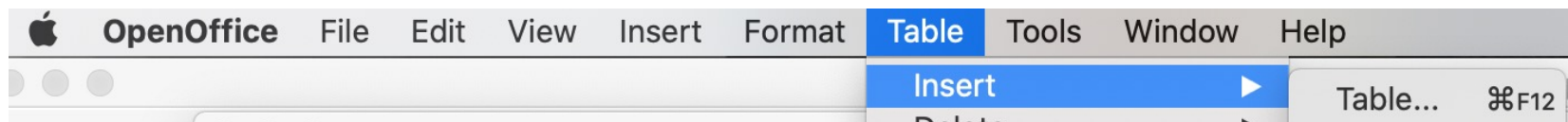


Tables and photos in tables

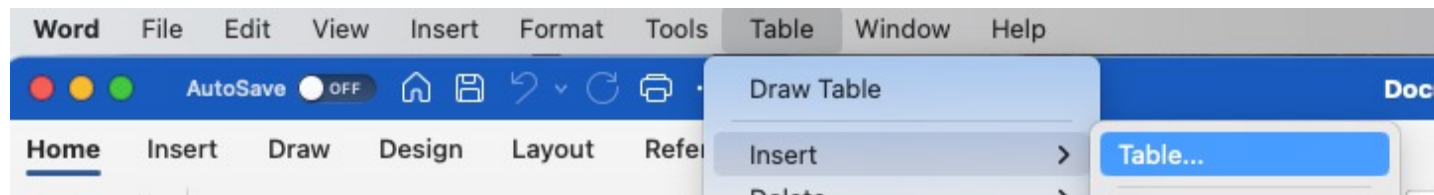
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Creating Tables

- Tables are very useful for aligning text and columns of numbers
 - To create a table in Open office Text use Table>Insert>Table from the top bar;



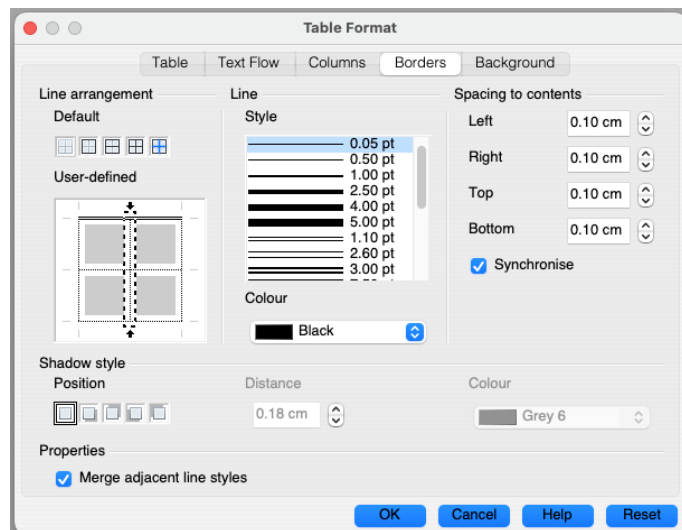
- To create a table in Microsoft Word use Table>Insert>Table from the top bar;



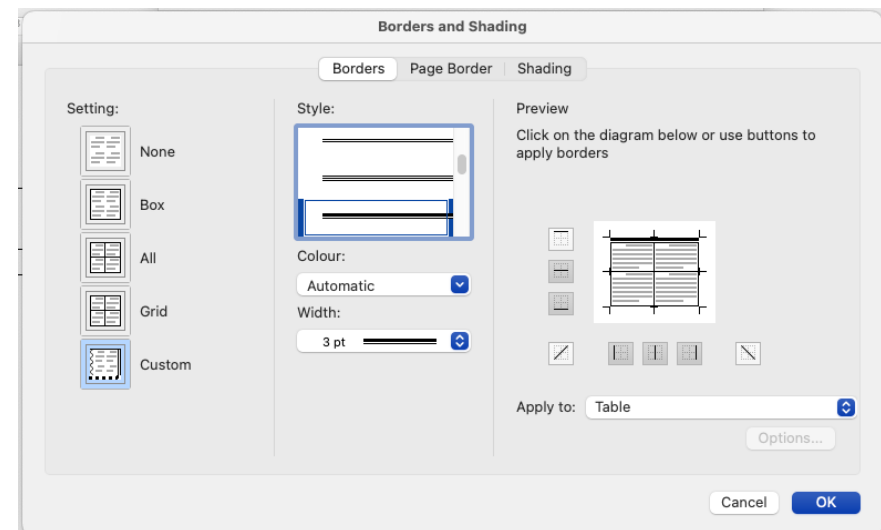
- Chose the number of rows and columns, you can add or delete more later if you need to.

