



Higham and Rushden

Registered Charity Number 1164952

Tables in Word

Higham and Rushden u3a

Why would we want to use a table?

In an earlier lesson we looked at creating sheets of labels, an excellent example of the use of tables to lay out information according to a set pattern. Using tables for label creation requires precision in creation of the table to ensure that the cells correspond exactly with the size and shape of the individual labels, but there are many other uses for tables which do not require such precision.




Tables are ideal for presenting information in a clear and organised way: pictures and captions, blocks of text, scattered across the page for visual effect (not so much organised as seemingly random), or a sidebar and complex forms, amongst many others.




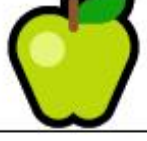

Although by default Word creates tables with visible external and internal borders, please note that the border style, colour and weight can be changed or hidden completely. It is also worth noting that whilst Word will only create a regular table, it is easy to merge cells and change the height of rows and width of columns. The next few slides show examples of just a few styles.

A simple 3 x 5 table looks like this when first created:

Merge the 3 central cells and change the borders for this:

Adjust the height of the first and 4th rows, merge the cells in the 3rd row, and change the text direction in the 4th row for something like this:

								
NPS logo			Emoji			Cartoon		
Picture			Picture			Picture		
Caption			Caption			Caption		

	<p>Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.</p> <p>Click Insert and then choose the elements you want from the different galleries. Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.</p> <p>To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.</p> <p>Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.</p> <p>To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.</p>
	
	
	
	
	
	

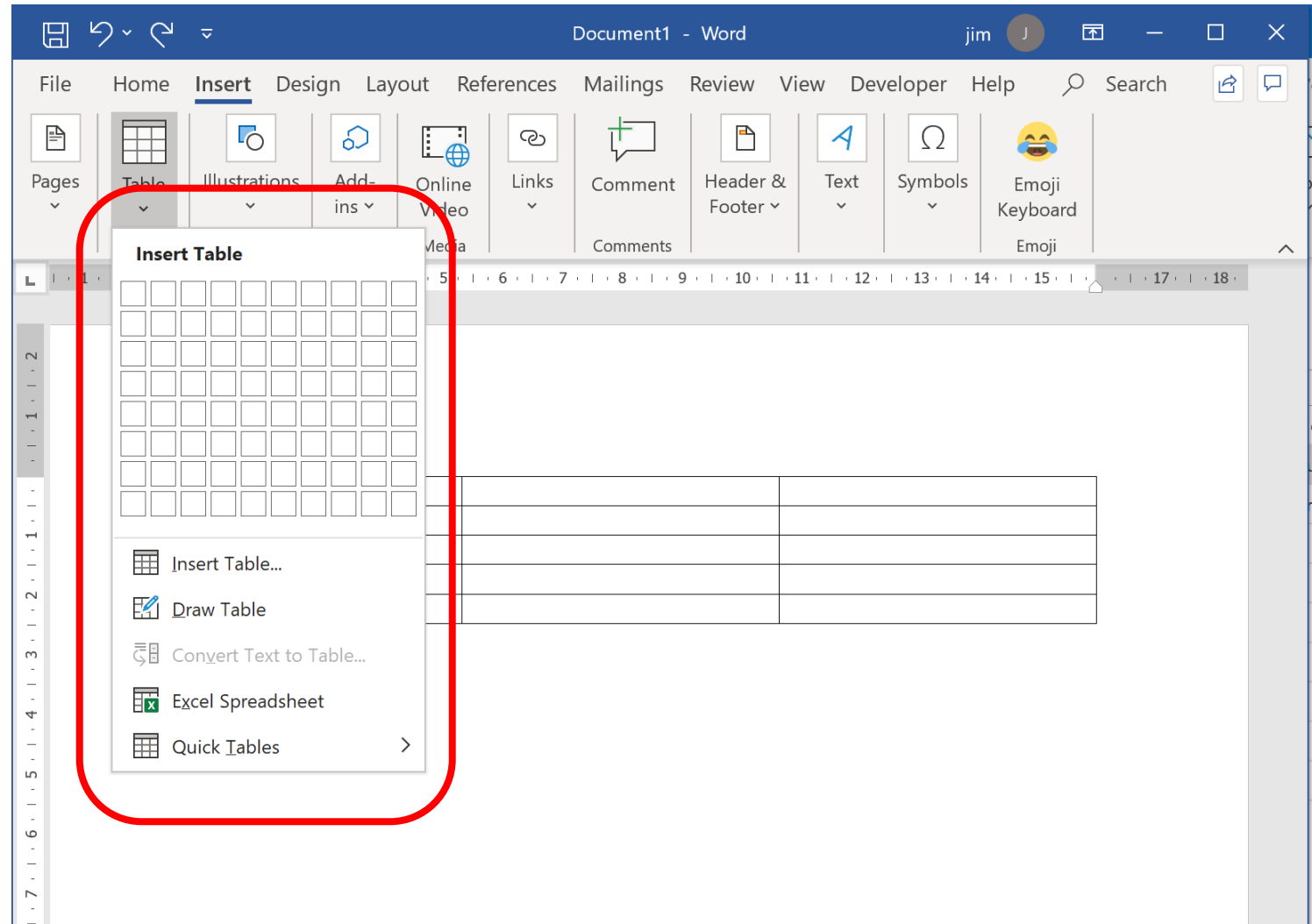
This started out as a 2 x 7 table, before the right column was widened and all the cells in it merged.

