Word Processing 5N1358

7. Apply a Range of Table Features

CONTENTS

RMN & SO'N

What are tables?

A **table** is a grid of cells arranged in rows and columns. Tables can be customised to suit various methods of presenting text information and numerical data. For example timetables, calendars, rota, financial data, etc. Cells can be formatted including be colours, borders, font size, font style, alignment and more. The following are some examples of tables in Word.

Name	Population	Capital
California	36553215	Sacramento
Texas	23904380	Austin
New York	19297729	Albany
Florida	18251243	Tallahassee
Illinois	12852548	Springfield
Pennsylvania	12432792	Harrisburg
Ohio	11466917	Columbus
Michigan	10071822	Lansing
Georgia	9544750	Atlanta
North Carolina	9061032	Raleigh

Grouped by SALESPERSON then by PRODUCT

Sales Person	Product	Sale Price
Chris	Corolla	$6,500
	Camry	$7,000
	Prius	$2,000
	Total for Chris	$15,500
Brian	Prius	$2,000
	Camry	$4,000
	Corolla	$2,100
	Total for Brian	$8,100
Jason	Corolla	$1,000
	Camry	$1,100
	Prius	$3,000
	Total for Jason	$5,100
Grand Total		$28,700

Similar to the spreadsheet software Excel, the different parts of a table have different names. Shown below are examples of **Columns**, **Rows**, **Cells**, **Merged Cells** and a **Border**.

Table are very useful for organising data, it is important to note that Microsoft Word uses tables in most of its templates for structured layout of documents such as invoices, calendars, CV's, etc. Most of the predesigned headers and footers are also structured in tables.

1. Creating Tables

There are several ways of creating tables in Microsoft Word. First go to the **Insert** tab to the **Tables** group and click on the drop down menu from here there are six methods to choose from.

a) Hover to Select Table Size

The first method is to hover over the empty cells and choose the number of rows and columns required. When the required amount of columns and rows are highlighted click on the last cell and the table is automatically created.
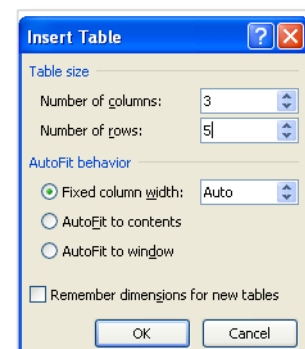
In this example the table the table created will be 6 columns wide by 4 rows tall.

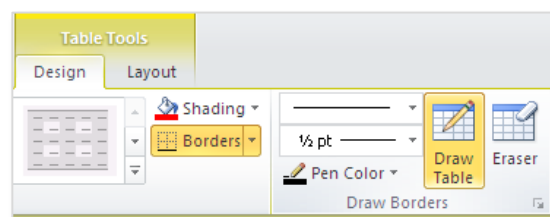|					
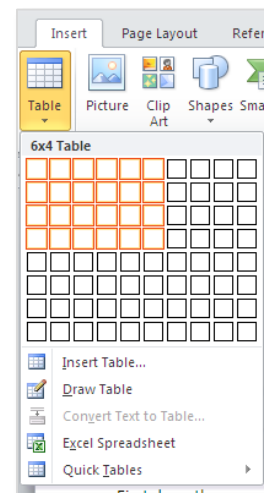
b) Insert Table

The next option is to select the **Insert Table** command button. This will open the **Insert Table** dialogue box, here enter the number of columns and rows required. In this example the table will have 3 columns and 5 rows.
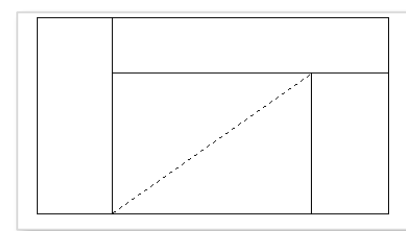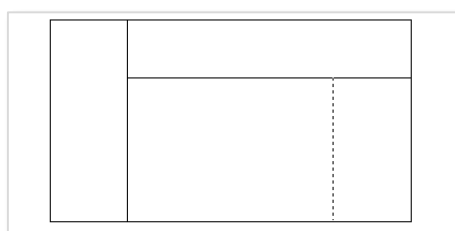
c) Draw a Table

The next option is to **Draw Table** this will display a pen icon as the cursor, which allows the user to draw the table according to the number of rows and columns required. Drawn lines can be added to any table and can be drawn at angles and in any colour or line style (change the options in the **Draw Borders** group on the **Design** toolbar), to turn off the drawing tool click on the **Draw Table** button as shown above.

