A decorative graphic of a scroll with a black outline and rounded corners. The scroll is partially unrolled, with the top and bottom edges curving upwards. The unrolled portion is white, while the rolled-up parts are shaded in light gray. The text is centered on the white portion of the scroll.

Microsoft Word Tables

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Table Uses

In place of customized tab settings

Date	Service	Amount
1/8/05	Install e-Mail Program	\$50.00
1/10/05	Install Extra RAM	\$200.00
Total		\$250.00

Side by Side Columns

Time	Speaker	Topic
9:00 am – noon	Bill Gates	Future Changes in the Computer Industry
1:00 – 4:00 pm	Marla Quinn	New Features of Windows 2000

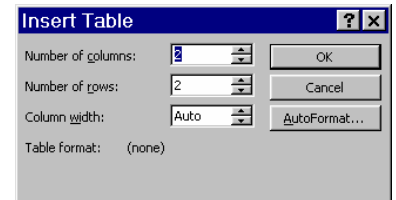
Before You Insert a Table

Press: ENTER

Insert a Table – Menu Method

Position cursor where the table will begin

Menu: Table, Insert... type the number of columns and rows
OK



Draw a Table



Click the Tables and Borders button on the Standard toolbar

Tables and Borders toolbar appears

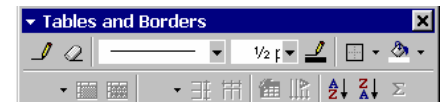
The mouse arrow changes to a pencil

Draw the outside borders of the table

Point to upper left corner of where the table will start

Drag down and to the right

Draw the rows and column lines



Turn Off the Pencil

Press: ESC

-or-

Click the Pencil on the Tables and Borders toolbar

Insert a Table – Toolbar Method

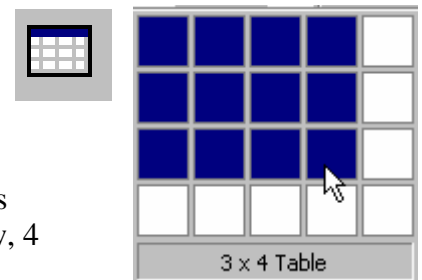
Position cursor where the table will begin

Click the Insert Table button on the Standard Toolbar

A palette appears

Point to 1st cell, drag across and down till the number of columns and rows needed are specified. (Example shows a 3 row, 4 column table)

Release the mouse button



Display Paragraph Marks

Click Show/Hide ¶ button on toolbar
 Hairy circles appear in each cell and at the end of each row

Gridlines DON'T Print, Borders Are Different from Gridlines

You *always* want to display gridlines. Gridlines ONLY show on the screen and never print. Borders on the other hand ARE printed but also show on the screen

Non-Displaying Gridlines

If the table doesn't display gridlines of any kind, click Show/Hide ¶ button on toolbar
 Click in any cell in table
 Menu: Table, Show Gridlines

Moving Cursor in Table

Mouse Click in cell
 Keyboard: See table below

Key	Action
→	1 character right
←	1 character left
TAB	1 cell right
HOME	Beginning of line in cell
ALT + HOME	Beginning of row
ALT + PgUp	Top cell in column

Key	Action
↑	1 row up
↓	1 row down
SHIFT + TAB	1 cell left
END	End of line in cell
ALT + END	End of row
ALT + PgDn	Bottom cell in column

Type Text in Table

Each cell is like a separate piece of paper
 Word wrap occurs if you type more text than can fit in 1 line of the cell
 ENTER – adds a paragraph to the cell, making the cell and entire row 1 line taller

Add Row to Bottom of Table

Click in last cell of the table
 Press: TAB key

Tabbed Text in a Table

Click in cell where you want to type

 Press: CTRL + TAB
 Type text

Date	Class
2/15/00	Word Topics Screen Tour Save File Format Text Excel Topics Formulas Functions

Bulleted List in a Cell

Select text that will receive the bullets
 Click the Bulleted List button



Change Column Width – Ruler

Click anywhere in the table, but make sure that no cell, row or column is darkened
 Notice that ruler is chopped into sections that match the width of each column
 Point to RIGHT side of column on ruler's square dimple




Mouse changes to an adjust double headed arrow
 Drag to right or left

Display Column Widths on the Ruler

ALT + Drag column borders or boundary markers on ruler
 Release ALT key to hide the measurements

Widen a Table Column – Border

Point to RIGHT side of column, on the grid line
 Mouse changes to a 
 Drag to right

Warning: Don't highlight any cells, rows or column before doing thos.

