

Tables

What is a Table?

A table is information arranged in horizontal rows and vertical columns. You can use a table to organise text or numerical data. You can format text in various ways in different parts of a table.

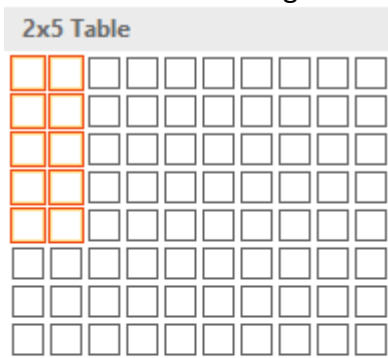
When you first insert a table into a document, it appears as a simple grid, with black gridlines defining the rows and columns. The area where a row and column meet is called a cell.

Inserting a Table

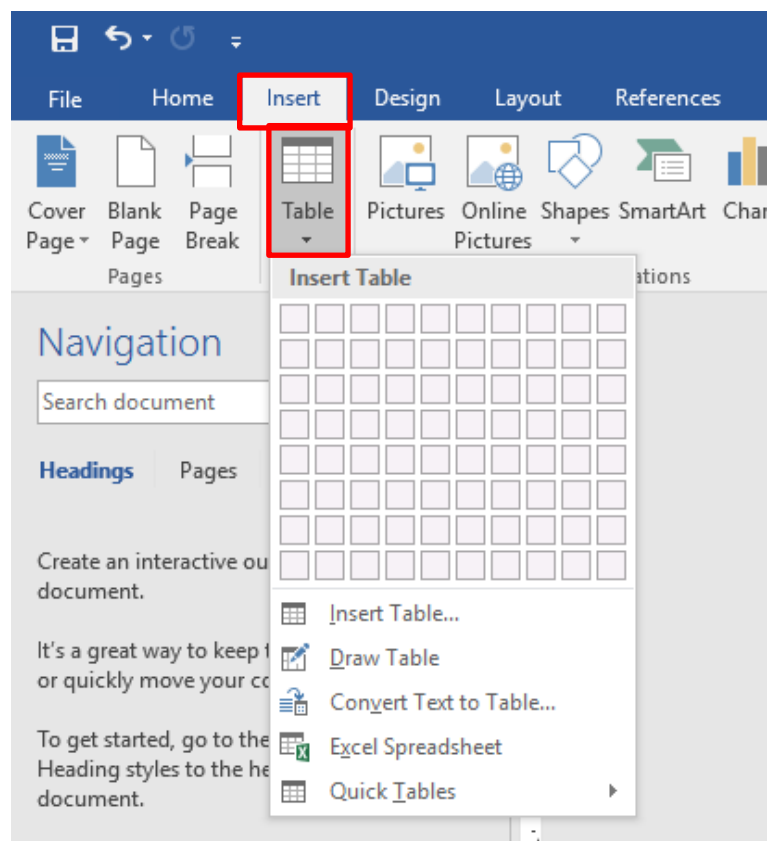
Insert << Table

In the drop down menu, **position** the mouse pointer in the upper-left cell of the grid, then **drag** the pointer **down** and **across** the grid until you have **highlighted** the amount you require. For this exercise we will create two columns and five rows – the outline of a cell turns orange when you highlight it.

NB: You are able to add or delete rows and columns at a later stage if needed.



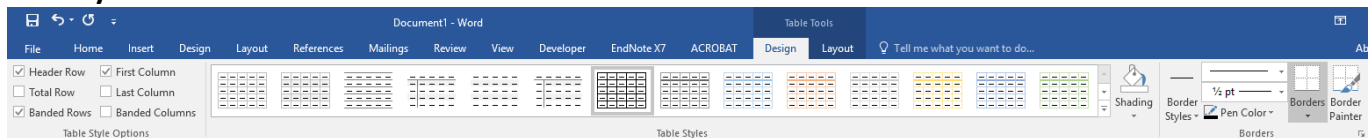
- Insert Table...
- Draw Table
- Convert Text to Table...
- Excel Spreadsheet
- Quick Tables



When you have the table size correct - 2 x 5, an empty table, two columns by five rows, appears, with the insertion point in the upper-left cell.

Example

When you are working in the table or the table is selected two new tabs appear on the ribbon, **Design** and **Layout**.



Entering Data in a Table

You can enter data in a table by moving the insertion point to a cell and typing. If the data takes up more than one line in the cell the text will automatically wrap to the next line. This increases the height of that cell and all the other cells in that row. To move to the next insertion point, you can press the **Tab** key on the keyboard or simply **click** on the desired cell.

