



Creating a Table Using Word: The Basics

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Creating a Table Using Word: The Basics


Introduction

Overview

- Tables are often used to organize data into rows and columns. They are also useful when you want to arrange and align fields in a Word form.
- Tables may contain text, numbers, and images.
- A wide variety of formatting may be applied to tables. For example, you can add shading, remove borders, merge or split table cells, and much more.
- An example of a formatted table is shown below.

 <h3 style="margin: 0;">My Grocery List</h3>			
Produce	Dairy	Desserts	Toiletries
Banana	Milk	Cookies	Soap
Apples	Eggs	Cupcakes	Shampoo
Tomatoes	Cheese	Brownies	Toothpaste

- This is what the table actually looked like before any formatting was applied to the table.

					
My Grocery List					
Produce	Dairy	Desserts	Toiletries		
Banana	Milk	Cookies	Soap		
Apples	Eggs	Cupcakes	Shampoo		
Tomatoes	Cheese	Brownies	Toothpaste		

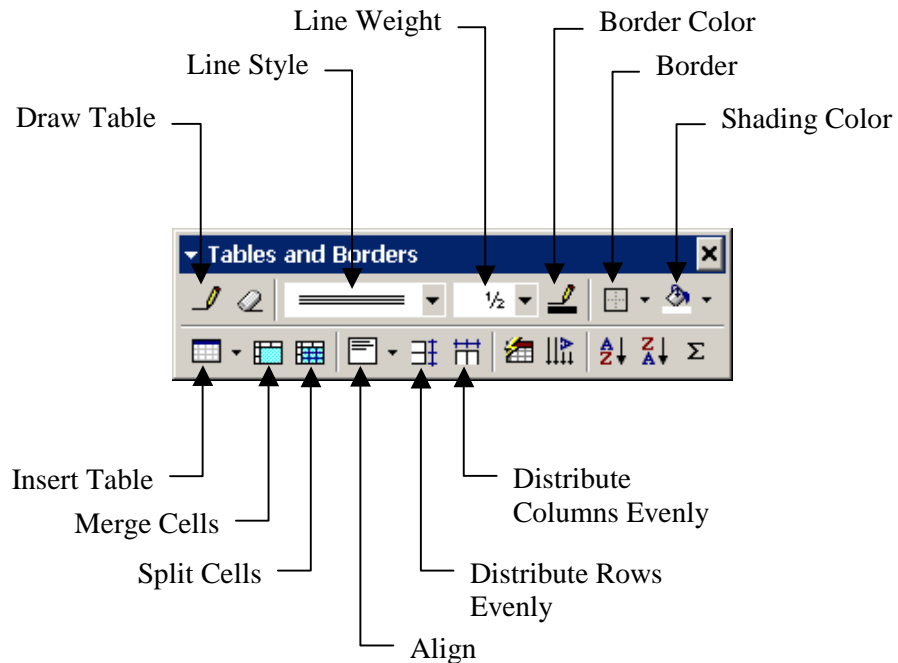
- The unformatted table is configured as follows:
 - There are 6 rows and 7 columns in the table.
 - An image is inserted into the first table cell.
 - Text is typed into the table cells.
- In the formatted table...
 - The cells in the first row are merged together.
 - The cells in the second row are merged together.
 - The image is centered.
 - The text is formatted. (Some items are centered, boldfaced, or have a different font size.)
 - Black shading is applied to each of the cells containing the topic headings.
 - All borders, except for the outside table border, are removed. The outside table border is formatted with a triple line border.

Creating a Table Using Word: The Basics

General Procedures

View the Tables and Borders Toolbar

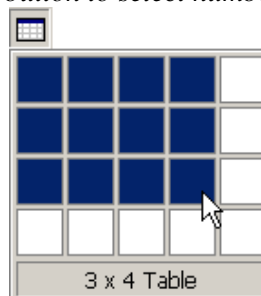
- You may find it convenient to use the Tables and Borders toolbar as you create, edit, or format your table. Or, you may use the **Table** menu or the **Format/Borders and Shading** menu.
- (Menu) Method:
 1. From the menu, choose: **View/Toolbars/Tables and Borders**. The toolbar looks like this:



Create a Table

- You may create a table with the desired number of rows and columns.
- (Short-cut) Method:
 1. Click in the location where you want to insert the table.
 2. Click the Insert Table button.
 3. Click and drag the mouse down and across the drop-down table grid to select the desired number of rows and columns for the table.

