



## WORD 2019 • PART 5

### Tables

Word tables look like a small portion of a spreadsheet, with rows and columns of information. Cells in a Word table can contain numbers, text, formulas, or images. Text inside a cell wraps just as it does in a document, but the size of the cell does not automatically increase to accommodate text. This class covers how to create, format, and edit tables in a Word document.

#### Getting Started

##### Starting Word at a Library Terminal

1. Click on the blue “W” icon in the task bar at the bottom of the screen

##### Starting Word at a Different PC

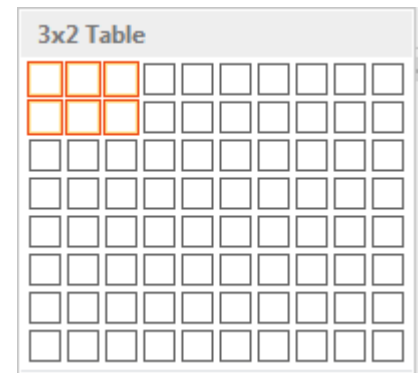
1. Click on the **start** button in the task bar at the bottom of the screen
2. Choose **Word 2019**

#### Creating a Table

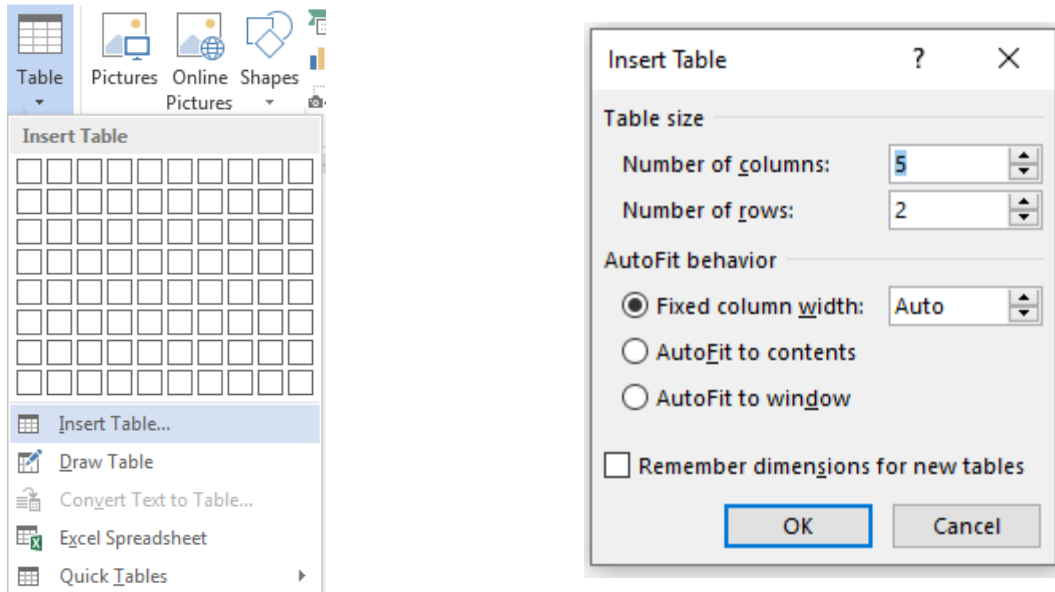
There are two ways to create a table through the **Insert** tab → **Tables** group → **Table** command on the Ribbon.

1. Use the squares at the top of the **Table** command’s drop-down menu to create the table by dragging the mouse over the number of cells to be included and then clicking.

For example, the selection in the image below creates a **3x2 table** (3 columns and 2 rows).




- Click on the **Table** command and choose **Insert Table** to open the **Insert Table dialog box**, which allows the number of columns and rows for the table to be specified.



Try to estimate how many rows and columns are needed before creating a table, though rows and columns can always be added or deleted later. Don't forget to add an extra row at the top and column on the left to label the information.

- Click OK to close the dialog box.

### Moving between Cells in a Table

There are several options for moving from cell to cell in a table. One option is **pointing and clicking** with the mouse. It is also possible to move between cells using the keyboard: the **Tab** key jumps one cell to the right, **Shift + Tab** move one cell to the left, and the **arrow keys** move up, down, left or right one cell.

