

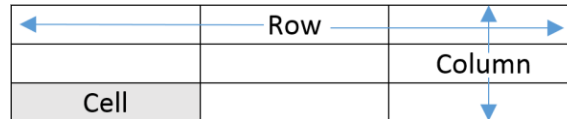
# UNDERSTANDING TABLES

A table lets you present information in a grid-like format. Consider a roster – it may show the days of the week across the top of the table, one day per column; list the employees down the left side

of the table, one person per row; and show who is rostered on each day by the number of rostered hours in the cell beneath the relevant day.

## What is a Table?

A table comprises one or more horizontal **rows** and one or more vertical **columns**. The rectangle where a row and column intersects is called a **cell**. Each cell can be filled with text, pictures or other objects.



## Inserting Tables

Depending upon the type and style of table you require, there are several ways you can insert tables into a document. Access to each of these functions is via the **Table** tool which is found on the **INSERT** tab on the ribbon. If you want to quickly insert a formatted table into your document, you can choose from one of Microsoft Word's **Quick Tables**, such as the example below, on the left. **Quick Tables** are tables that are preformatted with shading, column and row layout, and so on. They also contain sample information which you can use to help visualise the way your data will appear. After inserting a quick table, you can then replace the sample data with your own. You can also modify the table – such as deleting or inserting rows or columns – just like any other table.

If you want to add a simple, unformatted table, you can drag to select the number of rows and columns that you require on the **Insert Table** grid. Alternatively, you can also insert a simple table, specifying the desired number of rows and columns, using the **Insert Table** dialog box. This method also lets you specify additional settings such as fixed column width and autofit.

If you want to add a more complex table – for example, you may require a varying number of columns per row – you can quickly draw a table like the example on the right.

MAY						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Tools	Use to
Font Tools	Bold	<b>Bold selected text</b>
	Italic	<i>Italicise selected text</i>
	Underline	<u>Underline selected text</u>

## Formatting Tables

After inserting a table into your document, Word offers you many ways to format it.

If you want to change the look of the entire table, you can use **Table Styles**. The advantage of using **Table Styles** is that as you hover over the various styles included in the gallery, Word uses **Live Preview** so you can see how the table will appear if you select the style.

You can also format many other aspects of your table using the various tools on the **Table Tools Design** And **Layout** tabs. For example, you can apply shading and borders; specify headers and total rows; split and merge cells; insert and delete rows, columns and cells; alter the alignment within the cells; plus much, much more.

	Tools	Use to
Font Tools	Bold	<b>Bold selected text</b>
	Italic	<i>Italicise selected text</i>
	Underline	<u>Underline selected text</u>

## CREATING A TABLE

One of the simplest ways to create a plain, unformatted table is to use the **Insert Table** command. This command opens the **Insert Table** dialog box from which you can specify the

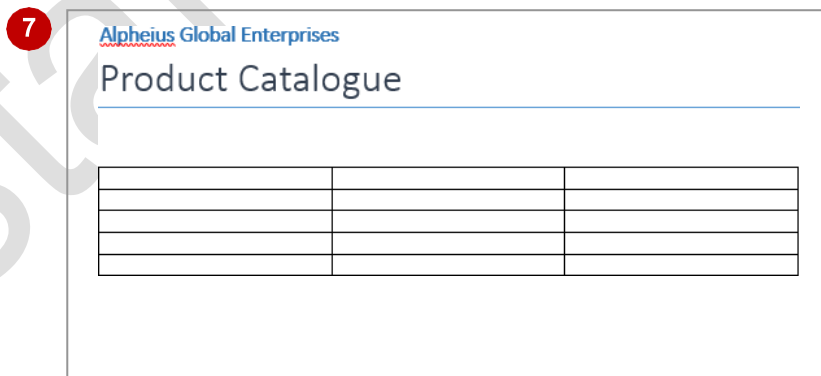
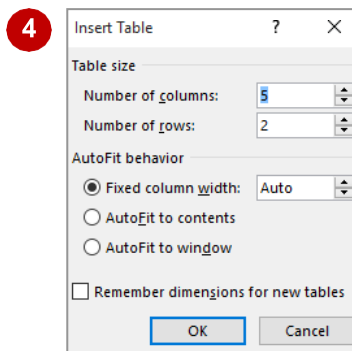
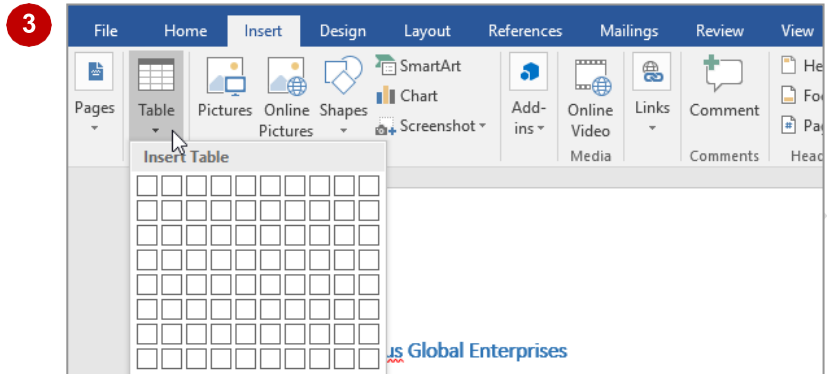
number of columns and rows you require as well as the column width. When you use this command, Word will create a table with equally spaced columns and rows based on your settings.

### Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Creating Tables\_1.docx...*

- 1 Press **Ctrl** + **End** to move to the end of the document
- 2 Click on the **Insert** tab
- 3 Click on **Table** in the **Tables** group to open the **Insert Table** grid and drop menu
- 4 Select **Insert Table** to open the **Insert Table** dialog box
- 5 Type **3** in **Number of columns**
- 6 Press **Tab** to move to **Number of rows** and type **5**  
*The Insert Table dialog box also gives you the opportunity to specify column width and to set your choices as the default values for future tables, but we won't here...*
- 7 Click on **[OK]** to insert the table into your document



### For Your Reference...

To **create** a **simple table**:

1. Click on the **Insert** tab, click on **Table** in the **Tables** group
2. Select **Insert Table**
3. Type the **Number of columns** and **rows**, and specify other options as desired
4. Click on **[OK]**

### Handy to Know...

- You can insert a plain, unformatted table using the **Insert Table** grid. To do this, click on **Table** in the **Tables** group, then hover over the squares representing the number of columns and rows you need for your table (e.g. **5x4 Table**). When you are happy with the size click to insert the table.

## ADDING DATA TO A TABLE

Entering text or data into a table is a very simple process. You simply click in the cell and type. The text you enter into a table follows virtually the same rules as the text you type into other parts of

the document. The text is based on a style and it can be formatted in the same way as normal text. It can also be aligned in the same way as a normal paragraph.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_2.docx...*

- 1 Click in the top left cell of the table to ensure the insertion point is located at the start of the table, as shown
- 2 Type **Catalogue No**, then press **Tab** to move to the next column
- 3 Type **Model**, then press **Tab** to move to the next column
- 4 Type **Country**, then press **Tab** to move to the first cell in the second row
- 5 Repeat the above steps to complete the table as shown

If you press **Tab** when you get to the end of the last row in the table, Word will automatically create a new row

1

Alpheius Global Enterprises

### Product Catalogue


2

Alpheius Global Enterprises

### Product Catalogue

Catalogue No		

5

Alpheius Global Enterprises

### Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 232	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM000014	Home Blaster 700	Italy

### For Your Reference...

To **enter data** into a **table**:

1. Click in a table cell and type the desired text
2. Press **Tab** to move to the next cell

### Handy to Know...

- If you want to indent or align text within a cell, click to position the insertion point, then press **Ctrl** + **Tab** to move the text and insertion point to the next tab stop. If you press **Tab** the insertion point will move to the next cell.

## SELECTING IN TABLES USING THE RIBBON

After inserting a table and entering content, the next thing you'll want to do is format the table. But before you can do this, you must first learn how to select the various table components. If

you want to select standard components, such as a cell, column, row, or the entire table, you can quickly select these using the **Select** tool, which is found on the **Table Tools: Layout** tab.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_3.docx...*

1

In the table, click anywhere in the cell that contains the word **Italy**

This is now the active cell.

Notice that two additional tabs have appeared on the ribbon – the **Table Tools: Design** and the **Table Tools: Layout** tab...