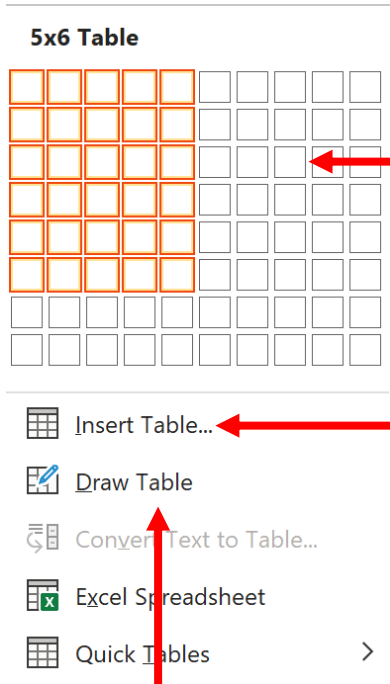


Let's now have a look at how to create and edit tables.

If we open the *Insert* tab on the Ribbon, we can see that the second group is called "Table". If we now click on the downward arrow a new small window will open as shown here.

We then have several choices of how to create our table.





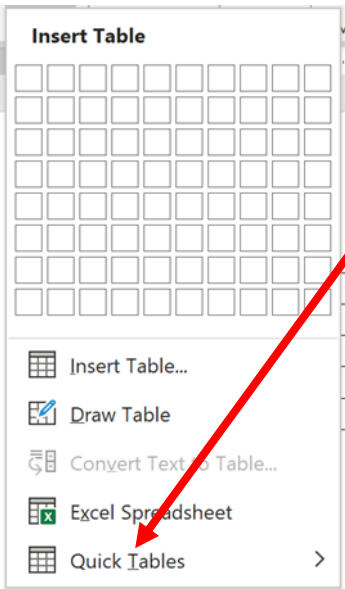
The first, and probably quickest, way to insert a table is to use your mouse on the grid to select how many rows and columns you want.

You can also click on “Insert Table” to open a new window, shown on the right, where it is possible to select the number of rows and columns (useful if you want more than 10 columns or 8 rows) and also specify the column width.

“Draw Table” puts a pencil on the page, which can be used with the mouse to create the table.

A screenshot of the 'Insert Table' dialog box. It has a title bar with a question mark and a close button. The dialog is divided into sections. The 'Table size' section has two spinners: 'Number of columns' set to 5 and 'Number of rows' set to 2. The 'AutoFit behavior' section has three radio buttons: 'Fixed column width' (selected), 'AutoFit to contents', and 'AutoFit to window'. The 'Fixed column width' spinner is set to 'Auto'. At the bottom, there is a checkbox labeled 'Remember dimensions for new tables' which is unchecked, and two buttons: 'OK' and 'Cancel'.