Any unwanted lines can be erased using the **Eraser** tool on the toolbar.

These notes have been compiled by Rynagh McNally and Suzannah O'Neill for students of **Monaghan Institute**.

NOTE: It is important to note the **Design** and **Layout** tabs which appear on the ribbon *only* when any table is clicked on. These tabs are specifically related to formatting tables only according to their design and layout. Take time to become familiar with the commands on these tabs.
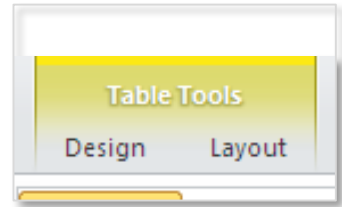
d) Convert Text to Table

To use the **Convert Text to Table** method, first type the text and separate it by a delimiter (this is important). In this example we will use the **Tab** button as the delimiter. The data shown here are different types of fruit, their variety, the cost price and selling price. All the data is separated by tabs which can be seen using the **Show/Hide** button.

Apple→Gala→ £0.27→£0.54¶
Potato Kerrs·Pink → £0.70→£1.35¶
Orange → Jaffa→£0.23→£0.40¶
Apple→Pink·Lady → £0.24→£0.49¶
Nuts → Pecan→£0.78→£1.05¶
Orange → Blood→£0.31→£58.00¶
Apple→Granny·Smith → £0.23→£0.43¶
Orange → Valencia → £0.31→£0.58¶
Nuts → Brazil→£0.64→£0.95¶
Potato British·Queens → £0.65→£1.20¶
Apple→Golden·Delicious → £0.22→£0.41¶
Potato King·Edward→£0.69→£1.05¶
Nuts → Hazel→£0.75→£1.00¶
Potato Rooster → £0.82→£1.30¶
Nuts → Cashew → £0.83→£1.15¶

Highlight the data and select the **Convert Text to Table** option on the **Table** menu. Previously this option was grey and not available because the correct type of data was not highlighted.

The **Convert Text to Table** window will open and suggest the number of columns and rows it has detected. If there is an error at this point it may be because there are not enough tab delimiters used or there are too many. Ensure there is one tab delimiter between cell content.
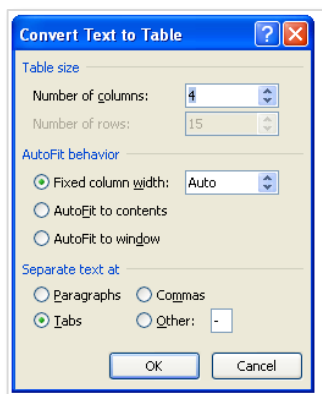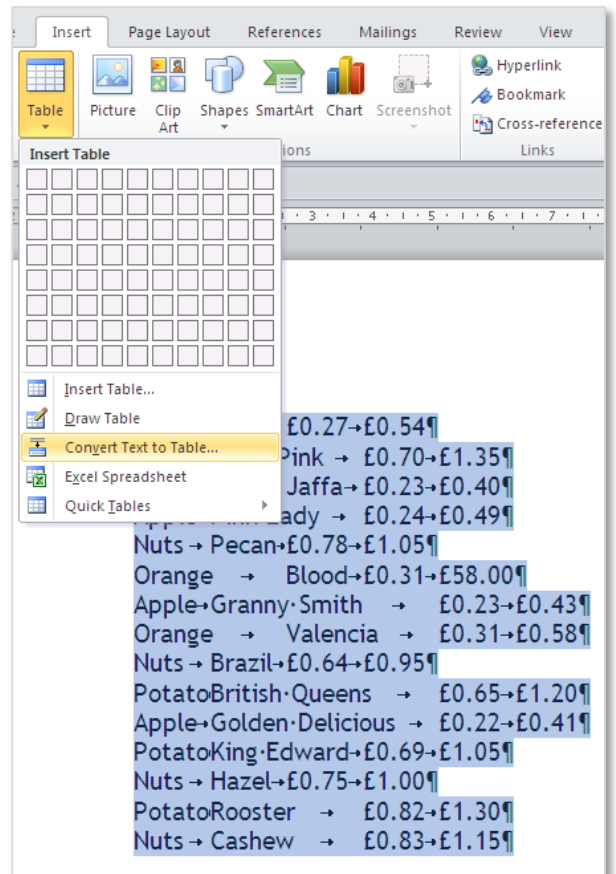
From here select the number of columns and rows needed for the table. Select the **AutoFit behaviour** of the table. Select **OK** and the table will be created.

