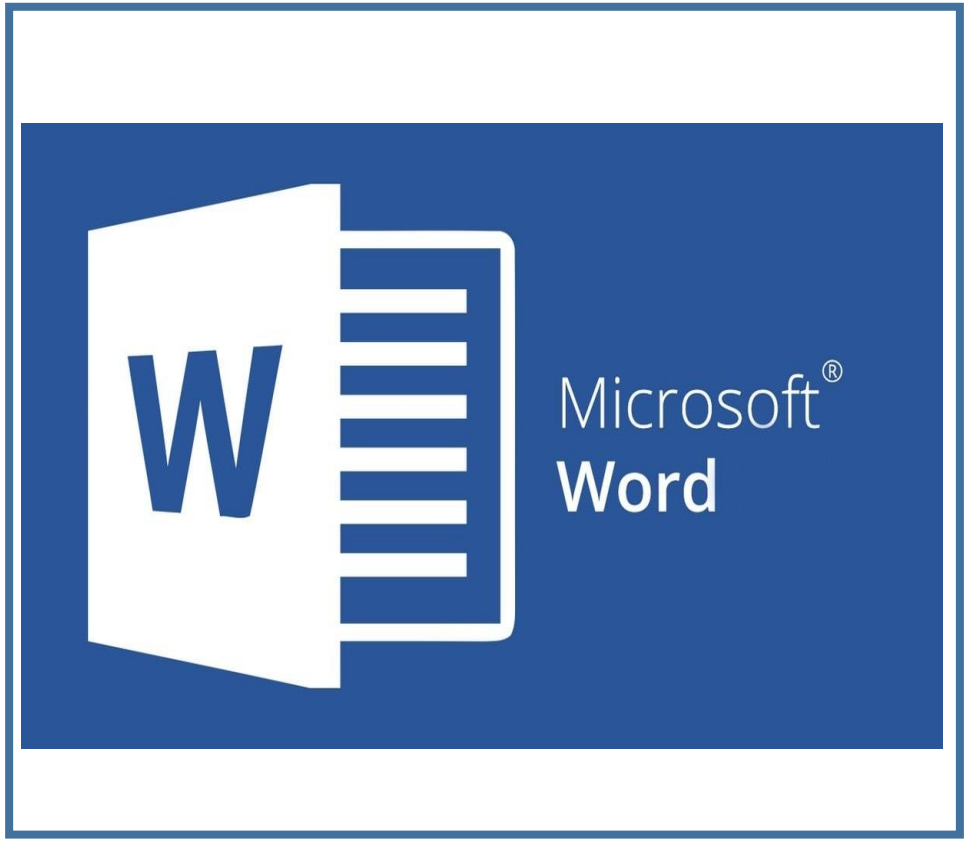
AL-Zahraa College of Medicine



Document Productivity Essentials: Templates, Tables, and Spelling

Lecture 4

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Objectives

To enable students to understand and effectively use document preparation tools specifically templates, table creation and editing, spelling and proofreading features, so they can confidently produce well-structured and error-free documents.

Using Templates for Document Creation

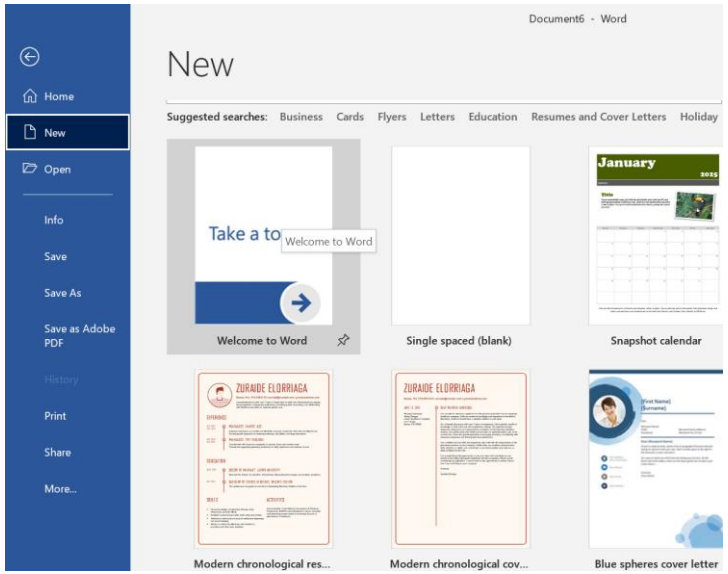
- Templates are pre-designed documents that save time and ensure consistency.
- Think of them as ready-made frameworks: instead of starting from a blank page, you start with a document that already has headings, fonts, and layout applied.

