

Tables

***Many of these commands can be accomplished by using the **Tables and Borders** toolbar. If you need to add this toolbar, select **View/Toolbars/Tables and Borders**.



Creating a Table in MS Word

1. Click where you want to create a table.
2. Click **Table/Insert Table** on the toolbar.
3. Drag to select the number of rows and columns you want.

To Add Columns or Rows

1. Click in cell next to where you want to insert a row or column.
2. Click **Table/Insert** and then make selection.

To Delete Columns or Rows

1. Select row or column to be deleted..
2. Click **Table/Delete** and then make selection.

Change Cell Height or Width

❖ To format a row or column:

1. Place cursor over gridline until a double arrow appears.
2. Hold left mouse button down while dragging the gridline to desired position.

❖ To format a single cell:

1. Highlight cell.
2. Place cursor over gridline until a double arrow appears.
3. Hold left mouse button down while dragging the gridline to desired position.

Merge Cells

1. Highlight cells you want to merge
2. Select **Table/Merge Cells**

Split Cells

1. Click in cell you want to split
2. Select **Table/Split Cells** and then select the number of rows or columns you want
3. Click **OK**

Shade Cells

1. Highlight cells by dragging mouse.


2. Select **Format/Borders and Shading**.
3. Choose the **Shading** tab and then select the shading color.
4. Click **OK**.

Sorting

- ❖ Sort a single column in a table – other cells will sort, also; the row will stay intact
 1. Select the column or cells you want to sort.
 2. Click **Table/Sort**.
 3. Select the sort options you want.
- ❖ To sort the selected column ONLY – other columns will remain the same
 1. Select the column or cells you want to sort.
 2. Click **Table/Sort**.
 3. Select the sort options you want.
 4. Click **Options**.
 5. Select the **Sort column only** check box.

Borders and Gridlines

By default, table cells have a black ½-pt, single-line, solid-line border that will be printed. If you remove this border, you will still see the gridlines that form the cell boundaries. Gridlines are not printed.

- ❖ To add or remove borders
 1. Select cells to be changed.
 2. Click cell border button  and make selection.

Changing the Orientation of Text

By default, Microsoft Word aligns text horizontally in table cells.

To change the text orientation so that the text is displayed vertically:

1. Highlight cells.
2. Select **Format/Text Direction** and choose orientation.
3. Click **OK**.

Changing the Alignment of Text in a Table Cell

By default, Word aligns text in a table to the upper left of a cell. To change the alignment of the text, either vertically (top, center, or bottom) or horizontally (left, center, or right):

1. Click the cell(s) that contains text you want to align.
2. On the **Tables and Borders** toolbar, select the option for the horizontal and vertical alignment you want for example, **Align Bottom Center** or **Align Top Right**.

Working with Long Tables

When you work with a very long table, it must be divided wherever a page break occurs. You can make adjustments to the table to make sure that the information appears as you want it to when the table spans multiple pages.

- ❖ To repeat headings on every page: If your table has a heading, you can make the heading automatically appear at the top of each page.

1. Select the row or rows that you want to use as a table heading. The selection must include the first row of the table.
 2. On the **Table** menu, click **Heading Rows Repeat**.
- ❖ To prevent a table row from breaking across pages
1. Click the table.
 2. On the **Table** menu click **Table Properties** and then click the **Row** tab.
 3. Uncheck the **Allow row to break across pages** check box.
- ❖ Break a table across pages
1. Click the row you want to appear on the next page.
 2. Press CTRL+ENTER

Inserting File Name Field

This is very helpful, especially if you tend to forget where you “filed” your document.

1. Click the insertion point for the file name (generally at the bottom of the page).
2. Click **Insert/Field/Document Information/File Name/Options**
3. Select **Field Specific Switches** tab.
4. Click **Add to Field/OK/OK**

It will look like this:

H:\sfeemste\Tutorials\MS Word\Creating Tables.doc

2000-2001 DRA and DRP Scores Fexxx * Third Grade

<i>Student Name</i>	<i>Fall</i>		<i>Winter</i>		<i>Spring</i>	
	<i>DRA 90%</i>	<i>DRP P=.75</i>	<i>DRA 90%</i>	<i>DRP P=.75</i>	<i>DRA 90%</i>	<i>DRP P=.75</i>
<i>Last, First</i>						
<i>Hxxxx, E</i>		71				
<i>Cxxxx, A</i>		64				
<i>Dxxxx, E</i>		64				
<i>Scxxx, S</i>		64				
<i>Baxxxx, K</i>		59				
<i>Cuxxxx, D</i>		53				
<i>Fxxxx, A</i>		45				
<i>Roxxx, K</i>		45				
<i>Lixxx, D</i>		38				
<i>Lixxx, G</i>		34				
<i>Guxxx, B</i>		33				
<i>Caxxx, A</i>		30				
<i>Mixxx, A</i>		26				
<i>Sexxx, K</i>		23				
<i>Luxxxx, O</i>	8		24			
<i>Phxxx, M</i>	14		20			
<i>Ngxxx, T</i>	10		20			
<i>Kaxxx, A</i>	3		12			
<i>Agxxx, L</i>	3		3			
<i>New Students:</i>						
<i>Jaxxx, Y</i>				51		
<i>Hxxxx, J</i>						
<i>Arxxx, R</i>						
<i>Students Who Have Moved</i>						
<i>Toxxx, D</i>		21				
<i>Baxxx, J</i>		24				
<i>Gaxxx, P</i>		45				