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## Word - Adding Tables

Normally you think of Excel as the place to work with tables, but Word offers a simple way to create tables in your document. You can design a table that shows text, data or graphics or a combination of these.

To reach the table area in Word 2003 you can go two ways; from the menu bar – Table or click the insert table icon. In Word 2007 and above - go to the Insert Table and choose Table.



The Insert Table icon will bring up a grid that you can scroll over to choose the number of rows and columns for your table. This automatically defines the column delimiters (but you can adjust them later).



Table Auto Format (2003) or Quick Tables (2007) provide you with predesigned tables that you can pick from. This makes table making fast and easy. You can change the format of this table to suit your style after you have inserted it.

Once you have created a table you can easily make adjustments to things such as the size of the table, row height or column width.



Put your cursor in the upper left corner of the table and you will see a square with two crossing arrows – use this to drag the table to a different location or right click to see additional table options.



To expand or decrease a column width put your cursor over the end of a column till you see an icon of double lines and two arrows – use that to drag the column to the right or left.



To change the height of a row put your cursor over the end of a row till you see an icon of double lines and two arrows – use that to drag the row up or down.



To insert or delete rows or columns put your cursor close to the top of a column or to the left of a row until an arrow appears, then click to highlight the whole column or row. Right click to choose to insert or delete or choose cell alignment, text direction and many other options.

**Right click** anywhere on the table to bring up a list of other options to manipulate the table - I will discuss these options in another issue.

As always, I encourage you to play around with the hints given – there are so many more things you can do with tables – this is just the tip of the iceberg in table options.

If you need help with a MS Office project contact me at [info@aapk.com](mailto:info@aapk.com) I have a lot of experience with PowerPoint, Word, Excel and other MS Office products.

## Using Pinterest

If you haven't tried Pinterest yet, then what are you waiting for? It's free, it's easy and it's visually fun. Pinterest is a collection of visual posts that others have found interesting. From furniture to architecture to food it's a visual feast for the eyes.

Pinterest is like an online bulletin board where you post images of things you've run across on the web that you like. Think of it like bookmarking just an image instead of the whole web page. Once

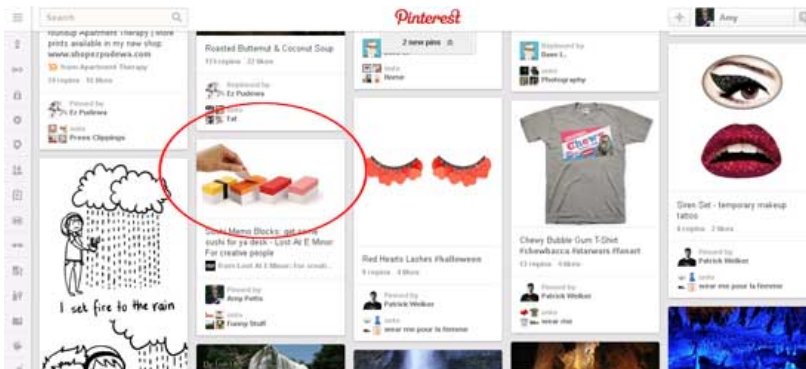
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you've pinned something to your bulletin board, other followers can repin it to their board to share with their followers.

For instance see my current Pinterest page below. Last night I found these funny sushi note pads (my post is circled) and thought they'd make a great gift for my sister. So when it's time to find her a present, I just refer to my pinterest board and there is the link! BTW if you want to see the link to these sushi note pads, follow me on Pinterest!



To get started go to [www.pinterest.com](http://www.pinterest.com) and sign up – it's free. Once you've signed up you can opt to have the "Pin it" icon appear in your browser menu bar. So the next time you see something while web surfing you just click the "pin it" icon and add the image to your board.

Pinterest is being used by businesses to gain fans and customers. Social Media Examiner has done a series of articles on how to promote your business through Pinterest – the articles can be found here - <http://www.socialmediaexaminer.com/tag/pinterest-marketing/>

Use Pinterest to show off a product, share something you like or work it to gain more followers to help you get more likes, repins, comments, clicks and impressions.

If you are interested in ideas to expand your social and marketing presence the first 8 newsletters might be of interest to you. If you don't have time to read and want a professional to help you then contact me at [info@aapk.com](mailto:info@aapk.com).

## You Have To Laugh

Funny Video: Baby Elephant Loves to Cuddle - [http://www.cnn.com/video/?hpt=hp\\_c4#/video/living/2013/03/26/orig-jtb-distraction-elephant-cuddles.cnn](http://www.cnn.com/video/?hpt=hp_c4#/video/living/2013/03/26/orig-jtb-distraction-elephant-cuddles.cnn)

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