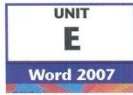


WORD UNIT E

Objectives 1 - 4



Creating and Formatting Tables

Files You Will Need:

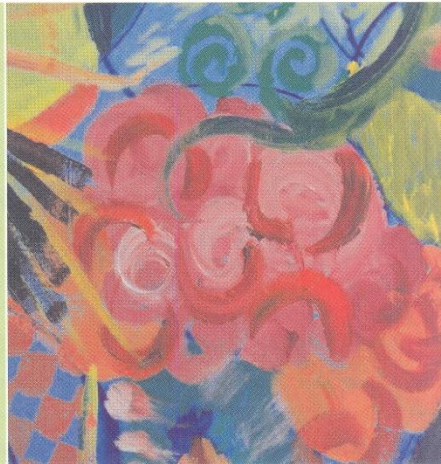
WD E-1.docx

WD E-2.docx

Tables are commonly used to display information for quick reference and analysis. In this unit, you learn how to create and modify a table in Word, how to sort table data and perform calculations, and how to format a table with borders and shading. You also learn how to use a table to structure the layout of a page. You are preparing a summary budget for an advertising campaign aimed at the Chicago market. The goal of the ad campaign is to promote winter tours to tropical destinations. You decide to format the budget information as a table so that it is easy to read and analyze.

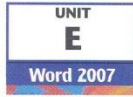
OBJECTIVES

- Insert a table
- Insert and delete rows and columns
- Modify rows and columns
- Sort table data
- Split and merge cells
- Perform calculations in tables
- Apply a table style
- Create a custom format for a table



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Inserting a Table

A **table** is a grid made up of rows and columns of cells that you can fill with text and graphics. A **cell** is the box formed by the intersection of a column and a row. The lines that divide the columns and rows and help you see the grid-like structure of a table are called **borders**. You can create a table in a document by using the Table command in the Tables group on the Insert tab. Once you have created a table, you can add text and graphics to it. You begin by inserting a blank table and adding text to it.

STEPS

QUICK TIP

Click the View Ruler button at the top of the vertical scroll bar to display the rulers if they are not already displayed.

TROUBLE

Don't be concerned if the paragraph spacing under the text in your table is different from that shown in the figures.

TROUBLE

If you pressed [Tab] after the last row, click the Undo button on the Quick Access toolbar to remove the new blank row.

1. Start Word, click the View tab, then click the Page Width button in the Zoom group

2. Click the Insert tab, then click the Table button in the Tables group

The Table menu opens. It includes a grid for selecting the number of columns and rows you want the table to contain, as well as several commands for inserting a table. Table E-1 describes the function of these commands. As you move the pointer across the grid, a preview of the table with the specified number of columns and rows appears in the document at the location of the insertion point.

3. Point to the second box in the fourth row to select 2x4 Table, then click

A table with two columns and four rows is inserted in the document, as shown in Figure E-1. Black borders surround the table cells. The insertion point is in the first cell in the first row.

4. Type Location, then press [Tab]

Pressing [Tab] moves the insertion point to the next cell in the row.

5. Type Cost, press [Tab], then type Chicago Tribune

Pressing [Tab] at the end of a row moves the insertion point to the first cell in the next row.

6. Press [Tab], type 27,600, press [Tab], then type the following text in the table, pressing [Tab] to move from cell to cell

Chicagotribune.com	25,000
Taxi tops	18,000

7. Press [Tab]

Pressing [Tab] at the end of the last cell of a table creates a new row at the bottom of the table, as shown in Figure E-2. The insertion point is located in the first cell in the new row.

8. Type the following, pressing [Tab] to move from cell to cell and to create new rows

Chicago Defender	18,760
Hellochicago.com	3,250
Bus stops	12,000
Chicago Magazine	12,400

9. Click the Save button on the Quick Access toolbar, then save the document as Chicago Ad Budget to the drive and folder where you store your Data Files

The table is shown in Figure E-3.