  Example: Suppose you want to create a project report. Instead of designing the cover page, headings, and table of contents yourself, you can use a "Report" template.

Using Templates for Document Creation

❑ Steps:

1. Open Word.
2. Click on “File” → “New.”
3. Choose a template
4. Click “Create” and start editing your content.
5. Save your edited document as a new file.

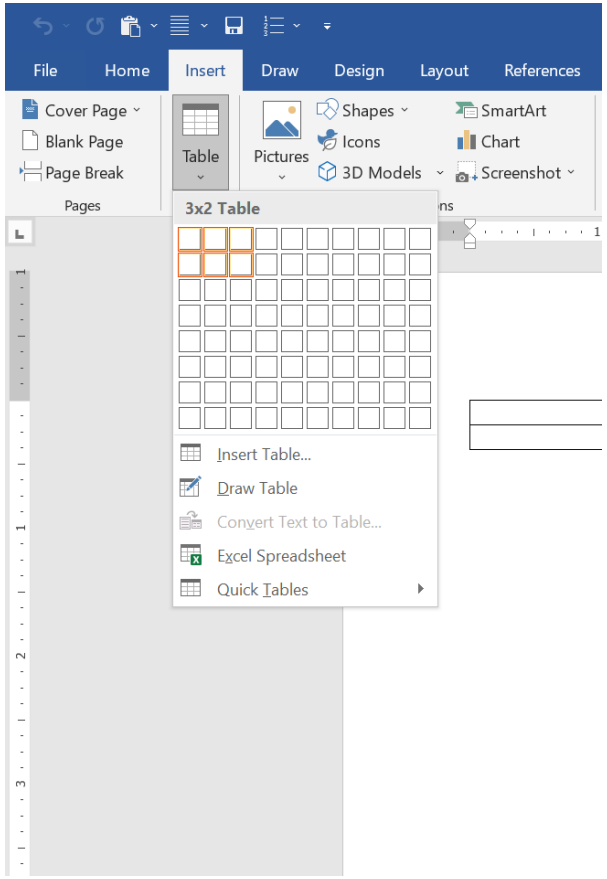


You can also **save your own document as a custom template** if you want to reuse it.

- File → Save As → Save as type → Word Template (*.dotx).

Table Handling

Purpose and Use: Tables are used to organize information into rows and columns for clarity and easy comparison. They are helpful for creating schedules, data summaries, or structured lists.



1. Creating a Table

Steps:

1. Open your document and place the cursor where you want the table to appear.
2. Go to the **Insert** tab in the toolbar.
3. In the **Tables Group**, click **Table**.
4. Select the desired number of rows and columns by hovering over the grid or clicking **Insert Table** for a custom configuration.
5. A table will appear at the cursor's position.

