

Microsoft Word 2003

Lesson 8: Tables

By the end of this section you will be able to:

- Insert a table**
- Enter and format text on tables**
- Navigate and select text**
- Change the table layout**
- Format tables**

Tables

Tables give you the ability to lay information out in columns and rows. An example of a table is shown below:


Item	Action
Word 2003 manual was discussed – deadline has now been set for end of next week.	AM to complete manual and give a draft copy to HB for proof reading and revisions.

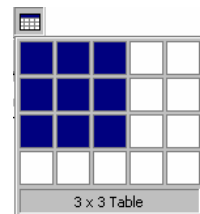
Create tables

When a table is created, Word will make the table as wide as the current page orientation allows. Therefore, if you know your table is going to be quite wide, you may want to switch to landscape before creating it. Your table is made up of rows and columns. Where the rows and columns intersect to form boxes, Word refers to those as cells.

To create a table:

Mouse

- Position the cursor where you want to insert the table.
- Click the table button  on the toolbar.
- Click and drag over the grid that appears to highlight the number of columns and rows that you want your table to have.
- Release the mouse. The table will appear in your document at the cursor position.
- Enter text into your table.



Or
Menu

- Position the cursor where you want to insert the table.
- On the Table menu, point to Insert, and then click Table.



- Under Table size, select the number of columns and rows.
- Under AutoFit behavior, choose options to adjust table size.
- To use a built-in table format, click AutoFormat.
- Click **OK**.
- Enter text into your table.

Note: You can add new rows in by pressing [TAB] when the cursor is in the last cell if you don't know precisely how many rows your table will have.

Table Navigation

When you are entering data into your table, you can simply click into different cells with your mouse to move your cursor around. This will allow you to enter text into different cells.

However, you may find it faster to move around using the keyboard. The table below outlines some keyboard techniques for moving in a table:

To	Press
Move to the next cell	[TAB] (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	[SHIFT][TAB]
Move to the preceding or next row	[↑] or [↓]
Move to the first cell in the row	[ALT][HOME], or [ALT][7] on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	[ALT][END], or [ALT][1] on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	[ALT][PAGE UP], or [ALT][9] on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	[ALT][PAGE DOWN], or [ALT][3] on the numeric keypad (NUM LOCK must be off.)
Start a new paragraph	[ENTER]
Add a new row at the bottom of the table	[TAB] at the end of the last row
Add text before a table at the beginning of a document	[ENTER] at the beginning of the first cell



Figure 1 - Table Navigation

Enter data in a table

You can enter text into each cell in your table – your text can even run to multiple lines within one cell.

☞ To enter data in a table:

Keyboard

- Position the cursor in the cell where you want the information, and type it in.
- Press [ENTER] to start a new line within the same cell



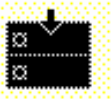
Or


- Press [TAB] to move to the next cell.

Select items in a table

The table below outlines some methods for selecting table components:

Mouse

To	Do this
Select a cell	Click the left edge of the cell. 
Select a row	Click to the left of the row. 
Select a column	Click the column's top gridline or border. 
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down [SHIFT] while you click another cell, row, or column.
Select text in the next cell	Press [TAB]
Select text in the previous cell	Press [SHIFT][TAB]

 Figure 2 - Select in a table using the mouse

Keyboard

To	Press
Select the next cell's contents	[TAB]
Select the preceding cell's contents	[SHIFT][TAB]
Extend a selection to adjacent cells	Hold down [SHIFT] and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down [SHIFT] and press [↑] or [↓] repeatedly
Extend a selection (or block)	[CTRL][SHIFT][F8], and then use the arrow keys; press [ESC] to cancel selection mode
Reduce the selection size	[SHIFT][F8]
Select an entire table	[ALT][5] on the numeric keypad (with NUM LOCK off)



Figure 3 - Select in a table using the keyboard

Note: You can also select rows, columns, or the entire table by clicking in the table and then using the Select commands on the Table menu.

Format table data

You can apply the same character and paragraph formats to table data as to standard text.

To format data in a table:

Mouse

- Select the data to format.
- Click the button to apply the format from the formatting toolbar or choose Format, Font/Paragraph to select other formats.

*Note: Word treats each cell in a table as a separate paragraph. This means that when you use alignment options for example, the data lines up between the edges of the **cell** according to the selected alignment.*

Change column widths

The initial width of the columns of your table will depend upon the page orientation and how many columns you selected. The standard widths that Word applies can be easily altered.

