

# 10 Organize and Arrange Content

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## In this chapter, you will learn how to

- ✓ Reorganize document outlines.
  - ✓ Arrange objects on the page.
  - ✓ Use tables to control page layout.
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Microsoft Word 2010 gives you the following tools for organizing and arranging your document's content:

- **Outlining tools** You can use these tools to control the organization of the content in a styled document. In Outline view, you can reorganize content by moving it or by promoting or demoting it.
- **Object arranging tools** You can use these tools to control the layout of objects on the page. You can precisely position objects and control their alignment and stacking order.
- **Nested tables** You can use a table to control the positions of blocks of information on the page. For example, a table with two columns and two rows can hold a set of four paragraphs, four bulleted lists, or four tables in a format in which they can be easily compared.

In this chapter, you'll first reorganize a document by working with its outline. Then you'll modify the text-wrapping, position, and stacking order of multiple pictures in a document. Finally, you'll create a table to hold nested tables of information.

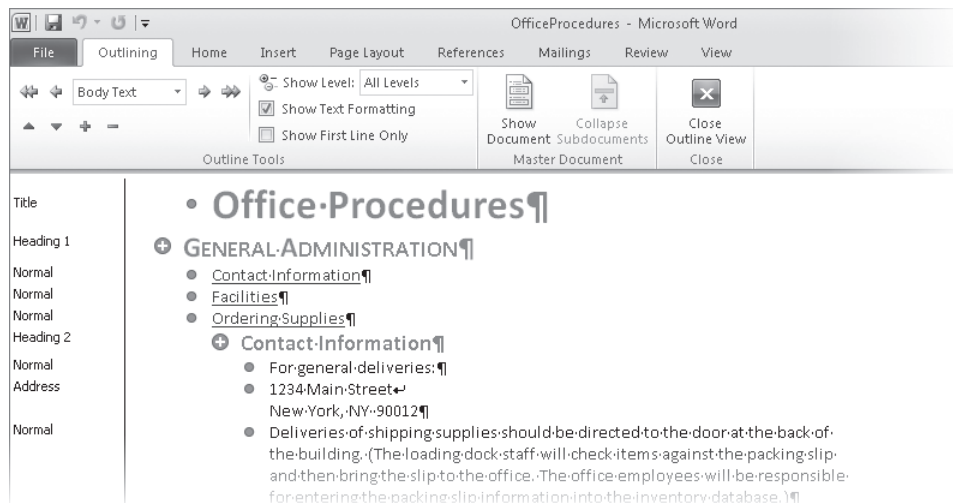
**Practice Files** Before you can complete the exercises in this chapter, you need to copy the book's practice files to your computer. The practice files you'll use to complete the exercises in this chapter are in the Chapter10 practice file folder. A complete list of practice files is provided in "Using the Practice Files" at the beginning of this book.

## Reorganizing Document Outlines

When you create a document that contains headings, you can format the headings with built-in heading styles that include outline levels. Then it is easy to view and organize the document in Outline view. In this view, you can hide all the body text and display only the headings at and above a particular level. You can also rearrange the sections of a document by moving their headings.

**See Also** For information about formatting headings with styles, see “Quickly Formatting Text” in Chapter 3, “Change the Look of Text.” For information about styles in general, see “Working with Styles and Templates” in Chapter 16, “Work in Word More Efficiently.”

When you view a document in Outline view, the document is displayed with a hierarchical structure, and the Outlining tab appears on the ribbon.



*A styled document, displayed in Outline view.*

**Troubleshooting** The appearance of buttons and groups on the ribbon changes depending on the width of the program window. For information about changing the appearance of the ribbon to match our screen images, see “Modifying the Display of the Ribbon” at the beginning of this book.

The indentations and symbols used in Outline view to indicate the level of a heading or paragraph in the document’s structure don’t appear in the document in other views or when you print it. To the left of the document, the style area pane shows the style applied to each paragraph. This pane is available only in Draft and Outline views, and it is not visible by default.

**Tip** By default, the style area pane is 0 inch wide, which effectively closes it. We find it useful to work in Outline view with the style area pane open. If you want your screen to look like the ones shown in our graphics, display the Advanced page of the Word Options dialog box and in the Display area, change the Style Area Pane Width In Draft And Outline Views setting to 1".

You can use commands in the Outline Tools group of the Outlining tab to do the following:

- Display only the headings at a specific level and above.
- Promote or demote headings or body text by changing their level.
- Move headings and their text up or down in the document.

**Tip** You can click the buttons in the Master Document group to create a master document with subdocuments that you can then display or hide. The topic of master documents and subdocuments is beyond the scope of this book. For information, see Word Help.

In this exercise, you'll switch to Outline view, promote and demote headings, move headings, and expand and collapse the outline.



