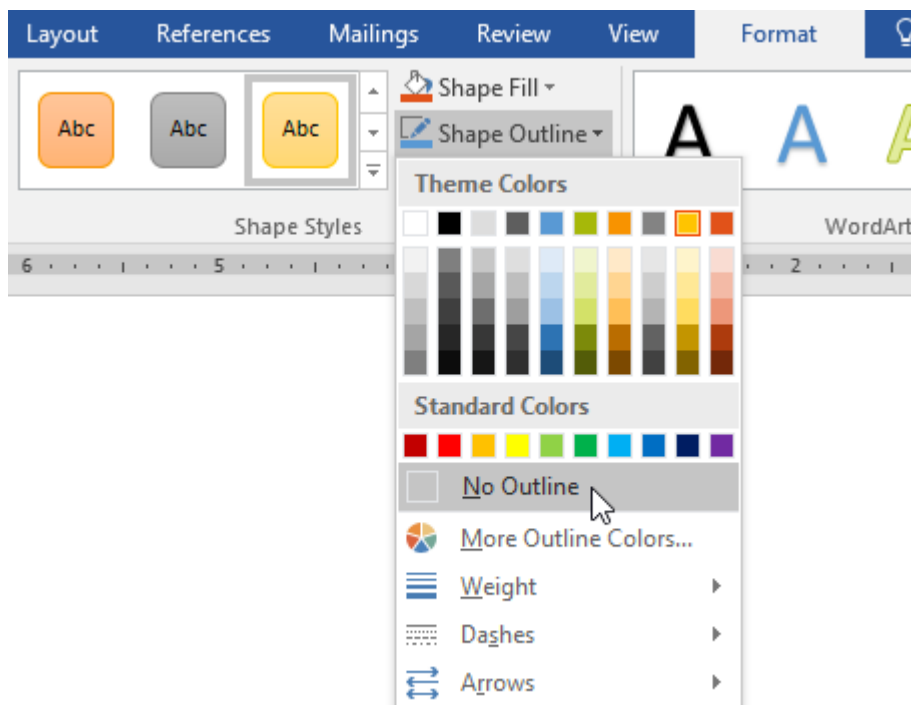
If you want to use a different type of fill, select **Gradient** or **Texture** from the drop-down menu. You can also select **No Fill** to make it transparent.

5.3.4.3. To change the shape outline:

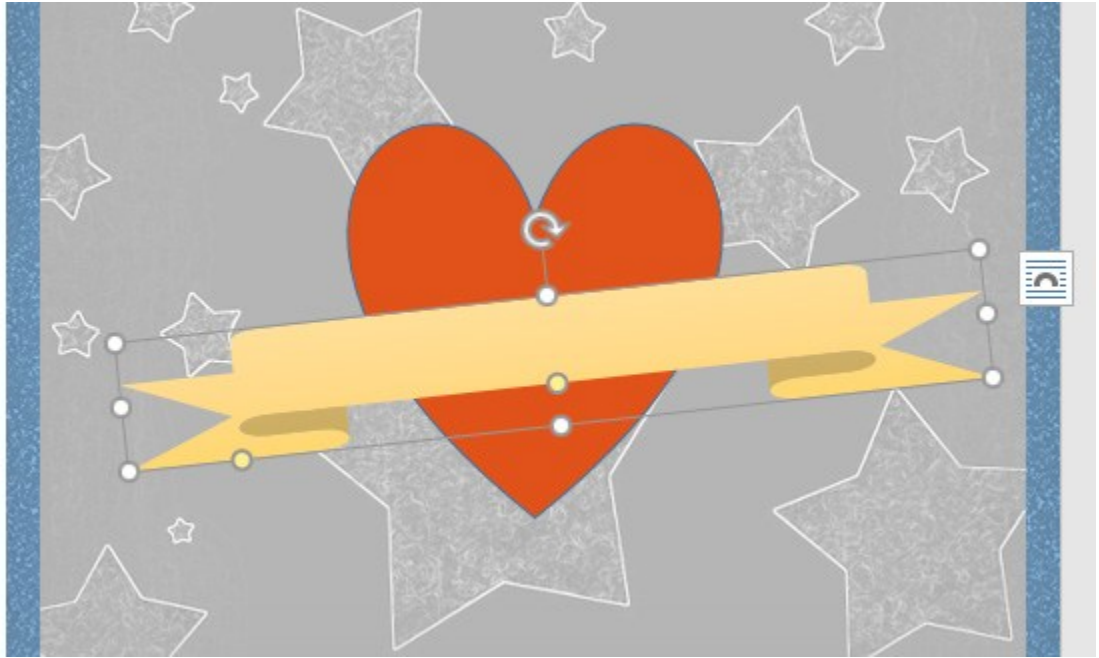
1. Select the shape you want to change.



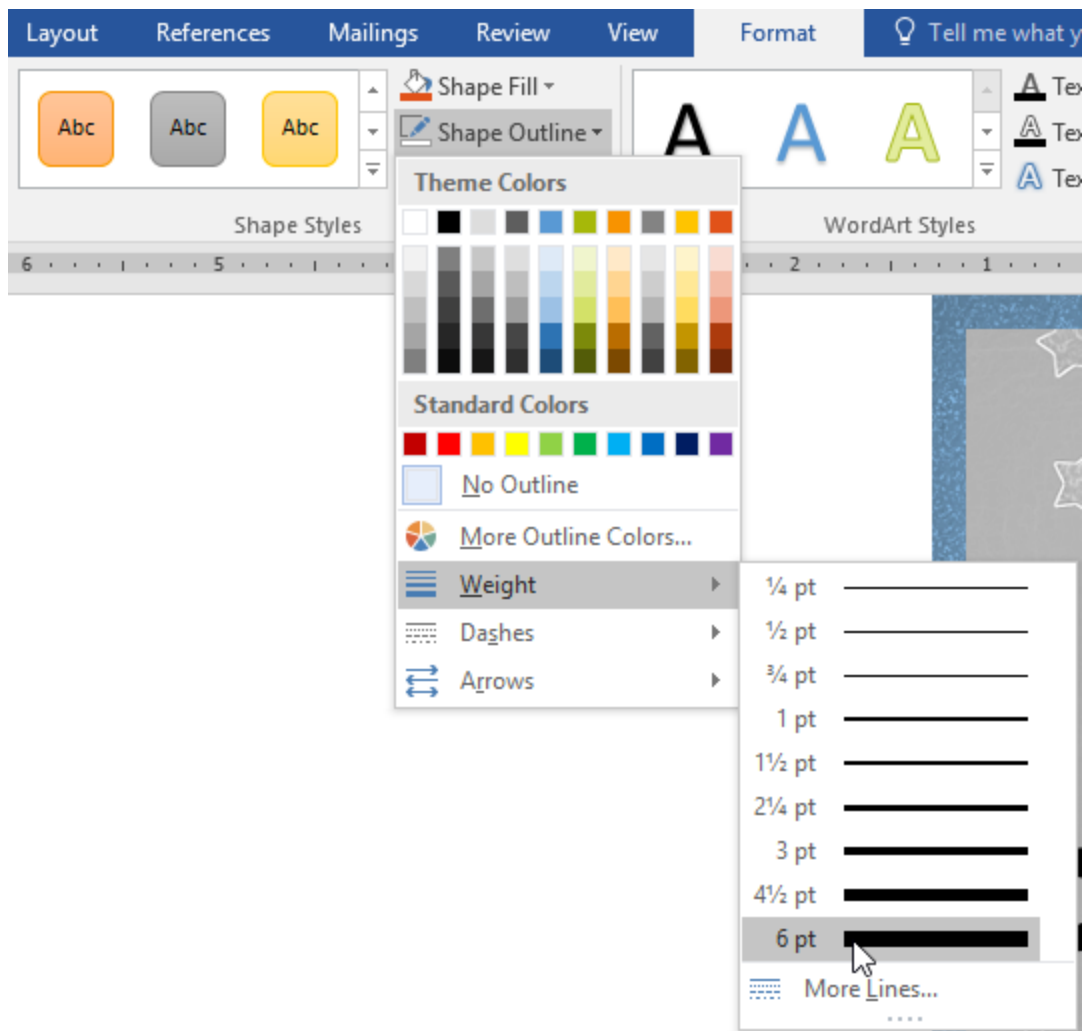
2. On the **Format** tab, click the **Shape Outline** drop-down arrow. The **Shape Outline** menu will appear.
3. Select the **color** you want to use. If you want to make the outline transparent, select **No Outline**.



4. The shape will appear in the selected outline color.

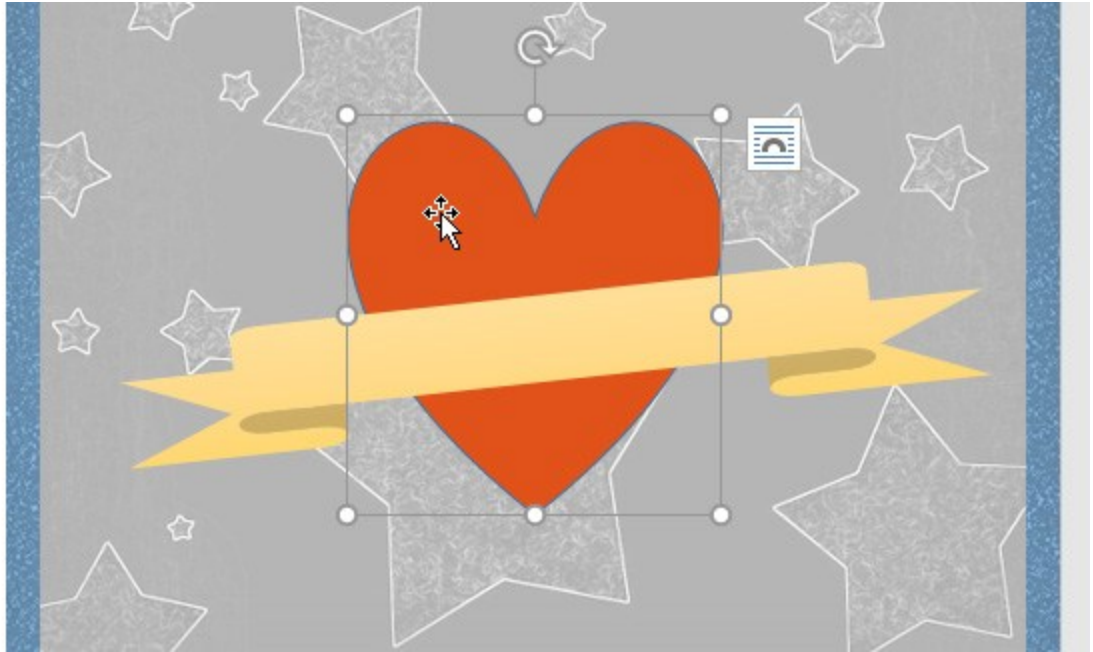


From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether it is a **dashed** line.

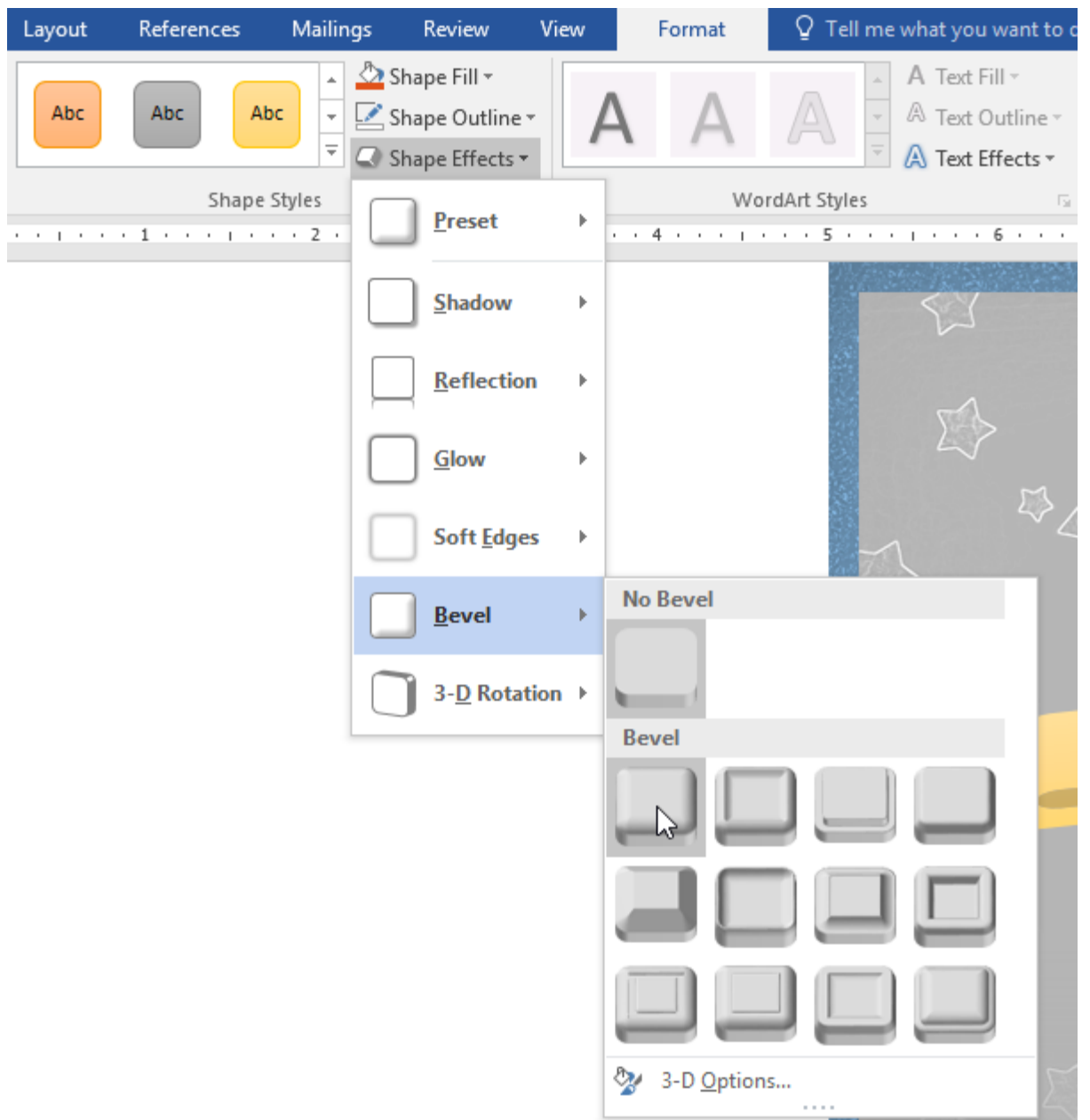


5.3.4.4. To add shape effects:

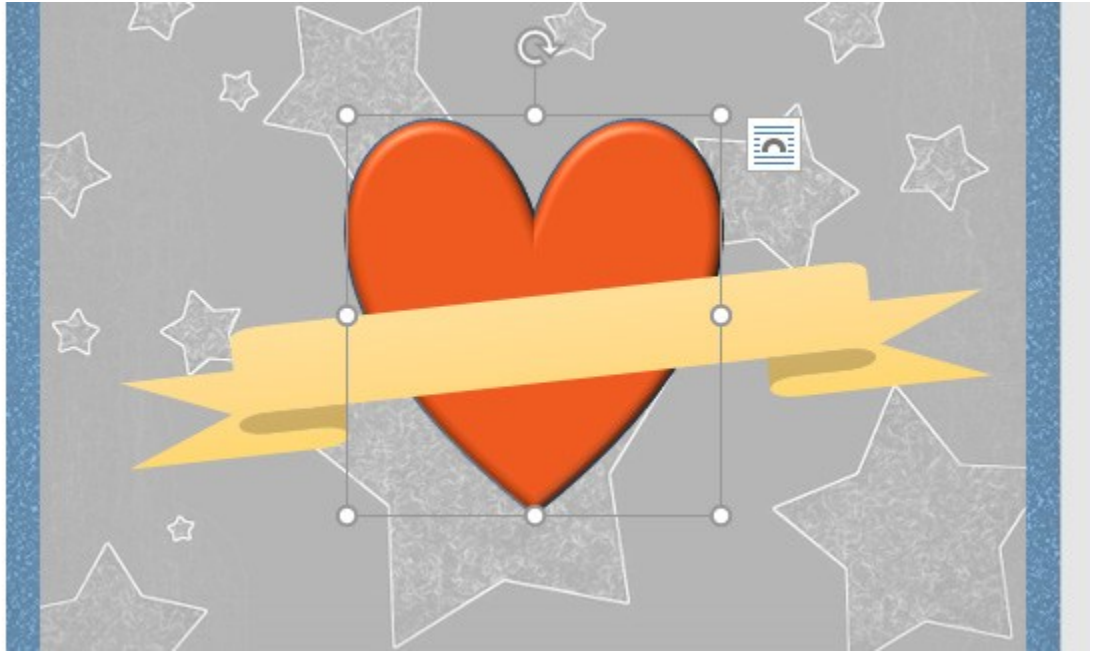
1. Select the shape you want to change.



