

MICROSOFT WORD

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Tables

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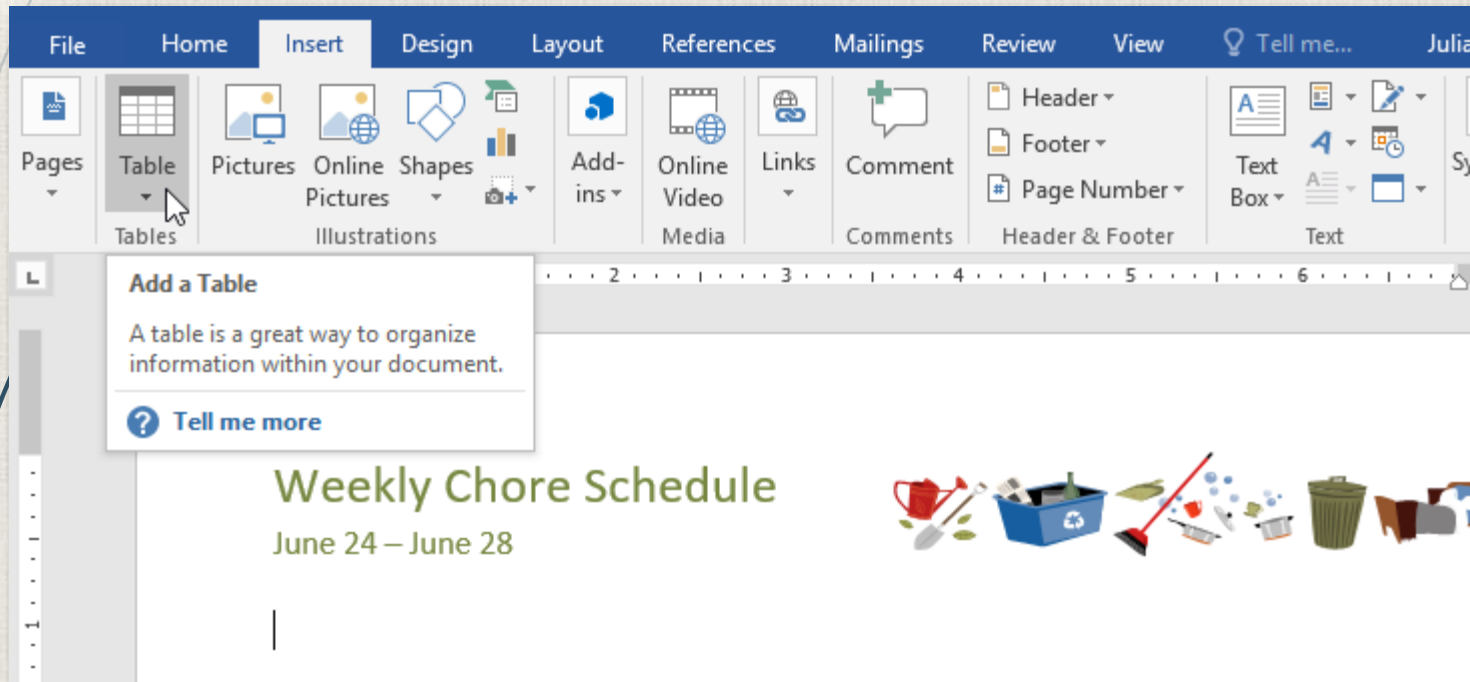
➤ Practice

Introduction

- ▶ A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a **blank table** or convert **existing text** to a table. You can also customize your table using different **styles** and **layouts**.