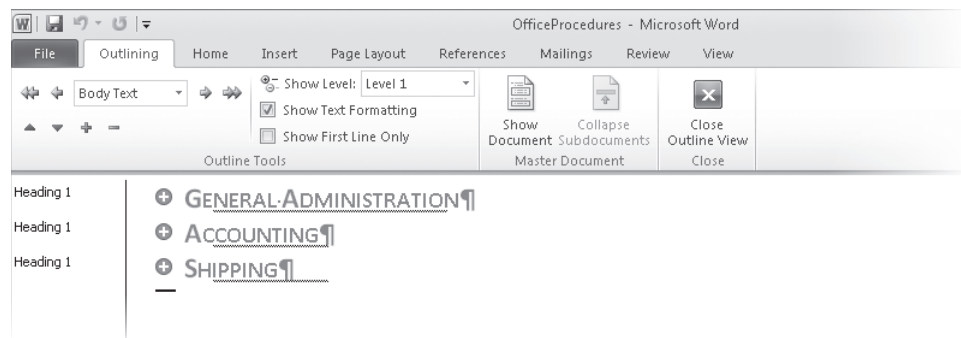
**SET UP** You need the *OfficeProcedures\_start* document located in your Chapter10 practice file folder to complete this exercise. Open the *OfficeProcedures\_start* document, and save it as *OfficeProcedures*. Turn on formatting marks, open the style area pane (see the tip at the top of the page), and then follow the steps.

1. In the lower-right corner of the window, on the **View Shortcuts** toolbar, click the **Outline** button.

The document is displayed in Outline view, and the Outlining tab appears at the left end of the ribbon.

2. On the **Outlining** tab, in the **Outline Tools** group, click the **Show Level** arrow, and in the list, click **Level 1**.

The document collapses to display only level-1 headings.



*Level-1 headings are those that have the Heading 1 style applied to them.*

3. Click anywhere in the **ACCOUNTING** heading.

4. In the **Outline Tools** group, click the **Expand** button.

**Keyboard Shortcut** Press **Alt+Shift++** to expand a heading.

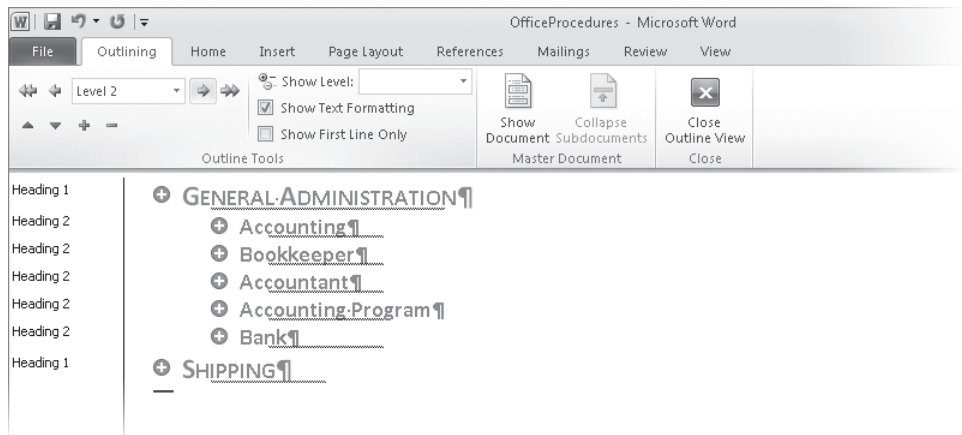
**See Also** For more information about keyboard shortcuts, see “Keyboard Shortcuts” at the end of this book.

Word expands the ACCOUNTING section to display its level-2 headings.

5. In the **Outline Tools** group, click the **Demote** button.

**Keyboard Shortcut** Press **Alt+Shift+Right Arrow** to demote a heading.

The ACCOUNTING heading changes to a level-2 heading.



*The style of the Accounting heading changes to Heading 2 when it is demoted.*

6. On the Quick Access Toolbar, click the **Undo** button.

The ACCOUNTING heading changes back to a level-1 heading.

7. In the **Outline Tools** group, click the **Collapse** button.

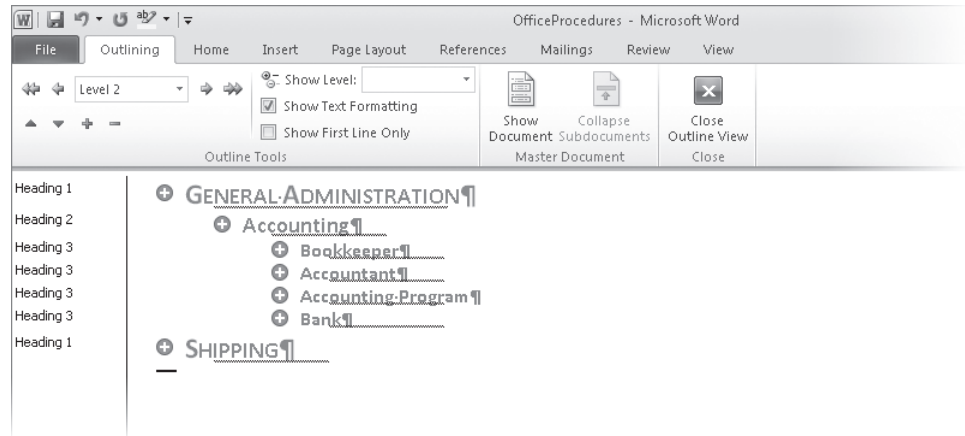
**Keyboard Shortcut** Press **Alt+Shift+\_** to collapse a heading.

8. Click the **Demote** button.

Again, the ACCOUNTING heading changes to a level-2 heading.

9. Click the **Expand** button.

Because the subheadings were hidden when you demoted the ACCOUNTING heading, all the subheadings are demoted to level 3 to maintain the hierarchy of the section.



The ACCOUNTING heading changes to Heading 2, and all its subheadings change to Heading 3.



10. Click the **Collapse** button, and then in the **Outline Tools** group, click the **Promote** button.

**Keyboard Shortcut** Press **Alt+Shift+Left Arrow** to promote a heading.

The ACCOUNTING heading is now a level-1 heading again.

