

Create

Tables in Microsoft Word

In this lesson we're going to create and work with Tables in Microsoft Word.

Tables are used to improve the organisation and presentation of data in your documents.

If you haven't already, please read "Introduction to the Ribbon" guide as this give you an idea as to how to use the toolbars at the top of the screen.

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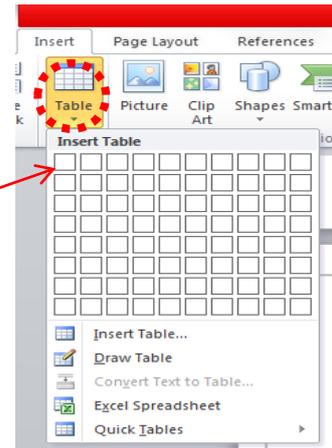
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Lesson 1: Inserting a Table using the Insert Tab

1. Create a new blank document.
2. Click on the “Insert” tab at the top of the ribbon.

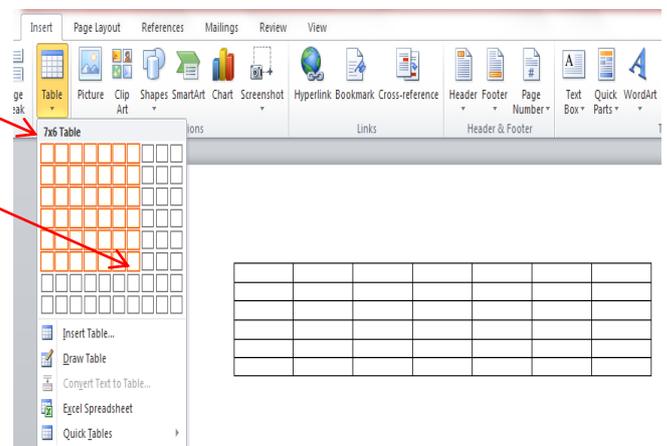


3. Click on the “Table” icon and a blank table-grid pop-up will be displayed.



4. Click with the left mouse button on the top left square of the grid and drag the mouse until you have selected seven Columns and six Rows. Notice that the number of Columns and Rows are displayed at the top of the table grid.

5. Release the mouse button on the final square of your selection. The pop-up will disappear but a chart will be displayed in your document. You have now created your first Table in Word. This is a **seven by six** Table with equal column widths, adjusted to fit between the margins of the page.



6. On your own, type some text and figures into the Table. You enter data into a **Cell**, this is where a row and a column meet. You can move between cells by using either the mouse or the direction arrows on the keyboard, or you can just click in a cell with the mouse.



7. Close the current document as there is no need to save it.

Lesson 2: Inserting a Table using the Dialog Box

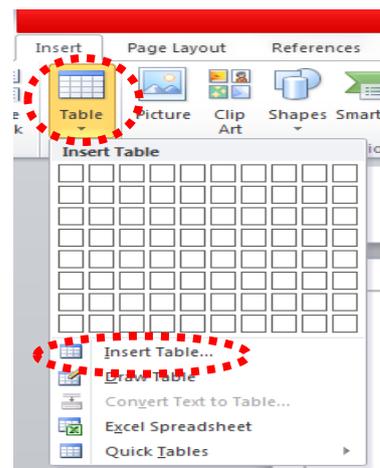
1. We will start as in Lesson 1 but this time we will use the Insert Table Dialog box.

