Word Tables

What Are Tables?
- A grid of rows and columns; each row/column intersection is called a “cell”.
- Cells can contain text and/or graphics
- Within each cell, text wraps
- Cells expand vertically to fit text or graphic image

Why Tables?
- Easily arrange numbers or text without tabs
- Create side-by-side paragraphs
- Arrange text beside graphics
- Format table with or without lines

Parts of a Table
Click the Show/Hide ¶ toolbar button to view these items.
- **End-of-cell marks** – where the contents of a cell end
- **End-of-row marks** – where the rows of the table end
- **Gridlines** – non-printable borders outlining each cell

Create a Table
1. On the Insert tab, click Table.
2. Drag to select the number of rows and columns in the table.

Table Examples

<table>
<thead>
<tr>
<th>Basic Configuration</th>
<th>Product A</th>
<th>Product B</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPU</td>
<td>2.6 GHz</td>
<td>3.0 GHz</td>
</tr>
<tr>
<td>Memory</td>
<td>8 GB</td>
<td>16 GB</td>
</tr>
<tr>
<td>Drives</td>
<td>5.25 GB</td>
<td>5.25 GB</td>
</tr>
</tbody>
</table>

Navigate a Table
- Click in the cell you want to select.
- Press [Tab] to move to the next cell.
- Press [Shift]+[Tab] to move to the previous cell.
- Press [Down Arrow] to move down one cell.
- Press [Right Arrow] to move right one cell.
- Press [Left Arrow] to move left one cell.
- Press [Up Arrow] to move up one cell.

TIP: Press [Tab] in the last cell of the table to create a new row.

Enter Text in a Table
1. Position the insertion point in the cell.
2. Type the desired text.

Showing/Hiding Gridlines
Gridlines are never printed, even if displayed in document.
1. Position the insertion point in any cell.
2. Click the Table Tools / Layout tab.
3. Click View Gridlines to toggle on or off.

Apply a Table Style
1. Position the insertion point in any cell.
2. Click the Table Tools / Design tab.
3. Point on a table style to view change to style in document.
   Click the More button ▼ to view additional styles.
4. Click on a table style to apply that style.
Selecting Portions of a Table

- **Select cell** – Click in the blank space between the first character and the left gridline of the cell.
- **Select Row** – Click in the row selection bar to the left of the row.
- **Select Column** – Click in the column selection bar above the column.
- **Entire Table** – Click the Table Selection button in the upper-left of table.

Insert Columns and Rows

1. Position the insertion point in any cell.
2. Click the Table Tools / Layout tab.
3. Click the desired button in Rows & Columns group.

Convert Existing Text Into a Table

1. Select text.
2. On the Insert tab, click Table.
3. Click Convert Text to Table…
4. Select desired settings and click OK.

Convert Existing Table Into Text

1. Position the insertion point in any cell.
2. Click the Table Tools / Layout tab.
3. Click Convert to Text (in the Data group).
4. Select desired settings and click OK.

Change Column Width

- Drag any column border to the left to decrease width.
- Drag column border to the right to increase width.
- Enter exact value in Width on the Layout tab.

Change Row Height

- Drag any row border up to decrease height.
- Drag any row border up to increase height.
- Enter exact value in Height on the Layout tab.

Rotate Text in a Table

1. Select the cell containing the text to rotate.
2. Click the Table Tools / Layout tab.
3. Repeated click Text Direction until satisfied.

Repeat Table Heading

1. Select the top row(s) to repeat as a heading.
2. Click the Table Tools / Layout tab.
3. Click Repeat Header Rows.

Distribute Rows or Columns Evenly

1. Select the cells, rows or columns to distribute evenly.
2. Click the Table Tools / Layout tab.
3. Click Distribute Rows or Distribute Columns in the Cell Size group.

Add/Remove Borders

1. Select the cells to border.
2. Click the Table Tools / Design tab.
3. Click the triangle to the right of Borders.
4. Select the desired border.
   Select “No Border” to remove.

Add/Remove Shading

1. Select the cells to border.
2. Click the Table Tools / Design tab.
3. Click the triangle to the right of Shading.
4. Select the desired color/shade.
   Select “No Color” to remove.