


WORD UNIT E

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Splitting and Merging Cells

A convenient way to change the format and structure of a table is to merge and split the table cells. When you **merge** cells, you combine adjacent cells into a single larger cell. When you **split** a cell, you divide an existing cell into multiple cells. You can merge and split cells using the Merge Cells and Split Cells commands in the Merge group on the Table Tools Layout tab.  You merge cells in the first column to create a single cell for each ad type—Web, Print, and Misc. You also add a new row to the bottom of the table, and split the cells in the row to create three new rows with a different structure.

STEPS

TROUBLE

If you click below the table to deselect it, the active tab changes to the Home tab. If necessary, click in the table, then click the Table Tools Layout tab to continue with the steps in this lesson.

QUICK TIP

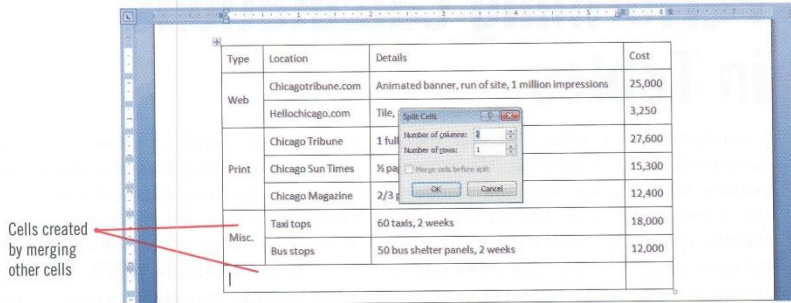
To split a table in two, click the row you want to be the first row in the second table, then click the Split Table button in the Merge group.

1. **Select the two Web cells in the first column of the table, click the Merge Cells button in the Merge group on the Table Tools Layout tab, then deselect the text**
The two Web cells merge to become a single cell. When you merge cells, Word converts the text in each cell into a separate paragraph in the merged cell.
2. **Select the first Web in the cell, then press [Delete]**
3. **Select the three Print cells in the first column, click the Merge Cells button, type Print, select the two Misc. cells, click the Merge Cells button, then type Misc.**
The three Print cells merge to become one cell and the two Misc. cells merge to become one cell.
4. **Click the Bus stops cell, then click the Insert Below button in the Rows & Columns group**
A row is added to the bottom of the table.
5. **Select the first three cells in the new last row of the table, click the Merge Cells button, then deselect the cell**
The three cells in the row merge to become a single cell.
6. **Click the first cell in the last row, then click the Split Cells button in the Merge group**
The Split Cells dialog box opens, as shown in Figure E-12. You use this dialog box to split the selected cell or cells into a specific number of columns and rows.
7. **Type 1 in the Number of columns text box, press [Tab], type 3 in the Number of rows text box, click OK, then deselect the cells**
The single cell is divided into three rows of equal height. When you split a cell into multiple rows, the width of the original column does not change. When you split a cell into multiple columns, the height of the original row does not change. If the cell you split contains text, all the text appears in the upper-left cell.
8. **Click the last cell in the Cost column, click the Split Cells button, repeat Step 7, then save your changes**
The cell is split into three rows, as shown in Figure E-13. The last three rows of the table now have only two columns.

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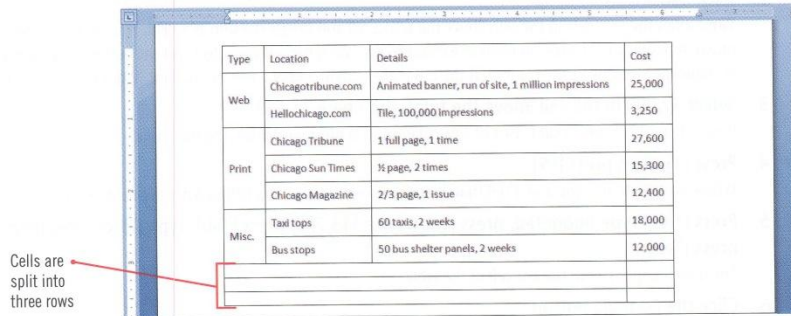
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FIGURE E-12: Split Cells dialog box



