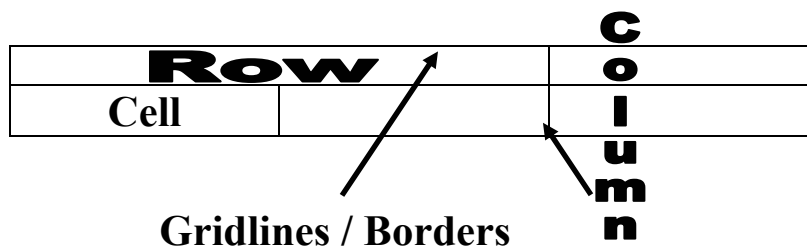


Word – Tables / Charts

I. Terms:

- A. Table – A grid comprised of row and columns into which you can enter data.
- B. Column – A vertical series of cells in a table.
- C. Row – A horizontal series of cells in a table.
- D. Cell – The rectangular area at the intersection of a column and a row in a table, into which you enter data.
- E. Gridlines – Nonprinting lines that can be displayed around cells in a table.
- F. Merge – Combine
- G. Split - Separate

II. Table Screen:

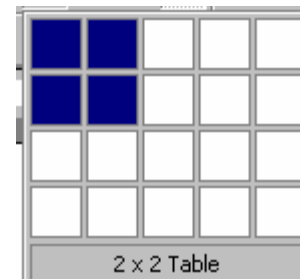
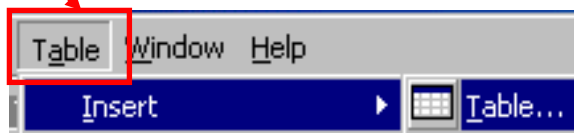


III. Inert a Table:

- A. Click the **Insert Table icon** on the toolbar 
- B. Drag the mouse across the grid to **select the number of columns / rows** in the table

or

- C. Click **Table** on the menu bar
- D. Click **Insert**
- E. Click **Table**



Word – Tables / Charts

F. **Insert Table** dialogue box appears –

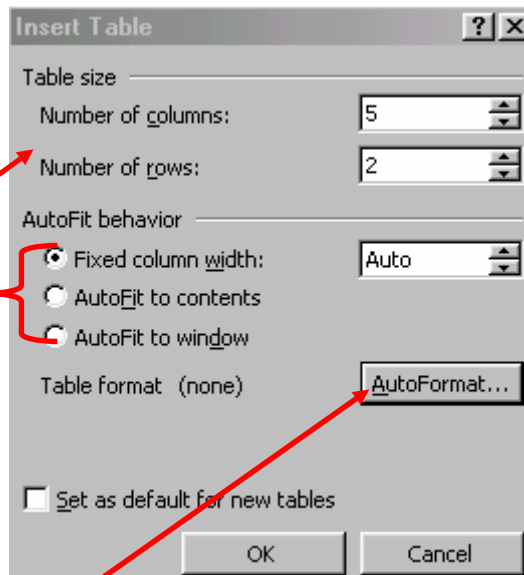
- **select number of columns / rows**
- **select AutoFit Behavior** -

Fixed column width = the width will not change;

AutoFit to contents = width of the cells will fit to content being typed;

AutoFit to window = table will fit to window on monitor

- **Table Format** – AutoFormat the table according to preset formats such as table layout, fonts, font color, borders, shading, etc.



