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| **Item** | **Description** |
| Table – create | Insert, table, insert table  In table window put in how many columns and rows |
| Table – change formatting | Change formatting for all information in a table. Go above the columns (get little black arrow) and then select changes.  Select only information that you want to change |
| Table - Sort | Go to layout tab, Data group, choose sort button  Make sure header row is selected and then choose column title |
| Add a row - end of the table | Click at the end of information in the last box of the table and hit TAB key |
| Add shading in the table | Choose column or rows where you want the shading  Then in home tab, paragraph group, find the paint bucket |
| Change width of a column | Click on line between columns when sizing arrow comes up click and drag to change size of the column (make sure not to select just one cell) |
| Delete information in a cell or  Delete a row | Delete information – select cell and click delete (only info will delete)  Delete row/column/cell then right mouse button and choose delete row etc. |
| [www.photolib.noaa.gov](http://www.photolib.noaa.gov) | Know how to find different pictures in this web page, pages, categories. |
| Copy and paste picture | Copy full size picture not thumb nail (know the difference between the 2 and why you choose full size when you copy picture)  If you copy thumbnail size when you paste the picture it will be fuzzy. To get a clear picture copy full size picture and then adjust size after you paste. |
| Change size of picture | Use sizing arrow from the corners of the picture to increase or decrease size of the picture – not from the middle of the border around the picture. |
| Add border and change border color to a picture | Click on picture -Choose format button  In picture styles group, Choose borders and then color |
| Replace a word | Double click on a word and type new word |
| Center, align left, align Right | Know how to change form one to the other – Left, Center, right and what they mean |
| Getting to Know you Table | Understand your assignment-  You had to get everyone in the class to sign your table  What did you change color for/ add italics (name and detail)  Titles were left black font  How many rows and columns were in the table? 4 columns and 5 rows |
| Create a new page in document | Ctrl and enter |
| Excel- cell | Know what it is and how it gets the name  Individual box on the sheet and name is from column and row title – A3 |
| Change column width | Click on line on top of columns between the Letters and get sizing arrow double click or click and drag  Double click will automatically make it as wide as the longest item in the column |
| What is bleeding | When information goes from one cell to the next cell |
| Format Date | Choose column or cell right mouse click, choose format cell, click on date, choose date format you want by looking through options on right side of the screen |
| Advance from one cell to the next cell | Hit tab key or enter to move to next cell and let excel know you are finished entering data into that cell |