#### Practice Exercise 1

- Open a blank document
- Type **Book List**
- Insert a table, specifying **2 columns** and **7 rows** (2x7)
- In the first row, type **Author** in the top left cell
- Type **Book Title** in the top right cell
- In the second row, type **Norman Mailer** in the **Author** column and ***The Armies of Night*** in the **Book Title** column
- Add the following authors to the Author column:  
**Saul Bellow**  
**William Faulkner**  
**Ernest Hemingway**  
**Doris Lessing**  
**Toni Morrison**

8. Add the following books to the Book Title column:

***Humboldt's Gift***  
***The Sound and the Fury***  
***The Sun Also Rises***  
***The Golden Notebook***  
***Beloved***

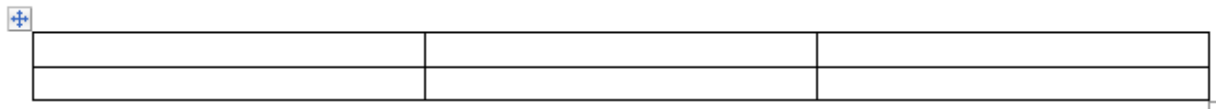
## Changing a Table

### Editing Information in a Cell

To change information in a table, click inside the cell to be changed and use the **Delete** or **Backspace** key to remove characters. Double-click a word selects the entire word.

### Moving a Table

To move a table, click anywhere inside the table. A four-headed arrow appears at the top left corner of the table. Click and drag the arrow icon to move the table to a new location.



### Resizing a Table

Click anywhere in the table. A small square appears at the lower right corner of the table. Click on it and drag outward to increase or inward to decrease the table size.

### Increasing or Decreasing Row Height and Column Width

To change the dimensions of a column or row, place the cursor directly on the line between that column or row and the next one. When the cursor turns into a two-headed arrow with two lines in between, click and drag the border of the column or row to the appropriate height or width.

### Selecting Portions of a Table to Edit

To select a **cell**, click the **cell selection bar**, which is the white space just to the left of the information in the cell. The I-beam becomes a small, dark arrow. Click once to select all of the data in that cell.

This cell is selected		

To select a **row**, double-click the cell selection bar or click in the **row selection bar**, which is located just outside the table. The I-beam changes to a large white pointer aimed diagonally upward when positioned in the row selection bar.

This row selected		

To select a **column**, move the cursor to the top of the column until it turns from an I-beam into a black downward pointing arrow and click.

	This column is selected	

To select **contiguous** multiple cells, rows, or columns:

1. Click in the first cell
2. Hold down the **Shift** key and click in the last cell to be selected; everything in between is selected

Or click and drag over the area you wish to select.

To select **noncontiguous** cells, rows, or columns:

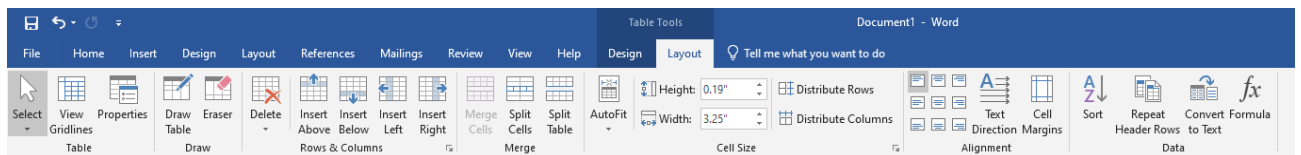
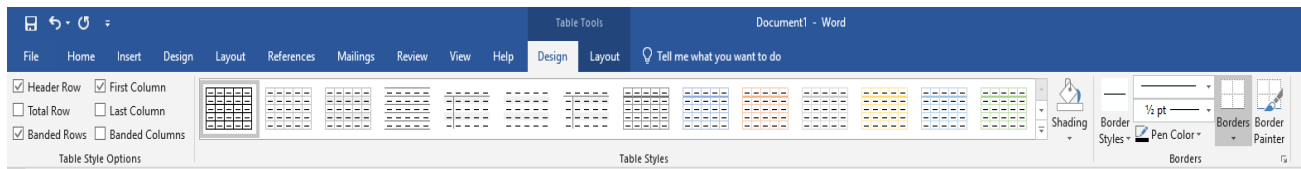
1. Click in the cell selection bar next to the first cell to select it
2. Hold down the **Ctrl** key while clicking on the other cell or cells

This cell is selected		
		This cell is selected

- To select the entire table click three times in the cell selection bar.
- To select the entire table plus the rest of the document, press **Ctrl + A**.