2. Create a new blank document.

3. Click on the “Insert” tab at the top of the ribbon.



4. Click on the “Table” icon and a blank table-grid pop-up will be displayed.

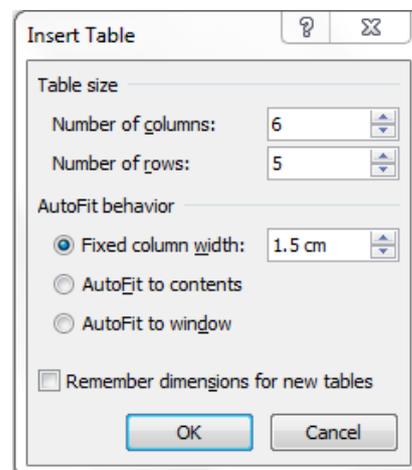


5. Click on the Insert Table option on the menu and a pop-up box will appear.

6. In the **Table size** options, set the **Number of columns** to **6** - you can highlight (select) the existing value and type over it, or use the spin control arrows.

7. In the **Table size** options, set the **Number of rows** to **5**.

8. In the **AutoFit behaviour** options, select **Fixed column width**.



9. Use the spin control arrows to set the **Fixed column width** to **1.5cm**.

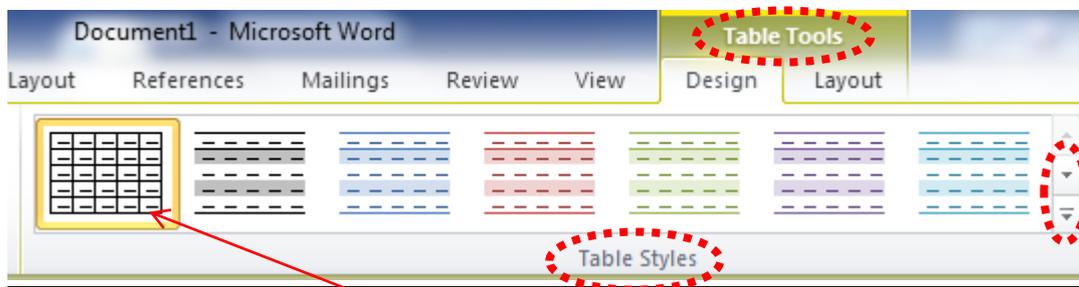
10. Click **OK** to save your settings and create your Table.

Lesson 3: Adding a Style to a Table

1. The screen is displaying a simple table with the dimensions you set in the previous lesson, **6 columns x 5 rows**.

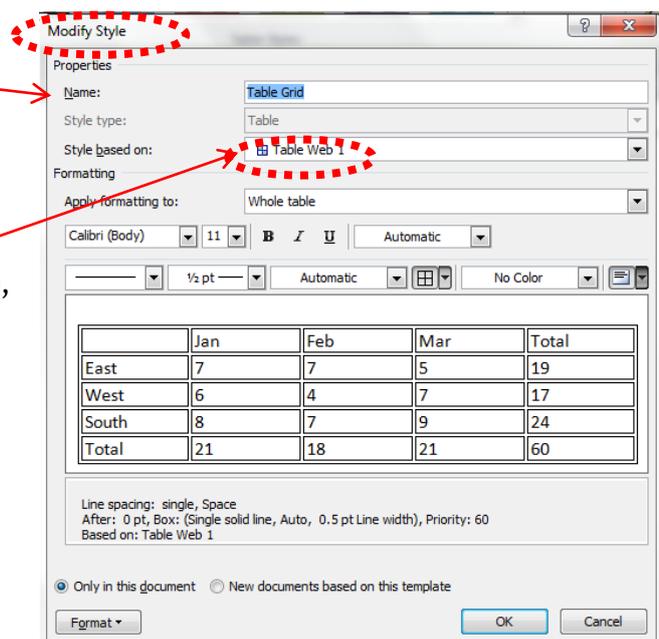
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2. The Ribbon has automatically selected the **Design** tab in **Table Tools** and is showing a choice of built-in **Table Styles**.
3. Run the mouse over some of the **Table Style** options to see how the appearance of the Table changes. Use the spin control wheels to see more styles.



4. Move the mouse pointer to the **Table Grid** style option and Right Click the mouse.
5. The **Modify Style** dialog box will appear. This allows you to create your own customised **Table Style**.