Apple	Gala	£0.27	£0.54
Potato	Kerrs Pink	£0.70	£1.35
Orange	Jaffa	£0.23	£0.40
Apple	Pink Lady	£0.24	£0.49
Nuts	Pecan	£0.78	£1.05
Orange	Blood	£0.31	£58.00
Apple	Granny Smith	£0.23	£0.43
Orange	Valencia	£0.31	£0.58
Nuts	Brazil	£0.64	£0.95
Potato	British Queens	£0.65	£1.20
Apple	Golden Delicious	£0.22	£0.41
Potato	King Edward	£0.69	£1.05
Nuts	Hazel	£0.75	£1.00
Potato	Rooster	£0.82	£1.30
Nuts	Cashew	£0.83	£1.15

e) Excel Spreadsheet

This method allows you to work on a table as if it is in Microsoft Excel software. The Excel table appears embedded in the Word document and the tab menus convert to the Excel menu options. Enter the data into the table and format as required.
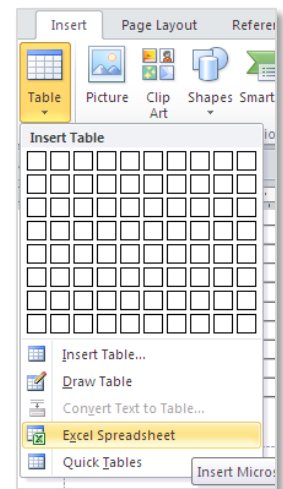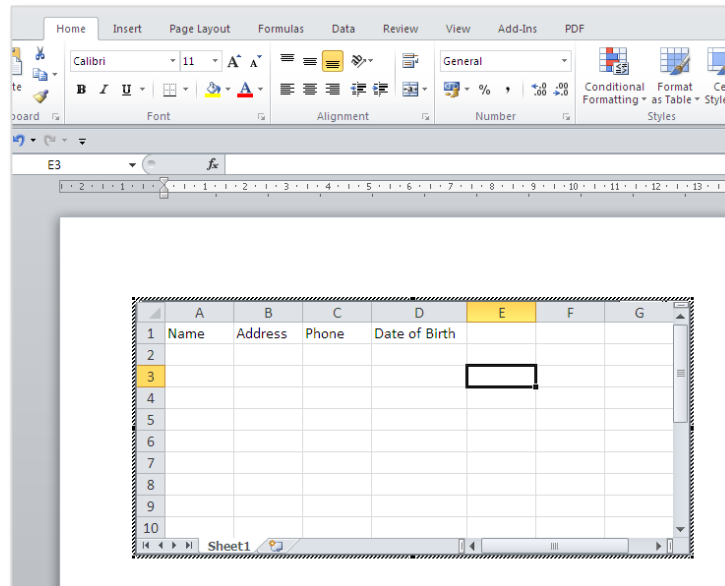
To **exit** from the Excel options, double click on the page in the margins and you will return to Word. To return the table to Excel to allow further editing, double click in the table area.

f) Quick Tables

Quick tables are a selection of pre-designed tables which can be selected and automatically added to a document.

These are set in a table (usually with invisible borders) and can be edited using the table toolbars of **Design** and **Layout** as mentioned previously. Quick tables are very useful for entering calendars.
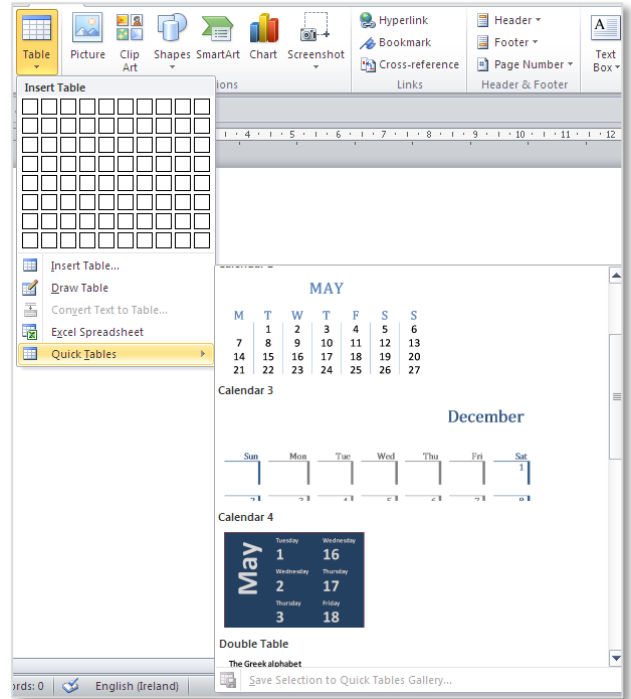
2. Resizing