2

Click on the **Table Tools: Layout** tab, then click on **Select** in the **Table** group to display a menu of options

3

Click on **Select Cell** to select the active cell

4

Repeat steps 2 and 3 to click on **Select Column** to select the column containing the active cell

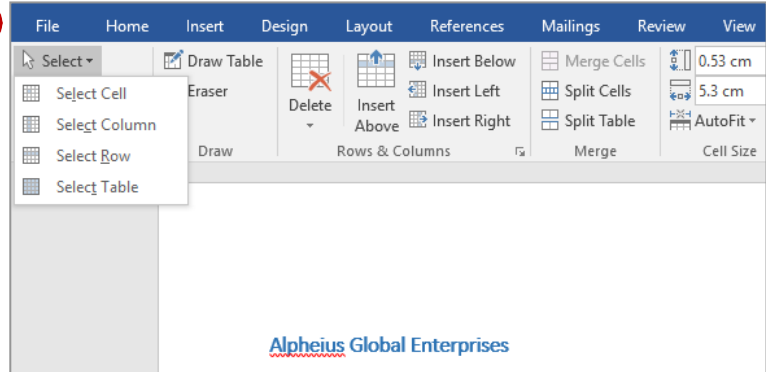
5

Repeat steps 1 to 3 to click on **Select Row** to select the row containing the active cell

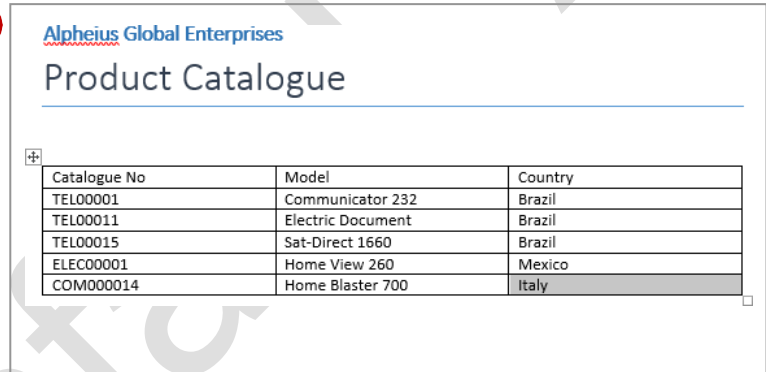
6

Repeat steps 1 to 3 to click on **Select Table** to select the entire table

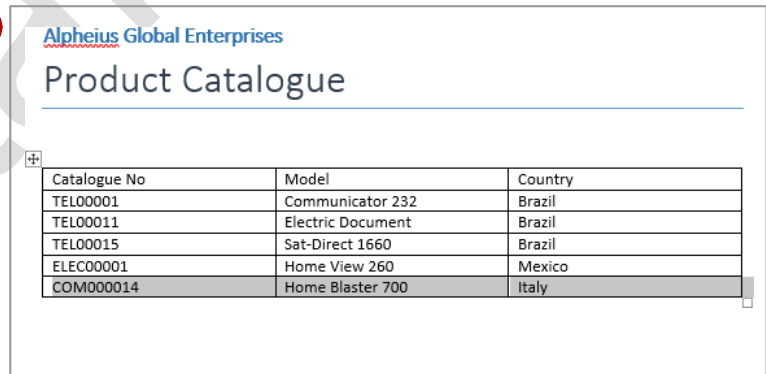
2



3



5



### For Your Reference...

To **select** in **tables** using the **ribbon**:

1. Click in the cell, then click on the **Table Tools: Layout** tab
2. Click on **Select**
3. Click on the desired option to select the cell, column or row

### Handy to Know...

- You can use the keyboard to quickly and easily select table components. For example, to select a cell, position the cursor anywhere in a cell and press **Ctrl** + **Shift** + **↓**.

## SELECTING IN TABLES USING THE MOUSE

You can only select standard table components using the ribbon, however using the mouse you can select all aspects of a table. For example, you can select text in a single cell, or in a

contiguous or non-contiguous range of cells. You can also select a single cell, or contiguous and non-contiguous range of cells, rows and columns. And, of course, you can select the entire table.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_3.docx...*

- 1 Click on the word **Electric**, then drag to the right end of the cell to select both words
- 2 Click anywhere in **TEL00001**, then drag down to **COM00014** to select the text in the range of cells
- 3 Double-click on **Model**, hold down **[Ctrl]**, then double-click on both **1660** and **Italy** to select text in a non-contiguous range
- 4 Point outside the table to the left of **TEL00015** so that the pointer changes to a white right-pointing arrow, then click and drag down to the next row to select both rows
- 5 Point just above the top of the **Model** column so that the pointer changes to a black downwards-pointing arrow, then click to select the column
- 6 Point to the top left corner of the table so that the **table move handle** appears and the cursor changes to a four-headed arrow, then click once to select the entire table

Catalogue No	Model	Country
TEL00001	Communicator 232	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM000014	Home Blaster 700	Italy

1

Catalogue No	Model	Country
TEL00001	Communicator 232	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM000014	Home Blaster 700	Italy

2

Catalogue No	Model	Country
TEL00001	Communicator 232	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM000014	Home Blaster 700	Italy

3

Catalogue No	Model	Country
TEL00001	Communicator 232	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM000014	Home Blaster 700	Italy

5

Catalogue No	Model	Country
TEL00001	Communicator 232	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM000014	Home Blaster 700	Italy

6

### For Your Reference...

To **select** in **tables** using the **mouse**:

- Click just outside the table to the left of a row to select the row
- Click just outside the table above a column to select the column
- Click on the **table move handle** to select the entire table

### Handy to Know...

- You can select text in a cell by double-clicking on the first word and then dragging to the end of the cell.
- To select a single cell, hover over the left border of the cell until the pointer appears as a small black right-pointing arrow, then click.

## INSERTING COLUMNS AND ROWS

In an ideal world you would have correctly determined the numbers of rows and columns required before you created your table. But in the real world, you will often find that you

underestimate the number of columns and/or rows you really need. Fortunately, Word makes it easy to insert new rows and columns into your table.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_3.docx...*

- 1 Point to above the top of the border between the **Model** column and the **Country** column until the insert control appears as shown
- 2 Click on the insert control to insert a new column
- 3 Repeat steps 1 and 2 to insert another new column as shown
- 4 Enter the details, as shown, into the new columns
- 5 Point to the bottom left corner of the table until the insert control appears
- 6 Click on the insert control to insert a new row
- 7 Enter the details as shown in the new row

Let's create a new row...

1

Catalogue No	Model	Country
TELO0001	Communicator 232	Brazil
TELO0011	Electric Document	Brazil
TELO0015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM000014	Home Blaster 700	Italy

3

Catalogue No	Model			Country
TELO0001	Communicator 232			Brazil
TELO0011	Electric Document			Brazil
TELO0015	Sat-Direct 1660			Brazil
ELEC00001	Home View 260			Mexico
COM000014	Home Blaster 700			Italy

4

Catalogue No	Model	Category	Plant	Country
TELO0001	Communicator 232	Communications	Salvador	Brazil
TELO0011	Electric Document	Communications	Salvador	Brazil
TELO0015	Sat-Direct 1660	Communications	Salvador	Brazil
ELEC00001	Home View 260	Electronics	Guadalajara	Mexico
COM000014	Home Blaster 700	Computer	San Marino	Italy
COM0004	E-Reader 80	Computer	Bordeaux	France

6

Catalogue No	Model	Category	Plant	Country
TELO0001	Communicator 232	Communications	Salvador	Brazil
TELO0011	Electric Document	Communications	Salvador	Brazil
TELO0015	Sat-Direct 1660	Communications	Salvador	Brazil
ELEC00001	Home View 260	Electronics	Guadalajara	Mexico
COM000014	Home Blaster 700	Computer	San Marino	Italy

7

Catalogue No	Model	Category	Plant	Country
TELO0001	Communicator 232	Communications	Salvador	Brazil
TELO0011	Electric Document	Communications	Salvador	Brazil
TELO0015	Sat-Direct 1660	Communications	Salvador	Brazil
ELEC00001	Home View 260	Electronics	Guadalajara	Mexico
COM000014	Home Blaster 700	Computer	San Marino	Italy
COM0004	E-Reader 80	Computer	Bordeaux	France

### For Your Reference...

To **insert** a new column or row:

1. Point to just above or to the left of two existing columns or rows
2. When the insert control appears, click on it

### Handy to Know...

- An alternative method for inserting a column is to split an existing column into two (or more). To do this, select the column, then click on **Split Cells** in the **Merge** group to open the **Split Cells** dialog box. To keep the entries in the selected cells, deselect **Merge cells before split**.

## DELETING COLUMNS AND ROWS

Occasionally you will find you need to delete columns or rows from your table – perhaps circumstances have changed and you no longer need the information. In Word, it is almost as

easy to delete columns and rows from a table as it is to insert them. But just as a note, if the columns or rows to be deleted contain data, this data will be deleted along with the columns or rows.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_4.docx*....

The AGE Marketing Department has decided to remove the Country from the catalogue...

**1** Click on **Country**, then ensure the **Table Tools: Layout** tab is active

**2** Click on **Delete** in the **Rows & Columns** group to display a menu of options, then select **Delete Columns**

The column and its contents will be deleted – no questions asked.

The Electric Document is no longer being produced so we must remove this product from the catalogue...

**3** Click on **Electric Document**

**4** Click on **Delete** in the **Rows & Columns** group, then select **Delete Rows**

The row and its contents will be deleted and the rows below will move up to take its place

Catalogue No	Model	Category	Plant	Country
TEL00001	Communicator 232	Communications	Salvador	Brazil
TEL00011	Electric Document	Communications	Salvador	Brazil
TEL00015	Sat-Direct 1660	Communications	Salvador	Brazil
ELEC00001	Home View 260	Electronics	Guadalajara	Mexico
COM000014	Home Blaster 700	Computer	San Marino	Italy
COM0004	E-Reader 80	Computer	Bordeaux	France

**1**

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00011	Electric Document	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

**2**

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00011	Electric Document	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

**3**

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

**4**

### For Your Reference...

To **delete** a row or column:

1. Click on the desired table cell, then activate the **Table Tools: Layout** tab
2. From the **Rows & Columns** group, click on **Delete** and select **Delete Rows** to delete a row, or select **Delete Columns** to delete a column

### Handy to Know...

- You can use **Delete** in the **Rows & Columns** group to delete a selected cell or entire table.
- You can delete all the content of a selected row or column without deleting the entire table by selecting the row or column and pressing **Del**.