Example: Using Insert Table button to select number of rows and columns in table



Creating a Table Using Word: The Basics

General Procedures

- (Menu) Method:
 1. Click in the location where you want to insert the table.
 2. From the menu, choose: ***Table/Insert/Table***.
 3. In the Insert Table dialog box, change the columns and rows to the desired number.
 4. Click OK.

Enter Text

- Text may be typed into any cell within the table.
- Method:
 1. Click in the cell where you want to type the information.
 2. Type the information.

Move to Another Cell

- You can easily navigate from one cell to another.
- Method:
 1. Press the Tab key to advance to the next cell. Press Shift-Tab to go to a previous cell.

OR

Use the up, down, right, or left arrows to move from one cell to the next.

Creating a Table Using Word: The Basics

General Procedures

Select a Cell, Row, Column or Table

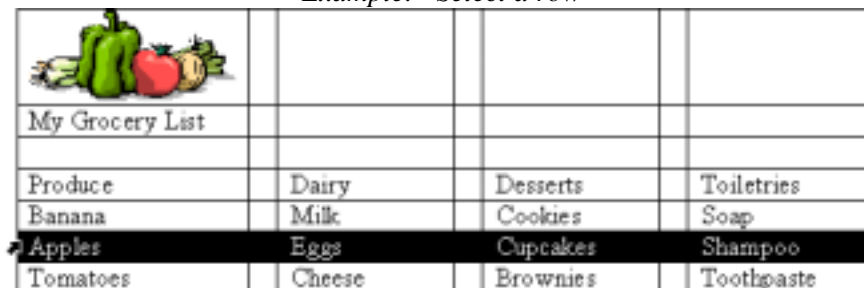
- Quite often you will need to select one or more cells, rows, or columns to apply some type of formatting. You can also select the entire table.
- (Short-cut) Method – Select entire table:
 1. Move your mouse anywhere within the table.
 - ✎ A small square containing a 4-way arrow (i.e. ☒) appears outside the top, left corner of the table.
 2. Click the 4-way arrow.

*Example: Short-cut to select entire table
(Note the 4-way arrow in the top, left corner.)*



- (Menu) Method – Select one cell, row, column, or table:
 1. Click anywhere in the cell, row, column, or table that you want to select.
 2. From the menu, choose one of the following:
 - Table/Select/Table** to select the entire table
 - Table/Select/Column** to select a column
 - Table/Select/Row** to select a row
 - Table/Select/Cell** to select a cell
- (Short-cut) Method - Select one or more cells or rows:
 1. Move the mouse pointer to the left-most border for that cell or row so that the pointer changes to a black, diagonal arrow (i.e. ↙).
 2. Click and drag to select the desired cells or rows.

Example: Select a row

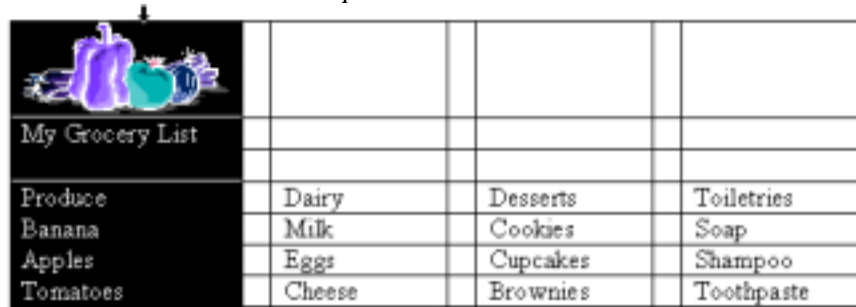


Creating a Table Using Word: The Basics

General Procedures

- (Short-cut) Method - Select one or more columns:
 1. Move the mouse pointer to the top border of the column until the pointer changes to a black, down arrow (i.e. ↓).
 2. Click and drag to select the desired columns.

Example: Select a column



The image shows a screenshot of a Microsoft Word document. On the left side, there is a dark sidebar with a grocery list. The list is organized into categories: Produce (Banana, Apples, Tomatoes), Dairy (Milk, Eggs, Cheese), Desserts (Cookies, Cupcakes, Brownies), and Toiletries (Soap, Shampoo, Toothpaste). A mouse cursor is positioned at the top border of the first column of a table, which has changed to a black downward-pointing arrow. The table itself is a 4x4 grid. The first column contains the category names, and the other three columns are empty.

