

# TABLES

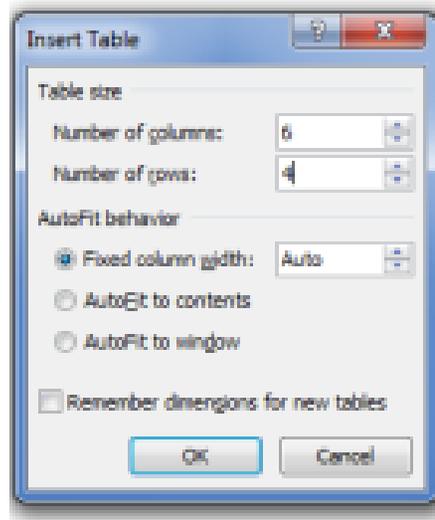
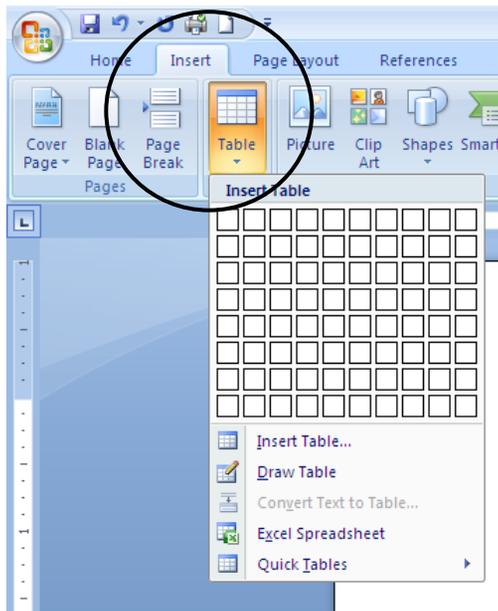
## 1<sup>st</sup> way

From the Insert Ribbon you will see Tables When you click on **Table** you'll see the following dialogue box appear: Choose Insert Table and you will see the box to the right. Enter 4 for the number of columns and 8 for the number of rows. Then click OK. You'll see

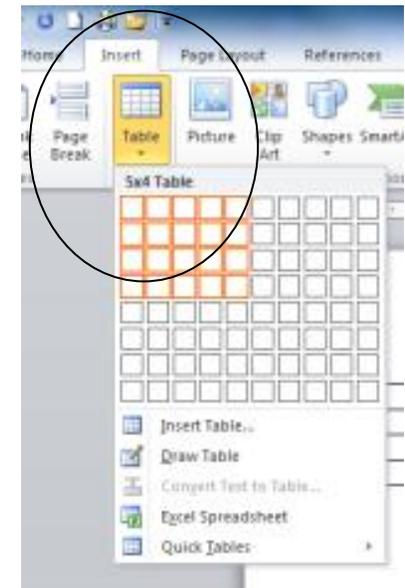
## 2<sup>nd</sup> Way

From the Insert Ribbon you will see Tables When you click on **Table** you'll see the following dialogue box appear: To add a table that does not need too many rows or columns you can select the white squares. As you see below. Move your mouse over the squares holding down the left side and you'll see them highlighted. Highlight the same ones as in the image below (6 columns and 4 rows):

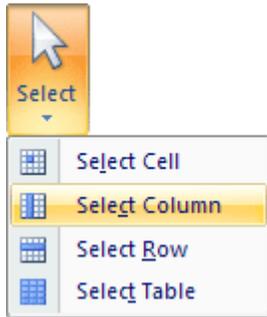
Once you've highlighted the squares let go of the mouse and the table will appear on your blank page.



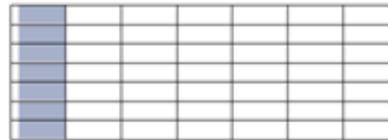

or



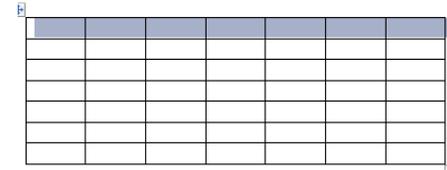
If you made a mistake and have to delete a row or column, you can do the following: Click in any cell of the column or row that you want to delete. Click on the **Layout** tab at the top, and then click the **Select** item. From the Select menu, choose **Select Column or Row**:



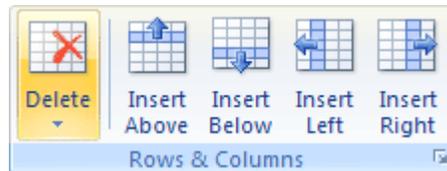
Your table will then look like this:



or



To delete the  
the top of Word.