To resize a table can mean the overall size of the table or the size of a row, column or individual cell. It is important to have the **ruler** turned on when working with tables, to see the exact measurements of the tables, columns and rows. To turn on the rule go to the **View** tab to the **Show** group and tick the **Ruler** box. When resizing any part of a table it is important to note what is highlighted in the table, if only one cell is highlighted then only that cell is resized. It is best to have no cells highlighted when resizing.

There are several ways of resizing tables:

1. One method to resize the **column** or **row** in a table is to hover over the line of the column or row until the mouse appears as shown below. Then click on the line and drag to the left or to the right to move the column or row width. This will resize selected row or column.
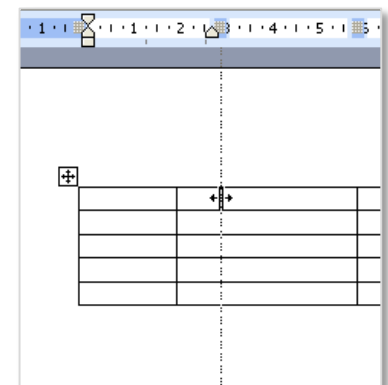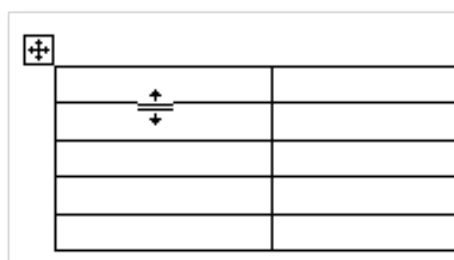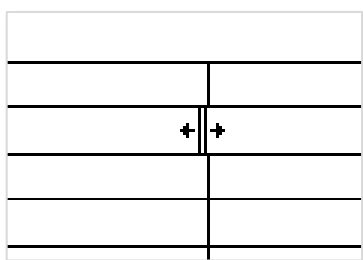
2. Another method is to **distribute all column to a set length**, to do this first drag the tables outer border to the desired overall width, then go to the **Layout** tab to the **Cell Size** group and select the **Distribute Columns** command button (distribute by rows or columns).
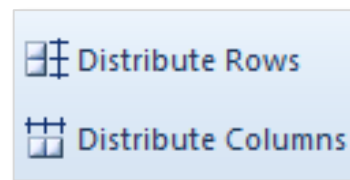
3. An alternative method highlight the required column or row width, this can be precisely set according to the measurement required by going to the **Layout** tab to the **Cell Size** group and typing the exact measurement of each column into the **Height** and **Width** text boxes.
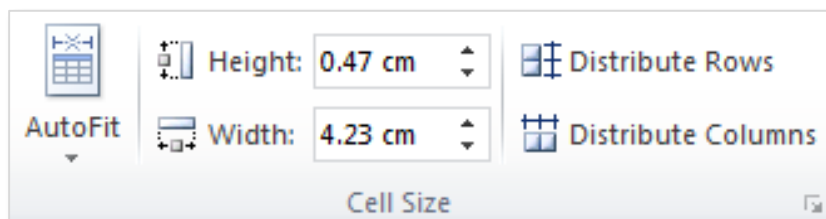
3. Merging or Splitting Cells