## CHANGING COLUMN WIDTHS

Once you start entering data into a table you may find some columns are not wide enough for the data while others are too wide. So to make the best use of available space and to make the table

look as neat as possible, you may need to **change column widths**. This is easy to do using the **Table Column Width** tool on the ribbon.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_5.docx...*

1

Select the **Catalogue No** column, then ensure the **Table Tools: Layout** tab is active

Currently the column is 3.51 cm, as shown in *Width in the Cell Size group...*

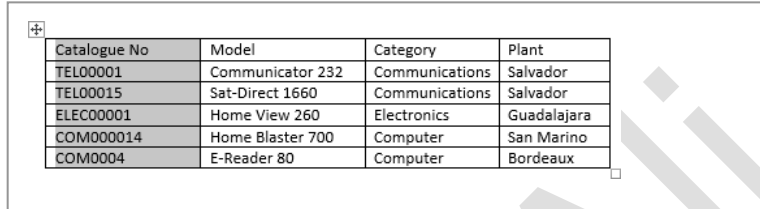
2

Click on the down spinner arrow for **Width** in the **Cell Size** group until the column's width reduces to **2.7 cm**

3

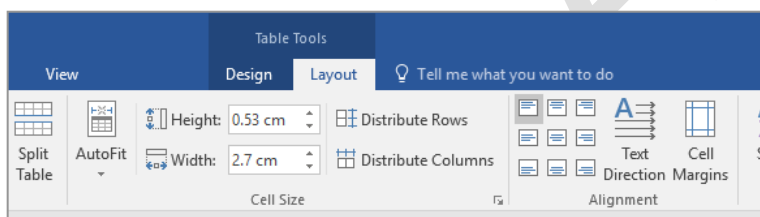
Repeat steps 1 and 2 to alter the widths of the remaining columns to the following

**Model** 4 cm  
**Category** 3.8 cm  
**Plant** 3.2 cm

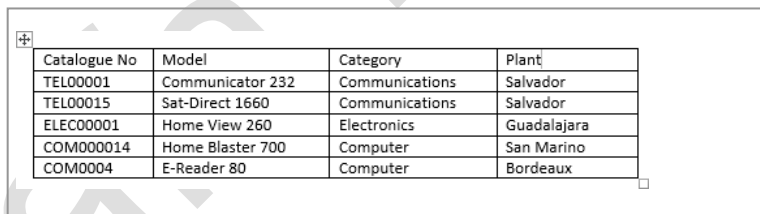


Catalogue No	Model	Category	Plant
TELO0001	Communicator 232	Communications	Salvador
TELO0015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

1



2



Catalogue No	Model	Category	Plant
TELO0001	Communicator 232	Communications	Salvador
TELO0015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

3

### For Your Reference...

To **change** a **column's width**:

1. Select the desired table column, then click on the **Table Tools: Layout** tab
2. Click on the up or down spinner arrow for **Width** in the **Cell Size** group

### Handy to Know...

- You can change the width of adjacent columns using the mouse. To do this, hover over the border between the columns until the pointer appears as a pair of vertical lines with a double-headed arrow, then drag left or right as desired.



## CHANGING ROW HEIGHTS

If you create a table on a new, blank document the text in the cells will appear with very little 'white space' above and below them. By default, the text is aligned to the top left corner of the cell

so if you increase the row height, you will increase the white space below the text. To even out this white space and ensure the table is aesthetically pleasing, you simply alter the cell alignment.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_6.docx...*

1

Select the **Catalogue No** row, then ensure that the **Table Tools: Layout** tab is active

Currently the row is 0.48 cm high, as shown in Height in the Cell Size group...

2

Click on the up spinner arrow for **Height** in the **Cell Size** group until the row's height increases to 0.7 cm

Let's adjust the cell alignment to centre the text vertically within the cells...

3

Click on **Align Centre Left** in the **Alignment** group

4

Select the **TEL00001** row, then hold down the mouse button and drag down until the remaining five rows are selected

5

Repeat steps 2 and 3 to increase the height of the remaining rows to 0.6 cm and then centre the text vertically within the rows by clicking on **Align Centre Left**

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

1

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

2

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

3

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

4

### For Your Reference...

To **change a row's height**:

1. Select the desired table row, then activate the **Table Tools: Layout** tab
2. Click on the up or down spinner arrow for **Height** in the **Cell Size** group

### Handy to Know...

- If you have specified different heights for different rows, a quick way to ensure that they all have the same height is to select them and click on **Distribute Rows** in the **Cell Size** group.

# AUTOFITTING COLUMNS

By default, when you create a table using the **Insert Table** command, it will automatically fit the window and the column widths will be equal but not fixed – that is, their widths will change if you

add or delete columns. Using the **AutoFitting** feature you can change a table so the column width remains fixed, or you can reduce all column widths so that they fit their largest entry.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_7.docx...*

**1** Select the entire table, ensure the **Table Tools: Layout** tab is active, then click on **AutoFit** in the **Cell Size** group to display a menu of options

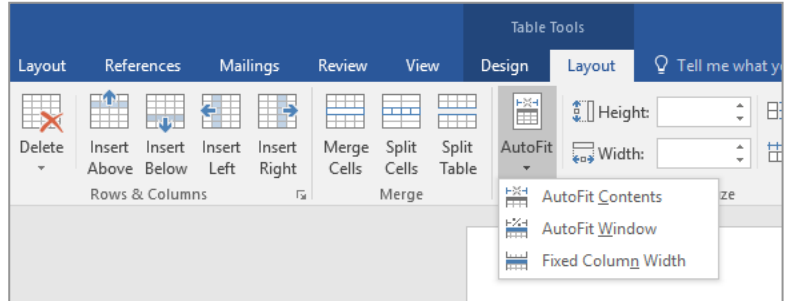
**2** Select **AutoFit Contents**  
The width of the columns will automatically reduce to fit...

**3** Click on **AutoFit** in the **Cell Size** group and select **Fixed Column Width**

Nothing will appear to have happened. But let's see what happens when you insert a new column...

**4** Select the **Plant** column and insert a column to the right  
The Table width will increase by the width of the new column (whose width will be identical to the Plant column)...

**5** Select the table again, then click on **AutoFit** in the **Cell Size** group and select **AutoFit Window**  
The width of each column will increase so that the table will be as wide as the window



**1**

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

**2**

Catalogue No	Model	Category	Plant	
TEL00001	Communicator 232	Communications	Salvador	
TEL00015	Sat-Direct 1660	Communications	Salvador	
ELEC00001	Home View 260	Electronics	Guadalajara	
COM000014	Home Blaster 700	Computer	San Marino	
COM0004	E-Reader 80	Computer	Bordeaux	

**4**

Catalogue No	Model	Category	Plant	
TEL00001	Communicator 232	Communications	Salvador	
TEL00015	Sat-Direct 1660	Communications	Salvador	
ELEC00001	Home View 260	Electronics	Guadalajara	
COM000014	Home Blaster 700	Computer	San Marino	
COM0004	E-Reader 80	Computer	Bordeaux	

**5**

## For Your Reference...

To **AutoFit columns**:

1. Select the table, then click on **AutoFit**
2. Select **AutoFit Contents** to reduce the column widths to fit the content, or Select **Fixed Column Width** to fix the column width, or Select **AutoFit Window**

## Handy to Know...

- If a table is set to **AutoFit Window** and you insert a new column, the size of the existing columns in the table will reduce so that the final table width (with the new column) will still fit the window.

## SHADING CELLS

Word allows you to apply **shading** to selected cells in a table. For instance, you may want to highlight cells containing important information. The shading can be any colour supported by

your computer and Word. You apply shading to cells via the **Shading** tool on the **Table Tools: Design** tab on the ribbon or on the mini toolbar.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_8.docx...*

**1** Select the heading row of the table, then click on the **Table Tools: Design** tab

**2** Click on the drop arrow for **Shading** in the **Table Styles** group

A gallery of available colours will appear...

**3** Click on **Blue, Accent 1, Lighter 40%** (4<sup>th</sup> row, 4<sup>th</sup> column) to apply the colour to the row

**4** Click outside the table so you can see the shading more clearly

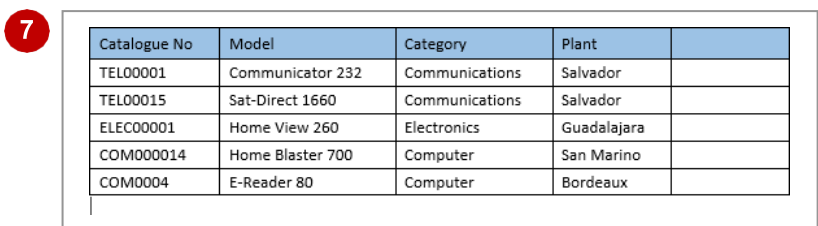
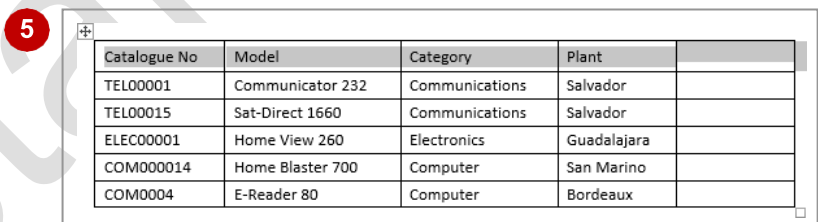
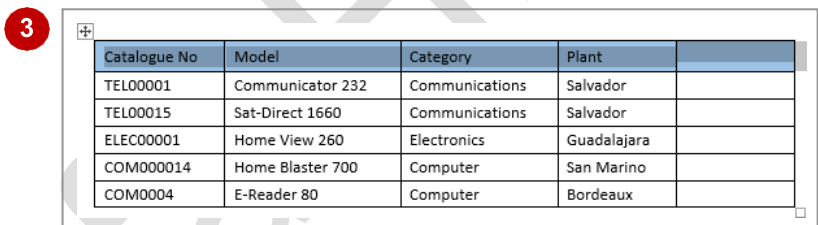
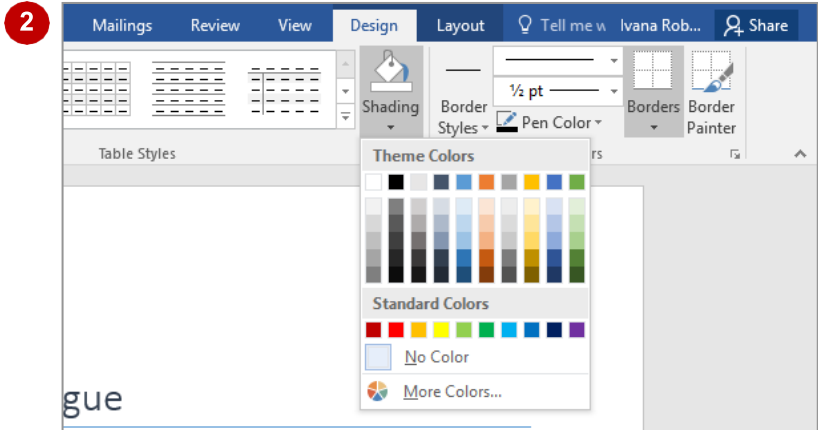
Let's try an even quicker method...