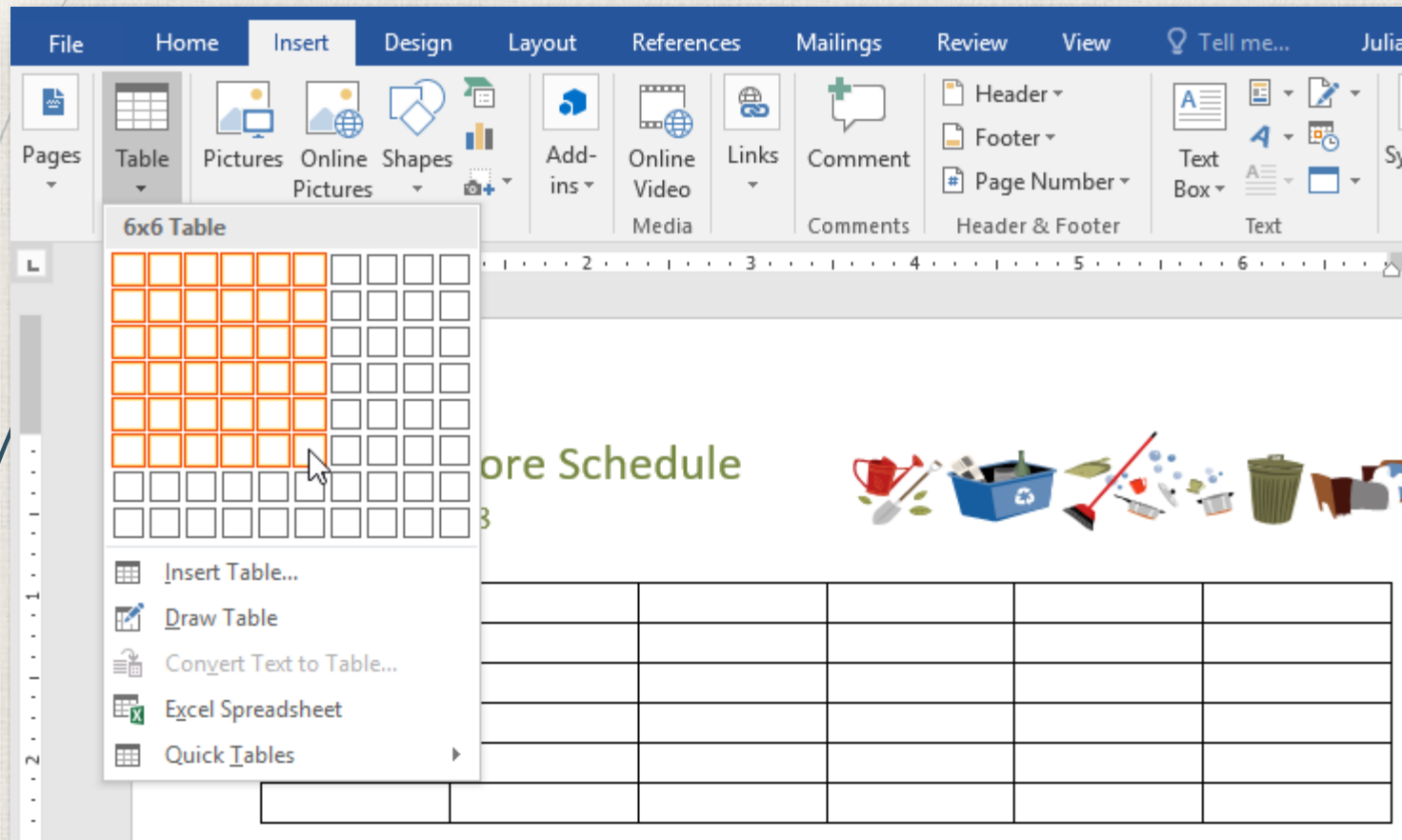
Inserting a blank table

1. Place the insertion point where you want the table to appear.
2. Navigate to the **Insert** tab, then click the **Table** command.



Inserting a blank table


- This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.



Inserting a blank table

4. Click the grid to **confirm** your selection, and a table will appear.
5. To **enter text**, place the insertion point in any cell, then begin typing.

Weekly Chore Schedule
June 24 – June 28




Monday	Tuesday	Wed			


To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

Convert existing text to a table

In the example below, each line of text contains part of a **checklist**, including chores and days of the week. The items are separated by **tabs**. Word can convert this information into a table, using the tabs to separate the data into columns.

1. Select the text you want to **convert** to a table. If you're using our practice file, you can find this text on page 2 of the document.

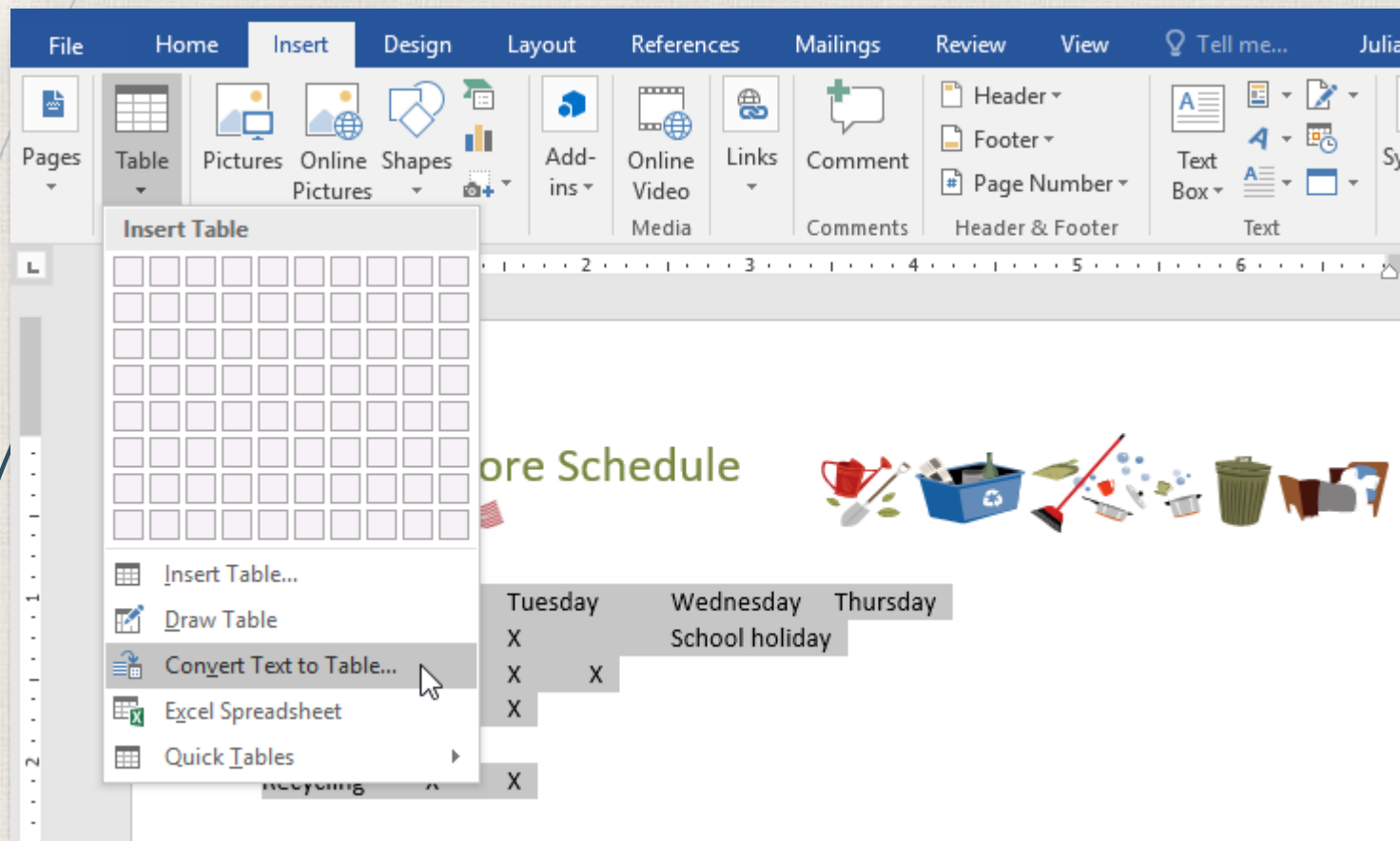
Weekly Chore Schedule
July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X	School holiday	
Feed fish	X	X	X	
Dishes	X	X		
Sweeping				
Recycling	X	X		

