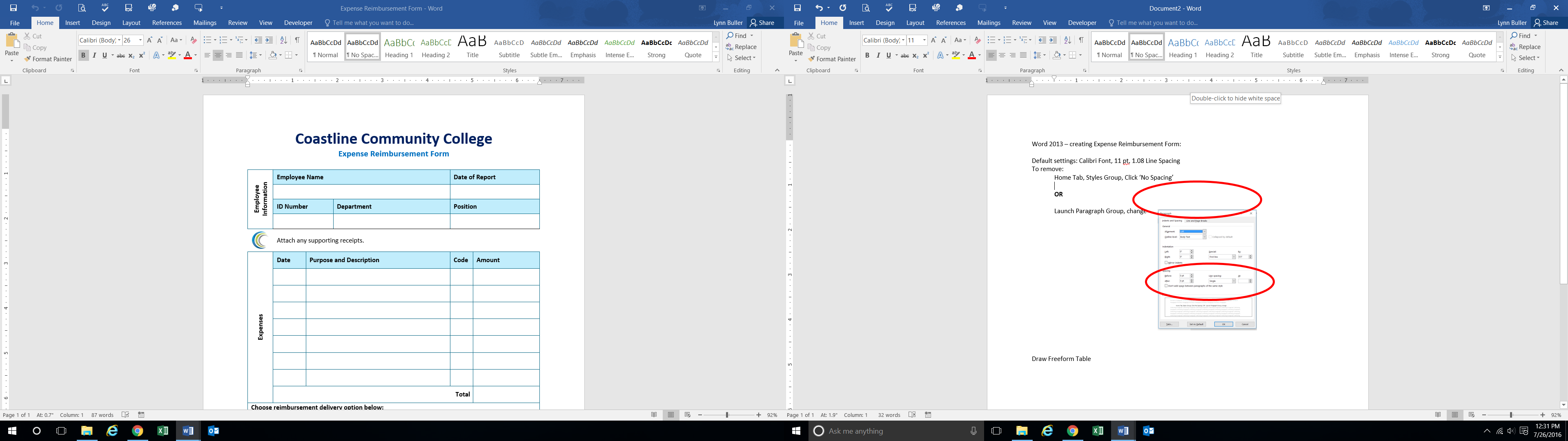
**Word 2013 – Drawing Freeform Tables**

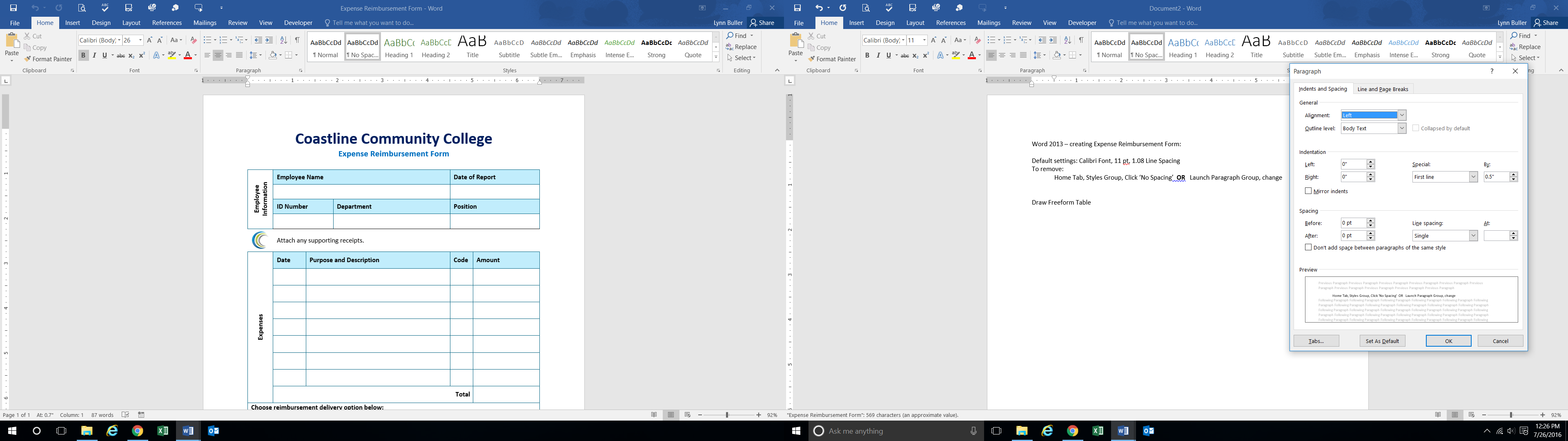
***NOTE – Word default settings***: Calibri Font, 11 pt., 1.08 Line Spacing