Table Handling

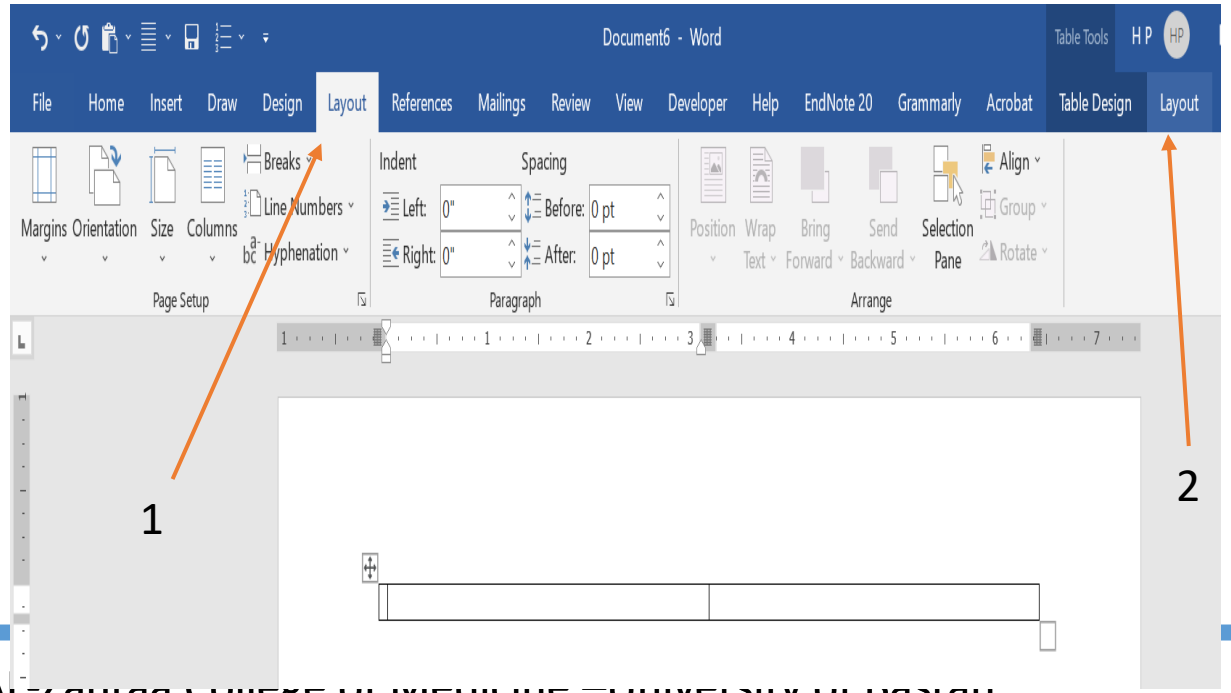
2. Editing a Table

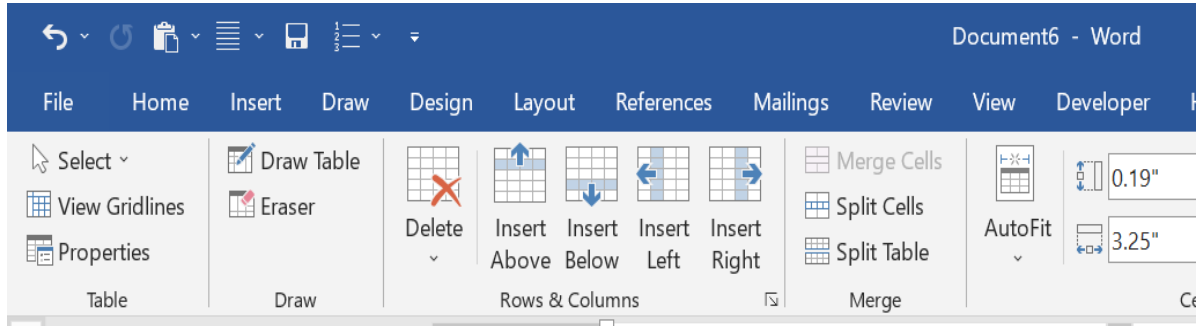
- Editing a table allows you to add, remove, or rearrange rows and columns, making the table adaptable to changes in data or structure.

❑ Adding Rows or Columns

Steps:

1. Place the cursor where you want to add rows or columns.
2. Go to **Layout → Insert Above / Insert Below / Insert Left / Insert Right**.





Alternatively (using mouse): Right-click in the table → choose

Insert → Insert Above / Below / Left / Right.

❑ Deleting Rows or Columns

Steps:

1. Highlight OR Select the row(s) or column(s) to delete.
2. Go to **Layout** → **Delete** → **Delete Rows** / **Delete Columns**.
3. **Alternatively (using mouse):** Right-click → **Delete Cells** → **Delete Row** / **Delete Column**.

❑ Moving Table Elements:

1. Click and drag rows or columns to rearrange them.
2. Use the **Cut** and **Paste** functions for precise placement.

Table Handling

- **Merge Cells:** Select multiple cells → Right-click → **Merge Cells**.
- **Split Cells:** Select a cell → Right-click → **Split Cells**.
- **Resize Cells:** Hover over a border → Drag to adjust width/height.
- **Apply Table Styles:** Click the table → **Table Tools** → **Design** → **Table Styles** → Choose a style.

Table Handling

3. Formatting a Table

- Formatting tables improves their readability and presentation. You can style the borders, adjust spacing, or apply pre-designed themes.