11. Press **Ctrl+Home** to move to the top of the document, and then in the **Outline Tools** group, in the **Show Level** list, click **Level 2**.

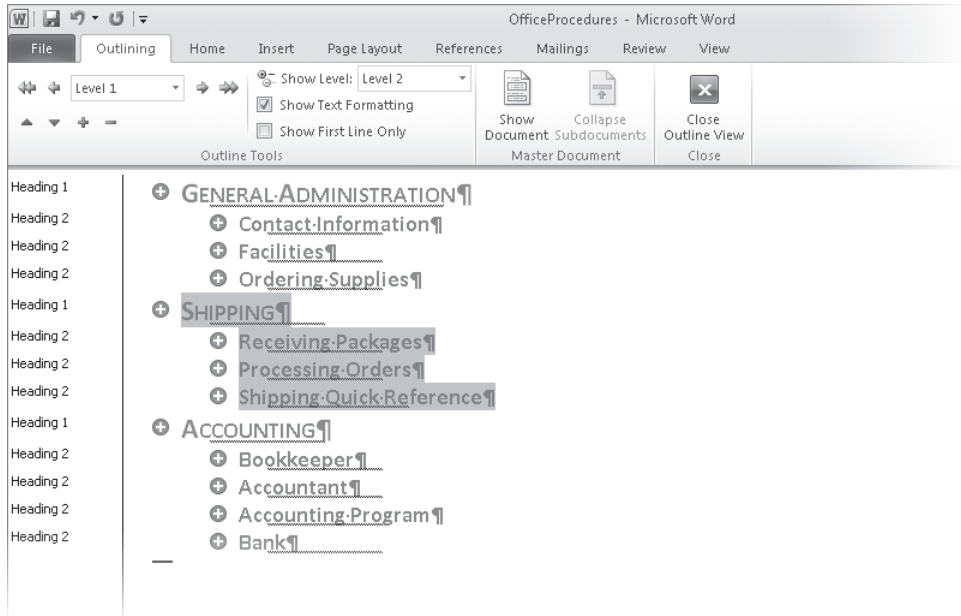
The outline shows all the level-1 and level-2 headings.

12. Click the plus sign to the left of the **SHIPPING** heading, and then in the **Outline Tools** group, click the **Move Up** button five times.



**Keyboard Shortcut** Press **Alt+Shift+Up Arrow** to move a selected heading upward in an outline.

The SHIPPING heading and all its subheadings move above the ACCOUNTING heading.



Clicking the plus sign adjacent to a heading selects all the headings and text in that section.

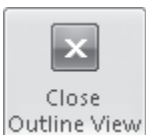
13. Press Ctrl+Home to release the selection, and then in the **Outline Tools** group, in the **Show Level** list, click **All Levels**.

**Keyboard Shortcut** Press Alt+Shift+A to display all levels.

You can now scroll through the document to see the effects of the reorganization.

14. In the **Close** group, click the **Close Outline View** button.

Word displays the reorganized document in Print Layout view.



**CLEAN UP** Save the OfficeProcedures document, and then close it.

## Arranging Objects on the Page

You have already learned basic ways to control how text wraps around an object such as a picture and to position an object on the page. However, sometimes things don't work out quite the way you expect them to, especially when you are dealing with multiple objects.

**Tip** In the exercise for this chapter, you work with photographs, but the concepts discussed here also apply to other graphic objects, such as clip art images, diagrams, and shapes.

When you choose a text wrapping option other than In Line With Text, you can specify that an object be positioned in one of two ways:

- **Absolutely** This option positions the object at a distance you set from a margin, page, paragraph, or line.
- **Relatively** This type of positioning is determined by the relationship of the object to a margin or page.

However, you can take the guesswork out of setting an object's position by choosing one of nine predefined position options from the Position gallery. These options all implement square text wrapping in a specific location relative to the margins of the page.

If you use one of the position options to locate an object, you can still move it manually by dragging it. Often it is easier to drag objects into position if you display an onscreen grid to align against. You can also use alignment commands to align objects with the margins and with each other.

After you position an object, adding text might upset the arrangement of the page. You can specify whether the object should move with its related text or should remain anchored in its position. You can also specify whether the object should be allowed to overlap other objects.

If you insert several objects and then position them so that they overlap, they are said to be *stacked*. The stacking order (which object appears on top of which) is initially determined by the order in which you inserted the objects, but can also be determined by other factors such as the type of text wrapping assigned to each object. Provided all the objects have the same kind of text wrapping, you can change their order by selecting an object and clicking the Bring Forward or Send Backward button in the Arrange group to move the object to the top or bottom of the stack. If you click either button's arrow and then click Bring Forward or Send Backward, the object moves forward or backward in the stack one position at a time.

After you have arranged objects on the page, you can use the Selection And Visibility task pane to hide and show them so that you can judge each object's contribution to the whole.

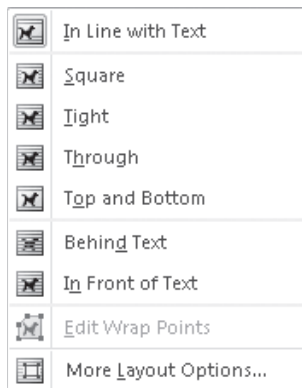
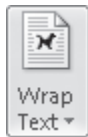
In this exercise, you'll modify the text-wrapping, position, and stacking order of pictures that have already been inserted into a document. Then you'll hide one of the pictures.