To remove default line spacing:

* Home Tab, Styles Group, Click ‘No Spacing’



OR



* Home Tab, Launch Paragraph Group, change

Add Title: Coast Community College, font Calibri, size 26, Bold, Dark Blue, Centered

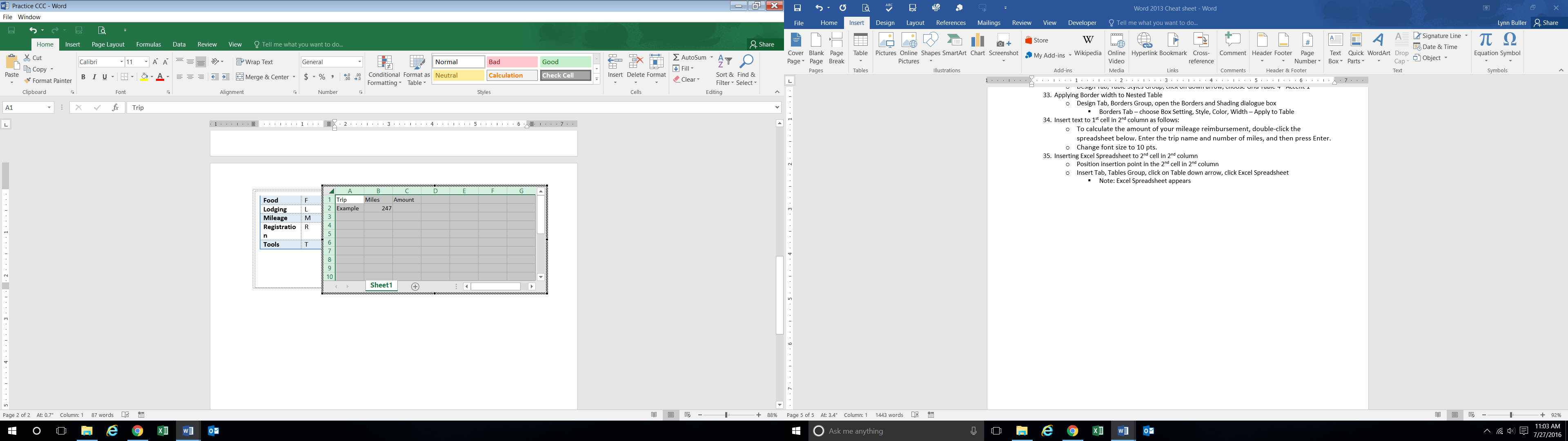
Add Subtitle: Expense Reimbursement Form, font Calibri, size 14, Bold, Blue, Centered