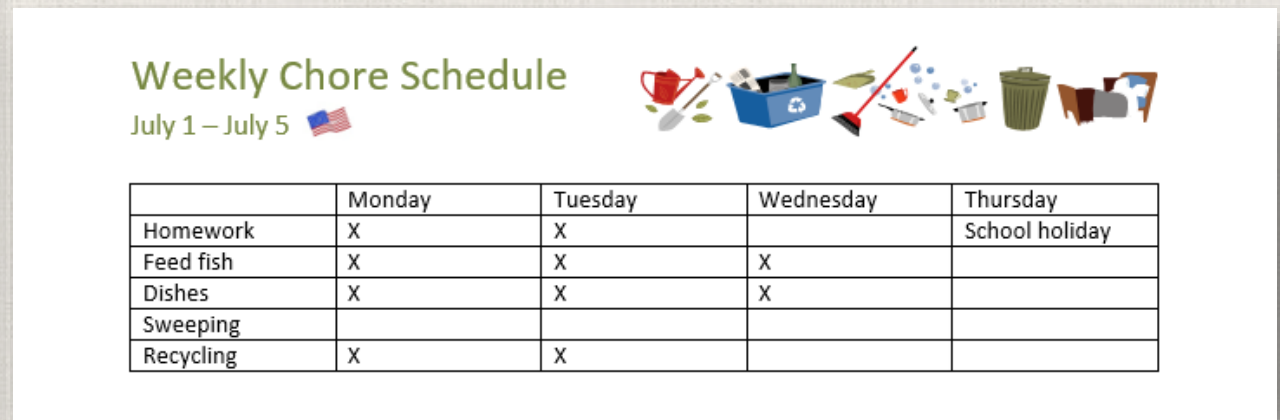
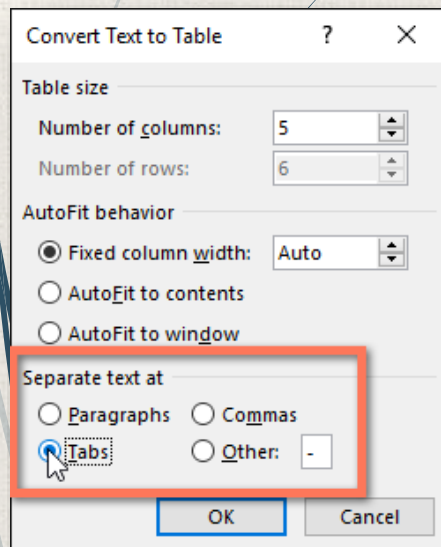
Convert existing text to a table

2. Go to the **Insert** tab, then click the **Table** command.
3. Select **Convert Text to Table** from the drop-down menu.



Convert existing text to a table

4. A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.
5. Click **OK**. The text will appear in a table.



Modifying tables

- ▶ You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

Adding a row or column

1. Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.

