

Table Basics

Using tables and even changing them on the fly according to the data has become far easier in the newer versions of Word like Microsoft Word 2013. Intuitive formatting features give you finer (and quicker) control over how a table looks. But first head to the **Ribbon > Insert > Table > Insert Table** for making your first table. It gives you three or more options for creating your first table.

The quickest way to start is with **Quick Tables**. The built-in designs save you from the lack of design skills. You can modify the designs by adding your own rows and columns or deleting the ones you don't need.

Example

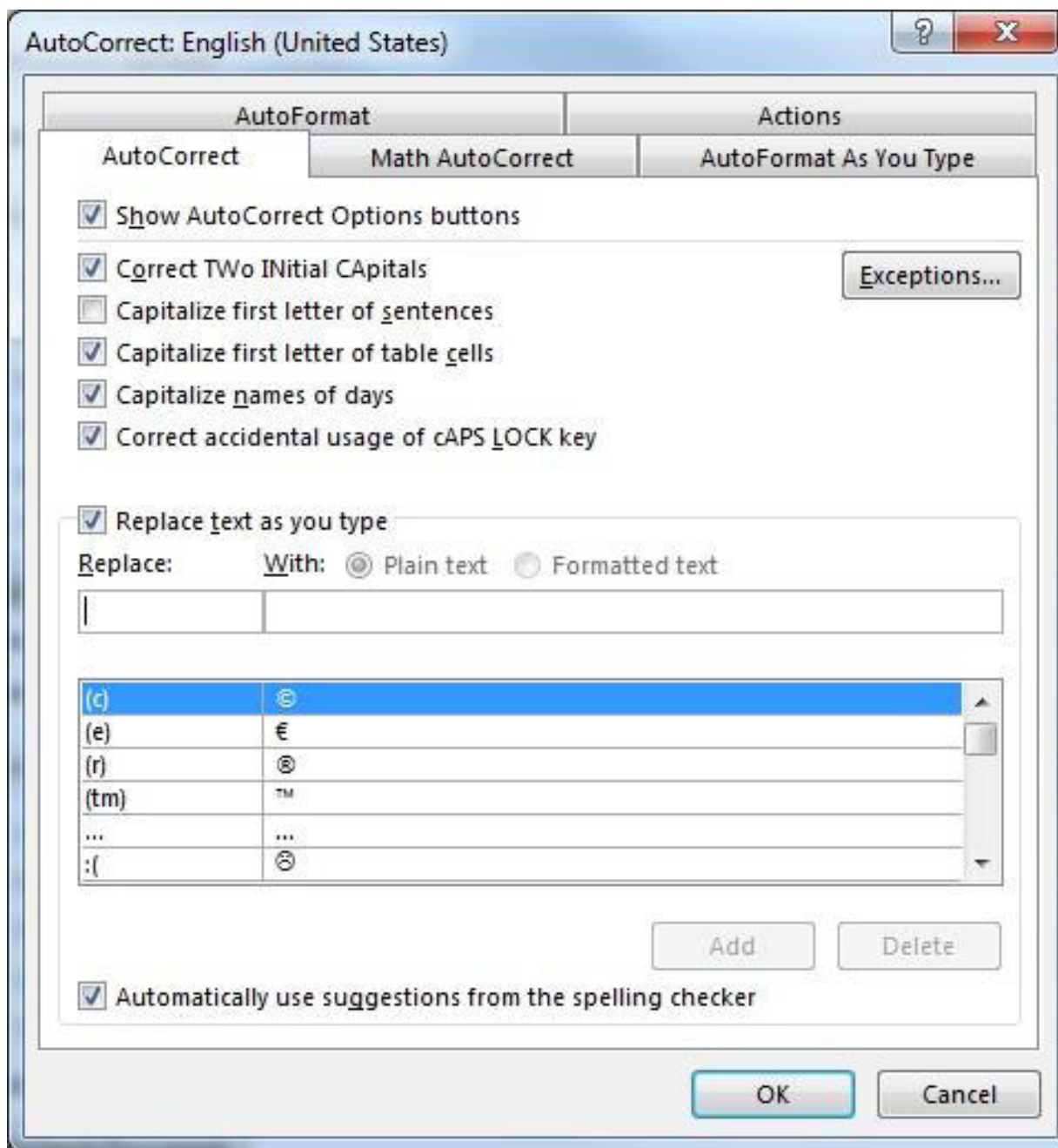
	Appetizer	Main Course	Dessert
Breakfast	cinnamon roll	pancakes	banana
Lunch	crackers and cheese	hamburger	ice cream cone
Dinner	vegetable tray	turkey casserole	blueberry pie

