

Office Doc

First-quarter			
Switzerland	January	February	March
Geneva	456	693	
Lausanne	841	478	
Montreux	753	148	
Total by city	2'050	1'319	

EASTER EGGS	
Excel2000	Arcade-style racing game
FrontPage-97-/98-/2000	Photo of the FrontPage team
Word-97	Pinball game
Excel97	Flight simulator
Internet Explorer-5	Mozilla

In computing, Easter eggs are messages, graphics, sound effects, or an unusual change in program behavior, that occur in a program in response to some undocumented set of commands, mouse clicks, keystrokes or other stimuli intended as a joke or to display program credits. A

former use of the term Easter egg was to describe a message hidden in the object code of a program as a joke, intended to be found by persons disassembling or browsing the code. One well-known early Easter egg found in some Unix operating systems caused them to respond to the command "make love" with "not war?". Many personal computers have much more elaborate eggs hidden in ROM, including lists of the developers' names, political exhortations, snatches of music, and (in one case) images of the entire development team. The 1997 version of Microsoft Excel contained a hidden flight simulator. The Palm operating system has elaborately hidden animations and other surprises. While computer-related Easter eggs are often found in software, occasionally they exist in hardware or firmware of certain devices. On some PCs, the BIOS ROM contains Easter eggs. Perhaps the most famous example of a hardware Easter egg is in the HP ScanJet 5P, where the device will play the Ode to Joy by varying the stepper motor speed if you power the device up with the scan button depressed. At the moment few interesting eggs in Office programs (did Microsoft take measures against this?).

More info on : <http://www.eggs.com>

MS-OFFICE 2007

English version

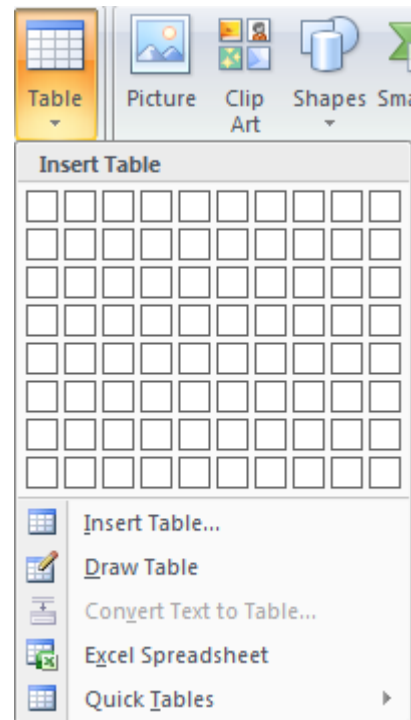
Word Tables

Table of contents

1	Creating the table	2
1.1	Using the grid	2
1.2	Using the dialog box	2
1.3	Using the mouse to <i>draw</i> the table	3
1.4	Using text conversion	3
1.5	Using one of the built-in templates	4
2	Working with the mouse : selection, width, height	5
2.1	Selecting	5
2.2	Modifying the row height	5
3	Modifying the column width	5
3.1	Resizing a table	6
3.2	Shortcut menu	6
4	DESIGN Tab : format options	7
4.1	Applying a preset table style	7
4.2	Removing the style	7
4.3	Modifying the format, the shading, the borders – using the draw and eraser buttons.	7
4.4	Modifying one of the built-in table styles	8
4.5	Creating a new table style	9
5	LAYOUT Tab : working deeper on the table	10
5.1	Selection, gridlines	10
5.2	Inserting and deleting rows / columns	10
5.3	Merging and splitting cells	11
5.4	Size of rows/columns/cells – AutoFit – Distribute rows/columns	11
5.5	Horizontal/vertical text alignment – Text orientation – Default cell margins	12
5.6	Sorting – Header Rows – Convert to Text - Formula	13
6	Working on the cell paragraphs	16
6.1	Indents, alignment etc	16
6.2	Tabs and cells	16
6.3	Copy- Cut- Paste	17
7	The table properties – additional options	17
7.1	TABLE Tab : total width, position on the page	18
7.2	LINE Tab : fixed height, allow row to break across pages	19
7.3	COLUMN Tab : column width	19
7.4	CELL Tab : width and text alignment inside the cell	20
8	The table as a floating object	21
8.1	Make the table a floating object	21
8.1.1	<i>Moving</i>	21
8.1.2	<i>Text wrapping</i>	21
9	Inserting a table inside a cell	22
10	Inserting an Excel sheet (object called OLE)	24

1 Creating the table

- INSERT Tab – TABLES Group – TABLE Button



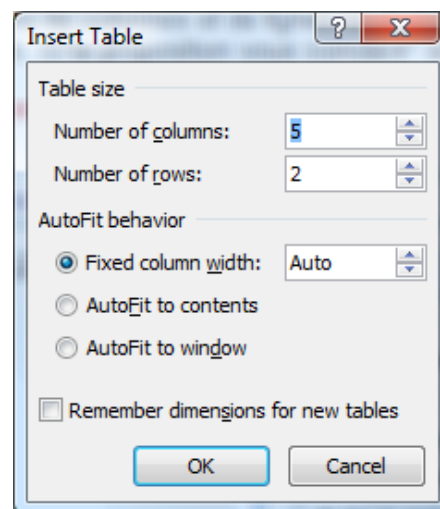
1.1 Using the grid

Point on the grid the required number of rows and columns. Real-time : the table is created in the document. If the result seems satisfactory to you, click to finalize the insertion.

Max number of columns = 63

1.2 Using the dialog box

It is the INSERT TABLE option :



AutoFit behavior

Fixed column width

Word divides the current page width (according to the set margins) by the number of columns you have indicated. The column width will not be automatically modified when you type but you can set the width manually.

AutoFit to contents

The default column width is one character wide and it is automatically enlarged when you type text. But once a column has been manually modified, this autofit behavior stops..

AutoFit to window

The table width is adjusted to fit the window, between the visible margins. When you type, the column width remains fixed, there will be no autofit.

Remember dimensions for new tables ...

The number of columns and rows, the settings indicated for the *AutoFit Behavior* options are saved and they become the default dialog box propositions (valid for next sessions but not saved in Normal.dotm).

1.3 Using the mouse to *draw* the table

It is the DRAW TABLE option. The pointer becomes a *pencil*. First draw a line starting from a table corner right to the opposite corner in order to set the table size. Then draw the lines and columns inside the table. The DESIGN Tab will be automatically displayed where you will find the *pencil* button but also an *eraser* button.

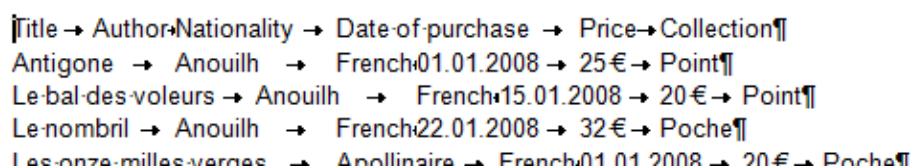
When you have finished : press the Esc key.

