



Word XP

Tables & Columns

What we will cover...

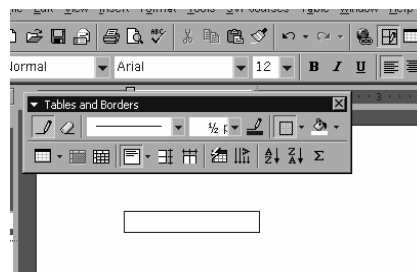
- Creating tables
- Formatting tables
- Sorting information in tables
- Using columns

Tables

- You can insert a table three ways:
- Using the Tables & Borders button 
- Insert Table button 
- Click Table on the menu bar and use the dialog box
- Move around the table using your Tab key or click in the cell
- You can create a table within a table

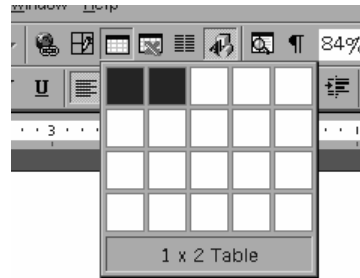
Using the Tables & Borders button

- Click the “button” on the toolbar
- The mouse pointer changes into a pencil
- Click and drag diagonally to create table boundaries.
- Click and drag vertical and horizontal lines to create rows and columns
- Click the “button” again to stop drawing
- **I do not recommend using this option unless you are very comfortable using tables**



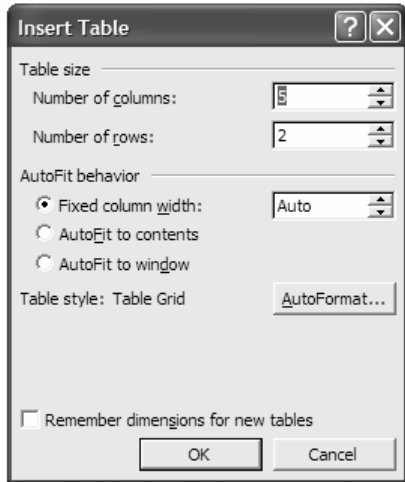
Using the Insert Table Button

- Position the insertion point where the table is to appear
- Click the Insert Table button to display the drop down table
- Drag the mouse pointer over the boxes and click when you have the desired number of rows and columns



Using Table from the Menu

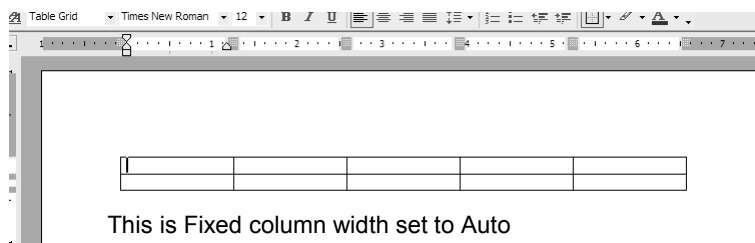
- Position the insertion point where the table is to appear
- Click Table in the menu bar, then Insert, then Table (this opens the Insert Table dialog box)
- Make your choices and click OK
- **This is the easiest way to create a table when just learning the program.**



When starting a new table, determine the number of columns you will need, but don't be overly concerned about the number of rows.

AutoFit behavior:

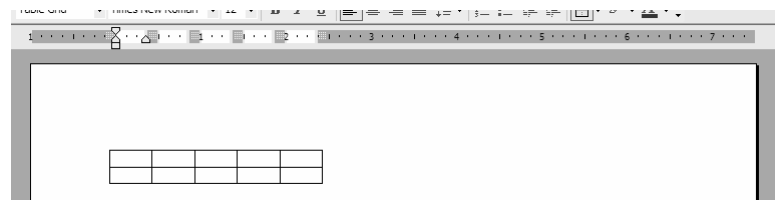
You have 3 choices on table sizing. The following slides will show each example



This is Fixed column width set to Auto

The columns are sized to fill your page

AutoFit to window will give you the same results



This is Fixed column width set to .5" for each column

This is AutoFit to contents. As you type, your columns will expand to fit text

Elton	John	Captain	Fantastic	
Theresa				

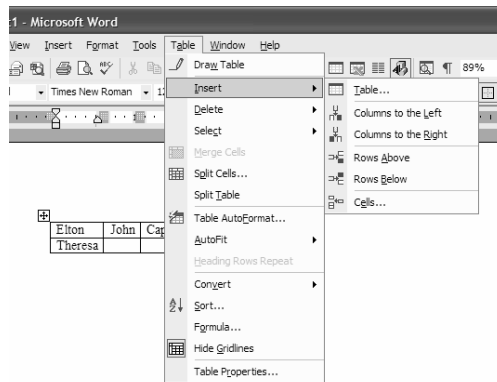
This shows how the column expands to fit the text

A helpful tip – to add additional rows quickly, place your cursor in the last cell in the last row and hit Tab. This will insert a new row.