6. In **Name:** change the name to **My Table Style**.
7. Using the drop down arrow, scroll through the **Style based on:** list and select the **Table Web 1** option, towards the end of the list. Do not make any other changes.

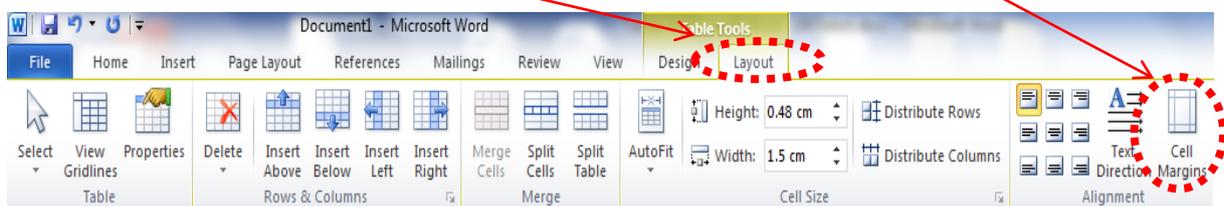


8. Click **OK** to close the **Modify Style** box.

9. You have now created your own **Table Style**. Notice the table in your document has now been reformatted and is using your new style.

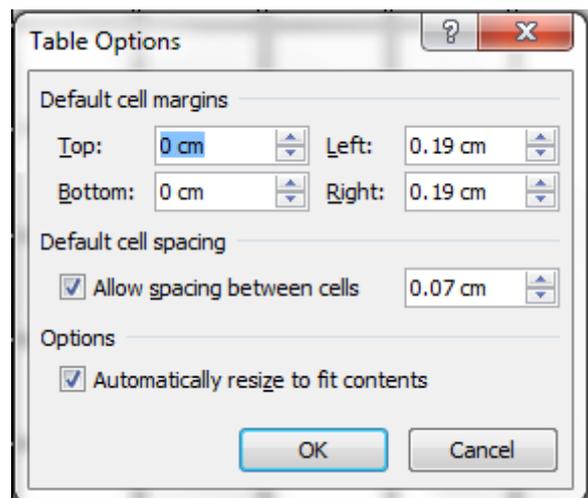
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10. Note that this style has spaces between the cells. To alter or remove these spaces select the **Layout** tab in **Table Tools** then click on **Cell Margins**.

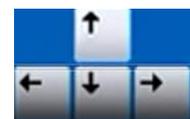


11. A pop-up **Table Options** dialog box will now appear:

12. In **Default cell spacing** untick the check-box to remove the spacing completely, or use the spinners to adjust the width of the spacing between the cells. Practise with this, using a selection of settings, clicking **OK** each time, to see what the changes look like.



13. When you have adjusted the Table to your liking, type some text and figures into the table using the direction arrows on the keyboard to move between the cells.



14. At the moment, the Table is at the very beginning of this document so you can't type anything above it. We are now going to **Insert a Line above the Table**.

15. Position the mouse pointer at the beginning of the first cell in the Table and left click the mouse so the Insertion Point appears.
16. Press the **[Enter]** key on the keyboard.
17. Or alternatively press the Ctrl and Shift together then the Enter key.
18. Notice that a blank line has been created above the Table and the Insertion Point is now positioned at the start of this line. You can now enter text above the Table.

This is a line above the Table

| | | | | | |
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19. For further practice, open a new document and use the **Insert Table** dialog box to create a **5 x 5** table where the cells will **AutoFit to Contents**, and select **Table Elegant** from the list of **Style Based on** option from the **Modify Style** box.
20. Type some text in the cells and notice how the width of the cells is automatically adjusted to fit the width of the contents. Also, for this **Table Style**, the text in the first row is automatically capitalised.
21. Close both documents. You don't need to save them unless you wish to do so.

Lesson 4: Using Tables to organise text in documents

In this task you will learn how to use Tables to improve the presentation of information in Word documents. An example of this might be when you are detailing employment history in your CV.