## Table Tools Contextual Tabs

When working with a table, two **contextual tabs** appear at the end of the Ribbon: **Design** and **Layout**. These tabs contain the tools needed to edit the table.



The commands available in these tabs are covered later in the class.

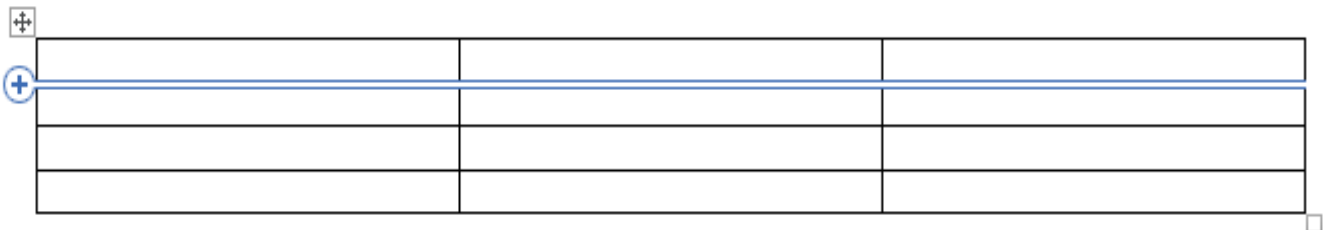
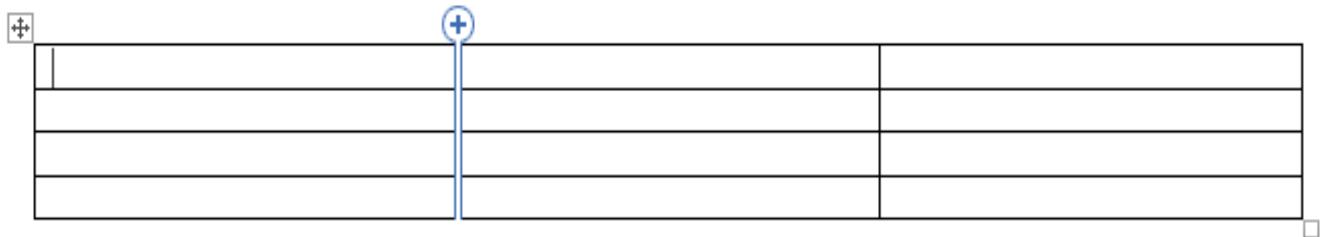
**NOTE:** The Table Tools contextual tabs appear only when a table is active. Clicking away from a table causes the tabs disappear from the end of the Ribbon. To get them back, click inside the table again.

## Adding Rows and Columns

To add an extra row, place the blinking cursor just outside the last cell in a table and hit the **Enter** key on the keyboard. The new row is formatted exactly like the rows above it. Another option is to position the cursor inside the last cell in a table and hit the **Tab** key.

Like all Microsoft Office products Word gives you more than one way to add a row or column. The first way is as follows:

To add a row or column hover the mouse near the location where you wish to add a row or column and click the plus sign that appears.



A new row or column will appear in the table.

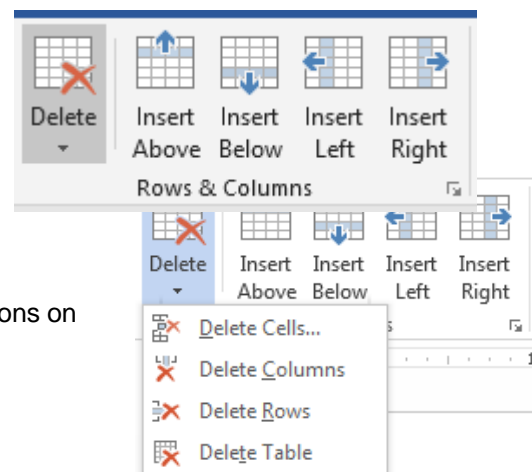
Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$227.75
Service Fee (18% of menu items ordered)	\$122.33

The second way to add a row or column:

1. Click in a cell either above or below the area where the row or column is to be inserted
2. Go to the **Layout** sub-tab → **Rows & Columns** group
3. Choose to **Insert Above**, **Insert Below**, **Insert Left**, or **Insert Right** relative to the currently-selected cell

The **Delete** command in this group can also be used to delete individual cells, rows, columns, or even the entire table.