You can always go to the Table menu also

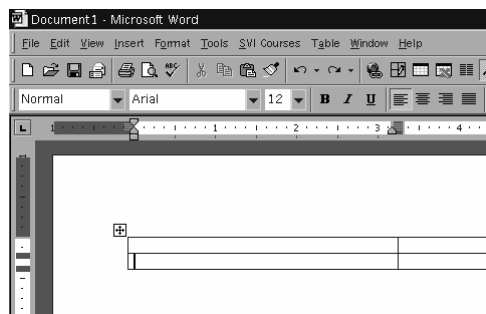
Inserting rows & columns

- You may need to insert rows, columns or cells to your existing table, either above or below; or to the right or left
- Click on Table, Insert
- Make your selection



Moving your entire table

When you click in one of your cells, you will see a small 4 headed arrow at the top LH corner.





Rest your cursor over this icon, hold down your left mouse and drag your table.

Click one time on this “handle” will select the entire table also

If your table fills your page horizontally, you will only be able to move vertically

Resizing a table

- Word lets you resize a table many ways:
- Position the mouse over the resize handles until a double-headed arrow appears and drag to desired size
- Adjust the size of columns & rows by dragging vertical or horizontal borders. Position the mouse pointer on a horizontal or vertical border and wait until a resizing pointer appears. Click and drag to desired size.  
- This is not the most accurate way to resize!

The most accurate way to resize...

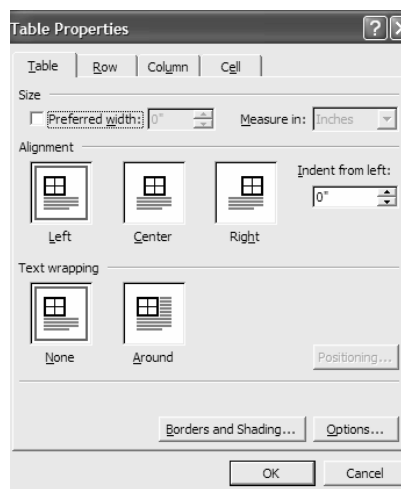
- Click in any cell
- Click on Table in the menu bar
 - Or right click on the table
- Choose Table Properties
- Click on Table, Row or Column tab to resize as needed
- Note that you will have buttons that say Previous row/column; Next row/column so that you can resize individually

Viewing Table Properties

- You can view size and alignment of the table, row, column and cell as follows:
- Click on Table in the menu bar
- Click on Table Properties
- You can then view size and alignment and make changes to the Table, Row, Column or Cell

Table tab

- You can set a specific overall table width
- Alignment of the entire table
 - Even indent from left
- Choose text wrapping
- Access Borders & Shading



This is an example of text wrapping around instead of directly below

DESCRIPTION	ITEM #	COST	LOCATION
Toy	A1	\$1.00	Inventory
Bike	A2	\$10.00	Out of stock
Hom	A3	\$2.00	Inventory

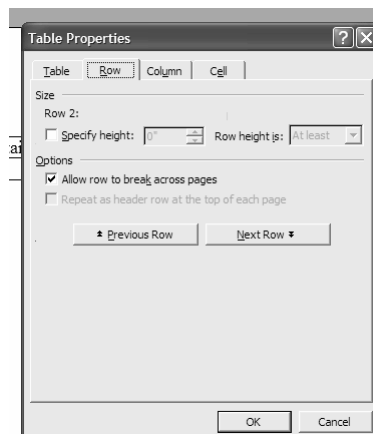
example of text following the table

DESCRIPTION	ITEM #	COST	LOCATION
Toy	A1	\$1.00	Inventory
Bike	A2	\$10.00	Out of stock
Hom	A3	\$2.00	Inventory