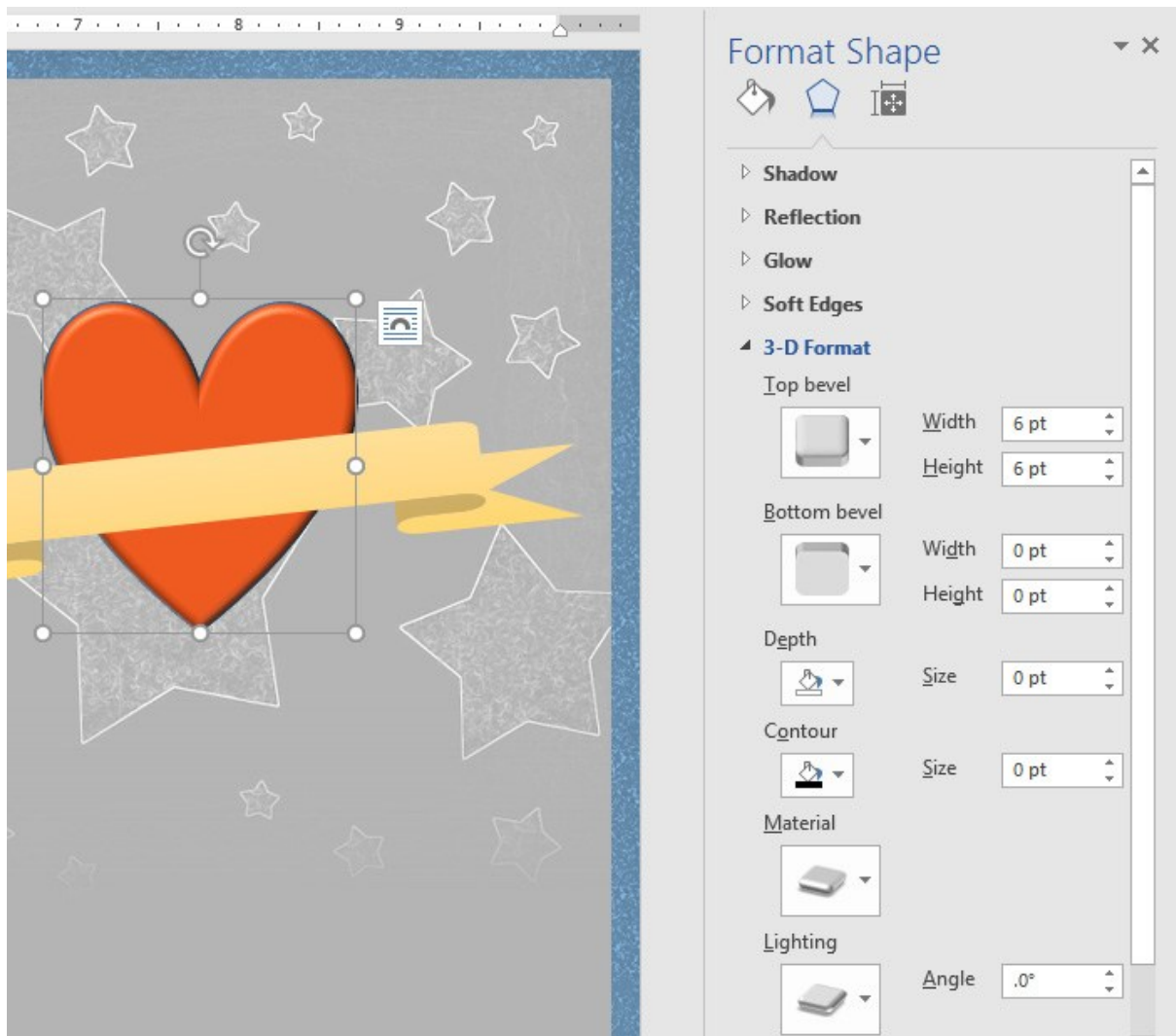
2. On the **Format** tab, click the **Shape Effects** drop-down arrow. In the menu that appears, hover the mouse over the style of effect you want to add, then select the desired preset effect.



3. The shape will appear with the selected effect.

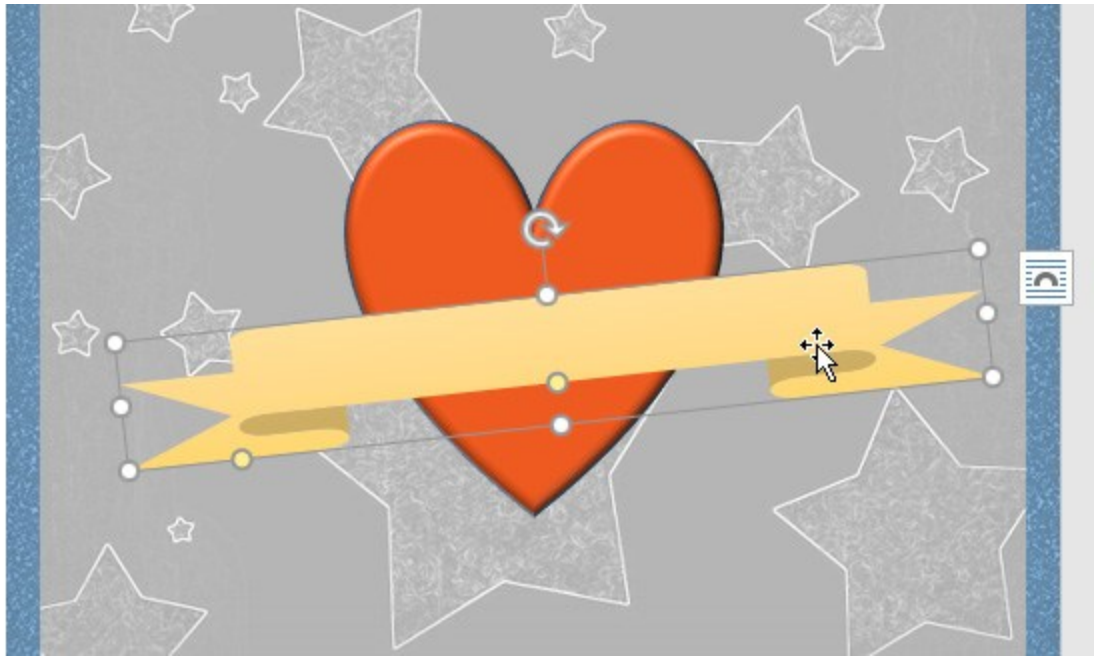


To further adjust your shape effects, select **Options** at the end of each menu. The Format Shape pane will appear, allowing you to customize the effects.

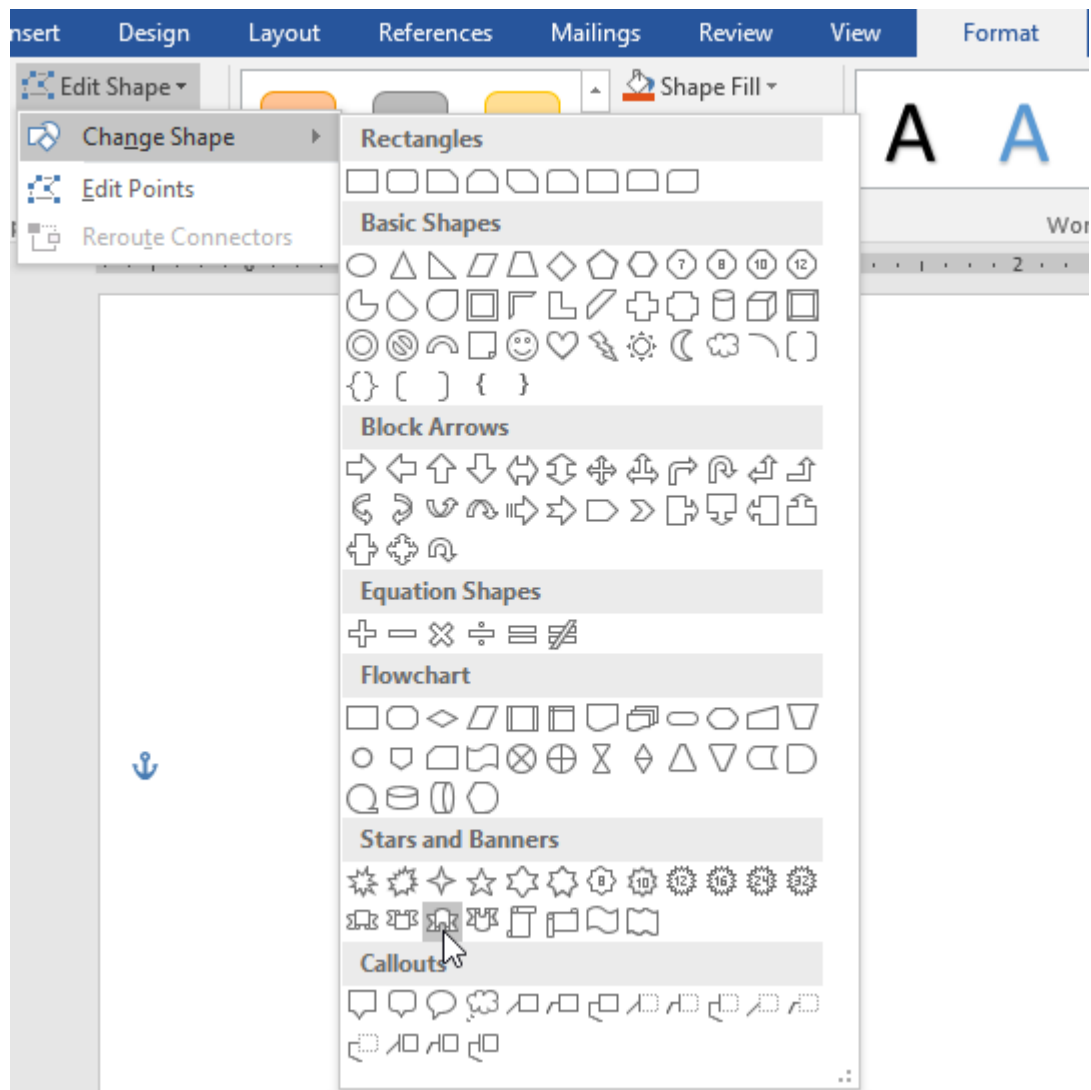


5.3.4.5. *To change to a different shape:*

1. Select the shape you want to change. The **Format** tab will appear.



2. On the **Format** tab, click the **Edit Shape** command. In the menu that appears, hover the mouse over **Change Shape**, then select the desired **shape**.



3. The new shape will appear.

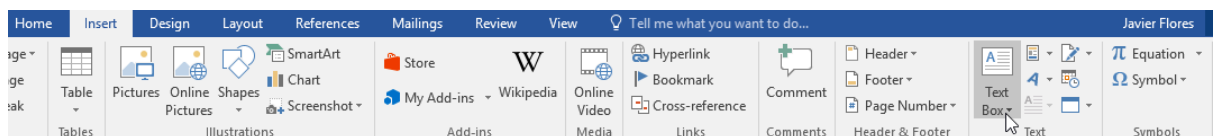


5.4. Text Boxes

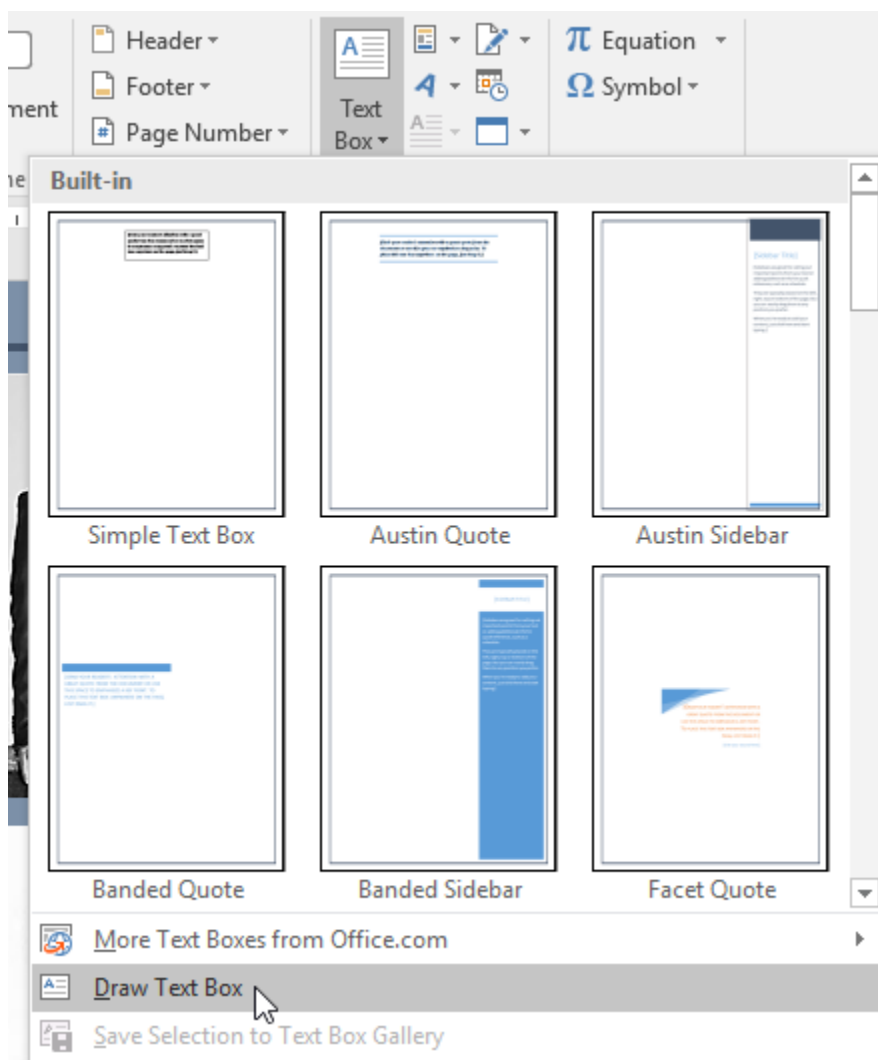
Text boxes can be useful for drawing attention to specific text. They can also be helpful when you need to move text around in your document. Word allows you to **format** text boxes and the text within them with a variety of styles and effects.

5.4.1. To insert a text box:

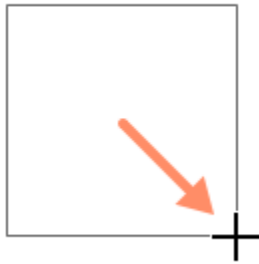
1. Select the **Insert** tab, then click the **Text Box** command in the **Text** group.



2. A drop-down menu will appear. Select **Draw Text Box**.



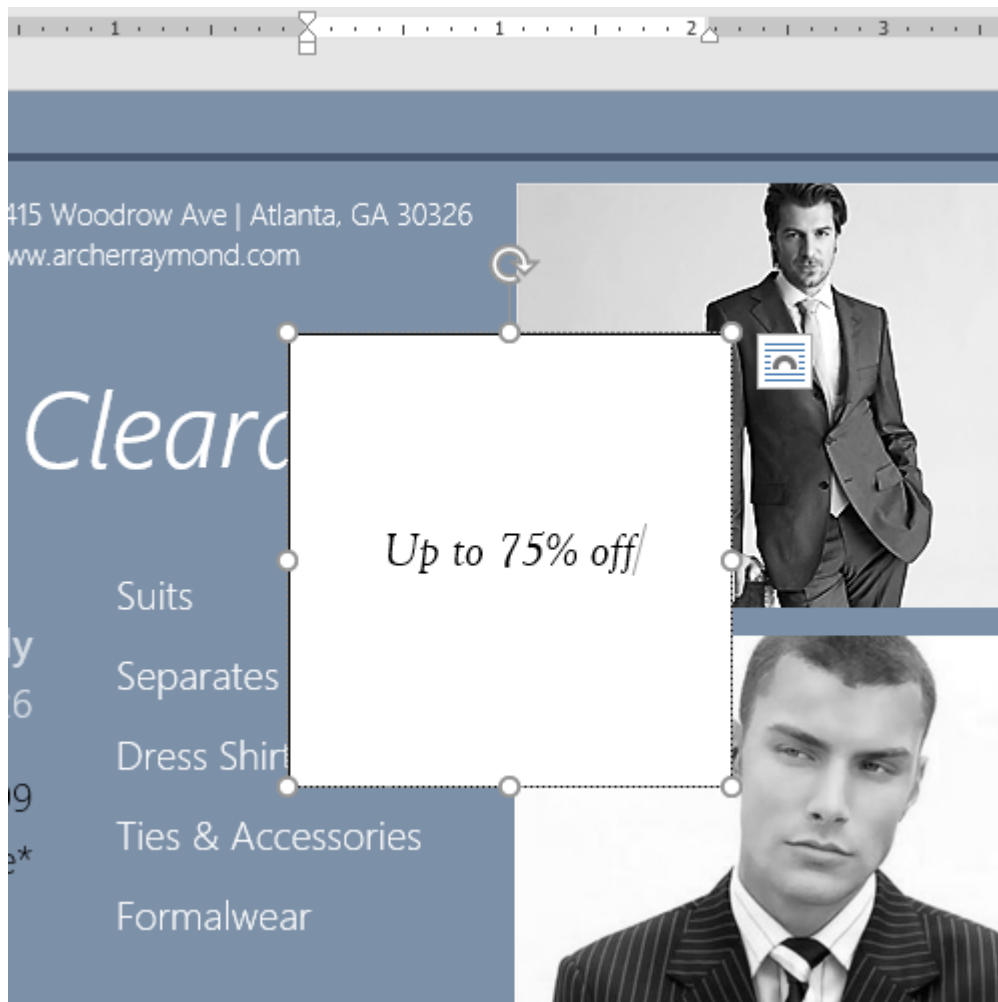
3. Click and drag anywhere on the document to create the text box.