**5** Click on **Undo** in the **QAT** then reselect the top row

A mini toolbar will appear...

**6** Click on the drop arrow for **Shading** to display the colour gallery

**7** Repeat steps **3** to reapply the shading to the heading row



### For Your Reference...

To **apply shading to cells**:

1. Select the table cells
2. Click on the **Table Tools: Design** tab
3. Click on the drop arrow for **Shading**
4. Click on the desired colour

### Handy to Know...

- The shading gallery includes numerous shades of the selected theme colours plus ten standard colours. If you want to choose a different colour, click on **More Colours**, drag the marker around the larger **Colours** box plus the vertical colour ramp as desired, and then click on **[OK]**.

## MODIFYING BORDERS

When you insert a table in Word, it appears with a border by default. This gives a matrix-like appearance to the table. You can change any or all of the lines in a table to suit your own tastes

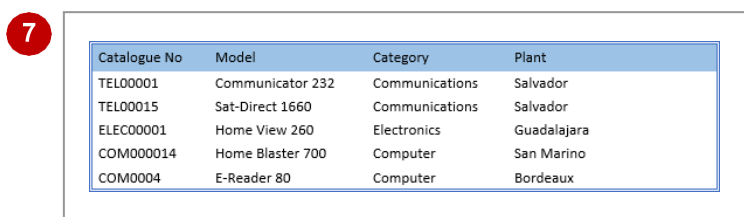
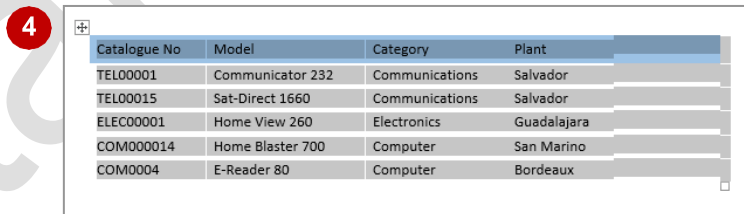
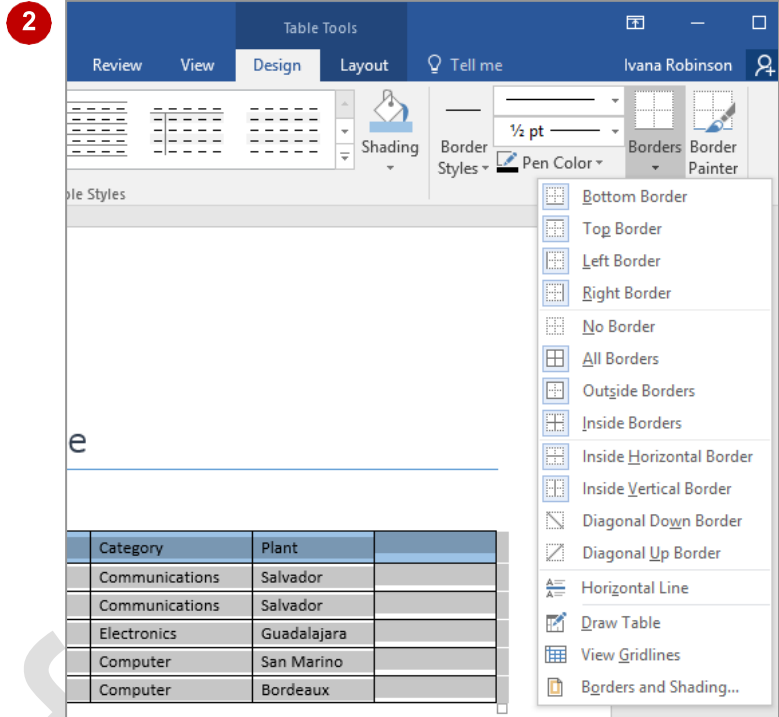
and to add more visual appeal to the table. For example, you could add a thicker outside border to give the table definition or you may even decide to have no borders at all.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_9.docx...*

- 1 Select the table, then click on the **Table Tools: Design** tab
- 2 Click on the bottom half of **Borders** in the **Borders** group to display a gallery of options  
*From here you can select what areas of the table the border will be applied to...*
- 3 Select **No Border**, then click outside the table to see the result  
*Lets put an outside border around the table...*
- 4 Select the table and on the **Table Tools: Design** tab click on the bottom half of **Border Styles** in the **Borders** group to display a gallery of options
- 5 Select a style  
*For this exercise we have chosen Double solid lines, ½ pt, Accent 5...*
- 6 Click on the bottom half of **Borders** in the **Borders** group and select **Outside Borders**
- 7 Click outside the table to see the result



### For Your Reference...

To **modify borders**:

1. Select the table and click on the **Table Tools: Design** tab
2. Click on **Border Styles** in the **Borders** group and select a style
3. Click on **Borders** in the **Borders** group and select a border type

### Handy to Know...

- You can use **Line Style** in the **Borders** group to choose a style for your borders in the same way you would use **Border Styles**.

## ADDING CUSTOM BORDERS

You may want to apply a variety of border styles and colours to your table in order to highlight different areas of your table such as headings or important data. Using the **Border Painter** you

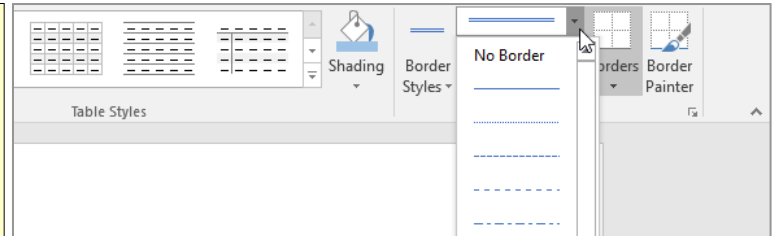
can quickly and easily change specific parts of your borders. You can also change the appearance of borders using a variety of tools such as **Pen Colour**, **Line Style** and **Line Weight**.

### Try This Yourself:

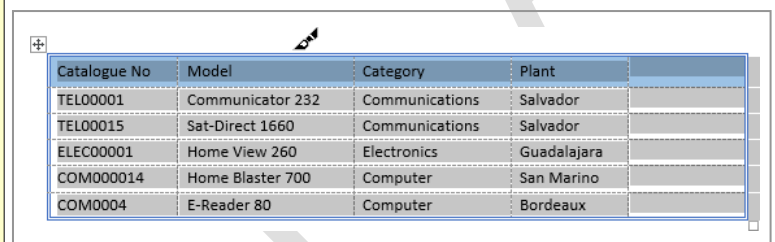
Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_10.docx...*

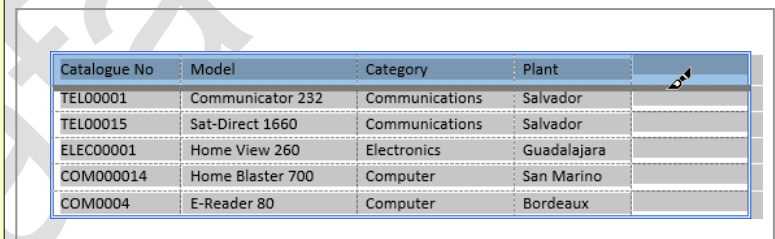
- 1 Select the table, then click on the **Table Tools: Design** tab  
*Lets add a border to the inside of the table...*
- 2 Click on **Line style** in the **Borders** group to open a gallery of options
- 3 Select the dotted line option, second from the top
- 4 Click on **Pen Colour** in the **Borders** group and select **Blue** under **Standard Colours**
- 5 Point to the table so the pointer changes to the paintbrush icon  
*This means the Border Painter is active...*
- 6 Click in the middle of the line beneath **Catalogue No** then drag to the right to apply the border to the whole row
- 7 Click outside the table to see the result  
*This border is hard to see, lets make it thicker...*
- 8 Click inside the table, then click on **Line Weight** in the **Borders** group and select 1 ½
- 9 Repeat step 6 to apply this border to all inside row and column borders



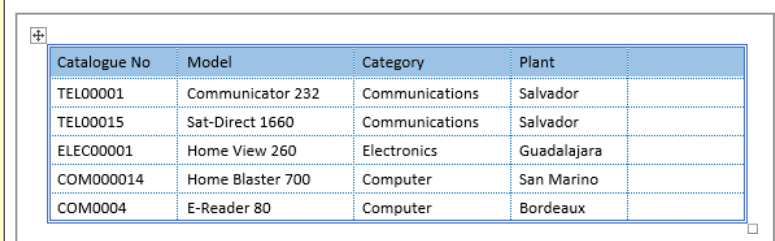
2



5



6



9

### For Your Reference...

To **add a custom border**:

1. Click on the **Table Tools: Design** tab
2. Select a **line style**, **line weight** and **pen colour**
3. Using the **Border Painter**, paint borders onto the table

### Handy to Know...

- To turn **Border Painter** off press **Esc** or click on **Border Painter** in the **Borders** group.
- **Border Painter** turns on automatically if you use any of the tools in the **Borders** group. The only exception to this is if you use **Borders**.

