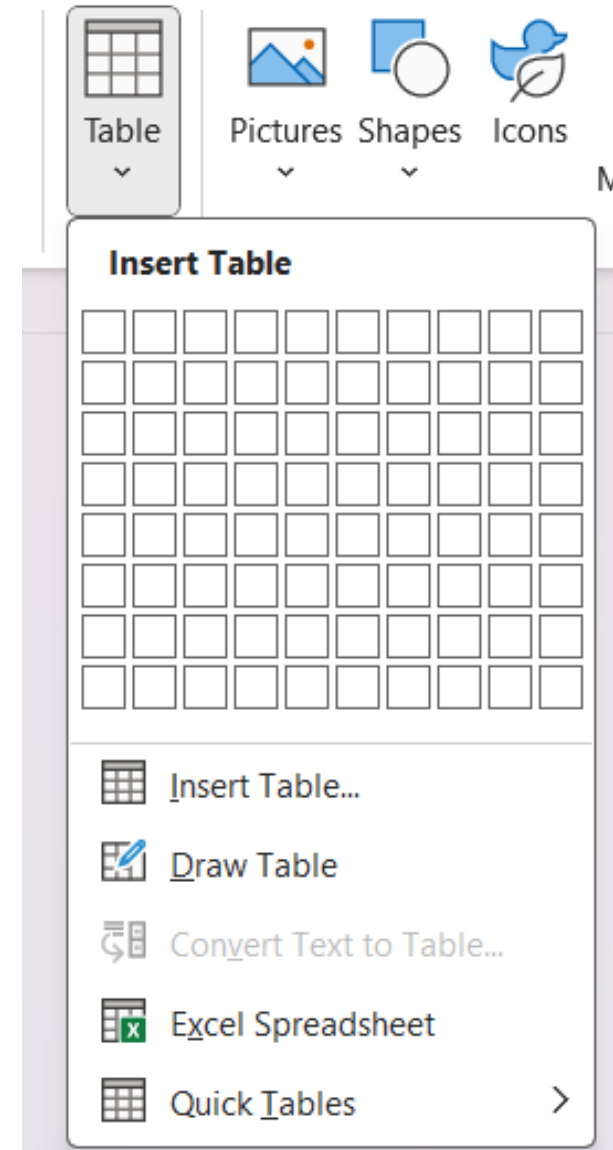


# Insert a Table



# Tables

- ✓ A table is a container that is used to organize text, numerical data, or graphics. Tables consist of individual cells that are arranged in vertical columns and horizontal rows.
- ✓ Each cell stores a piece of information.
- ✓ A table can have specialized table formats, such as borders drawn around some or all of the cells, or shading in rows or columns.
- ✓ Tables can organize both text and graphics and can help simplify your page layout.
- ✓ Using tables, you can arrange content in columns, apply different backgrounds and colors for different areas of a page, and adjust the size and width of different text areas.
- ✓ You can even insert a table into another table, and remove borders to hide the table structure.
- ✓ This flexibility with tables helps you easily manage even a complex page layout.



# Table Creation Options

- ✓ Microsoft Word provides several options for creating tables. You can access these options on the **Insert** tab, in the **Tables** group, from the **Table** drop-down list.

Option	Description
Insert Table grid	Enables you to draw over a grid to select the number of rows and columns.
Insert Table	Opens the <b>Insert Table</b> dialog box. Here, you can specify values for the number of rows and columns. You can also specify how data should fit into the cells.
Draw Table	Enables you to draw a more complex table.
Convert Text to Table	Enables you to convert text that contains a separator between the information for each table cell into a table. Separators are often tabs, commas, hyphens, or paragraphs.
Excel Spreadsheet	Enables you to insert a Microsoft® Excel® spreadsheet as a table. When you select the inserted table, Word provides you with all the features and tools available in Excel as options on the ribbon.
Quick Tables	Enables you to select from a gallery of predefined table styles.

# Table Navigation Methods

✓ You can navigate in a table efficiently by using keyboard techniques.

