

6A – TABLES & COLUMNS

Make sure you have downloaded the “Ex6.docx” file from the website and saved it in your Unit 1 folder

1) First create a table:

- a) Open it
- b) Place the cursor **above the heading** “Lorem Ipsum Text”,
- c) Insert a table that is 4 columns by 5 rows
- d) Be sure the options are set the same as on the right

2) Format the table:

- a) Choose this table design



- b) Enter the following price information into the table

Play	Student	Regular	Corporate
Othello	\$12.95	\$20.75	\$17.95
Macbeth	\$12.95	\$20.75	\$17.95
Hamlet	\$12.95	\$20.75	\$17.95
Series	\$36.00	\$55.00	\$45.00

- e) Highlight the first row, and make the font colour white
- f) Do the same for the first column
- g) Highlight the bottom row and make it bold

Play	Student	Regular	Corporate
Othello	\$12.95	\$20.75	\$17.95
Macbeth	\$12.95	\$20.75	\$17.95
Hamlet	\$12.95	\$20.75	\$17.95
Series	\$36.00	\$55.00	\$45.00

3) Use columns to format text:

- a) Be sure you are in PRINT LAYOUT
 - Be sure “Print Layout” is selected in the **View Tab**
- b) Highlight the three paragraphs under the title “Lorem Ipsum Text”
- c) We are now going to put the text you have selected into columns
 - **Layout tab** → **Columns** → **More Columns**
- d) Select 3 columns, place a checkmark in “Line Between”, set spacing to 0.1” and click ok

Messy eh? Let’s clean it up! The next step will help

- e) Place your cursor in front of the second paragraph.
 - **Layout Tab** → **Breaks** → **Column**
- f) Do this again in front of the third paragraph
- g) Select “Still can’t decide?”
 - change the font to Times New Roman font size 14
 - center the text
- h) Highlight and **Justify** the paragraph below (rather than left, center or right alignment, choose justify)
- i) **Bullet the last 5 lines of this section**
- j) **SAVE**



6B GRAPHICS

4) Position text and graphic:

- Select the chart object near the end of the document
- When you select it, you should see a **Layout Options** icon
 - Choose "Tight"
- Right click on it and choose **Size and Position...**
 - Make sure "Lock Aspect Ratio" is checked
 - Set the **Width** the 2" & click OK
- Drag the chart so that it is located beneath the "Still Can't Decide" paragraph, and to the left of the bulleted list. **The left edges of the chart and paragraph should line up.** (see example on right)
- Save



Example Marketing Flyer

Play	Student	Retailer	Corporate
Orhelle	\$12.95	\$20.75	\$17.95
Macheth	\$12.95	\$20.75	\$17.95
Tramite	\$12.95	\$20.75	\$17.95
Series	\$36.00	\$85.00	\$45.00

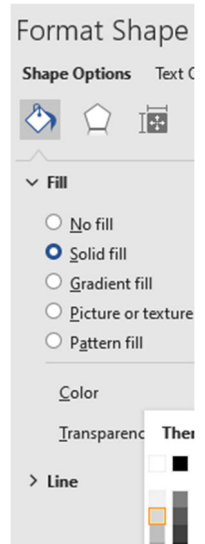
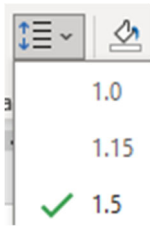
Still can't decide?

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5) The side and divider:

NOTE: Here you are making the grey text box on the side of the document as pictured.

- Under the **Layout Tab** → Margins → Custom Margins
 - Change the left margin to 2"
- Select the **paragraph** at the end of the document, not the title. CUT IT (CTRL-X) ("This is a side paragraph...")
- Make a new text box down the length of the page & PASTE your text (CTRL-V)
 - Insert Tab** → Text Box → Simple Text Box → CTRL-V (to Paste)
- Resize the textbox about 1 inch **wide** and much taller.
 - Change the font to 9pt. and center the text in the textbox
 - Change the line spacing to 1.5
 - Drag and move the textbox so it should extend from the center of the table to the Bottom title (still can't...) you may have to re-adjust later for a balanced finish.
 - Right click, choose **Format Shape**, choose **Fill, solid fill** and set the **Color** to **15% grey**, click OK
- Right click on the divider picture, choose **Size and Position**, set width & height to 5.5" and 0.3"
 - This will mean you need to **uncheck "Lock Aspect Ratio"**



6) Footer:

- Insert a footer and on the right, type © 2023, Perth DCI, (Get this by typing "(c) 2023, Perth DCI")

7) Title:

- Make each of the column titles bold and centered.
- Add a title to the entire document: "Example Marketing Flyer"
- Make it bold and a suitably large size.

8) Finishing:

- Space the rest of the document out as you see fit.
- Check your work against the example at the top of this page
- Save!