

Bonus Lesson: Work with Word Tables

Bonus Exercise 1: Create Tables

- ◆ Introduction to Tables
- ◆ Create a Table
- ◆ Move within a Table
- ◆ Enter Text in a Table
- ◆ Use the Tables and Borders Toolbar

Bonus Exercise 2: Format Tables

- ◆ Insert and Delete Columns and Rows
- ◆ Adjust Column Widths
- ◆ Position a Table Horizontally
- ◆ Add Shading to a Cell
- ◆ Use Table AutoFormat

Bonus Exercise 3: Challenge Exercise

Bonus Exercise 1

Create Tables

- Introduction to Tables
- Create a Table
- Move within a Table
- Enter Text in a Table
- Use the Tables and Borders Toolbar

NOTES

Introduction to Tables

- Tables let you organize information in columns and rows without using tabs. The junction between the row and column is called a cell, as shown in the illustration below

Table Structure

	Column 1	Column 2	Column 3	End of Row markers
Row 1	Cell-(Row-1,Col-1)*	Cell-(Row-1,Col-2)*	Cell-(Row-1,Col-3)*	□
Row 2	Cell-(Row-2,Col-1)*	Cell-(Row-2,Col-2)*	Cell-(Row-2,Col-3)*	□
Row 3	Cell-(Row-3,Col-1)*	Cell-(Row-3,Col-2)*	Cell-(Row-3,Col-3)*	□



End of Cell marker

Create a Table

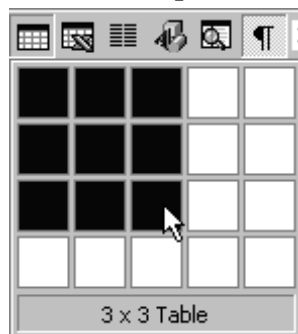
- Word offers several ways to create a table.

Try It!

Insert Table Button

1. Start Word and create a new document.
2. Click the Show/Hide button , if it is not already on.
3. Click the Insert Table button  on the Standard toolbar. Word displays a drop-down grid, as shown in the illustration that follows.
4. Move the mouse pointer to the third row and third column and click. *Word inserts a three-column, three-row table in the document.*

Insert Table Drop-Down Grid



End of Cell and Row Markers

The end of cell and end of row markers are visible only if Show/Hide is on.



Determine number of columns

As you will learn, it is easier to add new rows than columns. To make working with a table easier, try to determine the number of columns you need before clicking the Insert Table

button .

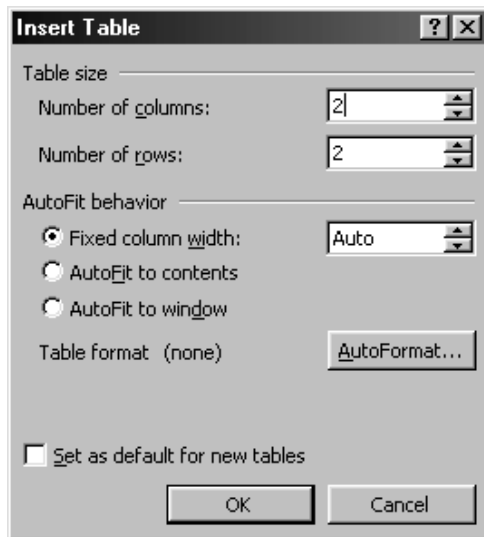
 **Try It!**

Table Menu

1. Go to the end of the document, and press the Enter key twice.
2. Click **Table**, **I**nsert, **T**able.
3. Word displays the Insert Table dialog box, as shown below.
4. Specify 2 in Number of columns and 2 in Number of rows.
5. For AutoFit behavior, leave Fixed column width and Auto.
6. Click OK.



Word inserts a two-column, two-row table in the document.