TABLE E-1: Table menu commands

command	use to
Insert Table	Create a table with any number of columns and rows and select an AutoFit behavior
Draw Table	Create a complex table by drawing the table columns and rows
Convert Text to Table	Convert selected text that is separated by tabs, commas, or another separator character into a table
Excel Spreadsheet	Insert a blank Excel worksheet into the document as an embedded object
Quick Tables	Insert a table template chosen from a gallery of preformatted tables and replace the placeholder data with your own data

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FIGURE E-1: Blank table

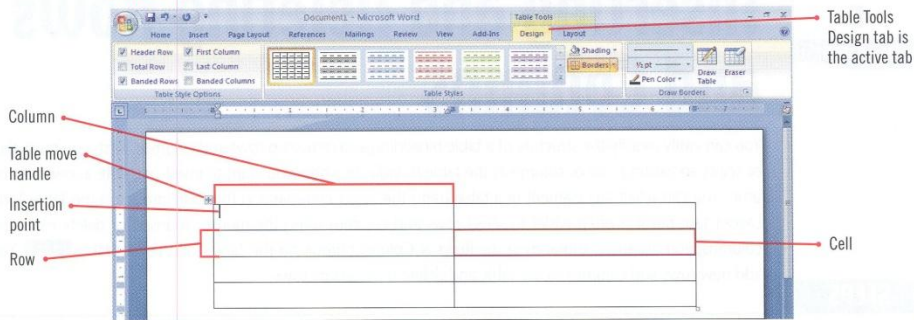


FIGURE E-2: New row in table

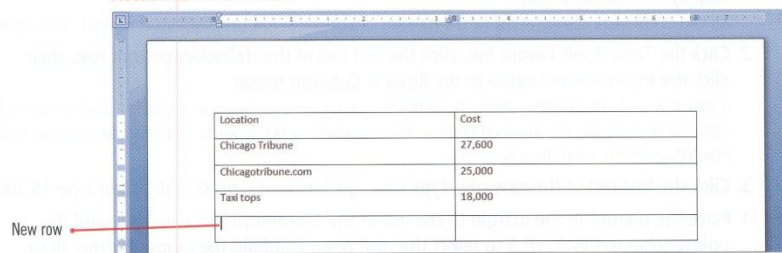


FIGURE E-3: Text in the table

Location	Cost
Chicago Tribune	27,600
Chicagotribune.com	25,000
Taxi tops	18,000
Chicago Defender	18,760
Heliochicago.com	3,250
Bus stops	12,000
Chicago Magazine	12,400

Converting text to a table and a table to text

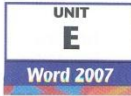
Another way to create a table is to convert text that is separated by a tab, a comma, or another separator character into a table. For example, to create a two-column table of last and first names, you could type the names as a list with a comma separating the last and first name in each line, and then convert the text to a table. The separator character—a comma in this example—indicates where you want to divide the table into columns, and a paragraph mark indicates where you want to begin a new row. To convert text to a

table, select the text, click the Table button in the Tables group on the Insert tab, and then click Convert Text to Table. In the Convert Text to Table dialog box, select from the options for structuring and formatting the table, and then click OK to create the table.

Conversely, you can convert a table to text that is separated by tabs, commas, or some other character by selecting the table, clicking the Table Tools Layout tab, and then clicking the Convert to Text button in the Data group.

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Inserting and Deleting Rows and Columns

You can easily modify the structure of a table by adding and removing rows and columns. First, you must click or select an existing row or column in the table to indicate where you want to insert or delete a row or a column. You can select any element of a table using the Select command in the Table group on the Table Tools Layout tab, but it is often easier to select rows and columns using the mouse. To insert or delete rows and columns, you use the commands in the Rows & Columns group on the Table Tools Layout tab. You add new rows and columns to the table and delete unnecessary rows.

STEPS

1. Click the **Home** tab, then click the **Show/Hide ¶** button in the Paragraph group to display formatting marks

An end of cell mark appears at the end of each cell and an end of row mark appears at the end of each row.