Example

Item	Materials Cost
Weather Stripping	\$350
High Efficiency water heaters	\$8,500
High efficiency furnaces	\$10,000
Insulation	\$700

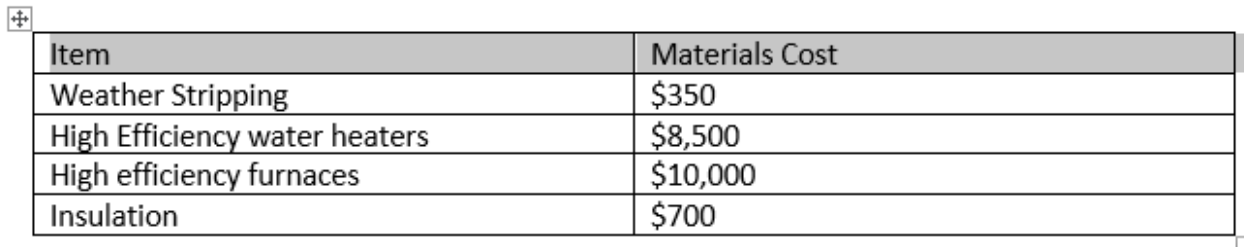
This is what selected text looks like, to **select** the whole table use the Table **move handle** in the top left hand corner.

Item	Materials Cost
Weather Stripping	\$350
High Efficiency water heaters	\$8,500
High efficiency furnaces	\$10,000
Insulation	\$700

Selecting Row or Columns

Move the mouse pointer to the **left** of the **table** next to the row or column. The pointer changes to a right-facing arrow for a row, or a downward facing arrow for a column. **Click** the **left mouse button**. The entire row or column is selected.

Example: entire header row selected.

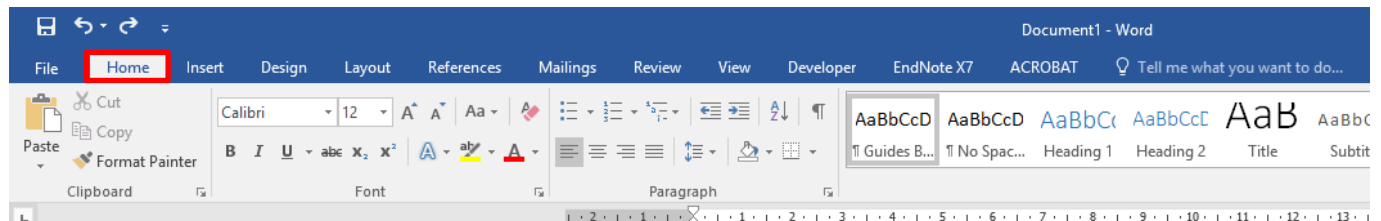


Item	Materials Cost
Weather Stripping	\$350
High Efficiency water heaters	\$8,500
High efficiency furnaces	\$10,000
Insulation	\$700

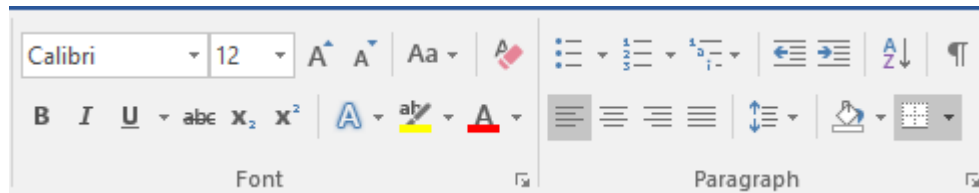
Formatting Text

To format the text you can switch to the;