Insert Table Dialog Box

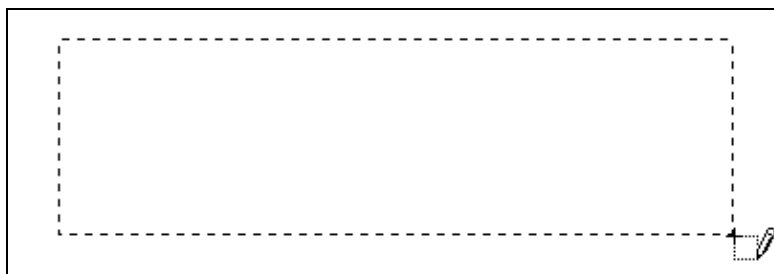


 **Try It!**



Draw a Table

1. Go to the end of the document, and press the Enter key twice.
2. Click the Tables and Borders button  on the Standard toolbar.
Word enters Print Layout view, the Tables and Borders toolbar appears (see page Bonus-6), and the mouse pointer turns into a pencil . The Office Assistant may display help for drawing a table. You can click Cancel to dismiss the Office Assistant if you wish.
3. Drag the pencil to form a dotted rectangle about an inch high and about half the width of the page, as shown in the illustration below.


Drawing a Table



When you release the mouse button, Word inserts a one-column, one-row table the size of the rectangle you drew.

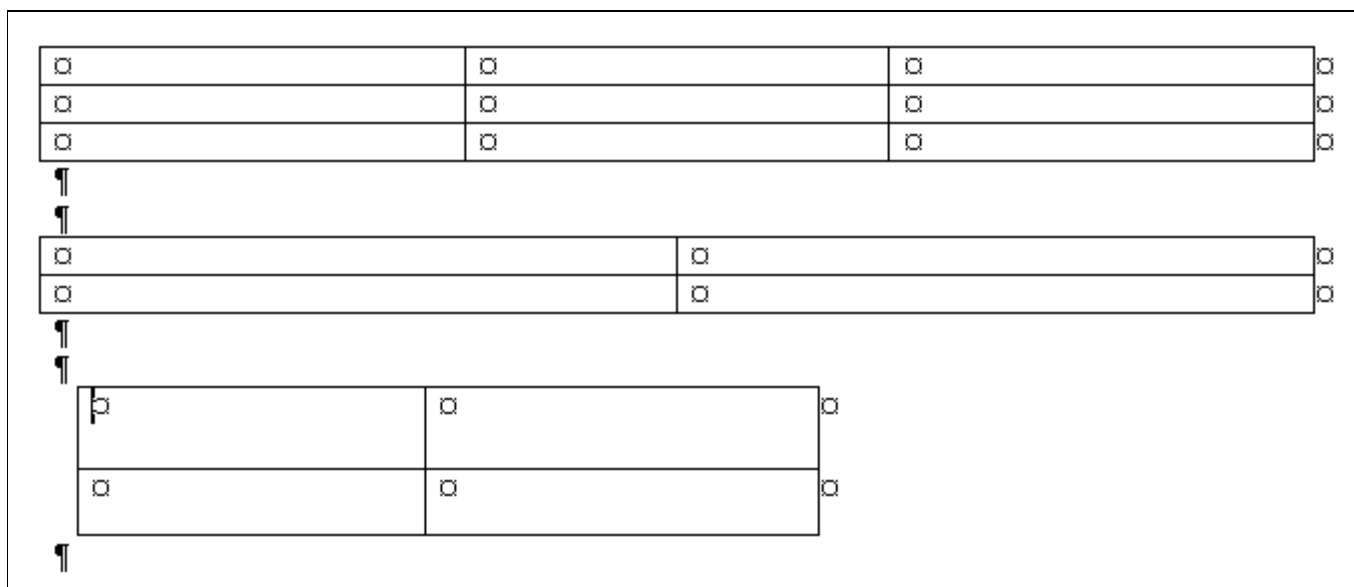
- Place the pointer  about halfway down the left side of the rectangle, and drag it across the rectangle to create two rows.
- Place the pointer  on the top line of the rectangle about halfway across the box, and drag the pointer down to the bottom line to create two columns.

You have drawn a table with two rows and two columns.

- Click the Draw Table button  on the Tables and Borders toolbar to turn off the table drawing feature.

The new document should now be similar to the one shown in the illustration that follows.

Blank Tables Created



Move within a Table

Try It!

- Place the insertion point in the upper-left cell of the top table.
- Press the Tab key.
The insertion point moves to the next cell in the same row.
- Press the Tab key twice.
The insertion point moves to the first cell in the second row.
- Press Shift+Tab.
The insertion point moves back to the third cell in the first row.
- Move the mouse pointer to the third cell in the third row.
- Press the Tab key.
Word inserts a new row in the table.



To insert the Tab character in a table:

- Press Ctrl+Tab.

