

TABLES

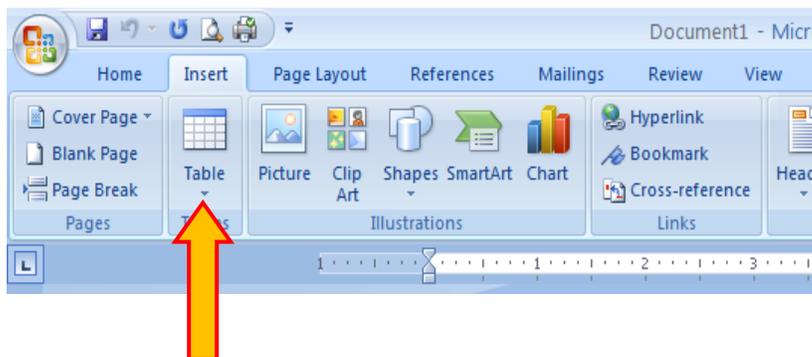
Definition

A table is a grid of rows and columns containing boxes (called cells) of text or graphics. You can easily add or delete text in a grid-based table without affecting the arrangement of text in columns.

Creating

Method #1 (simple tables):

- On your document, click where you want to create a Table.
- Select the Insert tab and drop right below to the Table group.



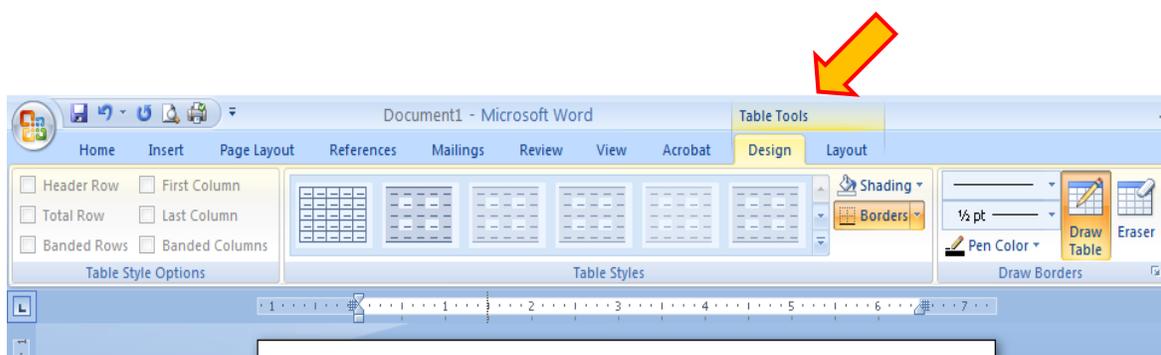
- Click the Drop Down arrow, click the upper left square and drag across and down the grid to select the number of rows and columns desired.
- Release the mouse. An empty table containing the number of columns and rows will appear back in your document.

Method #2:

- On your document, click where you want to create a Table.
- Then click your mouse cursor on the Insert tab and drop right below to the Table group.
- Click the Drop Down arrow, select "Insert Table." This launches the Insert Tables dialogue box.
- Select the number of desired columns and rows for your table.
- Hit "Ok." An empty table containing the number of columns and rows will appear back in your document.

Method #3 (draw tables):

- On your document, click where you want to create a Table.
- Then click your mouse cursor on the Insert tab and drop right below to the Tables group.
- Click the Drop Down arrow, select "Draw Table." The cursor changes to a pen.
- To define the outer table boundaries, drag from one corner to the diagonal corner of the table. Then draw the column and row lines.
- To adjust any details, note the upper right "Table Tools> Design or Layout" tabs.



Inserting Text

- Click in the cell where you want text to appear.
- Type text or insert graphic.
- Edit and format text as usual.

TIPS:

- ❖ Press Tab to move to the next cell in the table or Shift+Tab to move to the previous cell.
- ❖ To indent text in a table, press Ctrl+Tab.

Formatting

Method #1:

Rows:

- Position the mouse "I beam" over the bottom edge of the row you want to change. The "I beam" changes to two horizontal lines with arrows going up and down.
- Click, hold and drag the row edge to a new position.
- The row displays the new height.

• *Columns:*

- Position the mouse "I beam" over the right edge of the column you want to change. The "I beam" changes to two vertical lines with arrows going left and right.
- Click, hold and drag the column edge to a new position.
- The column displays the new width.

Method #2:

Rows:

- Click anywhere in the row to change.
- From the "Table Tools" Tab, select the "Layout" tab.
- Go to the "Cell Size" group and click on the group launcher in its lower right hand corner. The "Table Properties" dialog box appears.
- Click the Row tab.
- Type in the desired size.
- Click OK.

Columns:

- Click anywhere in the row to change.
- From the "Table Tools" Tab, select "Layout".
- Go to the "Cell Size" group and click on the group launcher in its lower right hand corner. The "Table Properties" dialog box appears.
- Click the Column tab.
- Type in the desired size.
- Click OK.

Adding Rows and Columns

To add a row within a table:

- Click anywhere in the table where you want to insert a new row.
- From the "Table Tools" Tab, select the "Layout" tab.
- Go to the "Rows and Columns" group. Select the position where you wish to insert the new row.
- Click anywhere outside the table to deselect.

To add a row at the end of the table:

- Click in the last cell of the last row.
- Press Tab.
- The new row appears.

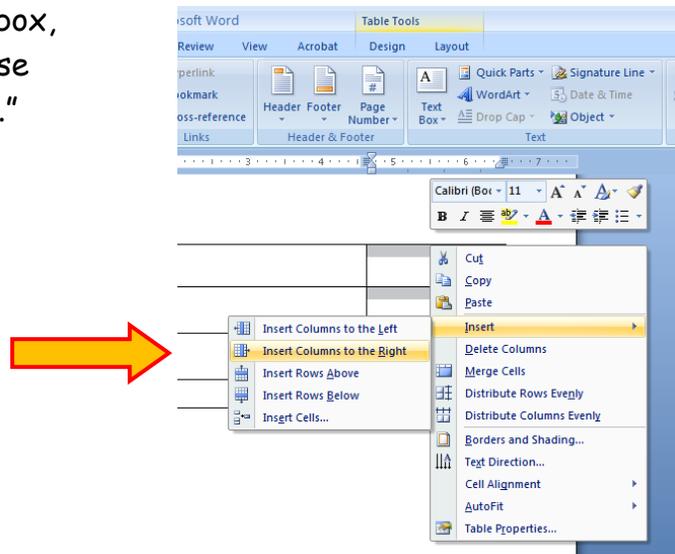
To add a column within a table:

- Click anywhere in the table where you want to insert a new column.
- From the "Table Tools" Tab, select the "Layout" tab.
- Go to the "Rows and Columns" group. Select the position where you wish to insert the new column.
- Click anywhere outside the table to deselect.

To add a column to the right of the last column:

- Do same as above -OR-
- Click just above the rightmost column with a black cursor arrow, highlighting that column.
- Right click your mouse. *(continued on next page)*

- From the launched shortcut box, highlight "Insert," then choose "Insert Columns to the Right."



Deleting Rows and Columns

Method #1:

- Click on the row or column you wanted deleted.
- From the "Table Tools" tab, select the "Layout" tab.
- Go to the "Rows and Columns" group. Select the drop down arrow under "Delete".
- Click on your option. The row or column will disappear.

Method #2:

- Click and drag your mouse to highlight the cells in the row or column to be deleted.
- Right click your mouse.
- From the launched shortcut box, highlight "Delete cells." This launches the "Delete Cells" dialogue box.
- Click on your option. Hit "Ok."
- The row or column will disappear.