**Tables**

*Explanation*

A table is made up of horizontal rows and vertical columns and is an excellent way to present information that requires that formatting.

**Creating a table**

When you create a table, you specify the number of rows and columns. The intersection of a row and a column is called a cell.

![The components of a table](image)

To create a table:

1. Choose **Table, Insert, Table**. This will open the Insert Table dialog box (as shown below).

![The Insert Table dialog box](image)

2. Specify the number of columns and rows you want to appear in your table.
3. Click **OK** and Word will insert an empty table, ready to be modified.

**NOTE** – You can also create a table by using the Insert Table button and dragging to select the number of columns and rows.
Moving in a table

You can use your mouse or keyboard to move within a table. To use your mouse, place the I-beam pointer in the cell and click. The options for using the keyboard are listed in the table below.

<table>
<thead>
<tr>
<th>Press this</th>
<th>To do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab</td>
<td>To move one cell to the right.</td>
</tr>
<tr>
<td>Shift + Tab</td>
<td>To move one cell to the left.</td>
</tr>
<tr>
<td>Up arrow</td>
<td>To move up one row.</td>
</tr>
<tr>
<td>Down arrow</td>
<td>To move down one row.</td>
</tr>
</tbody>
</table>

Selecting table elements

There are times when you need to select the various parts of the table. For example, you might want to apply a bold format to text in a cell. When you select a table element, the element is highlighted. The techniques for selecting table elements are listed below.

<table>
<thead>
<tr>
<th>Element</th>
<th>Selection technique</th>
</tr>
</thead>
</table>
| Cell    | Place the insertion point in the cell and choose **Table, Select, Cell**.  
Point just inside the left side of the cell until the mouse pointer becomes a small, black arrow that points to the right and click. |
| Row     | Place the insertion point anywhere in the row and choose **Table, Select, Row**.  
Point to the row from the selection bar and click. |
| Column  | Place the insertion point anywhere in the column and choose **Table, Select, Column**.  
Point just inside the top of a column until your mouse pointer becomes a small, black arrow that points down and click. |
| Table   | Place the insertion point in any cell and choose **Table, Select, Table**. |

Adding text to a table

Once you’ve created your table, you can add text to it. To add text or numbers to a table, you place your insertion point in the appropriate cell and type. You can also select the cell and type.
Aligning text in tables

When you enter text in a table cell, Word aligns it to the upper left corner by default. You can, however, change text alignment by using the Tables and Borders toolbar. You can change the text alignment for the entire table or only for selected cells. To change the alignment of text within a cell:

1. Place the insertion point in the cell.
2. Choose View, Toolbars, Tables and Borders to display the Tables and Borders toolbar (as shown below). You can also click the Tables and Borders button on the Standard toolbar.

![The Tables and Borders toolbar](image)

3. Click the down-arrow next to the alignment button to display the list of alignment options.
4. Select the desired alignment: top left, top center, top right, center left, center, center right, bottom left, bottom center, or bottom right.

You can also change text alignment by using the alignment buttons on the Formatting toolbar. Or you can right-click the cell and choose Cell Alignment from the shortcut menu. To change the text alignment for the entire table, select the table, right-click it, and then use the Cell Alignment command.

Merging table cells

You can merge cells when you want their contents to span across more than one cell. Merging cells involves combining two or more cells in the same row or column to form a single cell. To merge cells in a table:

1. Highlight the cells you want to merge.
2. Choose Table, Merge Cells. You can also right-click the selected cells and choose Merge Cells from the shortcut menu.

Changing the orientation of text

To improve the readability of data in a table, you might need to change its orientation. By default, Word aligns text horizontally. To change the orientation of text in a table:

1. Select the desired cell(s).
2. Choose Format, Text Direction to open the Text Direction - Table Cell dialog box (as shown below). You can also open the dialog box by right-clicking the selected cell(s) and choosing Text Direction from the shortcut menu.
The Text Direction - Table Cell dialog box

1. Select the desired orientation.
2. Click **OK**.

### Changing cell sizes

You can change the size of cells in a table by dragging the cell boundaries or by using the Table Properties dialog box. To change the row height, point at the row boundary and, when the pointer becomes a double-headed arrow, drag up or down. You can also use the Table Properties dialog box to change the row height to a specific value. Here’s how:

1. Place the insertion point in the row whose height you want to change or highlight several rows within the table.
2. Choose **Table**, **Table Properties** to open the Table Properties dialog box (as shown below).
3. Click the **Row** tab.