Best Fit Width of ALL Columns

Mouse – Double click on table's LEFT-most vertical gridline

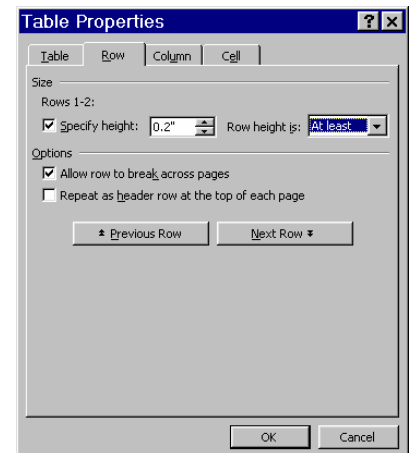
Menu – Select entire table
 Menu: Table, Click AutoFit, to contents, OK

Change Row Height – Menu

Highlight row
 Menu: Table, Table Properties...
 Click Row tab (it will probably already be selected)
 Specify Height
 Select

At least- rows displays font plus a bit extra
 Type the number of points
Exactly- a precise measurement, won't change
 even if the font is made taller

OK



Instant Table Properties Dialog Box

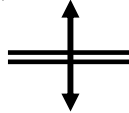
Click anywhere in table
 Double click a column marker on the ruler

Change Row Height – Mouse

View must be Print Layout (Menu: View, Print Layout)

Point to bottom of row

Mouse changes to a



Drag down to make taller, up to make shorter

Select a Column

Mouse - At top of table, point to top edge of column

Mouse shape changes to a

Click



Menu – Click in any cell in column

Menu: Table, Select ► Column

Select a Row

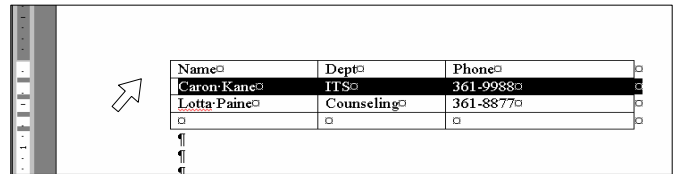
In selection bar (left margin)

Point at row to select

Mouse changes to a right pointing arrow

Click

Entire row is selected



Menu – Click in any cell in row

Menu: Table, Select ► Row

Select Group of Cells

Point to middle of 1st cell. Drag across group.

Select Entire Table

Click anywhere inside the table

Menu: Table, Select ► Table

Mouse: Drag across all rows of table

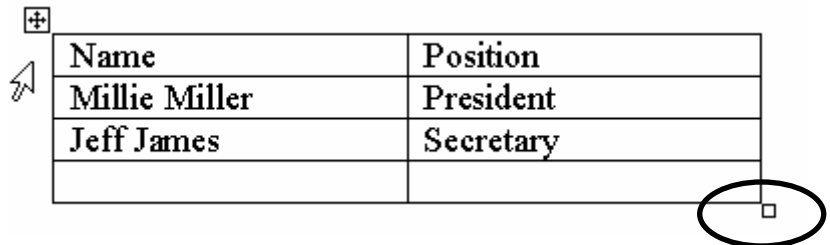
Resize Entire Table

Click inside table

On lower right corner of table,

point on tiny square.

Drag diagonally up and to the left.



Delete Cell Contents, Not Table Structure

Select cell, row or column

Press: DELETE Key

Note: If the blank line outside the bottom of the table is not selected, Delete key does not remove the cells or rows.

