

Building an Address Book in Word

by Dick Evans

This is not just about an address book. It is about tables and formatting and sorting and finding and printing. It takes a look at using the data to print labels.

Tables in Word? Sure, Excel is all tables, but we can use them in Word as well. They have columns and rows and are use to not only store data. They are used to line up information on the page--much better than using tabs or the space bar.

The version of Word we are using here is 2007 or 2010.

Building a table

On the Insert tab, click table and drag the mouse over the grid to define the number of rows and columns you want it to contain.

Entering data

Click in any cell and type. Tab to move to the next cell in the row. When you are at the end of the row, tab gets you to the first cell in the next row. If you were on the last row, Word automatically adds a new row like the previous one (same number of cells). Shift-Tab back you up a cell at a time.

Resizing rows and columns

When you point to a border (the lines around a cell) you see a double left-right arrow. Double-click the left cell border to auto adjust the cell sizes based on the data contained in them. Drag any cell border left or right to change the size of the cell. Up or down to change the size of a row.

Formatting table

Click in the table and the Table Tools Design and Layout ribbons appear. Click the Design tab and choose a table style from the ribbon.

To center the entire table, not the content within, mouse to the upper left of the table and click the box that appears. The entire table is selected. Now click left, center, or right to position the table.

Formatting content

Format just like you would any text in a document. Color, size, bold, italic, underline, left, right, center and everything else works the same.

Hiding the cell borders

Select the entire table (see above) and pull down the border tool in the home ribbon paragraph group. Select no border.

Sorting the data

Click anywhere in the table. On the layout ribbon in the data group, click sort. If you have a header row, check the box in the lower left. Then select the columns you want to sort on. Click OK to sort.

Locating specific data

On the home ribbon in the editing group, click Find (or Ctrl+F). enter the data you are looking for and click Find In.

Pin Shortcut to Start Menu

For apps you use on a regular basis, right-click on the apps shortcut and select Pin to Start Menu. The shortcut will now be on the menu that pops up every time you click the Start button.

A Simple Web Site

Open about.me, register, and then create your own about me web page. Your URL or Web address will be <http://about.me/name> (name will be whatever you choose when you register). Add this address to the signature line in your emails and you will give everyone access to your new "Web page".

Creating PDFs

If you have Word 2007, Word 2010, or OpenOffice, you can save your documents as PDF's. NEVER only save as a PDF or you will not be able to open later and make changes. Save as a doc file and then save again as a PDF to send the file to someone else or post in on a Web page like this one is.

Download PDFredirect to install a PDF Printer on your computer. Then in any app you can choose it as the printer and your output will be in the form of a PDF instead of paper. Here is the link to download it: http://download.cnet.com/PDF-Redirect/3000-10743_4-10255233.html

Password Protect a Word Document

Save As > Tools > General Options

Fill in the passwords to view and to edit the file, then click OK. You will be asked to verify both passwords. When the file is opened later on, the user will have to know the proper passwords to see the file and to make changes to it.