Word 2007

FIGURE E-13: Cells split into three rows



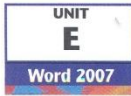
Changing cell margins

By default, table cells have .08" left and right cell margins with no spacing between the cells, but you can adjust these settings for a table using the Cell Margins button in the Alignment group on the Table Tools Layout tab. First, place the insertion point in the table, and then click the Cell Margins button to open the Table Options dialog box. Enter new settings for the top, bottom, left, and right cell margins in the text boxes in the Default cell margins section of


the dialog box, or select the Allow spacing between cells check box and then enter a setting in the Cell spacing section to increase the spacing between table cells. You can also deselect the Automatically resize to fit contents check box in the Options section of the dialog box to turn off the setting that causes table cells to widen to fit the text as you type. Any settings you change in the Table Options dialog box are applied to the entire table.

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Performing Calculations in Tables

If your table includes numerical information, you can perform simple calculations in the table. The Formula command allows you to quickly total the numbers in a column or row, and to perform other standard calculations, such as averages. When you calculate data in a table using formulas, you use cell references to refer to the cells in the table. Each cell has a unique **cell reference** composed of a letter and a number; the letter represents its column and the number represents its row. For example, the cell in the third row of the fourth column is cell D3. Figure E-14 shows the cell references in a simple table.  You use the Formula command to calculate the total cost of the Chicago ad campaign. You also add information about the budgeted cost and create a formula to calculate the difference between the actual and budgeted costs.

STEPS

QUICK TIP

If a column or row contains blank cells, you must type a zero in any blank cell before using the SUM function.

1. Click the **first blank cell in column 1**, type **Total Cost**, press **[Tab]**, then click the **Formula button in the Data group on the Table Tools Layout tab**

The Formula dialog box opens, as shown in Figure E-15. The SUM function appears in the Formula text box followed by the reference for the cells to include in the calculation, (ABOVE). The formula =SUM(ABOVE) indicates that Word will sum the numbers in the cells above the active cell.

2. Click **OK**

Word totals the numbers in the cells above the active cell and inserts the sum as a field. You can use the SUM function to quickly total the numbers in a column or a row. If the cell you select is at the bottom of a column of numbers, Word totals the column. If the cell is at the right end of a row of numbers, Word totals the row.

3. Select **12,000 in the cell above the total**, then type **13,500**

If you change a number that is part of a calculation, you must recalculate the field result.

QUICK TIP

To change a field result to regular text, click the field to select it, then press **[Ctrl][Shift][F9]**.

4. Press **[V]**, then press **[F9]**

When the insertion point is in a cell that contains a formula, pressing **[F9]** updates the field result.

5. Press **[Tab]**, type **Budgeted**, press **[Tab]**, type **113,780**, press **[Tab]**, type **Difference**, then press **[Tab]**

The insertion point is in the last cell of the table.

6. Click the **Formula button**

The Formula dialog box opens. Word proposes to sum the numbers above the active cell, but you want to insert a formula that calculates the difference between the actual and budgeted costs. You can type simple custom formulas using a plus sign (+) for addition, a minus sign (-) for subtraction, an asterisk (*) for multiplication, and a slash (/) for division.

7. Select **=SUM(ABOVE)** in the Formula text box, then type **=B9-B10**

You must type an equal sign (=) to indicate that the text following it is a formula. You want to subtract the budgeted cost in the second column of row 10 from the actual cost in the second column of row 9; therefore, you type a formula to subtract the value in cell B10 from the value in cell B9.

8. Click **OK**, then save your changes

The difference appears in the cell, as shown in Figure E-16.

QUICK TIP

Cell references are determined by the number of columns in each row, not by the number of columns in the table. Therefore, rows 9 and 10 have only two columns.