We are not using the option to insert an Excel spreadsheet here as this ties up computer resources as both Word and Excel are in use simultaneously and can lead to a very large file size. Therefore only use this option if no other type of table will work

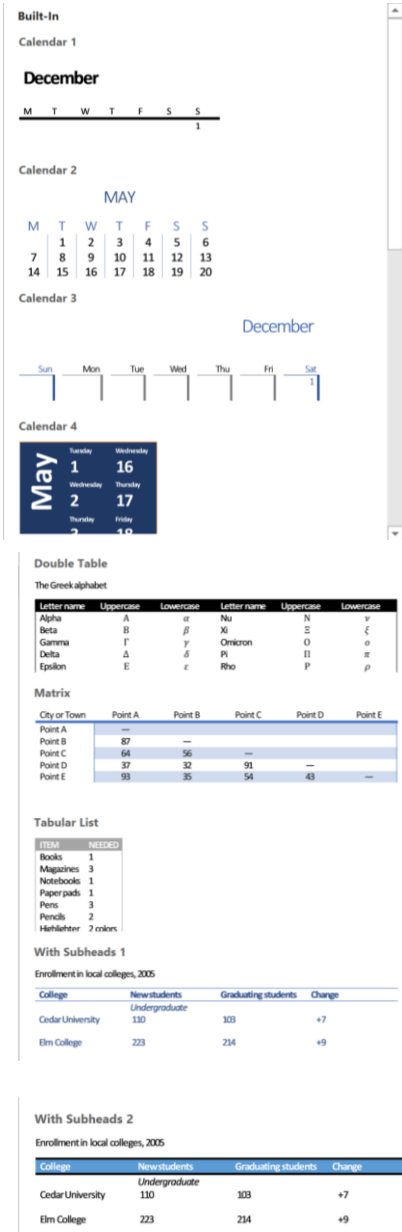


The final option is “Quick Tables”. Clicking on this opens another window displaying the various options, although it is necessary to scroll down to see them all.

The options include 4 different styles of calendar, a double table for spreading data across a landscape page, a tabular list, a matrix and 2 different tables with subheadings.

The default matrix is shown below:

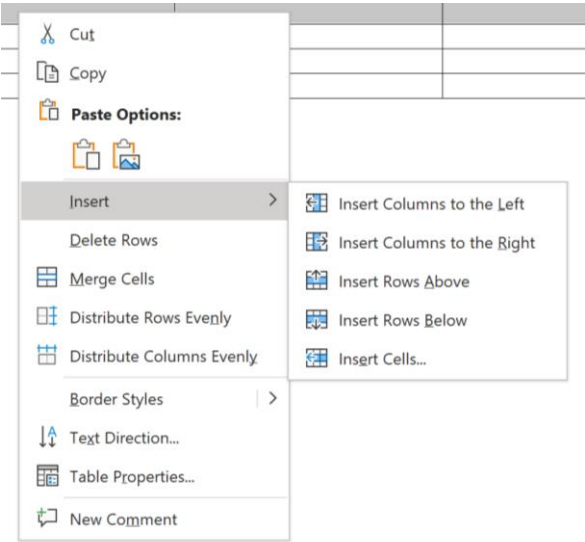
City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—				
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—



So now let's create our own table. Using whichever of the first 3 methods you like, create a table with 3 columns and 5 rows like this:

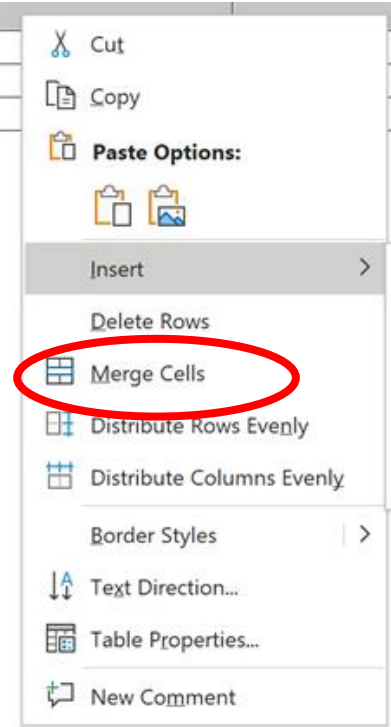
To add a row at the bottom, click in the last cell (bottom-right) and press the tab key.
To insert a row in the middle of the table, highlight the table and move your mouse to the left-hand end of where you want the extra row. A plus sign in a circle will appear: click on this to insert the row.

You can also highlight a row and right-click to get the options shown on the right:
Rows can be inserted above or below the highlighted row.

