

Microsoft® Word: Tables

A Workshop for San Diego State University Faculty and Staff



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Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109
Phone Number: x45727
Semester Hours: 7:30am – 6:00pm Monday -Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

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ONSCREEN HELP

To view onscreen help, click on **Help**. The Help menu will pull down. Once the menu is displayed, select one of the following tabs:

Show the Office Assistant

An icon will appear. Click on icon and a menu will appear. Click on subject that you are interested in or type in your question in the blank box at the bottom of the menu. Then press the enter key. Hide the Office Assistant by clicking on the Assistant icon, the click on the right side of the mouse and select hide.

What's This?

Select this option and your cursor will include a Question Mark next to it. Click on anything on the screen and Word will provide an explanation of the item.

Show Balloons (Macintosh)

Select this option and when you place your cursor over various items on your screen, Word will provide an explanation of the itm.

Help in the User's Manual

You can also use the User's manual that came with your software to help you answer questions and find solutions to problems.

Help on the Web

Additionally, Microsoft offers Help for "frequently asked questions" at their support website located at:

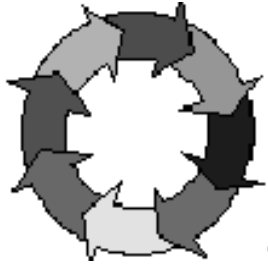
<http://www.microsoft.com/support/>

WHAT ARE TABLES AND WHY USE THEM?

The Table feature in Word allows you to keep information in multiple columns lined up no matter how often the document is edited. A table consists of rows and columns of boxes, called cells, that you can fill with text and/or graphics. Within each cell, text wraps just as it does between the margins of a document. The cell expands vertically to fit the amount of text you type or the height of a graphic image.

With tables, you can arrange columns of numbers and text in a document without using tabs. Tables also provide a convenient way to present text in side-by-side paragraphs or to arrange text beside graphics.

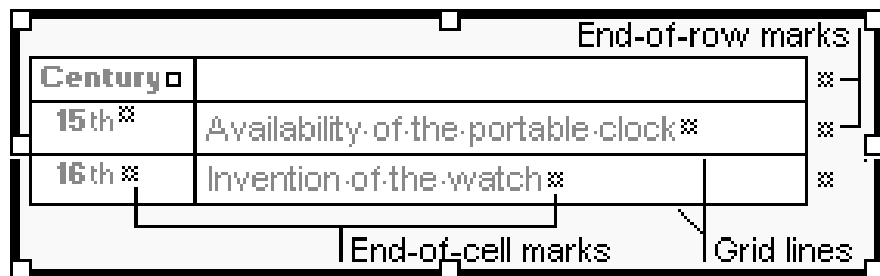
	Product A	Product B
Basic Configuration	266 MHz processor 2.5 gigabyte hard drive 800 x 600 video output 32-bit Sound Blaster card	300 MHz processor 2.5 gigabyte hard drive 1024 x 768 video output
Memory	32 Mbyte built-in expandable to 164 Mbyte	48 Mbyte built-in expandable to 164 Mbyte
Drives	5.25" floppy drive 3.25" floppy drive	3.25" floppy drive Zip drive



The Water Cycle

1. Water evaporates and becomes water vapor.
2. Water vapor rises and cools
3. As water cools, it condenses and becomes rain drops
4. Rain falls to the ground
5. Runoff flows into rivers, lakes, oceans
6. Water evaporation begins again.

PARTS OF A TABLE




It is helpful to be familiar with the parts of a table before you begin creating and working with tables.

End-of-cell marks indicate where the contents (text or graphics) of a cell end.

End-of-row marks indicate where the rows of the table end.

Grid lines are non-printable borders outlining each cell a table.



If not already visible, you can view these items by clicking on the **Show/Hide**  toolbar button.

CREATING A SIMPLE TABLE

There are a number of ways to create a table. You can use the **Insert Table** button, select commands from the **Table** menu, or draw a table manually.



1. The quickest way to create a table is to use the **Insert Table** toolbar button. To do this, click the **Insert Table** toolbar button found on the Standard Toolbar.

Drag across the table grid to select the number of columns and rows desired in the table.



2. The next easiest way to create a table is to select **Table** from the Menu Bar and then select the **Insert Table** option.

The Insert Table dialog box opens and you can select the number of rows and columns you want in your table. Click **OK** and the table is automatically created.