Modifying later on

The *Draw Table* button ... will let you split a cell. The *Eraser* button does the contrary, it removes the inside « separation » in order to merge cells. To merge cells, simply point the separation (the pointer displays a sort of sparkle) and click. If merging is not possible – because of other separations depend on this one – then the command simply removes the border line.

1.4 Using text conversion

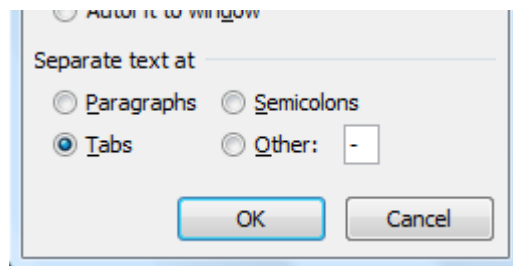
It is the CONVERT TEXT TO TABLE option. Select the list of items (they should be separated with a comma, a semi-colon ... as in the following screen capture) : .



```
[Title → Author → Nationality → Date of purchase → Price → Collection]
Antigone → Anouilh → French → 01.01.2008 → 25€ → Point
Le bal des voleurs → Anouilh → French → 15.01.2008 → 20€ → Point
Le nombril → Anouilh → French → 22.01.2008 → 32€ → Poche
Les onze mille verges → Anouilh → French → 01.01.2008 → 20€ → Poche
```

The INSERT TABLE dialog box will be displayed, showing a few extra options at its bottom :

Make sure you select the correct separation character



1.5 Using one of the built-in templates

It is the QUICK TABLES option, displaying a gallery of built-in tables. Each sample includes format that you can easily modify and text that you can also overwrite.

Sample 1 : a « standard » table (With Subheads 1)

Enrollment in local colleges, 2005

College	New students	Graduating students	Change
<i>Undergraduate</i>			
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77
Pine College	134	121	+13
Oak Institute	202	210	-8
<i>Graduate</i>			
Cedar University	24	20	+4
Elm College	43	53	-10
Maple Academy	3	11	-8
Pine College	9	4	+5
Oak Institute	53	52	+1
Total	998	908	90


Source: Fictitious data, for illustration purposes only

 Totals are not automatic because they are not field codes (therefore no F9 to update)

Sample 2 : a calendar (Calendar 2)

MAY

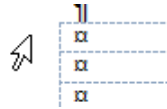
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 If you right click one of the built-in tables, you may also set the insertion point (At Current Document Position, At Page Header, At Beginning of Section and so on).

2 Working with the mouse : selection, width, height ...

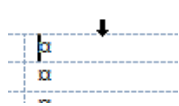
2.1 Selecting

Point the row – in front of the table



- Simple click to select a row
- Click and drag to select more than one row

Point the top of a column



- Simple click to select the column
- Click and drag to select more than one column

2.2 Modifying the row height

Point the separation line



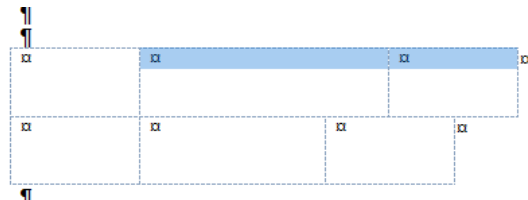
- Click and drag to set the height

2.3 Modifying the column width

Caution about the selection

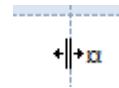
No selection : the width will be applied to the active column (the column containing the insertion point)

One or more cells are selected : the width will be applied ONLY to the selection even if this means disorganizing the table.



Effects on the other columns when you modify the width of one column

Point the separation between two columns, with no special selection



- Then click and drag → The column located to the right will be enlarged/reduced accordingly.
The table total width is not be modified.
- Or : ALT + click and drag → The column located to the right will be enlarged/reduced accordingly but this can be done to the exact mm.
The table total width is not be modified.

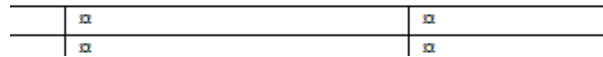
Click and drag to modify one column WHILE ALSO MODIFYING THAT OF THE OTHERS

SHIFT + click and drag



The column located to the right is not affected.
The table total width IS MODIFIED ACCORDINGLY.

This is equivalent to clicking and dragging the columns “squares” in the ruler :



CTRL + SHIFT + click and drag



All columns located to the right are distributed evenly.
The table total width is not modified

Enlarge or reduce the last column

You enlarge/reduce the column and the table total width is modified accordingly

Autofit like in Excel

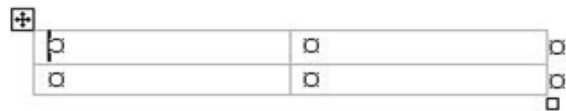
Provided the table does not use the total available width
Double-click on the column separation.

2.4 Resizing a table

Rest the pointer on the table until the table resize handle appears on the lower-right corner of the table, then click and drag as required



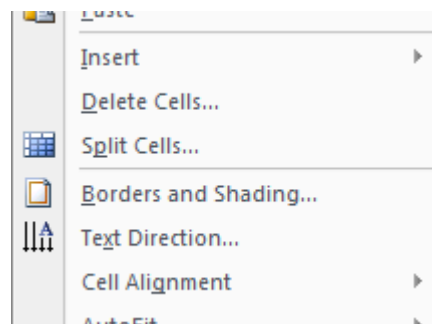
Caution : if you point the top-left corner of the table, you will see a double-cross arrow. If you click and drag it, you will move the table but as a floating object. See chapter *The table as a floating object* on page 21



2.5 Shortcut menu

A lot of the table commands have a correspondence if you right click into a table :