To change column widths:

Mouse

- Ensure that nothing in your table is highlighted (click away from any highlighting to remove it).
- Move the mouse over the right edge of the column whose width you want to change – the mouse pointer will change shape (*see below*).
- Click and drag the column edge to make the column wider or narrower as required. A vertical guide appears as soon as you



start dragging allowing you to preview the new position of the column edge and its width.

- Release the mouse. The column will “jump” to its new width.

Add rows and columns

A new row can be added to the bottom of a table by pressing the tab key when the cursor is in the last cell. If you need to, you can choose where new rows and columns should be inserted or deleted from your table and add or remove them accordingly.

To add a row:

Menu

- Select the row above or below where you want to insert the new row.
- Select the Table, Insert, Rows Above or Rows Below commands.

To add a column:

Mouse

- Select the column to the left or right of where you want to insert the new one.
- Select the Table, Insert, Columns to the Left or Columns to the Right commands.

To add several rows:

Mouse

- Highlight the number of rows you want to insert on the table
- Select the Table, Insert, Rows Above or Rows Below commands.

To add several columns:

Mouse

- Highlight the number of columns you want to insert on the table.
- Select the Table, Insert, Columns to the Left or Columns to the Right commands.

Remove rows and columns

You can delete selected rows and columns from your table if they are no longer needed.

To remove rows:

Menu

- Select the rows that you want to delete.
- Select the Table, Delete, Rows command.

To remove columns:

Menu

- Select the columns you want to delete.
- Select the Table, Delete, Columns command.

Change border style

You can change the line style, thickness and colour that Word uses to border the elements that make up your table.

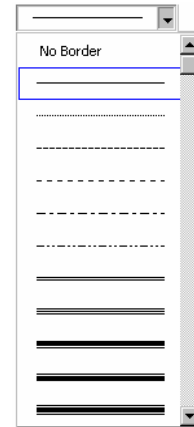
Line style

You can choose between 22 different line styles to apply to the selection.

☞ To change the line style:

Mouse

- Select the cell(s), row(s) or column(s) whose border style you want to change or select the whole table if you want to change all the borders.
- Click the drop down arrow to the right of the **Line Style** list box on the Tables and Borders toolbar to display a list of line styles.
- Click on the required style to apply it to your selection.



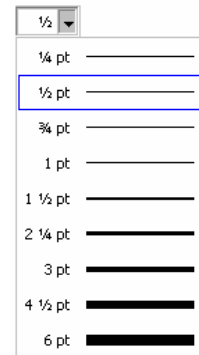
Change the line weight

Word has different options to control the thickness of the lines used to border tables.

☞ To change line weight:

Mouse

- Select the cell(s), row(s) or column(s) whose border weight you want to change or select the whole table if you want to change all the borders.
- Click the drop down arrow to the right of the **Line Weight** list box on the Tables and Borders toolbar to display a list of different line thicknesses.
- Click the required option to apply it to your selection.



Change border colour

You can pick between a variety of different colours for the lines that make up the table borders. The colour will only show on a printout if you have a colour printer.

☞ To change the border colour:

Mouse

- Select the cell(s), row(s) or column(s) whose border colour you want to change or select the whole table if you want to change colours for all the borders.
- Click the Border colour button on the Tables and Borders toolbar to display a list of different colours.
- Click the required colour to apply it to your selection.

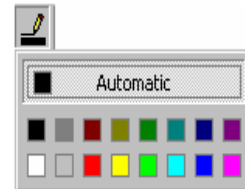


Table shading

You can apply shading to tables using an option on the Tables and Borders toolbar.

☞ To apply shading:

Mouse

- Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
- Click the drop down arrow to the right of the Shading color button on the Tables and Borders toolbar to display a list of different colours.
- Click the required colour to apply it to your selection.



***Note:** You can remove shading by selecting the items that are shaded, clicking the Shading Color button and choosing the **None** option*

Repeating Table Headings

When a table spreads across more than one page, it can be useful to automatically repeat the first row(s) of the table on each page as the first row(s) will often contain headings that apply to the columns of the table. If you choose to repeat table headings, the rows you have chosen will automatically be inserted at the top of each new page the table spreads onto. To edit the heading rows or make formatting changes, you must go back to the top of the table as it is simply an image of the first row(s) on the other table pages.

To repeat table headings:

Mouse

- Select the rows that you want to repeat at the top of each page the table prints on.
- Choose Table from the menu bar and click the Heading row repeat option.

You will only see the repeating headings when you are in Print Layout or Print preview.