Notice that all the columns of the table are the same size. By default, Word creates tables of equal column widths.

3. Finally, you can open the Tables and Borders Toolbar, and by using the pencil tool, you can draw a table to your specifications.



Adding Text to a Table Inserting text into a table cell is much like adding text to a normal Word document. As the text you type reaches the right-hand edge of the cell, the text automatically wraps onto another line in the cell and the height of the cell increases.

To add text to a table:

1. Click in a cell. *Notice the text I-beam appears next to the end-of-cell mark.*
2. Type text desired.
3. Format text as desired.

Adding Graphics to a Table You can place a graphic into a table to create a side-by-side multiple line text and graphic layout.

To add a graphic to a table:

1. Click in the cell where you want to insert a graphic.
2. From the **Insert** menu, select **Picture**.
3. Select the location the graphic is stored.
4. Select the graphic or graphic filename and click on **Insert**. The graphic is inserted into the cell.
5. Click on the handles of the graphic and drag to resize the image, if necessary.

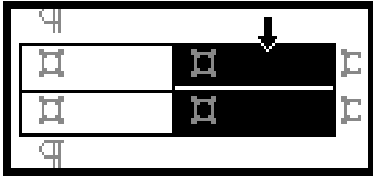
Moving Between Cells There are two basic ways to move between cells.

1. To move to adjacent cells, press **tab** (next cell), **shift-tab** (previous cell), or use the directional arrow keys.
2. To move to non-adjacent cells, position the mouse pointer over the desired cell and click.

Adding Columns or Rows To a Table There may be times when you need to modify the structure of a table by adding additional columns or rows.

To add a column to a table:

1. Select the column to the right of where you want the new column to appear by clicking the column's top gridline or border.
2. Click the **Insert Columns** toolbar button.



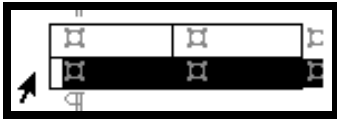
To add a column to the right of the last column in a table:

1. Click outside the rightmost column.
2. From the **Table** menu, click **Select Column**.
3. Click the **Insert Columns** toolbar button.



To add a row to a table:

1. Select the row below where you want the new row to appear by clicking to the left of the row.



2. Click the **Insert Rows** toolbar button.



To add a row to the end of a table:

1. Click in the last cell of the table.
2. Press the **tab** key. A new row is inserted.

Deleting Columns or Rows From a Table

You may also need to modify the structure of a table by removing unused or unwanted rows or columns.

1. Select the columns or rows you want to remove.
2. From the **Table** menu, select either **Delete Columns** or **Delete Rows**.

Note: if you select columns or rows containing data, the data is also removed from the document when the column or row is deleted.

Changing the Width of a Column

You may want to change the width of a column to better accommodate the type and amount of information placed in column cells.

To change the width of columns:

1. Select the column(s) whose width you want to change.
2. Windows: From the **Table** menu, select **Table Properties** and click on the **Column** tab.
Macintosh: From the **Table** menu, select **Cell Height and Width**.



- Specify the width (inch measurement) desired.
- Click the **OK** button.

You can also change the column width by dragging the column borders in the table.

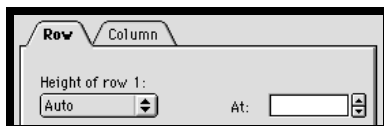
- To change the width of a column and the column to its right, hold the **SHIFT** key while you drag. The table width does not change.
- To change the width of one column and make all columns to the right equal widths, hold the **CTRL** key (Windows) or **COMMAND** key (Macintosh) while you drag. The table width does not change.
- To change the width of one column without affecting other columns, hold the **CTRL-SHIFT** keys (Windows) or **COMMAND-SHIFT** keys (Macintosh) while you drag. The table width will change accordingly.

Changing the Height of a Row

The height of a row generally depends on the amount and formatting of text or graphics cells contain. However, you can specify a precise row height. You must then change text and graphic attributes to fit within the specified row height.

To change the height of rows:

- Select the row(s) whose height you want to change.
- Windows: From the **Table** menu, select **Table Properties** and click on the **Row** tab.
Macintosh: From the **Table** menu, select **Cell Height and Width**.
- Change the Height of Rows option from Auto to **At least** or **Exactly**
- Specify the row height in either inch or point size measurement.
- Click the **OK** button.



SPLITTING A TABLE

If you want to insert ordinary text between two rows, you can split the table.