Getting your bearings

- **Cell** - The box where information is entered (identified as A1, etc.)
- **Row** - A collection of cells all in a line across the table (identified by numbers)
- **Column** - A collection of cells all in a line down the table (identified by letters of the alphabet)

Naming Cells

- Cells are named using the name of the column and the name of the row.
- Cell B4 in the example above has “vegetable tray” entered in it.



Controlling Capitalisation

- AutoCorrect places a capital letter at the beginning of each sentence unless it is turned off.
- Click on the **File** tab and then click on **Options**.
- Click on **Proofing**.
- Click on **AutoCorrect Options**.
- Click on the **AutoCorrect** tab.
- Click to remove the check mark in front of **Capitalise first letter of sentences**.
- Click on **OK**.
- Click on **OK**.

Creating a Table

- Click in the document where the table should be located.
- On the **Ribbon**, click on the **Insert** tab.
- In the **Tables** group, click on **Table**.
- Click and drag to make a table of the desired size.
- Release the mouse.
- **OR** in the **Tables** group, click on **Table** → **Insert**
- **Table....**
- Change the number of columns and rows as needed.
- Click on **OK**.

?

X

Insert Table

Table size

Number of columns: 5

Number of rows: 2

AutoFit behavior

☒ Fixed column width: Auto

☐ AutoFit to contents


☐ AutoFit to window


☐ Remember dimensions for new tables


OK


Cancel


Insert Table

 Insert Table...

 Draw Table

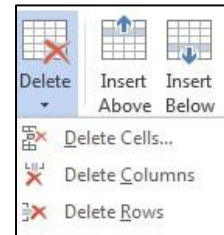
 Convert Text to Table...

 Excel Spreadsheet

 Quick Tables

Deleting a Table

- Click in the table to be deleted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Rows & Columns** group, click on **Delete** and choose **Delete Table**.



Navigating Through the Table

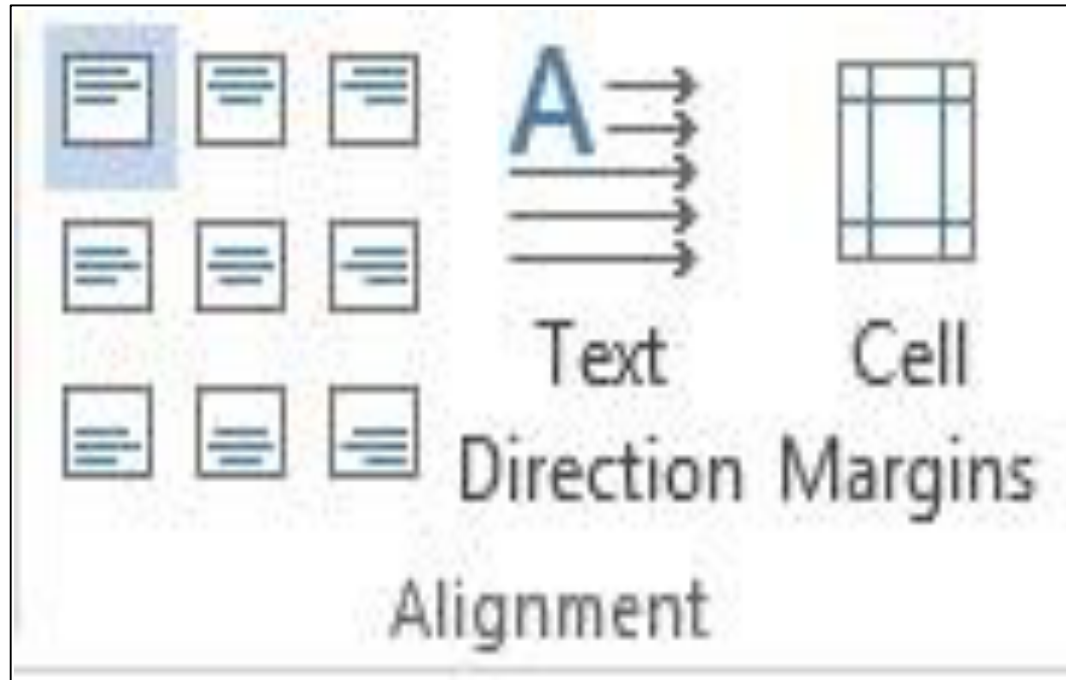
- **Tab** - Moves to the next cell to the right. From the last cell on the right, it moves to the first cell of the next row.
- **Shift Tab** - Moves to the next cell to the left.
- **Arrow keys** - Moves one space at a time in the direction of the arrow key pressed. (Moves through the text in the cell before moving to the next cell.)
- **Home** - Moves to the beginning of the text in the cell where the cursor is.
- **End** - Moves to the end of the text in the cell where the cursor is.
- **Note:** Pressing the **Enter** key does not move the cursor to the next cell.