Enter Text in a Table

- You can have as many paragraphs in a table cell as you wish. The paragraphs can have different formats. The paragraphs can be aligned as you wish, just like paragraphs that are not in a table.

Try It!

1. Use the mouse to place the insertion point in column 1, row 1 of the second table.
2. Type the following text:

Now is the winter of our discontent made glorious summer by this son of York. ¢
3. Position the insertion point at the beginning of the sentence, and press Ctrl+Tab to indent the first line.
4. Tab to the next cell and type the following text:

But soft! What light through yonder window breaks? It is the East, and Juliet is the sun.
5. Click Format, Paragraph and indent the paragraph 0.5" from the left and from the right.
6. Tab to the next cell and type the following text:


*Sunny days, sweeping the clouds away, ¢
On my way to where the air is free. ¢
Can you tell me how to get, ¢
How to get to Sesame Street?*
7. Tab to the next cell and type the following text:

The light that reaches us from the sun is already about eight minutes old.

Use the Tables and Borders Toolbar

- The Tables and Borders toolbar provides ways to enhance the appearance of a table.

Try It!

1. If the Tables and Borders toolbar is not displayed, click the Tables and Borders button  on the Standard toolbar.

OR

Click View, Toolbars (Alt+V, T) and select Tables and Borders.

Tables and Borders Toolbar



2. Click the Draw Table button . If the mouse pointer is already a pencil, do not click the Draw Table button.

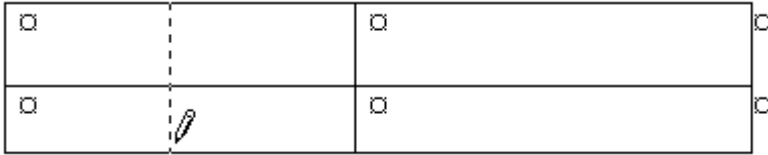




Draw Table

You can use the Draw Table tool to create new cells even if you did not draw the table initially.

3. Draw a vertical line in the bottom table to split the first column into two new columns, as shown below.

Draw New Columns



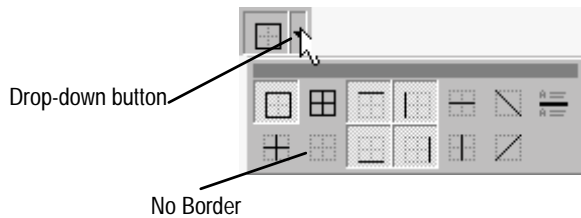
4. Click the Eraser button  and drag it down the line you just created.
Word erases the line and merges the cells (makes them into one).
5. Click the Eraser button  again when finished.

 **Try It!**


Cell Borders

- By default, Word places a border around each cell of a table. If you do not wish to have a border on the table, you can eliminate the borders.
1. Click anywhere inside the middle table.
 2. Select the entire table by clicking Table, Select, Table (Alt+A, C, T).
 3. Click the Borders drop-down button (see below) on the Tables and Borders toolbar.

Borders Drop-Down Button



The dark lines on the buttons show the border area controlled by the button. The grid with no dark line specifies a table with no borders.

4. Click the No Border button  to remove all borders from the table.
If you wish to remove borders only from some cells, select the cell or cells and click the appropriate borders button from the drop-down list.
5. Print Preview the document.
Note how the four paragraphs appear without borders.
6. Close the document without saving it, and exit Word unless you are continuing with the Exercise Directions.




Borders Button

The Borders button with its drop-down arrow also appears on the Standard toolbar when you are working with tables.

In this exercise, you will create a four-row, three-column table and enter text into its cells.

EXERCISE DIRECTIONS

Create a Table

1. Create a new document.
2. Save the document as **Tapes**.
3. Use the Insert Table button  to create a 4 x 3 table (four rows, three columns).
4. Enter the text shown in Illustration A into the table.
5. Use the Tab key to move from cell to cell.
6. Save the document.
2. Make the text bold.
3. Select the paragraph in row 2, column 2 with the title *Evolution*.
4. Indent the paragraph from the left 0.2".
5. Use Format Painter to format the other episode titles with a 0.2" left indent.
6. Save the document.
7. Print Preview the document.
8. Print one copy.

Format the Table

1. Select the first row of the table.
 - a. Place the insertion point anywhere in the row.
 - b. Click Table, Select, Row.
9. Compare your results with Illustration B.
10. Close the document, and exit Word.