Split Cells

To split any **cell**, **row** or **column** first select the cells or range of cells to be split. This can be along a row or column or can be simply one single cell then go to **Tables Tools** to the **Layout** tab and then to the **Merge** group and click on the **Split Cells** command button. This will open the **Split Cells** dialogue box, in the relevant text box indicate the number of columns or rows required and click on **Ok**.
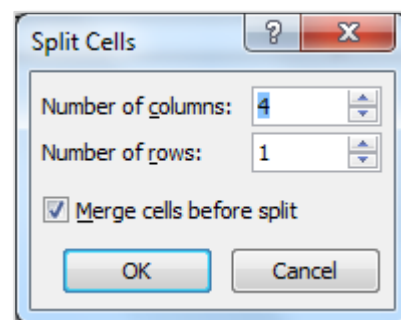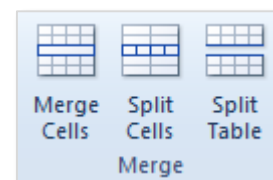
An alternative is to draw the additional lines which will also split the cell. To do this go to the **Design** tab to the **Draw Borders** group and select the **Draw Table** command button (ensure the border style is correct before drawing the lines).
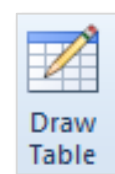
Merge Cells

To merge cells means to join a cell or group of cells together to make one larger cell, this can be done across rows and columns. To do this first highlight the group of cells to be joined. Then go to the **Layout** tab to the **Merge** group and click on the **Merge Cells** command button. All highlighted cells are joined into one single cell.

Alternatively highlight the cells to be merged and right click to select **Merge Cells.**
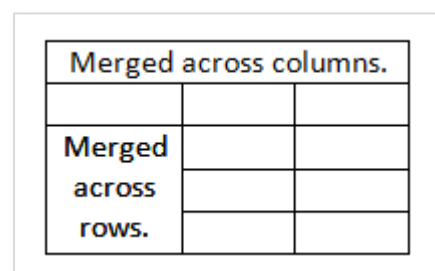
Split Table

The **split table** command is used in one of two scenarios when a single table needs to be split into two tables or when two tables are placed directly above and below each other and they have automatically join into one table.

To use the split command highlight the row which will be the top row of the new table and click go to the **Tables Tools** to the **Layout** tab and then to the **Merge** group and click on the **Split Table** command button.

Before Split   After Split
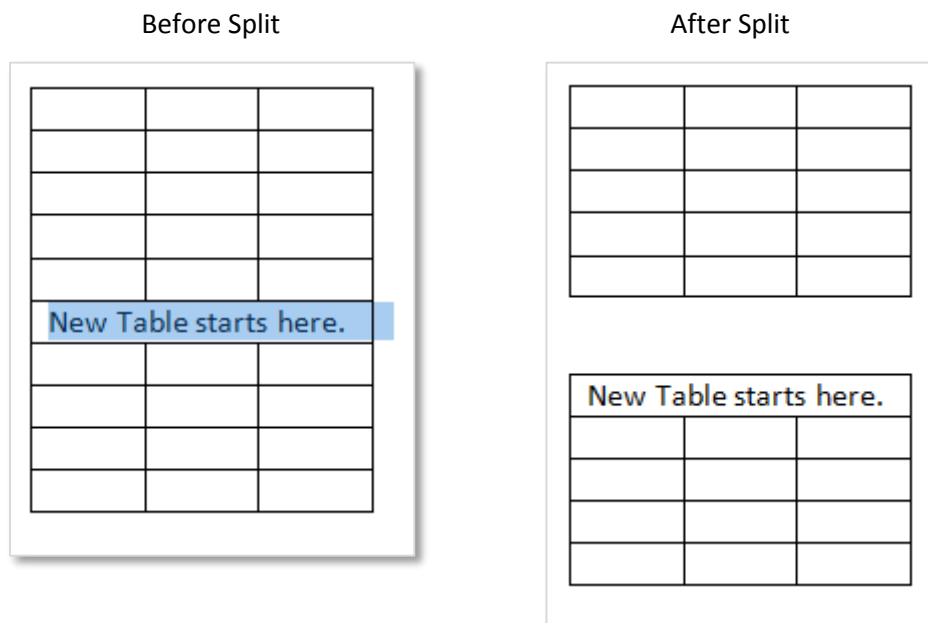
## 4.   Inserting or Deleting Columns and Rows

Insert Columns and Rows

After a table has been created it is possible to add new columns and rows. Remember columns are vertical going from top to bottom and rows are horizontal going from left to right.
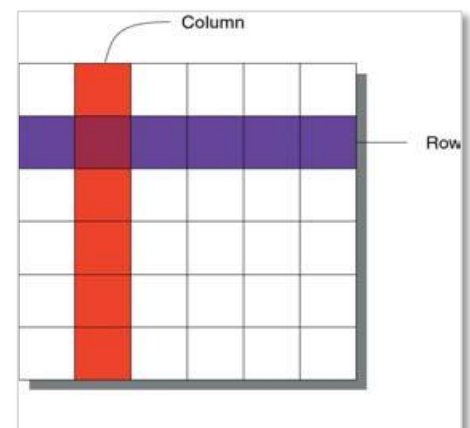
To **insert** a new column or row first click into the table next to where it will be added. Then go to the **Layout** tab to the **Rows & Columns** group and select the appropriate command button.