2. Click the **Table Tools Layout** tab, click the **first cell** of the **Hellochicago.com** row, then click the **Insert Above** button in the Rows & Columns group

A new row is inserted directly above the Hellochicago.com row, as shown in Figure E-4. To insert a single row, you simply place the insertion point in the row above or below where you want the new row to be inserted, and then insert the row.

3. Click the **first cell** of the new row, type **Chicago Sun Times**, press [Tab], then type **15,300**

4. Place the pointer in the margin to the left of the **Chicagotribune.com** row until the pointer changes to , click to select the row, press and hold the mouse button, drag down to select the **Taxi tops** row, then release the mouse button

The two rows are selected, including the end of row marks.

5. Click the **Insert Below** button in the Rows & Columns group

Two new rows are added below the selected rows. To insert multiple rows, you select the number of rows you want to insert before inserting the rows.

6. Click the **Chicago Defender** row, click the **Delete** button in the Rows & Columns group, click **Delete Rows**, select the two **blank** rows, right-click the selected rows, then click **Delete Rows** on the shortcut menu

The Chicago Defender row and the two blank rows are deleted. If you select a row and press [Delete], you delete only the contents of the row, not the row itself.

7. Place the pointer over the **top border** of the **Location** column until the pointer changes to , then click

The entire column is selected.

8. Click the **Insert Left** button in the Rows & Columns group, then type **Type**

A new column is inserted to the left of the Location column, as shown in Figure E-5.

9. Click in the **Location** column, click the **Insert Right** button in the Rows & Columns group, then type **Details** in the first cell of the new column

A new column is added to the right of the Location column.

10. Press [↓] to move the insertion point to the next cell in the Details column, click the **Home** tab, click to turn off the display of formatting marks, enter the text shown in Figure E-6 in each cell in the Details and Type columns, then save your changes

You can use the arrow keys to move the insertion point from cell to cell. Notice that text wraps to the next line in the cell as you type. Compare your table to Figure E-6.

QUICK TIP
If the end of row mark is not selected, you have selected only the text in the row, not the row itself.

QUICK TIP
You can also delete a row or column by pressing [Shift][Delete].

QUICK TIP
To select a cell, place the pointer over the left border of the cell, then click.