4. The insertion point will appear inside the text box. You can now type to create text inside the text box.

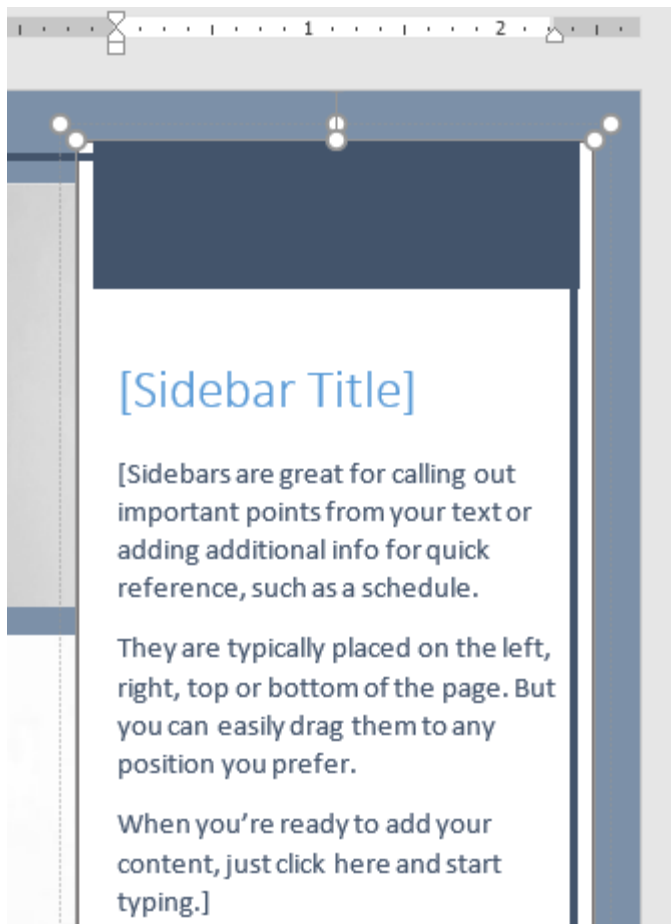


5. If you want, you can select the text and then change the **font**, **color**, and **size** by using the commands on the **Format** and **Home** tabs.



6. Click anywhere outside the text box to return to your document.

You can also select one of the **built-in** text boxes that have predefined colors, fonts, positions, and sizes. If you choose this option, the text box will appear automatically, so you will not need to draw it.



5.4.2. To move a text box:

1. Click the **text box** you want to move.
2. Hover the mouse over one of the edges of the text box. The mouse will change into a **cross with arrows**.
3. Click and drag the text box to the desired **location**.



5.4.3. To resize a text box:

1. Click the **text box** you want to resize.
2. Click and drag any of the **sizing handles** on the corners or sides of the text box until it is the desired size.



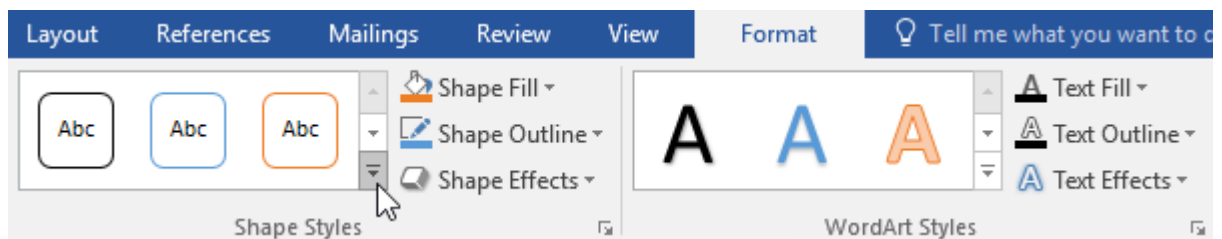
5.4.4. Modifying text boxes

Word offers several options for changing the way text boxes appear in your document. You can change the **shape**, **style**, and **color** of text boxes or add various effects.

5.4.4.1. To change the shape style:

Choosing a **shape style** allows you to apply preset colors and effects to quickly change the appearance of your text box.

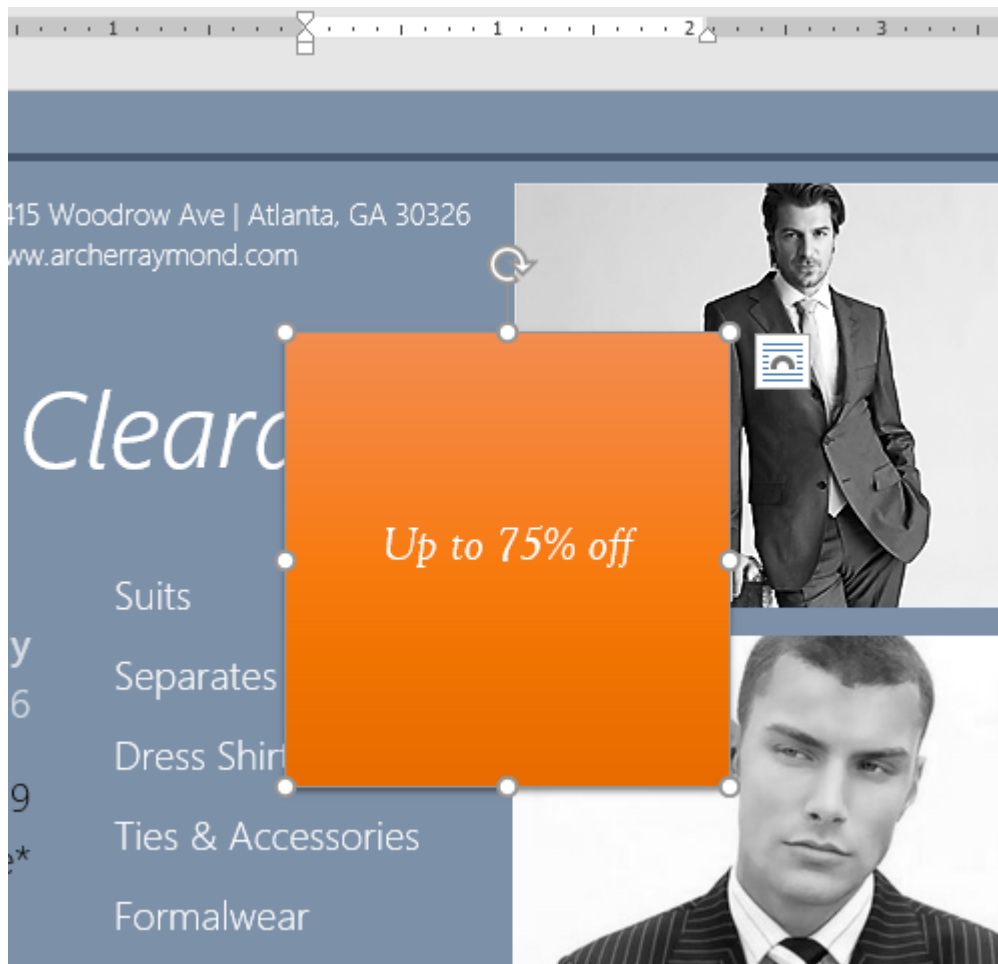
1. Select the text box you want to change.
2. On the **Format** tab, click the **More** drop-down arrow in the **Shape Styles** group.



3. A drop-down menu of styles will appear. Select the **style** you want to use.



4. The text box will appear in the selected style.

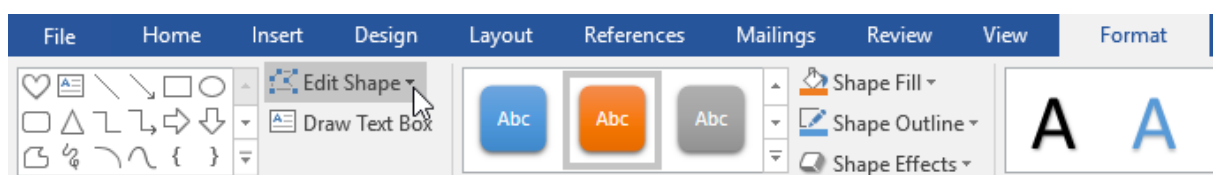


If you want to have more control over text box formatting, you can use any of the shape formatting options such as **Shape Fill** and **Shape Outline**.

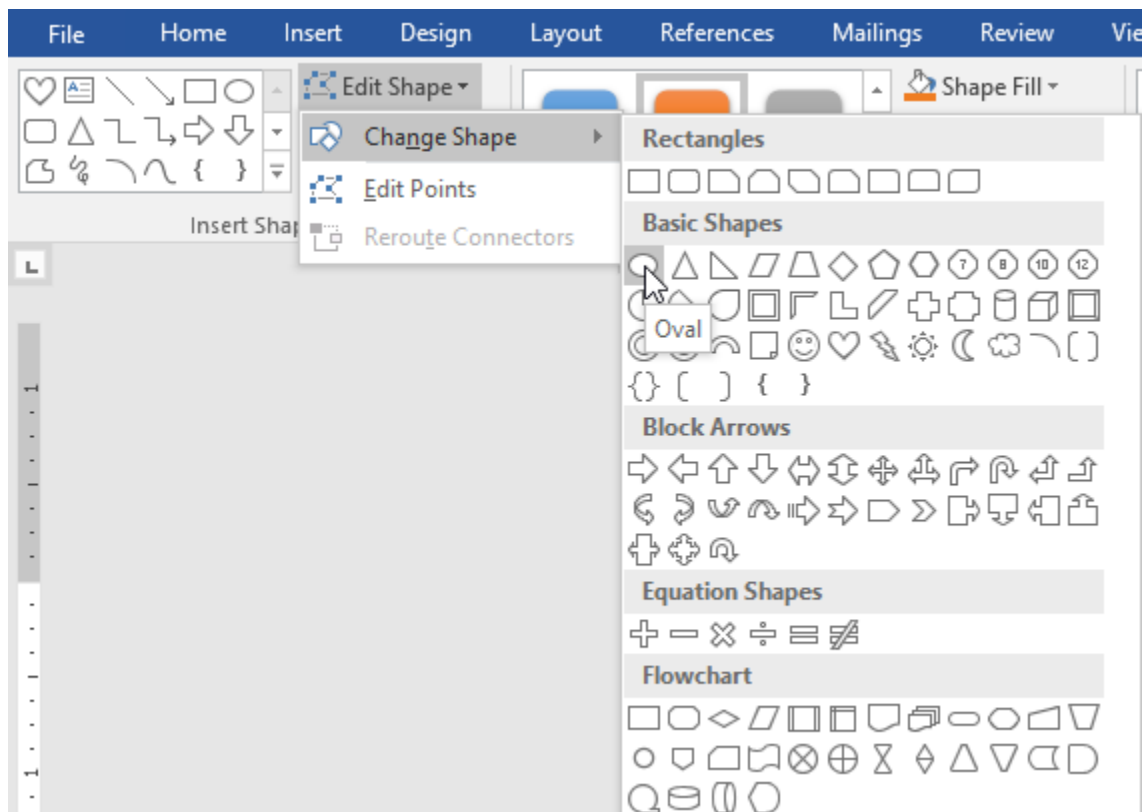
5.4.4.2. To change the text box shape:

Changing the shape of a text box can be a useful option for creating an interesting look in your document.

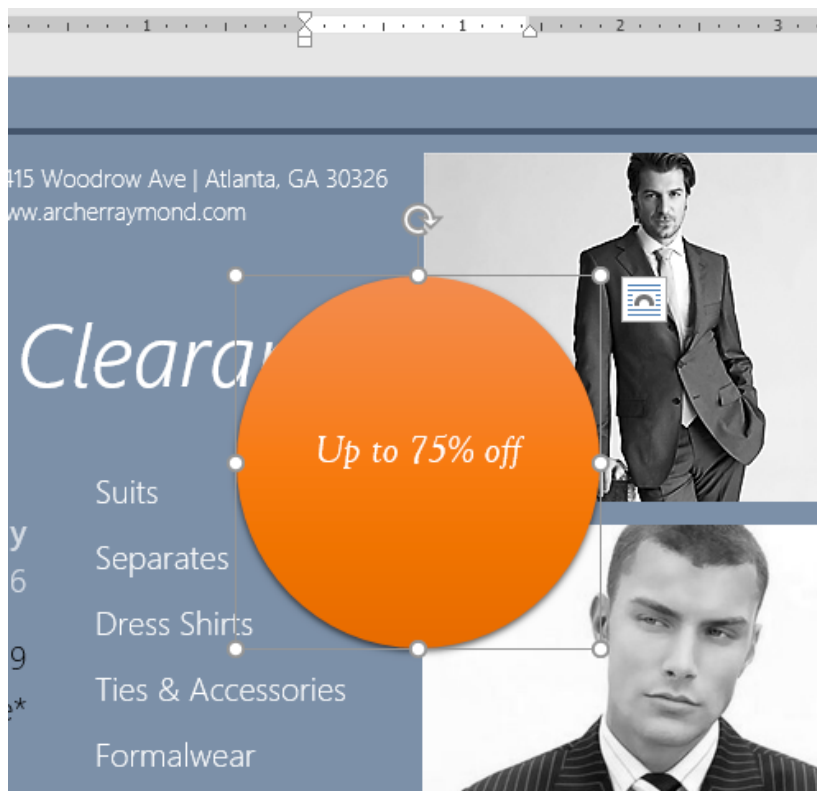
1. Select the text box you want to change. The **Format** tab will appear.
2. From the **Format** tab, click the **Edit Shape** command.



3. Hover the mouse over **Change Shape**, then select the desired **shape** from the menu that appears.



4. The text box will appear formatted as the shape.



5.5. Aligning, Ordering, and Grouping Objects

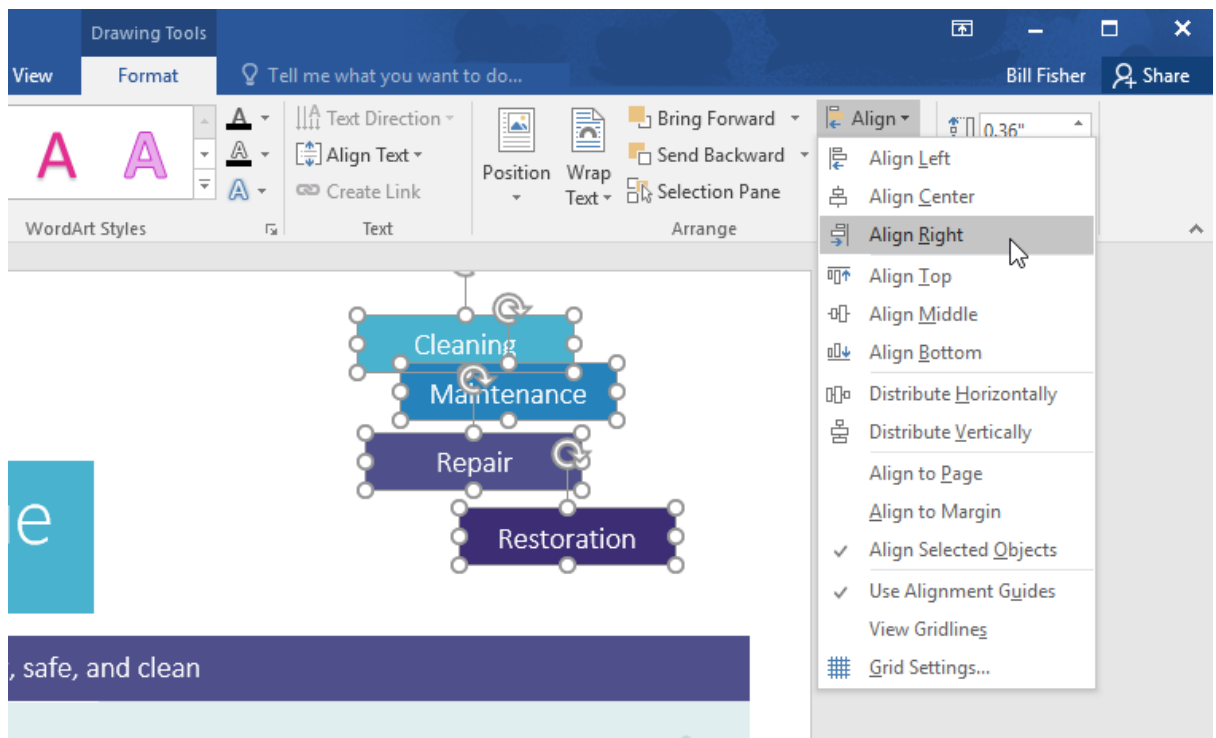
There may be times when your documents have multiple **objects**, such as pictures, shapes, and text boxes. You can arrange the objects any way you want by **aligning**, **grouping**, **ordering**, and **rotating** them in various ways.

5.5.1. To align two or more objects:

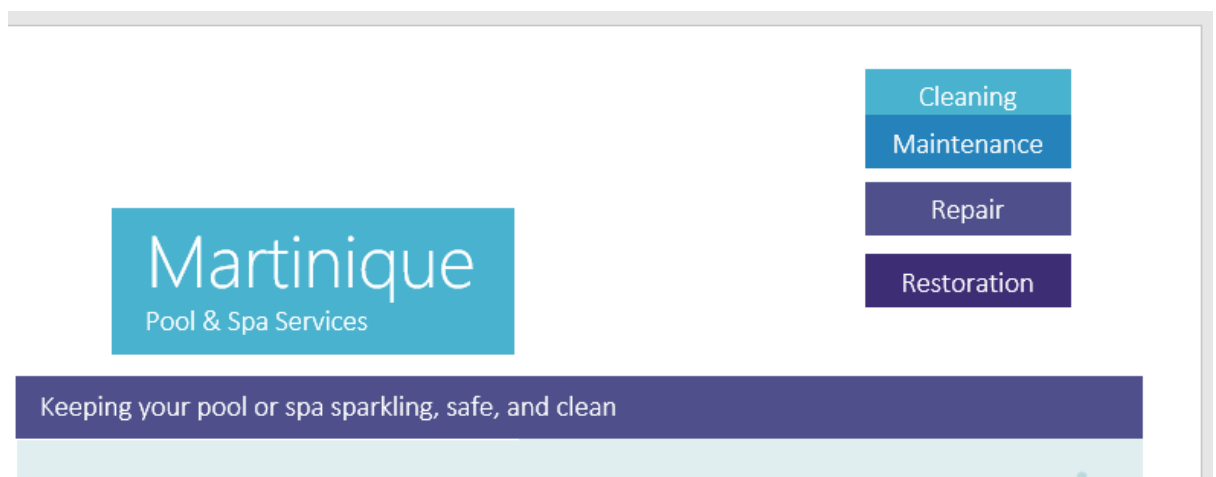
1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to align. In our example, we'll select the four shapes on the right.