**SET UP** You need the **BamboolInfo\_start** document located in your **Chapter10 practice file folder** to complete this exercise. Open the **BamboolInfo\_start** document, and save it as **BamboolInfo**. Turn off formatting marks and the rulers, and set the zoom percentage so that you can see the entire first page. Then follow the steps.

1. Click the first picture, and on the **Format** tab, in the **Arrange** group, click the **Wrap Text** button.

The Wrap Text gallery appears.



The selected picture is assigned the *In Line With Text* text-wrapping option.

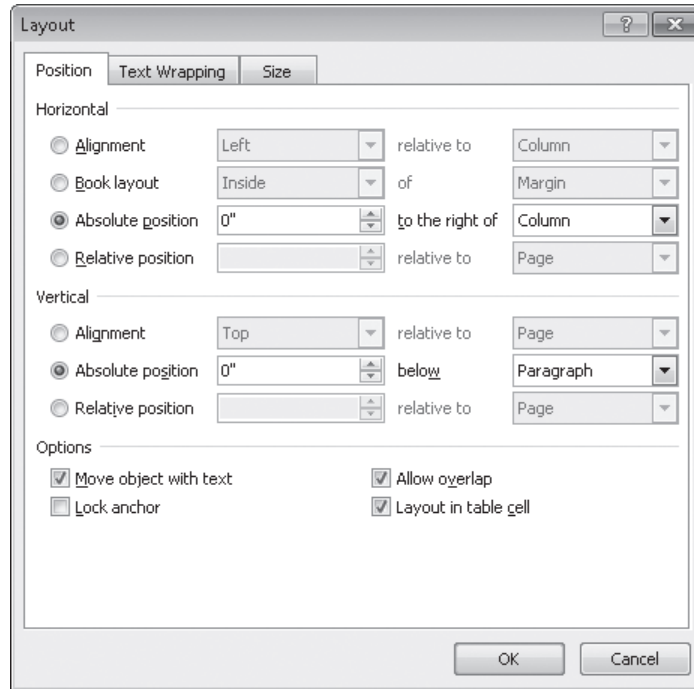
2. In the **Wrap Text** gallery, click **More Layout Options**. Then in the **Layout** dialog box, click the **Position** tab.

All the options on the Position page are unavailable. You cannot manually change these settings when text wrapping is set to In Line With Text.

3. Click the **Text Wrapping** tab, and in the **Wrapping style** area, click **Tight**. Then in the **Wrap Text** area, click **Right only**. Finally, in the **Distance from text** area, set both **Left** and **Right** to **0.3"**.
4. Click the **Position** tab.

The options on the Position page are now available. Notice that the Horizontal and Vertical settings are Absolute and that the Move Object With Text check box is selected.

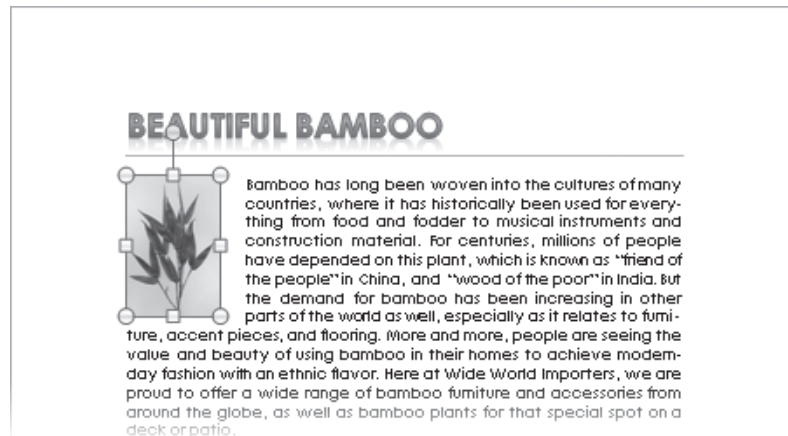




*The selected picture is anchored to its paragraph.*

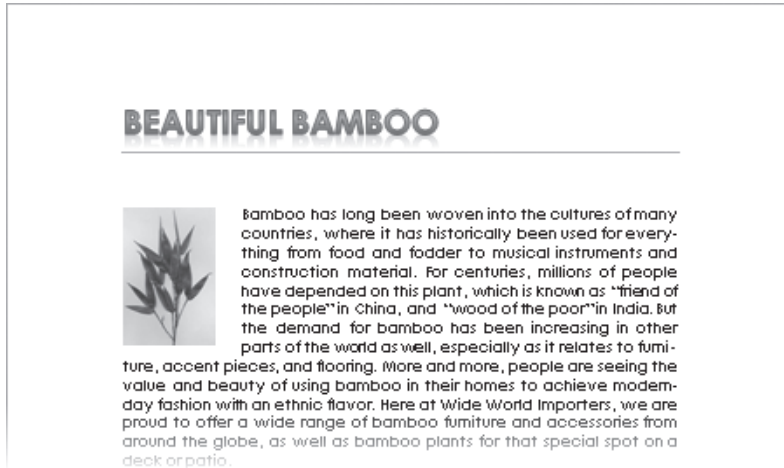
5. Click **OK**.

The text now wraps to the right of the picture.



*You have controlled the text wrapping and position of this picture, as well as the distance from the adjacent text.*

- Click anywhere in the first line of text to the right of the picture, and press the Home key to position the cursor at the beginning of the line. Then press Enter. Word inserts a blank paragraph below the document title.