Alternatively right click in the table and click on the **Insert** command and choose the most appropriate instruction from the menu.
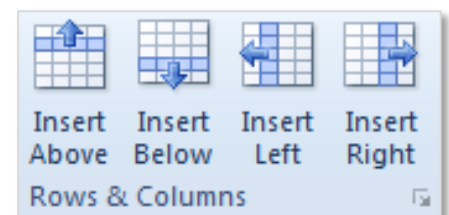
Delete Columns and Rows

To **delete** a column or row highlight the row or column to be deleted, Then go to the **Layout** tab to the **Rows & Columns** group and select the appropriate command button.

Columns and rows can also be deleted by right clicking in the table and select **Delete Cells…** this will open the **Delete Cells** dialogue box allowing the user to select the appropriate radio button, then click **Ok**.
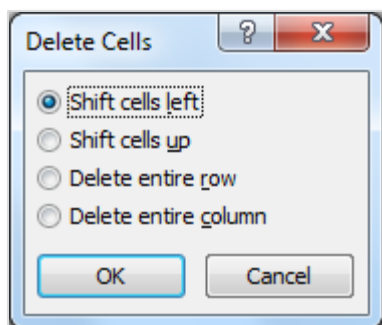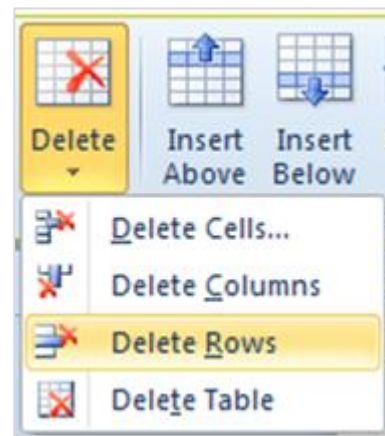
5. Aligning Text

Align text within cells

Cell **alignment** relates to how the information contained within a cell relates to the borders of that cell, see the following diagram which displays the nine available options.

| Top Left	Top Center	Top Right
Center Left	Center	Center Right
Bottom Left	Bottom Center	Bottom Right

To align text within a cell highlight the cell and go to the **Layout** tab to the **Alignment** group and choose the required alignment.

Another method is to highlight the cell/cells, right click on the selection and choose the **Cell Alignment** command from the shortcut menu.
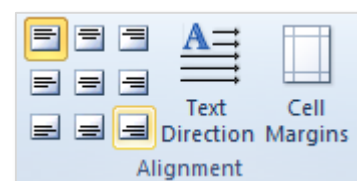
Orientation

Orientation refers to the direction the text is displayed in the cell; there are three orientation options available as shown here.
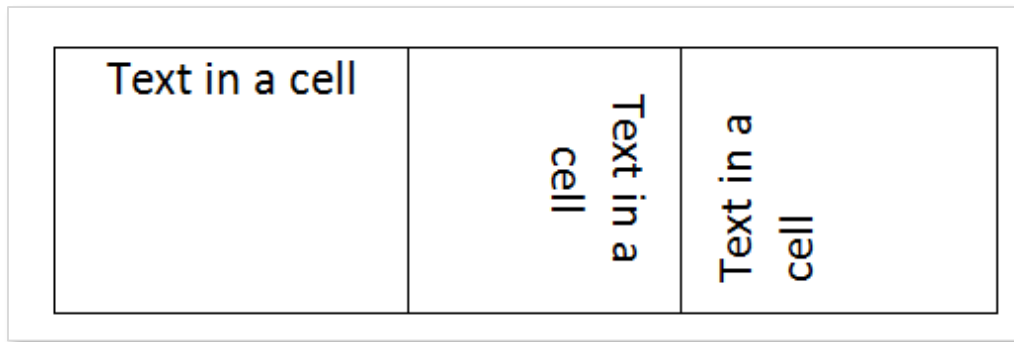