## CHOOSING A TABLE STYLE

**Table styles** provide you with a series of stylistic templates that can be applied to a table. These styles control the type and nature of the borders, colours, shading, banding, style of text,

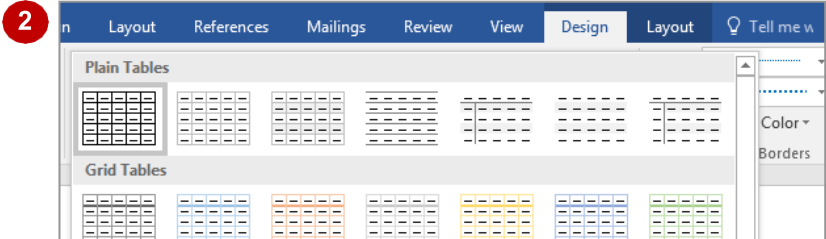
alignment, paragraph spacing, and the like. There are many styles from which you can choose and you can even customise the existing settings of a style to suit your own tastes.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Creating Tables\_11.docx...*

- 1 Click in the table, then click on the **Table Tools: Design** tab
- 2 Click on the **More** arrow in the **Table Styles** group, as shown, to open the **Table Styles** gallery
- 3 Point to several options to see a Live Preview of the result
- 4 Click on **List Table 1 Light – Accent 1** (this is a light blue style located near the top of the gallery)
- 5 Click outside the table to deselect it and view the change



5

Catalogue No	Model	Category	Plant
TEL00001	Communicator 232	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM000014	Home Blaster 700	Computer	San Marino
COM0004	E-Reader 80	Computer	Bordeaux

### For Your Reference...

To **apply a table style**:

1. Click in the table
2. Click on the **Table Tools: Design** tab
3. Click on the **More** arrow for **Table Styles**
4. Select the desired style

### Handy to Know...

- After you have applied a **table style** to a table, you can modify it as desired. To do this, click on the **More** arrow for **Table Styles** and select **Modify Table Style**. From the **Modify Styles** dialog box you can change all features including font, banding, paragraph spacing, borders, plus more.

## CREATING A TABLE FROM TEXT

You can easily convert a list into a table. This is useful if you have rows and columns of text you would like to place into a table to make it easier to manage. By default when you convert text into

a table, Word uses the paragraph marks to determine the number of rows and the tab marks to determine where text should be split into cells.

### Try This Yourself:

Open  
File

Before starting this exercise you **MUST** open the file *Table Features\_1.docx...*

1

Select the data below the heading **Paris Telephone Listing**

2

Click on the **Insert** tab, then click on **Table** in the **Tables** group to display a menu of options

3

Select **Convert Text to Table** to open the **Convert Text to Table** dialog box

Word has recognised that six columns are required, based on the number of tabs set in the text...

4

Click on **AutoFit to window** under **AutoFit behaviour** and ensure **Tabs** is selected under **Separate text at**

The text in this document is separated by Tab characters...

5

Click on **[OK]** to convert the text into a table with borders applied

*Paris Telephone Listing*

First Name	Surname	Department	Email	Telephone	Salary (€)
Henriette	Lacombe	Marketing	hlacombe@alpheiusge.fr	33 1 35 66 02 56	52,500
Chantelle	Poiret	Sales	cpoiret@alpheiusge.fr	33 1 35 66 02 57	49,275
Jean	Gerierre	Sales	jgerierre@alpheiusge.fr	33 1 35 66 02 58	51,500
Pierre	Kras	Marketing	pkras@alpheiusge.fr		
Juliette	Vasmeule	Executive	jvasmeule@alpheiusge.fr		
Gaston	DeLaMare	Sales	gdelamare@alpheiusge.fr		
Susi	Lacombe	Finance	slacombe@alpheiusge.fr		
Katerina	Castalova	Finance	kcastalova@alpheiusge.fr		
Nerida	Arameus	Administration	narameus@alpheiusge.fr		
Victor	Brounson	Administration	vbrounson@alpheiusge.fr		
Xanthea	Maurice	Executive	xmaurice@alpheiusge.fr		
Chantelle	Renuasse	Administration	crenausse@alpheiusge.fr		
Hugo	Castille	Administration	hcastille@alpheiusge.fr		

Convert Text to Table ? X

Table size

Number of columns: 6

Number of rows: 14

AutoFit behavior

Fixed column width: Auto

AutoFit to contents

AutoFit to window

Separate text at

Paragraphs  Commas

Tabs  Other: -

OK Cancel

*Paris Telephone Listing*

First Name	Surname	Department	Email	Telephone	Salary (€)
Henriette	Lacombe	Marketing	hlacombe@alpheiusge.fr	33 1 35 66 02 56	52,500
Chantelle	Poiret	Sales	cpoiret@alpheiusge.fr	33 1 35 66 02 57	49,275
Jean	Gerierre	Sales	jgerierre@alpheiusge.fr	33 1 35 66 02 58	51,500
Pierre	Kras	Marketing	pkras@alpheiusge.fr	33 1 35 66 02 59	51,500
Juliette	Vasmeule	Executive	jvasmeule@alpheiusge.fr	33 1 35 66 02 60	101,500
Gaston	DeLaMare	Sales	gdelamare@alpheiusge.fr	33 1 35 66 02 61	49,275
Susi	Lacombe	Finance	slacombe@alpheiusge.fr	33 1 35 66 02 62	75,600
Katerina	Castalova	Finance	kcastalova@alpheiusge.fr	33 1 35 66 02 63	35,750
Nerida	Arameus	Administration	narameus@alpheiusge.fr	33 1 35 66 02 64	35,750
Victor	Brounson	Administration	vbrounson@alpheiusge.fr	33 1 35 66 02 65	49,275
Xanthea	Maurice	Executive	xmaurice@alpheiusge.fr	33 1 35 66 02 66	98,250
Chantelle	Renuasse	Administration	crenausse@alpheiusge.fr	33 1 35 66 02 67	35,750
Hugo	Castille	Administration	hcastille@alpheiusge.fr	33 1 35 66 02 68	35,750

6

### For Your Reference...

To **create a table** from **text**:

1. Select the required text
2. Click on the **Insert** tab, then click on **Table** in the **Tables** group
3. Select **Convert Text to Table**
4. Select the desired options and click on **[OK]**

### Handy to Know...

- It is important to check that the **Number of columns** is correct in the **Convert Text to Table** dialog box. If the number in this field isn't as required, you may have forgotten to insert a separator character in one or more lines of text.

## ALIGNING DATA IN CELLS

When you enter data into a table, the data will be left aligned in each cell by default. While this alignment usually works well, there are times when the table design could be improved if the

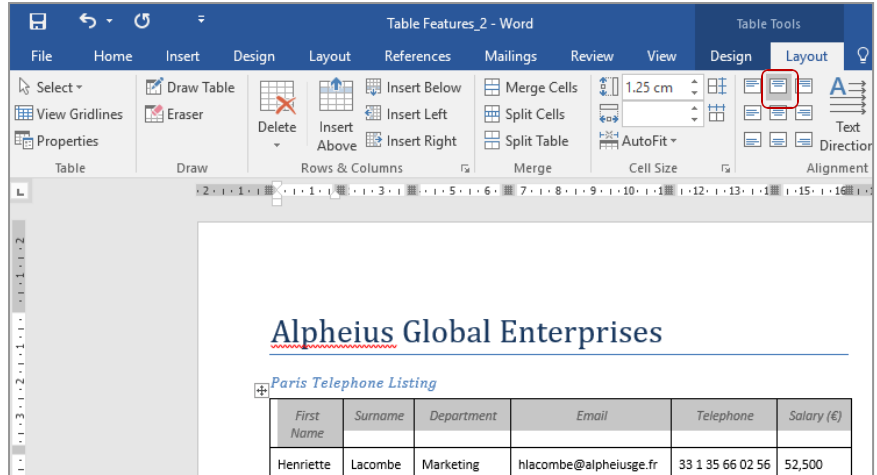
cell alignment is changed. For example, if you have cells containing numbers of different lengths, they will appear neater if they are right aligned within the cell.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Table Features\_2.docx...*

- 1 Select the top row of the table, then click on the **Table Tools: Layout** tab
- 2 Click on **Align Top Centre** in the **Alignment** group to change the cell alignment to centre aligned
- 3 Click to the left of the first salary **52,500**, then hold down **Shift** and click to the right of the last salary **35,750** to select all salaries
- 4 Click on the **Table Tools: Layout** tab, then click on **Align Top Right** in the **Alignment** group to change the cell alignment to right aligned
- 5 Click outside the table to deselect the text and see the changes more clearly