Standard Design

- Tables usually have a title at the top.
- Columns should have headings that indicate what is in each column.
- Rows should have a heading in column A to identify what the row is about.

Center the Heading

- Click in the cell with the heading.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Alignment** group, click on the desired center button.



Header Row

- The header row can be made to repeat on each printed page.
- Click and drag to highlight the row(s) at the **top** of the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Data** group, click on **Repeat Header Rows**.
- **Note:** When clicking in the header row, **Repeat Header Rows** is highlighted to show the header rows are repeating.



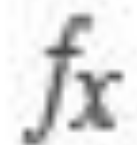
Sort



Repeat Header Rows



Convert to Text



Formula

Data

Text above the Table

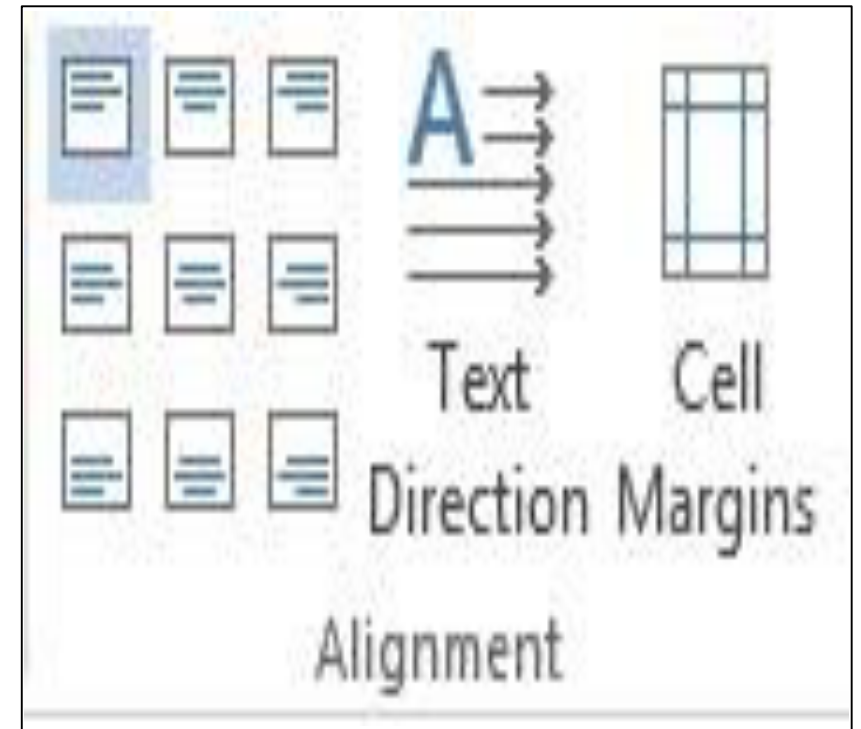
Note: This works to get text above a table that is at the top of the document.

- Click in the first cell and press the **Home** key.
- Press the **Enter** key.