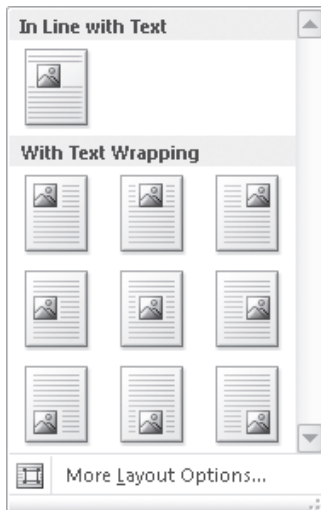
*The picture moves down with the paragraph to which it is attached.*



- On the Quick Access Toolbar, click the **Undo** button to remove the blank paragraph.
- Click the picture to select it. Then on the **Format** tab, in the **Arrange** group, click the **Position** button.



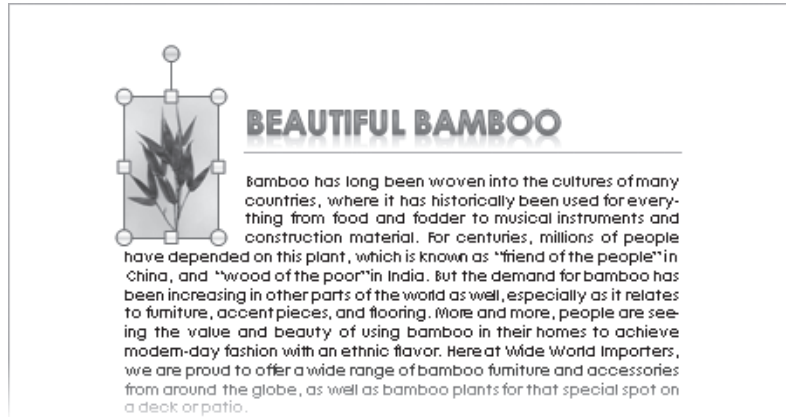
The Position gallery appears.



*This gallery offers nine With Text Wrapping positions.*

9. In the **Position** gallery, point to each thumbnail in turn to see a live preview of its effects. Then under **With Text Wrapping**, click the first thumbnail in the first row (**Position in Top Left with Square Text Wrapping**).

The picture moves to the upper-left corner of the document.



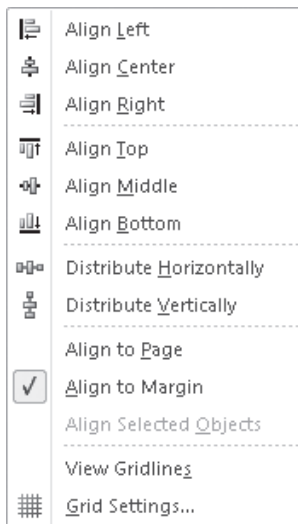
*The picture is now aligned with the top and left page margins.*

10. Click to the left of **Beautiful** in the title, and press Enter. Word inserts a blank paragraph above the document title, but the picture does not move down with the title.
11. Click the picture, and then at the bottom of the **Position** gallery, click **More Layout Options** to display the **Position** page of the **Layout** dialog box. Notice that the Horizontal and Vertical settings have changed to Alignment and that the Move Object With Text check box is no longer selected. The relationship of the picture with the text is broken, and the picture is now sitting in a fixed position relative to the margins of the page.
12. Click **Cancel** to close the dialog box.
13. Click the second bamboo picture, display the **Position** gallery, and under **With Text Wrapping**, click the third thumbnail in the first row (**Position in Top Left with Square Text Wrapping**). Selecting one of the predefined Position options is a quick way of both setting text wrapping and breaking the relationship of the picture with the text.



14. In the **Arrange** group, click the **Align** button.

The Align gallery appears.



*The Align gallery provides easy access to all the alignment options.*

**Tip** When pictures have a text wrapping setting other than In Line With Text, you can use the options in the Align gallery to align multiple objects horizontally or vertically. You can also distribute selected objects equally between the first and last objects in the selection. Understanding how these options work takes practice. It is a good idea to test various settings with multiple objects to see the results. Remember, the Undo button is your ally!

15. At the bottom of the gallery, click **Grid Settings**.

The Drawing Grid dialog box opens.



*The settings in this dialog box control the appearance of an onscreen grid.*

16. In the **Grid settings** area, set both **Horizontal spacing** and **Vertical spacing** to **0.25"**. Then in the **Show grid** area, select the **Display gridlines on screen** check box, and click **OK**.

The text column is filled with a grid of quarter-inch squares.

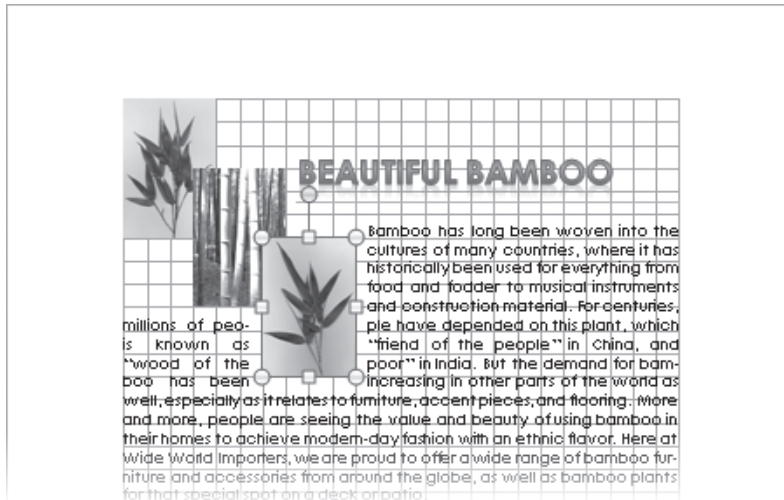
17. Drag the selected picture down and to the left until it sits three squares from the top margin and three squares from the left margin, overlapping the first picture.