Sizing and formatting columns and rows

- To manually change a column width, carefully place your cursor on the column boundary and watch it change shape, then left click and drag it to the new position.
- Automatically get it to change widths chose Table>Autofit... in the top bar.
- You can also change the backgrounds and borders Table>Table properties>
 - In borders, select the border you want and then the style;



3



More table formatting

- One useful feature is to have a table with no visible borders (select none in the border options). These are still visible when editing (in Word) but do not get printed.
- Use this option for complex page layouts especially if they include pictures.
- Nearly all other Table functions like inserting and deleting rows and columns can be accessed by right clicking in a cell

Photos in documents

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First find your pictures

- Photos you have on your phone, but you have to get them onto your PC e.g. by emailing them to you.
- From web pages;
 - Right click on an image and 'save image as'.
 - Check that the file suffix is .png, .jpg or .bmp.
 - This doesn't always work because of copyright protections. If you really want the photo, you can sometimes do a screen grab and edit the part you want from the grab (see me for help with this)
- From email attachments
- Simplified 'Clip art' - For example search for 'Christmas tree clip art'
- Beware of copyright and always save them to somewhere you will remember!

Inserting photos into documents

- Start Open Office text document or a document in word,
- Use Insert>Picture>From file
- Resize it using the green boundary squares. Note that to keep the width/height aspect ratio so circles don't become ellipses hold the shift key down as you resize it in Open Office. In Word, just move the corners.
- Move the picture to where you want it.
- Note that by default text wraps around the picture in Open Office

Ragged Right' Justified. He heard quiet steps behind



lowing him this late at night and in this deadbeat pa
st after he pulled off the big time and was making of
ok who'd had the same idea, and was now watching
it of his labour? Or did the steps behind him mean tl

Wrapping text around images in OpenOffice

- Right click on the picture and select wrap. Here are some of the options;

- Page wrap

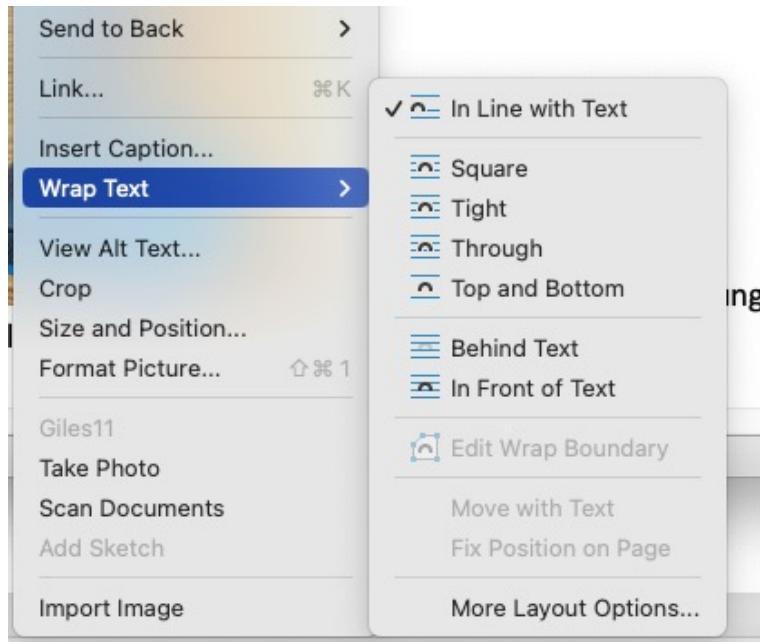
the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the bin lying in the middle of the pavement. He tried to nervously tap his way along in the inky darkness and suddenly stiffened: it

- Wrap in Background

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Wrapping text around images in Word

- Right click on the image and select the effect you are after.



How to deal with more complicated layouts

Use a table with invisible borders for complex layouts, especially if the involve columns.

- Create a table as before
- Insert your picture into a cell of the table
- Put your text into a different cell
- Make the borders invisible