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FIGURE E-14: Cell references in a table

	A	B	C	D	Column D (fourth column)
1	A1	B1	C1	D1	
2	A2	B2	C2	D2	
Row 3 → 3	A3	B3	C3	D3	

Cell reference indicates the cell's column and row

FIGURE E-15: Formula dialog box

Formula dialog box showing the suggested formula `=SUM(ABOVE)` and the suggested range of cells.

Word 2007

FIGURE E-16: Difference calculated in table

Type	Location	Details	Cost
Web	Chicagotribune.com	Animated banner, run of site, 1 million impressions	25,000
	Hellochicago.com	Title, 100,000 impressions	3,250
Print	Chicago Tribune	1 full page, 1 time	27,600
	Chicago Sun Times	1/2 page, 2 times	15,300
	Chicago Magazine	2/3 page, 1 issue	12,400
Misc.	Taxi tops	60 taxis, 2 weeks	18,000
	Bus stops	50 bus shelter panels, 2 weeks	13,500
Total Cost			115,050
Budgeted			113,780
Difference			1,270

Cell A9 points to the 'Total Cost' row.
Cell A10 points to the 'Budgeted' row.
Cell B9 points to the 'Total Cost' cell.
Cell B10 points to the 'Budgeted' cell.
B9-B10=1,270

Working with formulas

In addition to the SUM function, Word includes formulas for averaging, counting, and rounding data, to name a few. To use a Word formula, click the Paste function list arrow in the Formula dialog box, select a function, and then insert the cell references of the cells you want included in the calculation in parentheses after the name of the function. When entering formulas, you must separate cell references by a comma. For example, if you want to average the values

in cells A1, B3, and C4, enter the formula `=AVERAGE(A1,B3,C4)`. You must separate cell ranges by a colon. For example, to total the values in cells A1 through A9, enter the formula `=SUM(A1:A9)`. To display the result of a calculation in a particular number format, such as a decimal percentage (0.00%), click the Number format list arrow in the Formula dialog box and select a number format. Word inserts the result of a calculation as a field in the selected cell.

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Applying a Table Style

Adding shading and other design elements to a table can help give it a polished appearance and make the data easier to read. Word includes built-in table styles that you can apply to a table to format it quickly. Table styles include borders, shading, fonts, alignment, colors, and other formatting effects. You can apply a table style to a table using the buttons in the Table Styles group on the Table Tools Design tab. You want to enhance the appearance of the table with shading, borders, and other formats, so you apply a table style to the table. After applying a style, you change the theme colors to a more pleasing palette.

STEPS

TROUBLE

If your gallery of table styles does not match the figure, use the ScreenTips to help you locate the correct style.

QUICK TIP

Click Clear in the gallery of table styles to remove all borders, shading, and other style elements from the table.

TROUBLE

When you select the Type column, the first column in the last three rows is also selected.

1. Click the Table Tools Design tab

The Table Tools Design tab includes buttons for applying table styles and for adding, removing, and customizing borders and shading in a table.

2. Click the More button in the Table Styles group

The gallery of table styles opens, as shown in Figure E-17. You point to a table style in the gallery to preview the style applied to the table.

3. Move the pointer over several styles in the gallery, then click the Light Grid – Accent 2 style

The Light Grid – Accent 2 style is applied to the table, as shown in Figure E-18. Because of the structure of the table, this style neither enhances the table nor helps make the data more readable.

4. Click the More button in the Table Style group, then click the Light List – Accent 2 style

This style works better with the structure of the table, and makes the table data easier to read.

5. In the Table Style Options group, click the First Column check box to clear it, then click the Banded Columns check box to select it

The bold formatting is removed from the first column and column borders are added to the table. When the banded columns or banded rows setting is active, the odd columns or rows are formatted differently from the even columns or rows to make the table data easier to read.