Steps:

1. Click anywhere inside the table to reveal the **Table Design** and **Layout Tabs**.
2. **Apply Table Styles**:
   - Go to the **Table Design Tab** and choose a pre-designed style from the **Table Styles** group.
   - Customize borders using the **Borders** dropdown.
3. **Adjust Column Width and Row Height**:
   - Drag the borders of rows or columns manually.
   - Alternatively, go to the **Layout Tab** and use the **Cell Size Group** to specify dimensions.

Table Handling

- Use the **AutoFit** option in the **Layout Tab** to automatically adjust column widths to fit content or the page width.
- Enable **Header Row** in the **Table Design Tab** to distinguish the first row with special formatting.
- Use the **Sort** option in the **Layout Tab** to organize data alphabetically or numerically

Inserting Header, Footer, and Page Numbers

Purpose and Use

1. **Header**: Displays text or graphics (e.g., title, author name, date) at the top of each page.

2. **Footer**: Shows information (e.g., copyright, contact details, page numbers) at the bottom of every page.

3. **Page Numbers**: Helps organize your document by numbering pages, making it easier for readers to navigate.

Inserting Header, Footer, and Page Numbers

Steps

Inserting a Header

1. Open your document in the word processor (e.g., Microsoft Word).
2. Go to the **Insert Tab** on the ribbon.
3. Click on **Header** in the **Header & Footer Group**.
4. Choose a header style from the dropdown menu.
    - A header area will appear at the top of the page.
5. Type the desired text or insert elements like date or time.
6. To exit the header area, click anywhere outside it or press **Esc**.

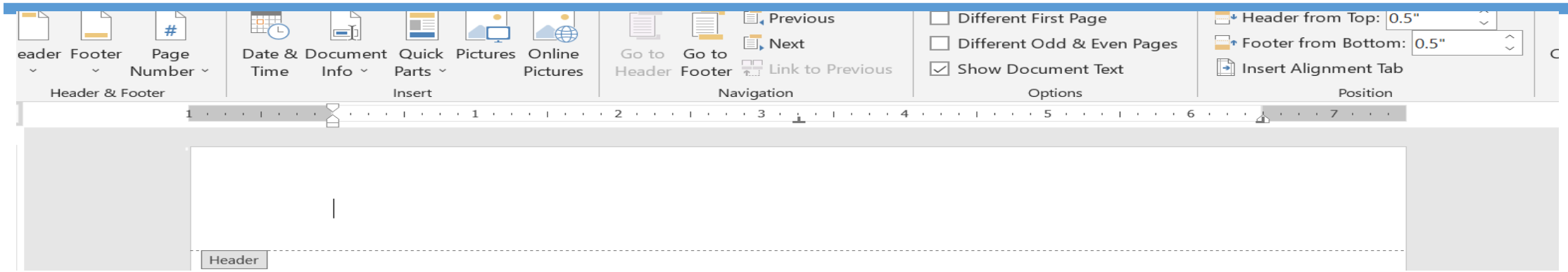
Inserting Header, Footer, and Page Numbers

Steps

Inserting a Footer

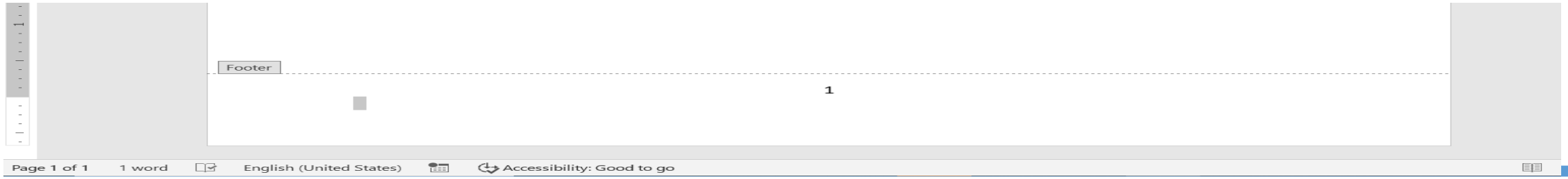
1. Open your document in the word processor (e.g., Microsoft Word).
2. Go to the **Insert Tab** on the ribbon.
3. Click on **Footer** in the **Header & Footer Group**.
4. Choose a **footer** style from the dropdown menu.
    - A footer area will appear at the top of the page.
5. Add your desired text, such as page numbers, copyright, or contact info.
6. To exit the footer area, click anywhere outside it or press Esc.