To change the orientation of text within a cell first select or highlight the cell and go to the **Layout** toolbar to the **Alignment** group and select the **Text Direction** command button. Clicking on this command button will rotate the text between the three different orientations.
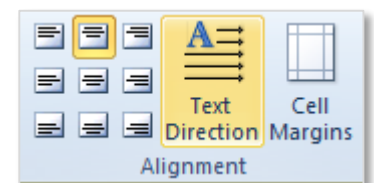
6. Applying Borders and Shading to Tables

Borders

Borders can be applied to the table and cell edges to make them stand out. The can be applied in different colours, styles and weight (thickness). To apply a border first select or highlight the cell or table that the border will be applied to then go to the **Design** tab to the **Draw Borders** group. Here the various options related to borders are located. Note also the **Borders and Shading** launcher in the bottom right corner of the group, this allows even more border editing options in a dialogue box. Experiment with all of these commands to understand how they work.
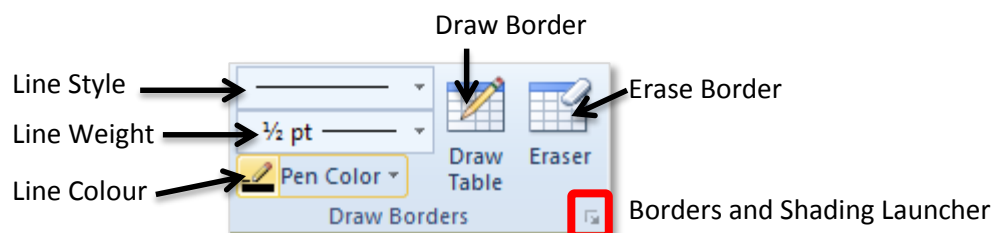
Borders can be edited according to Colour, Size and Line Style. Pre-set styles for tables are available in the **Table Styles** group which contain a variety of border and shading layouts.

Shading

Shading is the colour applied to the background of a table or a cell, it is applied using the **Shading** colour fill tool (bucket of paint) on the **Design** tab in the **Table Styles** group. Ensure the correct cell or cell area

is selected before using this command and that the shading option is also available as the third tab on the **Borders and Shading** dialogue box.
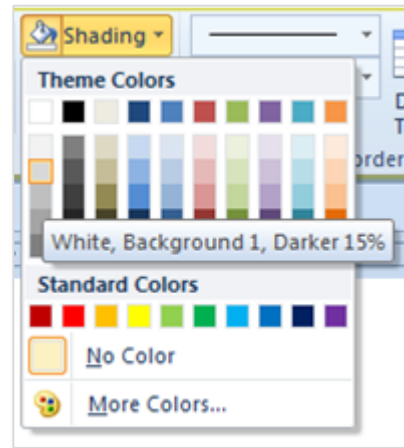
Notice that the degree of shading is shown on each colour when the mouse is hovered over the colours. Additional colour options are available in the **More Colours...** menu.
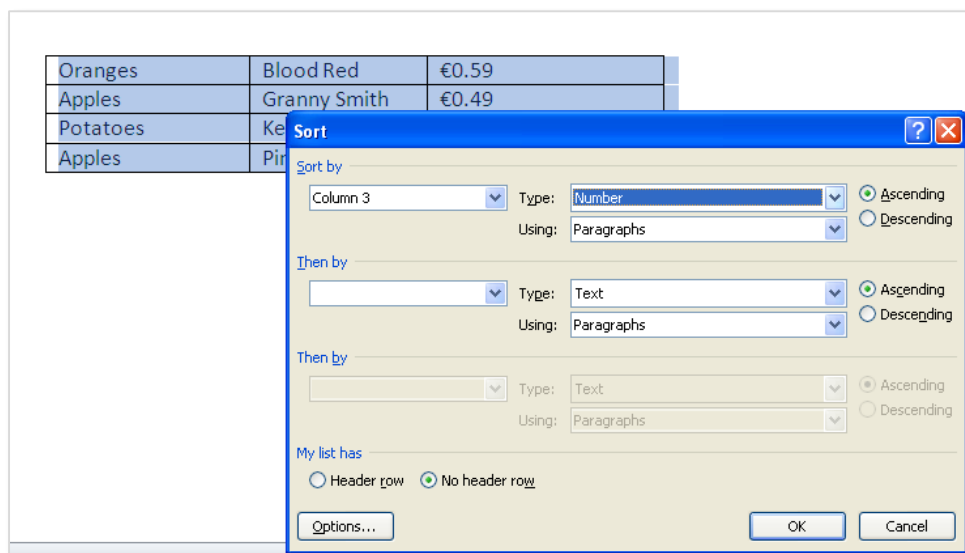
7. Sorting Table Content