Weekly Chore Schedule
July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

2. A new row or column will be added to the table.

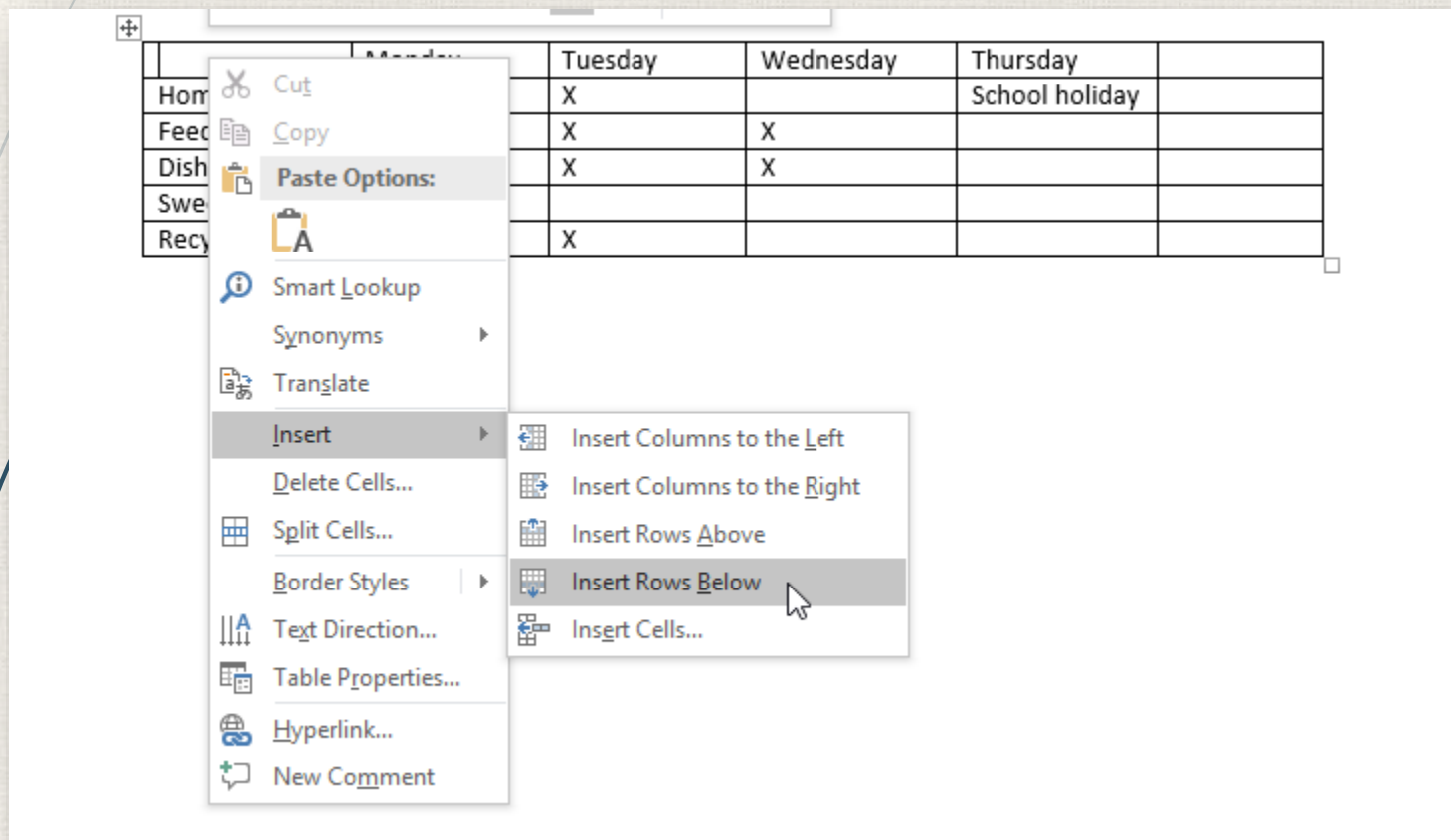
Weekly Chore Schedule
July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

Adding a row or column

- ❖ Alternatively, you can **right-click** the table, then hover over **Insert** to see various row and column options.



The screenshot shows a right-click context menu for a table. The table has columns for days of the week and rows for activities. The 'Insert' option is expanded, showing sub-options for inserting rows and columns.

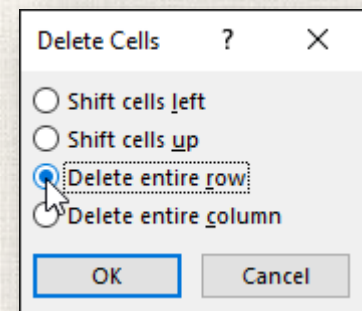
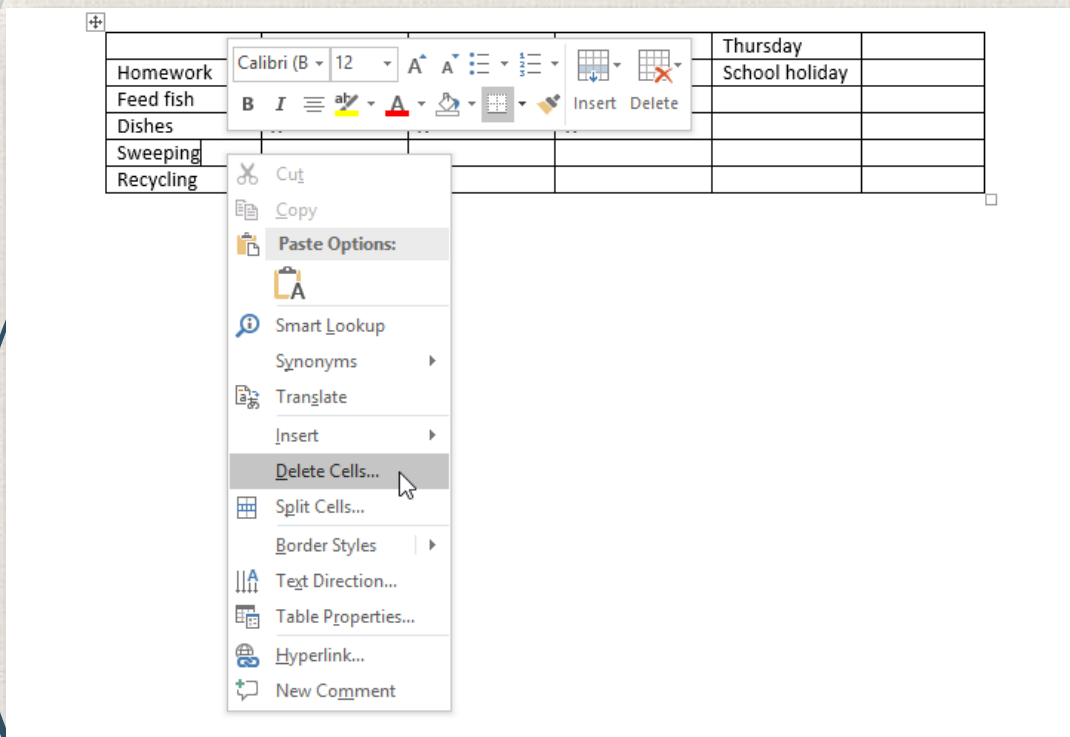
	Monday	Tuesday	Wednesday	Thursday	
Homework	X			School holiday	
Feed the dog	X	X			
Dish the dog	X	X			
Sweep the floor					
Recycle	X				