G. Click **OK**

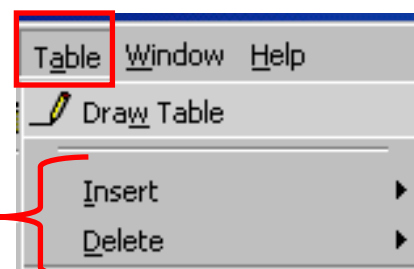
IV. **Insert / Delete Columns or Rows:**

A. **Insert Column / Row** -

- **Click inside the cell** next to where you want to insert a new column or row
- Click **Table** on the menu bar
- Click **Insert**
- Select one of the following - columns to the left, columns to the right, rows above, rows below, cells

B. **Delete Column / Row** -

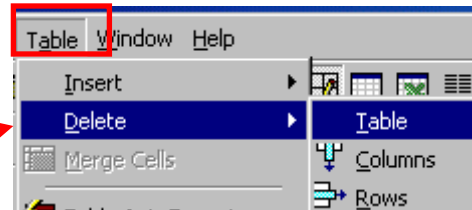
- **Click / select the column / row** you want to delete
- Click **Table** on the menu bar
- Click **Delete**
- Select one of the following – columns, rows, cells



Word – Tables / Charts

C. Delete Entire Table -

- Click anywhere inside the table
- Click **Table** on the menu bar
- Click **Delete**
- Click **Table**



V. Change Column Width and Row Height:

- A. Position the mouse over the border line - * the mouse will change into a double-headed arrow
- B. Click and drag the border to move it left, right, up, and down

VI. Move and Resize Tables:

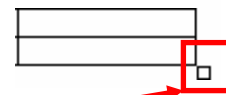
A. Move Table –

- Click the **table** so the handles are displayed
- Click and drag the **move handle** to the new location
- Release the **mouse button** to drop the table into the new location



B. Resize Table -

- Click the **table** so the handles are displayed
- Click and drag the **sizing handle** to increase/decrease the table size
- Release the **mouse button** to resize table



VII. Enter Data:

- A. Type data into the cells of the table
- B. Move between cells by clicking in each cell, or push the Tab key on the keyboard
- C. Row height increases automatically to accommodate the data
- D. When you press Enter in a cell, the cursor will double-space and Return to the left of the cell
- E. Format Text – Edit text in a cell / table the same way you do in a document

Word – Tables / Charts

VIII. Table Properties:

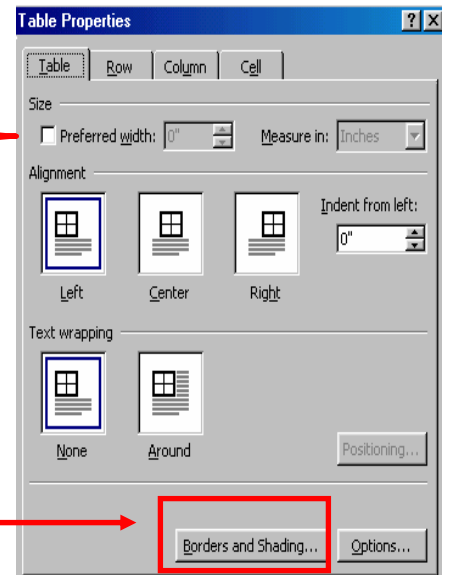
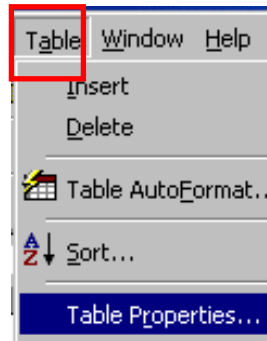
A. Click anywhere inside the table