Produce	Dairy	Desserts	Toiletries
Banana	Milk	Cookies	Soap
Apples	Eggs	Cupcakes	Shampoo
Tomatoes	Cheese	Brownies	Toothpaste

Creating a Table Using Word: The Basics

Formatting the Table

Merge and Split Cells

- Cells may be merged or split to create a variety of formatting effects.
- Two or more cells may be merged together. See the example below.

Example: Row before cells are merged

My Grocery List							
-----------------	--	--	--	--	--	--	--

Example: Row after cells are merged

My Grocery List

- Method - Merge cells:
 1. Select the cells that are to be merged.
 2. Click the Merge Cells button on the Tables and Borders toolbar.

OR

From the menu, choose: *Table/Merge Cells*.

- A cell may be split into rows or columns. See the examples below.

Example: Row before the split

My Grocery List

Example: Row after the split (into 2 rows)

My Grocery List

OR

Example: Row after the split (into 3 columns)

My Grocery List		
-----------------	--	--

- (Short-cut) Method - Split cells:
 1. Select the cell(s) that are to be split.
 2. Click the Split Cells button on the Table and Border toolbar.
 3. If you want to split the cell into columns... In the Split Cells Dialog box, change the number of columns to the desired number.

OR


If you want to split the cell into rows... In the Split Cells Dialog box, change the number of rows to the desired number.
 4. Click OK.

Creating a Table Using Word: The Basics

Formatting the Table

- (Menu) Method - Split cells:
 1. Select the cell(s) that are to be split.
 2. From the menu, choose: **Table/Split Cells**.
 3. If you want to split the cell into columns... In the Split Cells Dialog box, change the number of columns to the desired number.
OR
If you want to split the cell into rows... In the Split Cells Dialog box, change the number of rows to the desired number.
 4. Click OK.

Change the Width of Columns or Cells

- The width of a column may be changed as well as the width of individual table cells.
- (Short-cut) Method - Change the width of an entire column by dragging the border:
 1. Move the mouse pointer over the left or right column border until it changes double-pointed arrow (i.e. ).
 2. Click and drag the border to the desired width.

*Example: Change the column width
(Note the double-pointed arrow in the last column.)*



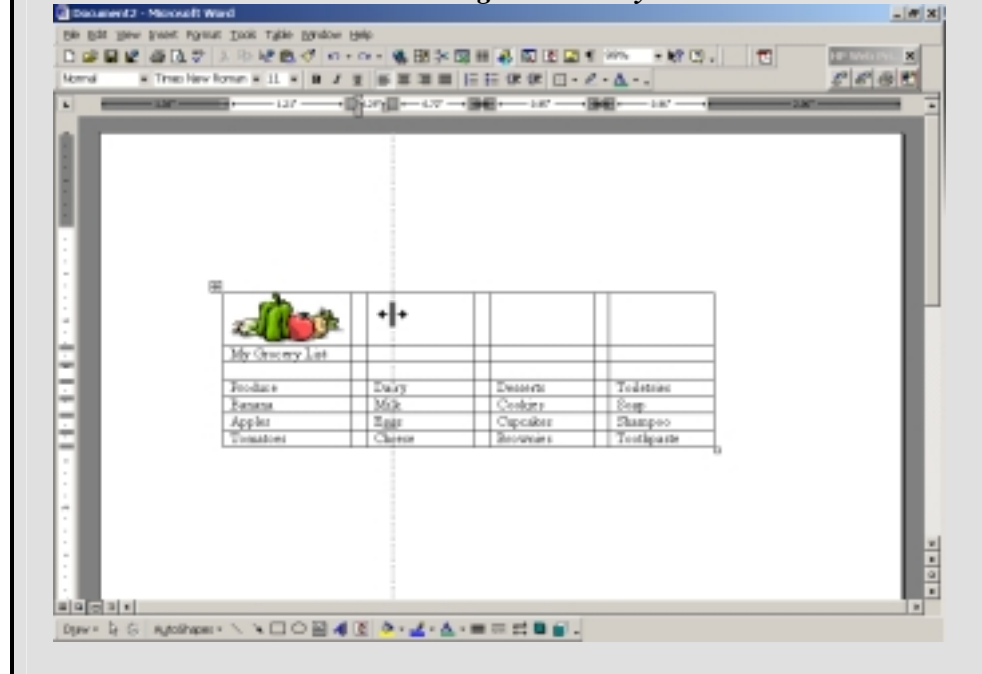
				
My Grocery List				
Produce	Dairy	Desserts	Toiletries	
Banana	Milk	Cookies	Soap	
Apples	Eggs	Cupcakes	Shampoo	
Tomatoes	Cheese	Brownies	Toothpaste	

Creating a Table Using Word: The Basics Formatting the Table

Helpful Hint: Viewing Measurements

If you want to display the measurement of the column width or row height in the ruler, hold down the ALT key as you drag the border.