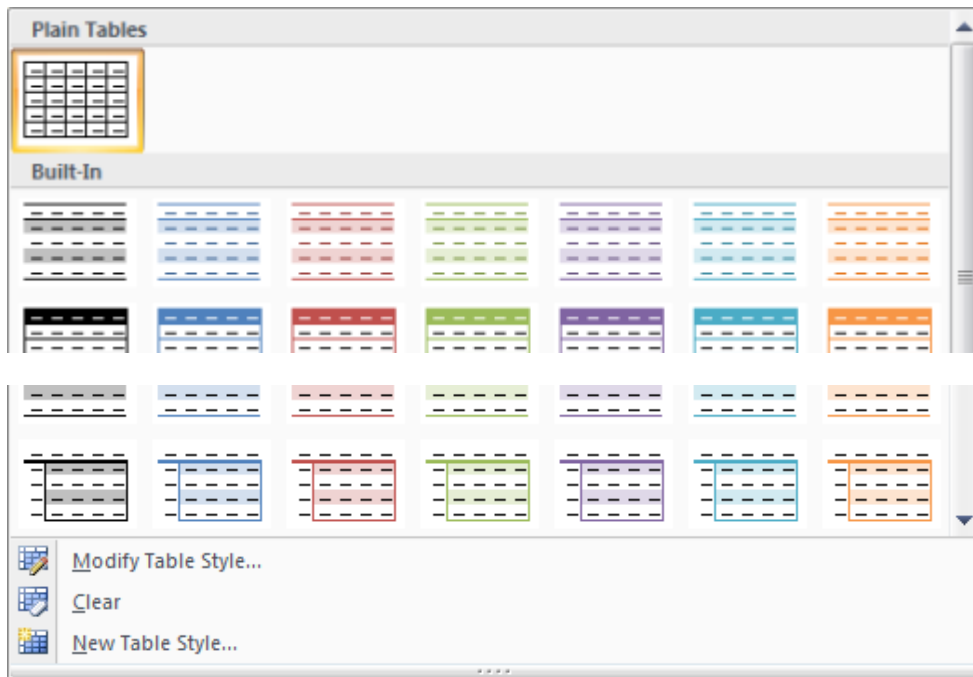
Don't hesitate



3 DESIGN Tab : format options

3.1 Applying a preset table style

TABLE STYLES Group : here below the styles gallery



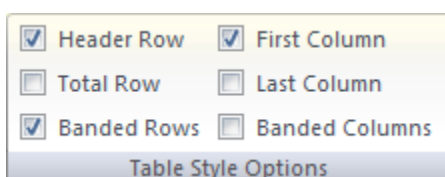
The colors come from the current theme. This means that if you choose a theme color, it will be “dynamic”. Change the theme and the color will automatically adapt to the new theme. If you don’t want this to occur, make sure to select an “off-theme” color, one from the *Standard Colors* or *More Colors*.

When you point a given style, it is instantly applied to the current table. If you are satisfied with the result, click and you will *actually apply* it.

3.2 Removing the style

No special selection. Just make sure that the cursor be placed inside the table, then display the styles gallery (previous screen capture) and click on the CLEAR option. The default format will be applied to the table.

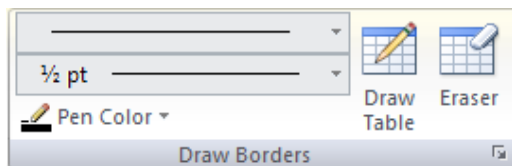
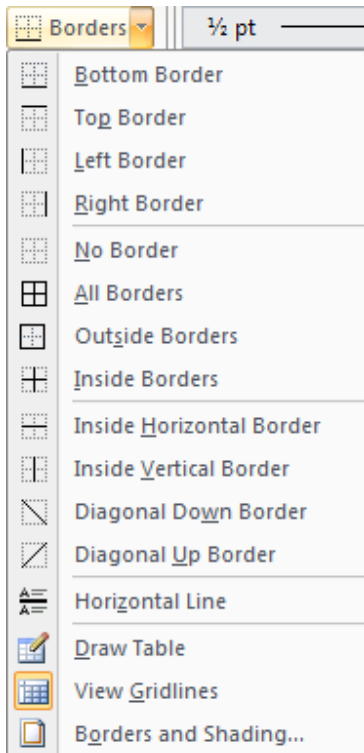
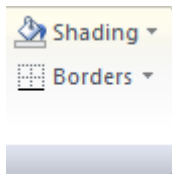
3.3 Modifying the format, the shading, the borders – using the draw and eraser buttons.



No special selection

Tick on/off according to your needs.

The changes affect the bold attribute, the shading, the borders ...



Applied to the selected cells

Shading : theme colors or standard colors

Borders : as usual. The last options of the menu can be mentioned :

- Horizontal line : to insert a separation line inside de cell but that will not lead to a cell *splitting*. Just like this one :



This line is not a floating picture but a special drawing, anchored to the insertion point. Double-click on the line for additional options (color, alignment in the cell ...)

- Draw table : the pointer turns into a pencil. It is then possible to drag the mouse between two borders to *split* the cell.
- View Gridlines : to see the table « cell structure ». Will not be printed.
- Borders and shading : displays a dialog box with a fair number of additional options.

To work on the border style, width, color.

DRAW TABLE and ERASER buttons

The *Draw Table* button ... will let you split a cell. The *Eraser* button does the contrary, it removes the inside « separation » in order to merge cells. To merge cells, simply point the separation (the pointer displays a sort of sparkle) and click. If merging is not possible – because of other separations depend on this one – then the command simply removes the border line.

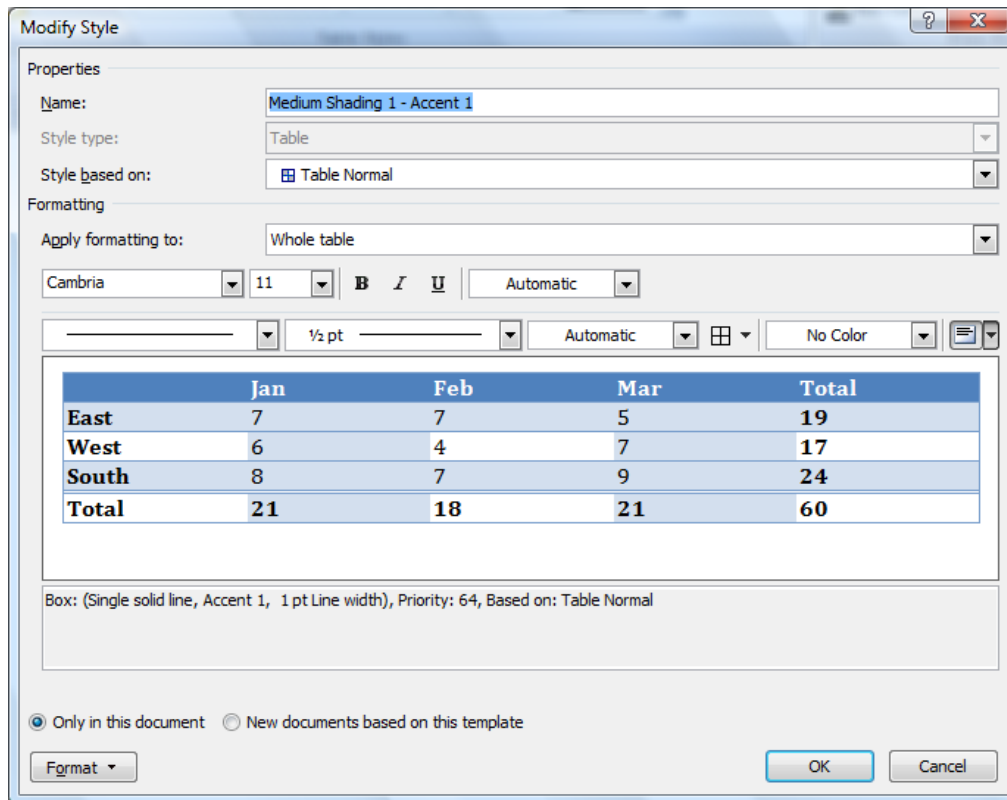
3.4 Modifying one of the built-in table styles

They are *table* styles, a concept similar to *paragraph*, *characters*, *list ... styles*.