1. Click inside the cell, row, or column to be deleted
2. Click on the **Delete** command and choose from the options on the drop-down menu



## Distributing Rows and Columns Evenly

To evenly distribute rows and columns:

1. Select the entire table
2. Go to the **Layout** sub-tab → **Cell Size** group
3. The two boxes at the top allow control of **row height** and **column width**; click on the symbols to the right of these boxes to evenly distribute the rows (top symbol) and/or columns (bottom symbol), making them equal in size



### Practice Exercise 2

1. Add one row to the **Book List** table
2. Add **William Golding** in the **Author** column
3. Add ***Lord of the Flies*** in the **Book Title** column
4. Add a **column** to the right of the existing columns in the table
5. Add a **row** in between the row with William Faulkner's name and the row with Ernest Hemingway's name
6. In the new row, put **Ernest Hemingway** in the **Author** column and ***The Old Man and the Sea*** in the **Book Title** column

## Copying Tables

The drag-and-drop method can be used to move or copy all of or a portion of the contents of a table to a new location.

To move text:

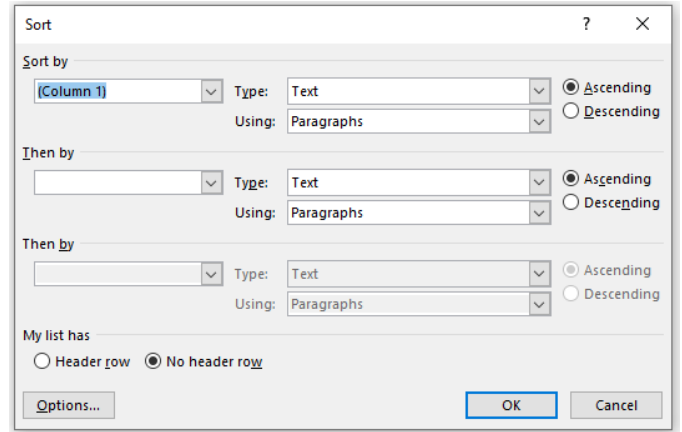
1. Select/highlight the portion of text to be moved or copied
2. Place the pointer over the selection until it turns to a white arrow
3. Click and drag the selection to the new location
4. Release the mouse button

**NOTE:** To copy text, hold down the **Ctrl** key before clicking and dragging the text.

## Sorting

Table data can be **sorted** in **ascending** or **descending** order.

1. Click anywhere in the table
2. Go to **Layout** sub-tab → **Data** group → **Sort** command
3. In the **Sort by** dialog box, choose the column by which the data will be sorted
4. To the right, select either **Ascending** or **Descending**
5. Under **Then by**, choose a secondary sorting option if necessary
6. Under **My list has**, select **Header row** if headers are included to exclude the header data labels from the sort
7. Click **OK**



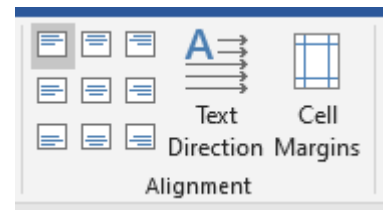
## Table Properties

Some table properties can be changed using the commands in the **Table Tools** contextual tab.

## Formatting Tables

### Alignment

The **alignment** of the data in a table can be adjusted through the **Layout** sub-tab → **Alignment** group. Choose whether the text is horizontally aligned to the **left**, **center**, or **right**, and vertically aligned to the **top**, **middle**, or **bottom** of the cell by clicking on the icons on the left side of the group.

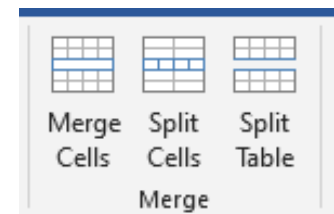


**NOTE:** The **text direction** can be changed and the **margins** of the table cells can be adjusted using the commands in this group.

### Merging and Splitting Cells

To **merge** two or more cells into a single cell, first select the cells to be merged. Go to the **Layout** sub-tab → **Merge** group → **Merge Cells**.

Cells or tables can also be **split**. Splitting cells divides one cell into many cells (or a single table into more than one table) according to your selection. It does *not* undo merging cells.



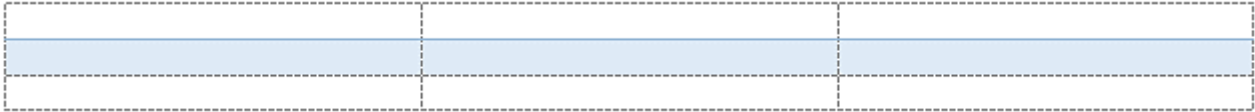
### Adding Colors

From the **Design** sub-tab, a **fill** color can be chosen for a cell or an entire table. Select the cells to be filled and go to the **Table Styles** group → **Shading** command. Choose a color from the drop-down menu or click on **More Colors** to see additional options.