This is an example of no text wrapping

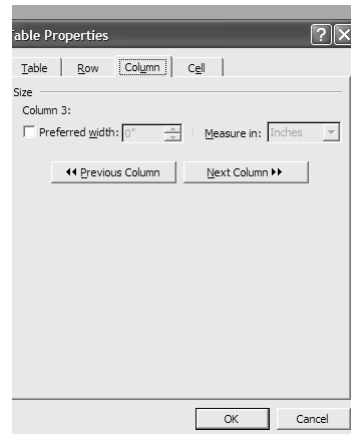
Row tab

- Specify height for one, many or all
- Scroll thru rows using Previous and Next Row buttons



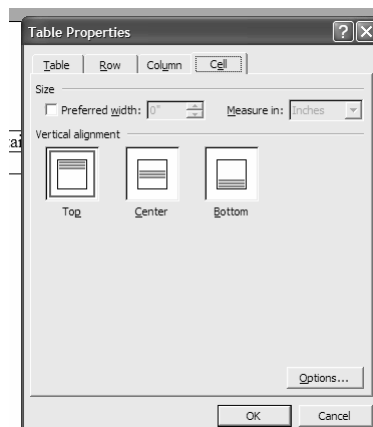
Column tab

- You can set column width for one, many or all
- Scroll thru columns using Previous and Next column buttons



Cell tab

- Set vertical alignment of the text in the cells
 - Top
 - Center
 - Bottom



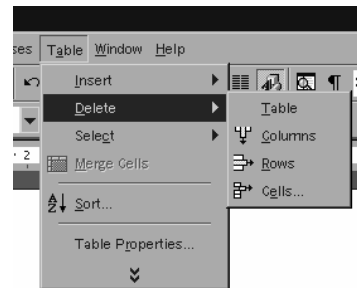
Example of different alignments in the same table

	DESCRIPTION	ITEM #	COST	LOCATION
Top →				
Center →	Toy	A1	\$1.00	Inventory
Bottom →	Bike	A2	\$10.00	Out of stock
	Horn	A3	\$2.00	Inventory

Mixed: Center, top, bottom, bottom

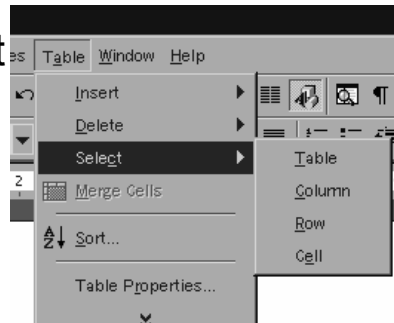
Deleting

- You can delete rows, columns, or cells from your table
- You can even delete the Table
- Click in the cell of the row, column or cell to be deleted
- Click on Table, Delete
- Make your selection



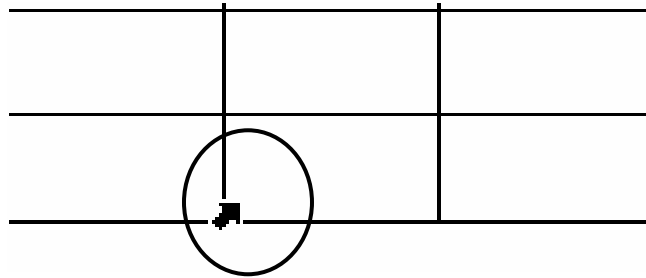
Selecting

- There are several ways you can select cells, rows or columns.
- The easiest for beginners is to click in the cell of the row, column or cell you want to select
- Click on Table, Select
- Make your choice



- The other way to select cells is to click in one cell
- Hold down your left mouse and drag to select
- To select a range of rows or cells:
 - Rest your cursor at the top/bottom or left/right of your table until a small solid black arrow appears
 - Click and hold your left mouse button and drag to select
- You can also select rows or columns using the white, right pointing arrow in the selection area (just like selecting text)

- Another option is resting the cursor at the cell border until it becomes a small solid black arrow. Click to select. Hold down your left mouse to select more than one cell, row or column



Merging Cells

- There may be situations where you need or want to merge cells to make 1 cell
- Select the cells to merge
- Click on Table, Merge Cells