- ✎ Table styles are not listed in the Styles Pane (displayed by clicking the dialog box launcher located below the CHANGE STYLES button, on the HOME Tab).

You may modify preset attributes for a given style and this can be applied to THIS document or ALL documents (via the Word global *Normal.dotm* template or a custom template)

- Start from a table whose style can be a good start (it will be easier)
- Place cursor in the table and display the table styles gallery
- Click on the MODIFY TABLE STYLE option



 If you modify the name, you will not create a new style, you will RENAME the style.

- Modify as required
- Set the range of application by clicking either on the ONLY IN THIS DOCUMENT (by default) or NEW DOCUMENTS BASED ON THIS TEMPLATE.

3.5 Creating a new table style

- Place cursor inside the table
- Display the table styles gallery
- Click on the NEW TABLE STYLE option

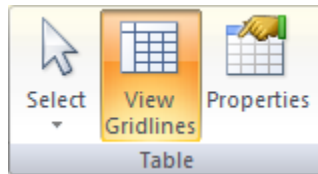
The dialog box is the same as the previous one.

Give a name to your new style and set its format attributes.

The new format will be displayed in the styles gallery, at the top, under the CUSTOM section (point the style and the name will be indicated).

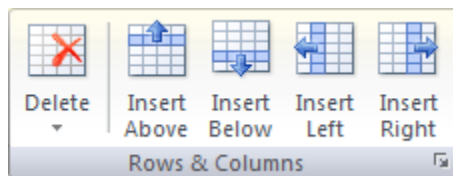
4 LAYOUT Tab : working deeper on the table

4.1 Selection, gridlines



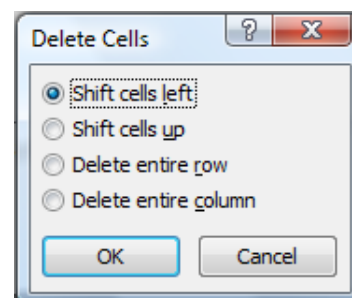
- Select** Cell, Column, Row, Table
- View Gridlines** Caution : do not mix up with borders.
(not active by default)
- Properties** Dialog box for additional options (explained later)

4.2 Inserting and deleting rows / columns



- Delete** A drop-down menu will be displayed to delete *cells, rows, columns, table*. Deleting will be done according to your selection (insertion point to delete the current row or column, number of rows/columns selected).

If you have selected cells, Word will display a dialog box giving the possibility to “shift” :



- Insert ...** Select the number of required rows or columns
Choose the type of insertion : *above, below, left, right*.

Inserting columns : implication on the table width:

If the table does not occupy the full available width, the table will be automatically enlarged each time you insert a column

If the table does occupy the full available width, the column will be inserted and the other columns distributed evenly. The table width will not be modified.

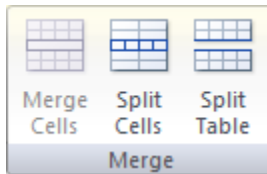
Adding a row at the bottom of the table

Place the cursor inside the last cell and press the TAB key.

Keyboard tip to delete rows / columns


Select the required rows or columns and press the Backspace key (Del = content only)

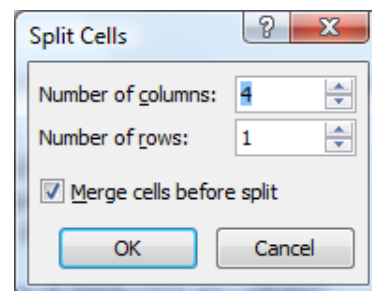
4.3 Merging and splitting cells



Merge Cells Word merges the selected cells into one.

Split Cells The selected cells are equally divided according to the number set in the following dialog box :

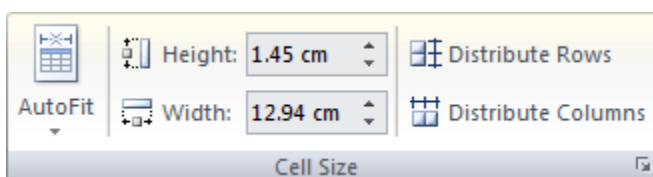
 [You can also use the Draw and Eraser buttons on the DESIGN tab to split or merge cells.](#)



Split Table Splits a table by inserting an empty paragraph in front of the row containing the insertion point. This is equivalent to the following keyboard combination : CTRL + SHIFT + RETOUR

Caution, the CTRL + ENTER keyboard combination generates the same result but adds a page break.

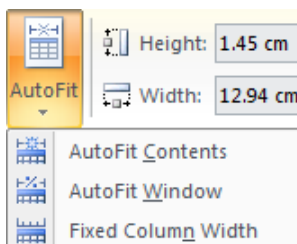
4.4 Size of rows/columns/cells – AutoFit – Distribute rows/columns



AutoFit

AutoFit Contents

The table gets as small as possible, the columns will be enlarged when you start typing.



AutoFit Window

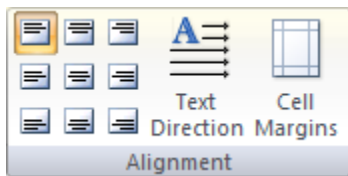
The table uses the page width. The columns width will be changed accordingly. Caution : in real and not on the screen only.

Fixed Column Width

Any new column MODIFIES THE TABLE WIDTH

Size in cm	Make sure your selection is correct and set the required number of cm
Distribute Rows/Columns	Select the required rows / columns Rows/columns are equally divided
Dialog box launcher	The table PROPERTIES dialog box (explained later)

4.5 Horizontal/vertical text alignment – Text orientation – Default cell margins



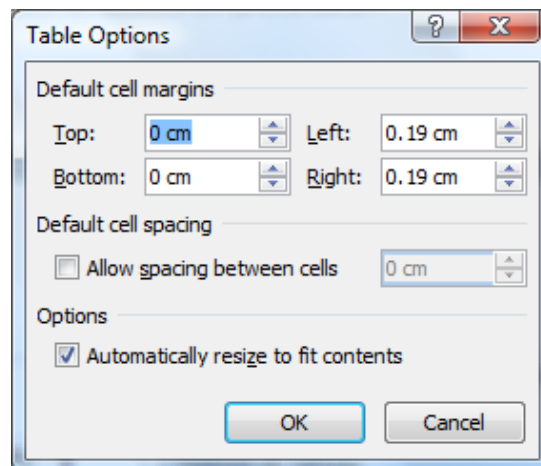
According to selection :
Text alignment buttons

Choose from the tear-off

According to selection :
Text Direction

Click on the button to get another orientation

By default for the whole table :
Cell Margins



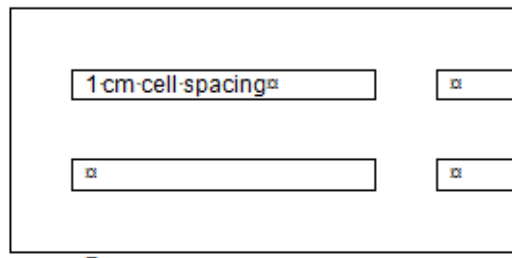
Default cell margins

The number of cm before the text starts (left, right, top and bottom)

	□	□
	Margins set 1cm for all sides	□

Default cell spacing

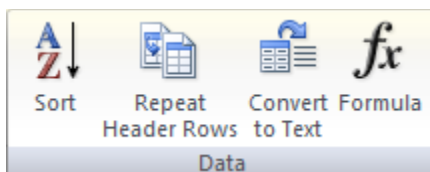
To create a space between each cell in the table. Not very common.