Illustration A. 4 x 3 Table with Text

Tape#	Contents	Condition
001	Start Trek: Next Generation Episodes: Evolution Ensigns of Command The Price High Ground The Offspring	Fair
002	X-Files, Season Premiere, 1998	Good
003	A Man for All Seasons	Good

Illustration B. Desired Result

Tape#	Contents	Condition
001	Start Trek: Next Generation Episodes: Evolution Ensigns of Command The Price High Ground The Offspring	Fair
002	X-Files, Season Premiere, 1998	Good
003	A Man for All Seasons	Good

Bonus Exercise 2

Format Tables


- Insert and Delete Columns and Rows
- Adjust Column Widths
- Position a Table Horizontally
- Add Shading to a Cell
- Use Table AutoFormat

NOTES

Insert and Delete Columns and Rows

Try It!

Insert a Column

1. Open  **02Games** from the data files.
2. Save the document as **Games**.
3. Place the insertion point anywhere in the second column of the table, and click Table, Select, Column (Alt+A, C, C).


OR

- a. Let the mouse pointer rest above the top margin of the second column.
The pointer turns into a bold, black down-pointing arrow ↓.
- b. Click to select the column.

4. Click the Insert Columns button  on the Standard toolbar.

OR

Click Table, Insert, Columns to the Left (Alt+A, I, L).
Word inserts a column of the same width to the left of the selected column.

5. With the new column selected, click the Insert Columns button .
Word inserts another column, making a four-column table.

Try It!

Delete a Column

- With the second new column selected, click Table, Delete, Columns (Alt+A, D, C).
The table now has three columns.


Try It!

Insert a Row

1. Point to the selection area to the left of the Darts row of the table. (The selection area is at the left side of the Word workspace.)
The pointer turns into a right-slanting arrow ↗.
2. Click to select the Darts row.



To insert a column at the far right:

1. Select the column of end-of-row markers.
2. Click the Insert Column  button.

OR

Click Table, Insert, Columns to the Right (Alt+A, I, R).

OR

Place the insertion point anywhere in the Darts row, and click **T**able, **S**elect, **R**ow (Alt+A, C, R).

3. Click the Insert Rows button .

OR

Click **T**able, **I**nsert, Rows **A**bove (Alt+A, I, A).

Word inserts a row above the Darts row.

4. Click the Insert Row button .

Word inserts another row above the selected row.

 **Try It!**

Delete a Row

- With the new row selected, click **T**able, **D**elete, **R**ows (Alt+A, D, R).

 **Try It!**

Insert Text

1. In the remaining blank row, type the following entries.

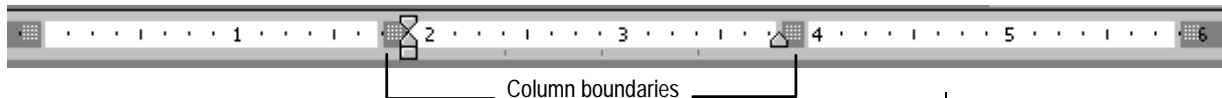
Chess	Two	Chessboard Chess pieces Flat surface Timer (optional)
-------	-----	--

2. In the top row, middle column, type *Number of Players*.
3. In the second row (Dominoes), type *Two to Six*.
4. For Checkers, type *Two*.
5. For Darts, type *Two*.
6. For Scrabble, type *Two to Four*.
7. Save the document.
8. Leave the document open.

Adjust Column Widths

- When the insertion point is anywhere in a table, the ruler looks like the one shown in the illustration that follows. The small dotted squares mark the boundaries between columns.


Ruler Line for Table



 **Try It!**


Adjust Width Manually

1. Place the insertion point anywhere in the table, but do not select any text.
2. Place the mouse pointer on the column boundary closest to the 4 on the ruler.



To delete text from cell, row, or column:

1. Select the cell, row, or column.
2. Press the Delete key.

The mouse pointer becomes a two-headed arrow .

3. Click and drag the column boundary to the left or right to adjust the width of the column.
Word extends a dotted, vertical line through the table to show where the boundary is being moved.
4. Drag the boundary to the left until it nearly reaches the end-of-cell marker for Number of Players, as shown below.
5. Save the document.

Column boundary
marker extended


Drag Column Boundary

	Number of Players	Requirements
	Two to Six	Dominoes Flat surface Scorepad
	Two	Checkers

Try It!