Example: Column width measurements are displayed in the ruler when using the ALT key



- (Short-cut) Method - Change the width for a cell or a group of cells by dragging the border:
 1. Select the cell or group of cells.
 2. Move the mouse pointer over the column border until it changes double-pointed arrow (i.e. \leftrightarrow).
 3. Click and drag the border to the desired width.

Example: Change the column width for a single cell
(Note that the column width has been changed for the first cell in the last row.)

			
My Grocery List			
Produce	Dairy	Desserts	Toiletries
Banana	Milk	Cookies	Soap
Apples	Eggs	Cupcakes	Shampoo
Tomatoes \leftrightarrow	Cheese	Brownies	Toothpaste

Creating a Table Using Word: The Basics

Formatting the Table

Change the Row Height

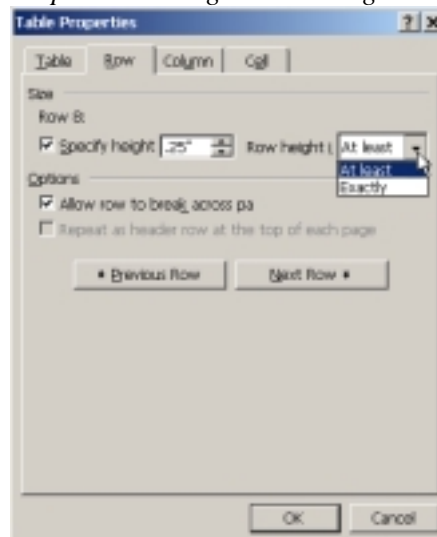
- The height of a row may be changed. The height may be changed by dragging a border or by specifying a measurement.
- (Short-cut) Method – Change row height by dragging the border:
 1. Move the mouse pointer over the top or bottom row border until it changes to a double-pointed arrow (i.e. \updownarrow).
 2. Click and drag to the border to the desired height.
 - ☞ If you want to display the measurement of the row height in the ruler, hold down the ALT key as you drag the border.

*Example: Change the row height
(Note the double-pointed arrow in the last row.)*

			
My Grocery List			
Produce	Dairy	Desserts	Toiletries
Banana	Milk	Cookies	Soap
Apples	Eggs	Cupcakes	Shampoo
Tomatoes	Cheese	Brownies	Toothpaste
\updownarrow			

- (Menu) Method - Change row height to a specific measurement:
 1. Select the row(s).
 2. From the menu, choose: **Table/Table Properties**.
 3. In the Table Properties dialog box, click the tab for Row.
 4. Click the box next to Specify Height.
 5. Change the row height to the desired measurement.
 6. Set the row height to either At Least or Exactly.

Table Properties Dialog Box: Change row height



7. Click OK.

Creating a Table Using Word: The Basics

Formatting the Table

Change the Vertical and Horizontal Alignment of Text

- Text may be vertically and horizontally aligned within a cell. See the examples below.

Example: Illustration of vertical and horizontal text alignments

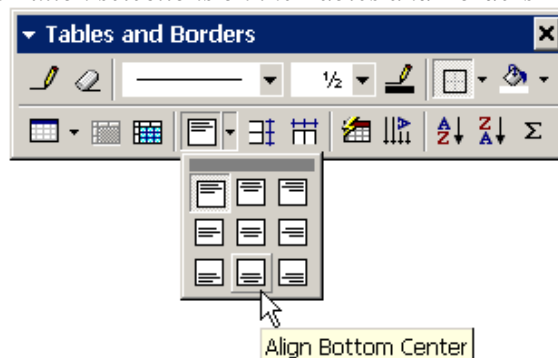
Align Top Right	Here is an example of text that is aligned to the right and to the top of the cell.
Align Bottom Center	Here is an example of text that is aligned to the bottom and to the center of the cell.