Automatically resize to fit contents

Only if the table does not occupy the full available width : type a large word and the column will be automatically enlarged (the table width will be modified)

4.6 Sorting – Header Rows – Convert to Text - Formula

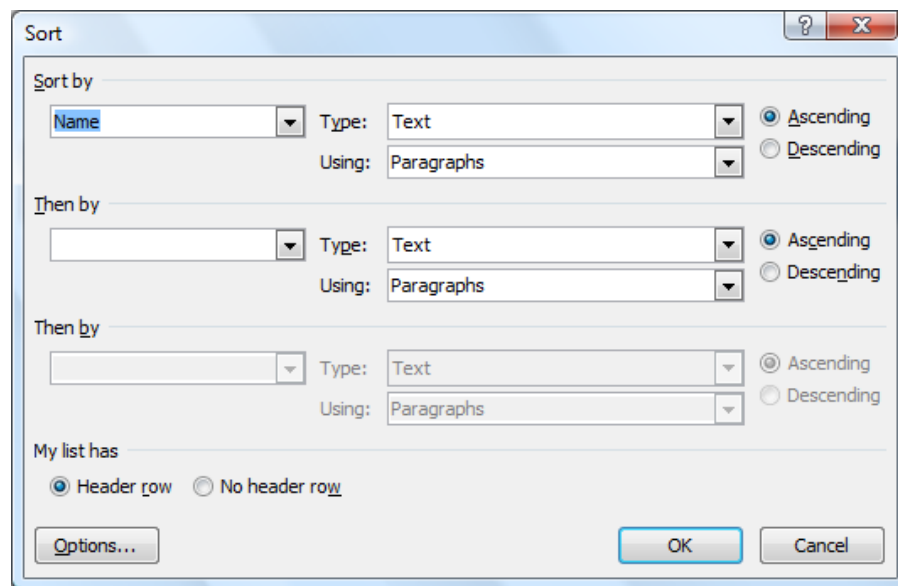


Sort

Text or number sorting (in ascending/descending order)
(no sort if the table contains merged cells)

- Ideal : place the cursor in the column containing the sorting criteria
- SORT button. *The table is automatically selected*

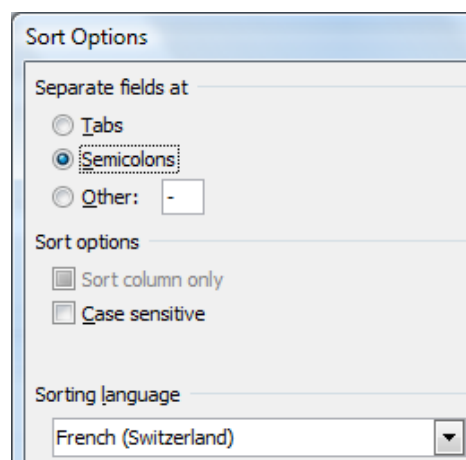
- Here below the dialog box



If your table has a header row, the sorting keys will show the text of the cells in the header row. If there is no header row, then the sorting keys will show *Column 1, 2 ...*

Sorting always affects the full record (each row is taken as a whole)

The OPTIONS button



Sort column only

To force the sorting on the selected columns only
Caution, are you certain about your selection ?

Case sensitive

How will sorting affect words in capital letters ? When two words are identical – case is the only difference - Word will place the word in small letters BEFORE the word after the one in capital letters.

Repeat Header Rows

The first row or the first n rows of the table can be repeated at the top each new printed page.

- Select the row(s) and click on the REPEAT HEADER ROWS button.

Reminder : caution, this does not work with *floating* page breaks

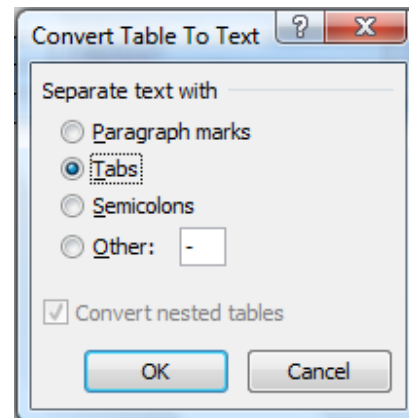
 Equivalent to : TABLE Group – PROPERTIES Button – ROW Tab – REPEAT AS HEADER ROW AT THE TOP OF EACH PAGE Option

Convert to text

Select the table

Here below the dialog box :

Choose the character that will separate items in the new text list.



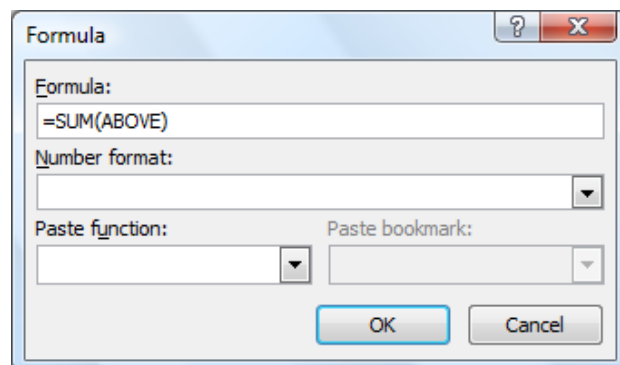
 Reminder to convert a text into a table : INSERT Tab – Drop-down list of the TABLE Button - CONVERT TEXT TO TABLE Option.

Formula

Place the cursor in the cell where you need a formula
Usually it will be a sum.

Here below the dialog box :

*Number format =
Excel formats*



- * **The function is a field code, such as this one : `=SUM(ABOVE)`
Therefore it will not be updated automatically**

Update : F9 on the field or right click the field code and click on the UPDATE FIELD option.

Modifying the code : SHIFT + F9 on the field code or right click the field code and click on the TOGGLE FIELD CODES option.

Other formulas or functions ? Possible but heavy

How are references represented :	<i>Above, below</i> <i>Left, right</i> <i>(b:b)</i> <i>(b1:b3)</i> <i>(a1:b2)</i> <i>(a1;a3;c5)</i>	All cells – above, below Left - right The B column B1 to B3 cells A1 to B2 cells A1 cell and A3 cell and C5 cell
----------------------------------	--	---

Here below some examples :

Number	Tested-formula	Field-code
34	Sum of values on the left	<code>=SUM(LEFT)</code>
23	Average of "A" column	<code>=AVERAGE(a:a)</code>
56	Multiply 34 (A2) by 23 (A3)	<code>=PRODUCT(A2;A3)</code>
<code>=SUM(ABOVE)</code>		

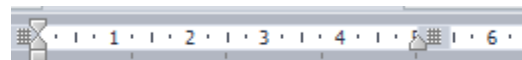
Add to this the fact that you need to set a decimal tab to get a correct decimal alignment. And add also that updating is not automatic, F9 every time you make a change in the formula precedents.