A **style** (including color, borders, etc.) can also be applied to an entire table by choosing an option in this group. Click the downward pointing “more” arrow to view more choices.



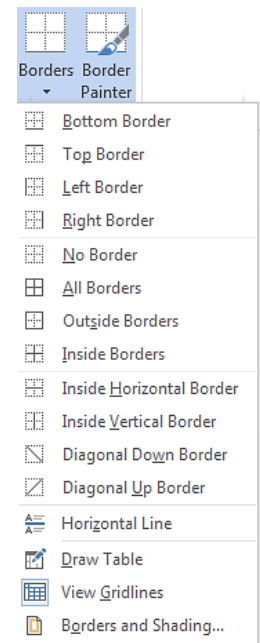
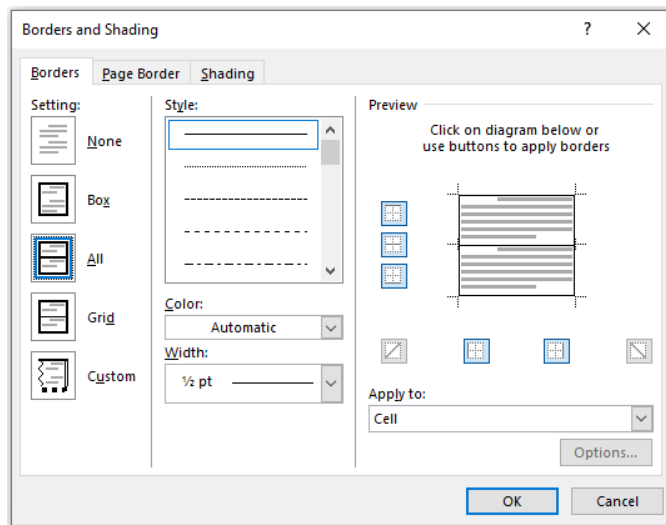
The image below shows one of the available styles applied to the simple 3x3 table.



### Adding Borders

A border can be added to any cell or number of cells through the Design sub tab → **Borders** group → **Borders** command. Choose a border style from the drop-down list.

For more options (including border **style**, **color**, and **weight**), click on **Borders and Shading** at the bottom of the list to open the **Borders and Shading** dialog box.



### Practice Exercise 3

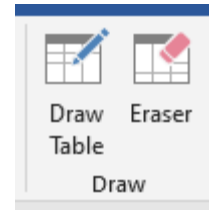
1. Sort the table by **author name** in **ascending** order
2. Select the two cells containing **Ernest Hemingway** and merge them into one (delete the extra name so that Ernest Hemingway is only in the cell once)
3. Fill the **Author** cell with the color of your choice
4. Fill the **Book Title** cell with a different color
5. Change the font size and the font style in the filled cells



## Manually Adding and Removing Table Lines

Go to the **Layout** sub-tab → **Draw** group

- **Eraser**: click and drag over any line in the table to erase it
- **Draw Table**: click and drag to draw lines



To turn off the drawing or erasing function, click on the icon a second time.

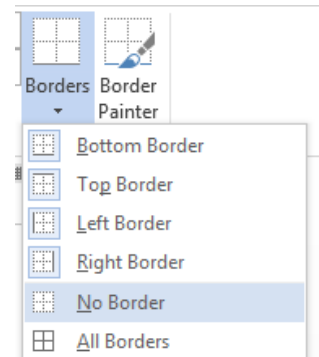
**NOTE:** Erasing the lines between cells merges the cells and drawing between cells splits them.

## Formatting an Entire Document Using Tables

Tables can be used to format an entire document, such as a resume or flyer. Using tables allows the pieces of the document (such as pictures) to be easily arranged.

In such situations, you may not want table borders to be visible. To make table borders invisible:

1. Select the entire table
2. Go to the **Design** sub-tab → **Borders** group → **Borders** command
3. Choose **No Border** from the drop-down list



The blue dotted gridlines are visible to show where the cells are, but they do not appear when printed. To remove these gridlines too, click on **Layout** sub-tab → **Table** group → **View Gridlines**. To make them visible again, click the command so that it is highlighted.