Example: Illustration of vertical text alignment

Align Top	Here is an example of text that is aligned to the top of the cell.
Align Center	Here is an example of text that is aligned to the center of the cell.
Align Bottom	Here is an example of text that is aligned to the bottom of the cell.

- (Short-cut) Method - Align text both horizontally and vertically:
 - Select the cell or group of cells.
 - Click the drop-down arrow next to the Align button on the Tables and Borders toolbar.
 - Click on the button for the desired alignment.
 - If you do not notice any change in the vertical alignment, you may need to increase the height of the cell(s).

Align Button selections on the Tables and Borders Toolbar

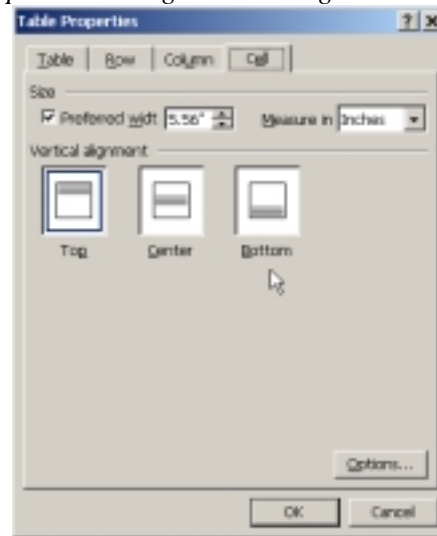


Creating a Table Using Word: The Basics

Formatting the Table

- (Menu) Method - Align text vertically:
 1. Select the cell or group of cells.
 2. From the menu, choose: **Table/Table Properties**.
 3. In the Table Properties dialog box, click on the tab for Cell.
 4. Select the desired vertical alignment.

Table Properties Dialog Box: Change vertical alignment



5. Click OK.

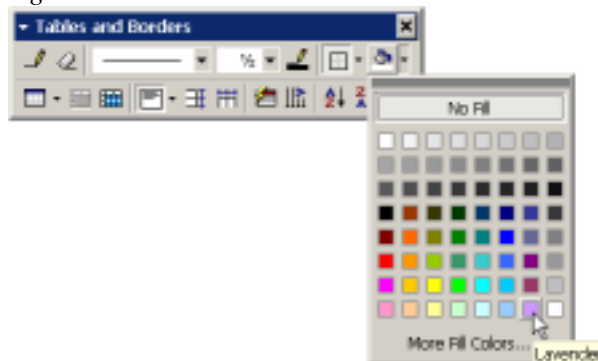


If you do not notice any change in the vertical alignment, you may need to increase the height of the cell(s).

Add Shading to a Table

- Shading may be applied to cells, rows, columns, or to the entire table.
- (Short-cut) Method:
 1. Select the cells, rows, columns, or table.
 2. Click the drop-down arrow next to the Shading Color button on the Tables and Borders toolbar.
 3. Click the desired color.

Shading Color selections on the Tables and Borders Toolbar

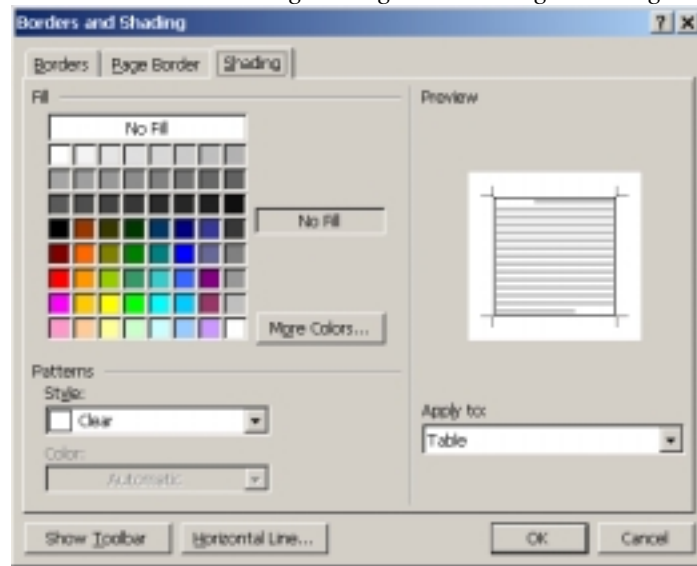


Creating a Table Using Word: The Basics

Formatting the Table

- (Menu) Method:
 1. Select the cells, rows, columns, or table.
 2. From the menu, choose: **Format/Borders and Shading**.
 3. In the Borders and Shading dialog box, click the tab for Shading.
 4. Click on the desired fill color.