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FIGURE E-4: Inserted row

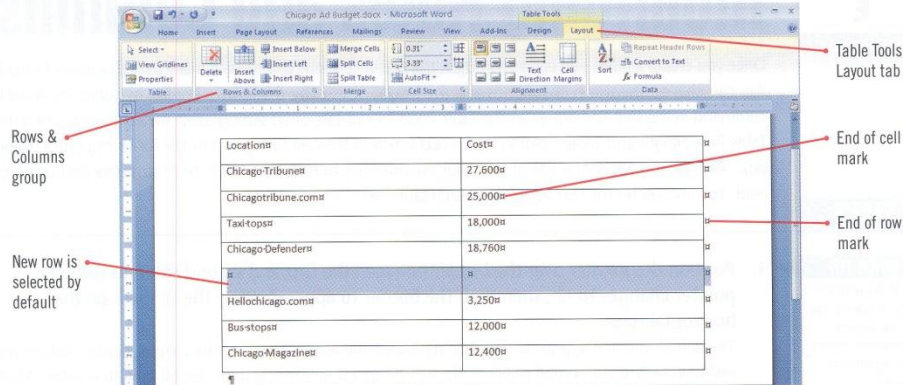


FIGURE E-5: Inserted column

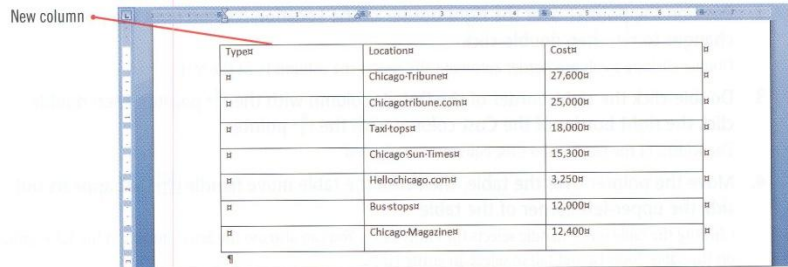
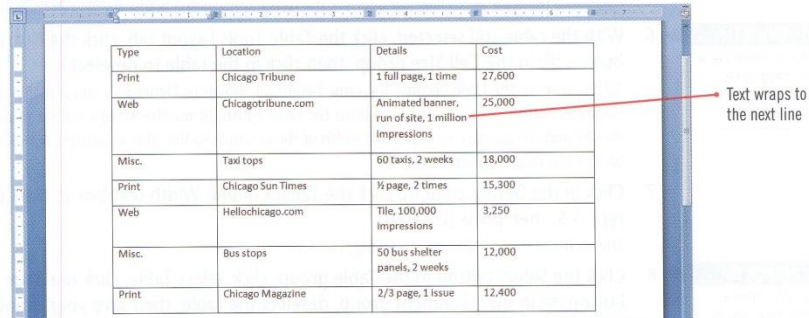


FIGURE E-6: Text in Type and Details column



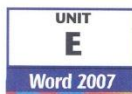
Copying and moving rows and columns

You can copy and move rows and columns within a table in the same manner you copy and move text. Select the row or column you want to move, then use the Copy or Cut button to place the selection on the Clipboard. Place the insertion point in the location you want to insert the row or column, then click the Paste button to

paste the selection. Rows are inserted above the row containing the insertion point; columns are inserted to the left of the column containing the insertion point. You can also copy or move columns and rows by selecting them and using the mouse pointer to drag them to a new location in the table.

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Modifying Rows and Columns

Once you create a table, you can easily adjust the size of columns and rows to make the table easier to read. You can change the width of columns and the height of rows by dragging a border, by using the AutoFit command in the Cell Size group on the Table Tools Layout tab, or by setting exact measurements using the Table Row Height and Table Column Width text boxes in the Cell Size group or the Table Properties dialog box. You adjust the size of the columns and rows to make the table more attractive and easier to read. You also center the text vertically in each table cell.

STEPS

QUICK TIP



Press [Alt] as you drag a border to display the column width or row height measurements on the ruler.

1. Position the pointer over the **border** between the first and second columns until the pointer changes to , then drag the border to approximately the $\frac{1}{2}$ " mark on the horizontal ruler


The dotted line that appears as you drag represents the border. Dragging the column border changes the width of the first and second columns: the first column is narrower and the second column is wider. When dragging a border to change the width of an entire column, make sure no cells are selected in the column. You can also drag a row border to change the height of the row above it.

2. Position the pointer over the **right border** of the Location column until the pointer changes to , then double-click

Double-clicking a column border automatically resizes the column to fit the text.

3. Double-click the **right border** of the Details column with the  pointer, then double-click the **right border** of the Cost column with the  pointer

The widths of the Details and Cost columns are adjusted.

4. Move the pointer over the table, then click the **table move handle**  that appears outside the upper-left corner of the table

Clicking the table move handle selects the entire table. You can also use the Select button in the Table group on the Table Tools Layout tab to select an entire table.

5. Click the **Home** tab, then click the **No Spacing** button in the Styles group

Changing the style to No Spacing removes the paragraph spacing below the text in each table cell.

QUICK TIP

Quickly resize a table by dragging the table resize handle to a new location.

6. With the table still selected, click the **Table Tools Layout** tab, click the **Distribute Rows** button  in the Cell Size group, then click in the table to deselect it


All the rows in the table become the same height, as shown in Figure E-7. You can also use the Distribute Columns button to make all the columns the same width, or use the AutoFit button to make the width of the columns fit the text, to adjust the width of the columns so the table is justified between the margins, or to set fixed column widths.

7. Click in the **Details** column, click the **Table Column Width** text box in the Cell Size group, type 3.5, then press [Enter]

The width of the Details column changes to 3.5".

QUICK TIP

Quickly center a table on a page by selecting the table and clicking the Center button in the Paragraph group on the Home tab.