Undo

Toolbar: Click Undo button

Keyboard: (PC)Ctrl + Z (MAC) Command + Z



Delete Table – Contents AND Structure

Highlight entire table, including blank line outside table, at bottom of table

Press: Delete key

-or-

Click any where inside the table

Menu: Table, Delete, Table

Move or Copy Cell Contents

Highlight text

Menu: Edit, Cut or Copy

Position cursor in different cell

Menu: Edit, Paste

-or-

Select, then Drag and Drop

Name
Jeff James
Millie Miller

Name
Jeff James
Millie Miller

Insert a Row

Select row BELOW where the new row is to be inserted

MAC – CTRL + Click next to highlighted row

Click Insert Row

PC - Right click next to highlighted row

Click Insert Row

-or-

Select row ABOVE or BELOW where new row will be inserted

Menu: Table, Insert, Rows Above (or Rows Below)

Insert a Column

Select column on RIGHT of where new column will be inserted

MAC - CTRL + Click highlighted column

Click Insert Column

PC - RIGHT click highlighted column

Click Insert Column

-or-

Select column to RIGHT or LEFT of where new column will be inserted

Menu: Table, Insert, Columns to the Right (or Columns to Left)

Add Column to Right Side of Table

Narrow width of at least 1 column so table has room on the right side of the table to add the new column

Display “hairy circles” – click Show/Hide ¶ on standard toolbar

Select last column of “Hairy Circles”

On right outside the table

Point just above the top “hairy circle”

Mouse changes to a

Click – entire “column” is selected

RIGHT click highlighted column

Click Insert Columns

Move Row

Select row

Release mouse button

Point to highlighted row – mouse arrow has dim box attached, a faint gray vertical cursor appears. The cursor indicates where you will “drop” the row.

Drag up or down, till faint vertical line appears at the beginning of a row

Release mouse button

Move Column

- Select Column
- Release mouse button
- Point to highlighted column– mouse arrow has dim box attached, a faint gray vertical cursor appears. The cursor indicates where you will “drop” the column.
- Drag left or right
- Release mouse button

Delete Row or Column

- Select row or column
- RIGHT click on row or column
- Click Delete Columns or Delete Rows

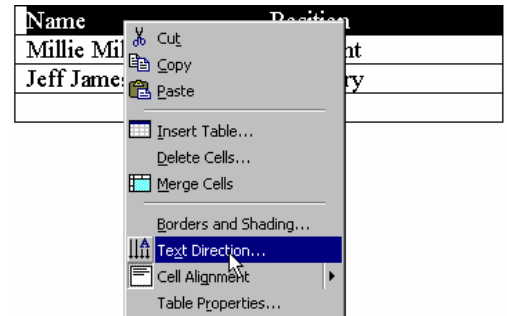
Horizontally Align Text in a Cell

- Highlight cell(s) or row(s) or column(s)
- Click desired alignment button

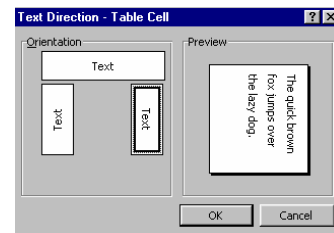


Rotate Text Inside Cell

- Select cells
- RIGHT Mouse click selected cells
- Select Text Direction... on shortcut list



- Select type of orientation
- OK

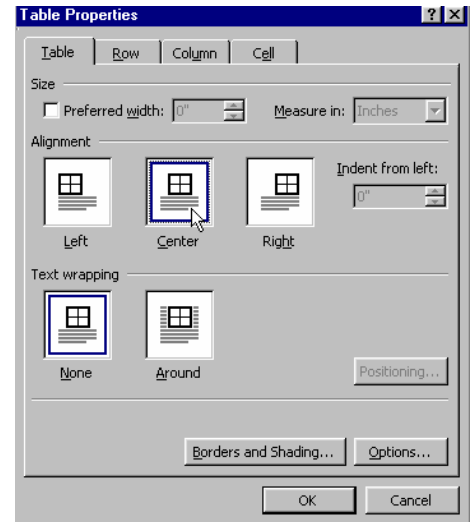
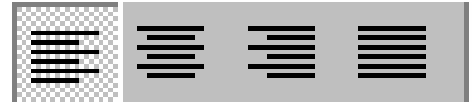


Result:

Name	Position
Millie Miller	President
Jeff James	Secretary

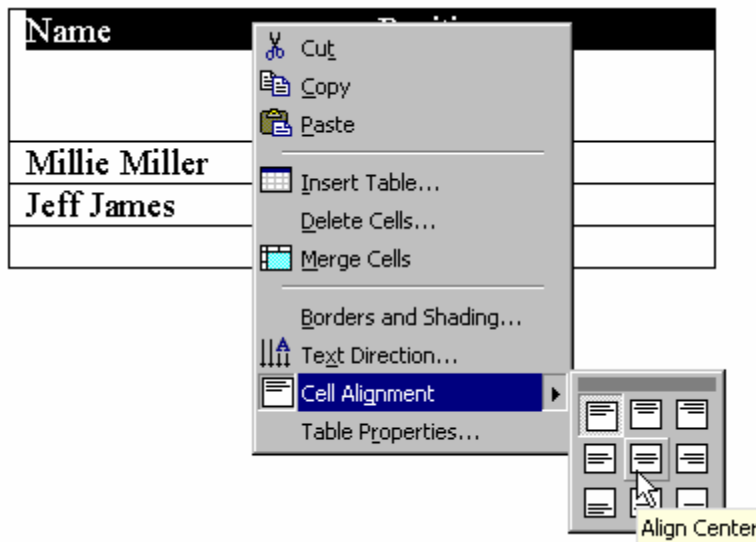
Center Table Between Margins

- Select entire table
- Menu: Table, Select, Table
- Click Center Align button on toolbar
- or-
- Click any where inside table
- Menu: Table, Table Properties, Table tab
- Alignment: Center
- OK



Vertically Align Text in Cell

- Select cell(s)
- RIGHT mouse click selected cells

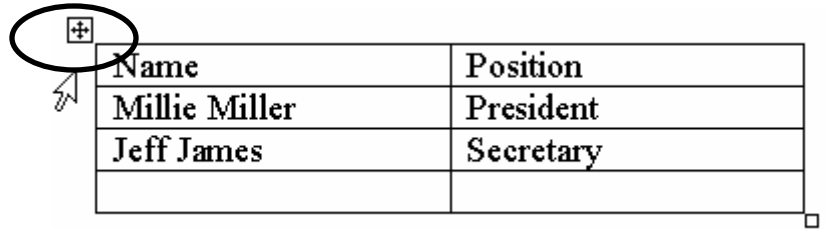


Select the type of alignment desired

Example:
Vertically and Horizontally Align Center

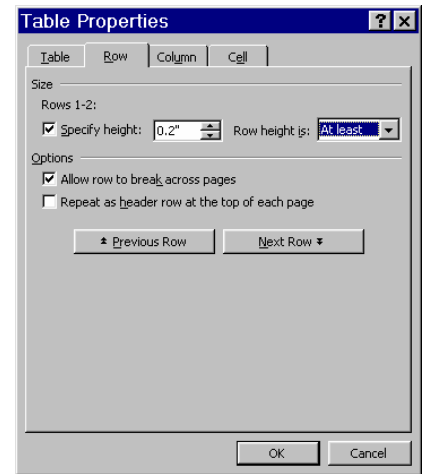
Move Entire Table, Wrap Words Around

Word 2000 and above only
 Point to upper left corner of table
 Select table button appears
 Drag and drop table button to new location



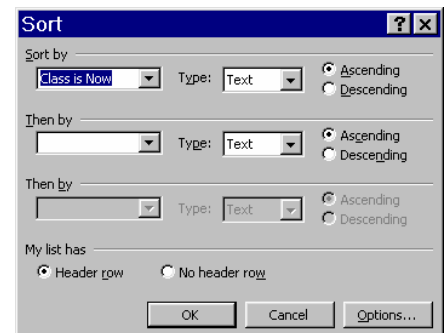
Don't Split a Row Between Pages

Word will automatically split a row by using a page break if necessary.
 If you don't want the row to be split between pages, here's what to do.
 Position cursor in row that is splitting between pages
 Menu: Table, Properties...
 Click Row tab
 Un-check Allow row to break between pages
 OK