The context menu options are:

- Cut
- Copy
- Paste Options:
- Smart Lookup
- Synonyms
- Translate
- Insert
 - Insert Columns to the Left
 - Insert Columns to the Right
 - Insert Rows Above
 - Insert Rows Below
 - Insert Cells...
- Delete Cells...
- Split Cells...
- Border Styles
- Text Direction...
- Table Properties...
- Hyperlink...
- New Comment

Deleting a row or column

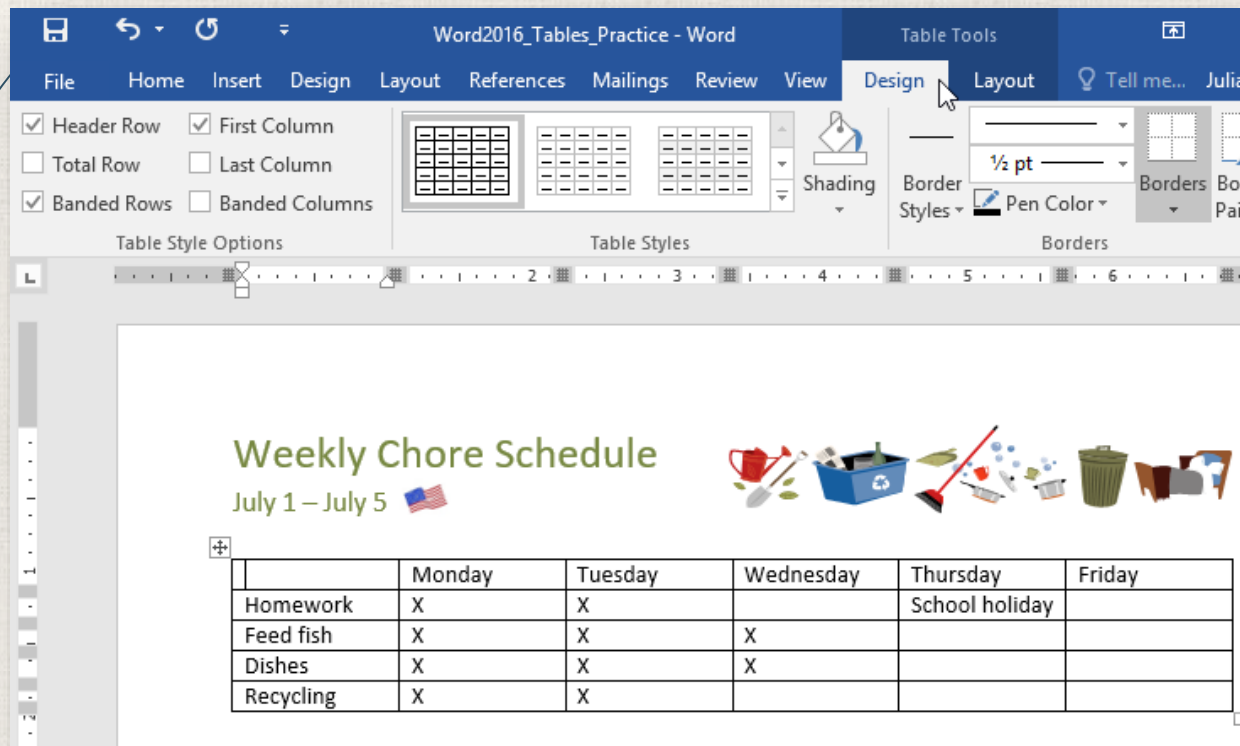
1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click, then select **Delete Cells** from the menu.
3. A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.



Applying a table style

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.



Word2016_Tables_Practice - Word

Table Tools

File Home Insert Design Layout References Mailings Review View **Design** Layout Tell me... Julia