2. From the **Format** tab, click the **Align** command, then select one of the **alignment options**. In our example, we'll choose **Align Right**.



3. The objects will be aligned based on the selected option. In our example, the shapes are now aligned with each other.

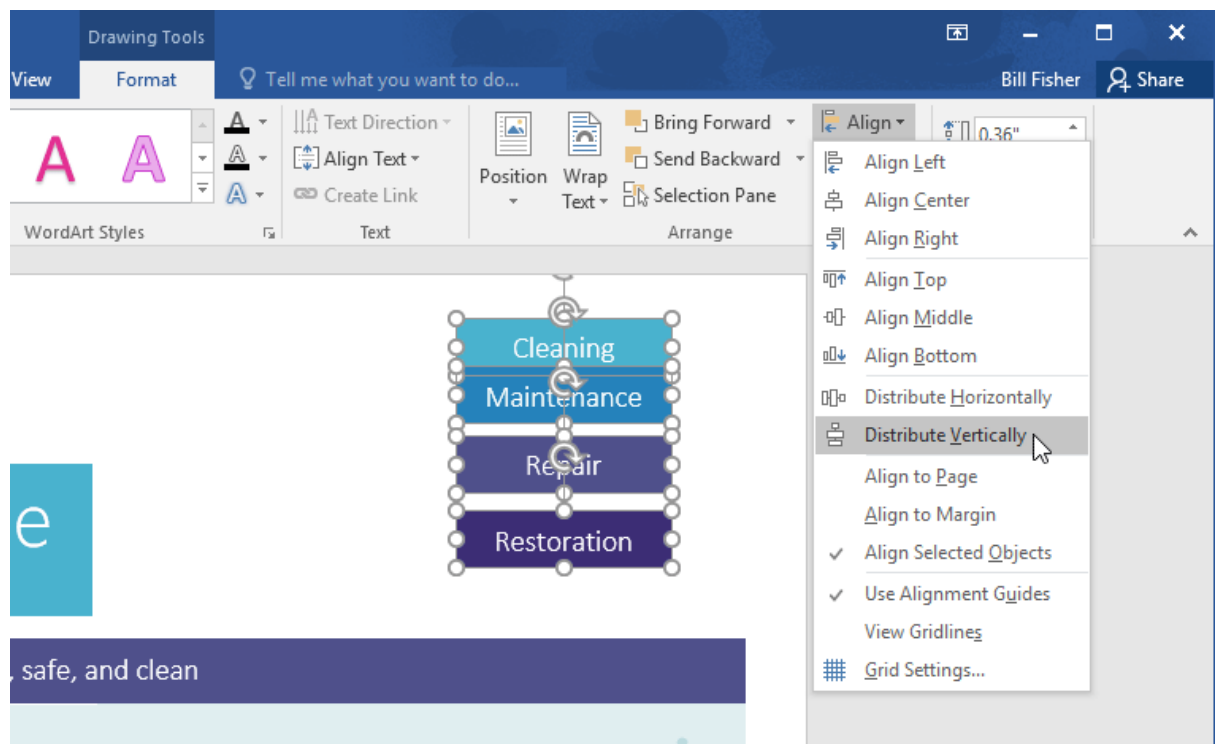


Note that the **Align Selected Objects** option is selected by default, which allows you to align objects without moving them to a different part of the page. However, if you want to move the objects the top or bottom of the page, select **Align to Page** or **Align to Margin** before choosing an alignment option.

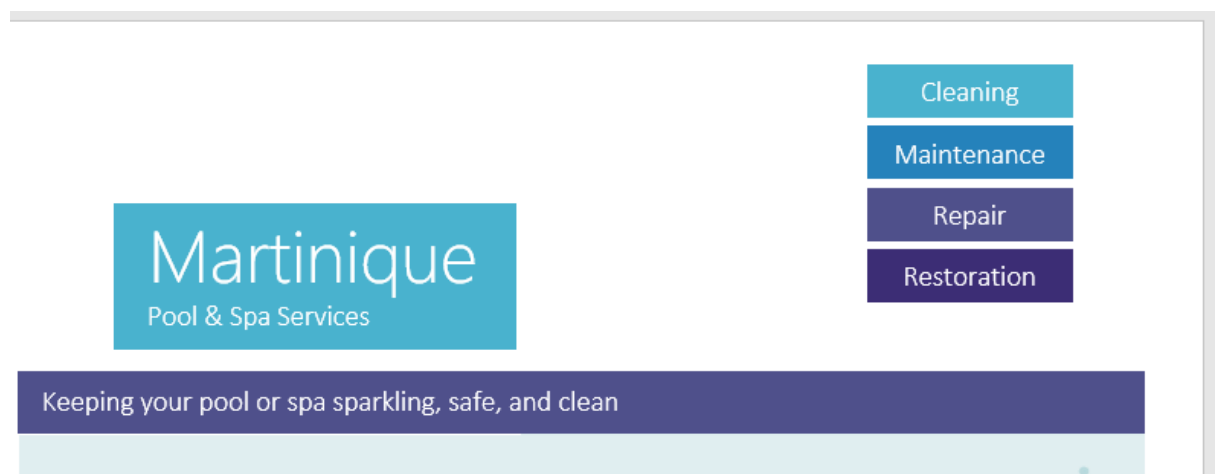
5.5.2. To distribute objects evenly:

If you have arranged your objects in a row or column, you may want them to be an **equal distance** from one another for a neater appearance. You can do this by **distributing the objects** horizontally or vertically.

1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to distribute.
2. On the **Format** tab, click the **Align** command, then select **Distribute Horizontally** or **Distribute Vertically**.



3. The objects will be evenly spaced from one another.

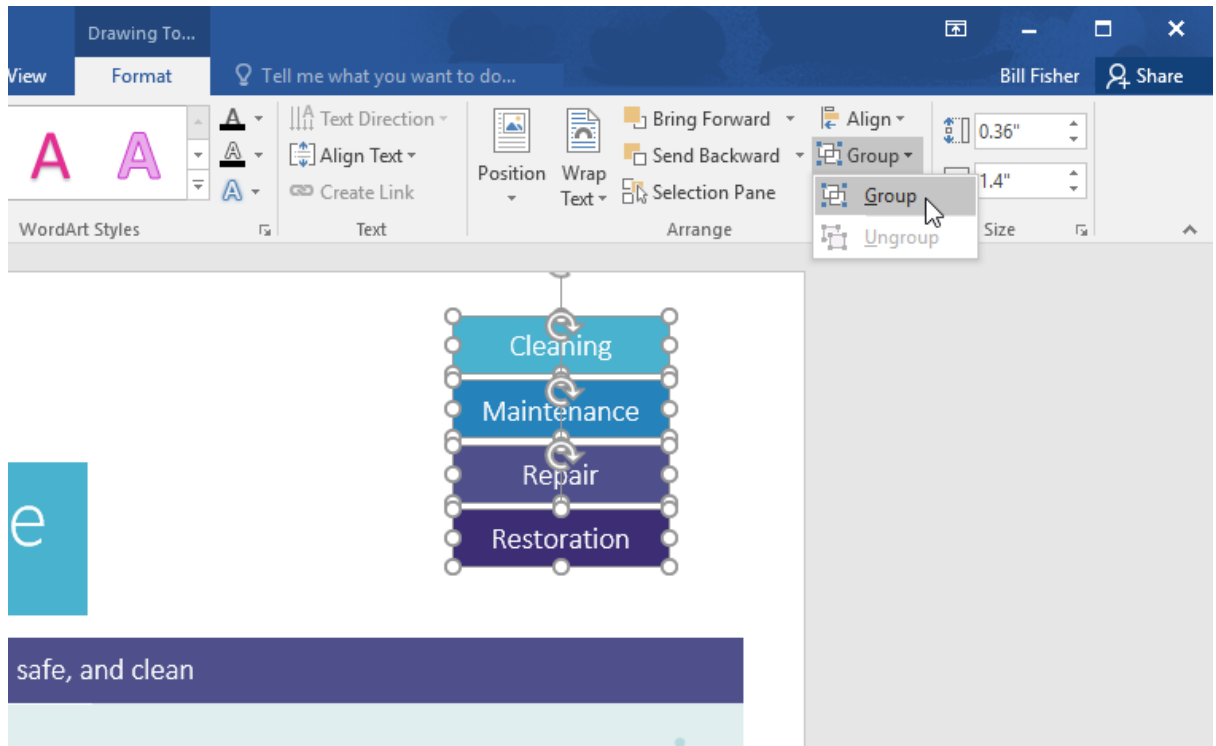


5.5.3. Grouping objects

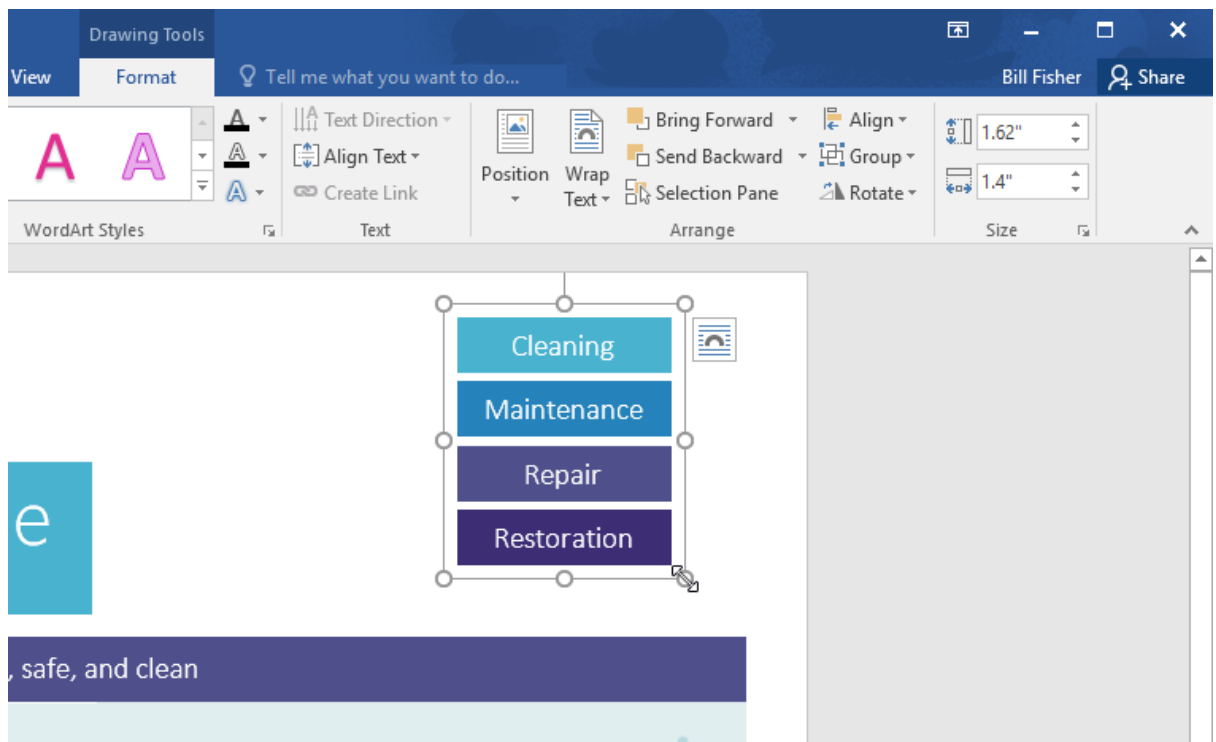
At times, you may want to **group** multiple objects into **one object** so they will stay together. This is usually easier than selecting them individually, and it also allows you to resize and move all of the objects at the same time.

5.5.3.1. To group objects:

1. Hold the **Shift** (or **Ctrl**) key and click the objects you want to group.
2. Click the **Group** command on the **Format** tab, then select **Group**.

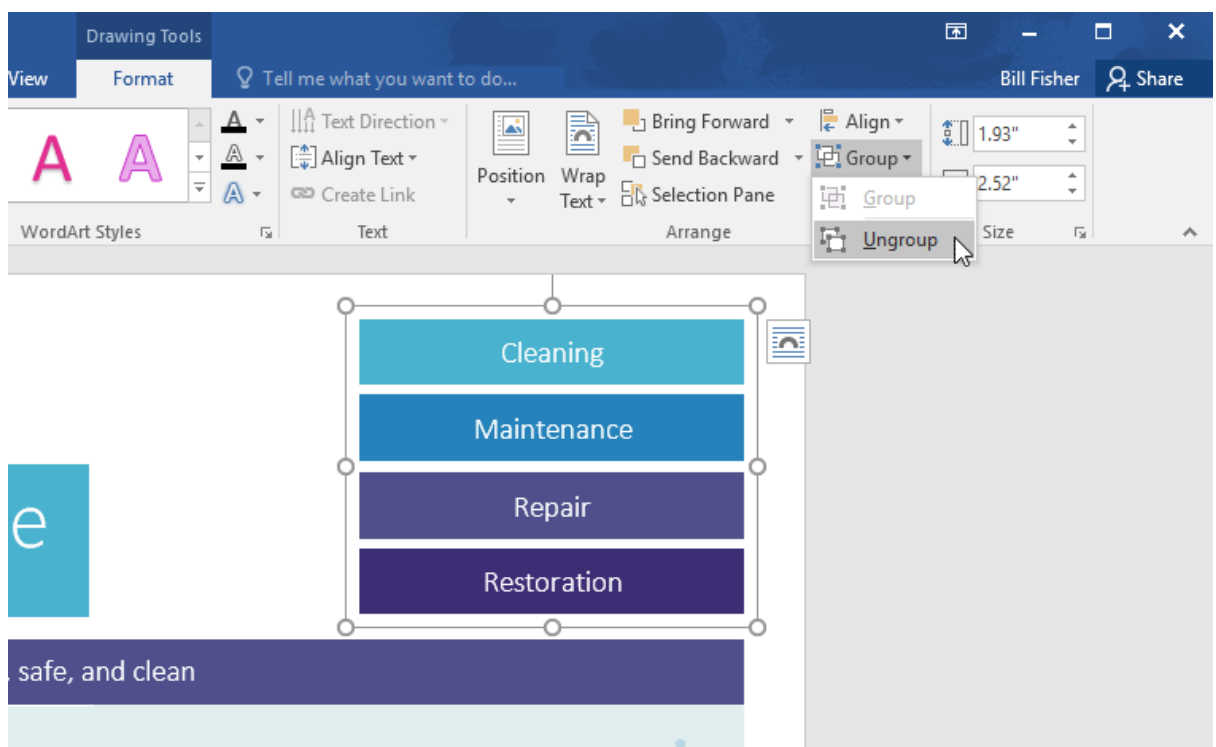


3. The selected objects will now be grouped. There will be a **single box with sizing handles** around the entire group so you can move or resize all of the objects at the same time.



5.5.3.2. To ungroup objects:

1. Select the grouped object. From the **Format** tab, click the **Group** command and select **Ungroup**.



2. The objects will be ungrouped.

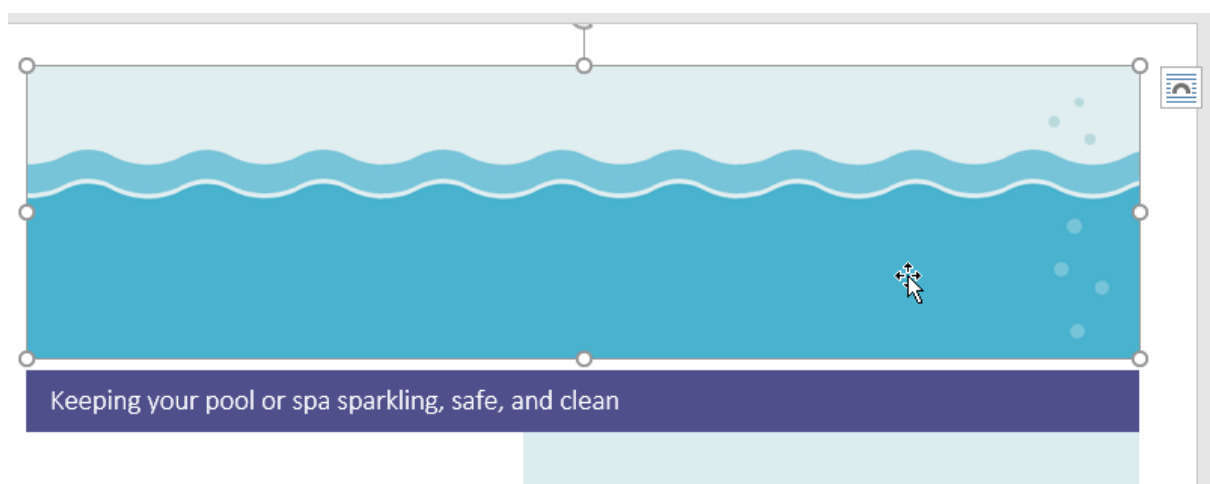


5.5.4. Ordering objects

In addition to aligning objects, Word gives you the ability to **arrange objects** in a **specific order**. The ordering is important when two or more objects **overlap** because it determines which objects are in the **front** or the **back**.