2

4

First Name	Surname	Department	Email	Telephone	Salary (€)
Henriette	Lacombe	Marketing	hlacombe@alpheiusge.fr	33 1 35 66 02 56	52,500
Chantelle	Poiret	Sales	cpoiret@alpheiusge.fr	33 1 35 66 02 57	49,275
Jean	Gerierre	Sales	jgerierre@alpheiusge.fr	33 1 35 66 02 58	51,500
Pierre	Kras	Marketing	pkras@alpheiusge.fr	33 1 35 66 02 59	51,500
Juliette	Vasmeule	Executive	jvasmeule@alpheiusge.fr	33 1 35 66 02 60	101,500
Gaston	DeLaMare	Sales	gdelamare@alpheiusge.fr	33 1 35 66 02 61	49,275
Susi	Lacombe	Finance	slacombe@alpheiusge.fr	33 1 35 66 02 62	75,600
Katerina	Castalova	Finance	kcastalova@alpheiusge.fr	33 1 35 66 02 63	35,750
Nerida	Arameus	Administration	narameus@alpheiusge.fr	33 1 35 66 02 64	35,750
Victor	Brounson	Administration	vbrounson@alpheiusge.fr	33 1 35 66 02 65	49,275
Xanthea	Maurice	Executive	xmaurice@alpheiusge.fr	33 1 35 66 02 66	98,250
Chantelle	Renussse	Administration	crenussse@alpheiusge.fr	33 1 35 66 02 67	35,750
Hugo	Castille	Administration	hcastille@alpheiusge.fr	33 1 35 66 02 68	35,750

### For Your Reference...

To **change cell alignment**:

1. Select the cell(s)
2. Click on the **Table Tools: Layout** tab
3. Click on the desired alignment option in the **Alignment** group

### Handy to Know...

- If a table has rows that are significantly higher than the text – perhaps you have manually increased the **Table Row Height** – the content will appear neater if you use the three tools that centre the text vertically within the cell: **Align Centre Left**, **Align Centre** or **Align Centre Right**.



## DISPLAYING TABLE GRIDLINES

Table **gridlines** are displayed by default in Word. Gridlines help you to identify the borders of each cell when entering and formatting data. Gridlines appear as dotted lines and do not print. If you

have applied borders to your table you won't see the gridlines, as they remain obscured by the borders.

### Try This Yourself:

Open  
File

Before starting this exercise you **MUST** open the file *Table Features\_3.docx...*

- 1 Click in the table, then click on the **Table Tools: Layout** tab  
*The gridlines show the columns, but as borders are applied to the rows, you will not see the row gridlines...*
- 2 Click on **View Gridlines** in the **Table** group to show the gridlines
- 3 Click on **View Gridlines** in the **Table** group to hide the gridlines again  
*Leave the document open for the next exercise*

2

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	
5000lt	D: 1830mm, H: 2080mm	2	\$1350.00	
750lt	D: 650mm, H: 2230mm	1	\$520.00	
<b>Pumps</b>				
Alphejus 600	2-3 taps, 50l/min	1	\$350.00	
Alphejus Silent 45	5-6 taps, 85l/min	2	\$685.00	
Alphejus 800	3-4 taps, 53l/min	3	\$399.00	
			<b>Total</b>	

3

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	
5000lt	D: 1830mm, H: 2080mm	2	\$1350.00	
750lt	D: 650mm, H: 2230mm	1	\$520.00	
<b>Pumps</b>				
Alphejus 600	2-3 taps, 50l/min	1	\$350.00	
Alphejus Silent 45	5-6 taps, 85l/min	2	\$685.00	
Alphejus 800	3-4 taps, 53l/min	3	\$399.00	
			<b>Total</b>	

### For Your Reference...

To **display** or **hide gridlines**:

1. Click in the table
2. Click on the **Table Tools: Layout** tab
3. Click on **View Gridlines** in the **Table** group

### Handy to Know...

- Gridlines do not appear if you view the document in **Print Preview** or in a web browser.

# INSERTING FORMULAS INTO A TABLE

Word can conduct simple calculations in tables such as subtracting by using **formulas**. A formula is an instruction you can insert into a table that tells Word what data to calculate and how to

calculate it. Word uses a **function** name to identify the calculation (such as **SUM** for addition), and the cells as references (such as cell **C4**) to determine the data to be calculated.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Table Features\_3.docx...*

- 1 Ensure the gridlines are displayed, Click in the **Line Total** cell for the **2500lt** tank
- 2 Click on the **Table Tools: Layout** tab, then click on **Formula** in the **Data** group to open the **Formula** dialog box  
*Let's change the formula so it multiplies the values...*
- 3 Select the value in **Formula** and type **=C3\*D3**  
*This tells Word to multiply cell C3 (3) by cell D3 (\$890.00) where the column is given a letter from A-Z and the row is given a number from 1 onwards...*
- 4 Click on the drop arrow for **Number format** and select **[\$,##0.00;(\$,##0.00)** to format the result as currency
- 5 Click on **[OK]**
- 6 Repeat steps 1 to 5 to enter the following formulas:  
 5000lt tank        **=C4\*D4**  
 750lt tank         **=C5\*D5**  
 600 pump           **=C7\*D7**  
 45 pump            **=C8\*D8**  
 800 pump           **=C9\*D9**
- 7 Click in the empty **Total** cell, click on **Formula**, type **=SUM(E3:E9)**, then click on **[OK]**

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	
5000lt	D: 1830mm, H: 2080mm	2	\$1350.00	
750lt	D: 650mm, H: 2230mm	1	\$520.00	
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	
			<b>Total</b>	

1

4

Formula

Formula:

Number format:

Paste function:

Paste bookmark:

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	\$1350.00	\$2,700.00
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
			<b>Total</b>	\$8,807.00

7

## For Your Reference...

To **insert a formula** into a **table**:

1. Click in the cell, then click on the **Table Tools: Layout** tab
2. Click on **Formula** and type the **Formula**
3. Select a **Number format**, then click on **[OK]**

## Handy to Know...

- The **Formula** dialog box has a list of built-in **functions** – such as **Average**, **Maximum** and **If** – that you can paste into the **Formula** field. Using this feature will help to ensure that you type the formula correctly.
- You can use the function **PRODUCT(LEFT)** to multiply values.

## UPDATING FORMULAS IN A TABLE

A significant drawback when using **formulas** in Word is that the formula does not update automatically if the data in one of the dependent cells changes. For example, if you change the

quantity of an item, the line total for that item will not update automatically. You can, however, instruct Word to refresh all formulas in a table after changing any data.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Table Features\_4.docx...*

**1** Triple-click on **\$1350.00** in **Unit Price** for the **5000lt** tank to select the cell  
*We mistyped the Unit Price for this tank...*

**2** Type **\$1,390.50** and press **Tab**  
*Notice the Line Total has not updated – it is still \$2,700.00. For the correct value to appear, the formulas need to be recalculated...*

**3** Point to the top left corner of the table until the cursor changes to a four headed arrow, then click once to select the whole table

**4** Press **F9** to perform a recalculation – every formula in the table will recalculate – then click outside the table to deselect it

*Notice that the Line Total for the 5000lt tank has increased to \$2,781.00 and the Total at the bottom of the table has increased to \$8,888.00*

**2**

the above telephone number to confirm delivery date.

Description	Quantity	Unit Price	Line Total
<b>Round Tanks</b>			
2500lt D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt D: 1830mm, H: 2080mm	2	1390.50	\$2,700.00
750lt D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
<b>Pumps</b>			
Alpheius 600 2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius Silent 45 5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheius 800 3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>			\$8,807.00

**3**

the above telephone number to confirm delivery date.

Description	Quantity	Unit Price	Line Total
<b>Round Tanks</b>			
2500lt D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt D: 1830mm, H: 2080mm	2	1390.50	\$2,700.00
750lt D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
<b>Pumps</b>			
Alpheius 600 2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius Silent 45 5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheius 800 3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>			\$8,807.00

**4**

the above telephone number to confirm delivery date.

Description	Quantity	Unit Price	Line Total
<b>Round Tanks</b>			
2500lt D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
750lt D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
<b>Pumps</b>			
Alpheius 600 2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius Silent 45 5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheius 800 3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>			\$8,888.00

### For Your Reference...

To **update formulas**:

1. Make changes to the cell value(s)
2. Select the table
3. Press **F9**

### Handy to Know...

- To update a formula once you've made changes to its dependent data, right-click on the formula and select **Update Field**. This will recalculate the cells and update the formula value.

# SORTING TABLE DATA

The **Sort** function lets you sort data in a table. Data can be sorted alphabetically, numerically or by date, in either ascending or descending order. So whether you want to organise an address

book or know at a glance which product is selling best, you can present the data in a table and then sort it.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Table Features\_5.docx...*

- 1 Select the three rows below **Round Tanks**
- 2 Click on the **Table Tools: Layout** tab, then click on **Sort** in the **Data** group, to open the **Sort** dialog box
- 3 Ensure **Column 1** is selected in **Sort by**, then click on the drop arrow for **Type** and select **Number**
- 4 Ensure **Ascending** is selected, then click on **[OK]** to sort the three tank rows in ascending order of volume
- 5 Let's sort the **Pump** rows but this time the entries in the first column are textual...
- 6 Select the three rows below **Pumps**, then repeat the steps **2** to **4** to sort the rows using the same settings in the dialog box
- 6 Click outside of the table to deselect it

1

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,888.00

3

Sort

Sort by

Column 1 Type: **Number**  Ascending  Descending

Using: Paragraphs

Then by

Type: Text  Ascending  Descending

Using: Paragraphs

Then by

Type: Text  Ascending  Descending

Using: Paragraphs

My list has

Header row  No header row

Options... OK Cancel

4

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,888.00

## For Your Reference...

To **sort table data**:

1. Select the cells containing the data to be sorted
2. Click on the **Table Tools: Layout** tab, then click on **Sort** in the **Data** group
3. Select the sort criteria, then click on **[OK]**

## Handy to Know...

- To sort data in descending order select **Descending** in **Sort by** in the **Sort** dialog box.

