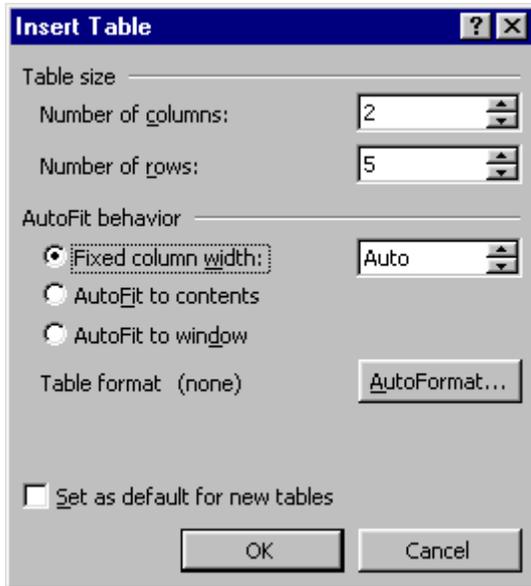


The Table Menu

A **table** is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information, but they have a variety of other uses as well. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts and arrange text and graphics.



Quickly create a simple table

1. From the Table menu click Insert Table.
2. Select the number of rows and columns you need

Fixed Column width creates even width columns that remain that width when you type.

In **AutoFit to contents** the column widths are created as you type.

In **AutoFit to window** the table created fills

the width of your document.

AutoFormat allows you to select a pre-made table in a variety of styles.

Table Hints

- Change the width of the columns or height of rows by moving the cursor over the column dividing line and when it turns into an arrow drag it to change it.
- Once you click in the table you can then select, insert, or delete any part of it by going to table in the menu and making that selection.
- Show Gridlines places a faint grid on your screen that does not print.
- Table properties will let you make a variety of changes:
- If columns keep stretching: Table/properties/options/auto resize to fit

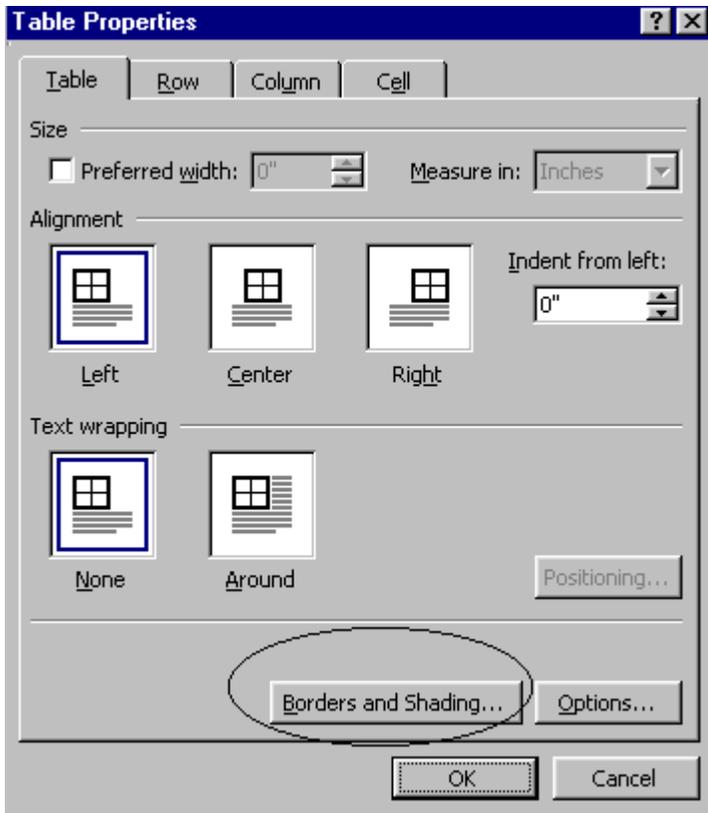


Table Alignment lets you select where the table itself will appear on the page.

Borders and shading allows you to select shading options for your table and remove the grid from appearing when printed.

Row and column both allow you to select exact sizes for those elements.

Cell permits alignment of data within that cell (center, left, etc.) Options: Wrap text or fit text.

Interactive Forms

An interactive form is a form that is locked with gray boxes containing fields that can be completed by the end user. This works well for forms that need to be completed on the computer. For example: Mileage forms, professional development requests, etc. Once the form is done you may want to save it as a template.