8. Click the **Select** button in the Table group, click **Select Table**, click the **Align Center Left** button  in the Alignment group, deselect the table, then save your changes

The text is centered vertically in each table cell, as shown in Figure E-8. You can use the alignment buttons in the Alignment group to change the vertical and horizontal alignment of the text in selected cells or in the entire table.

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FIGURE E-7: Resized columns and rows

Table move handle: click to select the table; drag to move the table

Rows are all the same height

Type	Location	Details	Cost
Print	Chicago Tribune	1 full page, 1 time	27,600
Web	Chicagotribune.com	Animated banner, run of site, 1 million impressions	25,000
Misc.	Taxi tops	60 taxis, 2 weeks	18,000
Print	Chicago Sun Times	1/4 page, 2 times	15,300
Web	Hellochicago.com	Tile, 100,000 impressions	3,250
Misc.	Bus stops	50 bus shelter panels, 2 weeks	12,000
Print	Chicago Magazine	2/3 page, 1 issue	12,400

Table resize handle; drag to change the size of all the rows and columns

FIGURE E-8: Text centered vertically in cells

Text is centered vertically in the cell

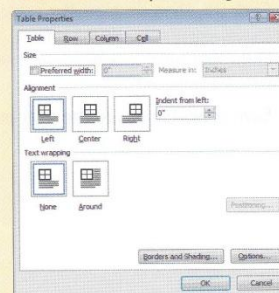
Type	Location	Details	Cost
Print	Chicago Tribune	1 full page, 1 time	27,600
Web	Chicagotribune.com	Animated banner, run of site, 1 million impressions	25,000
Misc.	Taxi tops	60 taxis, 2 weeks	18,000
Print	Chicago Sun Times	1/4 page, 2 times	15,300
Web	Hellochicago.com	Tile, 100,000 impressions	3,250
Misc.	Bus stops	50 bus shelter panels, 2 weeks	12,000
Print	Chicago Magazine	2/3 page, 1 issue	12,400

Column is widened

Setting advanced table properties

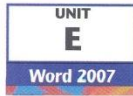
When you want to wrap text around a table, indent a table, or set other advanced table properties, you click the Properties command in the Table group on the Table Tools Layout tab to open the Table Properties dialog box, shown in Figure E-9. Using the Table tab in this dialog box, you can set a precise width for the table, change the horizontal alignment of the table between the margins, indent the table, and set text wrapping options for the table. You can also click Options on the Table tab to open the Table Options dialog box, which you use to customize the table's default cell margins and the spacing between table cells. Alternatively, click Borders and Shading on the Table tab to open the Borders and Shading dialog box, which you can use to create a custom format for the table. The other tabs in the Table Properties dialog box, the Column, Row, and Cell tabs, allow you to set an exact width for columns, to specify an exact height for rows, and to indicate an exact size for individual cells.

FIGURE E-9: Table Properties dialog box



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Sorting Table Data

Tables are often easier to interpret and analyze when the data is **sorted**, which means the rows are organized in alphabetical or sequential order based on the data in one or more columns. When you sort a table, Word arranges all the table data according to the criteria you set. You set sort criteria by specifying the column (or columns) by which you want to sort, and indicating the sort order—ascending or descending—you want to use. **Ascending order** lists data alphabetically or sequentially (from A to Z, 0 to 9, or earliest to latest). **Descending order** lists data in reverse alphabetical or sequential order (from Z to A, 9 to 0, or latest to earliest). You can sort using the data in one column or multiple columns. When you sort by multiple columns you must select primary, secondary, and tertiary sort criteria. You use the Sort command in the Data group on the Table Tools Layout tab to sort a table. You sort the table so that all ads of the same type are listed together. You also add secondary sort criteria so that the ads within each type are listed in descending order by cost.

STEPS

1. Place the insertion point anywhere in the table

To sort an entire table, you simply need to place the insertion point anywhere in the table. If you want to sort specific rows only, then you must select the rows you want to sort.