Borders and Shading Dialog Box: Change shading

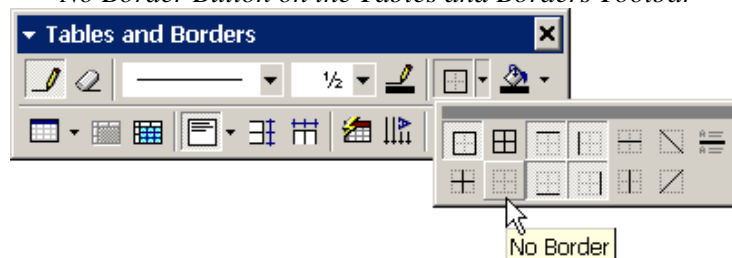


5. Click OK.

Remove Table Borders

- You can remove borders from any part of a table.
- (Short-cut) Method – Remove all borders from a table or from selected cells:
 1. Select the cell(s) or the entire table.
 2. Click the drop-down arrow next to the Border button on the Tables and Borders toolbar.
 3. Click on the No Border button on the Tables and Borders toolbar.
 - 👉 When you remove borders, you will still see a faint outline of the table. This is the table gridline. See the section, Hide or Unhide the Table Gridlines, for more details.

No Border Button on the Tables and Borders Toolbar

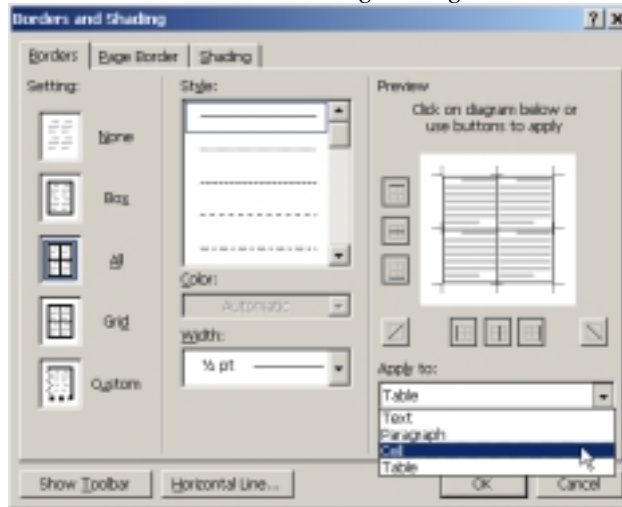


Creating a Table Using Word: The Basics

Formatting the Table

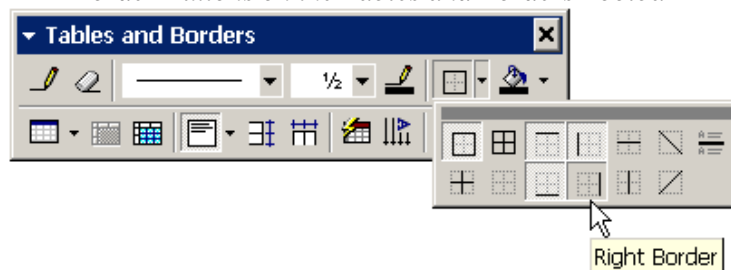
- (Menu) Method – Remove all borders from a table or from selected cells:
 1. Select the cell(s) or the entire table.
 2. From the menu, choose: **Format/Borders and Shading**.
 3. In the Borders and Shading dialog box, click the tab for Borders.
 - ✎ The Apply To section of the dialog box will be set to Table or to Cell (depending upon what you selected in the first step).

Borders and Shading Dialog Box



4. In the Setting section of the dialog box, click on the icon for None.
 5. Click OK.
- (Short-cut) Method – Remove a specific border from a single cell:
 1. Select the cell.
 2. Click the drop-down arrow next to the Border button on the Tables and Borders toolbar.