Inserting Header, Footer, and Page Numbers

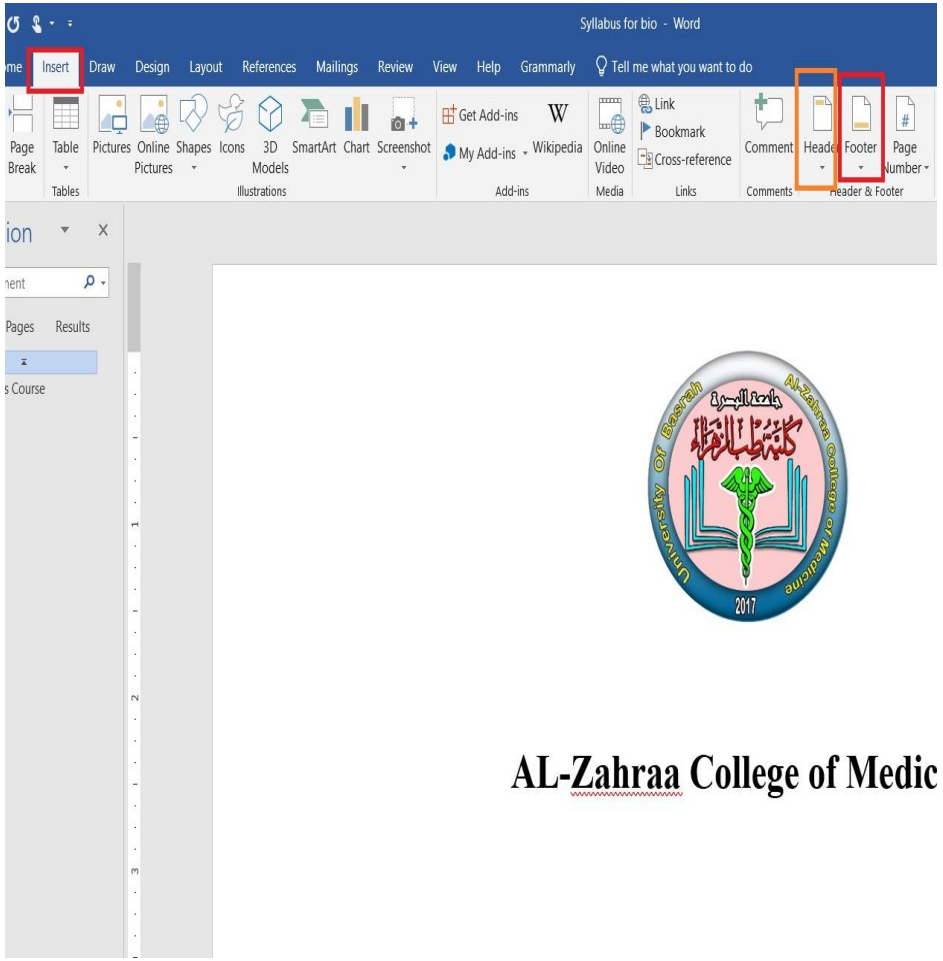


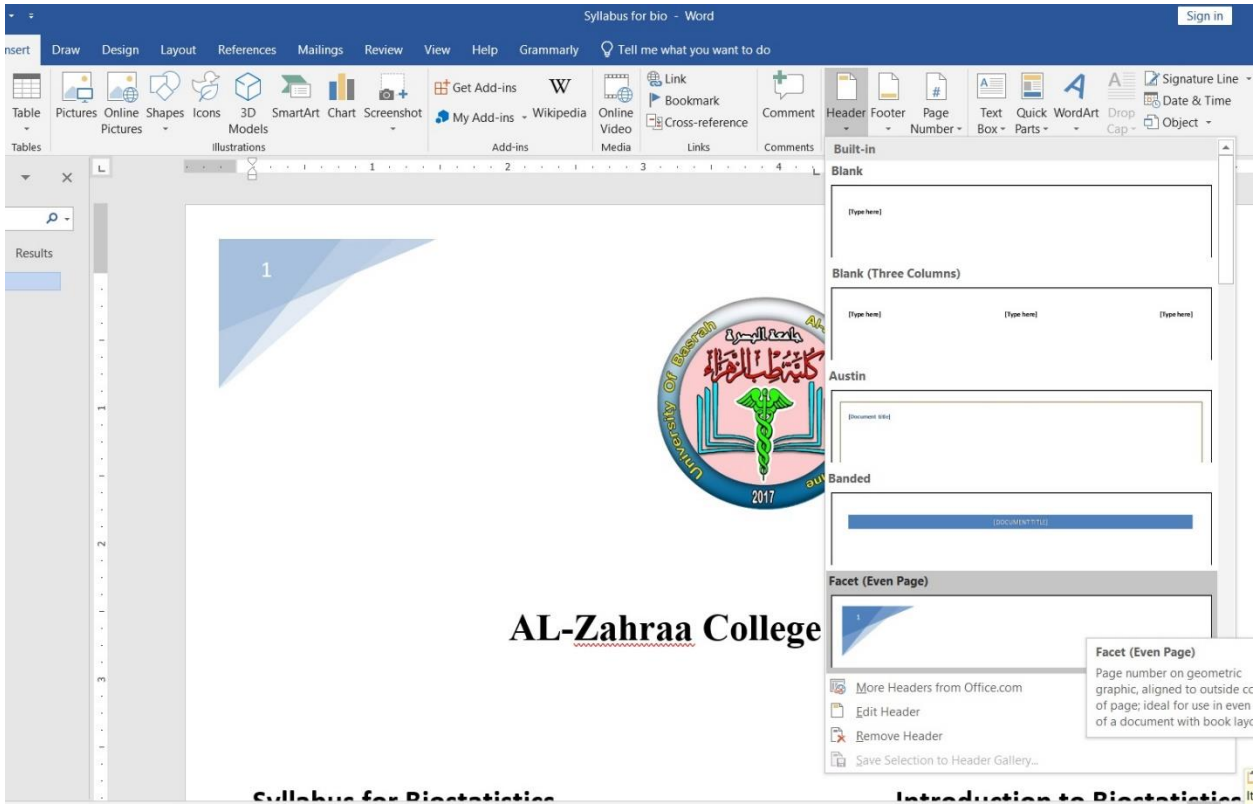
Editing Header, Footer, or Page Numbers

1. Double-click the header or footer area to activate editing mode.
2. Make the necessary changes.