B. Click **Table** on the menu bar

C. Click **Table Properties**

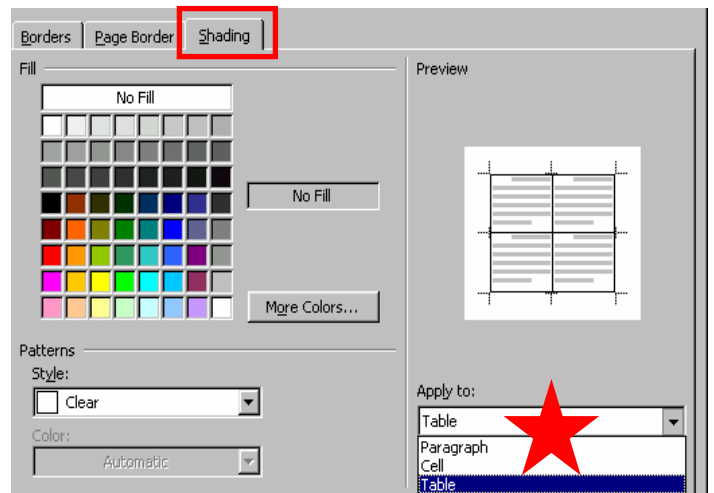
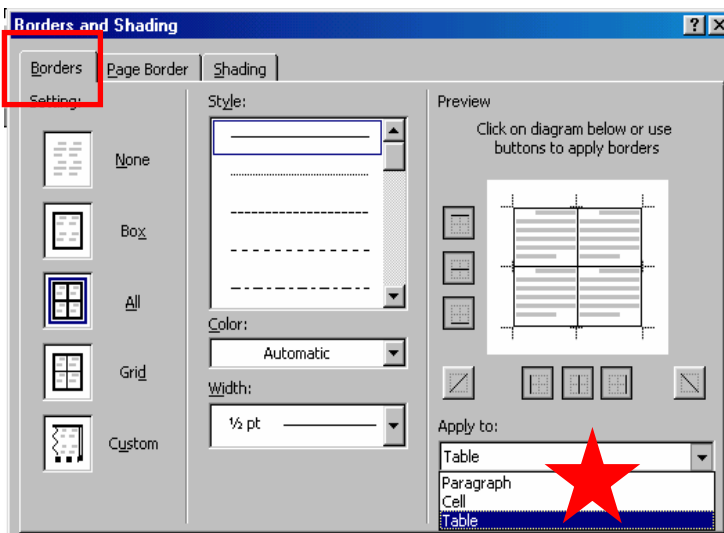
D. **Table Properties** dialogue box appears -

- Table tab – change Alignment of table, select Text Wrapping, format Borders/Shading, and other Options
- Row tab – change height and select row to change
- Column tab – change width and select column to change
- Cell tab – change Text Alignment within cells



E. **Borders / Shading** –

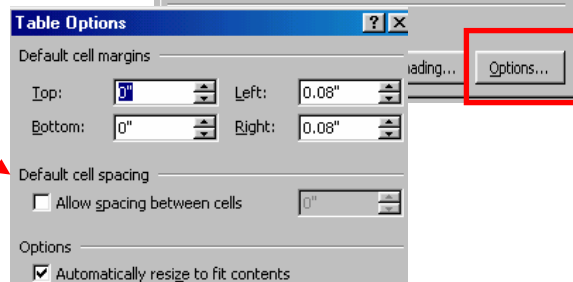
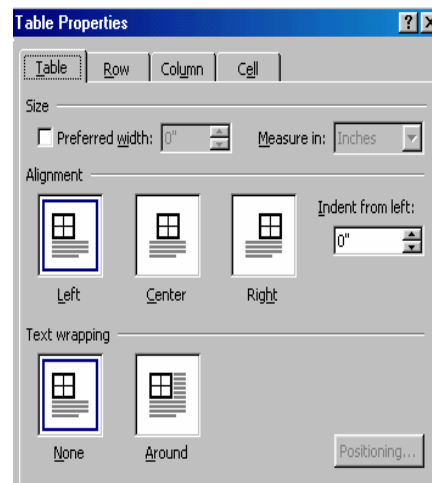
- Click on **Borders / Shading** button on the **Table tab**
- **Borders / Shading** dialogue box opens –
 1. **Borders tab** – change the borders style and color of the table or cell
 2. **Page Borders** tab – changes apply to a border around the entire page
 3. **Shading tab** – change background color and pattern of the table or cell



Word – Tables / Charts

F. Table Options –

- Click the **Table Options button** on the **Table tab**
- **Table Options dialog box** opens –
 1. Change Default Cell Margins
 2. Change Default Cell Spacing – allows spacing between cells