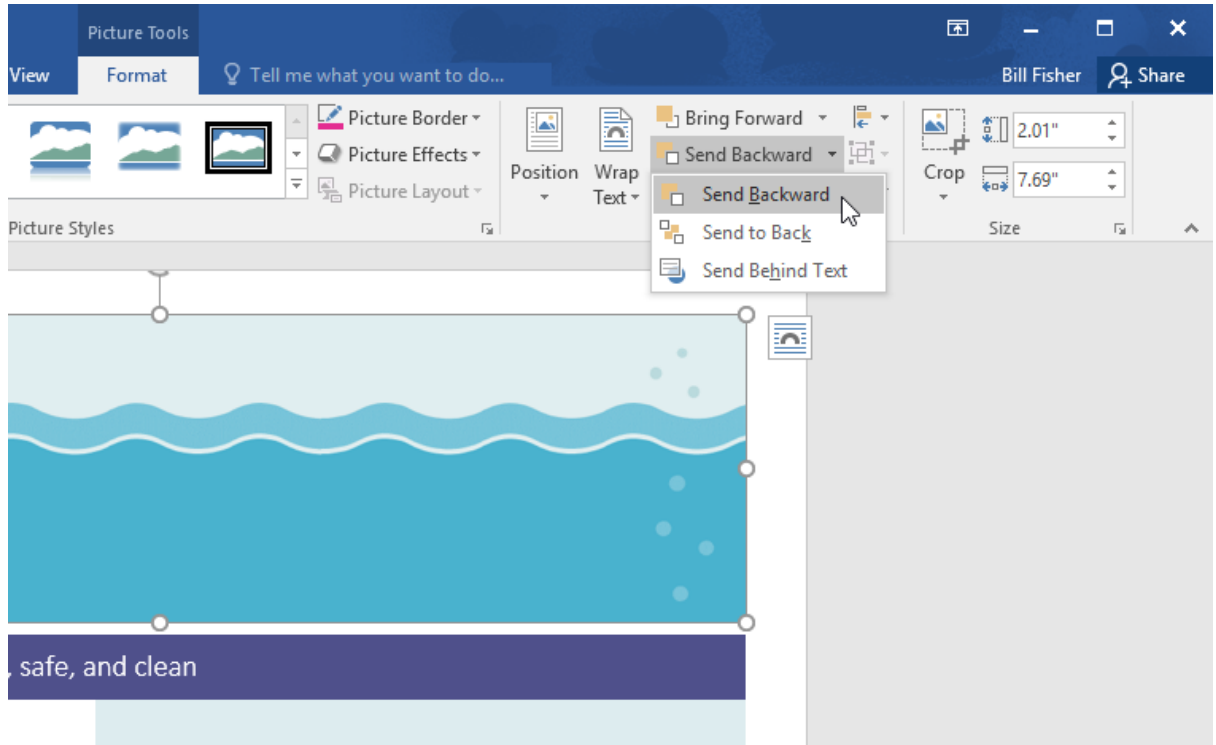
5.5.4.1. Understanding levels

Objects are placed on different **levels** according to the **order** in which they were inserted into a document. In the example below, if we move the waves image to the beginning of the document, it covers up several of the text boxes. That's because the image is currently on the highest—or top—level. However, we can **change its level** to put it behind the other objects.

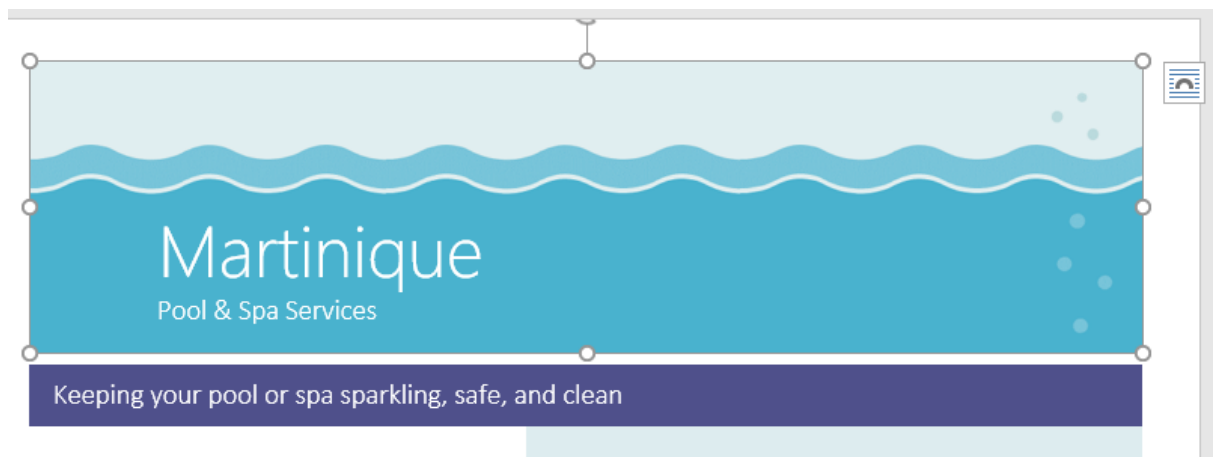


5.5.4.2. To change an object's level:

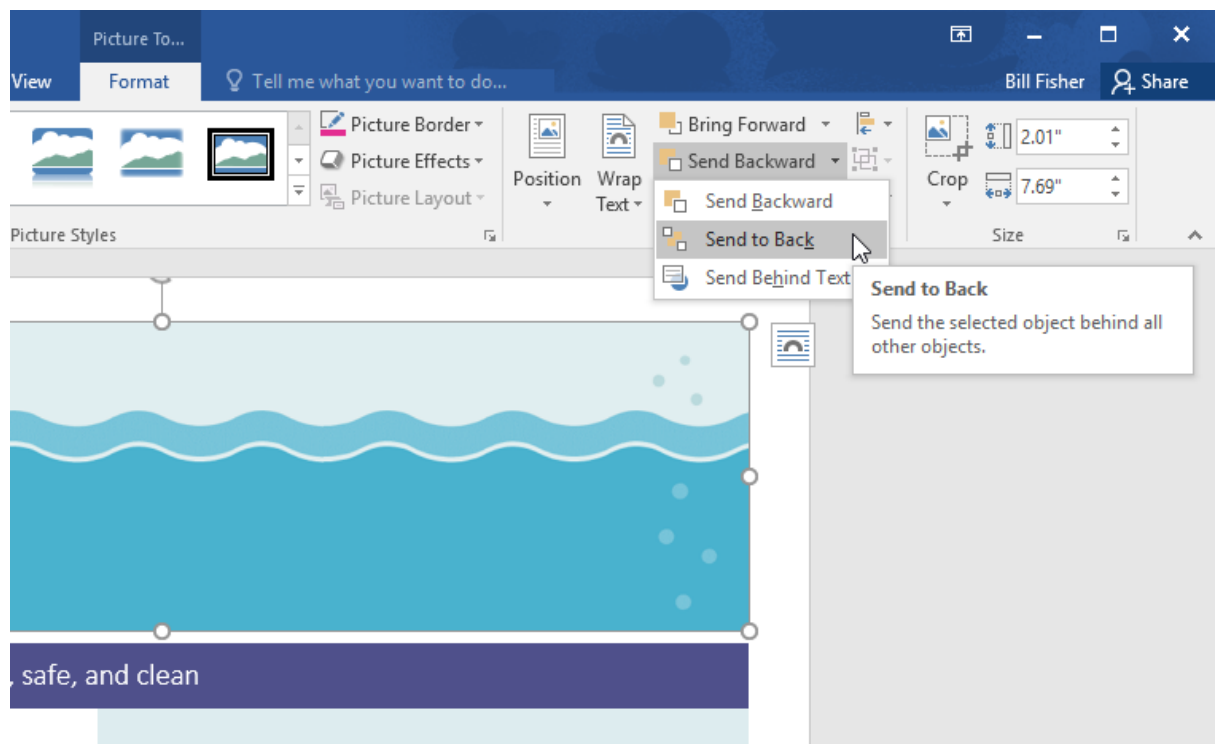
1. Select the object you want to move. In our example, we'll select the image of the waves.
2. From the **Format** tab, click the **Bring Forward** or **Send Backward** command to change the object's ordering by **one level**. In our example, we'll select **Send Backward**.



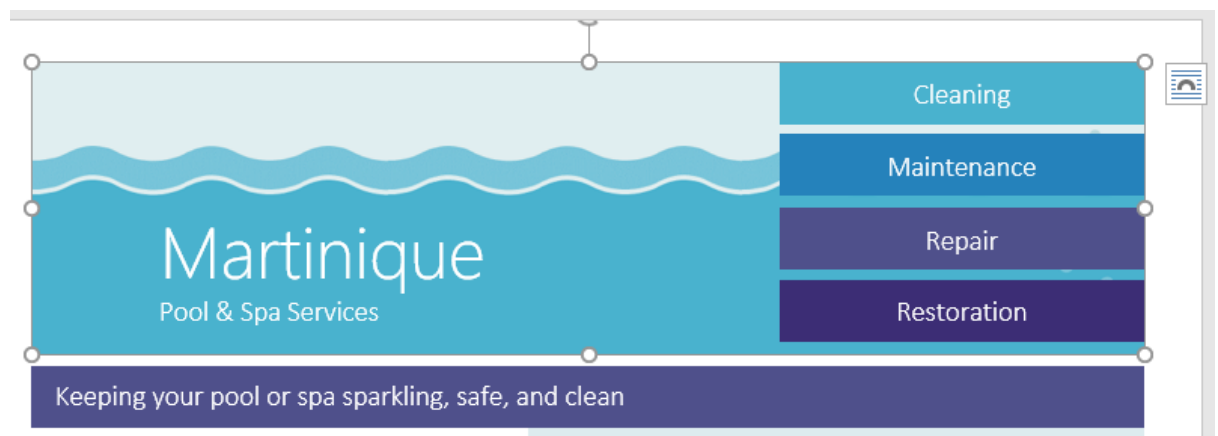
3. The objects will be reordered. In our example, the image is now behind the text on the left, but it's still covering the shapes on the right.



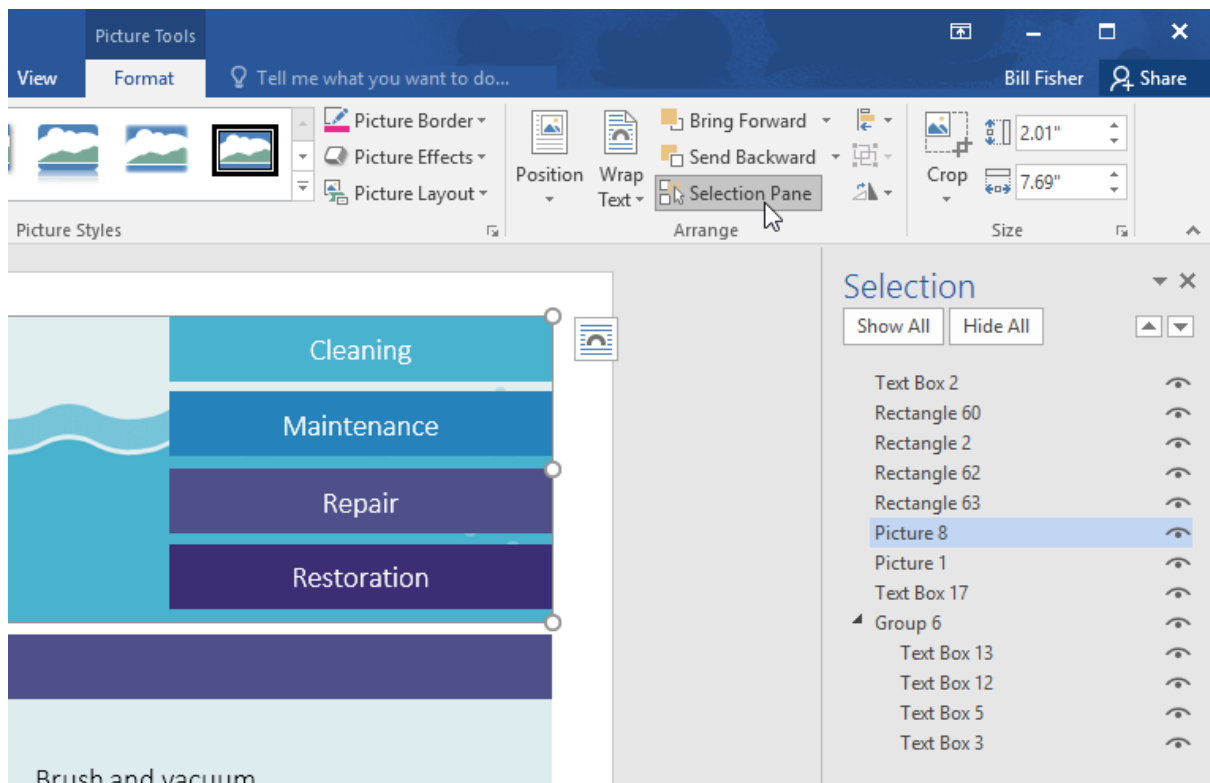
4. If you want to move an object behind or in front of several objects, it's usually faster to use **Bring Forward** or **Send Backward** instead of clicking the other ordering command multiple times.



5. In our example, the image has been moved behind everything else on the page, so all of the other text and shapes are visible.



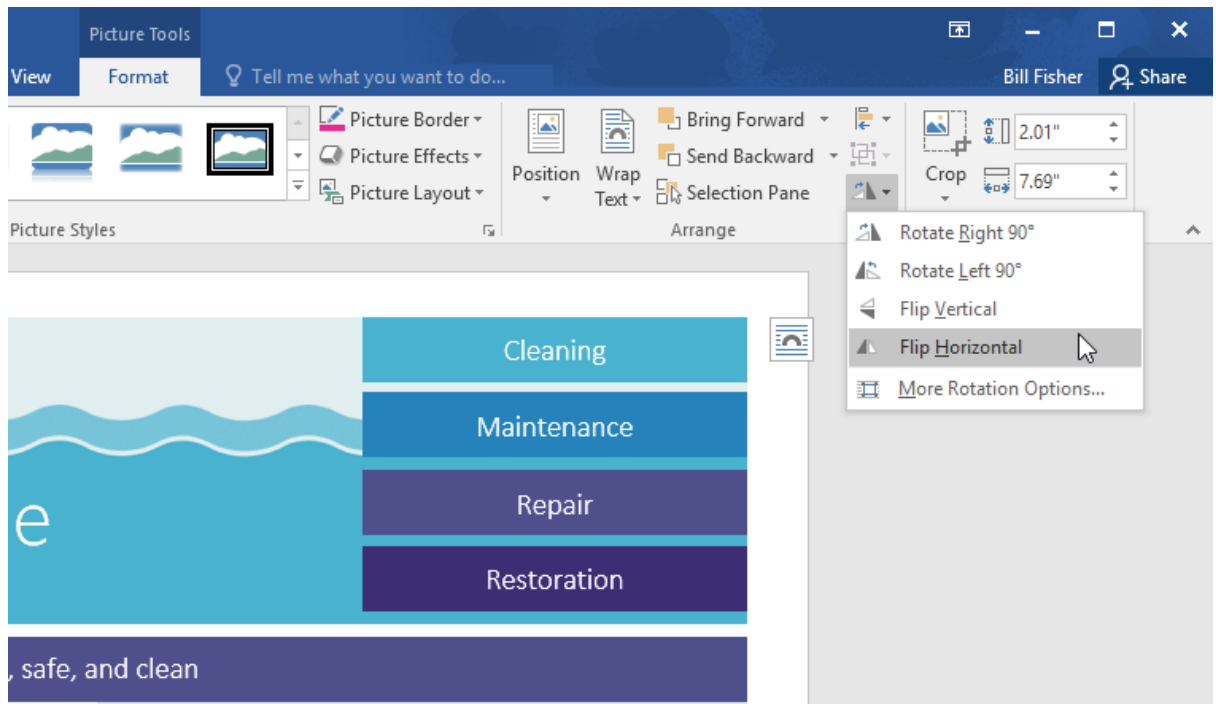
If you have several objects placed on top of each other, it may be difficult to select an individual object. The **Selection Pane** allows you to easily drag an object to a different level. To view the Selection Pane, click **Selection Pane** on the **Format** tab.



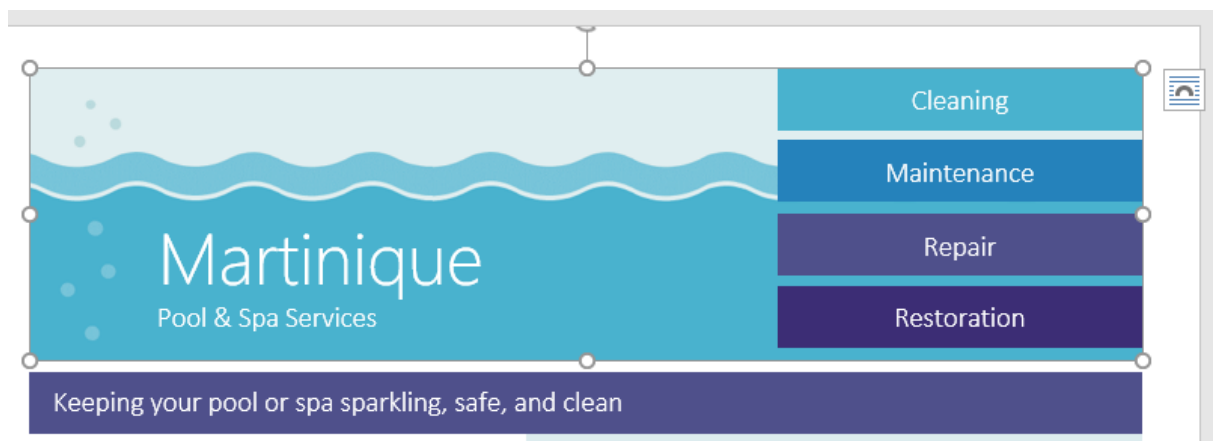
5.5.4.3. To rotate or flip an object:

If you need to turn an object so it faces a different direction, you can **rotate it** to the left or right, or you can **flip it** horizontally or vertically.

1. With the desired object selected, click the **Rotate** command on the **Format** tab, then choose the desired **rotation option**. In our example, we'll choose **Flip Horizontal**.



2. The object will be rotated. In our example, we can now see the bubbles on the left that were previously hidden behind the text boxes.