Border Buttons on the Tables and Borders Toolbar



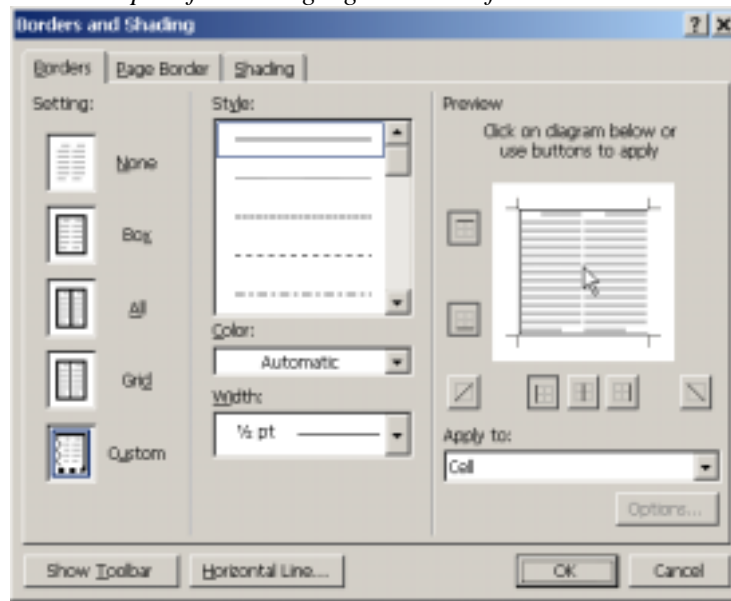
3. Click on one of the Border buttons on the Tables and Borders toolbar.

Creating a Table Using Word: The Basics

Formatting the Table

- (Menu) Method – Remove specific borders from a group of cells:
 1. Select the cells.
 2. From the menu, choose: ***Format/Borders and Shading***.
 3. In the Borders and Shading dialog box, click the tab for Borders.
 4. In the Preview section of the dialog box, click on the borders you wish to remove.

*Borders and Shading Dialog Box:
Example of removing right borders for selected cells*



5. Click OK.

Hide or Unhide the Table Gridlines

- If you remove the borders from a table, you will see a light gray border around each cell. These light gray borders are the table gridlines. The gridlines, though visible on-screen, will not print. The purpose of these gridlines is to allow you to see the table and its cells when the borders are turned off. In some cases, such as for on-line Word forms, you may want to turn the gridlines off.

*Example: Table with gridlines
(The gridlines appear as light colored lines in this example.)*

			
My Grocery List			
Produce	Dairy	Desserts	Toiletries
Banana	Milk	Cookies	Soap
Apples	Eggs	Cupcakes	Shampoo
Tomatoes	Cheese	Brownies	Toothpaste

Creating a Table Using Word: The Basics

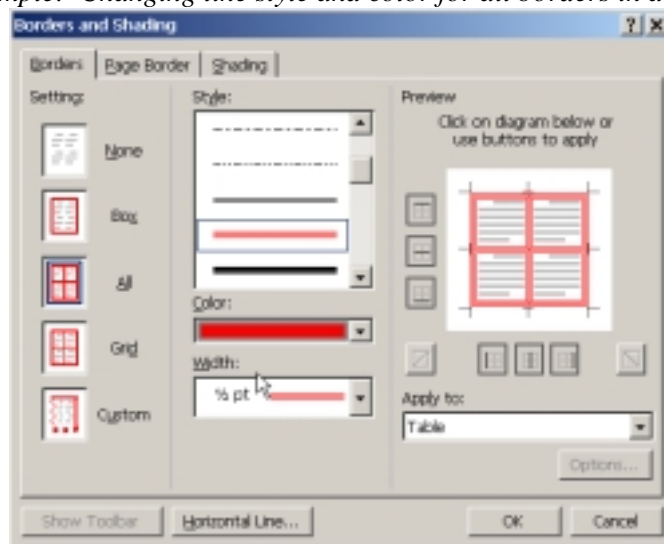
Formatting the Table

- (Menu) Method - Hide gridlines:
 1. Click anywhere in the table.
 2. From the menu, choose: **Table/Hide Gridlines**.
- (Menu) Method - Unhide gridlines:
 1. Click anywhere in the table.
 2. From the menu, choose: **Table/Show Gridlines**.

Add or Change the Line Style, Color, and Thickness of Borders

- The line style, color, and thickness of a border may be changed for all or specific table borders.
- (Menu) Method – Add or change the line style, color, and thickness of borders for the entire table:
 1. Select the entire table.
 2. From the menu, choose: **Format/Borders and Shading**.
 3. In the Borders and Shading dialog box, click the tab for Borders.
 4. To change the line style, go to the Style section of the dialog box and click on the desired line style.
 5. To change the color of the border, click the drop-down arrow next to Color and then click on the desired color.
 6. To change the thickness of the border, click the drop-down arrow next to Width and then click on the desired point size.