Header Row First Column
 Total Row Last Column
 Banded Rows Banded Columns

Table Style Options


Table Styles

Shading

Border Styles

Pen Color

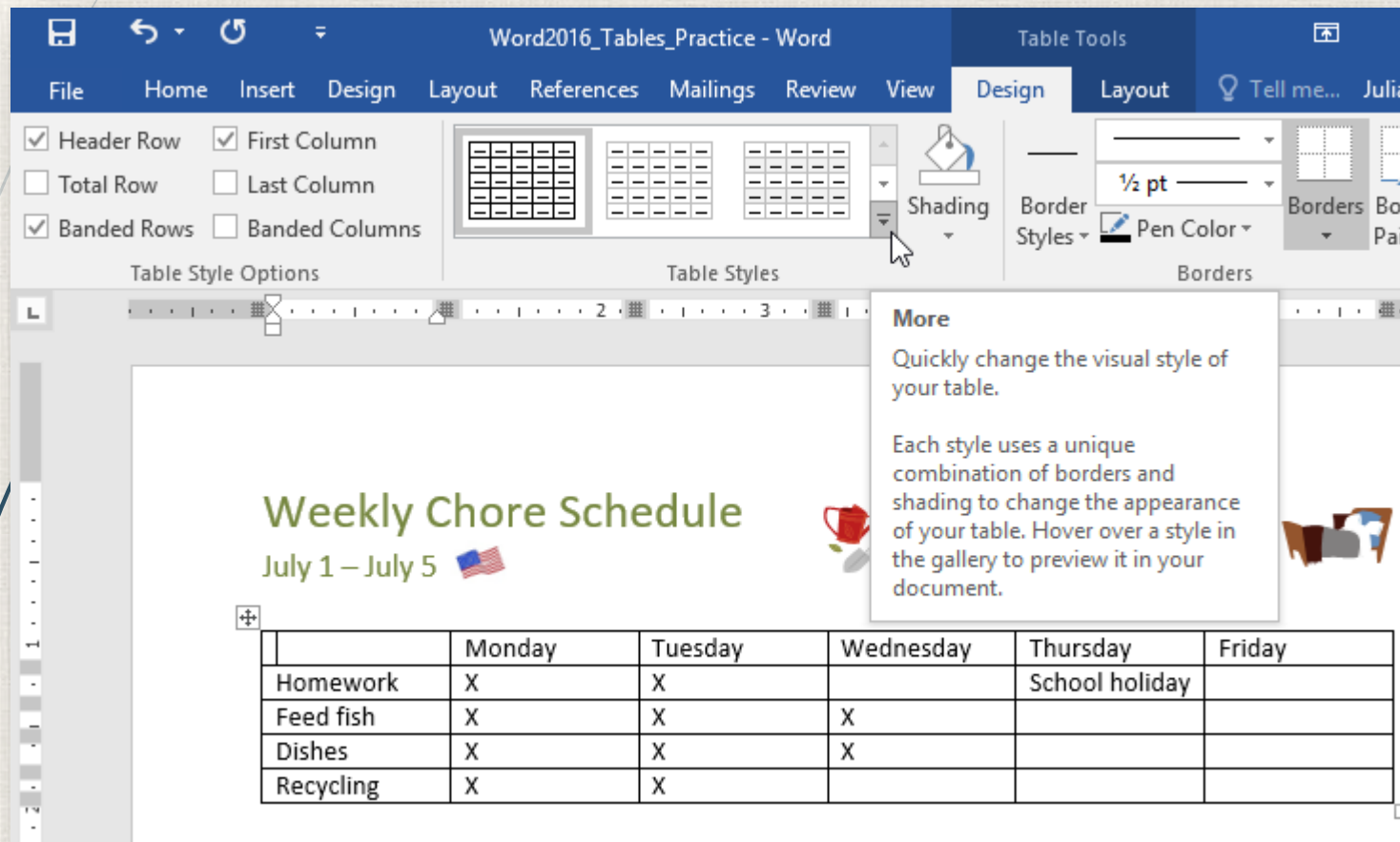
Borders

Weekly Chore Schedule
July 1 – July 5 

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Applying a table style

2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.



Word2016_Tables_Practice - Word

Table Tools

Design

Table Style Options

- Header Row
- First Column
- Total Row
- Last Column
- Banded Rows
- Banded Columns

Table Styles

Shading

Border Styles

Borders


Pen Color

More

Quickly change the visual style of your table.

Each style uses a unique combination of borders and shading to change the appearance of your table. Hover over a style in the gallery to preview it in your document.