Sort by Columns

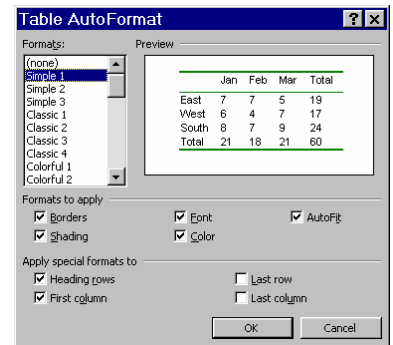
Click in any cell in table
 Menu: Table, Sort...
 If your table has a header row (ex.: First Name, Last Name, City)
 Click My list has – Header row
 Click 1st Sort by arrow
 Click column to sort by
 If the table has NO header row, the first column is Column 1, etc.
 Click Ascending or Descending
 OK



Let Word Format the Table – Table AutoFormat

Click anywhere in table
 Menu: Table, Table AutoFormat...
 Under Formats, click any name
 The example appears on the right
 OK

Note: No color in your printer? Make sure to uncheck Color



Column Headings for Long Tables

(Repeating Header Row)
 Highlight row(s) at top of table
 Menu: Table, Heading Rows
 Repeat

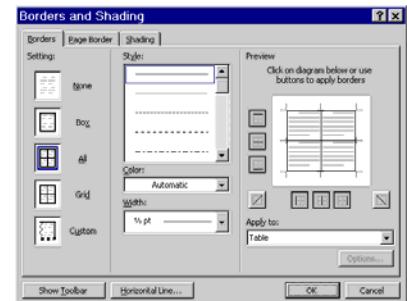


Text Enhancements in Cells

Select cells, rows, columns or entire table
 Click Bold, Italics, Under line
 -or-
 Menu: Format, Font... make your choices, OK

Borders

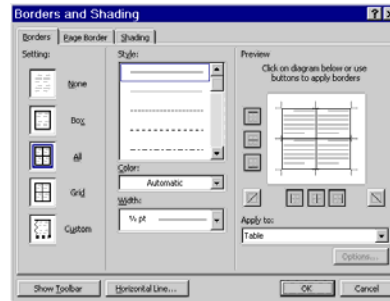
Highlight cells
 Menu: Format, Borders and Shading
 Click Borders tab
 Click desired line style
 Click desired line width
 Click on example where you want the line to go
 OK



Diagonal Line Inside Cell

Highlight cells
 Menu: Format, Borders and Shading
 Click Borders tab
 Select desired line style, width and color
 Click Diagonal line (s) button

OK



Shading Inside Cells

Highlight cells
 Menu: Format, Borders and Shading...
 Click Shading tab
 Under Fill
 Click color or shade of gray
 OK



Join Cells

Highlight cells to be joined
 Menu: Table, Merge Cells
 BEFORE

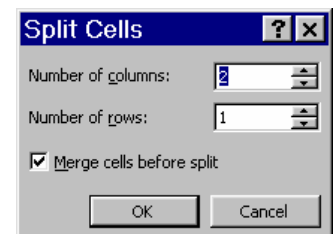
	Data Processing Invoice	
Date	Service	Amount
1/25/2000	Training	\$200.00

AFTER

Data Processing Invoice		
Date	Service	Amount
1/25/2000	Training	\$200.00

Split Cells

Highlight cell to be split
 Menu: Table, Split Cells...
 Type # columns and/or rows
 OK



BEFORE

Date	Time	Hrs.

AFTER

Date	Time	Hrs.

Number Rows

Select cells in 1st column

Click Numbered List button

If you add a row anywhere in the table, the rows will automatically renumber



No.	Name	City
1.		
2.		
3.		

Create a Formula in a Table

Don't do it – the formulas don't automatically recalculate! Instead copy an Excel range into the document.

Create the table

Click in cell to receive the formula

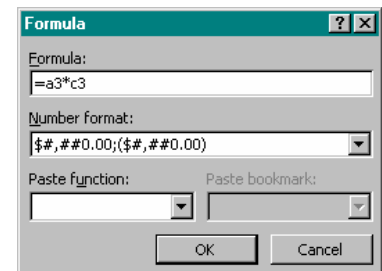
Menu: Tables, Formula...