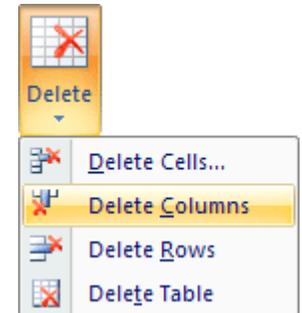


column or row, make sure the Layout tab is selected at  
Locate the **Rows & Columns** panel and the **Delete**

item:

Click on Delete to reveal the following menu:

Select Delete Columns or Rows from the menu. The column(s) or row(s) you have selected will then be deleted. (Note that from the Rows & Columns panel you can also add a new column to the left or right of the one you have selected. You can add a new row in the same way.)



**The squares in a table are called Cells. Your cursor will be flashing in the first cell.**

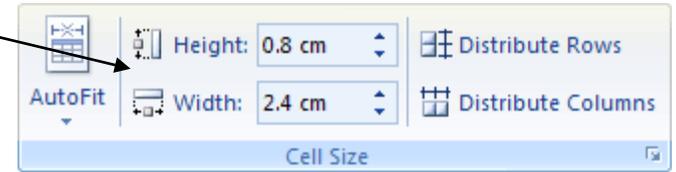
**To move the cursor into the next cell you can either press the tab key on your keyboard, or just click inside the cell with your left mouse button.**

To center all the table data, you first need to select it. You can do that either in the normal way of just highlighting everything in the cells. Or try this:

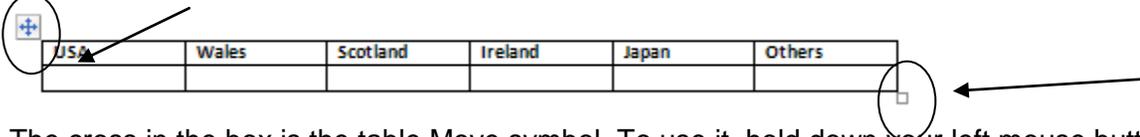


Mrs. Stofko

You can change the height of the column and rows from the cell size box.



If you move your mouse pointer up to the top left of the table, you'll notice that a little cross appears in a box. While in the bottom right of the table a white square appears. Like in the image below:



The cross in the box is the table Move symbol. To use it, hold down your left mouse button and drag the table somewhere else on your page. But the process is a bit fiddly.

The white square, bottom right, is the resize symbol.

If you select the box in the top left you can move your table around your page. If you select the box in the bottom right and drag down you will make your cells larger.

- You can also adjust columns or rows individually by moving the lines between them
- Place your mouse on a line in either direction (it will turn into two small lines with arrows in both directions)
- Hold down the right side of the mouse and click and drag in the direction you need to go to either make the column/row larger or smaller

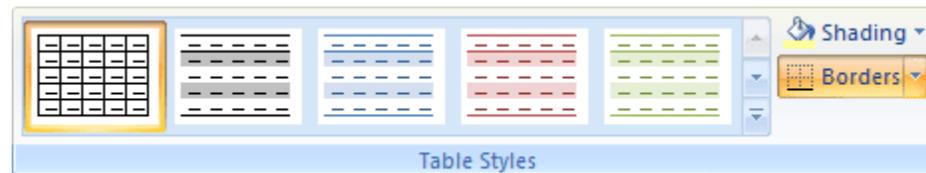

## Adding background color

- Click inside any cell on the bottom row. From the Select menu again, click on **Select Row** or using your mouse click and drag over the cells you want to change the color of.
- With the bottom row highlighted, click on the **Design** tab on the Word ribbon.
- From the Design tab locate the **Shading** item, which is on the **Table Styles** panel
- From the Shading menu, select any color that you like



## Applying a style. This is quite easy.

Click anywhere inside of your table. Now click on the **Design** tab at the top of Word. Locate the **Table Styles** panel:



You can click on any of the styles and your table will update itself. To get back to no style at all, select the first item, the one highlighted in the image above. If you click the bottom arrow on the styles area to see more appear:

## Merge Cells

- Select the cells you want to combine into one or MERGE.
- On the layout ribbon you will see an icon called Merge Cells
- Select it and your table should show one large cell
- Below is a before and after example of merging 3 cells together in a row.

## Table Tools Ribbons Design and Layout