Home tab



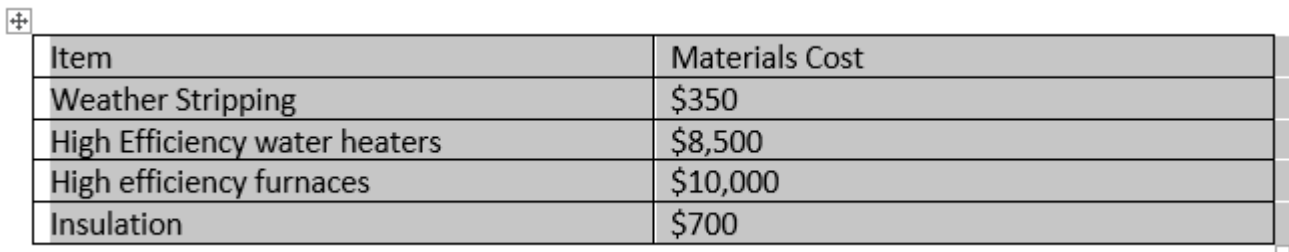
Use the Mini toolbar



Sorting Information

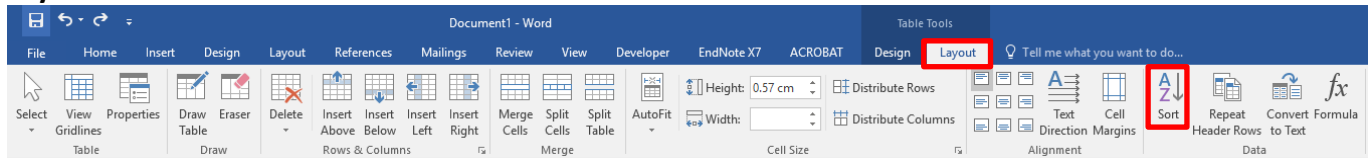
The term **sort** refers to the process of rearranging information in alphabetical, numerical or chronological order.

Select the whole table

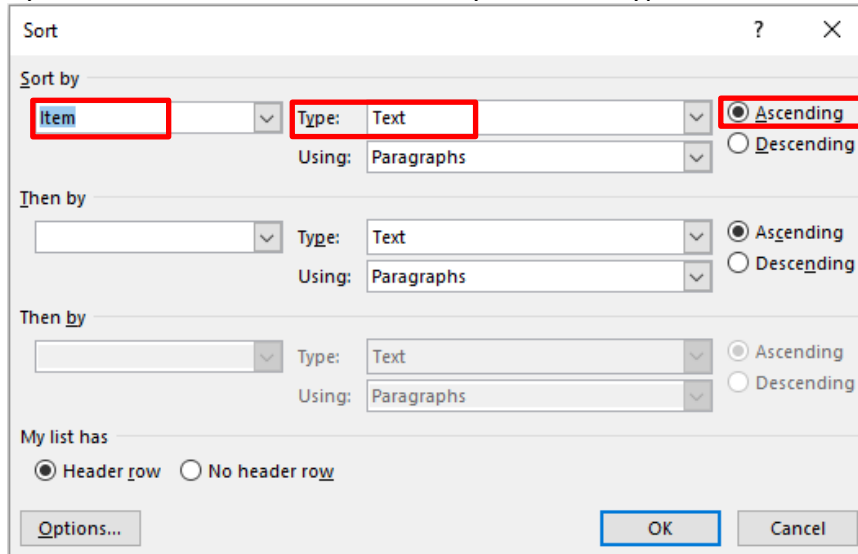


Item	Materials Cost
Weather Stripping	\$350
High Efficiency water heaters	\$8,500
High efficiency furnaces	\$10,000
Insulation	\$700

Layout << Sort



By default the table will be sorted by **Item**, the type will be **Text**, and it will be in **Ascending** order.



Example: Unsorted Data

Item	Materials Cost
Weather Stripping	\$350
High Efficiency water heaters	\$8,500
High efficiency furnaces	\$10,000
Insulation	\$700

Example: Sorted Data on ITEM content << Ascending

Item	Materials Cost
High efficiency furnaces	\$10,000
High Efficiency water heaters	\$8,500
Insulation	\$700
Weather Stripping	\$350

Example: Sorted Data on MATERIAL COST content << Descending

Item	Materials Cost
High efficiency furnaces	\$10,000
High Efficiency water heaters	\$8,500
Insulation	\$700
Weather Stripping	\$350

Inserting Rows and Columns

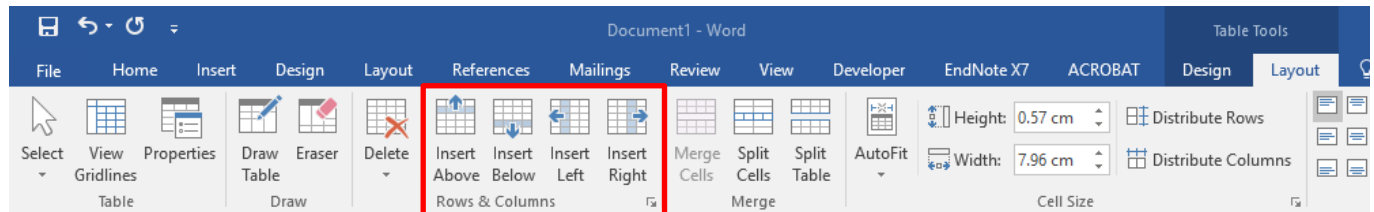
You will often need to modify a table by adding or deleting rows and columns.