This is why users rarely go beyond the SUM function. For more complicated formulas, they prefer Excel (you may insert an Excel table directly inside a Word document – this is called an OLE object)

5 Working on the cell paragraphs

5.1 Indents, alignment etc ...

When you select a cell, a small ruler is displayed :



Indents, center, justify ... it works just like a standard paragraph.

When you select more than one cell, only the ruler for the first cell is displayed. Prepare the format for the first cell and it will be automatically applied to the others.

5.2 Tabs and cells

Place the tab

Set the tab as you would for a standard paragraph

Using

Pressing the TAB key means selecting the next cell and its content. Therefore you cannot use it to work with the tab.

You need the following keyboard combination : CTRL + TAB.

One exception : the decimal tab. The alignment is automatic, as soon as you have set the tab in the ruler.

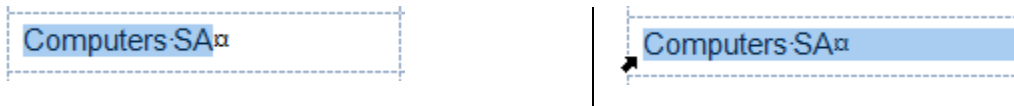
5.3 Copy- Cut- Paste

Copy-Cut-Paste outside the table, inside a standard paragraph

You can work as usual but make sure to SELECT THE TEXT ONLY and not the cell or the command will affect the cell and not the text only.

Copy-Cut-Paste into another cell

Your selection will be most important. Here below an example of your selection and the result when you paste :

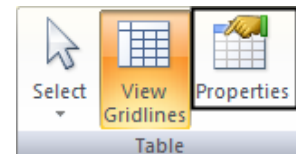


You place the cursor at the beginning of a cell containing text (no selection) and you paste :

The copy is inserted at the insertion point | **The copy REPLACES the text in the cell**

6 The table properties – additional options

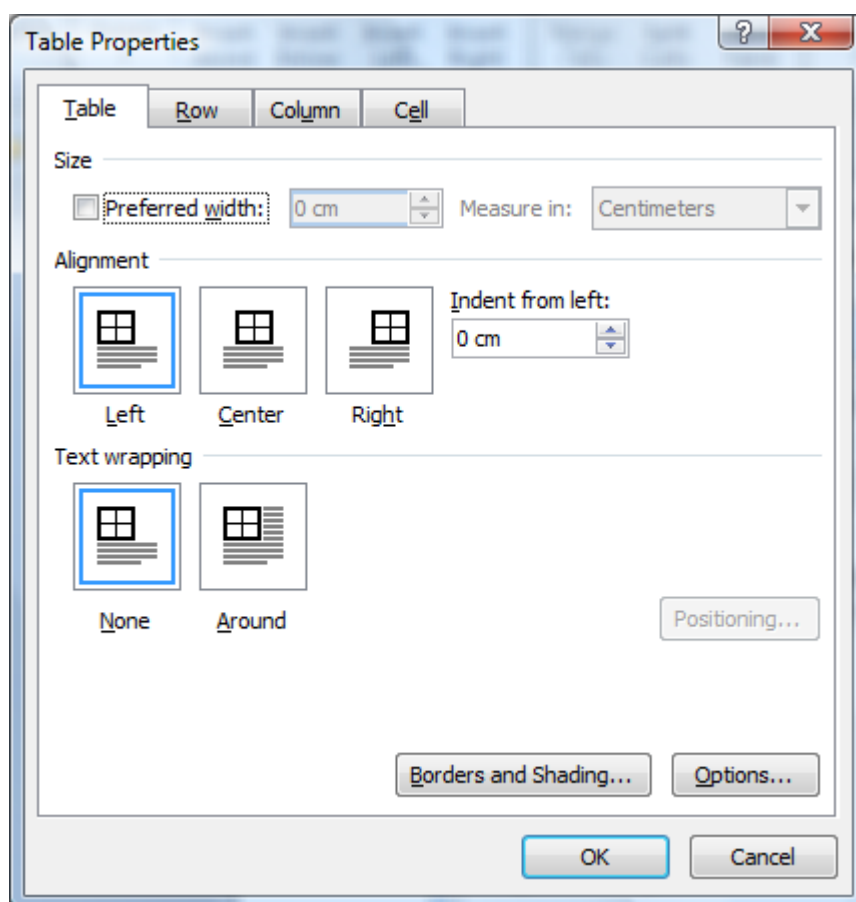
LAYOUT Tab – The first group on the Ribbon :



A lot of options have a button on the ribbon and you will recognize them easily.

6.1 TABLE Tab : total width, position on the page ...

No prior selection necessary .



Preferred width

Corresponds to the table total width. If you type in a value, each column will be enlarged/reduced accordingly but there will be no « even distribution » of the columns.

Alignment

The table will be placed left, center, right to the *total available width*. If you type in a value in cm, the table will be indented accordingly.

Text wrapping

None

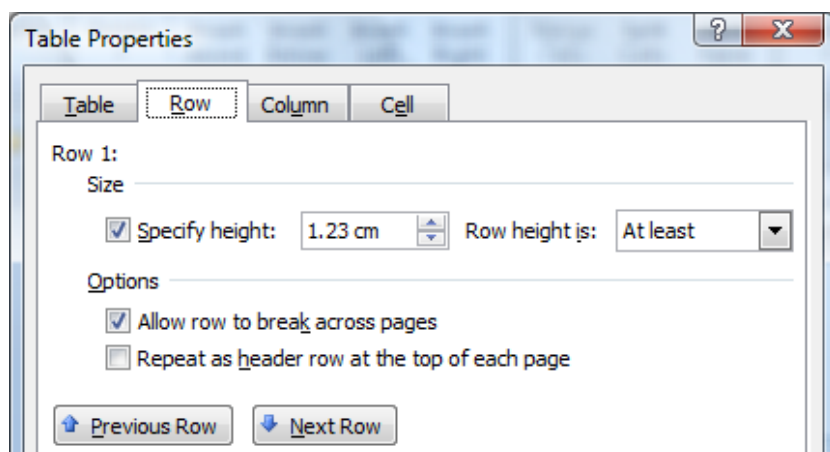
The table belongs to the text.

Around

The table becomes a floating object.

See topic : *The table as a floating object at page 21*

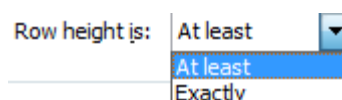
6.2 LINE Tab : fixed height, allow row to break across pages



Specify height

Easier to work with the mouse ...