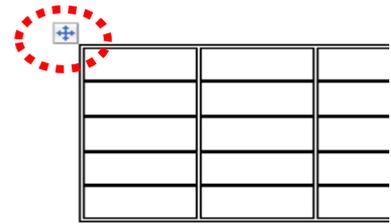
1. Create a **new blank document** and type the header **Employment History**, making sure it is left-aligned.
2. Create 2 new blank lines underneath the header by pressing the **[Enter]** key twice.
3. Insert a Table into your document with **1 Row** and **3 Columns**.
4. Right-click the **Table Move Handle**  and select **AutoFit** ⇒ **AutoFit to Window** from the pop-up menu. The table columns will expand across the page.
5. Your document will now look like this

| | | |
|--------------------|--|--|
| Employment History | | |
| | | |

6. In the first cell of the Table type **June 1995 - September 2001**, in the second cell type **B A Carriers**, in the third cell type **Delivery Driver**.
7. Now click in the second cell and **Right Align** the text then click in the third cell and **Right Align** here also.
8. Now fill in some details about the job.

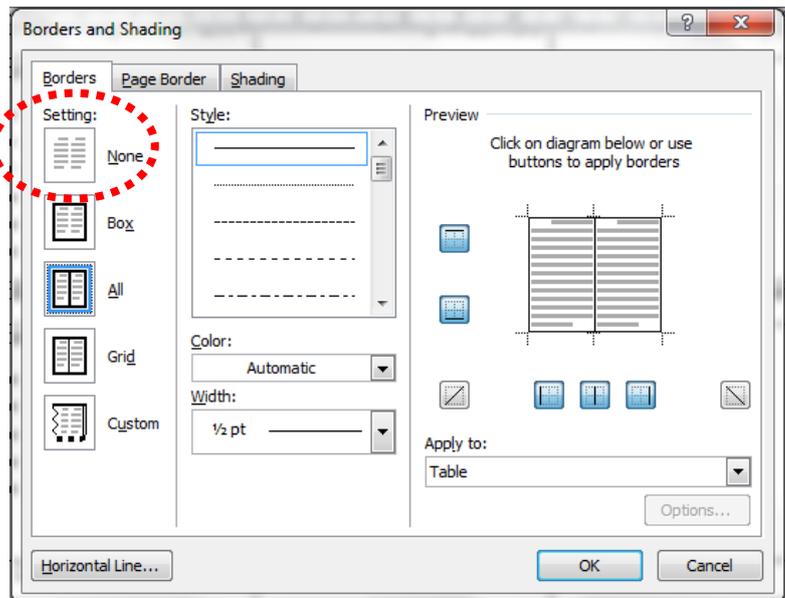
| | | |
|--|--------------|-----------------|
| Employment History | | |
| June 1995 - September 2001 | B A Carriers | Delivery Driver |
| Responsibilities included: | | |
| <ul style="list-style-type: none"> • Checking and verifying deliveries against order sheets. • Loading and unloading of orders. • Handling fragile goods. • Customer service. • Maintaining schedules. • Health and safety checks and upkeep of records. | | |

9. To make the document look even better you can now remove the any borders separating the Table Cells. To do this, select the whole Table using the **Table Move Handle**.



10. Right-click the mouse and select the **Borders expand symbol** then **Borders and Shading** from the pop-up menu.

11. In the Dialog Box select the **Borders** tab (this might already be selected) and click on the **None** option in the **Settings** list.