Click a cell next to where you want the row or column to go e.g. Item

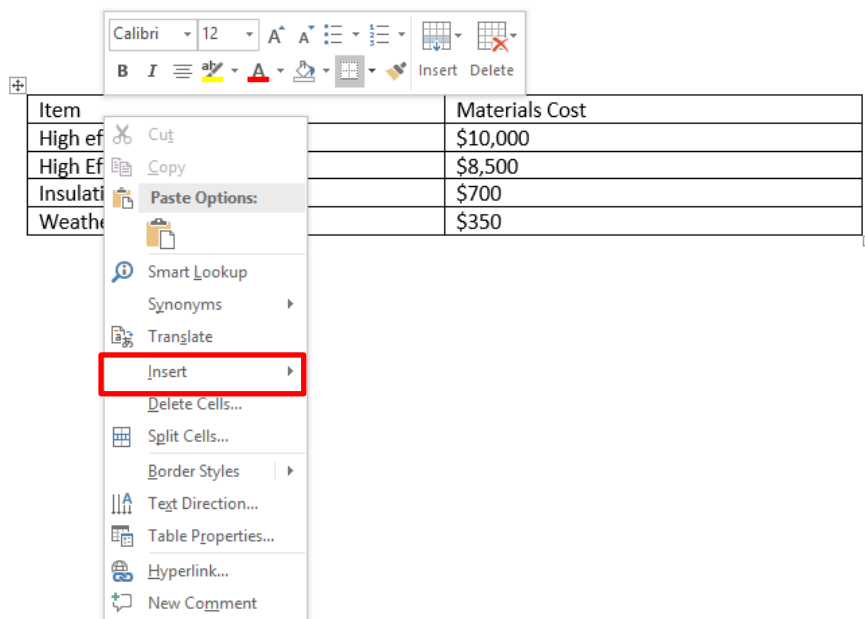
Item	Materials Cost
Weather Stripping	\$350
High Efficiency water heaters	\$8,500
High efficiency furnaces	\$10,000
Insulation	\$700

Go to the **Table Layout** tab << **Rows and Columns Tab**

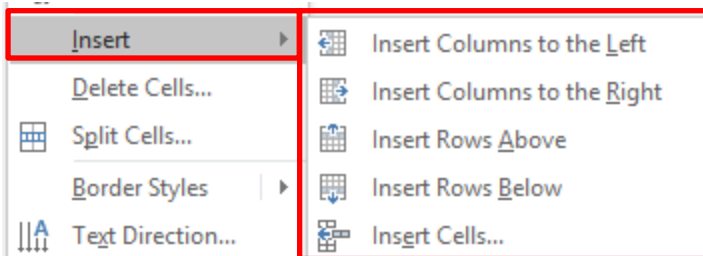
Click either the **Insert Above**, **Insert Below**, **Insert Left**, **Insert Right**, depending on which one you want to do



You can also add a row or column by **clicking** in a cell and then **right clicking** to bring up the side menu.



Click on Insert and then choose what you want to insert



Example

Clicking **Insert Right** would add a column to the right of the one you clicked in.

Item		Materials Cost
High efficiency furnaces		\$10,000
High Efficiency water heaters		\$8,500
Insulation		\$700
Weather Stripping		\$350

