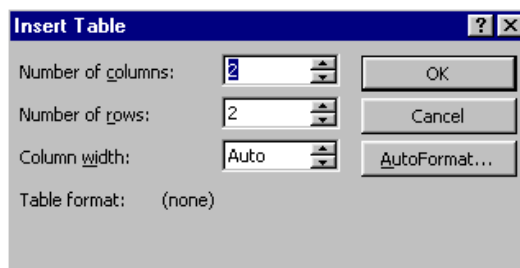


WORD 97 Creating and Editing Tables

Tables can be used for a multitude of purposes. Besides using them as a “regular” table, you can also use them to arrange text and numbers in columns, create forms, display side by side text and graphics, or present sidebars beside text in a document.

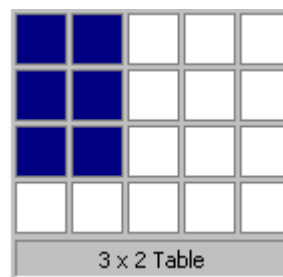
You can either use the **Table** menu, the **Table** button on the toolbar, or the **Draw Table** tool to create a table. There are two ways to create tables in Word, either assign the number of columns and rows, or draw the table to your specifications. You can also convert existing text into a table if the columns are delineated by tabs, paragraph marks, commas, or other characters.

From the Menu: Choose **Table | Insert Table**



From the Toolbar:

1. Position the cursor at the location where you want to insert a table.
2. Click the Table icon on the Toolbar and drag to select the number of rows and columns you need.



Using the Draw Table Tool:

Click on the **Draw Table Tool** button to turn your pointer into a drawing tool. Click and drag the pencil to form the borders for the table and the lines between cells. Click the button again when you are finished to turn off the **Draw Table Tool**.


Entering Text and Navigating:

To add text, click in any cell and begin typing. To move to the next cell press the **Tab** key or click in a cell with the mouse. To insert a tab character into a cell, press **<Ctrl><Tab>**. To begin text on a new line in a cell, press the **Enter** key.

Adding Graphics to a Cell

To insert a graphic, place your cursor in the appropriate cell, from the **Insert** menu select **Picture**. If you insert a graphic, the height of the cell increases (or you have the option of setting the exact height). Drag the graphic to move it. Select the graphic and drag the sizing handles to size it.

EXAMPLE 1: **Table | Insert Table** **Insert | Picture**

 Tables with Word		
Text	Graphics	Calculations
Borders	Shading	Sorting

EXAMPLE 2 - **Table | Insert Table** **Insert | Picture | WordArt**

Tables
Tables
Tables

CREATING TABLES

Use tables to organize information and create interesting page layouts with side-by-side columns of text and graphics. In a table, as on a spreadsheet, you work with rows and columns of cells.

You can create a new blank table and then fill in the empty cells, or you can convert existing paragraphs of text to a table.

Click where you want to create a table. Click the Table icon on the Toolbar and drag to select the number of rows and columns you want or select **Table | Insert Table** from the menu.

Selecting Parts of a Table

To select	Do this with the keyboard or mouse
Cell	Click the left edge of the cell
Row	Click to the left of the row
Column	Click the column's top gridline or border. Watch for the arrow ↓. Or, hold down the ALT key while clicking in a column.
Multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down SHIFT while you click another cell, row, or column.
Entire Table	Click the table, and then press ALT+5 on the numeric keypad. NUM LOCK must be off.

Tip: You can also select rows, columns, or the entire table by clicking in the table and then using the Select commands on the Table menu.

Displaying or Hiding End Marks



Word can display end-of-cell marks to indicate where the contents of a cell end and end-of-row marks to indicate the end of the row. To turn these marks on or off, click the Paragraph Mark button.

Adding Cells, Rows, Or Columns

1. To insert, select the cell, row, or column *after* (to the right or below) the place where you want the insertion.
 2. *Right-click* on the selection and choose **Insert** from the menu that appears. (Or from the **Table** menu, select **Insert Row** or **Insert Column**.)
- Word inserts a row *above* the row you selected or inserts a column to the *left* of the column you selected.
 - To add a row at the end of a table, click the last cell of the last row, and press **TAB**.
 - To add a column to the right of the last column in a table, select the end-of-row markers outside the rightmost column. *Right-click* and choose **Insert Column** from the menu.

Deleting Tables, Cells, Rows, Or Columns

You can clear the contents of cells without deleting the cells themselves - select the information in the cell(s) and press the *Del* key.

Delete cells in a table

1. Select the cells you want to delete, including the end-of-cell mark.
2. On the **Table** menu, click **Delete Cells**.
3. Select the check box for the option you want.

