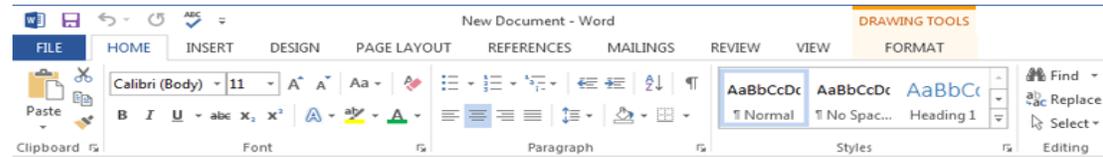


# Technology Project Notes

## Creating a Table (Computer Hardware) Using Microsoft Word

Computer Hardware  
By Edwin Salcedo

### Menu Bar and Ribbon



Computer Parts	Functions	Picture
Hard Drive	It stores saved files and applications.	
RAM (memory card)	It helps access and open programs.	
Processor	It helps the other computer parts complete tasks.	
Power Supply	It supplies power to the computer.	

**Menu Bar** - located on the top of the screen (File, Home, Insert, Design, Page Layout, etc.)

**Ribbon** - the tools located underneath the Menu Bar which allow the user to format a document

**File Tab** - located at the top left hand corner of the screen; this is where the Open, Save, and Print commands are found

**Rotating tool** - allows you to rotate the degree of a shape (white circle)



**Resizing Point** - allows you to resize an object; represented by white squares

**WordArt** - allows you to place a WordArt title; click on the **Insert** tab on the **Menu Bar**

**Wrap Text** - after selecting the shape, text or image, click on **Format** on the Menu Bar and select Wrap Text (i.e. "In Front of Text"); it changes the way the text wraps around an object

**Table** - allows you to insert a table (**Insert** on the Menu bar)

**Shading** - allows you to add color to your cells (**Home** on the Menu Bar; **Paragraph** section on the Ribbon)

**Online Pictures** - allows you to insert images from the Web (**Insert** on the Menu bar)

**Cell** - the intersection of a row and column

### Project Steps

1. Click on Start, All Programs, **Microsoft Office and Microsoft Office Word 2013**.
2. Click on the **File Tab**. Click on **Save As**. When the **Save As dialog box** appears, type in your **File Name** and follow the steps to save your file. Finally **Click Save**.
3. Click on **Insert** on the **Menu Bar** and click on **Table**.
4. Select and click how many rows and columns needed (3 Columns, 5 Rows).
5. Click and hold on the bottom right resizing point and drag the table about 3/4 of the way down.
6. Click and place the cursor in the first cell; Press **Enter** on your keyboard three times.
7. Click on **Insert** on the **Menu Bar**. Click on **WordArt** from the **Ribbon**. Click on your choice. Type your title and name.
8. Click on **Format (WordArt Tools)** on the **Menu Bar**; Select and click on **Wrap Text** and then **In Front of Text**.
9. Click and hold the title and move it towards the top center of the page.
10. Type in the headings (**Computer Parts, Function and Picture**).
11. Type in your information (i.e., computer part names and their function).
12. Click on Insert on the Menu Bar. Click on **Online Pictures**. Type your search word in the Bing search box. Click on your image and click the Insert button.
13. With picture selected, click on **Format (Picture Tools)** on the **Menu Bar**; Select and click on **Wrap Text** and then **In Front of Text**.
14. Click and hold on the bottom right resizing point and adjust the size of the picture.
15. Click and hold the picture and move it towards the corresponding cell in the row that has that computer part.
16. Highlight your text and change the font face, size and color.
17. Highlight your cells and change the shading color. Click on **Home** on the Menu Bar. In the **Paragraph** section on the Ribbon, click on the down arrow of the **Shading** (paint bucket icon) tool and choose your color choice.
18. Click on the **File Tab**. Click on **Save**.
19. Follow the steps provided in the front of the classroom to **open** your work next time for class.