Key/Keys	Function
Tab	Moves the insertion point one cell to the right.
Right Arrow	If the cell is empty, moves the insertion point one cell to the right. If the cell is not empty, then moves the insertion point one character to the right until the end of the cell is reached. Then, the right arrow moves to the next cell to the right.
Shift+Tab	Moves the insertion point one cell to the left.
Left Arrow	If the cell is empty, moves the insertion point one cell to the left. If the cell is not empty, then moves the insertion point one character to the left until the beginning of the cell is reached. Then, the left arrow moves to the next cell to the left.
Down Arrow	If the cell is empty, move the insertion point down one row. If the cell is not empty, the down arrow moves the insertion point down one row until it reaches the last row in the cell. Then, the down arrow moves down to the next row.
Up Arrow	If the cell is empty, moves the insertion point up one row. If the cell is not empty, the up arrow moves the insertion point up one row until the first row in the cell is reached. Then, the up arrow moves up to the next row.

# Modify a Table



# Table Selection Methods

- ✓ Before you can make certain changes to the table structure, you'll need to select the table itself, or its elements.

To Select	Do This
A row or rows	<p>Move the mouse pointer to the blank space at the left of the desired row.</p> <p>When the mouse pointer changes to a right-tilted white arrow, click to select the row.</p> <p>You can also select several rows by clicking and dragging the mouse pointer along the required number of rows.</p>
A column or columns	<p>Move the mouse pointer to the top or bottom border of the column until the mouse pointer changes to a black down arrow, and then click to select the column.</p> <p>You can also select several columns by clicking and dragging the mouse pointer along the required number of columns.</p>
A cell or cells	<p>Move the mouse pointer to the blank space before the text in a cell.</p> <p>When the mouse pointer changes to a right-tilted dark arrow, click to select the cell.</p> <p>To select a group of cells, drag over the cells, or click a cell, hold down <b>Shift</b>, and click the last cell.</p>
The entire table	<p>Point to the table until the table selection box appears outside the top-left corner of the table, and then click the box. Or, with the insertion point located with the table, on the <b>Table Tools Layout</b> tab, in the <b>Table</b> group, from the <b>Select</b> drop-down list, choose <b>Select Table</b>.</p>

# The Layout Contextual Tab

- ✓ The **Layout** contextual tab contains groups with options to modify the structure of a table. Options available in the various groups are described in the following table.

Group	Options
Table	Select elements of the table, and view table gridlines and table properties.
Draw	Insert a table by drawing and erasing the borders of rows and columns.
Rows & Columns	Insert or delete rows and columns, and other table elements.
Merge	Merge and split cells, and split the table.
Cell Size	Change the height of rows and the width of columns; make multiple rows or columns the same size.
Alignment	Modify the alignment of the text in a table and change the direction in which the text is entered. You can also change the default value of each cell's margins.
Data	Sort, calculate, or convert the information in a table to text. You can also use this group to repeat the header rows on every page when a table extends beyond a single page.

# The Table Properties Dialog Box

Tabs in the **Table Properties** dialog box enable you to specify options for rows and columns, individual cells, or an entire table. You can open this dialog box from the **Layout** contextual tab, in the **Table** group, by selecting **Properties**. Each tab in the dialog box contains several options.

TAB	Options
Table	Set the size, alignment, and text wrapping of a table.
Row	Set the height of the selected row. This tab also enables you to apply a page break and navigate to the previous or next row.
Column	Modify the size of the selected column. This tab also enables you to navigate to the previous or next column.
Cell	Modify the size and vertical alignment of text in the selected cell.
Alt Text	Enter alternative text information, such as a title for the table. This information is shown when a table is displayed in a web browser.

# Format a Table



# Table Styles

- ✓ You can individually apply multiple formats (borders, shading, fonts, and so forth) to a table, but you can quickly apply multiple formats to a table by applying a table style.
- ✓ A table style contains a set of table-specific formatting instructions. Table styles include borders, shading, colors, cell alignment, table fonts, and separate formats for the first column or row.
- ✓ There are various table styles to choose from. You can also modify an existing style or build a new style and add it to the gallery.