Adjust Width with AutoFit

The AutoFit feature adjusts the width of a column to the longest text entry in the column:

1. Select the entire table by dragging the mouse pointer or by clicking, Table, Select, Table (Alt+A, C, T).
2. Place the mouse pointer on a boundary between two columns.
The mouse pointer turns into a double-headed arrow with a double vertical bar .
3. Double-click.
All column widths adjust to the longest text entry.
4. Save the document.
 - To AutoFit the width of a single column, double-click on the column boundary to the right of the column.

Position a Table Horizontally

- Tables can be left-aligned with an indent, right-aligned, or centered.

Try It!

1. Place the insertion point in the table, but do not select any text.
2. Click Table, Table Properties (Alt+A, R).
3. Select the Table tab if it is not selected (Alt+T or T).
Word displays the Table Properties dialog box, as shown in the illustration that follows.
4. In the Alignment section, select Center to center the table under the title of the document.
Left aligns the table at the left margin. Right aligns the table at the right margin. If you choose Left, you can enter an Indent from left to position the table a specific distance from the left margin.

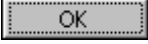
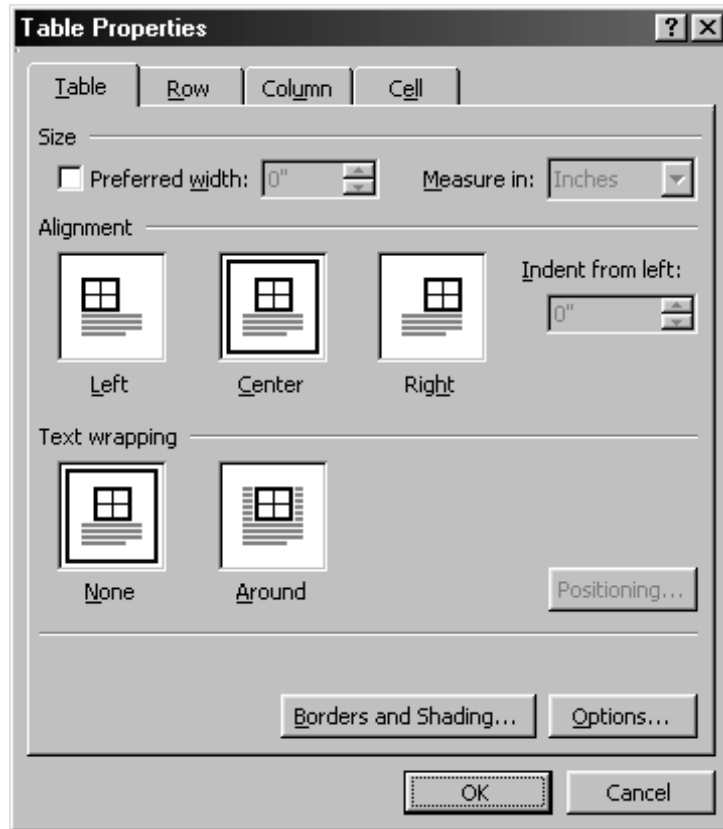
5. Click the OK button , or press Enter.
6. Save the document.


Table Properties Dialog Box, Table Tab



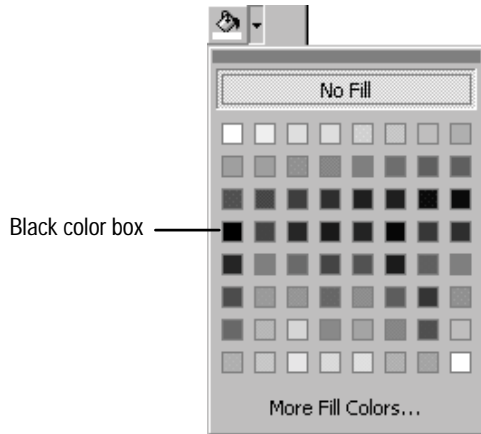
Add Shading to a Cell

- Word lets you shade individual cells, a group of cells, whole rows, and entire columns. Shading is often used to call attention to important information in a table. It is also frequently used in headings to distinguish the heading row from other rows.

 **Try It!**

1. Select the top row of the table.
2. Click the drop-down arrow next to the Shading Color button  on the Tables and Borders toolbar, as shown on the next page.
3. Click the black color box.
4. Click outside the row.
The cells turn black, and the text turns white.
5. Save the document.