Formatting the Contents of a Cell

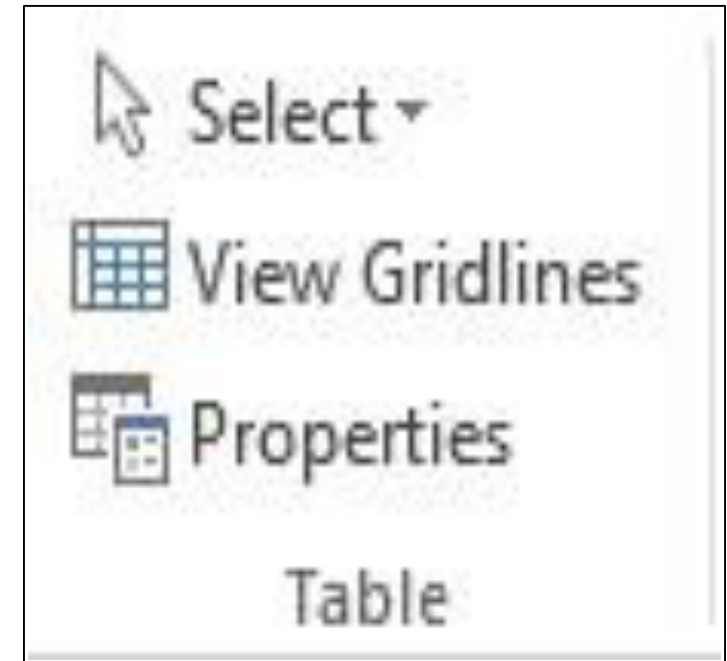
Centering

- The contents of a cell can be centered top to bottom as well as left to right.
- Click in a cell.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Alignment** group, click on the desired center button.



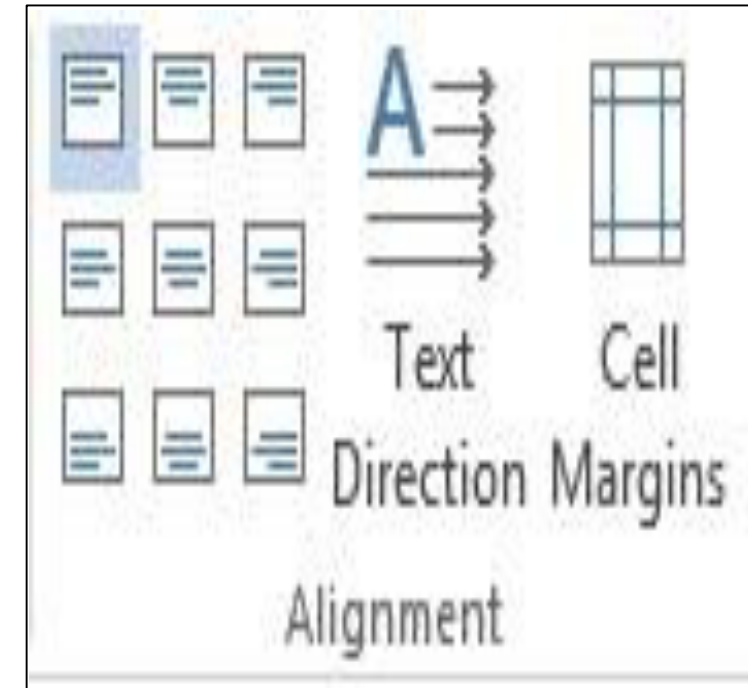
Center Text in a Column

- Click in a cell in the column.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Select** button and choose **Select Column**.
- In the **Alignment** group, click on the desired center button.



Rotating Text

- Text can be rotated to one of three positions.
- Click in the cell.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Alignment** group, click on the **Text Direction** button.
- Continue to click on **Text Direction** until the text is rotated as desired.