12. Click **OK** to remove the borders.

13. You can now insert another Table beneath these details to add in the next set of employment details.

14. Repeat the process for each entry in your Employment history.

| Employment History | | |
|--|-----------------|------------------|
| June 1995 - September 2001 | B A Carriers | Delivery Driver |
| Responsibilities included: | | |
| <ul style="list-style-type: none"> • Checking and verifying deliveries against order sheets. • Loading and unloading of orders. • Handling fragile goods. • Customer service. • Maintaining schedules. • Health and safety checks and upkeep of records. | | |
| October 2001 - July 2009 | Haywood Haulage | Fleet Supervisor |
| Responsibilities included: | | |
| <ul style="list-style-type: none"> • Organisation of deliveries. • Ordering and invoicing. • Maintenance of staff rosters. • Service and maintenance scheduling. • Fire Warden. | | |
| July 2009 - Present | Andrew Fleet | Haulage Manager |
| Responsibilities included:  (Ctrl) ▾ | | |

Lesson 5: Selecting in Tables

1. Open a new document and, using the **Insert Table** dialog box, create a table that has **4 columns** and **8 rows** and set to **AutoFit to Contents**. Use the direction arrows on the keyboard to move around the Table. You can also adjust the cell margins if you wish (Lesson 3.10 above).
2. Fill in the cells as shown in the example.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

Selecting in a single cell

3. Double-click the word **Area** at the top of the second column. Notice the word **Area** has a selection highlight but the background of the cell remains white.
4. Click anywhere to cancel the selection.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

5. We are now going to select an entire cell. We will do this using the **Cell Selection Bar** - this is the area just inside the left-hand edge of the cell. Move the mouse pointer to the left edge of the cell containing the word **Population**. When the pointer changes to a solid rightward-pointing arrow, you are in the right place. Now click the mouse. Notice the entire cell now has a selection highlight.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

6. You can also select an entire cell by placing your mouse pointer in the cell you require and when it changes to the text-select shape, triple-click the mouse. Try this on the word **Country**. Notice this will cancel out the word you previously selected - later you will practise making multiple selections.

Selecting a single row

7. Now we will try the most efficient methods for selecting rows. Firstly, select the row that contains **Austria** using the row selection bar. Move the mouse pointer to just outside the table to the left of the **Austria** cell - the mouse pointer will change to an empty rightward-pointing arrow when it is in the right place. Now click the mouse.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

8. To try the second method, we will select the row that contains **Denmark** by dragging the mouse pointer. Click inside the **Denmark** cell - this is the first cell in the row - then hold down the left-hand mouse button and drag the mouse pointer across, past the right-hand end of the row.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

Selecting a single column

9. Select the **Population** column by clicking the column's top border. Position the mouse pointer immediately above the **Population** column. When the pointer changes to a solid downward-pointing arrow you are in the right place. Now click the mouse.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

10. Now select the **Density** column by dragging the mouse pointer. Click in the first cell in the **Density** column, then hold down the left-hand mouse button and drag the pointer to the last cell in the column.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

11. Finally we will select the **Country** column by selecting the first and the last cells in the column. Select the first cell in the **Country** column by clicking the Cell Selection Bar (see Lesson 5 step 5 above) then hold down the **[Shift]** key on the keyboard and click in the last cell of the column. The entire **Country** column will be selected.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

Selecting adjacent Cells, Rows or Columns

12. We will now select the first three cells in the first row using the **[Shift]** key. Click the selection bar (see Lesson 5 step 5 above) for the **Country** cell then hold down the **[Shift]** key and click the Selection Bar for the **Population** cell. Notice that the **Country** and **Population** cells are now selected along with the cell in-between. The same principle applies to selecting rows and columns.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

13. Select the first 3 columns using the **[Shift]** key. Click the selection bar for the **Country** column (click when the pointer changes to a solid downward-pointing arrow). Hold down the **[Shift]** key and do the same for the **Population** column. Notice that both of the columns are now selected, together with the **Area** column in-between.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

14. Try this a few times, using both multiple row and multiple column selections.

Selecting non-adjacent Cells, Rows or Columns

15. To select multiple cells, rows or columns that are not next to each other you need to use the **[Ctrl]** key. Let's select the cells that contain the Country Names

Austria, Denmark, France and Greece

using the **[Ctrl]** key. Click the selection bar for the cell that contains **Austria**.