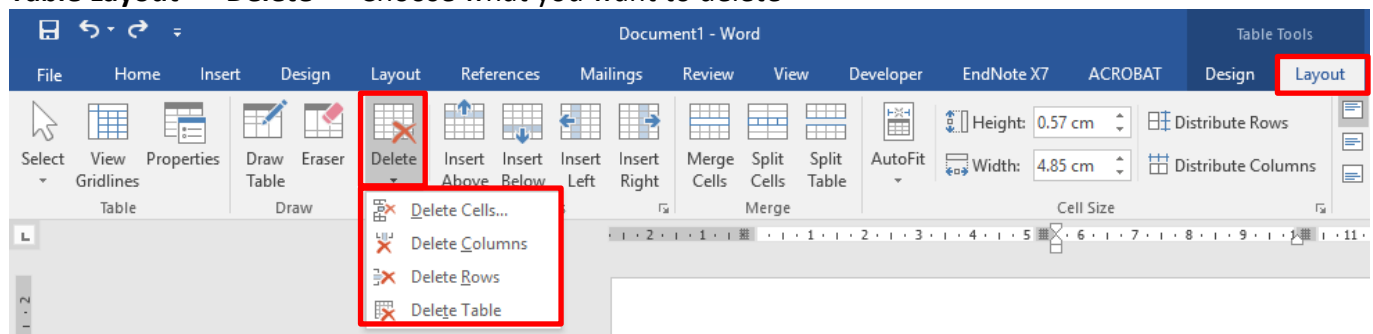
Deleting Rows and Columns

Before you delete a row or column, you need to work out whether you want to delete the contents, or the structure of the row or column. You can delete the contents of the row or column selecting the row and pressing the **Delete** key.

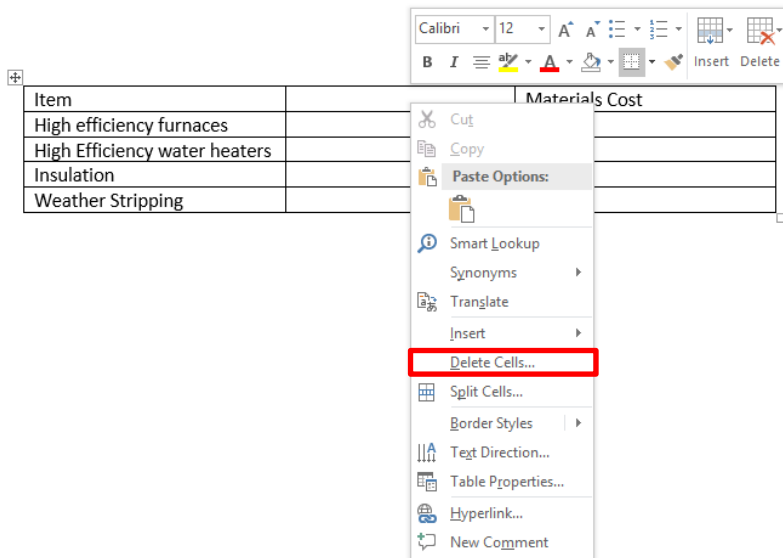
Select the row or column you are going to delete.

Item		Materials Cost
High efficiency furnaces		\$10,000
High Efficiency water heaters		\$8,500
Insulation		\$700
Weather Stripping		\$350

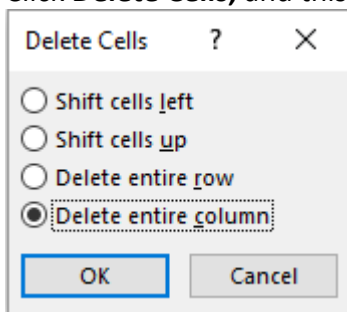
Table Layout << Delete << Choose what you want to delete



You can also delete a row or column by **clicking** in a cell of what you want to delete, and then **right clicking** to bring up the side menu.



Click **Delete Cells**, and this box will appear. Choose from the list what you want to delete.

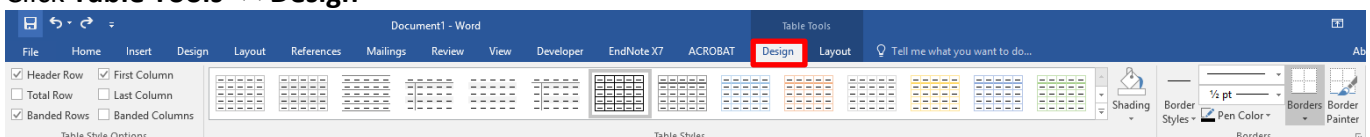


Formatting your Table with Styles:

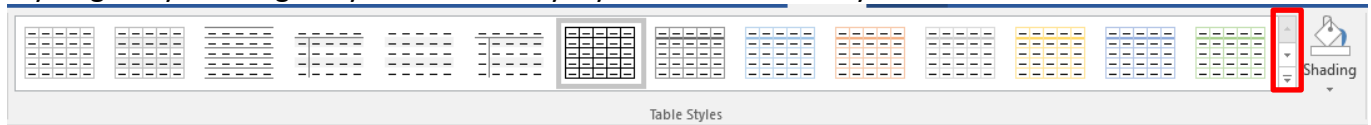
Click in the table you want to format.