Very interesting : you type in a special height and you set that this height should be *Exactly*.



Usually when the typing is long, the table row is automatically adjusted to display the whole text. Unless the row has been set as *Exactly*.

When you get to the bottom of the cell, the text will « disappear », a visual hint to warn you that you should not carry on.

Very handy with online forms. Indeed typing too much might result in inserting a page break in the middle of the form.

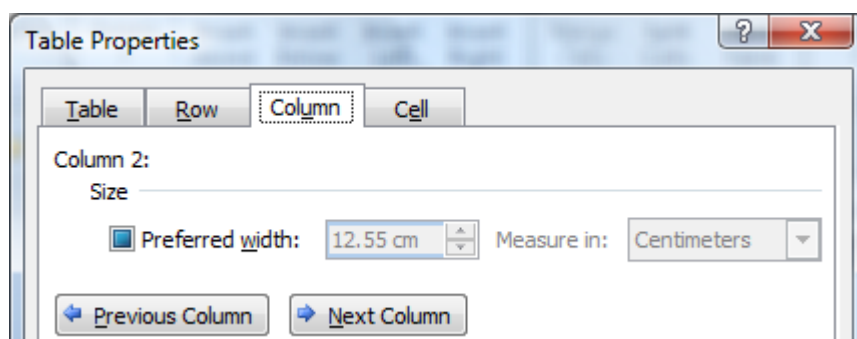
Allow row to break across pages

On by default. When the text inside a cell is really long and that the available space on the page is no longer sufficient, a page break will be automatically inserted inside the cell..

Repeat as header row ...

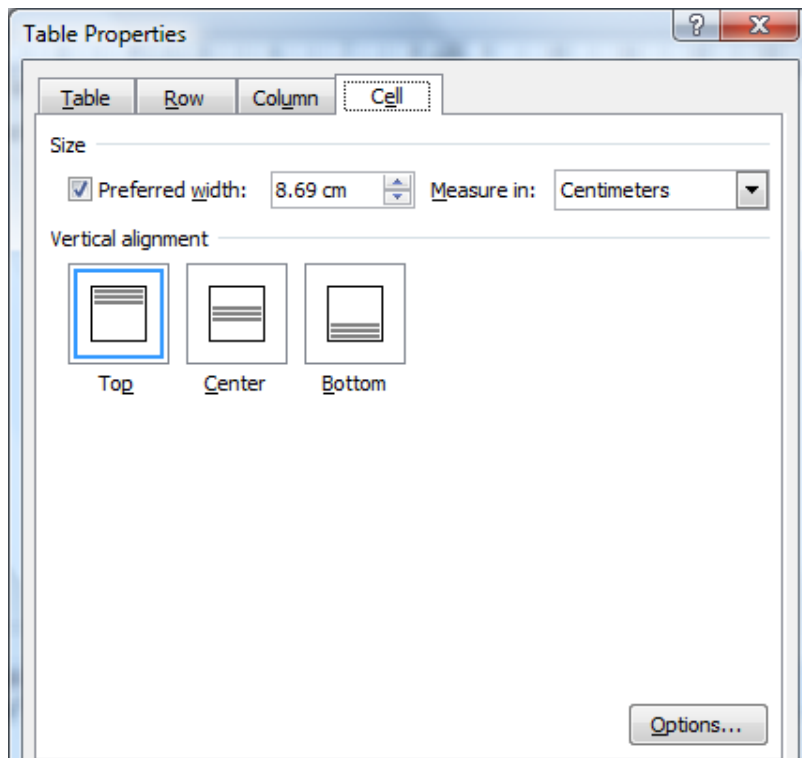
Equivalent to the button of the same name on the Ribbon

6.3 COLUMN Tab : column width

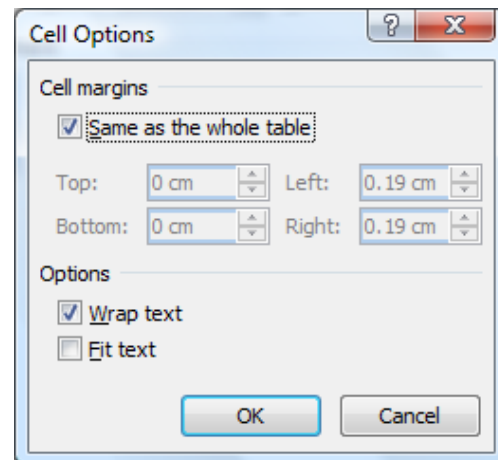


No option that would have its equivalent on the Ribbon.

6.4 CELL Tab : width and text alignment inside the cell



Only the OPTIONS button shows additional options :



According to the selection

Text margins – just as in the screen capture on page 13

Cell margins

Wrap text

On by default . when typing goes beyond one line, there will be an automatic text wrapping.

Fit text

Never or rarely used : no wrapping (even though the option might be ticked on). The text occupies one line only and spreads across the cell width. Caution : the more characters, the smaller they will be ...

7 The table as a floating object

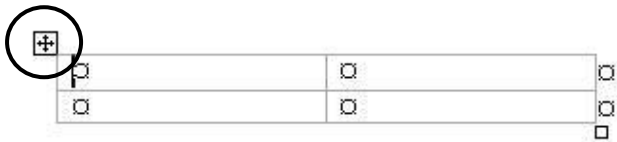
- ⚠ Caution : when the table is an object, it belongs to the floating layer and follows its specific rules. If you want to work as usual you need to revert to a normal table by "fixing" it : LAYOUT Tab - PROPERTIES Button - TABLE Tab – TEXT WRAPPING – Click on NONE.

7.1 Make the table a floating object

7.1.1 Moving

Reminder : if your table needs to remain in the text layer (the table has a fixed position on the page), use the classical COPY/CUT/PASTE command or any other equivalent shortcut

Rest the pointer on the table until the table moving handle appears on the upper-left corner of the table (as shown in the screen capture below), then click and drag as required to place it on the page.