Example: Changing line style and color for all borders in a table



7. Click OK.

Creating a Table Using Word: The Basics

Formatting the Table

- (Short-cut) Method – Add or change the line style, color, and thickness for a specific border:
 1. To change the line style, click the drop-down arrow next to the Line Style button on the Tables and Borders Toolbar. Click on the desired style.
 2. To change the color of the border, click the Border Color button on the Tables and Borders toolbar. Click on the desired color.
 3. To change the thickness of the border, click the drop-down arrow next to the Line Weight button on the Tables and Borders toolbar. Click on the desired point size.
 - ✎ The mouse pointer changes to a pencil (i.e. ✎). (This is the same pointer you would get if you click on the Draw Table button.)
 4. To apply the line formatting to a single border, use the pencil mouse pointer and click on the border.

Example: Result of changing the line style for a single border



			
My Grocery List			
Produce	Dairy	Desserts	Toiletries
Banana	Milk	Cookies	Soap
Apples	Eggs	Cupcakes	Shampoo
Tomatoes	Cheese	Brownies	Toothpaste

5. To apply the line formatting to consecutive borders, click and drag the pencil mouse pointer across the borders.
 - ✎ As you drag the pointer, you will see a gray bar. When you release the mouse button, you will see the new formatted border.
 - ✎ Be careful when you use this pointer so that you don't draw another table cell. (If you see a dashed line or rectangle as you drag this pointer, then this indicates that a new cell will be added.)

Example: Select consecutive borders in order to apply a line style (Note the gray bar when you select consecutive borders.)



			
My Grocery List			
Produce	Dairy	Desserts	Toiletries
Banana	Milk	Cookies	Soap
Apples	Eggs	Cupcakes	Shampoo
Tomatoes	Cheese	Brownies	Toothpaste

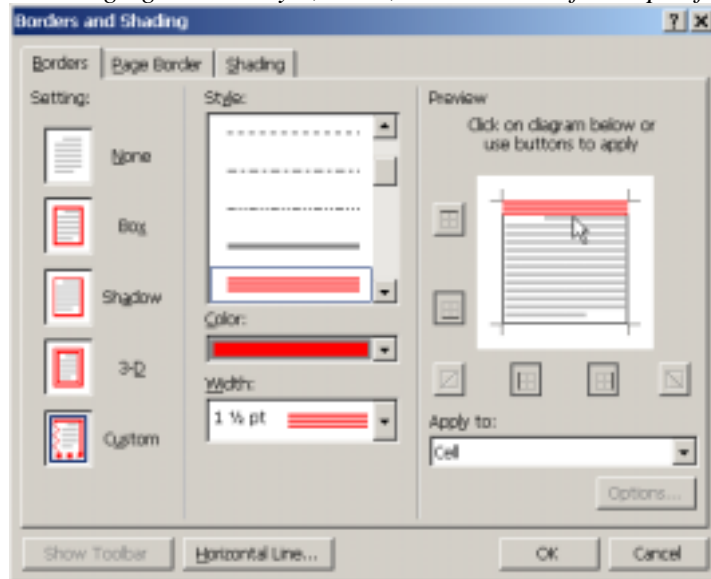
6. If the pencil mouse pointer is active and you want to return to a regular mouse pointer, click the Draw Table button on the Tables and Borders toolbar.

Creating a Table Using Word: The Basics

Formatting the Table

- (Menu) Method – Add or change the line style, color, and thickness for a specific border:
 1. Select the desired cell(s).
 2. From the menu, choose: **Format/Borders and Shading**.
 3. In the Borders and Shading dialog box, click the tab for Borders.
 4. In the Setting section of the dialog box, click on the icon for Custom.
 5. To change the line style, go to the Style section of the dialog box and click on the desired line style.
 6. To change the color of the border, click the drop-down arrow next to Color and then click on the desired color.
 7. To change the thickness of the border, click the drop-down arrow next to Width and then click on the desired point size.
 8. In the Preview section of the dialog box, click on the border(s) for which you want to change the line style.

Example: Changing the line style, color, and thickness for a specific border



9. Click OK.

Creating a Table Using Word: The Basics

Lab Exercise

Overview of Exercise

- An exercise will be added at a later time.