
USING TABLES IN WORD⁴

Tables in Word are very handy, but they can be tricky; don't get discouraged!

To Create a Table:

- First, enter the heading you want above the table,
- Second, hit *Enter* twice.
- Third, go to the pull down menu under *Table* and select *Insert/Table*.
- Fourth, select the number of *rows* and *columns* you need.

OR

- Click and hold on the Table icon in the toolbar.
- Then, drag down and over the number of rows and columns you want to select.

To Format Cells:

- Highlight the row, column, or cell and click on bold, center, font size, etc
- You can select the whole table by going to *Table/Select/Table*

To Move Around in a Table:

- Tab moves you forward one cell.
- Shift-tab goes back one cell
- You may also use the arrow keys

Create the following table:

VACATION VILLA SCHOOL CHEERLEADERS

Outstanding Bills

NAME	ITEM	AMOUNT DUE
Jensen, Ivy	Uniform	\$489.50
McNab, Veronica	Camp Fees	300.00
Andrews, Jennifer	Warm Up Suit	155.89
Patterson, Bernadette	Music Tapes	30.00

NOTICE THE COLUMNS ARE EVENLY DIVIDED ACROSS THE PAGE

⁴ This worksheet has been modified from original materials developed by Joan Paddor, Technology Coordinator for the Petaluma Schools (1996-1997)

To Widen or Narrow a Column:

- Select the column, put the cursor on the line to the right or left of the column, and drags to the right or left.
- You can also go to the Table pull down menu and select the *Table Properties*.
- You can also highlight more than one column at a time.

To Insert or Delete a Row or Column

- Highlight one of the rows or columns adjacent to where you want to add another row or column.
- Select *Table/Insert*. Then highlight the row *above or the row below* OR the *column to the left or the right*.
- To Delete a row or column, simply highlight the row or column you wish to delete, go to Table, and then highlight *Delete/Row or Column*.

To Center the Table Horizontally [between the side margins]:

- Select *Table/Table Properties*
- Click on *Center* under Alignment

Now do the following to your table:

- Adjust the column widths.
- Add a row at the bottom
- Add a column after NAME.
- Enter the following information [see below].
- Center the table between the margins.

VACATION VILLA SCHOOL CHEERLEADERS

Outstanding Bills


NAME	TEAM	ITEM	COST
Jensen, Ivy	Varsity	Uniform	\$489.50
McNab, Veronica	Varsity	Camp Fees	300.00
Andrews, Jennifer	Frosh	Warm Up Suit	155.89
Patterson, Bernadette	JV	Music Tapes	30.00
O'Malley, Maureen	Varsity	Pompoms	45.75

To Sort the Data in Your Table:

- Highlight the rows you want to sort, and then click *Table/Sort*.
- Be sure not to highlight the headings row or they will be sorted with your data.
- If you highlight blank rows, they will be placed at the top.
- You can select the column to sort first, second and third, if you wish.
- It will sort ascending and descending and will sort by text, numbers and by date. For instance, you could sort by team and then by amount due.

You can also open the *Borders and Shading* menu [under *Format*, on the Menu Bar]. This toolbar section has handy features. You can also open it by right clicking on any part of the table and highlighting on *Borders and Shading*.

To Total a Column or A Row:

Put your cursor where you want the total. Select *Table/Formula*. The table will anticipate what formula you will want, but you can change it if you wish. Do not get too fancy: add, subtract, multiply, divide. If you have the Tables toolbar open, you can just select the AutoSum symbol, , to add the column.

To Put Shading in a Cell:

Highlight the cells that you want to color or shade and then select *Borders and Shading* [under the *Format* menu at the top]. You can also experiment with the *Table AutoFormat*, under the *Tables* pull down menu

To Merge or Split Cells:

Highlight the cells, select *Table/Merge Cells* or *Table/Split Cells*. You can also do this from the Table Toolbar. You can delete cells, rows or columns the same way.

Do the following to your table:

- Add some color to the top row.
- Total the Cost column and add some shading.
[You will need to add a row for the total.]
- Merge the first three cells of the bottom row.
- Sort the table by cost [descending]
- Right justify the numbers and words “Total Amount Due”.
- If you want to, experiment with AutoFormat.

VACATION VILLA SCHOOL CHEERLEADERS

Outstanding Bills

NAME	TEAM	ITEM	COST
Jensen, Ivy	Varsity	Uniform	\$489.50
McNab, Veronica	Varsity	Camp Fees	300.00
Andrews, Jennifer	Frosh	Warm Up Suit	155.89
Patterson, Bernadette	JV	Music Tapes	30.00
O'Malley, Maureen	Varsity	Pompoms	45.75
TOTAL AMOUNT DUE:			\$1021.14

IF YOU GET IN A MESS, JUST A REMINDER. YOU CAN UNDO AS MANY TIMES AS YOU WANT TO

Some extras you may want to try:

To Number the Items in a Column:

Highlight the cells with the student names; click the numbered bullet icon

To Turn the Page Sideways [Landscape]:

Select *File/Page Setup/Paper Size/Landscape*.