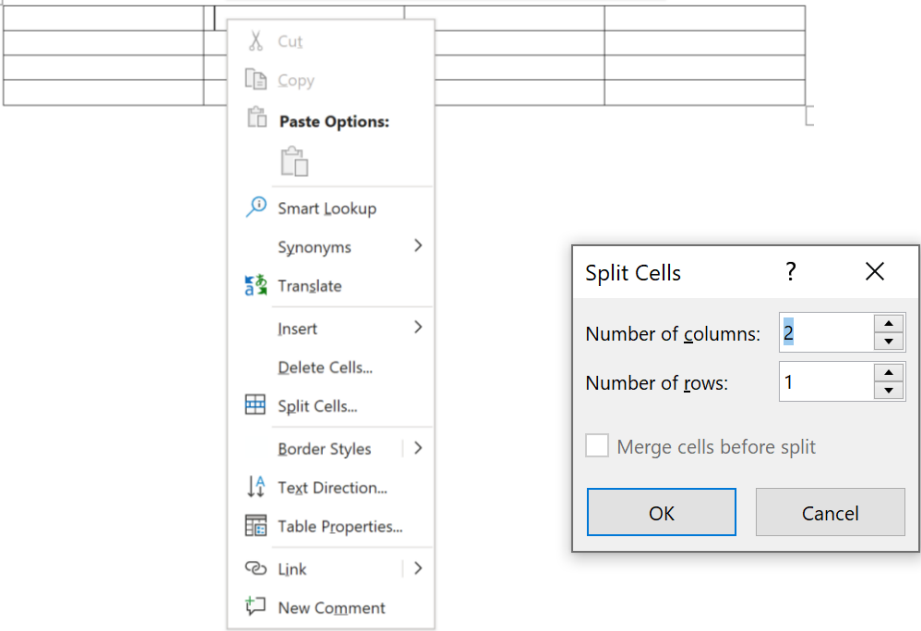


Cells can be merged to form larger cells as shown in the different examples below. It is even possible to merge all the cells in a table into a single cell, but creating a text box instead is much simpler and quicker.

To merge cells, simply select the cells you want to combine, right-click and select “merge cells”.



It is also possible to split cells. If you right-click in a cell you will see the options shown below, and clicking on “split cells” opens another window in which to select into how many rows and/or columns the cell should be split.

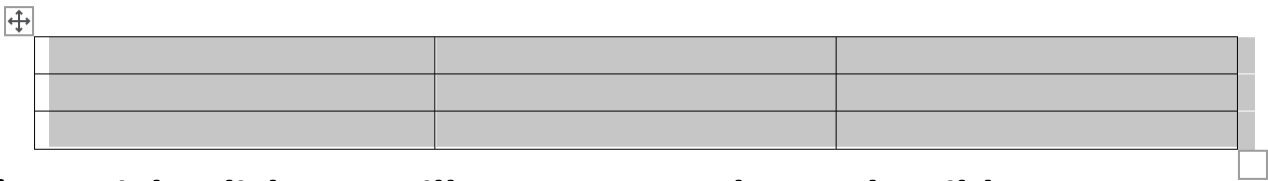


In this example the second cell in the first row has been split into 3 columns.

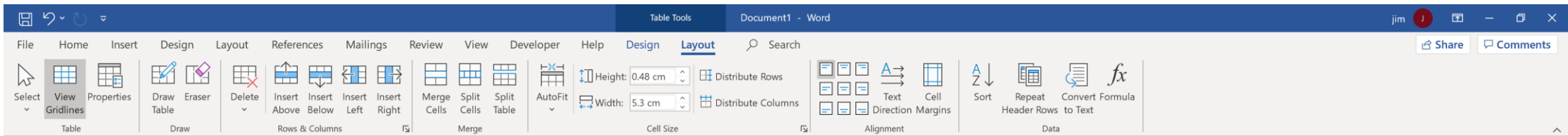
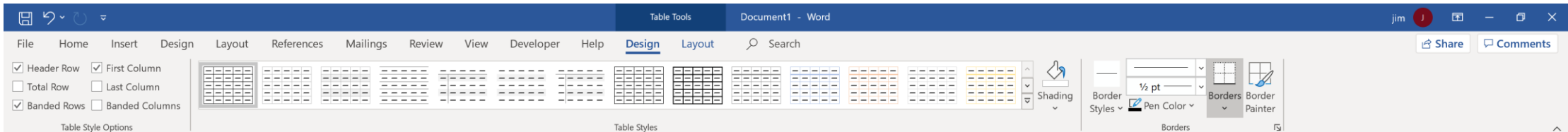
If you split a basic cell into 2 or more rows, each will have the same height, meaning that the other cells in that row will be increased in height.