# The Table Design Contextual Tab

- ✓ The **Table Design** contextual tab contains several design options to help you easily format your table. Each group on the tab contains styling tools and commands.



Group	Options
Table Style Options	Modify a table style by formatting specified rows or columns.
Table Styles	Format a table by using a set of predefined styles. Includes options to apply a background color and borders.
Borders	Add and modify borders on a table. Includes options to change the line style, color, and thickness of the border. You can also erase the border.

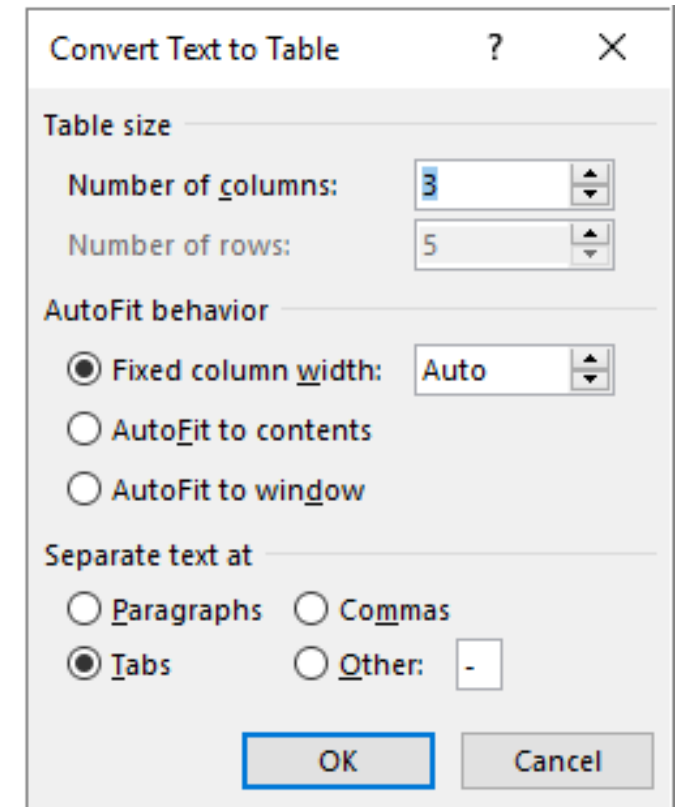
# Convert Text to a Table



# The Table Properties Dialog Box

If you've used tabs to create columns of data in a document, you can convert the tabbed text to a table by using the options in the sections of the **Convert Text to Table** dialog box. Text that is separated by paragraphs or commas (delimited text) can also be converted to table form. Each section of the dialog box contains options to create the table.

Section	Description
Table size	Provides options to specify the number of rows and columns to suit the table content.
AutoFit behavior	Provides options to specify how the table columns are sized to fit the contents in the table. Columns can be of fixed width, equally sized to fit the document width, or variably sized depending on the content of each column.
Separate text at	Provides options to specify whether paragraphs, tabs, commas, or any other option should be considered as a delimiter to split the text into table cells when converting the text to a table.



# Draw Table

- ✓ Another way to convert existing text to a table is to draw a table around it by using the **Draw Table** tool.
- ✓ Once you have selected the **Draw Table** tool, the mouse pointer becomes a pencil. Just drag the pencil from one corner where you would like the table to begin to the far corner, where the table should end.
- ✓ Within the area you drag, you should include only the text that should be in the table.
- ✓ When you release the mouse button, Word places all the text inside the table.
- ✓ After you've drawn the table, you can use the **Draw Table** tool to create columns by drawing dividing lines in the table.
- ✓ Although the **Draw Table** tool works well for creating new, empty tables or drawing a single-cell table around an existing text selection, it can be frustrating to convert existing text into a complex table.
- ✓ The **Convert Text to Table** command is better suited for such tasks.