Shading Color Drop-Down Buttons



Use Table AutoFormat

- Word provides a number of predefined formats that you can use to format tables.

Try It!

- Click the Table AutoFormat button  on the Tables and Borders toolbar

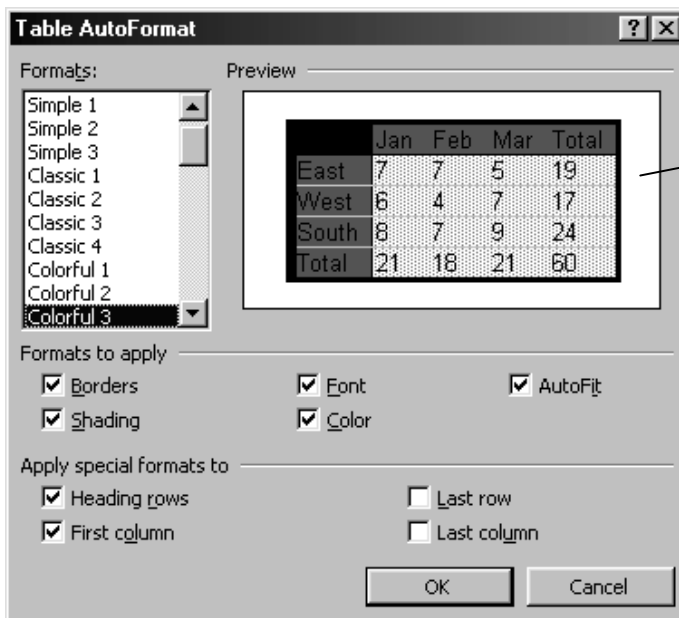
OR

Click Table, Table AutoFormat (Alt+A, F).

Word displays the Table AutoFormat dialog box, as shown in the illustration that follows.

- Select Colorful 3 from the Formats list box.
- Click OK.

Table AutoFormat Dialog Box



AutoFormat Options

In the Formats to apply section of the Table AutoFormat dialog box, you can deselect any option that you do not want to apply.

You can also adjust the colors, borders, and shading formats after applying the AutoFormat.



Word shows a sample table in the right side of the dialog box to help you choose a suitable format.

- Save the document, close it, and exit Word unless you are continuing with the Exercise Directions.

In this exercise, you will insert rows in a table, adjust the column widths, position the table horizontally, and shade the table headings

EXERCISE DIRECTIONS

Insert a Row and Add a Row to the Table

1. Open  **Tapes**, or open  **02Tapes** from the data files.
2. Save the file as **Tapes2**.
3. Place the insertion point in the row of the table that has *002* in the first column.
4. Insert a new row (Table, Insert, Row Above).
5. Type the following text in the three cells.

006	Rocky and Bullwinkle	Good
-----	----------------------	------

6. Place the insertion point in the right-most cell of the last row.
7. Press the Tab key to add a row at the bottom of the table.
8. Enter the following text in the three cells.

020	Star Wars: The Empire Strikes Back	Fair
-----	---------------------------------------	------

9. Save the document.

Adjust the Column Widths

1. Click anywhere in the table. Be sure that no text is selected.
2. On the ruler, select the marker for the column boundary between columns 1 and 2.
3. Drag it to the left to shrink the width of the first column. Stop when the dotted vertical line nears the end-of-cell marker for Tape #.
4. On the ruler, select the marker for the column boundary between columns 2 and 3.

5. Drag it to the right to widen the column to allow the word *Episodes:* to be on the same line as *Star Trek: Next Generation*.

6. Select the boundary marker for the last column



Boundary marker for last column

You can drag this boundary marker just as you can drag the boundary marker for an inside column.

7. Drag it to the left, almost to the end-of-cell marker for Condition.
8. Save the document.

Position the Table Horizontally and Shade the Heading Row

1. Click anywhere in the table. Be sure that no text is selected.
2. Center the table between the margins.
Hint: Use the Table menu, Table Properties, Table tab.
3. Select the heading row.
4. Use the Shading Color drop-down menu on the Tables and Borders toolbar to select Dark Red (fourth row from the bottom in the first column).
5. Save the document.

Print Preview, and Print

1. Print Preview the file.
2. Print one copy.
3. Compare your results with Illustration A.
4. Save the document.
5. Close the document, and exit Word.