Delete rows or columns from a table

1. Select the rows or columns you want to delete. If you are deleting rows, include the end of row marks.
2. On the **Table** menu, click either **Delete Rows** or **Delete Columns**.

Delete a table and its contents

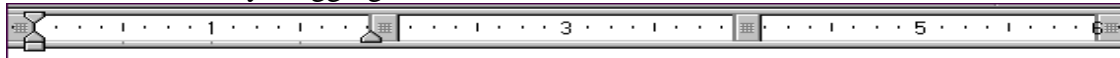


1. Select the table. (Alt-5)
2. Click the scissors tool or select **Edit | Cut**

Changing Columns Width and Row Height

1. Select the columns whose width you want to adjust.
2. On the **Table** menu, click **Cell Height and Width**, and then click the **Column** tab.
3. To specify an exact measurement, enter a number in the **Width of Column** box. To make the column width fit the contents, click **AutoFit**.

Dragging: You can also change the width of a column by dragging the column boundaries in the table itself or by dragging the column markers on the ruler.



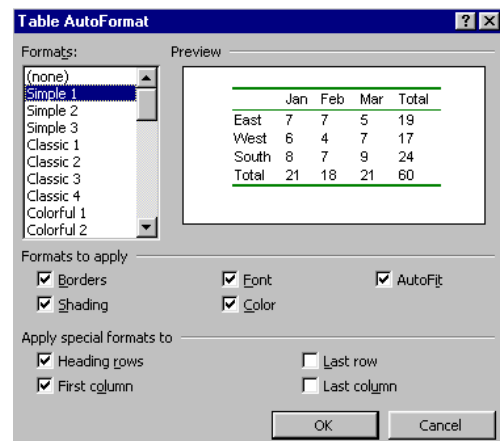
GRIDLINES

In Word documents, all tables by default have a 1/2-pt black, single solid-line border around each cell that prints.

To remove the border from view only, from the **Table** menu choose **Show Gridlines** or **Hide Gridlines**.

You can quickly remove all borders and shading from a table by clicking in the table, then choosing

Table | AutoFormat from the **Table** menu. Select **None** in the Formats box.



Add borders and shading to a table



1. To add borders and shading to an entire table, select the whole table. To add borders and shading to specific cells, select only those cells, including the end of cell mark.
2. Click on the **Tables and Borders** button, or on the **Format** menu, select **Borders and Shading**.
3. Select the options you want.



Automatically Format a Table

Word provides a number of pre-designed format options. To apply one of these formats, click anywhere in the table and choose **Table AutoFormat** from the **Table** menu, or click the **AutoFormat** button on the **Tables and Borders** toolbar.



Remove Borders and Shading From a Table

1. Click the table.
2. On the **Table** menu, click **Table AutoFormat**.
3. In the **Formats** box, click **None**.

Merge/Split Cells



You can combine (or split) two or more cells in the same row into a single cell. For example, you can merge several cells to create a table heading that spans several columns. Cells can be merged only horizontally.

1. Select the cells you want to merge or split.
2. On the **Table** menu, click **Merge Cells** or **Split Cells**.

These cells have been merged.		
	split	split

Sorting

To sort an entire table, click anywhere in the table and select **Table | Sort**.

Sort a single column in a table

You can sort a single column or a specified number of columns in a table without sorting the whole table. However, you cannot individually sort columns of information that are not in a table.

1. Select the column or cells you want to sort.
2. On the **Table** menu, click **Sort**.
3. Click **Options**.
4. Select the **Sort Column Only** check box.

Align a Table or Table Rows on a Page

1. On the **Table** menu, select **Cell Height and Width**, and then click the **Row** tab.
2. To align the entire table or the selected rows, select one of the three check boxes under **Alignment: Left, Center, or Right**.
3. To set an exact amount of indentation from the left margin, enter a number in the **Indent From Left** box.

Number Cells in a Table



1. Select the cells you want to number. To number the beginning of each row, select only the first column in the table.
2. Click the **Numbering** button on the **Toolbar**.
3. Select the options you want.

Name	Dept
1.	
2.	
3.	

Repeat a Table Heading on Subsequent Pages

You can have row(s) used as headings repeat on subsequent pages for tables that span multiple pages.

1. Select the row or rows of text that you want to use as a table heading. The selection must include the first row of the table.
2. Choose **Table | Headings**.

Convert Existing Text to a Table

You can convert existing text into a table if the text has tabs as separators.

To convert:

1. Select the text you want to convert.
2. Choose **Table | Convert Text To Table**.
3. Select the options you want.