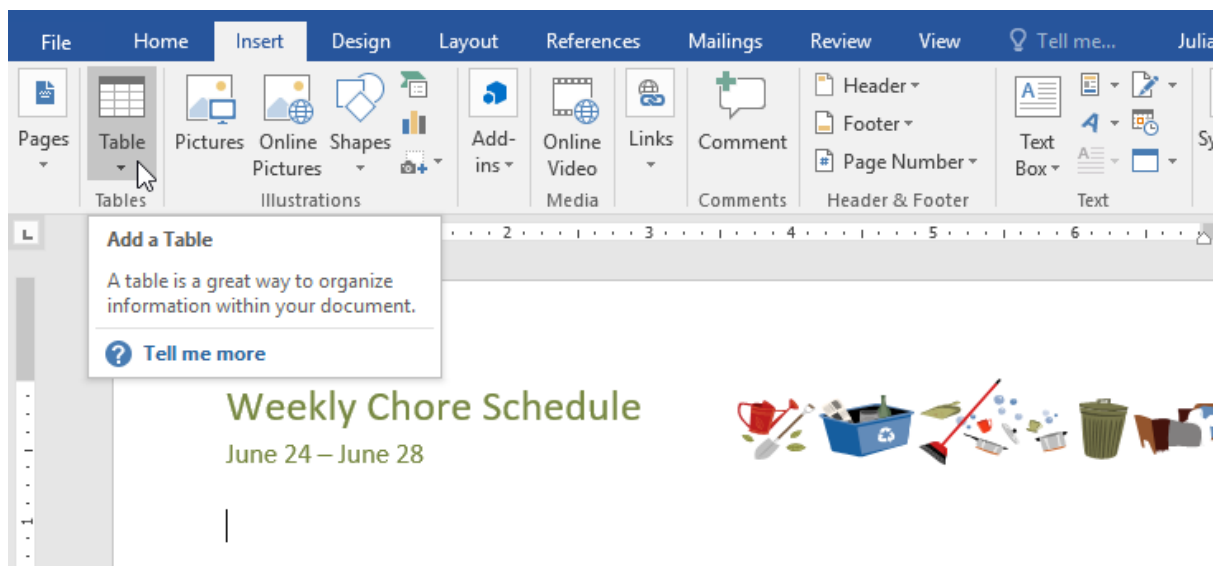


5.6. Tables

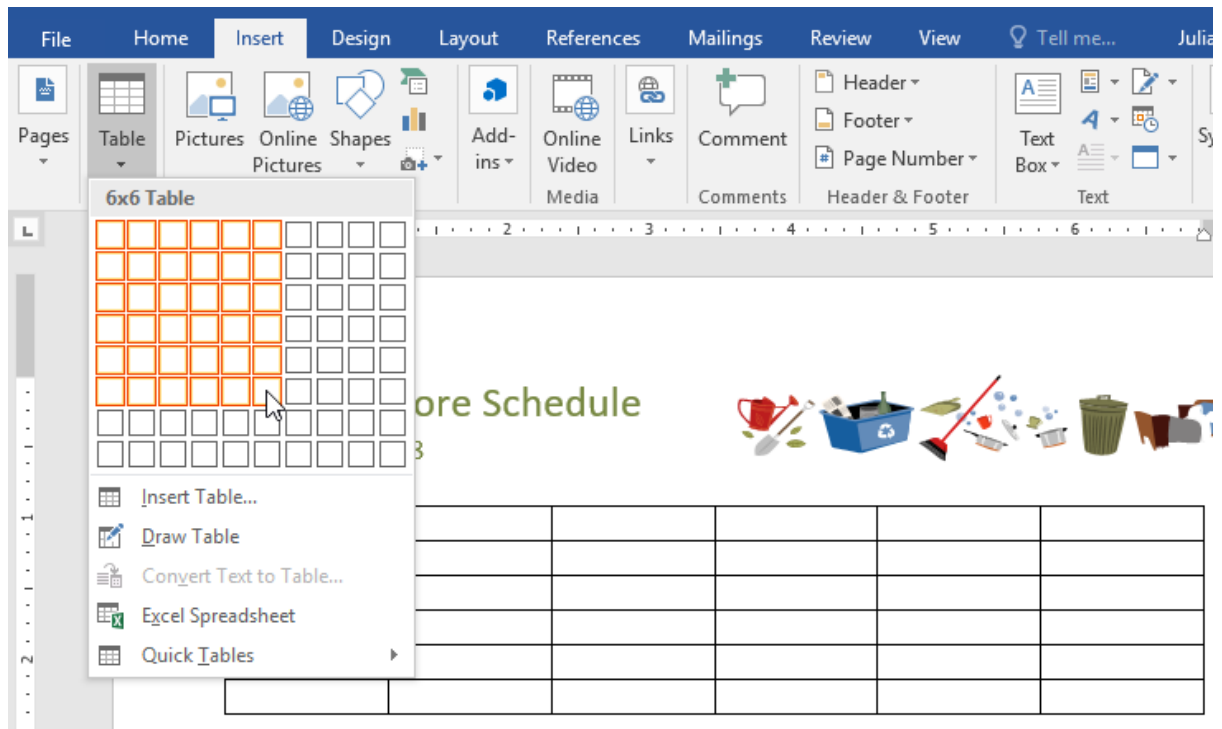
A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a **blank table** or convert **existing text** to a table. You can also customize your table using different **styles** and **layouts**.

5.6.1. To insert a blank table:

1. Place the insertion point where you want the table to appear.
2. Navigate to the **Insert** tab, then click the **Table** command.




3. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns** and **rows** you want.



4. Click the grid to **confirm** your selection, and a table will appear.
5. To **enter text**, place the insertion point in any cell, then begin typing.

Weekly Chore Schedule
June 24 – June 28



Monday	Tuesday	Wed				

To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

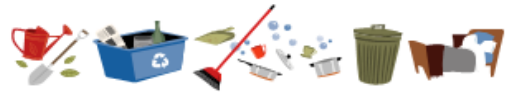
5.6.2. To convert existing text to a table:

In the example below, each line of text contains part of a **checklist**, including chores and days of the week. The items are separated by **tabs**. Word can convert this information into a table, using the tabs to separate the data into columns.

1. Select the text you want to **convert** to a table. If you're using our practice file, you can find this text on page 2 of the document.

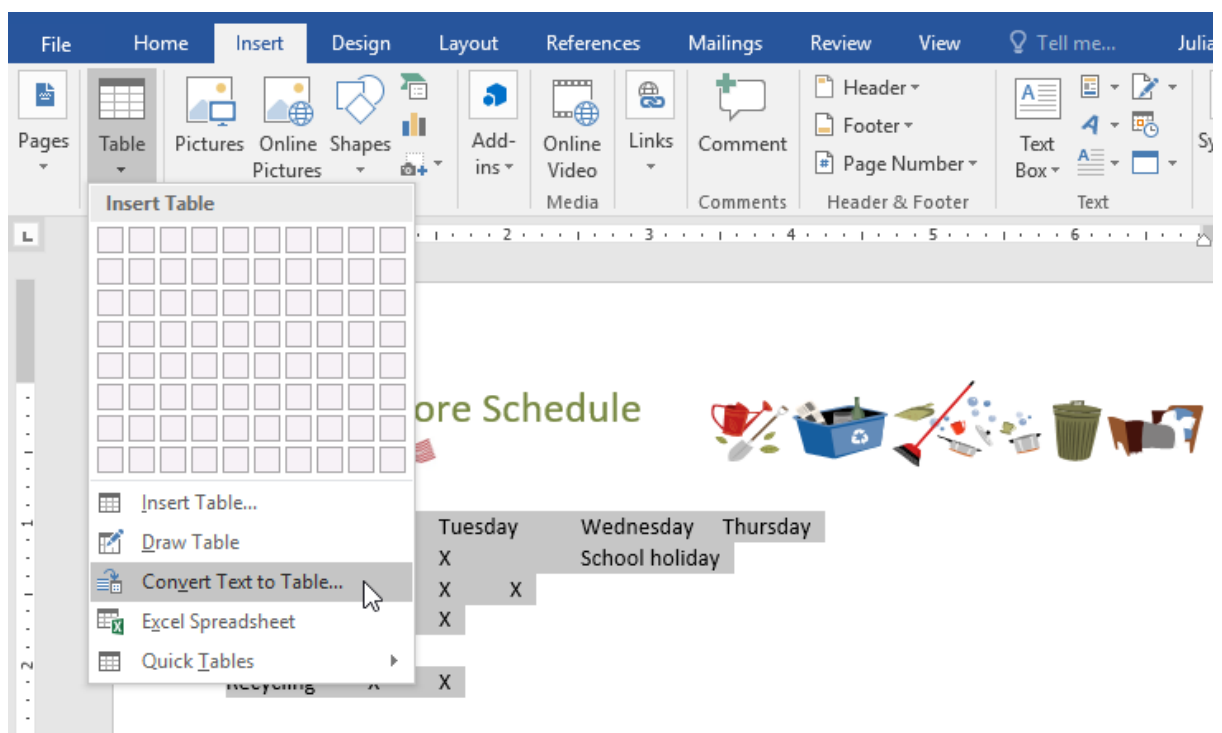
Weekly Chore Schedule

July 1 – July 5 🇺🇸

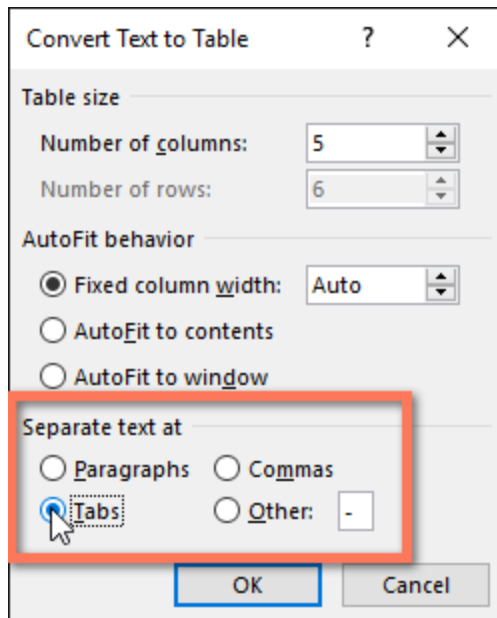


	Monday	Tuesday	Wednesday	Thursday
Homework	X	X	School holiday	
Feed fish	X	X	X	
Dishes	X	X		
Sweeping				
Recycling	X	X		

- Go to the **Insert** tab, then click the **Table** command.
- Select **Convert Text to Table** from the drop-down menu.



- A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.



5. Click **OK**. The text will appear in a table.

Weekly Chore Schedule

July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

5.6.3. Modifying tables

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

5.6.3.1. To add a row or column:

1. Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.

Weekly Chore Schedule

July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

2. A new row or column will be added to the table.

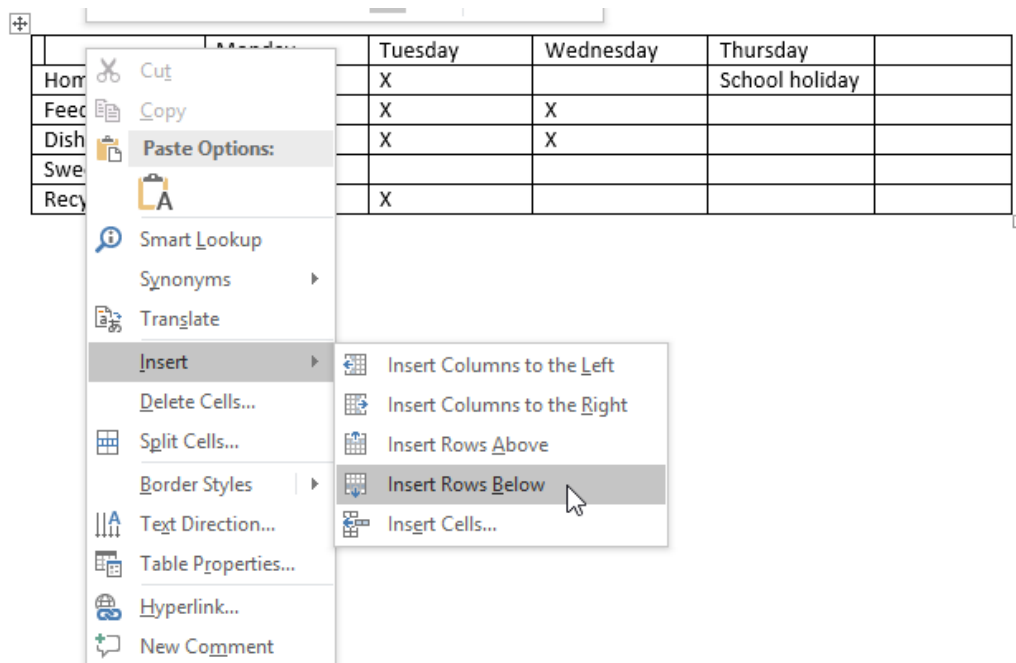
Weekly Chore Schedule

July 1 – July 5 🇺🇸



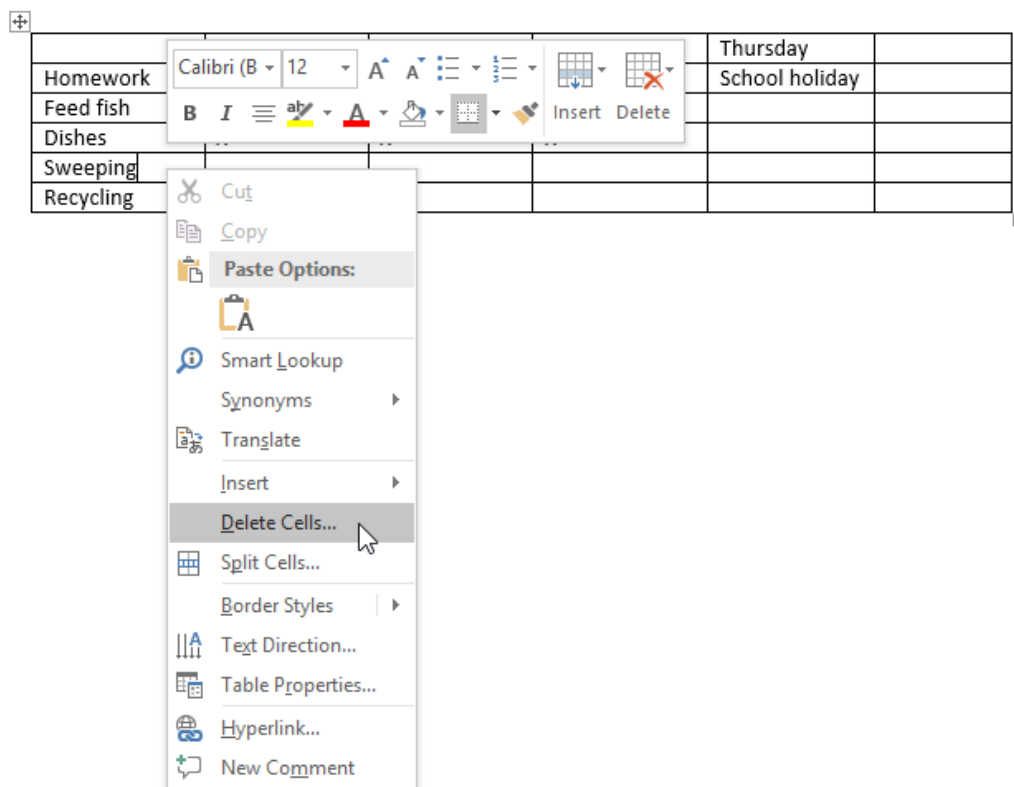
	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

Alternatively, you can **right-click** the table, then hover over **Insert** to see various row and column options.

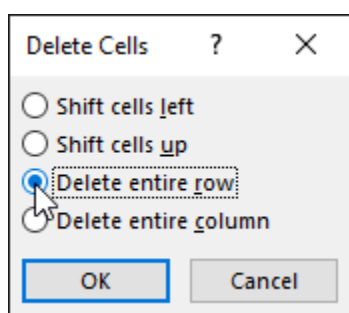


5.6.3.2. To delete a row or column:

1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click, then select **Delete Cells** from the menu.



3. A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.

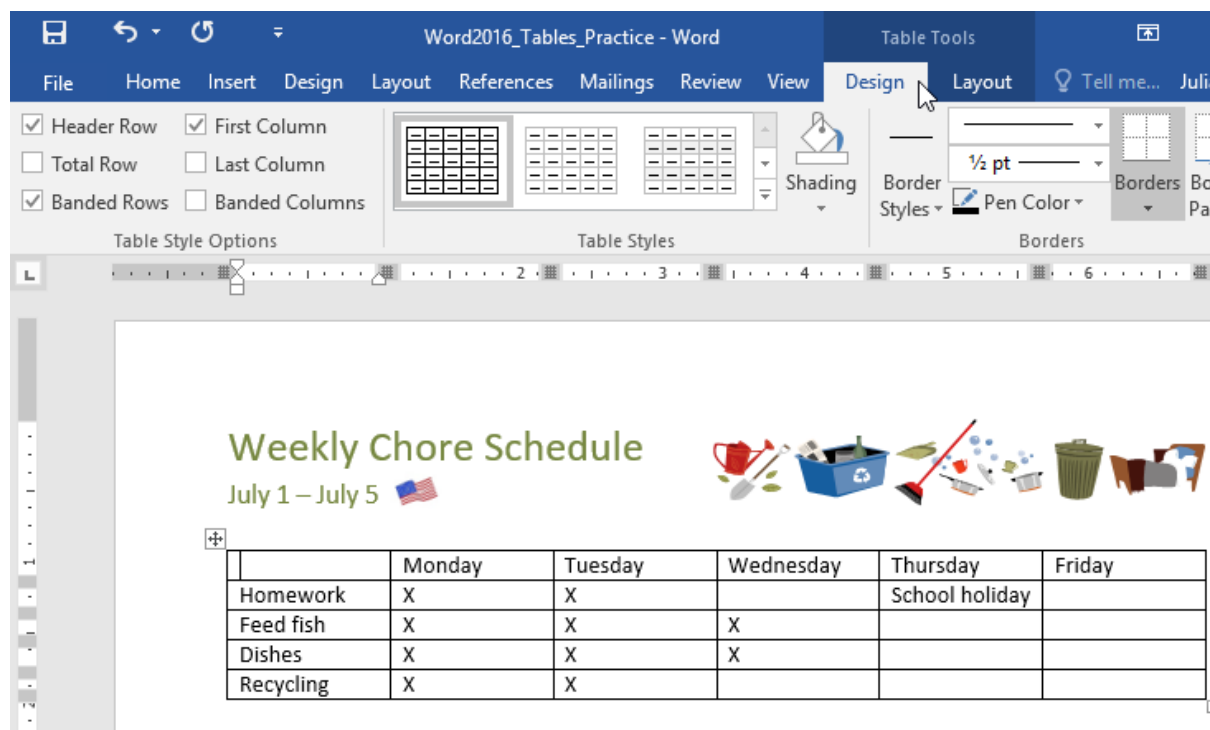


4. The row or column will be deleted.

5.6.3.3. To apply a table style:

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.