Item	Materials Cost
Weather Stripping	\$350
High Efficiency water heaters	\$8,500
High efficiency furnaces	\$10,000
Insulation	\$700

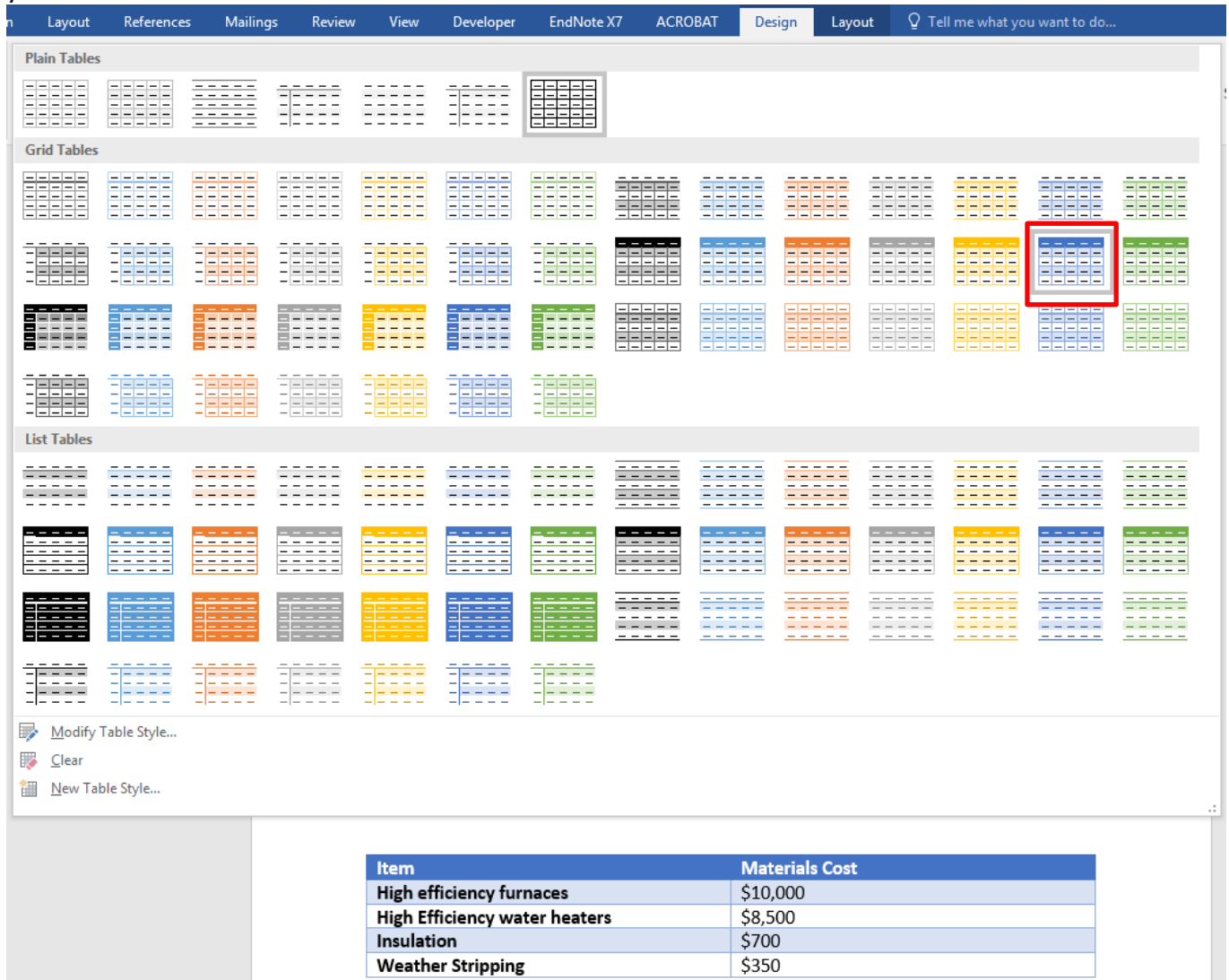
Click **Table Tools << Design**



In the Table Styles Group, **select** the downward facing arrow highlighted below to display the Table Styles gallery. In the gallery **click** on the style you want to use for your table.



Position your mouse over a style to see a live preview of the style in your document. **Click** on the one you want to choose to select it.



You can also use the **Table Style Options** and **Borders** sections to further customise the design of your table