State	Full Contact	Spring Contact
Arizona, AZ	34,181	14,195
California, CA	34,181	14,197
Florida		
Green, Green	34,301	14,480
Division, AZ	34,301	14,350

- Position the insertion point in the row where you want the table to be split.
- From the **Table** menu, select **Split Table**. A blank line (paragraph mark) is inserted between the parts of the original table.

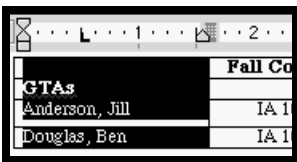
	Fall Courses	Spring Courses
GTAs		
Anderson, Jill	IA 1011	IA 1001
Douglas, Ben	IA 1011	IA 1001
Faculty		
Cherry, Lisa	IA 1001	IA 1001
Anderson, Jill	IA 1001	IA 1001

FORMATTING TEXT IN A TABLE

You can improve the readability of a table by formatting the text within the table, aligning text, creating column headings, and adding borders and shading. You change text formatting with cells as you would in the rest of your document – select the text and then use the Formatting toolbar, Format menu commands, or the ruler.

INSERTING TABS IN A CELL

By default, all text and objects placed in cells are aligned to the left. You may, however, want to indent text within a cell.

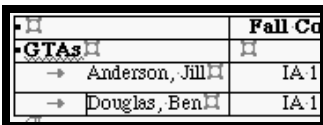


	Fall Co
GTAs	
Anderson, Jill	IA 1
Douglas, Ben	IA 1

1. Select the cell or column in which to set a tab.
2. Select the type of tab desired.
3. Click in the lower half of the ruler to place the tab marker.

Moving to a Tab Position Within a Cell

Pressing the **tab** key moves the insertion point from cell to cell. To move the insertion point to a tab that is set within a cell:



	Fall Co
GTAs	
→ Anderson, Jill	IA 1
→ Douglas, Ben	IA 1

1. Position the insertion point in the cell.
2. Press **Ctrl-tab** keys (Windows) or **option-tab** keys (Macintosh).

Notice that a right pointing arrow appears in the cell indicating the text has been tabbed over to its position.

CREATING TABLE HEADINGS

By merging cells, you can create a heading that spans several columns.

1. Type the heading text in the first cell of the row.
2. Select the cells you want to merge.
3. From the **Table** menu, select **Merge Cells**. Cell divisions are removed and one cell spans the width of the selection.

Academic Year Offerings	
Fall Courses	Spring Courses
IA 101	IA 105
IA 105	IA 107
IA 250	IA 250

Academic Year Offerings	
Fall Courses	Spring Courses
IA 101	IA 105
IA 105	IA 107
IA 250	IA 250

Academic Year Offerings	
Fall Courses	Spring Courses
IA 101	IA 105
IA 105	IA 107
IA 250	IA 250

SPLITTING CELLS

Just as you would merge cells to form a heading, splitting cells allows you to divide information into smaller groups.

To split cells:

1. Select the cell(s) you want to divide.
2. From the **Table** menu, select **Split Cells**.
3. In the Split Cells dialog box, type in the number of columns or rows by which to divide the cell(s).
4. Click the **OK** button.



REPEATING TABLE HEADINGS ON EACH PAGE

You can repeat table headings when a table extends over multiple pages. *Note. Table headings are only repeated for tables that are split by “soft” page breaks. If you insert a “hard” page break within a table, the heading is not automatically repeated.*

To repeat table headings:

1. Select the row or rows of text (beginning with the first row in the table), you want to use as table headings.
2. Windows: From the **Table** menu, select **Headings**, and then click on **Rows Repeat**.

Macintosh: From the **Tables** menu, select **Headings**

If you make changes to the headings in a table that is split between pages, the text will automatically be updated in all repeated headings.

ADDING BORDERS AND SHADING TO A TABLE

By default, the gridlines that divide the cells of a table are printed. If you want to change the appearance of the vertical and/or horizontal lines between cells, you must add new borders to the table.

There are two methods of applying borders and shading to a table:

- Using the Table Autoformat feature
- Applying borders and shading to individual cells

Using the Autoformat Feature

To add borders and shading to an entire table:

1. Position the insertion point in the table.
2. From the **Table** menu, select **Table Autoformat**.
3. In the **Formats** list, select the design you want to use. To remove all formats, select **None**.
4. Under **Formats To Apply** and **Apply Special Format To** select as many of the check boxes as you want to apply to the table.
5. Click the **OK** button.