   ![The Row tab of the Table Properties dialog box](image)

4. If necessary, check **Specify height**.
5 Using the spinner controls, enter the desired row height.
6 Click OK.

Creating borders

After you’ve created a table, you can apply borders and shading to highlight different portions. Word provides multiple ways to apply borders and shading. You can add borders to a cell, a row, a column, or an entire table. To add a border:

1 Choose Format, Borders and Shading to display the Borders and Shading dialog box (as shown below). Verify that the Borders tab is selected.

![Borders tab of the Borders and Shading dialog box](image)

2 Under Setting, select the type of setting you want to apply.
3 From the Style list, select a style and select a color from the Color list.
4 From the Width list, select the desired width for the border.
5 From the Apply to list, select the area to which you want to apply the border (paragraph, cell, or table) and click OK.

Shading table cells

You can apply shading to highlight sections of the table. To apply shading to the entire table or to specific cells:

1 Select the cells you want to shade.
2 Choose Format, Borders and Shading to open the Borders and Shading dialog box.
3 Click the Shading tab.
4 Specify the desired color and pattern.
5 Click OK.
Adding rows and columns

As you work with a table, you might need to modify it by inserting a row or a column. When you insert a row, the height of the rows will not change. However, when you insert a column, the width of all the columns will be adjusted to keep the table within the page margins. The techniques for adding rows and columns are listed below.

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a row to the end of a table</td>
<td>Place the insertion point in the last cell of the last row and press Tab.</td>
</tr>
<tr>
<td>Add a row to the middle of a table</td>
<td>Select a row in the place you want to insert the new row. Choose Table, Insert, Rows Above or Rows Below; or, select the row, right-click, and choose Insert Rows.</td>
</tr>
<tr>
<td>Add multiple rows in the middle of a table</td>
<td>Select as many rows as you want to insert in the place where you want to insert the new rows. Choose Table, Insert, Rows Above or Rows Below; or, select the rows, right-click, and choose Insert Rows to insert the rows above the selected rows.</td>
</tr>
<tr>
<td>Add a column at the end of a table</td>
<td>Select all the end of row marks. Choose Table, Insert Columns, Columns to the Right; or, select the end-of-row marks, right-click, and choose Insert Columns.</td>
</tr>
<tr>
<td>Add a column in the middle of a table</td>
<td>Select a column in the place where you want to insert a new column. Choose Table, Insert, Columns to the Left or Columns to the Right; or, select a column, right-click, and choose Insert Columns to insert the column to the left of the selected column.</td>
</tr>
</tbody>
</table>

Deleting columns, rows, and tables

You can delete rows and columns from tables or delete an entire table by using the Table menu. You can also delete rows and columns by right clicking and using the shortcut menu. However, you can’t delete rows, columns, or a table by using the Delete key. The Delete key deletes only the text in a table, not the components of the table itself. The techniques for deleting rows and columns and for deleting an entire table are described below.

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete rows</td>
<td>Select the rows. Choose Table, Delete, Rows; or right-click and choose Table, Delete Rows.</td>
</tr>
<tr>
<td>Delete columns</td>
<td>Select the columns. Choose Table, Delete, Columns; or right-click and choose Table, Delete Columns.</td>
</tr>
<tr>
<td>Delete a table</td>
<td>Select the table. Choose Table, Delete, Table.</td>
</tr>
</tbody>
</table>
Changing column width

You can change the width of columns in a table manually by using the Table Properties dialog box or by dragging the column boundaries. The techniques for changing column width in a table are described below.

<table>
<thead>
<tr>
<th>To use</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Table Properties dialog box</td>
<td>Select the column, choose Table, Table Properties, and use the spin controls (up and down arrows) to adjust the width.</td>
</tr>
<tr>
<td>The mouse</td>
<td>Point to the boundary of the column you want to change until your mouse pointer becomes a double-headed arrow, then drag the boundary to the left or right to resize the column.</td>
</tr>
<tr>
<td>The AutoFit feature</td>
<td>Select the column, choose Table, click the down chevrons (downward arrows at the bottom of the menu) if necessary, and choose AutoFit, AutoFit to Contents.</td>
</tr>
</tbody>
</table>

Aligning a table

You can align a table to the margins of a document in much the same way you align a paragraph. Alignment options include:
- Left—the table is aligned to the left margin.
- Center—the table is centered between the left and right margins.
- Right—the table is aligned to the right margin.

To align a table:
1. Place the insertion point inside the table.
2. Right-click and choose Table, Table Properties ... to display the Table Properties dialog box (as shown below).

![The Table Properties dialog box](image)

3. Click the Table tab and choose the desired alignment option.
4. Click OK.