16. Hold down the **[Ctrl]** key and, while you are holding it, click the selection bar for the cells containing **Denmark, France and Greece**. Only these four cells are now selected.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

17. Try this for the columns containing **Area** and **Density**. Select the **Area** column, then hold down the **[Ctrl]** key and select the **Density** column.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

18. Now try the rows containing **Belgium, Finland and Germany**.

| Country | Area | Population | Density |
|---------|---------|------------|---------|
| Austria | 32,374 | 7,700,000 | 238 |
| Belgium | 11,781 | 9,885,000 | 839 |
| Denmark | 17,170 | 5,200,000 | 302 |
| Finland | 130,129 | 4,970,000 | 38 |
| France | 211,208 | 56,300,000 | 267 |
| Germany | 137,744 | 77,750,000 | 564 |
| Greece | 50,944 | 10.200,000 | 200 |

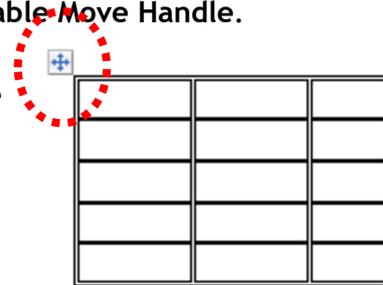
19. You would find these exercises useful if, for example, you wished to move (Copy & Paste) certain sets of information from one table into another or from a Word Table into an Excel Spreadsheet.

Selecting an entire Table

20. In this task you will select the entire Table using the **Table Move Handle**.

21. Move your mouse pointer over the table and the handle will appear at the top left-hand corner of the table.

22. Click on the **Table Move Handle** and the entire table will be selected.



23. Click anywhere on the table to cancel the selection.

24. Note that you can also select the whole table by selecting all rows or all columns using any of the methods described above - but you must remember to select the blank column to the right of the table as well.

22. To finish the exercises, close all your documents. You don't need to save them unless you wish to do so.

Lesson 6: Adding and Removing Rows and Columns in Tables

Adding new rows to a table

1. Open a new document and, using the Insert Table dialog box, create a table that has **3 columns** and **8 rows** and set to **AutoFit to Contents**. Fill out the table like this:

| Player | Matches | Goals |
|-------------|---------|-------|
| Johns, J | 28 | 17 |
| Harrison, H | 11 | 12 |
| Morrison, H | 28 | 11 |
| Wilson, D | 26 | 9 |
| Martins, M | 23 | 7 |
| Mox, C | 24 | 5 |
| Jones, J | 17 | 3 |

2. To centre the figures in the Matches and Goals columns, select each column (Lesson 4 above) and use the Centre Align button on the Ribbon (Document - Introduction to Microsoft Word).

To insert a single row:

3. Position the insertion point anywhere on the row that contains Harrison, H.

4. Right-click the mouse and select **Insert** ⇒ **Insert Rows Above**

5. Notice a new row has been inserted between Johns, J and Harrison, H.

| Player | Matches | Goals |
|-------------|---------|-------|
| Johns, J | 28 | 17 |
| | | |
| Harrison, H | 11 | 12 |
| | | |
| Morrison, H | 28 | 11 |
| Wilson, D | 26 | 9 |
| Martins, M | 23 | 7 |
| | | |
| Mox, C | 24 | 5 |
| Jones, J | 17 | 3 |