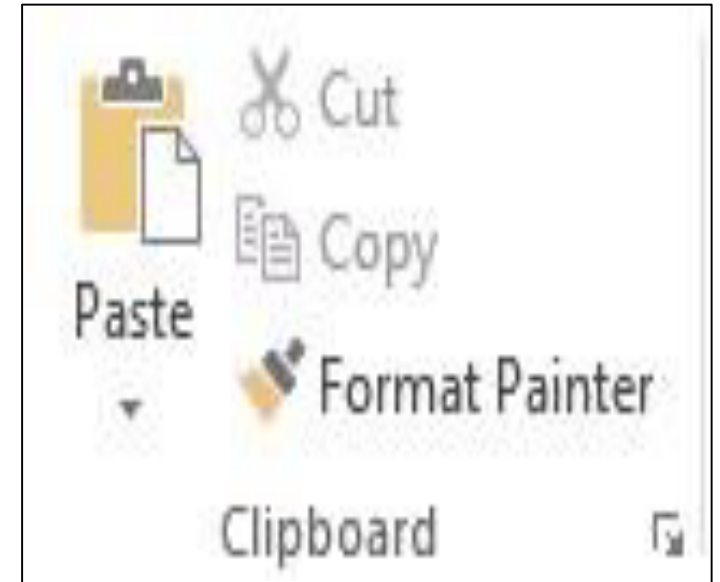
Aligning Text

- This aligns the contents of cells vertically and horizontally.
- Highlight the cells to be formatted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Alignment** group, click on the desired alignment button. There are 9 possibilities.

Format Painter

- Select the text that has the desired formatting.
- On the **Ribbon** click on the **Home** tab.
- In the **Clipboard** group, click on **Format Painter**.
- **Notice** - The cursor changes to a paintbrush.
- Click and drag over the text to be formatted.

Note: The **Format Painter** will then turn itself off.



Repeated use of the Format Painter

- Select the text that has the desired formatting.
- On the **Ribbon** click on the **Home** tab.
- In the **Clipboard** group, double click on **Format Painter**.
- Click and drag over the text to be formatted.

Note: To turn off the **Format Painter**, click on **Format Painter**.

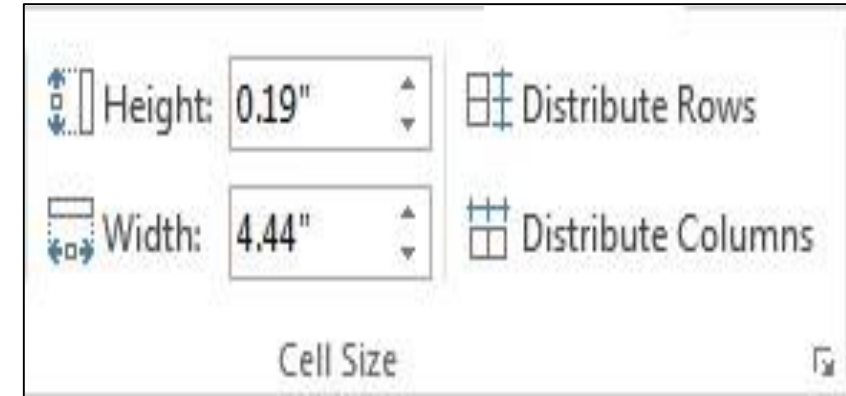
Column Width

Adjusting Column Width

- Move the cursor over the dividing line between the columns. (The cursor changes to a two-headed arrow.)
- Click and drag to the desired width.
- **Note:** The ruler will pop up to show the measurements.
- **Warning** – The column width change takes effect from the location of the cursor down.

Adjusting All Columns to a Uniform Width

- The width of the columns can be evenly distributed over the width of the table.
- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Cell Size** group, click on **Distribute Columns**.





Adjusting Selected Columns to a Uniform Width

- Click and drag to highlight each column to be adjusted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on **Select** and choose **Select Column**.
- In the **Cell Size** group, click on **Distribute Columns**.

Specifying an Exact Column Width

- Click and drag to highlight each of the desired column(s).
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on **Select** and choose **Select Column**.
- In the **Cell Size** group, click on the up or down arrows in the **Table Column Width** box to adjust the width as desired
- OR type in the desired measurement and then press the **Enter** key.