6. Click the Page Layout tab, click the Theme Colors list arrow in the Themes group, then click Origin in the gallery that opens

The color palette for the document changes to the colors used in the Origin theme, and the table color changes to Ice Blue.

7. Click the Table Tools Design tab, click the More button in the Table Styles group, then click the Light List – Accent 1 style

The table color changes to Blue-Gray. Notice that the alignment of the text in the table changed back to top left when you applied a table style.

8. Click the Table Tools Layout tab, click the table move handle to select the table, click the Align Center Left button in the Alignment group, select the Type column, click the Align Center button in the Alignment group, select the Cost column, then click the Align Center Right button in the Alignment group

First, the data in the table is left-aligned and centered vertically, then the data in the Type column is centered, and finally the data in the Cost column is right-aligned.

9. Select the last three rows of the table, click the Bold button on the Mini toolbar, then click

The text in the last three rows is right-aligned and bold is applied.

10. Select the first row of the table, click the Center button on the Mini toolbar, click the Font Size list arrow on the Mini toolbar, click 14, deselect the row, then save your changes

The text in the header row is centered and enlarged, as shown in Figure E-19. You can also use the alignment buttons in the Paragraph group on the Home tab to change the alignment of text in a table.

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FIGURE E-17: Gallery of table styles

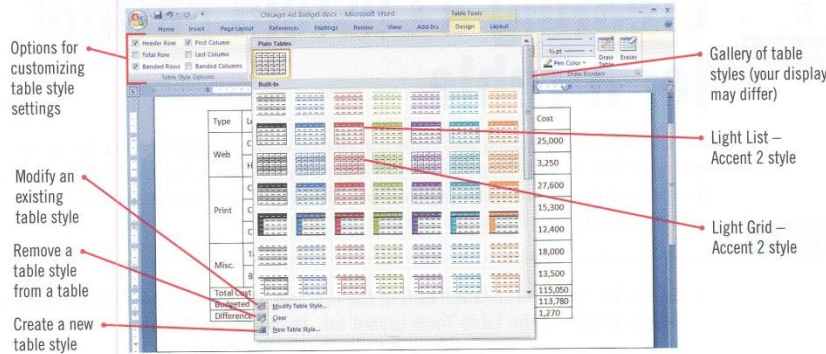


FIGURE E-18: Light Grid - Accent 2 style applied to table

The shading applied to the merged cells is confusing

Type	Location	Details	Cost
Web	Chicagotribune.com	Animated banner, run of site, 1 million impressions	25,000
	Hellochicago.com	Title, 100,000 impressions	3,250
Print	Chicago Tribune	1 full page, 1 time	27,600
	Chicago Sun Times	1/4 page, 2 times	15,300
	Chicago Magazine	2/3 page, 1 issue	12,400
Misc.	Taxi tops	60 taxis, 2 weeks	18,000
	Bus stops	50 bus shelter panels, 2 weeks	13,500
Total Cost			115,050
Budgeted			113,780
Difference			1,270

FIGURE E-19: Light List - Accent 1 style (Origin theme) applied to table

Type	Location	Details	Cost
Web	Chicagotribune.com	Animated banner, run of site, 1 million impressions	25,000
	Hellochicago.com	Title, 100,000 impressions	3,250
Print	Chicago Tribune	1 full page, 1 time	27,600
	Chicago Sun Times	1/4 page, 2 times	15,300
	Chicago Magazine	2/3 page, 1 issue	12,400
Misc.	Taxi tops	60 taxis, 2 weeks	18,000
	Bus stops	50 bus shelter panels, 2 weeks	13,500
Total Cost			115,050
Budgeted			113,780
Difference			1,270

Using tables to lay out a page

Tables are often used to display information for quick reference and analysis, but you can also use tables to structure the layout of a page. You can insert any kind of information in the cell of a table—including graphics, bulleted lists, charts, and other tables (called **nested tables**). For example, you might use a table to lay out a résumé, a newsletter, or a Web page. When you use a table to lay out a page, you generally remove the table borders to hide the table structure from the reader. After you remove borders, it can be help-

ful to display the table gridlines onscreen while you work. **Gridlines** are blue dotted lines that show the boundaries of cells, but do not print. If your document will be viewed online—for example, if you are planning to e-mail your résumé to potential employers—you should turn off the display of gridlines before you distribute the document so that it looks the same online as it looks when printed. To turn gridlines off or on, click the View Gridlines button in the Table group on the Table Tools Layout tab.

