

Microsoft Word 2007: Tables

Three Basic Methods for Creating Tables

Method #1 (For smaller tables only)

1. Put you blinking cursor on the page where you want your table to be
2. Click **Insert** tab to display the **Insert** ribbon > Click the **Table** icon
3. Drag the mouse down and to the right until you have highlighted the number of rows and columns desired > Click the mouse

Method #2 (For any size tables)

1. Put you blinking cursor on the page where you want your table to be
2. Click **Insert** tab to display the Insert ribbon
3. Click the **Table** icon > Select **Insert Table** from menu
4. In **Insert Table** window, specify the number of rows and columns desired > Click **OK**

Method #3 (Creates Excel spreadsheet which offers more formatting options)

1. Put you blinking cursor on the page where you want your table to be
2. Click **Insert** tab to display the Insert ribbon
3. Click the **Table** icon > Select **Excel Spreadsheet** from menu
4. Use **Excel** techniques to edit spreadsheet (Right-click cells for options)
5. When cursor is clicked outside the spreadsheet, row and column headers will disappear
 - ❖ Double-click spreadsheet to edit again > See Excel tipsheet for editing options

Moving Around a Table to Enter or Edit Data

- Move to a cell by clicking in the cell
- Tab key moves cursor from cell to cell, from left to right
- Shift-Tab to move from cell to cell, from right to left
- Left, right, up, and down arrow keys move cursor around the table
- Enter moves the cursor to a new line in the same cell, unlike Excel

To Add a Column or a Row

1. Right-click anywhere in a nearby column or row
2. Click **Insert** > Select row or column to be added and its location

To Delete a Column, Row, or Cells

1. Right-click anywhere in the column or row, or highlight cells to be deleted
2. Click **Delete Cells**
3. Select *Delete entire row or column* **OR** *Shift cells left or up* to delete one or more cells

To Split Cells (divide a cell horizontally or vertically into two or more cells)

1. Right-click in cell to be split
2. Click **Split Cells** > Indicate number of rows and/or columns cell is to be split into > Click **OK**
 - ❖ To split multiple cells, highlight cells to be split > Click **Split Cells** icon in **Tables Tools' Layout** ribbon > Indicate number of rows and/or columns cells are to be split into > Select whether highlighted cells are to be merged prior to being split > Click **OK**

To Merge Cells (turn two or more cells into one cell)

- Highlight cells to be merged > Right-click anywhere in highlighted cells > Click **Merge Cells**

To Sort Numbers or Text (will not work with a table containing merged cells)

1. Click anywhere within the table > Click **Sort** in **Table Tools' Layout** ribbon
2. Drop down list under "**Sort by**" and select which column is to be used for sorting (Select a second or third column to sort by if appropriate)
3. Under **My list has**, select **Header Row** if top row is not to be included in the sorted data
4. Click **OK**

To Find the Sum of a Row or Column of Numbers

1. Click cell directly below or to the right of the numbers to be totaled
2. Click **Formula** in **Table Tools' Layout** ribbon
3. Confirm **Formula** box contains **=Sum (Left or Above)** > Click **OK**

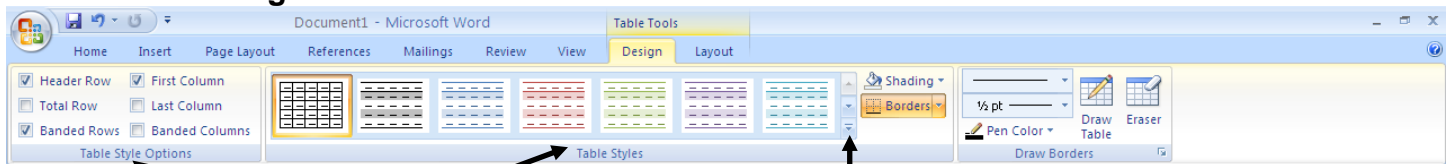
To Find the Average of a Row or Column of Numbers

1. Click cell directly below or to the right of the numbers to be averaged
 2. Click **Formula** in **Table Tools' Layout** ribbon
 3. Erase all but equal sign in **Formula** box > Drop down **Paste Function** menu
 4. Click **Average** > Type **Left** or **Above** in parentheses > Click **OK**
- ❖ Same procedure to find products, count number of cells, etc.

To Add Bullets or Numbering to a Cell

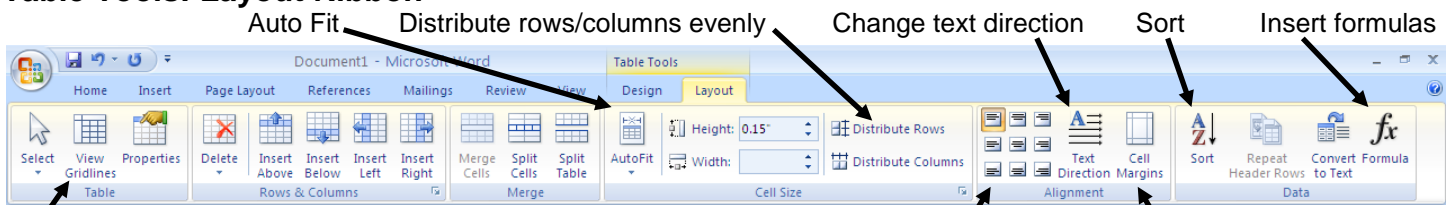
1. Right-click in cell to contain bullets or numbering
2. Click on **Bullets** or **Numbering**
3. Adjust margins for bullets or numbers and text in ruler just below ribbon