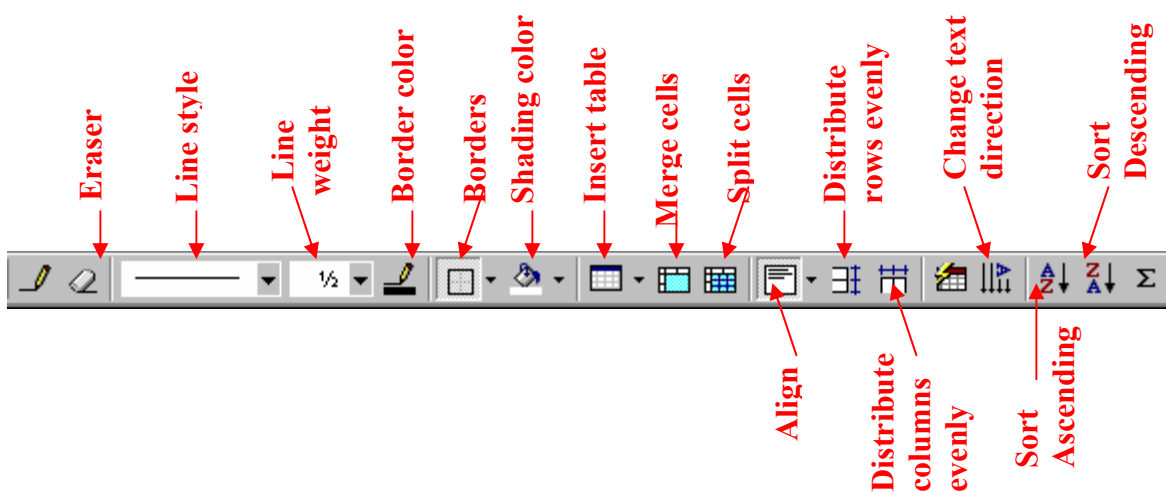


G. Cell Options -

- Click the **Options button** on the **Cell tab**
- **Cell Options Dialogue box** opens –
 1. Change Cell Margin options
 2. Change the Text options – Wrap Text or Fit Text (* if you Fit Text, the text will get smaller in order to fit into the cell...may not be able to read)



IX. Borders Toolbar Overview:



Word – Tables / Charts

X. Merge / Split Cells:

A. Select the cell(s) to merge or split

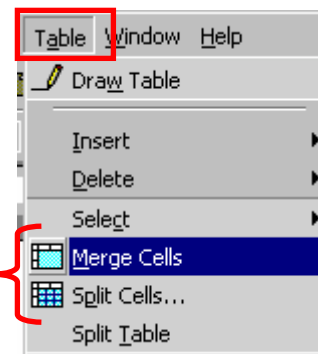
B. Click the **Tables / Borders icon** on the toolbar 

C. Click the **Merge icon** or the **Split Cells icon** on the Tables / Borders toolbar 

or

D. Click **Table** on the menu bar


E. Select **Merge Cells** or **Split Cells**



XI. Change the Orientation of the Text:

A. Click in the cell where you want to format text direction

B. Open the **Tables / Borders toolbar**

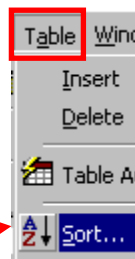
C. Click the **Change Text Direction icon** – change text from vertical to horizontal 

XII. Sort:

A. Select the column you want to sort

B. Click **Table** on the menu bar

C. Click **Sort**



D. **Sort dialogue box** opens –

- Choose the **Header Row title** you want to sort by first – click the down arrow under **Sort by:** to see list
- Choose **Ascending / Descending order**
- If you want to sort a second column you would make the applicable choices under **Then by:**
- Select **Header Row or No Header Row**
- Click **OK**

