

# Microsoft Word 2002

## Working with Tables

### Creating and working with tables

#### **Creating a Table**

1. On standard toolbar, click on “insert table”, drag to select how many rows and columns you want. Note the “X x X Table” on bottom. Create a 3 x 5 table (3 rows by 5 columns)

#### **Another way to create table is:**

2. Select Table -> Insert Table.
3. Select the number of columns and rows.
4. Select OK.
5. Enter data into the table cells.

#### **Enter this data into the table cells**

	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Smith	5	6	7	8
Demarest	8	9	10	11

#### **Adding a row to the end of a table**

Place your cursor in the last cell of the table and press Tab.

#### **Add a row to your table as follows:**

	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Smith	5	6	7	8
Demarest	8	9	10	11
Trinity	1	2	3	4

#### **Adding a row to the middle of a table**

1. Place your cursor in the last row.
2. Select Table -> Insert – Row Above (or below).
3. Add data to your new cells.

#### **Add a row to your table as follows:**

	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Smith	5	6	7	8
Demarest	8	9	10	11
Coxe	4	5	3	2
Trinity	1	2	3	4

## Sorting a Table

1. Select a cell in your table.
2. Select Table -> Sort.
3. Select the column that you wish to sort.
4. Select the data type.
5. Select Ascending or descending.
6. Select whether there is a header row or not.
7. Select OK.

**Here is your table after sorting by 1<sup>st</sup> column with a header row.**

	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Coxe	4	5	3	2
Demerest	8	9	10	11
Smith	5	6	7	8
Trinity	1	2	3	4

## Merge cells into one cell in a table

You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

1. Click anywhere in the first row.
2. Click Table – Insert – Row above
3. Select all cells in the first row
4. Click Table – Merge Cells
5. Enter Title - Center

## Adjusting the width of the table

1. Click anywhere in the table.
2. Click Table – AutoFit – AutoFit to Contents

Title of Table				
	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Coxe	4	5	3	2
Demerest	8	9	10	11
Smith	5	6	7	8
Trinity	1	2	3	4

## Aligning a Table

1. Select the entire table
2. Choose an alignment from the formatting toolbar

Title of Table				
	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Coxe	4	5	3	2
Demerest	8	9	10	11
Smith	5	6	7	8
Trinity	1	2	3	4

## Adding Borders to a Table

{When you create a table, there is actually a border already created around each cell.}

1. Select the entire table, or the cells/rows/columns you wish to apply borders to.
2. Click Format – Borders and Shading.
3. Choose the line style, color and type of border and apply. Usually you would apply an “all” border type.

Title of Table				
	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Coxe	4	5	3	2
Demerest	8	9	10	11
Smith	5	6	7	8
Trinity	1	2	3	4

## Auto Formatting a Table

1. Select a cell in your table.
2. Select Table -> Table Autoformat.
3. Select “Table Colorful 1”. (note that you can also remove certain parts of the tables formatting like heading row, last row, first column, last column)
4. Select OK.
5. Using Table Autoformat might change any table alignment you had used. Just reapply it.

<i>Title of Table</i>				
	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
<i>Coxe</i>	4	5	3	2
<i>Demerest</i>	8	9	10	11
<i>Smith</i>	5	6	7	8
<i>Trinity</i>	1	2	3	4

## Assignment

Create a Table to show your weekly schedule.

Include the following

- Your Name in the header
- Auto fit the table to your contents
- Center align the table
- The first row should have cells merged with the title “Your Name Weekly Schedule”
- Apply a Table AutoFormat. Adjust the format as necessary to make your table look nice.
- Save this in your Unit D folder as “Tables”.

EXAMPLE:

<i>Bob Reid's Weekly Schedule</i>				
<i>Monday</i>	Tuesday	Wednesday	Thurs	Friday
<i>CIS 101-4</i>	CIS 101-3	CIS 101-4	CIS 101-3	Make Up Tests
<i>CIS 105-3C</i>	CIS 101-5	CIS 105-3C	CIS 101-5	
	CIS 101-1		CIS 101-1	