Type formula

Examples =A3*C3
 =SUM(ABOVE)

Select the number format

OK



Warning!!! Formulas don't automatically recalculate. You must go through the steps below to recalculate

Recalculate Formula in Table After Changing or Adding New Numbers

Highlight entire document (Control + A)

Press: F9

Paste Excel Range into Word Document

If you have the info in an Excel range, why retype it!! Excel automatically recalculates, so you know the numbers are always the most current.

In Excel, highlight range

Menu: Edit, Copy

In Word, position cursor where the range (it goes in as a table) will start

Menu: Edit, Paste

The range is pasted in as a table. You may edit, format, etc as you would any other table in Word.

Link Excel Range in Word Document

If the Excel data changes frequently and you need the most recent version in your Word document, instead of just pasting it, paste special as a link. Then when the Excel data changes, it will automatically update in Word.

In Excel, highlight range

Menu: Edit, Copy

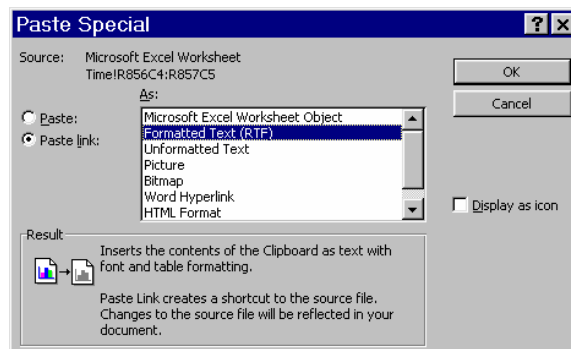
In Word, position cursor where the range (it goes in as a table) will start

Menu: Edit, Paste Special

Click Paste link:

Click Formatted Text (RTF)

OK



Update the Excel Range

Select the entire document (Control + A)

Press: F9

Convert Table to Text

Select table
 Menu: Table, Convert, Table to Text



Separate text with Tabs
 OK



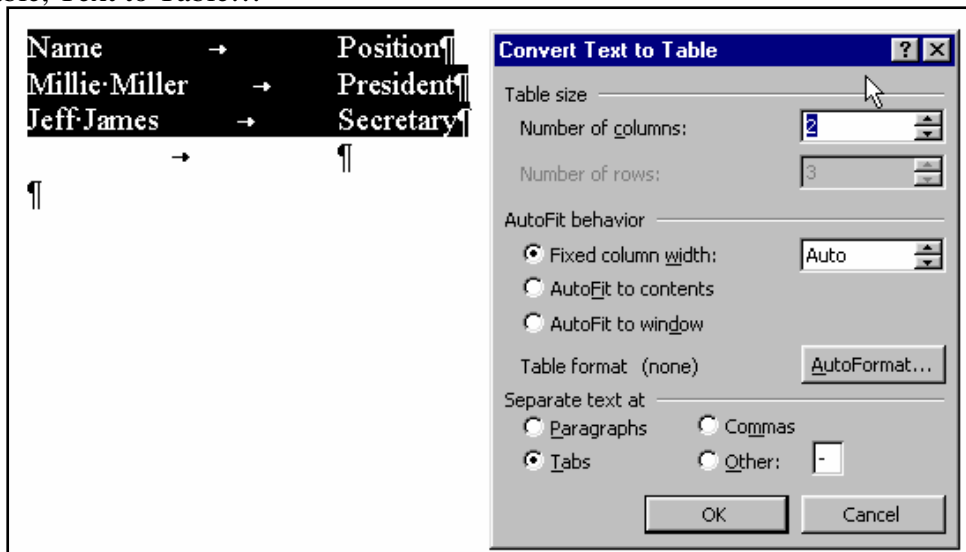
Result:

Name	→	Position¶
Millie Miller	→	President¶
Jeff James	→	Secretary¶

Convert Text to Table

Setup:
 Only ONE tab mark between columns
 Paragraph mark at the end of each line will create the row

Select text
 Menu: Table, Text to Table...



Separate text at Tabs
 OK

Result:

Name□	Position□
Millie Miller□	President□
Jeff James□	Secretary□