Notice as you drag that the picture snaps to the grid.

**Tip** To move a picture without snapping to the grid, hold down the **Ctrl** key while pressing an **Arrow** key. The picture moves in tiny increments in the direction of the key.

18. Click the third picture in the document, set its position to **Position in Bottom Left with Square Text Wrapping**, and then drag it up and to the right until it sits six squares from the top margin and six squares from the left margin, overlapping the second picture.

The text wraps on both sides of the picture, which is not the effect you want.



*Aligning objects doesn't always produce the results you expect. To behave predictably, the objects need to have the same text-wrapping settings.*

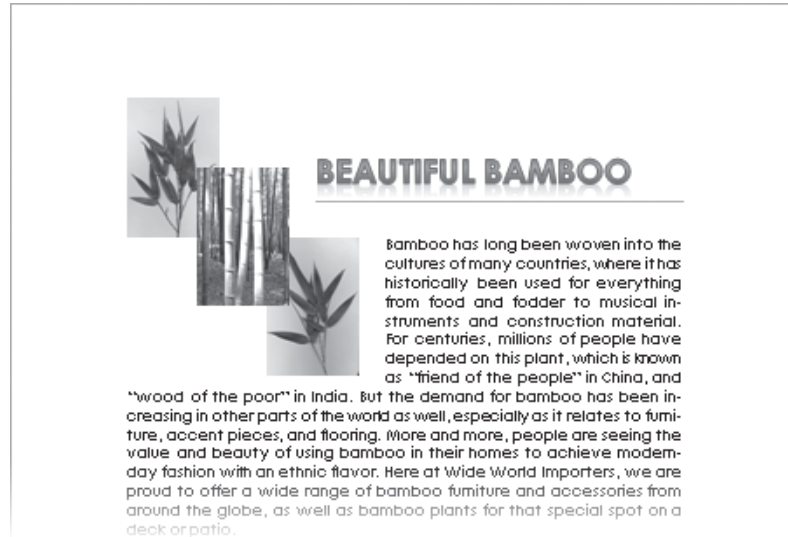
19. Click the first picture, display the **Text Wrapping** page of the **Layout** dialog box, and in the **Wrapping style** area, click **Tight**. In the **Wrap Text** area, ensure that the setting is **Right only**. Then in the **Distance from text** area, ensure that both **Left** and **Right** are set to **0.3"**, and click **OK**.
20. Repeat step 19 for the second and third pictures.
21. With the third picture still selected, in the **Arrange** group, click the **Send Backward** button.



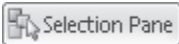
The middle picture now overlaps the first and third pictures.

22. In the **Arrange** group, click the **Align** button, and click **View Gridlines** to turn them off. Then click away from the picture to release the selection.

The text now wraps to the right of the pictures.

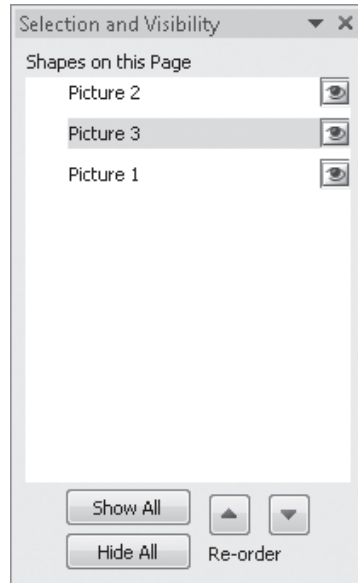


*It is easier to judge the balance of your layout if you turn off gridlines.*



23. Click the third picture, and then in the **Arrange** group, click the **Selection Pane** button.

The Selection And Visibility task pane opens, identifying the three objects on this page.



*You can click buttons to show, hide, and change the order of objects on a page.*

24. At the bottom of the task pane, click the **Hide All** button. Then in turn, click the boxes adjacent to the three pictures.

When an object is hidden, its box is blank, and when it is visible, its box contains an eye icon.

25. Click the check box for **Picture 3** to hide just that picture. Then close the task pane.



**CLEAN UP** Save the BamboolInfo document, and then close it.

## Using Tables to Control Page Layout

Most people are accustomed to thinking of a table as a means of displaying data in a quick, easy-to-grasp format. But tables can also serve to organize your pages in creative ways. For example, suppose you want to display two tables next to each other. The simplest way to do this is to first create a table with one tall row and two wide columns and no gridlines. You can then insert one table in the first cell and the other table in the second cell. These nested tables then seem to be arranged side by side.

Consultation Fees		In-Home Trip Charge	
<b>Location</b>	<b>Hourly Rate</b>	<b>Distance</b>	<b>Fee</b>
In home	\$50.00	0-10 miles	No charge
Phone	\$35.00	11-50 miles	\$10.00
In store	\$40.00	Over 50 miles	\$20.00

*These tables are nested within the cells of a one-row, two-column table.*

As with regular tables, you can create a nested table in one of three ways:

- From scratch
- By formatting existing information
- By inserting Microsoft Excel data

And just like other tables, you can format a nested table either manually or by using one of the ready-made table styles.