## MERGING TABLE CELLS

You can merge two or more cells in a table. When you merge cells, all selected cells will become a single cell. This is useful for headings that span across several columns, for example.

To merge two or more cells, select the cells to merge and then apply the **Merge Cells** command to the selection.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Table Features\_6.docx...*

**1** Click in the **Description** heading cell, then hold down **Shift** and click in the cell to the right, to select both cells

**2** Click on the **Table Tools: Layout** tab, then click on **Merge Cells** in the **Merge** group

You can see the cells are merged as the dotted boundary has disappeared between the two cells...

**3** Repeat step 1 to select the four cells in the bottom row as shown

**4** Repeat step 2 to merge the four cells into one

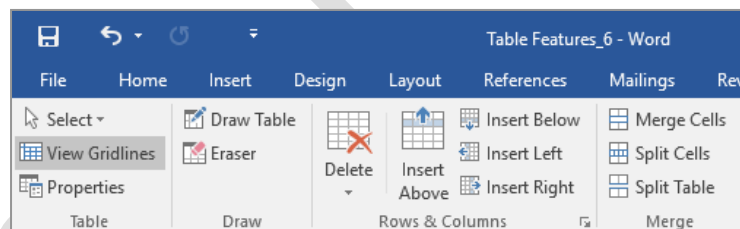
Because the word *Total* is right-aligned, it remains in the same position. If the word had been left-aligned, it would have moved to the left of the merged cell

**1**

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
<b>Pumps</b>				
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,888.00

**2**



**3**

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
<b>Pumps</b>				
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,888.00

### For Your Reference...

To **merge cells**:

1. Select the cells to be merged
2. Click on **Table Tools: Layout** tab, then click on **Merge Cells** in the **Merge** group

### Handy to Know...

- To merge several cells into two or more cells (such as merging 8 cells into 4 cells), select the cells, click on **Split Cells** in the **Merge** group, to open the **Split Cells** dialog box, ensure that **Merge cells before split** is ticked, then enter the desired number of columns or rows.

## SPLITTING TABLE CELLS

The **Splitting Cells** tool lets you select one or more cells and split them into several cells. This feature is particularly useful where you need more cells in a particular row. For example, if you

have created a form, you might split two cells into six cells so that you can include several fields of data on the same row.

### Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Table Features\_7.docx...*


- 1 Click in the **Description** cell, then click on the **Table Tools: Layout** tab

Let's add a new heading between **Description** and **Quantity** – **Description** will need to be split into two cells...

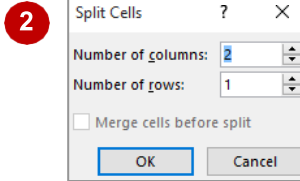
- 2 Click on **Split Cells** in the **Merge** group, to display the **Split Cells** dialog box

- 3 Ensure **2** appears in **Number of columns** and **1** appears in **number of rows**, then click on **[OK]** to create two equal-sized cells

Let's now make the new heading cell the same width as the rest of the column...

- 4 Point to the gridline between the two heading cells, until the pointer changes to , then hold down **[Alt]** and drag to the left until the gridline lines up with the column gridline

- 5 Click in the new heading cell, then press **[Ctrl] + [B]** (bold) and type **Details**



- 4

the above telephone number to confirm delivery date.

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
<b>Pumps</b>				
Alphejus Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alphejus 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alphejus 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,888.00

- 5

the above telephone number to confirm delivery date.

Description	Details	Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
<b>Pumps</b>				
Alphejus Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alphejus 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alphejus 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,888.00

### For Your Reference...

To **split cells** in a **table**:

1. Select the cell(s) to split
2. Click on the **Table Tools: Layout** tab, then click on **Split Cells** in the **Merge** group
3. Specify the number of columns and/or rows that you want to split the cell(s) into, then click on **[OK]**

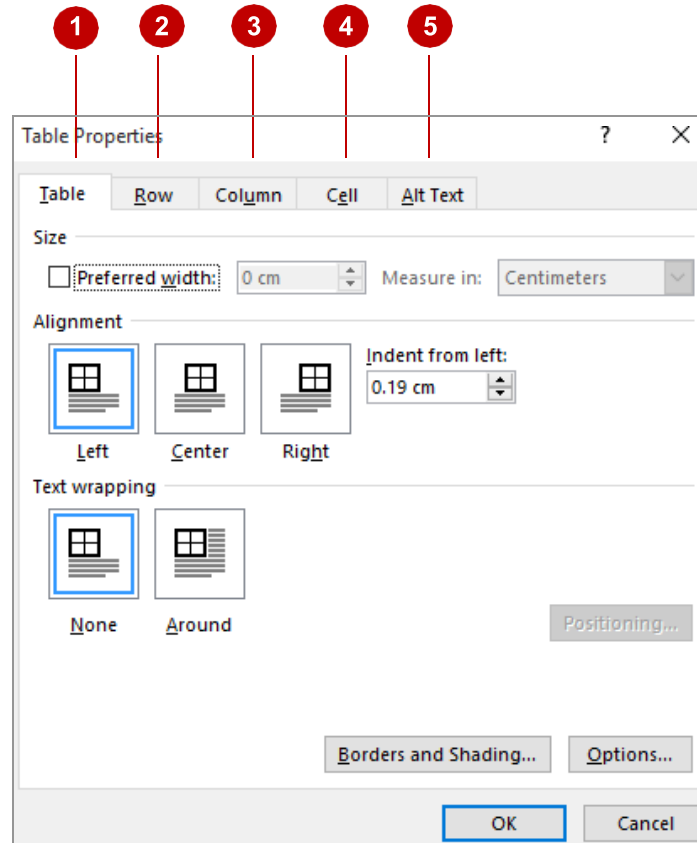
### Handy to Know...

- If you have multiple cells selected (for example 8 cells in one column), you can split them into numerous columns (e.g. 4) and merge them into a reduced number of rows (e.g. 2) simultaneously using the **Split Cells** dialog box.

## UNDERSTANDING TABLE PROPERTIES

Tables offer much more flexibility than simply allowing you to create a grid of columns and rows. Many of the extra features you may require for your table can be found in the **Table**

**Properties** dialog box. You can access this dialog box via the dialog box launcher for the **Cell Size** group on the **Table Tools: Layout** tab.



- 1 **Table** Use the settings in the **Table** tab to specify how wide the table should be (**Preferred width**), its alignment on the page, how text should be wrapped around the table, how far the table should be indented from the left margin and borders and shading options. You can also set default cell margins and cell spacing via **[Options]**.
- 2 **Row** Use the settings in the **Row** tab to specify how high one row, several rows, or all rows should be, whether a row should act as a header row, and whether the row can break across pages.
- 3 **Column** Use the settings in the **Column** tab to specify how wide one column, several columns or all columns should be.
- 4 **Cell** Use the settings in the **Cell** tab to specify how wide an individual cell should be and how the text within the cell should be vertically aligned (top, centre or bottom of the cell). You can click on **[Options]** to specify the default internal margins for an individual cell.
- 5 **Alt Text** In the event that the table will be uploaded onto the web and visitors to the web page are waiting for the table to load or cannot see the table, you can insert alternative text that will be displayed in place of the table. Here you might enter the name or description of the table.

# ALIGNING TABLES

You can align a table on a page, selecting to left-align, centre-align or right-align the table. This is useful if the width of the table doesn't extend across the page, or to improve the layout of your

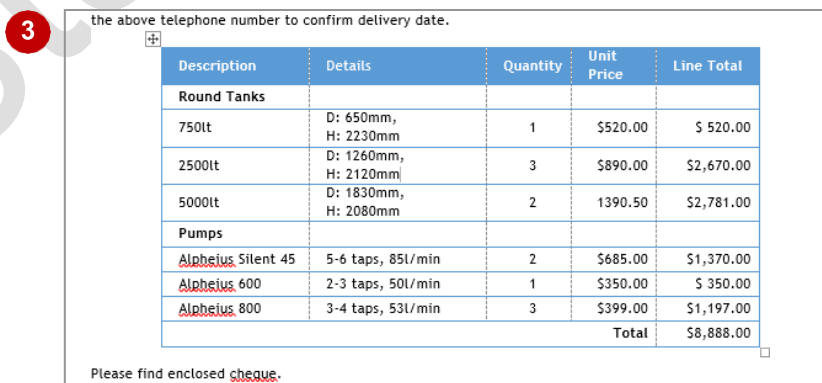
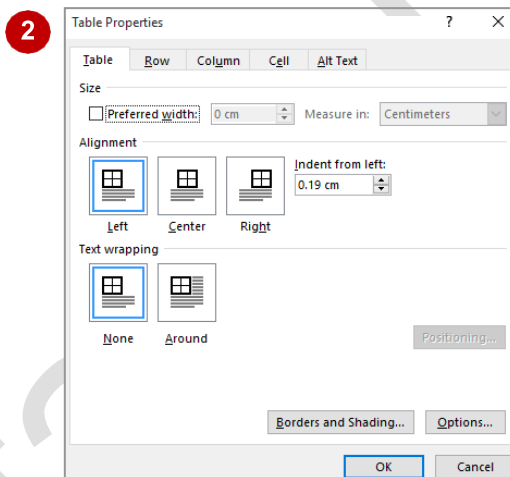
document. Word has several table alignment options available in the **Table Properties** dialog box.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *Table Features\_8.docx...*

- 1 Click anywhere in the table to activate it
- 2 Click on the **Table Tools: Layout** tab, then click on **Properties** in the **Table** group to open the **Table Properties** dialog box
- 3 On the **Table** tab, click on **Centre** in **Alignment**, then click on **[OK]** to centre the table (horizontally) on the page



## For Your Reference...

To **align tables** on the **page**:

1. Click in the table
2. Click on the **Table Tools: Layout** tab
3. Click on **Properties** in the **Table** group
4. Select an **Alignment** option
5. Click on **[OK]**

## Handy to Know...

- You can open the **Table Properties** dialog box by right-clicking on a table and selecting **Table Properties**, or by clicking on the dialog box launcher for the **Cell Size** group.