Editing the size and shape of cells and tables.

When a table is active (highlighted with a funny little box at the top left corner as shown here),

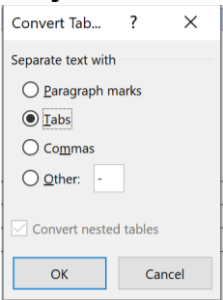


if you right click you will see 2 extra tabs on the ribbon:



Under the heading “Table Tools” the tabs are called *Design* and *Layout*, and between them offer a bewildering array of options for styling the table and its cells and borders, resizing cells and the table, merging and splitting cells, distributing rows and columns, shading of rows, cells or columns and many other edits.

There is even the option “Convert to Text” which takes the contents of the table and lays it out as non-tabulated text with the options shown here:



If you are creating several pages of table and want some control over where the breaks occur, it is a good idea to use the “Split Table” command on the Layout tab, and insert a page break in the gap.

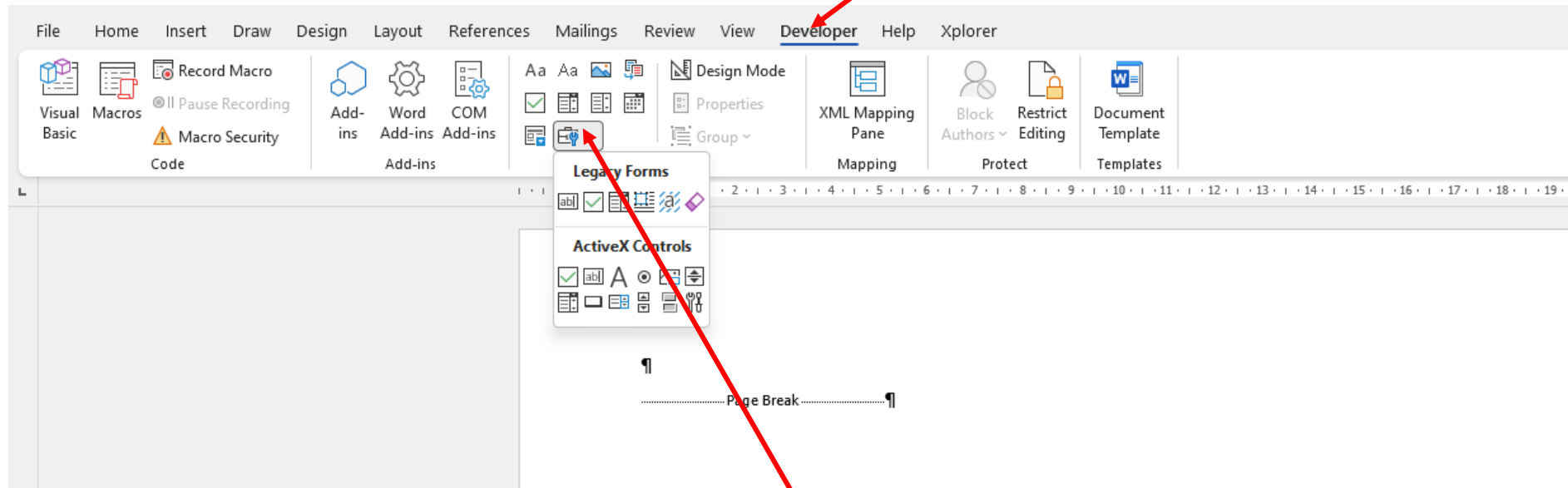
.....page break.....

This section will now be on the next page. You can do this as often as you want, depending on the size of your table. This makes a table more manageable and it looks much more professional and stylish		

.....page break.....

Another command on the Layout tab allows you to Repeat Header Rows: the more complicated your table, the more necessary it becomes to do this.

There are other functions which we will cover in more depth but for the purpose of the word exercise prepared you will need to learn about the Developer tab shown below:



Once you open this tab you will see quite a few buttons, all of which do something different but the one we are interested in is the one called “check” box and it allows you to enter a tick box into a document which can be auto-filled.

THE END