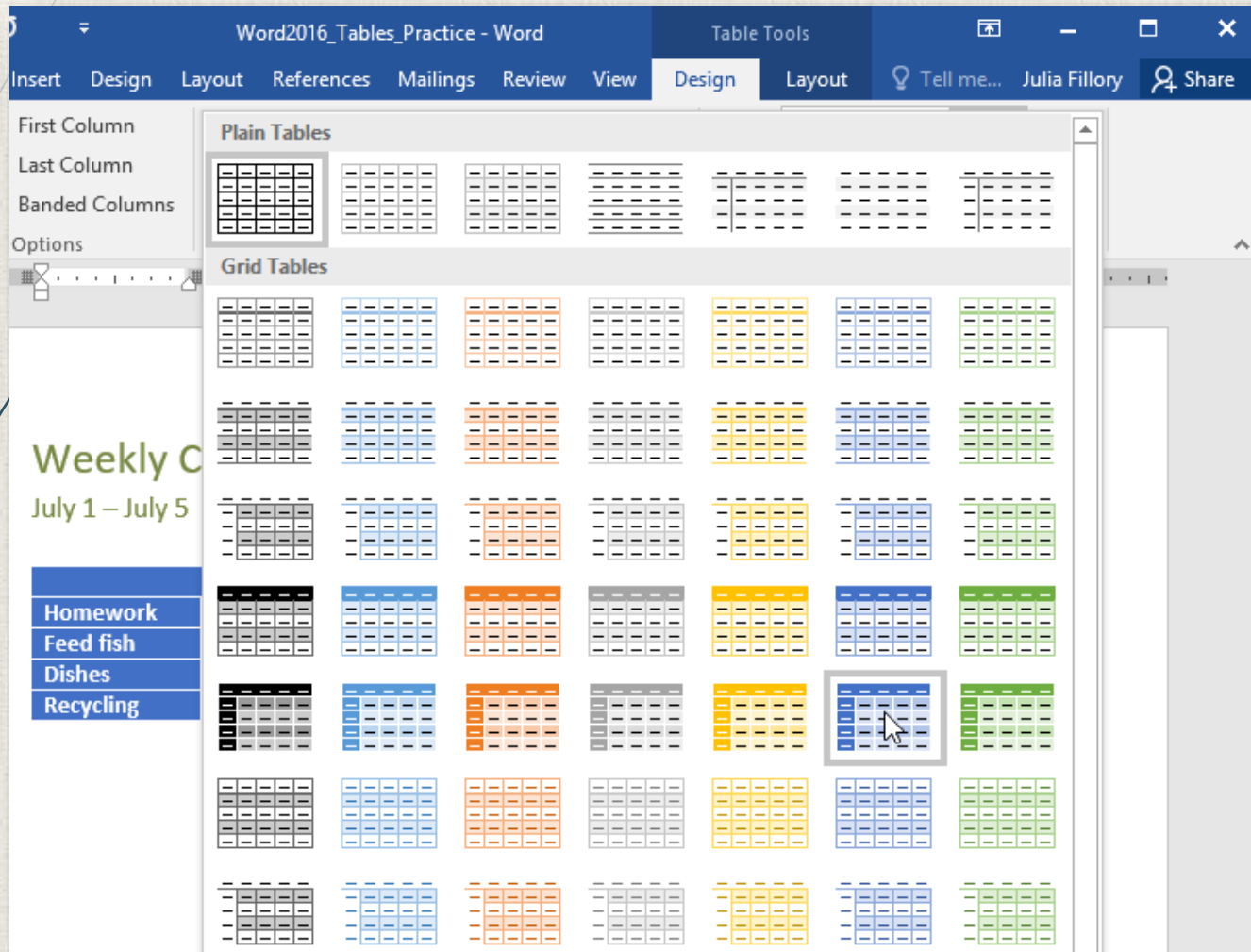
Weekly Chore Schedule

July 1 – July 5 

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Applying a table style

3. Select the **table style** you want.



Applying a table style

- The table style will appear.

Weekly Chore Schedule

July 1 – July 5 

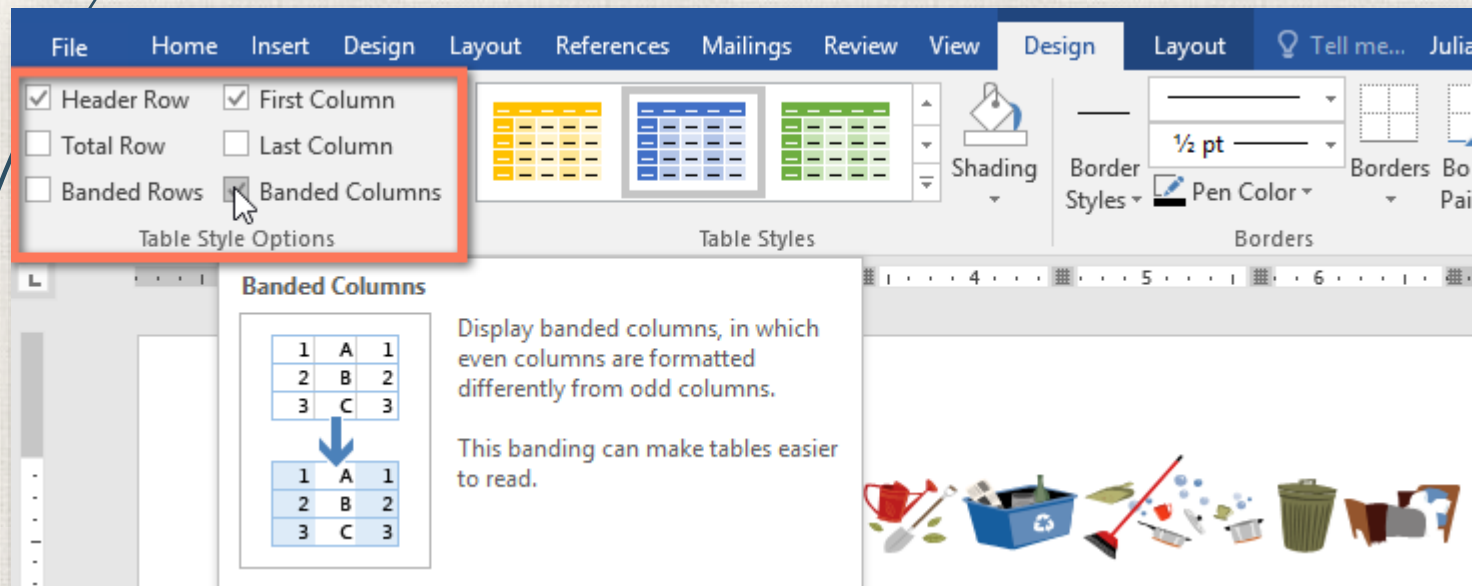


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Modifying table style options

Once you've chosen a table style, you can turn various options **on** or **off** to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere in your table, then navigate to the **Design** tab.
2. Locate the **Table Style Options** group, then **check** or **uncheck** the desired options.



The screenshot shows the Microsoft Word ribbon with the **Design** tab selected. The **Table Style Options** group is highlighted with a red box. The options are:

- Header Row
- Total Row
- Banded Rows
- First Column
- Last Column
- Banded Columns

Below the ribbon, a task pane titled **Banded Columns** is visible. It contains a table with alternating column shading:

1	A	1
2	B	2
3	C	3

The task pane also includes the following text:

Display banded columns, in which even columns are formatted differently from odd columns.

This banding can make tables easier to read.

