Cheat Sheet Module 5

Essential Concepts

Page Layout

- We can create an indent, called a tab space, in our Word document by hitting Tab. The default space is 1/2 inch, but we can adjust and customize this space using tab stops which are adjustable on the ruler of the document or in a dialog box. This is helpful for aligning text.
- Columns are useful for fitting more text on the page and, in some cases, can improve readability with shorter pieces of text. In the Layout menu you'll find an option to insert columns.
- Headers and footers are the top and bottom of the document respectively. They hold footnotes, page numbers, titles, and other useful information. To edit a header or footer you can double click in the white space at the top or bottom of the document. You can also find headers and footers in the Insert menu.

Text Boxes

- Text boxes hold text on the page. They can be formatted with colors, borders, and shapes. Text boxes can be used to separate or highlight information from the main body of the document.
- Insert text boxes from the Insert menu, then format them from the Format menu. There are preset designs to choose from or you can customize your own.

Tables

- We can add tables to a word document from the Insert menu. We have to specify the number of rows and columns we want our table to have, but this can be adjusted after the table is created to fit our needs. Once created, you can type directly into the cells of the table.
- Tables can also be built around the information if it's already in the document. Highlight the data you want to put in a table and then select "Convert text to table" from the Insert→Table menu. When doing this, you will have to select a delimiter, or what is separating the information such as spaces, tabs, commas.
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- When your table is selected, you'll have access to the Design tab which will allow you to choose from preset formatting options or build your own to add color and dimension to the table using background fill and borders.

Images

- The same insert tab that gives us the option to add tables also allows us to add images. Once added we can resize the image and adjust how the text fits around the image, called text wrapping. Common text wrapping options include:
    1. Square—Text wraps around the image in a square shape
    2. Tight/Through—Text wraps around the image, regardless of what shape the image is. This text wrap works best with images that have no background.
    3. Top and Bottom—Text stops when it hits the top of the image and continues at the bottom of the image; no text is to the left or right of the image
    4. Behind text—Image is behind text. Text will cover the image.
    5. In front of text—Image is in front of text. Text behind the image is not visible.

Hyperlinks

- A hyperlink is a piece of text that takes the user to a webpage when clinked. We can insert hyperlinks by highlighting the text we want to turn into a link, then using the shortcut CTRL+K or CMD+K for Mac. To visit an embedded hyperlink on PC you can hold CTRL then click the link. On Mac, you simply click the link.

Glossary

Alt Text

a written description of an image, used to provide information for visually impaired users and improve accessibility.

anchor point

a specific point on an object used as a reference for positioning or alignment.

borders

lines or designs surrounding a table, cell, or image to visually separate and enhance the content.

cells

individual units within a table, formed by the intersection of rows and columns, used to organize and display data.

column break

a tool used to force text to start at the top of the next column in a document.

columns

vertical divisions of text or data in a document that help improve readability and organization.

cover page

the first page of a document, often including the title, author, and other introductory information.

delimiter

a character or sequence of characters used to specify the boundary between separate regions of text or data.

footers

sections at the bottom of each page in a document, typically used to display page numbers, dates, or other information.

headers

sections at the top of each page in a document, often containing titles, chapter names, or other relevant information.

hyperlink

a clickable link in a document or webpage that directs the user to another document, section, or webpage.

image

a visual representation, such as a photo, drawing, or graphic, inserted into a document to enhance or illustrate content.

leader

a series of dots or dashes used to guide the reader's eye across the page, often found in tables of contents.

rotate

to turn an object or image around a fixed point to a different angle or orientation.

rows

horizontal lines of cells in a table, used to organize and display data.

shapes

geometric figures, such as circles, rectangles, or arrows, used in documents for visual emphasis or illustration.

styles

predefined combinations of formatting options, such as font, color, and spacing, applied to text or objects to ensure consistent appearance.

Tab

a key on the keyboard that moves the cursor to the next preset position, known as a Tab Stop.

tab space

the space created when the tab key is pressed, moving the cursor to the next Tab Stop.

Tab Stop

a specific location in a document where the cursor moves when the tab key is pressed.

table

an arrangement of data in rows and columns, used to organize and present information clearly.

text box

a movable, resizable container for text in a document, allowing text to be placed and formatted independently of the main document text.

text wrap

a feature that controls how text flows around an image or object in a document.