**Tip** You can use tables to organize a mixture of elements such as text, tables, charts, and diagrams.

When creating a table to contain other elements, you might want to take advantage of the Word table-drawing feature. If you click Draw Table below the grid displayed when you click the Table button on the Insert tab, the pointer changes to a pencil you can use

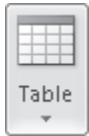


to draw cells on the page. You can set up the container table visually, without having to fuss with dialog boxes and precise dimensions while you are designing the layout. Then after everything is set up the way you want it, you can use the Table Properties dialog box to fine-tune the table specifications.

In this exercise, you'll draw a table to contain two other tables. You'll then insert and format the nested tables.



**SET UP** You need the **Loan** workbook, the **DeliveryTruckPurchase** document, and the **LoanComparisons\_start** document located in your **Chapter10** practice file folder to complete this exercise. Open the **Loan** workbook in Excel, and open the **DeliveryTruckPurchase** document in Word. Then open the **LoanComparisons\_start** document, and save it as **LoanComparisons**. Turn on formatting marks and the rulers, and then follow the steps.



1. With the **LoanComparisons** document active, on the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Draw Table**.

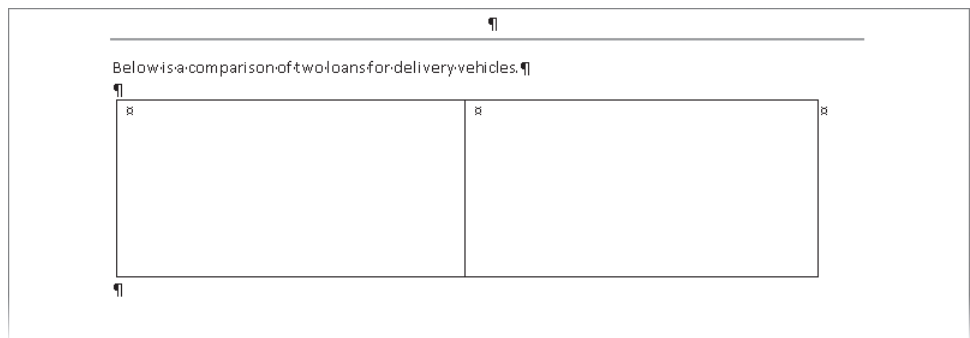
The pointer becomes a pencil.

2. Point below the last paragraph mark in the document, and drag across and down to create a cell about 3 inches wide and 1.5 inches tall.

**Tip** The location of the pencil is marked with guides on the horizontal and vertical rulers. You can use these guides to help you draw cells of specific dimensions.

3. Point to the upper-right corner of the cell (you don't have to be precise), and drag to create another cell about the same size as the first.

When you release the mouse button, Word joins the two cells.



*The structure of a table, created with the drawing tool.*

**Troubleshooting** If your table is not placed between the two paragraph marks, as shown in the graphic, click the **Undo** button and redraw your table, being sure to start below the last paragraph mark. When you finish drawing the first cell, Word positions the table correctly.



4. On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click **DeliveryTruckPurchase**.
5. Scroll to the bottom of the page, and click anywhere in the **Payment Schedule** table. Then on the **Layout** contextual tab, in the **Table** group, click **Select**, and click **Select Table**.



6. On the **Home** tab, in the **Clipboard** group, click the **Copy** button.
7. Switch to the **LoanComparisons** document, right-click the first cell in the table, and then under **Paste Options**, click the **Nest Table** button.

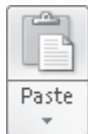


Word inserts the table you copied into the cell and adjusts the height of the container table to fit the size of the nested table.

8. On the Windows Taskbar, click the **Microsoft Excel** button to activate **Sheet1** of the **Loan** workbook. Then select cells **A1:B8**, and on the Excel **Home** tab, in the **Clipboard** group, click the **Copy** button.

9. Switch back to the **LoanComparisons** document, click the second cell in the table, and then on the **Home** tab, in the **Clipboard** group, click the **Paste** button.

Word inserts the worksheet data as a nested table in the cell.



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Below is a comparison of two loans for delivery vehicles. ¶

Payment Schedule¶		Payment Schedule¶	
Interest Rate¶	3.6%¶	Interest Rate¶	5.0%¶
Years¶	3¶	Years¶	3¶
Loan Amount¶	\$155,000.00¶	Loan Amount¶	\$155,000.00¶
Monthly Payment¶	\$4,548.69¶	Monthly Payment¶	\$4,645.49¶
Cost of Loan¶	\$163,752.79¶	Cost of Loan¶	\$167,237.61¶
3-Year Lease Cost¶	\$180,000.00¶	3-Year Lease Cost¶	\$180,000.00¶
Savings¶	\$16,247.21¶	Savings¶	\$12,762.39¶

¶

*These nested tables come from a Word document and an Excel worksheet.*

10. Move the pointer to the selection area adjacent to the container table, and then click to select its two cells.
11. On the **Home** tab, in the **Paragraph** group, click the **Border** arrow, and then in the list, click **No Border**.



Word removes the borders from the container cells.