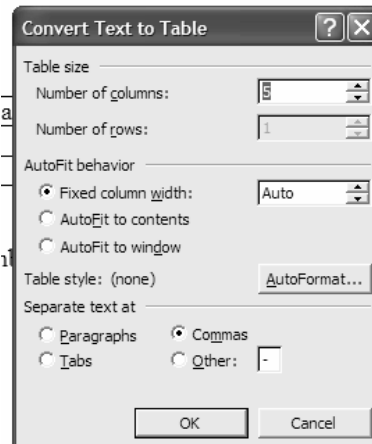
Convert existing text to a table

- Use commas, tabs, or other punctuation to separate the text that you want to convert to a table
- Select the text that is to be converted
- Click Table, Convert, Text to Table
- Select the appropriate option in the Number of columns, AutoFit and Separate Text
- You can also convert a table to text. The text that is to appear in each cell **must** be separated by paragraph marks, tabs, commas or any punctuation you specify (dash, colon, etc.)

Text to convert

Theresa, Jackson, Lucy, Tiny Dancer

Options chosen: 4 columns, AutoFit to contents, separate text at Commas



Finished table

Theresa	Jackson	Lucy	Tiny Dancer
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Formatting Tables

- You can change:
 - Use AutoFormat
 - Line style and color
 - Background color
 - Table alignment
 - Position of text/image in cell
 - Alphabetize

AutoFormat

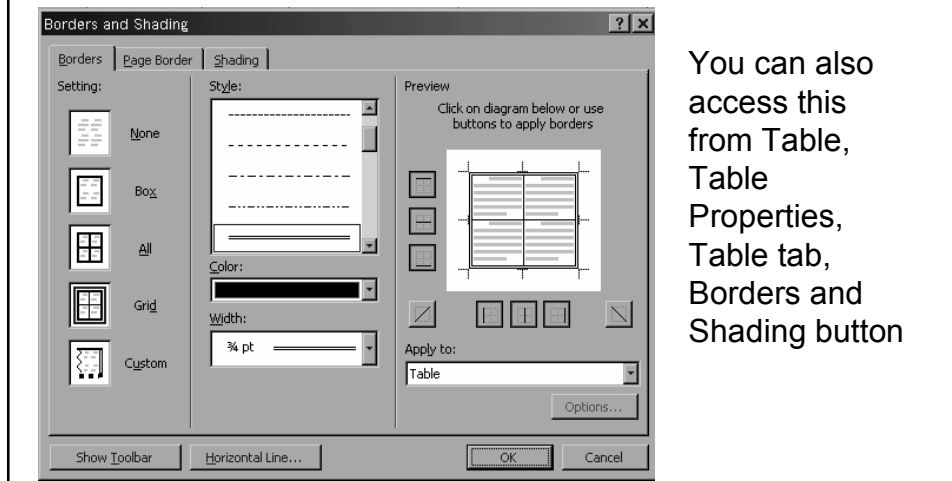
- It is best to only use AutoFormat on the simplest of tables.
- Not all tables work well with the preset formats

Description	Item #	Cost	Location
Toy	A1	\$1.00	Inventory
Bike	A2	\$10.00	Out of stock
Hom	A3	\$2.00	Inventory

DESCRIPTION	ITEM #	COST	LOCATION
Toy	A1	\$1.00	Inventory
Bike	A2	\$10.00	Out of stock
Hom	A3	\$2.00	Inventory

Line style/color

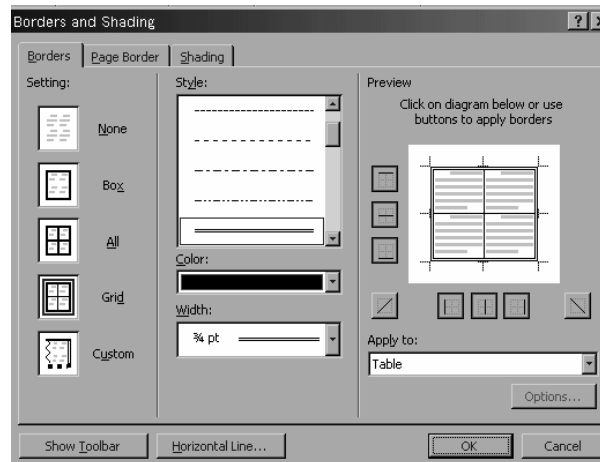
- You can set by cell, row, column or entire table
- Click in one cell of your table
- Click on Format, Borders and Shading



You can see that Grid is selected in Settings. You can turn on/off Settings by clicking on the icon Preview shows an example