3. Click **Close Header and Footer** in the ribbon or press **Esc** to exit.



Inserting Header, Footer, and Page Numbers





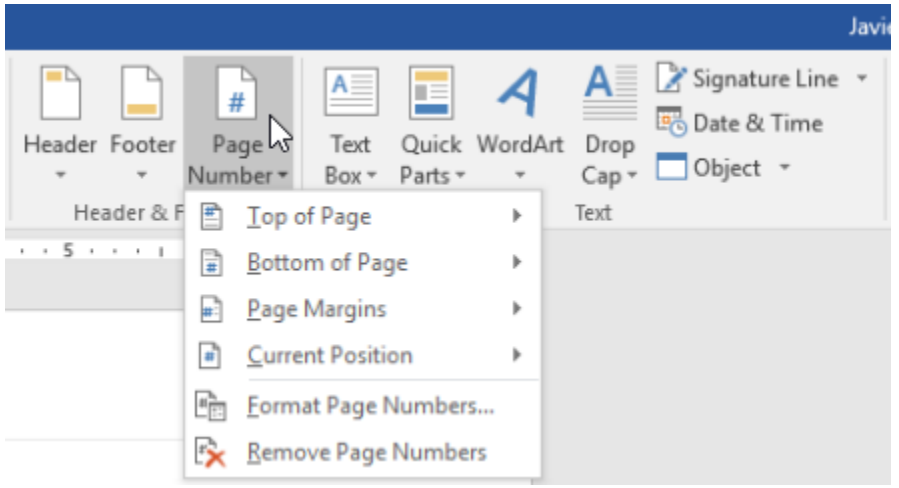
Inserting Header, Footer, and Page Numbers

Inserting Page Numbers

1.Open the **Insert Tab**.

2.Click **Page Number** in the **Header & Footer Group**.