Sort Data

Data (both text and numerical) can be **sorted** in ascending or descending order within a table. To sort data click on the table and select the table icon in the top corner, this will highlight the whole table as shown (or highlight the data in the table).
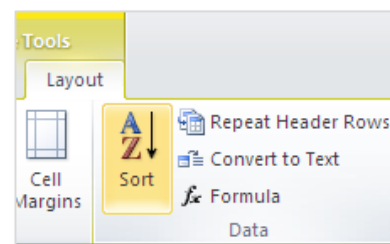
Oranges	Blood Red	€0.59
Apples	Granny Smith	€0.49
Potatoes	Kerr Pink	€1.99
Apples	Pink Lady	€0.55

On the **Layout** tab in the **Data** group select the **Sort** tool and the **Sort** dialogue box is opened.

From here select the column the information will be sorted by and the type of sort which will be applied, when the correct options have been selected click ok and the data will be sorted. Note that more than one sort can be applied to a table and that these sorts are additive, which means that they build on each other.

These notes have been compiled by Rynagh McNally and Suzannah O'Neill for students of Monaghan Institute.
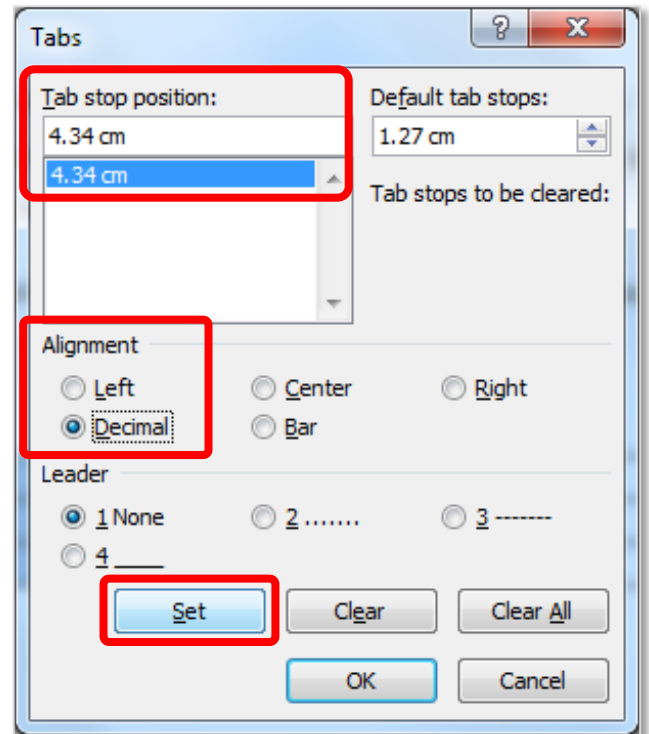
8. Decimal Tabs

Decimal tabs are used to keep numbers inline in a document or in a table. To use decimal tabs it is important to ensure that the ruler is turned on. To turn on the document rule go to the **View** tab to the **Show** group and click on the **Ruler** tick box.

To create a tab click in the cell or highlight the column where the tab will be created, then double click on the ruler to open the **Tabs** dialogue box.

At the **Tab Stop Position** text box click the relevant tab stop position, in the **Alignment** section click on the **Decimal** radio button and click the **Set** command button. Then click **Ok**.

This will create a **decimal** tab in the table to jump to the decimal tab position use the **Ctrl + Tab** command button on the keyboard, this will automatically jump the cursor to the tab location. The text/numbers will move out to the left of the cursor until the decimal point is entered. After the decimal point is entered the text/numbers will automatically move to the right of the tab decimal position.

For more information on decimal tabs visit Office.Microsoft.Com.

Alt +

Spending	
Sept	€45.25
Oct	€15.62
Nov	€154.36

NOTES:

9. References

Websites:

Decimal Tabs - for more information visit Office.Microsoft.Com.

Tables - for an introduction to tables visit GCFLearnFree.Org.

Tables - for more information visit Office.Microsoft.Com.

NOTES: