

## Activity 05 - Controlling Cell Layout

### Before You Begin

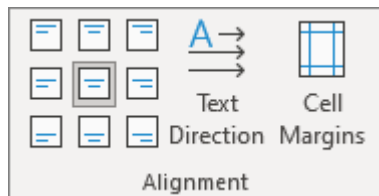
My Inventory.docx is open.

### Scenario

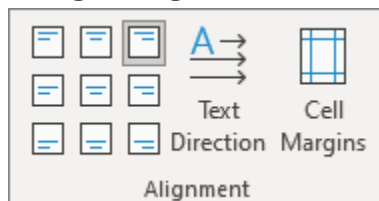
Your manager asked you to make the inventory listing for the Greene City chapter of HouSalvage easier to view, especially differentiating where each item category begins in the table. You want to eliminate redundant category names since all of the data is sorted into categories. To make the table more attractive, you want to change the text direction so that it fits within the merged cells. Also, a title across the top of the table would help identify the purpose of the table. Your finished document will look like the following example:

| HouSalvage Greene City Inventory |   |                 |              |                  |
|----------------------------------|---|-----------------|--------------|------------------|
| Category                         | Item Name                                 | Wholesale Price | Retail Price | Quantity on Hand |
| Appliances                       | Dishwasher                                | \$99.95         |              | 4                |
|                                  | Electric cooktop                          | \$125.99        |              | 2                |
|                                  | Electric front-loading washer             | \$119.99        |              | 6                |
|                                  | Electric top-loading washer               | \$69.99         |              | 3                |
|                                  | Electric water heater (50 gallons)        | \$139.99        |              | 2                |
|                                  | Gas cooktop                               | \$149.99        |              | 7                |
|                                  | Gas water heater (50 gallons)             | \$159.99        |              | 7                |
|                                  | Refrigerator side by side—25.4 cubic feet | \$499.99        |              | 3                |
| Cabinets                         | Maple kitchen                             | \$229.99        | \$252.99     | 8                |

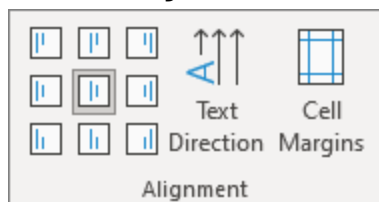
1. Merge cells in a new row added to the top of the table for a title.
  - a. Select the first row of the table.
    - Remember, to select a row in a table, you can either drag over the cells and select them or click to the left just outside the table to select the row.
  - b. On the **Layout** contextual tab, select **Insert Above**.
  - c. With the new row selected, on the **Layout** contextual tab, select **Merge Cells**.
  - d. Type ***HouSalvage Greene City Inventory***
    - The red wavy underline indicates that HouSalvage is not recognized by the spelling checker. You can add it to the dictionary, if you want.
2. Center align the title text.
  - a. Ensure that your cursor is still in the title row of the table.
  - b. On the **Layout** contextual tab, select the **Align Center** button to center the title in the cell.



3. Right align the **Quantity on Hand** column.
  - a. In the **Quantity on Hand** column, select all the numbers.
  - b. One easy way to select all the cells in the column is to select the first cell, scroll down to where you can see the last cell, then hold down **Shift** and select the last cell. Word selects all the cells in the column.
  - c. On the **Layout** contextual tab, select the **Align Top Right** button to right align the numbers.



4. Merge each grouping of categories into a single cell and then change the text direction to flow up the left side of the cell.
  - a. Select all of the **Appliances** cells in the first column.
  - b. On the **Layout** contextual tab, select **Merge Cells**.
    - Alternatively, you can right-click and select **Merge Cells**.
  - c. Delete all but one instance of “Appliances”.
  - d. On the **Layout** contextual tab, select the **Text Direction** button.
  - e. The first time you select it, the text flows down the right side of the cell.
  - f. Select **Text Direction** again.
  - g. The text flows up the left side of the cell.
  - h. On the **Layout** contextual tab, select **Align Center**.



- i. Save the file.