1. To create a form you must get the Forms Toolbar. Go to the View Menu, select toolbars and then **Forms toolbar.**
2. Create a table. This makes alignment enormously easier.
3. Fill in the information descriptors. For example: Name, Address, Phone, etc. Leave an empty spot in the table for the end user to fill in their information.





Text Form Field: The user enters text.



Check Box Form Field: The user can select an option to indicate an answer. (yes/no, male/female)



Drop Down Fields all a user to select from a list of options.



Form Field Options: Design your drop down fields. See the dialog box below.



Draw a Table: Draw a table for your form by dragging the pencil



Insert a Table: Create a table by selecting items in a menu.



Insert a Frame: Creates a text box.



Form Field Shading: This turns the interactive portion gray or white. It is highly recommended to leave it gray to the user knows where to type.



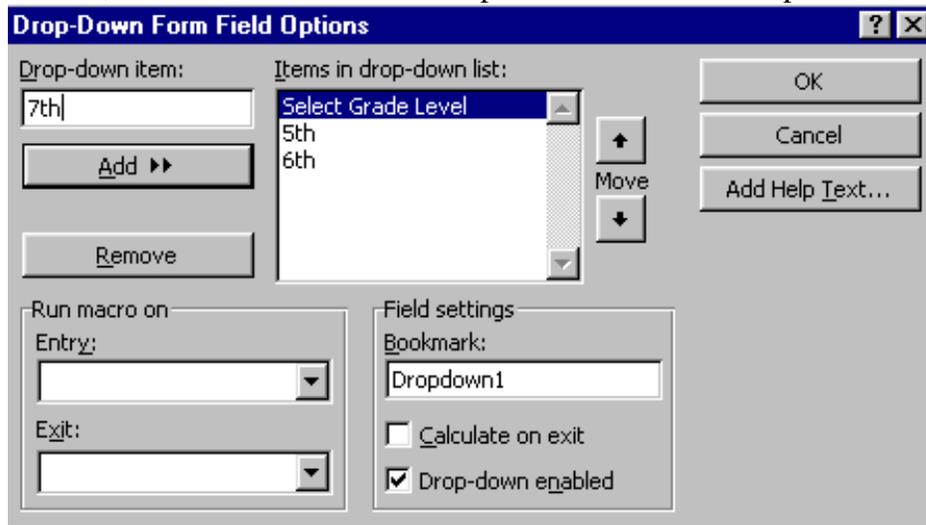
Protect Form: when completed lock the form so that the end user can enter information.

Sample Interactive Form:

Student Name:	<input type="text"/>	<input type="checkbox"/>	Met with student
Grade:	<input type="text" value="Select a Grade Level"/>	<input type="checkbox"/>	Met with parent
Date of incident:	<input type="text"/>	<input type="checkbox"/>	Met with Principal

When you add a **drop down field** you must tell the field what data you want in the list. Do this in the Form Field Options box. Type in each item one at a time. After typing in

an item, click Add and it will show up in the items in the drop-down list.



Protect your form:  When you are completely done you need to protect your form so the user can't accidentally overwrite the fields. Click it one time to lock it.

Make your form a template so it can be used by others. See the directions below.

Create a Document Template

1. Do one of the following:

To base a new template on an existing document, click **Open** on the **File** menu, and then open the document you want.

To base a new template on an existing template, click **New** on the **File** menu. Click a template that is similar to the one you want to create, click **Template** under **Create New**, and then click **OK**.

2. On the **File** menu, click **Save As**.
3. In the **Save as type** box, click **Document Template**. This file type will already be selected if you are saving a file that you created as a template.

4. The default folder is the **Templates** folder in the **Save in** box. To save the template so that it will appear on a tab other than **General**, switch to the corresponding subfolder within the **Templates** folder.
5. In the **File name** box, type a name for the new template, and then click **Save**.
6. In the new template, add the text and graphics you want to appear in all new documents that you base on the template, and delete any items you don't want to appear.
7. Make the changes you want to the margin settings, page size and orientation, styles, and other formats.
8. Click **Save**, and then click **Close** on the **File** menu.

Notes

- If you save a template in the **Templates** folder, the template appears on the **General** tab when you click **New** on the **File** menu.