Table Tools: Design Ribbon



- 1) Select table style (drop down arrow for more options)
- 2) Modify shading of table by clicking categories

Table Tools: Layout Ribbon



View/hide gridlines in on screen (does not affect printout)

Alignment with cells

Change margins within cells

To Add the Final Touches to a Table

Alignment of Text in Cells, Horizontal and Vertical (2 methods)

- Highlight all cells which are to be aligned the same > Click on alignment choice in **Home** ribbon
- Highlight all cells which are to be aligned the same > Right-click highlighted area > Rest on **Cell Alignment** > Select from menu

To Change Direction of Text in Cell(s)

1. Highlight cells to be changed > Right-click highlighted area > Click **Text Direction**
2. Click on new direction > Click **OK**

To Resize Columns –2 methods

Method #1 (Manually altering width)

1. Click anywhere in table
2. Rest cursor on vertical line which needs to be moved (Cursor changes to double vertical lines with two horizontal arrows)
3. Drag line to left or right > Release mouse when desired width is obtained

Method #2(Manually altering width)

1. Right-click column to be changed > Select **Table Properties**
2. Using arrows to change or type in preferred width > Use buttons to move to other columns if necessary
3. Click **OK**

To Resize Rows –2 methods

Method #1 (Manually altering height)

1. Click anywhere in table
2. Rest cursor on horizontal line which needs to be moved (Cursor changes to double horizontal lines with two vertical arrows)
3. Drag line up or down > Release mouse when desired height is obtained

Method #2(Manually altering height)

1. Right-click row to be changed > Select **Table Properties**
2. Use arrows to change or type in preferred height > Use buttons to move to other rows if necessary
3. Click **OK**

To Make Multiple Rows/Columns the Same Size

1. Highlight the rows/columns to be changed > Right-click highlighted area
2. Click **Distribute Rows/Columns Evenly**

To Center a Table on a Page

1. Highlight all the cells of the table (keep mouse held down)
2. With the mouse still held down, drag to the right until a tab is highlighted after each row
3. Click center icon in **Home** ribbon

To Create an Invisible Table (no lines)

1. Create and format table as usual > Right-click table
2. Select **Borders and Shading** > Click **Borders** tab > Click **None** > Click **OK**
- ❖ Alternate method: Highlight table > Drop down **Borders** icon menu in **Home** ribbon > Select **No Border**

To Shade Cells, Rows, or Columns

1. Click in a cell or highlight cells, row, or column to be shaded
2. Right-click within the cell or highlighted area
3. Select **Borders & Shading** (can also select **Shading** in **Design** ribbon)
4. Click on **Shading** tab > Under **Fill**, drop down menu and select color > Click on **OK**

To Change the Color or Style of Lines

1. Right-click within the table > Select **Borders & Shading**
2. Click on **Borders** tab > Change **Style**, **Color**, and/or **Width** as desired > Click **OK**

To Change the Table Style

1. Click anywhere within table
2. In the **Table Tools' Design** ribbon, rest on colored design templates in **Table Styles** group to see how they will look
3. Drop down **Table Styles** arrow for more choices > Click on a style to apply it to table
4. Check or uncheck **Table Style** options in left side of **Design** ribbon to alter style
- ❖ Change table back to basic black and white by clicking first table style in first row or by clicking plain in dropdown list of table styles
- ❖ Can customize borders and colors independently: Select table style > Drop down **Table Style** menu again > Click **Modify Table Style** > Make changes > Click **OK**

To Change Margins within All Cells in Table

1. Click anywhere in table > Click **Cell Margins** in **Table Tools' Layout** ribbon
2. Change dimensions under **Default Cell Margins** > Click **OK**
- ❖ To change a single column's margins, adjust margins in ruler just below ribbon

To Add or Change Spaces Between Rows and/or Columns

1. Click anywhere in table > Click **Cell Margins** in **Table Tools' Layout** ribbon
2. Check box in front of **Allow spacing between cells** and change distance > Click **OK**

To Show Heading Row on More Than One Page

1. Click in any cell of header (top) row
2. Click **Sort** in **Table Tools' Layout** ribbon > Click **Repeat Header Rows**
- ❖ To remove repetition of header rows: Click in original header row > Follow steps 1 and 2 above

To Add a Picture or Clip Art to a Table

1. Click in cell where image is to be added > Add image using Insert ribbon
- ❖ To wrap text around image, right-click image > Rest on **Text Wrapping** > Select **Square**
- ❖ To center image in cell containing no text, right-click highlighted area > Rest on **Cell Alignment** > Select from icon in middle of menu

Misc. Notes

- Spellchecker will check words in table along with remainder of document
- Text will wrap automatically in a Word table, but not in an Excel spreadsheet
- Bulleted list are easier to create in a table than in an Excel spreadsheet