Example: original table formatted using Autoformat

Required General Education Courses	IA 105	IA 250
Required Major Courses	IA 350	IA 399

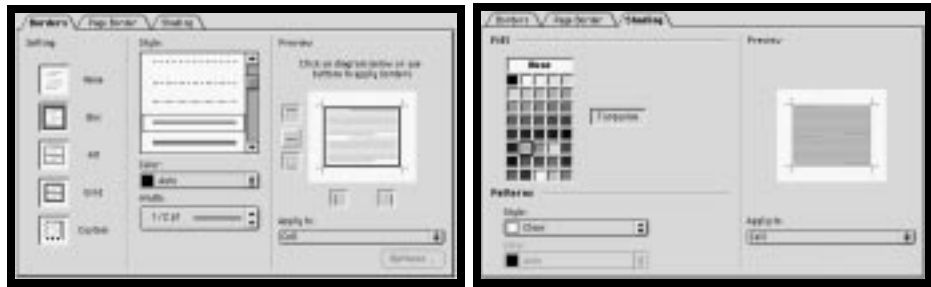


Required General Education Courses	IA 105	IA 250
Required Major Courses	IA 350	IA 399

Adding Borders and Shading to Individual Cells

You can use the Borders toolbar or the Borders And Shading command on the Format menu to apply borders and shading, and to create custom borders and shading.

1. Select the cell or cells you want to change.
2. From the **Format** menu, select **Borders and Shading**.
3. Select the options desired. A thumbnail image of the cell(s) appears on the right side of the window.
4. Click the **OK** button.



SORTING, NUMBERING AND SUMMING CELLS

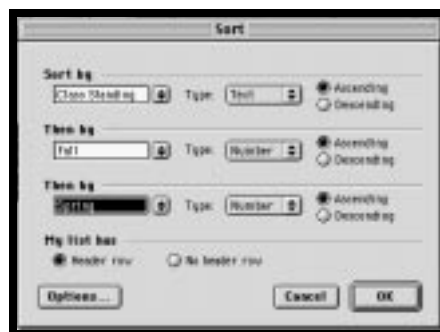
You can quickly sort and number table cells. You can arrange entries in alphabetic or numeric order, or you can sort by date. The order of the rows is changed based on the first column unless you specify a different column or columns as the basis for sorting.

To sort information:

1. Select the rows or cells you want to sort.
2. From the **Table** menu, select **Sort**.
3. If you have a heading that you do not want sorted, select the **Header Row** option.
4. Under **Sort By**, select the column number, field number, paragraph, or name.
5. Under **Type**, select **Text**, **Number**, or **Date**.
6. Select the **Ascending** or **Descending** option button.
7. To use additional columns as a basis for sorting, repeat steps 4-6, selecting option under **Then By** for each column.
8. Click the **OK** button.

**Example: alpha sort by
class standing**

Class Standing	Fall	Spring
Freshmen	245	225
Sophomore	203	198
Junior	198	187
Senior	175	175



Class Standing	Fall	Spring
Freshmen	245	225
Junior	198	187
Senior	175	175
Sophomore	203	198

Numbering cells To number cells in a table:

1. Select the cells that you want to number. If you want to number the left side of each row, select only the first column in the table.
2. On the **Formatting** toolbar, click the **Numbering** button.



Priority	Class Standing	Fall	Spring
	Freshmen	245	225
	Sophomore	203	198
	Junior	198	187
	Senior	175	175

Priority	Class Standing	Fall	Spring
1.	Freshmen	245	225
2.	Sophomore	203	198
3.	Junior	198	187
4.	Senior	175	175

Summing Cells The table feature in MS-Word is primarily designed to help you visually organize information in a document. However, there may be an occasion when you need to perform simple summation of data.

To sum a row or column of numbers:

1. Click the cell in which you want the sum to appear.
2. From the **Table** menu, select **Formula**.
3. If the cell you selected is at the bottom of a column of numbers, Word suggests the formula **=SUM(ABOVE)**. Click the **OK** button.

If the cell you selected is at the right end of a row of numbers, Word suggests the formula **=SUM(LEFT)**. Click the **OK** button.



Hint: To quickly sum a row or column of numbers, click the cell where you want the sum, and then click **AutoSum** on the **Tables and Borders** toolbar.