**DRAW FREEFORM TABLE**

1. *Insert Tab, Tables Group, Click Table, Click* ***Draw Table***
   * Place arrow at 0” horizontal ruler and .75” vertical ruler
   * Hold and drag to 6.5” on horizontal ruler and 6.0” on vertical ruler
2. *Adding & Removing* ***Columns and Rows***
   * Layout Tab, Draw Group, Click on Draw Table
   * Draw horizontal line (column) from .5” horizontal ruler:
     + Place pointer at .5” on horizontal ruler, hold and drag down until dotted line appears to end of table, then release the mouse.
   * Draw horizontal line (row) from 1.25” horizontal ruler:
     + Place pointer at 1.25” on horizontal ruler, hold and drag to the right until dotted line appears to the end of right table border, then release the mouse.
     + Draw 3 more horizontal lines; 1.5”, 1.75”, 2.0”
   * Draw vertical lines from 4.25” horizontal ruler to the 4th row.
   * Draw vertical line from 3rd row, 2nd cell, 2” on horizontal ruler down to the 4th row.
3. *Using* ***Draw******Eraser***
   * Layout Tab, Draw Group, Click on Eraser
   * Position the eraser on lines to be erased (first column, remove 3 lines)
4. *Draw horizontal line from 2.5” vertical ruler – 1st column, last row*
5. ***Splitting Cells***
   * Position pointer in the last table cell
   * Layout Tab, Merge Group, click on Split Cells command
   * In the Split Cells dialogue box enter columns (1) and rows (9), OK
6. *Draw 3 Vertical lines – 6th row, 2nd column, 1.25”, 5”, 5.5” horizontal ruler, draw to bottom of table*
7. *Inserting Text*
   * Type in the 1st row: Employee Name (2nd column), Date of Report (3rd column)
   * Type in the 3rd row: ID Number (2nd column), Department (3rd column), Position (4th column)
   * Type in the 6th row: Date (2nd column), Purpose and Description (3rd column), Code (4th column), Amount (5th column)
8. ***Alignment* *Text*** 
   * Layout Tab, Alignment Group, Align Center Left
9. *Bold using* ***Paint Brush***
   * Highlight Employee Name and double click on paintbrush (copying format)
   * Highlight or click on words to copied format repeatedly
10. ***Insert Picture***
    * Place curser in 1st column, 2nd row
    * Click Insert Tab, Illustrations Group, Online Pictures
    * Type in Coastline Community College logo, Search
    * Click on Show All Results, scroll down to locate logo, Insert
11. ***Resizing Pictures***
    * Layout Tab, Cell Size Group, change width to .4”
12. *Insert Text*
    * Type Attach any supporting receipts. In the cell next to picture
13. ***Merge Cells***
    * In the last row, highlight 2nd, 3rd, and 4th cells.
    * Layout Tab, Merge Group, click Merge Cells
    * In the merge cells type Total, Bold, Align Right
14. ***Insert Rows***
    * Highlight current cell, right click to view Mini Toolbar
    * Click Insert Table dropdown arrow; choose Insert Below
15. *Merge Cells and insert text*
    * Highlight cells to merge
    * Layout Tab, Merge Group, Merge Cells
    * Change Alignment to Align Top Left, change height to .50”
      + Layout Tab, Cell Size Group, type .50” in height box
    * Insert Text: Choose reimbursement delivery option below:
16. ***Clickable Check Boxes***
    * Add **Developer** Tab on Toolbar
      + Right click any empty space in Toolbar group
      + Click Customize the Ribbon
      + In the right side box, check Developer, click OK
    * Insert clickable check boxes
      + Place insertion pointer below Choose reimbursement delivery option below:
      + Developer Tab, Controls Group, Click Check Box Content Control (clickable box)
      + Use Right arrow twice to move the cursor out of the bounding box then press space bar 2 times
      + Type: Pick up only
      + Move cursor 10 spaces
      + Repeat insert clickable check box
      + Use right arrow twice to move the cursor out of the bounding box
      + Type: Please mail to my home address on file
    * Remove Grey shaded Bounding Box around clickable boxes
      + Developer Tab, Controls Group, click on Properties
      + Change “Show As” option to “None”
17. ***Insert Date Picker Content Control***
    * Highlight Date of Report in 1st row 3rd column
    * In the Developer Tab, controls Group, click on Date Picker Content Control
18. *Insert cells*
    * Move the insertion arrow to the left side of table (outside of table) on the border of table
    * Click on the circled plus sign (new row will be added below)
    * Type: Employee Signature
19. *Changing* ***Text Direction***
    * Place insertion point in the first cell of the table
    * Layout Tab, Alignment Group, click Text Direction twice to indicate text upwards
      + Option: right click to view mini toolbars
    * Type Employee Information, Align Center, Bold
    * Type Expenses in the 1st column, 3rd row, Bold, Align Center
20. ***Distributing Rows and Columns*** *- Select first 4 rows*
    * Layout Tab, Cell size Group, click on Distribute Rows
21. ***Formatting a Table*** *– Apply shading to cells*
    * In the 1st row, select 2nd and 3rd cells
    * Design Tab, Table Styles, click on Shading dropdown arrow, click Blue, Accent 1, Lighter 60%
    * Repeat same for 3rd row, 2nd and 3rd cells
    * Repeat same for 6th row, 2nd, 3rd, 4th, and 5th cells
22. ***Borders*** *- Remove borders in 6th row*
    * Place insertion point in the graphic cell (do not click on graphic)
    * Design Tab, Borders Group, click on Borders down arrow, click on Right Border
    * Repeat – click on Left Border
    * Repeat – place insertion point in the cell to the right and remove Right Border
23. *Borders – Change border coloring*
    * Click on Table selector (crosshair) to choose entire table
    * Design Tab, Borders Group, Borders down arrow button, click on Borders and Shading
    * Borders Tab, Setting (All), Style (Line), Color (Dark Blue), Width (1 ½ pt.), Apply to (Table)
24. *View* ***Gridlines***
    * Layout Tab, Table Group, click on View Gridlines (note dotted lines)
25. *Insert 2X2 table at bottom of page*
26. *Using* ***Nested Tables*** *(table inside a table)*
    * Click on Table Crosshair to choose entire table
    * Layout Tab, Alignment Group, click on Cell Margins
    * In the Table Options dialogue box –
      + Change Default Cell Margins to .1”
      + Change Default Cell Spacing, check Allow spacing between cells, to .05”
      + Under Options, keep box checked to automatically resize to fit content
27. *Merge two cells in 1st column*
    * Highlight two cells
    * Layout Tab, Merge Group, click Merge Cells
28. *Remove Borders*
    * Choose entire table
    * Design Tab, Borders Group, click on Borders down arrow, click No Borders (will not print)
    * To view non-printable borders – select the table
      + Layout Tab, Table Group, click View Gridlines
29. *Using* ***Border Painter***
    * Place insertion point in the 2nd cell of 2nd column
    * Design Tab, Borders Group, click on Pen Color down arrow, Choose Blue color
      + Pointer will change to Border Painter brush
    * Point the Border Painter Brush on all four cell borders in 2nd cell in 2nd column
    * To deactivate Border Painter Brush, click (un-highlight) Border Painter in the Borders Group
30. ***Inserting a Nested Table***
    * Place insertion point in the 1st cell in 1st column
    * Insert 2X6 table –
      + Insert Tab, Tables Group, click on down arrow and highlight 2X6 squares