 Height:

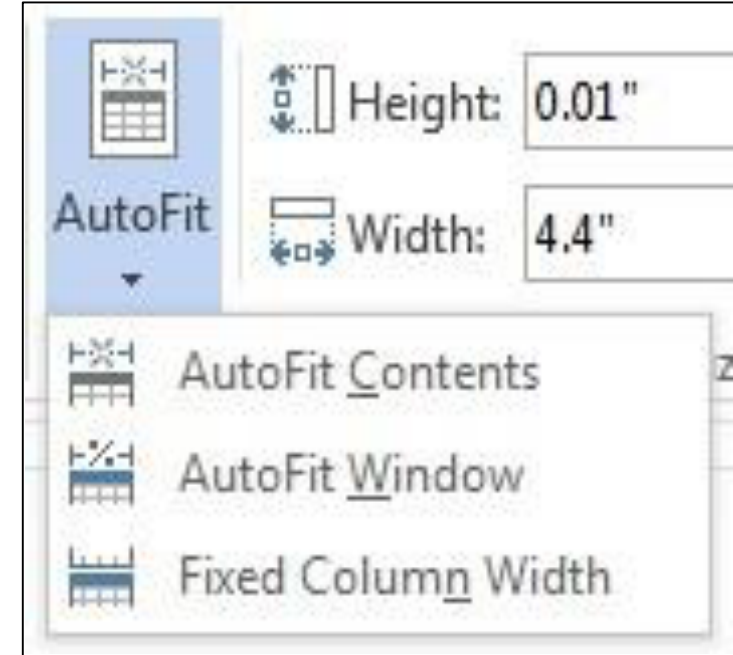
 Width:

Cell Size

Specifying an Exact Column Width

Locking the Column Width

- Adjust the column widths as desired.
- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Cell Size** group, click on **AutoFit** and choose **Fixed Column Width**.
- The column width can be adjusted by the user, but inserting a picture will not resize the width of the column.



Row Height

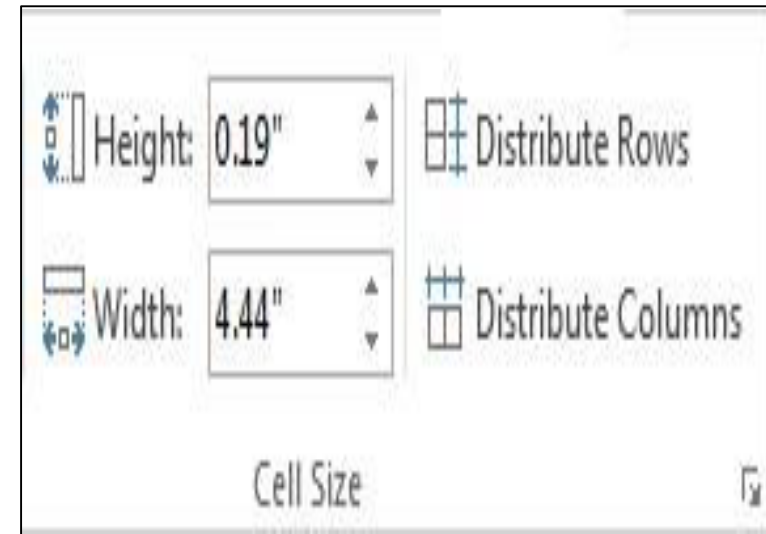
Adjusting Row Height

- Move the cursor to the bottom line of the row.
- **Note:** The cursor changes to a two-headed arrow.
- Click and drag to change the row to the desired width.

Note: The ruler will pop up to show the measurements.

Adjusting All Rows to a Uniform Height

- The height of the row can be evenly distributed over the height of the table.
- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Cell Size** group, click on **Distribute Rows**.



Adjusting Selected Rows to a Uniform Height

- Click and drag to highlight each desired row.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Select** button and choose **Select Row**.
- In the **Cell Size** group, click on **Distribute Rows**.

Specifying an Exact Row Height

- Click and drag to highlight the desired row(s).
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on **Select** and choose **Select Row**.
- In the **Cell Size** group, click on the up or down arrows in the **Table Row Height** box to adjust the height as desired
- OR type in the desired measurement and then press the **Enter** key.

Locking the Row Height

- Select the rows to be locked.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Cell Size** group, click on **Dialog Box Launcher**.
- Click on the **Row** tab.
- In the **Specify height** box, enter the desired height.
- Click on the **Row height is** down arrow and choose **Exactly**.
- Click on **OK**.