- ✎ You may also display the table properties dialog box (LAYOUT Tab – TABLE Group – PROPERTIES Button) : TABLE Tab – TEXT WRAPPING – Click on AROUND

7.1.2 Text wrapping

When you place a table inside a rather long portion of text, the text can be wrapped around the table just as in the screen capture below :

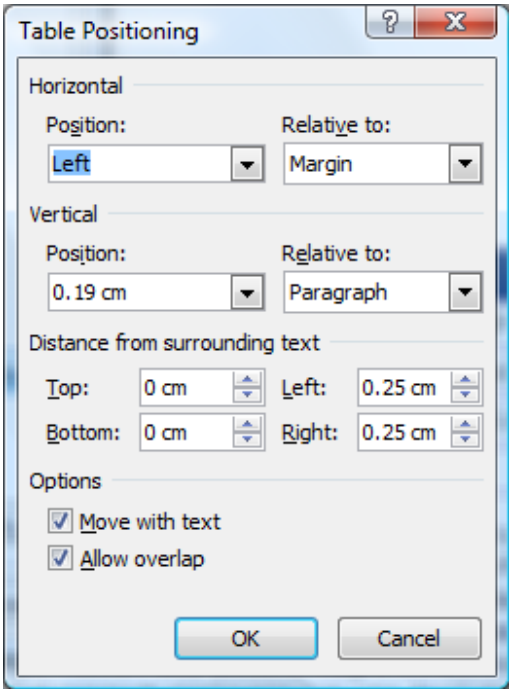
EASTER EGGS	
Excel2000	Arcade-style racing game
FrontPage 97 / 98 / 2000	Photo of the FrontPage team
Word 97	Pinball game
Excel 97	Flight simulator
Internet Explorer 5	Mozilla

In computing, Easter eggs are messages, graphics, sound effects, or an unusual change in program behavior that occur in a program in response to some undocumented set of commands, mouse clicks, keystrokes or other stimuli intended as a joke or to display program credits. A former use of the term Easter egg was to describe a message hidden in the object code of a program as a joke, intended to be found by persons disassembling or browsing the code. One well-known early Easter egg found in some Unix operating systems caused them to respond to the command "make love" with "not war?". Many personal computers have much more elaborate eggs hidden in ROM, including lists of the developers' names, political exhortations, snatches of music, and (in one case) images of the entire development team. The 1997 version of Microsoft Excel contained a hidden flight simulator. The Palm operating system has elaborately hidden animations and other surprises. While computer-related Easter eggs are often found in software, occasionally they exist in hardware or firmware of certain devices. On some PCs, the BIOS ROM contains Easter eggs. Perhaps the most famous example of a hardware Easter egg is in the HP ScanJet 5P, where the device will play the Ode to Joy by varying the stepper motor speed if you power the device up with the scan button depressed. At the moment few interesting eggs in Office programs (did Microsoft take measures against this?).

More info on : <http://www.eggs.com>

Additional settings such as the table exact placement inside the text – left/center/right – the distance between the table and the beginning of the text can be managed through :

- LAYOUT Tab – TABLE Group –
 PROPERTIES Button : TABLE Tab –
 POSITIONING Button



8 Inserting a table inside a cell

Why choose to nest tables when splitting cells can produce a similar result ?

The main difference between splitting and nesting is spacing : nested tables will use more spacing because of their border, while split cells need no extra spacing. Use nesting if you need to manipulate the contents of the table. For instance, it is easy to click on a nested table to move it somewhere in the document while doing the same with split cells will be very difficult. But inserting a table inside a cell is sometimes a good solution to avoid a page break inside a cell.

The table is nested :

Jobs	1995 – 1997	Developer – IBM
	1997 – to this day	Project manager – DEC
Hobbies	Sport Cinema	
Languages	French and English (bilingual)	

The cells have been split

Jobs	1995–1997	Developer – IBM
	1997–to this day	Project manager – DEC
Hobbies	Sport Cinema	
Languages	French and English (bilingual)	

An example of nesting cells : here below the table that was inside a document :

TAB	Next cell – selected
SHIFT + TAB	Previous cell – selected
→	Cell is empty? : next cell Cell is not empty? : next character
←	Cell is empty? : previous cell Cell is not empty? : previous character
↑	Previous line
↓	Next line
ALT + HOME	First cell in current line
ALT + END	Last cell in current line
ALT + PgUp	First cell in current column
ALT + PgDn	Last cell in current column

It has been resized and moved into a synthesis page, removing all its borders :

Moving	TAB	Next cell – selected
	SHIFT + TAB	Previous cell – selected
	→	Cell is empty? : next cell Cell is not empty? : next character
	←	Cell is empty? : previous cell Cell is not empty? : previous character
	↑	Previous line
	↓	Next line
	ALT + HOME	First cell in current line
	ALT + END	Last cell in current line
	ALT + PgUp	First cell in current column
	ALT + PgDn	Last cell in current column
Selecting	Using the mouse	

This was to avoid a long and fastidious copy-paste command ...

9 Inserting an Excel sheet (object called OLE)

It is the option EXCEL SPREADSHEET located at the bottom of the drop-down menu of the TABLE button.

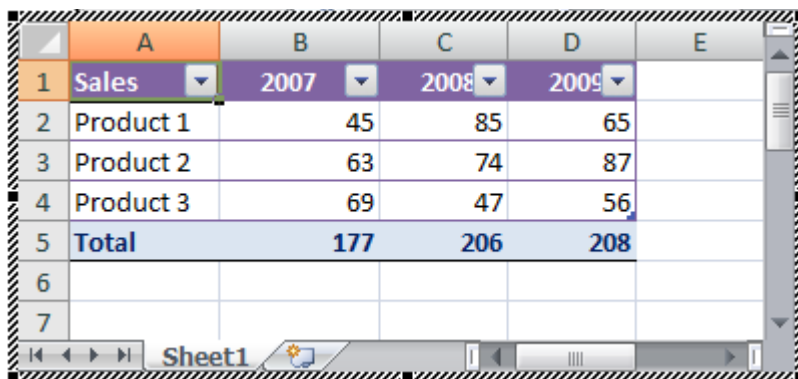
Longer but equivalent : INSERT Tab – TEXT Group – OBJECT Button – OBJECT Option – CREATE NEW Tab in the dialog box that will be displayed.

The principle is always the same : without exiting the source or “destination” application, you create an object by calling another application that will “lend” all its tools (menus and commands).

This functionality is called OLE (stands for *Object Linking and Embedding*).

- *Linking* because there will be a link between the created object and its source application. Usually you simply double-click the object to run the source application.
- *Embedding* because the object is *totally integrated* into the destination document. It is not saved as a separate file.

Practically all programs are OLE compatible.

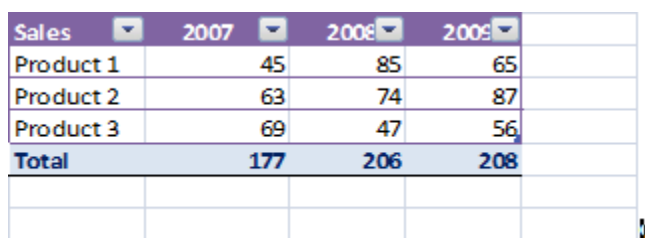


	A	B	C	D	E
1	Sales	2007	2008	2009	
2	Product 1	45	85	65	
3	Product 2	63	74	87	
4	Product 3	69	47	56	
5	Total	177	206	208	
6					
7					

Give a glance at the top of the Word window and you will see ... the Excel ribbon and its tabs ...

Click outside the « window » and the object is automatically created.

But please make sure to adjust the window size to the actual number of rows and columns used by clicking and dragging the sizing handles (the small black squares). Or the object will display the unused cells along with the gridlines. Not very esthetical as the following screen capture shows it :



Sales	2007	2008	2009	
Product 1	45	85	65	
Product 2	63	74	87	
Product 3	69	47	56	
Total	177	206	208	