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**Tables and Margins in Word:**

You paste a table from Excel into your Word document and notice that half of it is cut off at the margin. Where did it go? Your first instinct may be to change the page orientation to landscape or change the width of your margins to fit it on the page, but that would adversely affect the rest of your document. The next step may be to use the mouse to click and drag the column borders until all the columns fit across the page. The real problem is there is too much content to fit across the page. You can correct this situation with a few clicks of the mouse. First, change to Auto-fit to Window by following these steps. Select the table and right-click it. Scroll to Auto-fit and then select AutoFit to Window. If the table width still exceeds the margins, change the font size by following these steps. Select the table. Press CTRL< to reduce the font size. Double-click a column border to auto-fit the columns to the new reduced size.

**Column Creation on Word 2007:**

You can specify the number of columns that Word uses to compose your text. You can even mix different numbers of columns on the same page. It is not uncommon to have a document that mixes different column layouts on a single page. For instance, let's assume you have a five-page document, and you want to format the center part of page two as three columns. You want the rest of the document to remain a single column. To overcome this formatting challenge, you can follow these steps. Select (highlight) the text that will appear in the columns. Choose the Page Layout tab for the Ribbon. In the Page Setup group, click the Columns drop-down list. Pick the number of columns you want to use for the selected text.

**Excel 2007 Serial Number:**

Every installation of Excel 2007 includes a serial number that is generated by the installation program from the product key number. This serial number is required if you want to get technical support from Microsoft. Here's how to find the number. Click the OFFICE button, click EXCEL OPTIONS, click RESOURCES, and then click ABOUT. Excel displays the About Microsoft Excel dialog box, and this dialog box contains your product ID code. In former versions, this product ID is under the HELP menu drop-down list.

**Basic Training:**

The Catherine Eberly Center for Women on the campus of UT offers basic computer training at very reasonable prices. This is a non-credit series of classes that focuses on the novice and limited user. 419-530-8570.

**Next Issue:** Secure shopping on the Internet

Janis Weber, owner of Ohio Computer Training, is a personal computer instructor. E-mail questions or comments to jwpctutor@gmail.com. Contact her for personal or group training at 419-885-4255. Visit [www.ohcomputertraining.com](http://www.ohcomputertraining.com) for archived articles and more.