2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.

Word2016_Tables_Practice - Word

File Home Insert Design Layout References Mailings Review View **Design** Layout Tell me... Julia

Table Tools

Table Style Options: ☒ Header Row ☒ First Column ☐ Total Row ☐ Last Column ☒ Banded Rows ☐ Banded Columns

Table Styles

Shading Border Styles Pen Color Borders

More
Quickly change the visual style of your table.
Each style uses a unique combination of borders and shading to change the appearance of your table. Hover over a style in the gallery to preview it in your document.

Weekly Chore Schedule

July 1 – July 5 🇺🇸

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

3. Select the **table style** you want.

Word2016_Tables_Practice - Word

Insert Design Layout References Mailings Review View **Design** Layout Tell me... Julia Fillory Share

Table Tools

First Column Last Column Banded Columns Options

Plain Tables

Grid Tables

Weekly C

July 1 – July 5

Homework
Feed fish
Dishes
Recycling

- The table style will appear.

Weekly Chore Schedule

July 1 – July 5 🇺🇸

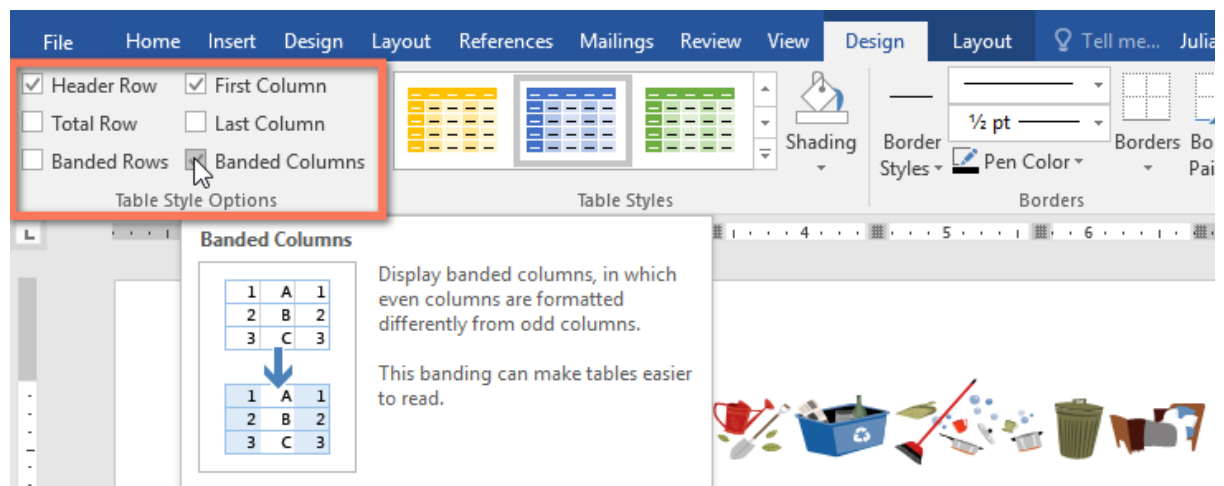


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

5.6.3.4. To modify table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

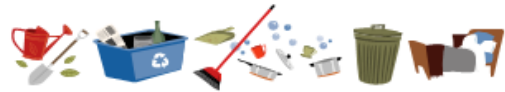
- Click anywhere in your table, then navigate to the **Design** tab.
- Locate the **Table Style Options** group, then **check** or **uncheck** the desired options.



- The table style will be modified.

Weekly Chore Schedule

July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

5.6.3.5. To apply borders to a table:

1. Select the **cells** you want to apply a border to.

Weekly Chore Schedule

July 1 – July 5 🇺🇸

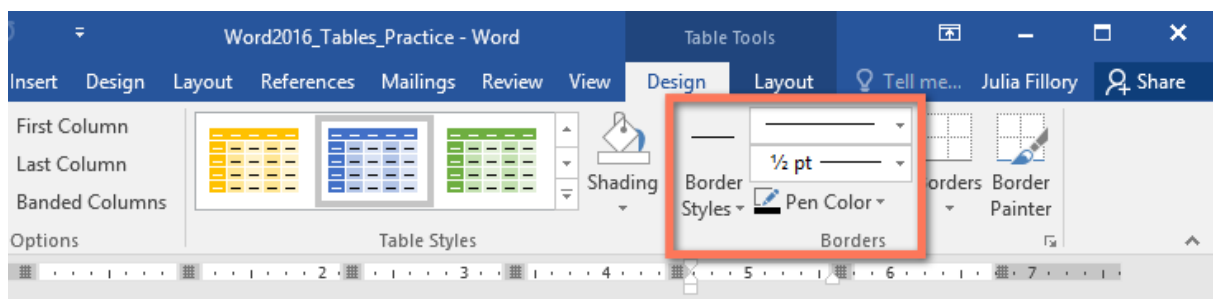


+

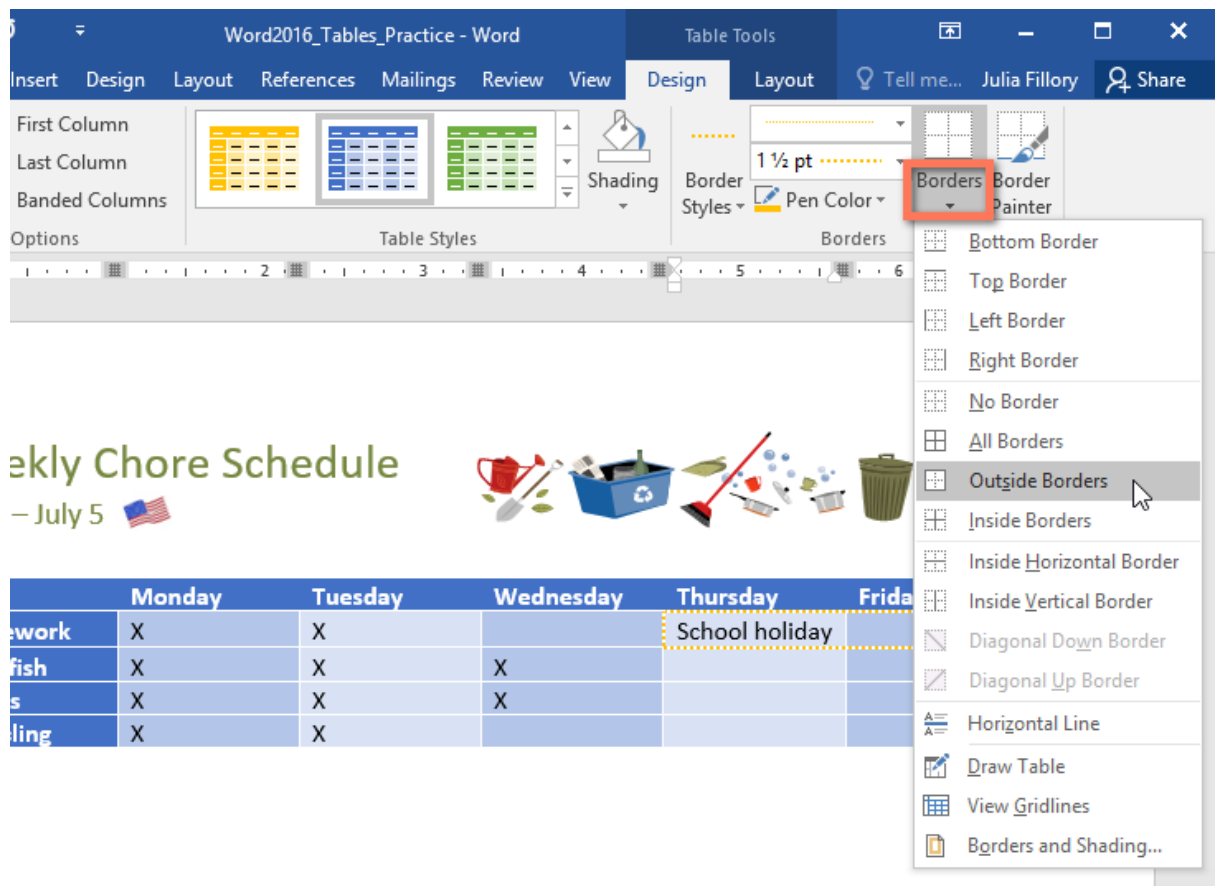
	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

□

2. Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **Pen Color**.



3. Click the **drop-down** arrow below the **Borders** command.
4. Choose a **border type** from the menu.



- The border will be applied to the selected cells.

Weekly Chore Schedule
July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

5.6.4. Modifying a table using the Layout tab

In Word, the **Layout** tab appears whenever you select your table. You can use the options on this tab to make a variety of modifications.

Word2016_Tables_Practice - Word

Table Tools


File Home Insert Design Layout References Mailings Review View Design Layout Tell me... Julia Fillory Share

Select View Gridlines Properties Table Draw Rows & Columns Merge Cell Size Alignment

Draw Table Eraser Delete Insert Above Insert Below Insert Left Insert Right Merge Cells Split Cells Split Table AutoFit Text Direction Margins Data

Weekly Chore Schedule

July 1 – July 5 🇺🇸



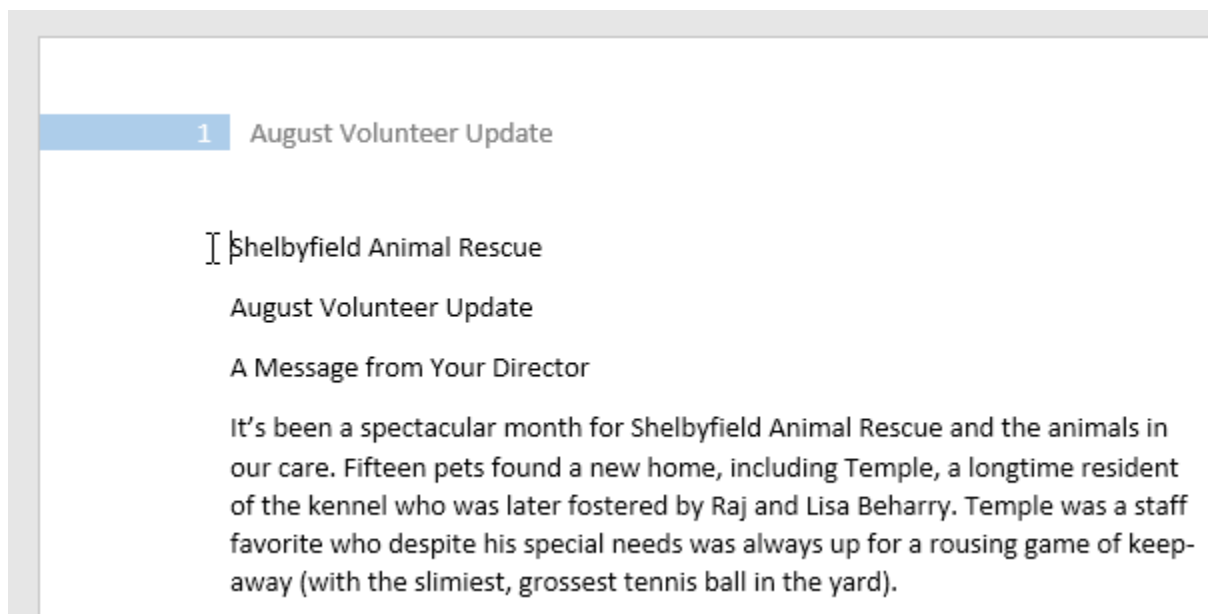
	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

5.7. Applying and Modifying Styles

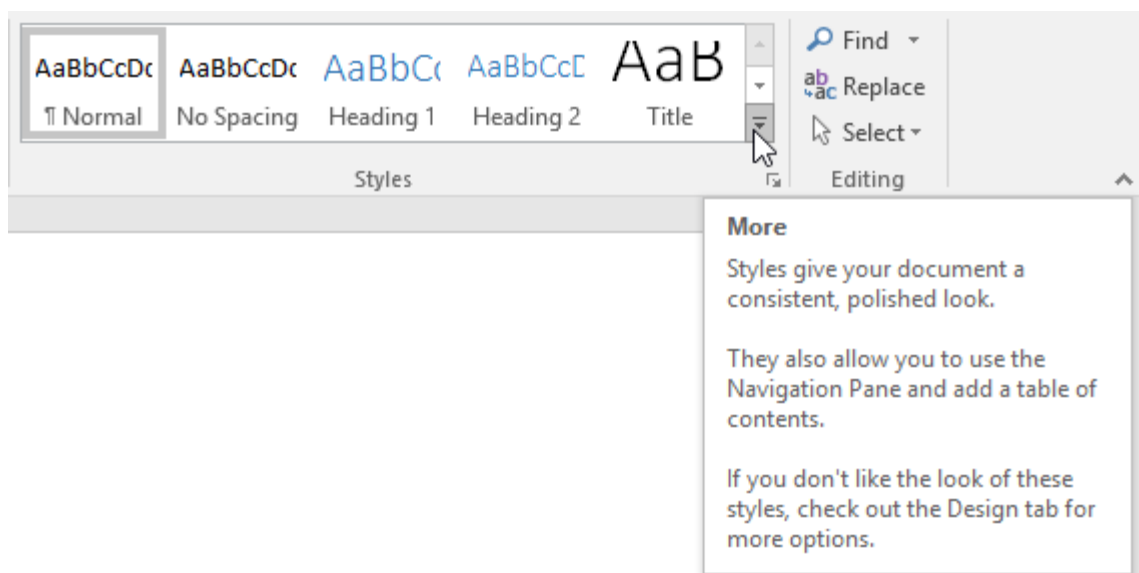
A **style** is a predefined combination of font style, color, and size that can be applied to any text in your document. Styles can help your documents achieve a more professional look and feel. You can also use styles to quickly change several things in your document at the same time.

5.7.1. To apply a style:

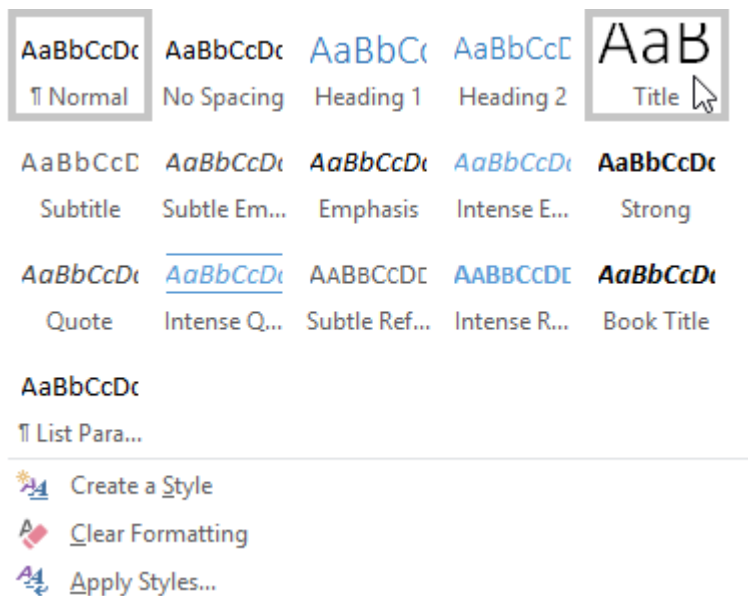
1. Select the text you want to format, or place your cursor at the beginning of the line.