You can select:

line style
line color
line width

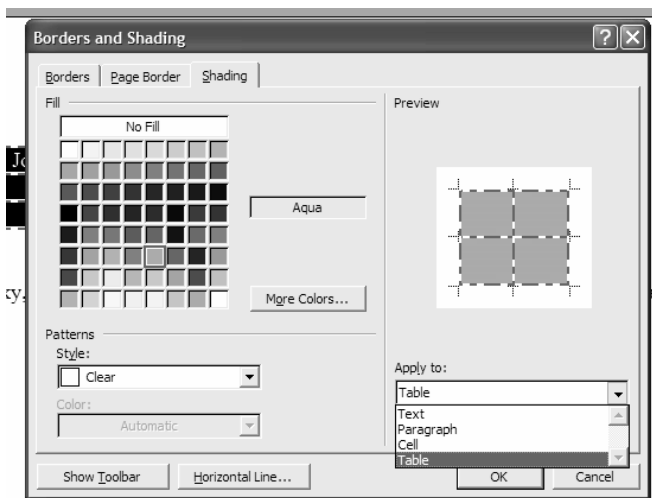


Important note!

- Once you have made your choices and your preview matches your choices, if you go back and change your line style and color again – the preview will not reflect it!
- You will need to..
 - Make your setting choice again
 - Or – click on each line in the Preview area to change it to your new choices!

Background color (Shading)

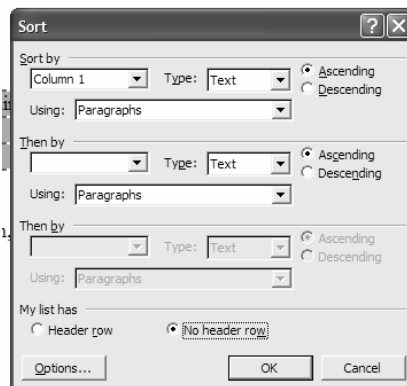
- You can set color by cell, row, column, or entire table
- Select the cell/cells to shade
- Click on Format, Borders & Shadings
- Click on the Shading tab



This drop down shows you the 4 choices available in Apply to:

Sorting

- Word allows you to sort text, numbers and dates in a table
- You can sort by ascending or descending order
- **Important note!**
 - Before sorting – make the choice of **Header row** or **No Header row**
 - If you have a header row, but you do not choose **Header Row**, when you sort, it will sort your header alphabetically with the rest of your list!



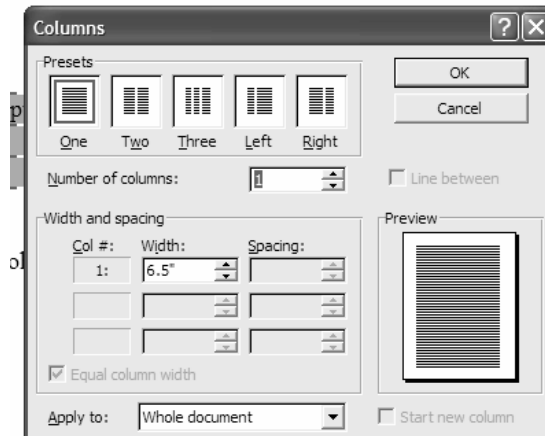
To sort

- Click in one of your cells
- Click on Table, Sort to display the Sort dialog box
- Before clicking anything else, make your Header/No Header choice
- In the Sort By window, make your selection
- In the Type window, make your selection (text, number, date)
- Choose Ascending or Descending
- Use the Then by windows if required
- Click OK to sort

Columns

- Depending on your margins, you can have up to 12 columns per page
- If you have existing text you want to put into columns, select the text first
- Click on Format, then Columns – this will open the Column dialog box
- There are 5 preset choices but you are not limited to those

- You can choose the number of columns, select equal column width or specify width & spacing of each individual column.
- You can set spacing between columns
- This window also shows a preview



- You can override an automatic column break by inserting a manual break
- Move your cursor to where the break is to occur.
- Click Insert, then Break
- Choose the Column Break option, click OK
- You can insert a vertical line between columns
- Click Format, Columns, click the Line Between check box
- Click OK

This is an example of two columns. Remember that you have to complete a column to start on the next. You cannot click in the next column to start there.

You can move to the next column by inserting a column break

This is an example of a column break. I did not have to complete the first column

- After you have determined your layout, you may need to change margins to accommodate your column settings
- You can set columns for certain sections of a document. The entire document does not need to be set in columns