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Creating a Custom Format for a Table

You can also use the formatting tools available in Word to create your own table designs. For example, you can add or remove borders and shading, vary the line style, thickness, and color of borders, and change the orientation of text from horizontal to vertical. You adjust the text direction, shading, and borders in the table to make it easier to understand at a glance.

STEPS

1. Select the **Type** and **Location** cells in the first row, click the **Merge Cells** button in the **Merge** group on the **Table Tools Layout** tab, then type **Ad Location**
The two cells are combined into a single cell containing the text "Ad Location."
2. Select the **Web**, **Print**, and **Misc.** cells in the first column, click the **Bold** button **B** on the **Mini** toolbar, click the **Text Direction** button in the **Alignment** group twice, then deselect the cells
The text is rotated 270 degrees.
3. Position the pointer over the **right border** of the **Web** cell until the pointer changes to , then drag the border to approximately the **1/4"** mark on the horizontal ruler
The width of the column containing the vertical text narrows.
4. Place the insertion point in the **Web** cell, click the **Table Tools Design** tab, then click the **Shading list arrow** in the **Table Styles** group
The gallery of shading colors for the **Origin** theme opens.
5. Click **Light Yellow, Accent 4** in the gallery as shown in Figure E-20, click the **Print** cell, click the **Shading list arrow**, click **Lime, Accent 3**, click the **Misc.** cell, click the **Shading list arrow**, then click **Ice Blue, Accent 2**
Shading is applied to each cell.
6. Drag to select the **six white cells** in the **Web** rows (rows 2 and 3), click the **Shading list arrow**, then click **Light Yellow, Accent 4, Lighter 40%**
7. Repeat Step 6 to apply **Lime, Accent 3, Lighter 40%** shading to the **Print** rows and **Ice Blue, Accent 2, Lighter 40%** shading to the **Misc.** rows
Shading is applied to all the cells in rows 1-8.
8. Select the **last three rows** of the table, click the **Borders list arrow** in the **Table Styles** group, click **No Border** on the menu that appears, then click in the table to deselect the rows
The top, bottom, left, and right borders are removed from each cell in the selected rows.
9. Click the **Pen Color list arrow** in the **Draw Borders** group, click **Blue-Gray, Accent 1**, select the **Total Cost** row, click the **Borders list arrow**, click **Top Border**, click the **113,780** cell, click the **Borders list arrow**, then click the **Bottom Border**
The active pen color for borders changes to **Blue-Gray, Accent 1**. You use the buttons in the **Draw Borders** group to change the active pen color, line weight, and line style settings before adding a border to a table. A top border is added to each cell in the **Total Cost** row, and a bottom border is added below 113,780. The completed table is shown in Figure E-21.
10. Press **[Ctrl][Home]**, press **[Enter]**, type your name, save your changes, print a copy of the document, close the document, then exit Word
Press **[Enter]** at the beginning of a table to move the table down one line in a document.

QUICK TIP

In cells with vertical text, the I-beam pointer is rotated 90 degrees, and the buttons in the **Alignment** group change to vertical alignment.

TROUBLE

If gridlines appear, click the **Borders list arrow**, then click **View Gridlines** to turn off the display.