3.Choose the position and format for the page numbers:

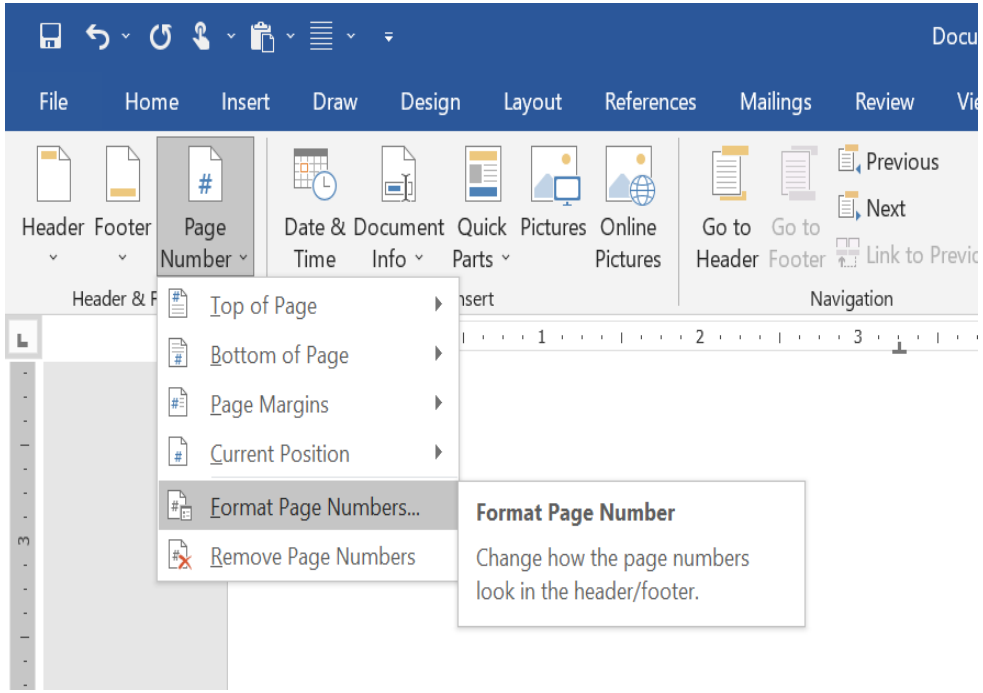


- **Top of Page**: Adds numbers to the header.
- **Bottom of Page**: Adds numbers to the footer.
- **Page Margins**: Adds numbers to the left or right margin.
- **Current Position**: Places the number where your cursor is located.

Inserting Header, Footer, and Page Numbers

4. To format the page numbers:

- Select **Format Page Numbers** from the dropdown menu.
- Choose the number style (e.g., 1, 2, 3 or i, ii, iii).
- Set the starting number if needed.



Spell Check, Language Setting, and Thesaurus

Purpose and Use:

- Spell Check: Helps identify and correct spelling and grammatical errors in your document, ensuring accuracy and professionalism.
- Language Setting: Ensures your document aligns with the intended language, enabling proper grammar and spell-check functionalities for multilingual documents.
- Thesaurus: Enhances your vocabulary by suggesting synonyms and antonyms, helping you write with variety and precision.

Spell Check, Language Setting, and Thesaurus

Steps

Using Spell Check

1. Open the document in your word processor.
2. Errors are usually underlined (e.g., red for spelling and blue for grammar).
3. To correct an error:
   - **Right-click** the underlined word or sentence.
   - Choose a suggestion from the menu.
4. Alternatively, run a full check:
   - Go to the **Review Tab**.
   - Click **Spelling & Grammar** in the **Proofing Group**.
   - Follow the prompts to review and correct errors.

Spell Check, Language Setting, and Thesaurus

Configuring Language Settings

1. Highlight the text (or the whole document) you want to configure.
2. Go to the **Review Tab**.
3. Click **Language** in the **Language Group** and choose **Set Proofing Language**.
4. Select the desired language from the list and click **OK**.
5. Enable or disable options like “Do not check spelling or grammar” as needed

Spell Check, Language Setting, and Thesaurus

Using the Thesaurus

1.Highlight the word for which you want synonyms or antonyms.

2.Right-click the word and select **Synonyms** from the context menu.

- A list of suggestions will appear.
- Click a synonym to replace the word directly.

3.For more options:

- Go to the **Review Tab**.
- Click **Thesaurus** in the **Proofing Group**.
- A pane will appear with detailed suggestions.

End-session questions

Working with Tables

1. How do you insert a table with 4 rows and 3 columns?

2. What steps would you follow to delete a row from an existing table?.

Headers, Footers, and Page Numbers

3. What information is typically included in a header or footer?

4. Describe the process of adding page numbers to the bottom-right corner of a document.

End-session questions

Spell Check, Language Setting, and Thesaurus

5. Why is using the spell check tool important?

6. How do you access synonyms for a selected word using the thesaurus?