2. In the **Styles** group on the **Home** tab, click the **More** drop-down arrow.



3. Select the **desired style** from the drop-down menu.



4. The text will appear in the selected style.



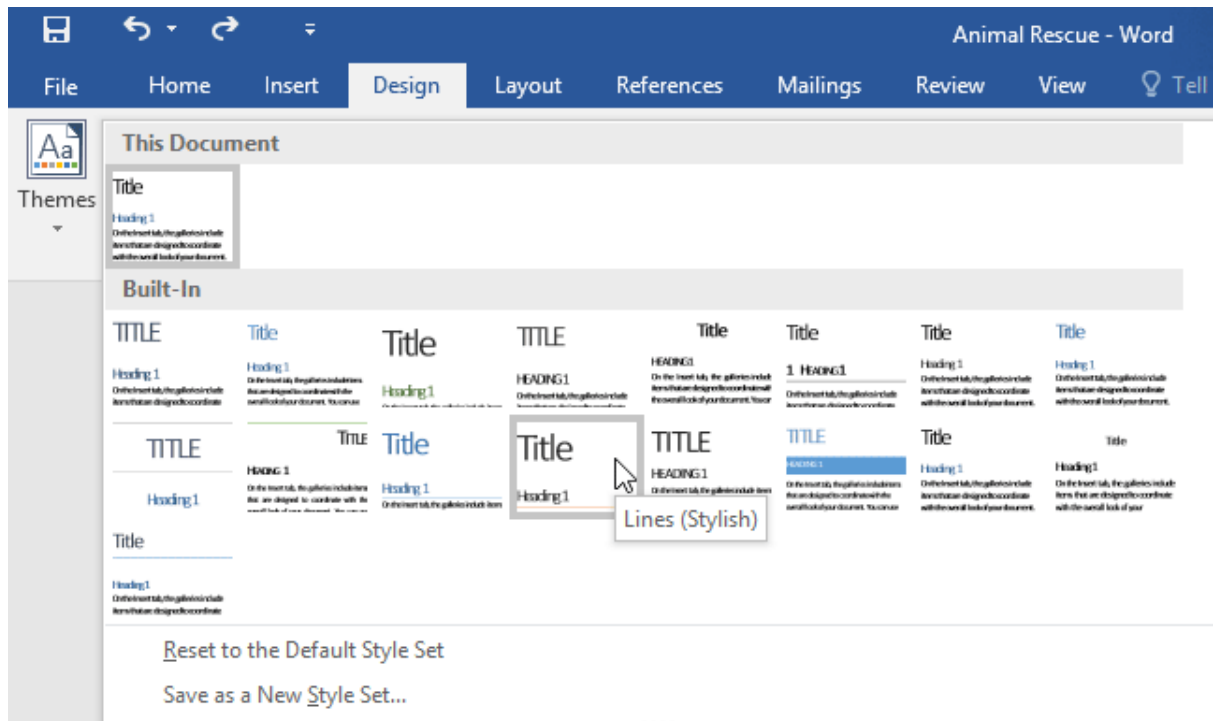
5.7.2. To apply a style set:

Style sets include a combination of title, heading, and paragraph styles. Style sets allow you to **format all elements** in your document at once instead of modifying each element separately.

1. From the **Design** tab, click the **More** drop-down arrow in the **Document Formatting** group.



2. Choose the **desired style set** from the drop-down menu.



3. The selected style set will be applied to your entire document.

Shelbyfield Animal Rescue

AUGUST VOLUNTEER UPDATE

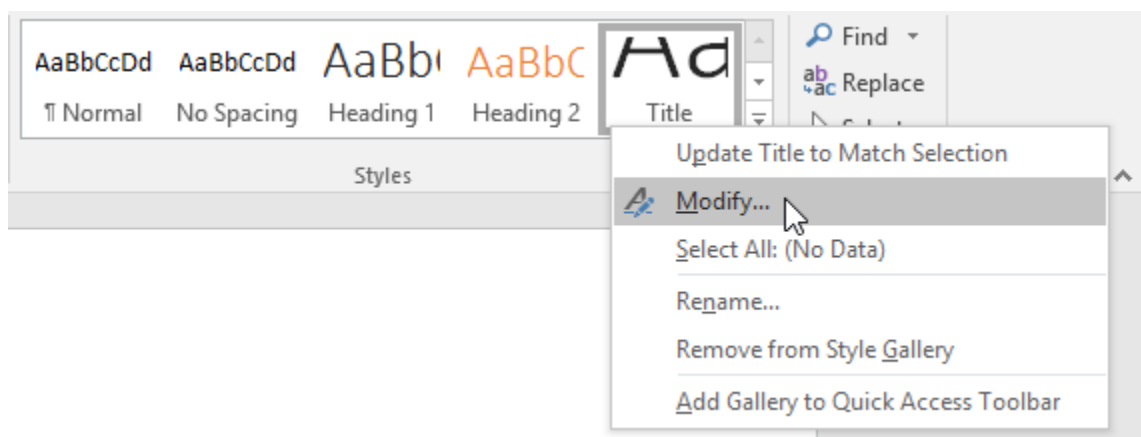
A Message from Your Director

It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).



5.7.3. To modify a style:

1. In the **Styles** group on the **Home** tab, right-click the **style** you want to change and select **Modify** from the drop-down menu.



2. A dialog box will appear. Make the **desired formatting changes**, such as font style, size, and color. If you want, you can also change the **name** of the style. Click **OK** to save your changes.

The screenshot shows the 'Modify Style' dialog box in Microsoft Word. The 'Name' field contains 'Title'. Under 'Style type', it is set to 'Linked (paragraph and character)'. Both 'Style based on:' and 'Style for following paragraph:' are set to 'Normal'. In the 'Formatting' section, the font is 'Calibri Light (Headings)', size '36', with bold ('B'), italic ('I'), and underline ('U') options visible. A preview window displays the text 'Shelby Old Animal Rescue' in the selected style and size. Below the preview, the font details are listed: 'Font: (Default) +Headings (Calibri Light), 36 pt, Font color: Text 1', 'Line spacing: single, Space After: 0 pt', and 'Don't add space between paragraphs of the same style, Style: Linked, Show in the Styles gallery, Priority: 11'. At the bottom, there are checkboxes for 'Add to the Styles gallery' (checked), 'Automatically update' (unchecked), and radio buttons for 'Only in this document' (selected) and 'New documents based on this template' (unselected). 'Format' and 'OK' buttons are also present.

3. The style will be modified.

1 August Volunteer Update

I Shelbyfield Animal Rescue

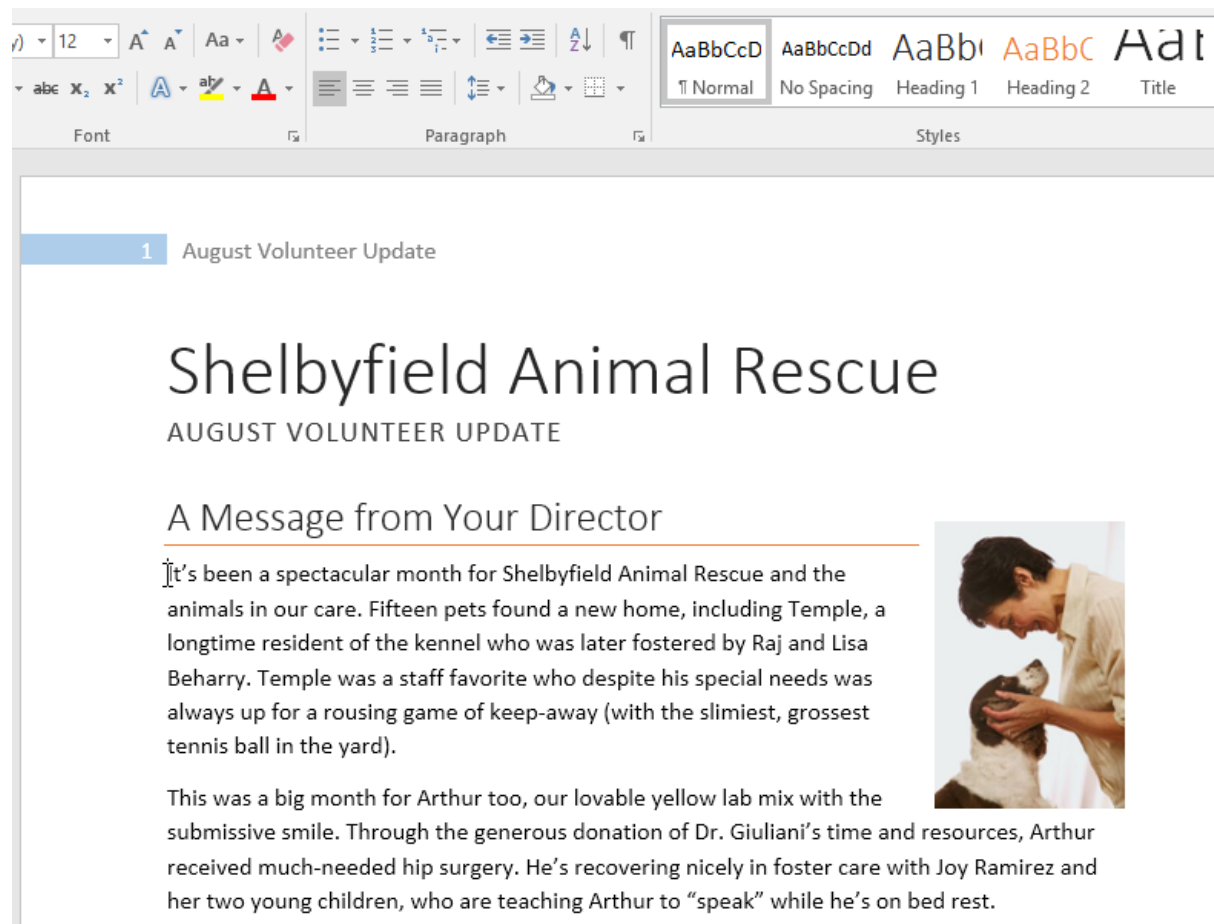
AUGUST VOLUNTEER UPDATE

A Message from Your Director

It's been a spectacular month for Shelbyfield Animal Rescue and the animals in our care. Fifteen pets found a new home, including Temple, a longtime resident of the kennel who was later fostered by Raj and Lisa Beharry. Temple was a staff favorite who despite his special needs was always up for a rousing game of keep-away (with the slimiest, grossest tennis ball in the yard).

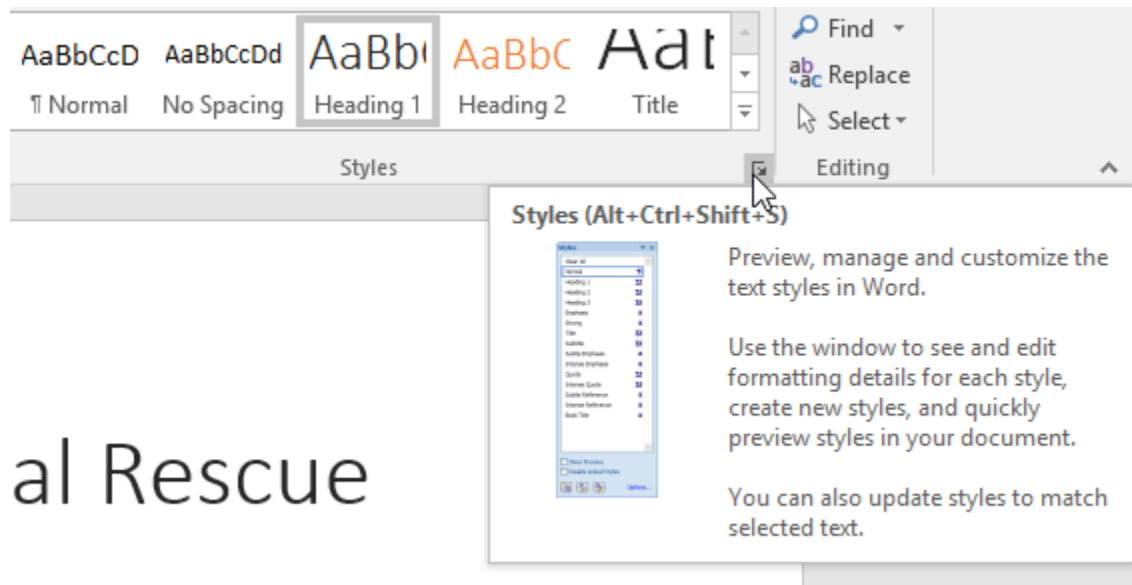
A photograph of a man with dark hair, wearing a light-colored button-down shirt, smiling down at a small black and white cat he is holding in his hands. The background is a plain, light-colored wall.

When you modify a style, you're changing **every instance** of that style in the document. In the example below, we've modified the **Normal** style to use a larger font size. Because both paragraphs use the Normal style, they've been updated automatically to use the new size.

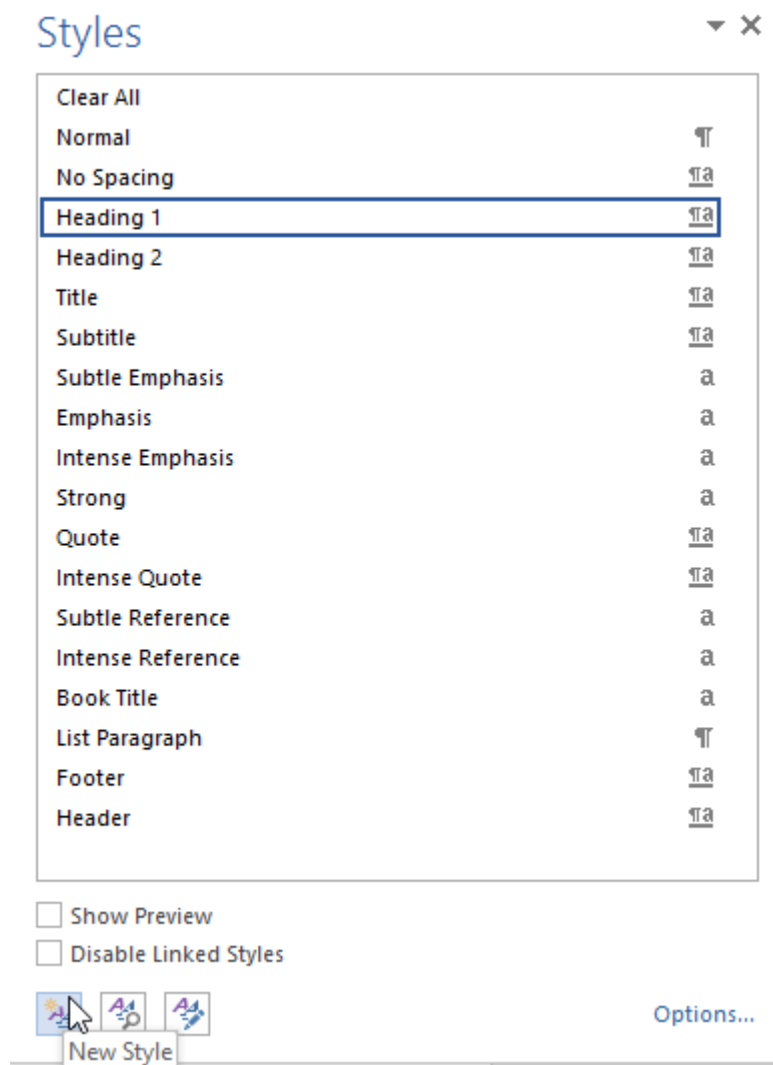


5.7.4. To create a new style:

1. Click the **arrow** in the bottom-right corner of the **Styles** group.



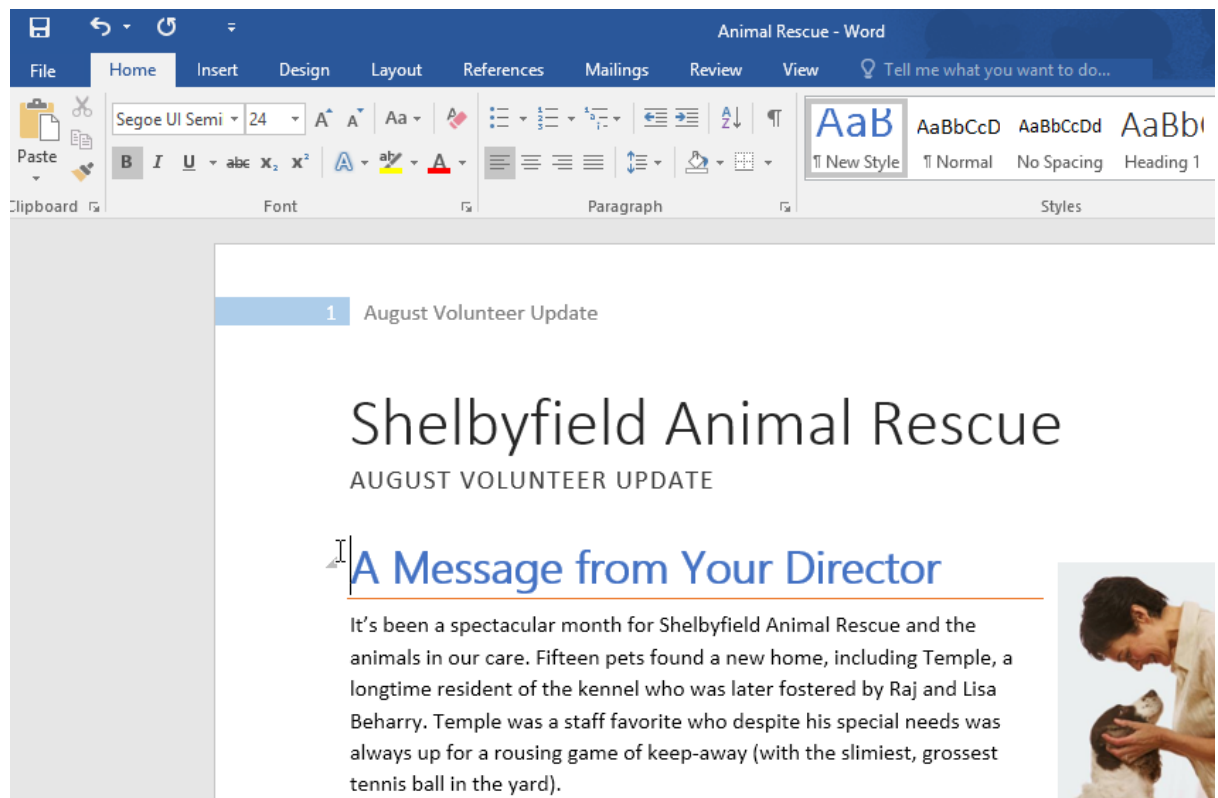
2. The **Styles** task pane will appear. Select the **New Style** button at the bottom of the task pane.



3. A dialog box will appear. Enter a **name** for the style, choose the **desired text formatting**, then click **OK**.

[illegible]

4. The new style will be applied to the currently selected text. It will also appear in the **Styles** group.



You can also use styles to create a **table of contents** for your document.