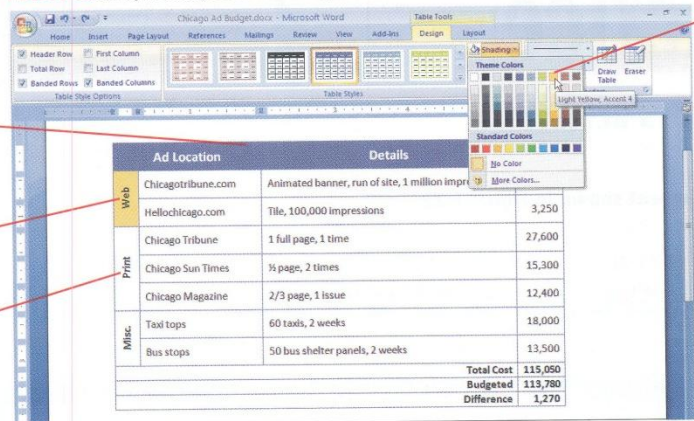
QUICK TIP

On the **Borders** menu, click the button that corresponds to the border you want to add or remove.

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FIGURE E-20: Gallery of shading colors from the Origin theme



Light Yellow, Accent 4: use ScreenTips as needed to identify colors

Merged cell

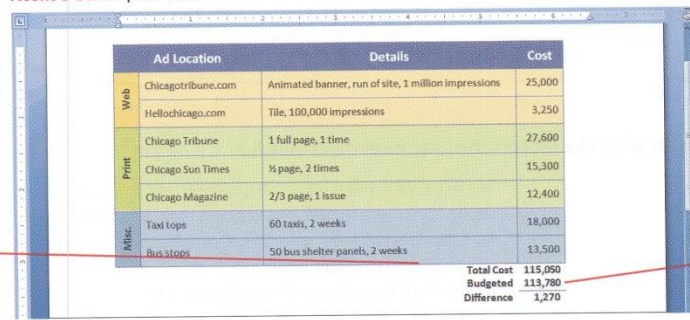
Shading applied to cell

Text rotated in cell

Ad Location		Details	Cost
Web	Chicagotribune.com	Animated banner, run of site, 1 million impressions	25,000
	Hellochicago.com	Title, 100,000 impressions	3,250
Print	Chicago Tribune	1 full page, 1 time	27,600
	Chicago Sun Times	1/2 page, 2 times	15,300
	Chicago Magazine	2/3 page, 1 issue	12,400
Misc.	Taxi tops	60 taxis, 2 weeks	18,000
	Bus stops	50 bus shelter panels, 2 weeks	13,500
		Total Cost	115,050
		Budgeted	113,780
		Difference	1,270

Word 2007

FIGURE E-21: Completed table




Top border added to Total Cost row


Bottom border added to cell

Ad Location		Details	Cost
Web	Chicagotribune.com	Animated banner, run of site, 1 million impressions	25,000
	Hellochicago.com	Title, 100,000 impressions	3,250
Print	Chicago Tribune	1 full page, 1 time	27,600
	Chicago Sun Times	1/2 page, 2 times	15,300
	Chicago Magazine	2/3 page, 1 issue	12,400
Misc.	Taxi tops	60 taxis, 2 weeks	18,000
	Bus stops	50 bus shelter panels, 2 weeks	13,500
		Total Cost	115,050
		Budgeted	113,780
		Difference	1,270

Drawing a table

The Word Draw Table feature allows you to draw table cells exactly where you want them. To draw a table, click the Table button on the Insert tab, and then click Draw Table. If a table is already started, you can click the Draw Table button in the Draw Borders group on the Table Tools Design tab to turn on the Draw pointer , and then click and drag to draw a cell. Using the same method, you can draw borders within the cell to create columns and rows, or draw additional cells attached to the first cell. Click the Draw Table button to

turn off the draw feature. The borders you draw are added using the active line style, line weight, and pen color settings.

If you want to remove a border from a table, click the Eraser button in the Draw Borders group to activate the Eraser pointer , and then click the border you want to remove. Click the Eraser button to turn off the erase feature. You can use the Draw pointer and the Eraser pointer to change the structure of any table, not just the tables you draw from scratch.