Illustration A. Desired Result (TAPES2)


Tape #	Contents	Condition
001	Star Trek: Next Generation Episodes: Evolution Ensigns of Command The Price High Ground The Offspring	Fair
006	Rocky and Bullwinkle	Good
002	X-Files, Season Premiere, 1998	Good
003	A Man for All Seasons	Good
020	Star Wars: The Empire Strikes Back	Fair

Bonus Exercise 3

Challenge Exercise

EXERCISE DIRECTIONS

Format a Table

1. Open  **03Awards List** from the data files.
The document shown in Illustration A opens.
2. Save the document as **Awards List**.
3. Use AutoFit to adjust the column widths.
4. Insert a row above the Academic (top) row.
5. In column 2 of the new row, type *Grade 7*; in column 3, type *Grade 8*; in column 4, type *Grade 9*.
6. Format the new text as Times New Roman, 12-point bold.

Use AutoFormat

1. Format the entire table with AutoFormat.
2. Choose Colorful 1 as the format.

Center the Table and Format the Title

1. Click anywhere in the table.
2. Use Table, Table Properties, Table tab to center the table.
3. Select the two title lines.
4. Center both paragraphs.
5. Set the font and size to Times New Roman, 24-point bold.
6. Set the space after the second paragraph in the title to 36 points.
7. Delete the two paragraph marks after the title.
8. Save the document.
9. Print Preview and print one copy.
10. Compare your results with the sample in Illustration B.
11. Close the document, and exit Word.

Illustration A. Awards List to be Formatted

Arthur Treacher Awards
Academic Year 2000-2001

Academic	Juan Guerra Denise LeBihan Anna Magillozzi David Mistri Cassandra Pierce Walter Strate Raisa Whittaker	Carlton Doermann Northrop Frye John Giambalvo Miguel Palacio Ganga Patel Mary Jane Pastore Daniel Wilson	Larry Bommer Maria Daniw Sabina Romanowska Portia Smith William Sonoma John Steinhart Jane Zakrewska
Citizenship	Georgia Kitch David Mistri	Sandra Newcomer Robert Plum Mary Ellen Rhodes	Louise Lewis Sonya Newcomer Thomas Purma
Athletics	Maria Agnelli Lawrence Berry Karalea Bishop Juan Guerra Susan Knipp Ronald Myrick Harold Ohmart Nancy VanAntwerp Florence Wunderlich	Howard Beech Michael O'Loughlin Miguel Palacio Carol Ann Paul Frieda Payne Suzanne Rodenbeek Winston Salem Robert Stewart Rosemarie Winderlin	Natasha Borodin Maria Daniw Raleigh Durham James Holmes Thomas Purma William Sonoma Paul Stookey Barbara Timmons Dill VanAntwerp

Illustration B. Desired Result for Awards List

Arthur Treacher Awards Academic Year 2000-2001

<i>Area</i>	<i>Grade 7</i>	<i>Grade 8</i>	<i>Grade 9</i>
<i>Academic</i>	Juan Guerra	Carlton Doermann	Larry Bommer
	Denise LeBihan	Northrop Frye	Maria Daniw
	Anna Magillozzi	John Giambalvo	Sabina Romanowska
	David Mistri	Miguel Palacio	Portia Smith
	Cassandra Pierce	Ganga Patel	William Sonoma
	Walter Strate	Mary Jane Pastore	John Steinhart
	Raisa Whittaker	Daniel Wilson	Jane Zakrewska
<i>Citizenship</i>	Georgia Kitch	Sandra Newcomer	Louise Lewis
	David Mistri	Robert Plum	Sonya Newcomer
		Mary Ellen Rhodes	Thomas Purma
<i>Athletics</i>	Maria Agnelli	Howard Beech	Natasha Borodin
	Lawrence Berry	Michael O'Loughlin	Maria Daniw
	Karalea Bishop	Miguel Palacio	Raleigh Durham
	Juan Guerra	Carol Ann Paul	James Holmes
	Susan Knipp	Frieda Payne	Thomas Purma
	Ronald Myrick	Suzanne Rodenbeek	William Sonoma
	Harold Ohmart	Winston Salem	Paul Stookey
	Nancy VanAntwerp	Robert Stewart	Barbara Timmons
Florence Wunderlich	Rosemarie Winderlin	Dill VanAntwerp	