## CHANGING THE DIRECTION OF TEXT

You can change the direction of text in tables so that it appears vertically rather than horizontally. Changing text direction is a useful feature for specialised tables such as price lists, reports,

invoices, and the like. Click repeatedly on **Text Direction** on the **Table Tools: Layout** tab to cycle through some of the available styles and select the style you want.

### Try This Yourself:


Open  
File

Before starting this exercise you **MUST** open the file *Table Features\_9.docx*...

1

Click in the first empty cell in the first column

2

Type **Round Tanks**, then press  and type **Pumps** in the second empty cell

3

Click on the **Table Tools: Layout** tab, then click on **Text Direction** in the **Alignment** group

The text becomes vertical. Let's keep clicking on **Text Direction** to cycle through some of the available styles...

4

Click on **Text Direction** to apply the next style, **Align Bottom Centre**

5

Select **Align Bottom Left** in the **Alignment** group, then repeat step 4 until **Round Tanks** is the same orientation

6

Select both cells, click on the **Table Tools: Layout** tab, then click on **Align Centre Left** in the **Alignment** group, to centre the text along the left of the cell

7

Deselect the text to view the result

the above telephone number to confirm delivery date.

Description	Details	Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
<b>Pumps</b>				
Alpheus Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheus 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheus 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				<b>\$8,888.00</b>

Please find enclosed cheque.

2

the above telephone number to confirm delivery date.

Description	Details	Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
<b>Pumps</b>				
Alpheus Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
Alpheus 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheus 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00

3

the above telephone number to confirm delivery date.

Description	Details	Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H: 2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H: 2080mm	2	1390.50	\$2,781.00
<b>Pumps</b>				

7

### For Your Reference...

To **change text direction** in a **table**:

1. Select the text to be rotated
2. Click on the **Table Tools: Layout** tab, then click on **Text Direction**

### Handy to Know...

- Rather than cycling through the text direction options by clicking repeatedly on **Text Direction**, you can also right-click on the cell and select **Text Direction** to display the **Text Direction** dialog box and then choose an option directly.

## REPEATING HEADING ROWS

If you have a table with many rows, such as a contact or product list, the table may extend across multiple pages. In this instance, when the user is looking at a section of the table that is not

on the first page, it may be hard to navigate if the headings only appear at the top of the table. This can be resolved by repeating the header row at the top of each page.

### Try This Yourself:

**Open File**

*Before starting this exercise you MUST open the file Table Features\_10.docx...*

**1**

Scroll through the document and notice the column headings appear only at the start of the table on the first page

**2**

Return to the top of the document and click in the blue-grey heading row

*This row contains the column headings that we want to repeat on every page...*

**3**

Click on the **Table Tools: Layout** tab, then click on **Repeat Header Rows** in the **Data** group, to mark this row as the repeating row

**4**

Scroll down to page 2

*The header row is now repeated at the top of the page...*

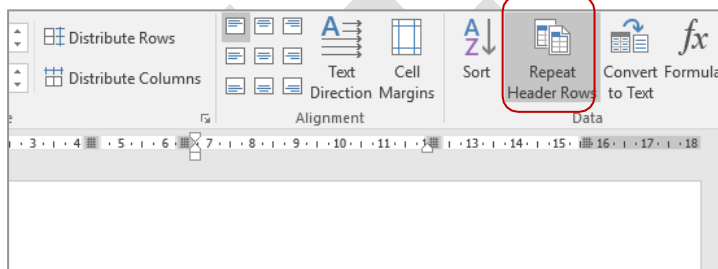
**5**

Click on the **Next Page** button to view the other pages

*The header row should appear at the top of each page, where the table occurs*

Conor	Healy	Dublin	chealy@alpheiusge.ie	353 1 873 6561
Peter	Morrow	Dublin	pmorrow@alpheiusge.ie	353 1 873 6562
Anthony	O'Brien	Dublin	aobrien@alpheiusge.ie	353 1 873 6563

**1**



**3**

Conor	Healy	Dublin	chealy@alpheiusge.ie	353 1 873 6561
First Name	Last Name	Office	E-Mail	Business Phone
Peter	Morrow	Dublin	pmorrow@alpheiusge.ie	353 1 873 6562

**4**

### For Your Reference...

To **insert a repeating header row**:

1. Click in the row that contains the headings
2. Open the **Table Tools: Layout** tab
3. Click on **Repeat Header Rows** in the **Data** group

### Handy to Know...

- Note that the **repeating header row** feature will not work on a table that has been split over two pages with a manual page break. When inserting a page break between a table, Word recognises the tables as two separate tables.

# CONVERTING A TABLE TO TEXT

Word lets you convert tables to text. You can choose to convert the whole table or a range of contiguous rows anywhere within the table. You cannot convert selected cells. As part of the

conversion, you can specify the separator character that will be used in place of the column boundaries, such as tabs or spaces, while each row will be separated with paragraph marks.

## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *Table Features\_11.docx...*

1

Click anywhere in the table

You will convert all data in the table to text...

2

Click on the **Table Tools: Layout** tab, then click on **Convert to Text** in the **Data** group to open the **Convert Table To Text** dialog box

3

Ensure **Tabs** is selected, click on **[OK]**, then click in the heading to deselect the text

The table will be converted to text, where each cell in a row is separated by a tab mark and each row has become a new paragraph...

4

Click on the **Home** tab, then click on **Show/Hide** to display the tab and paragraph marks that have been inserted to separate the text in the conversion

1

## Alpheius Global Enterprises

### Staff Listing

First Name	Last Name	Office	E-Mail	Business Phone
Peter	Reynolds	Auckland	preynolds@alpheiusge.com.nz	64 9 344 0219
Mary	Campbell	Auckland	mcampbell@alpheiusge.com.nz	64 9 344 0202
Helen	Kai	Auckland	hkai@alpheiusge.com.nz	64 9 344 0203
Norris	Maunga	Auckland	nmaunga@alpheiusge.com.nz	64 9 344 0204
Vivian	Smith	Auckland	vsmith@alpheiusge.com.nz	64 9 344 0205
Grace	Goodson	Auckland	ggoodson@alpheiusge.com.nz	64 9 344 0206

Convert Table To Text ? X

Separate text with

Paragraph marks

**Tabs**

Commas

Other: -

Convert nested tables

OK Cancel

2

3

## Alpheius Global Enterprises

### Staff Listing

First Name	Last Name	Office	E-Mail	Business Phone
Peter	Reynolds	Auckland	preynolds@alpheiusge.com.nz	64 9 344 0219
Mary	Campbell	Auckland	mcampbell@alpheiusge.com.nz	64 9 344 0202
Helen	Kai	Auckland	hkai@alpheiusge.com.nz	64 9 344 0203
Norris	Maunga	Auckland	nmaunga@alpheiusge.com.nz	64 9 344 0204
Vivian	Smith	Auckland	vsmith@alpheiusge.com.nz	64 9 344 0205
Grace	Goodson	Auckland	ggoodson@alpheiusge.com.nz	64 9 344 0206
Kate	Rualowy	Auckland	krualowy@alpheiusge.com.nz	64 9 344 0207
Brian	Houson	Auckland	bhouson@alpheiusge.com.nz	64 9 344 0208

4

## Alpheius·Global·Enterprises¶

### Staff·Listing¶

First-Name →	Last-Name →	Office →	E-Mail →	Business-Phone¶
Peter →	Reynolds →	Auckland →	preynolds@alpheiusge.com.nz →	64-9-344-0219¶
Mary →	Campbell →	Auckland →	mcampbell@alpheiusge.com.nz →	64-9-344-0202¶
Helen →	Kai →	Auckland →	hkai@alpheiusge.com.nz →	64-9-344-0203¶
Norris →	Maunga →	Auckland →	nmaunga@alpheiusge.com.nz →	64-9-344-0204¶
Vivian →	Smith →	Auckland →	vsmith@alpheiusge.com.nz →	64-9-344-0205¶
Grace →	Goodson →	Auckland →	ggoodson@alpheiusge.com.nz →	64-9-344-0206¶
Kate →	Rualowy →	Auckland →	krualowy@alpheiusge.com.nz →	64-9-344-0207¶
Brian →	Houson →	Auckland →	bhouson@alpheiusge.com.nz →	64-9-344-0208¶

## For Your Reference...

To **convert a table to text**:

1. Click in the table, then click on the **Table Tools: Layout** tab
2. Click on **Convert to Text** and select a separator
3. Click on **[OK]**

## Handy to Know...

- Although separating the text using tab marks produces a pleasing effect when converting a table to text, you can choose other separator characters. For example, if you want each cell entry to be converted to a new paragraph, click on **Paragraph marks** in the **Convert Table To Text** dialog box.