12. Click anywhere in the left table, and on the **Design** contextual tab, in the **Table Style Options** group, ensure that the **Header Row** check box is selected, select the **Total Row** check box, and clear any other check boxes.
13. In the **Table Styles** group, display the **Table Styles** gallery, and click the thumbnail of the table style you want to apply to the nested table.  
We used Medium Grid 3 – Accent 1.
14. Repeat steps 12 and 13 to format the right table, perhaps using a similar table style with a different color.  
We used Medium Grid 3 – Accent 2.
15. Turn off formatting marks to see the results.  
The nested tables now clearly contrast the two loans.

Below is a comparison of two loans for delivery vehicles.

Payment Schedule		Payment Schedule	
Interest Rate	3.6%	Interest Rate	5.0%
Years	3	Years	3
Loan Amount	\$155,000.00	Loan Amount	\$155,000.00
Monthly Payment	\$4,548.69	Monthly Payment	\$4,645.49
Cost of Loan	\$163,752.79	Cost of Loan	\$167,237.61
3-Year Lease Cost	\$180,000.00	3-Year Lease Cost	\$180,000.00
Savings	\$16,247.21	Savings	\$12,762.39

*Although invisible, the container table provides the structure to display these two tables effectively.*

- CLEAN UP** Save the **LoanComparisons** document, and then close it. Then close the **DeliveryTruckPurchase** document. Finally, close the **Loan** workbook without saving any changes.

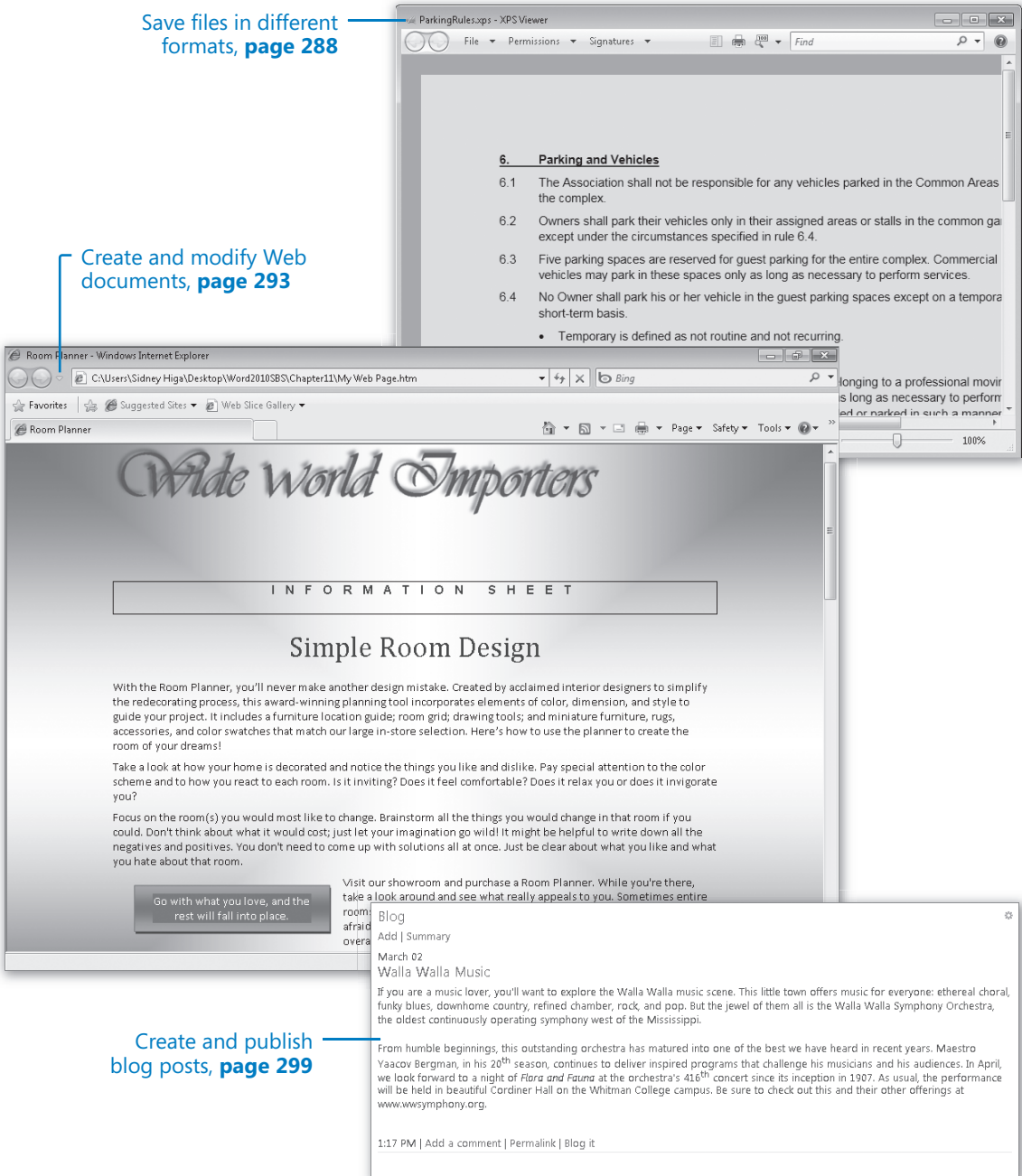
## Key Points

- If you take the time to apply heading styles to a document, you can use the document's outline to rearrange its sections.
- You can position an object in relation to the text that surrounds it and in relation to other objects on the page.
- By using tables in creative ways, you can place information in non-linear arrangements for easy comparison or analysis.

# Chapter at a Glance

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