|  |  |
| --- | --- |
| TYPE OF EXPENSES | CODE |
| Food | F |
| Lodging | L |
| Mileage | M |
| Registration | R |
| Tools | T |

* + - Type as shown:

1. **AutoFit Content** – Nested Table
   * Layout Tab, Cell Size Group, click on AutoFit down arrow, click on AutoFit Contents
2. *Applying* ***Table Styles*** *to Nested Table*
   * Design Tab, Table Styles Group, click on down arrow, choose Grid Table 4 - Accent 1
3. *Applying Border width to Nested Table*
   * Design Tab, Borders Group, open the Borders and Shading dialogue box
     + Borders Tab – choose Box Setting, Style, Color, Width – Apply to Table
4. *Insert text to 1st cell in 2nd column as follows:*
   * To calculate the amount of your mileage reimbursement, double-click the spreadsheet below. Enter the trip name and number of miles, and then press Enter.
   * Change font size to 10 pts.
5. ***Inserting Excel Spreadsheet*** *to 2nd cell in 2nd column*
   * Position insertion point in the 2nd cell in 2nd column
   * Insert Tab, Tables Group, click on Table down arrow, click Excel Spreadsheet
     + Note: Excel Spreadsheet appears
     + Enter as shown:
     + In cell C2, enter excel formula **=B2\*.50**
   * Increase decimal points
     + With C2 highlighted, in the Numbers Group, increase decimal points to 2
   * Duplicating formula – using Fill Handle
     + Grab and hold Fill Handle in C2 down to C8
   * Change Cell Styles
     + Highlight cells A1 to A3
     + Home Tab, click Styles drop down arrow, choose Themed Cell Styles (60%- Accent 1)
   * Resizing Spreadsheet to view Columns A – C, Rows 1 - 4
     + Using Sizing Handles on each side, drag and resize
   * Close Excel Spreadsheet
     + Click in a blank space in Word document
   * Align and Center Excel Spreadsheet within the cell
     + Place the insertion point in the cell with Excel Spreadsheet
     + Layout Tab, Alignment Group, click on Align Center
6. ***Modify and Resize*** *Expense Code Nested Table*
   * Click on Expense Code table, grab sizing handle, resize and drag to appropriately