Modifying table style options

3. The table style will be modified.

Weekly Chore Schedule

July 1 – July 5 🇺🇸




	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

Apply borders to a table

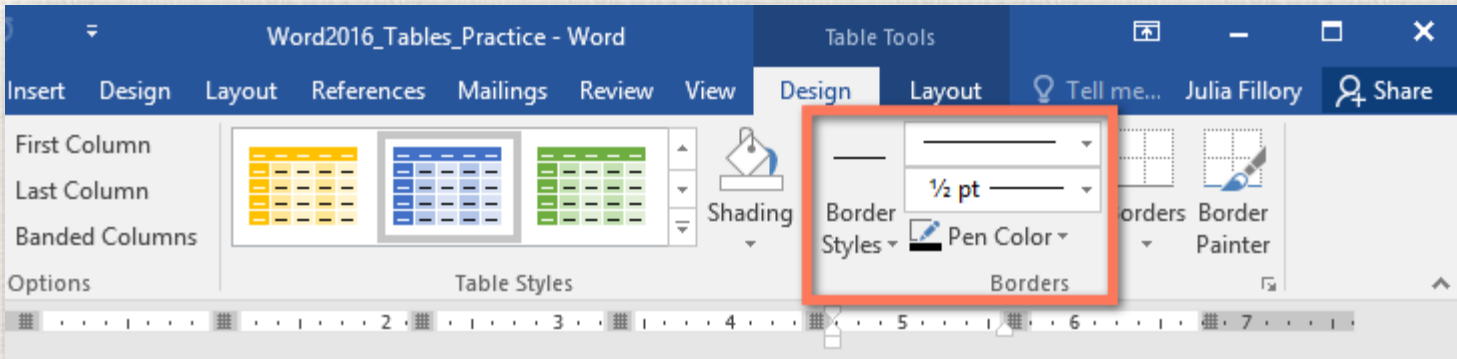
1. Select the **cells** you want to apply a border to.

Weekly Chore Schedule
July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

2. Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **Pen Color**.



Word2016_Tables_Practice - Word

Table Tools

Insert Design Layout References Mailings Review View Design Layout Tell me... Julia Fillory Share

First Column Last Column Banded Columns Options

Table Styles

Shading

Border Styles

1/2 pt

Pen Color

Borders

Border Painter

Apply borders to a table

3. Click the **drop-down** arrow below the **Borders** command.
4. Choose a **border type** from the menu.

Word2016_Tables_Practice - Word

Table Tools

Design

Layout

Tell me... Julia Fillory Share

First Column

Last Column

Banded Columns

Options

Table Styles

Borders

1 ½ pt

Pen Color

Borders

Border Painter

Bottom Border

Top Border

Left Border

Right Border

No Border

All Borders

Outside Borders

Inside Borders

Inside Horizontal Border

Inside Vertical Border

Diagonal Down Border

Diagonal Up Border

Horizontal Line

Draw Table

View Gridlines

Borders and Shading...

Weekly Chore Schedule

— July 5

	Monday	Tuesday	Wednesday	Thursday	Friday
Work	X	X		School holiday	
Fish	X	X	X		
S	X	X	X		
ling	X	X			

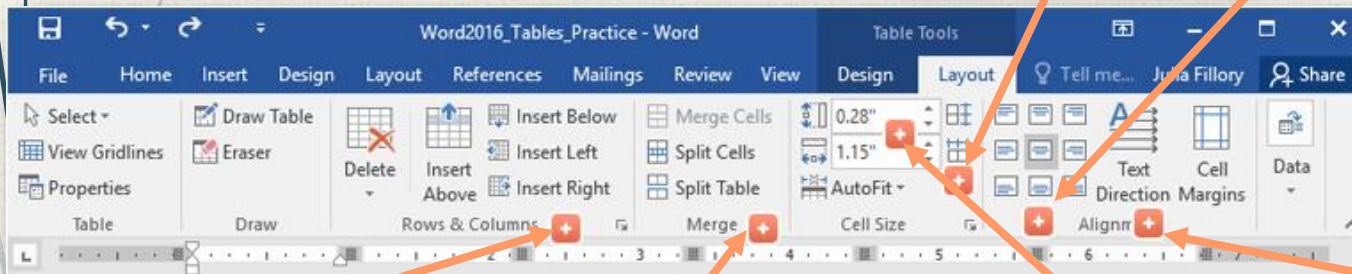
Modifying a table using the Layout tab

Distribute Rows/Columns

To keep your table looking neat and organized, you may want to **distribute your rows or columns equally**. This will make them all the same size. You can apply this feature to the entire table or just a small portion of it.

Align Cell Text

By changing the **alignment** of your cells, you can control exactly where the text is located. In the example below, the text has been aligned to the center.



Rows and Columns

Use these commands to quickly **insert** or **delete** rows and columns. This can be especially useful if you need to add something to the middle of your table.

Merge and Split Cells

Some tables require a layout that doesn't conform to the standard grid. In these cases, you may want to **merge** multiple cells (i.e., combine them into one) or **split** a cell in two.

Change Cell Size

You can manually enter a desired **row height** or **column width** for your cells. You can also use the **AutoFit** command, which will automatically adjust the column widths based on the text inside.

Change Text Direction

You can easily change the direction of your text from **horizontal** to **vertical**. Making your text vertical can add style to your table; it also allows you to fit **more columns** in your table.

Practice

- ▶ Open our **practice document**.
- ▶ Scroll to **page 3** and select all of the text below the dates **July 8 - July 12**.
- ▶ Use the **Convert Text to Table** to insert the text into a **6-column** table. Make sure to **Separate text at Tabs**.
- ▶ **Delete** the Saturday column.
- ▶ **Insert a column** to the **left** of the Friday column and type **Thursday** in the top cell.
- ▶ Change the **table style** to any style that begins with **Grid Table 5**.
Hint: Style names appear when you hover over them.
- ▶ In the **Table Style Options** menu, uncheck Banded Rows and check Banded Columns.
- ▶ Select the **entire table**. In the **Borders** drop-down menu, choose **All Borders**.
- ▶ With the table still selected, increase the **table row height** to 0.3" (0.8 cm).
- ▶ Select the first row and change the **cell alignment** to **Align Center**.

Solution

Weekly Chore Schedule

July 8 – July 12



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X			
Feed fish	X		X		X
Dishes		X			
Recycling	X	X			

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END