

Procedure assignment

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User profile

The audience for the instructions on how to create the equipment log is the staff in the computer lab. They are most likely college students working part time in the lab. Because the audience is employed in the computer lab, they are computer savvy and familiar with various software programs. Being college students, they have probably used Microsoft Word to write papers for class assignments, but they may or may not have created a table with Word before.

The lab staff will probably use this procedure at their desk in the lab. They will most likely use the equipment log at a desk or table in the computer lab where people can easily complete the requested information.

Note: These instructions were written for Microsoft Word 2007.

User tasks

- Lab staff will receive requests for computer equipment, either in person or by some other method, possibly via email or the Web.
- Lab staff will retrieve the requested equipment.
- When users come to the lab to pick up the equipment, lab staff will request that they complete the necessary information in the log (name, equipment, check out date and time).
- When users return the equipment to the lab, they will complete the return date and time.

Creating the table for the equipment log

To create the table

1. Click the **Office Button**, and click **New** to open a new blank document if one does not appear automatically.
2. Click the **Page Layout** tab to open the Page Layout ribbon. Click **Orientation** in the Page Setup group and click **Landscape** to change the orientation of the page to landscape.
3. Click the **Insert** tab to open the Insert ribbon.
4. Click **Table** in the Tables group.
5. Click **Insert Table** to display the Insert Table dialog box (Figure 1).

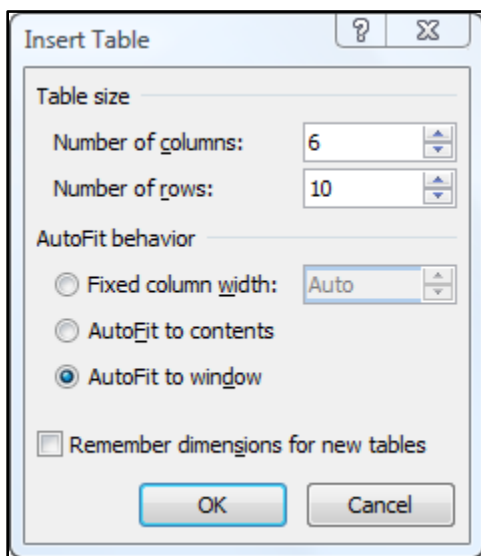


Figure 1 – Insert Table dialog box

6. Under “Table size,” select 6 columns and the number of rows you would like your table to contain. You can add rows after you have created the table.
7. Under “AutoFit behavior,” select **AutoFit to window** to make the table fit the width of the page.
8. Place the cursor in the table.

Notice that “Table Tools” appears at the top of the window next to the document's filename, and two new tabs appear: **Design** and **Layout**.

9. Click the **Layout** tab.
10. Click **Insert Below** in the Rows & Columns group to add a row to the table below the row that is currently selected.

Tip: Instead of using the tools in the ribbon, you can right-click to display a quick access menu containing many of the formatting tools found in the Design and Layout ribbons.

11. Click the **Repeat Typing** button in the Quick Access Toolbar to add the remaining rows.

Tip: You can also use the keyboard shortcut for Repeat (Ctrl + Y) to add rows faster.

To label and format the table

You can now start labeling the columns in your table. Refer to Figure 4 to see how to label the columns in the sample equipment log. Place the “Check out” and “Return” labels in the first row of the third and fifth columns respectively. These cells will be merged with their adjacent cells in the first few steps.

1. Highlight the **Check out** cell and the cell to its right.
2. Click the **Layout** tab.
3. Click **Merge Cells** in the Merge group to merge the highlighted cells into one cell. Repeat these steps to merge the “Return” cell with the cell to its right.
4. To center the label text in each cell, place the cursor in each of the cells and right-click to display the mini toolbar. Click on the center icon to center the text (Figure 2).

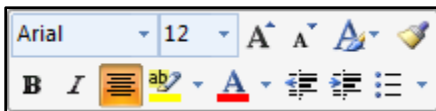


Figure 2 – Mini toolbar with center icon highlighted

5. To achieve the gray shading in the table, select the first two rows of the table by moving the cursor next to the first row until it becomes the select arrow. Drag the arrow down to the second row to select both rows.
6. Click the **Design** tab.
7. Click the **Shading** drop-down box (Figure 3).



Figure 3 – Shading drop-down box

8. Select the second grayscale color in the first column under “Theme colors.” Or you can choose another color that is more to your liking.

Tip: A lighter color will make the text in the table headers easier to read.