2. Click the **Sort** button in the Data group on the Table Tools Layout tab

The Sort dialog box opens, as shown in Figure E-10. You use this dialog box to specify the column or columns by which you want to sort, the type of information you are sorting (text, numbers, or dates), and the sort order (ascending or descending). Column 1 is selected by default in the Sort by list box. Since you want to sort your table first by the information in the first column—the type of ad (Print, Web, or Misc.)—you don't change the Sort by criteria.

3. Click the **Descending** option button in the Sort by section

The ad type information will be sorted in descending—or reverse alphabetical—order, so that the “Web” ads will be listed first, followed by the “Print” ads, and then the “Misc.” ads.

4. In the first **Then by** section click the **Then by list** arrow, click **Column 4**, click the **Type list** arrow, click **Number** if it is not already selected, then click the **Descending** option button

Within the Web, Print, and Misc. groups, the rows will be sorted by the cost of the ad—the information contained in the fourth column, which is numbers, not dates or text. The rows will appear in descending order within each group, with the most expensive ad listed first.

5. Click the **Header row** option button in the **My list has** section to select it

The table includes a header row that you do not want included in the sort. A **header row** is the first row of a table that contains the column headings.

6. Click **OK**, then **deselect the table**

The rows in the table are sorted first by the information in the Type column and second by the information in the Cost column, as shown in Figure E-11. The first row of the table, which is the header row, is not included in the sort.

7. Save your changes to the document

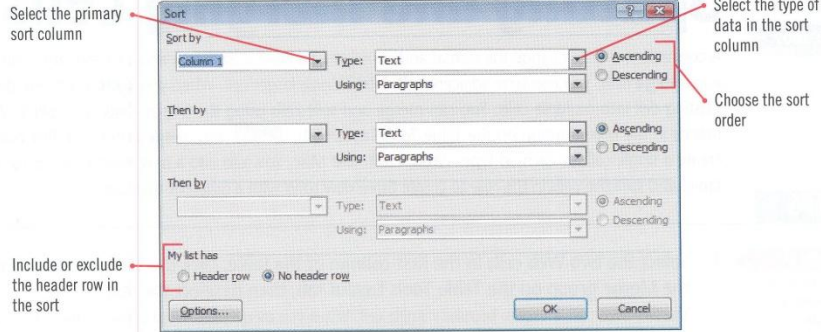
QUICK TIP

To repeat the header row on every page of a table that spans multiple pages, click the Repeat Header Rows button in the Data group on the Table Tools Layout tab.

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FIGURE E-10: Sort dialog box



Word 2007

FIGURE E-11: Sorted table

Header row is not included in the sort

First, rows are sorted by type in descending order

Second, within each type, rows are sorted by cost in descending order

Type	Location	Details	Cost
Web	Chicagotribune.com	Animated banner, run of site, 1 million impressions	25,000
Web	Hellochicago.com	Title, 100,000 impressions	3,250
Print	Chicago Tribune	1 full page, 1 time	27,600
Print	Chicago Sun Times	1/2 page, 2 times	15,300
Print	Chicago Magazine	2/3 page, 1 issue	12,400
Misc.	Taxi tops	60 taxis, 2 weeks	18,000
Misc.	Bus stops	50 bus shelter panels, 2 weeks	12,000

Sorting lists and paragraphs

In addition to sorting table data, you can use the Sort command to alphabetize text or sort numerical data. When you want to sort data that is not formatted as a table, such as lists and paragraphs, you use the Sort command in the Paragraph group on the Home tab. To sort lists and paragraphs, select the items you want included in the sort, then click the Sort button. In the Sort Text dialog box, use the Sort by list arrow to select the sort by criteria (paragraphs or fields), use the Type list arrow to select the type of data (text, numbers, or dates), and then click the Ascending or Descending option button to choose a sort order.

When sorting text information in a document, the term "fields" refers to text or numbers that are separated by a character, such as a tab or a comma. For example, you might want to sort a list of names alphabetically. If the names you want to sort are listed in "Last name, First name" order, then last name and first name are each considered a field. You can choose to sort the list in alphabetical order by last name or by first name. Use the Options button in the Sort Text dialog box to specify the character that separates the fields in your lists or paragraphs, along with other sort options.