6. Position the insertion point again anywhere on the row that contains Harrison, H.

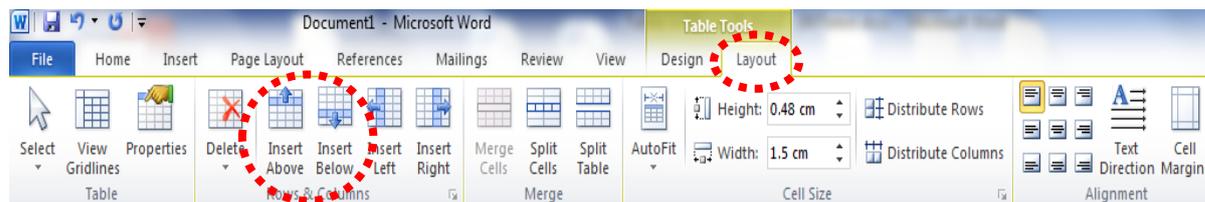
7. Right-click the mouse and select **Insert** ⇒ **Insert Rows Below**

8. Notice a new row has been inserted between Harrison, H. and Morrison, H.

9. Alternatively, you can use the **Insert Row** button on the **Ribbon** (see Document - Introduction to the Ribbon).

10. Position the mouse pointer on the chosen row in the Table and click to display the Insertion Point - in the example above we have chosen the row Mox, C.

11. On the **Table Tools** ribbon, select the **Layout** tab and click on the button for **Insert Above (or Insert Below)**.



12. Finally, you can add a row at the bottom of the table. Position the Insertion Point in the last cell of the last row and press the **[Tab]** key on the keyboard.

| Player | Matches | Goals |
|-------------|---------|-------|
| Johns, J | 28 | 17 |
| | | |
| Harrison, H | 11 | 12 |
| | | |
| Morrison, H | 28 | 11 |
| Wilson, D | 26 | 9 |
| Martins, M | 23 | 7 |
| | | |
| Mox, C | 24 | 5 |
| Jones, J | 17 | 3 |
| | | |

13. Add in some new details to fill out the table. You can use the **[Tab]** key to move between cells on the same row.
14. Notice the cells in the new rows have the same formatting and alignment as the other rows in the Table.

To insert multiple rows:

15. You can insert a block of rows either above or below a certain position. Decide where you want the rows to be inserted and how many rows you want to add. You must then select the equivalent number of existing rows in the Table. In the following exercise we are going to insert 4 new rows above Wilson, D.
16. Position the Insertion Point at the start of the cell containing Wilson, D. Hold the mouse button down and drag down 4 rows.
17. Select the **Layout** tab and click the **Insert Above** button. 4 new rows will be inserted above Wilson, D. Note that you can only insert multiple consecutive rows.

Adding new columns to a table

18. Single and multiple additional columns can be inserted into a Table using the same processes as described for inserting rows.

19. In your table, select the Matches column (see Lesson 5.9 above, if you're not sure how.)

20. Right-click the mouse on the selected column (make sure it is still highlighted) and a pop-up menu will appear.

21. Click on **Insert** ⇒ **Insert Columns to the Right** or **Insert Columns to the Left** as required. Type the title **Ground** in the first row of the new column.

22. Your new column will have taken on the same settings as the one you based it on, so it will **AutoFit to Contents** when you start to type (see Lesson 6.1 above).

23. You can also use the **Layout** tab in the **Table Tools** Ribbon to add a new column.

| Player | Matches | Ground | Goals |
|---------------|---------|--------|-------|
| Johns, J | 28 | | 17 |
| | | | |
| Harrison, H | 11 | | 12 |
| | | | |
| Morrison, H | 28 | | 11 |
| Wilson, D | 26 | | 9 |
| Martins, M | 23 | | 7 |
| | | | |
| <u>Mox, C</u> | 24 | | 5 |
| Jones, J | 17 | | 3 |
| | | | |

24. To add multiple columns you must select the required number of columns by using the **[Shift]** key on the keyboard (Lesson 5.13 above).

25. In your Table, select the Matches Column then hold down the **[Shift]** key and select the Goals column. Both columns should be highlighted, along with the new column in between. Now right-click for the drop-down menu, or use the **Layout** tab to **Insert**

Left (or **Insert Right**) and three additional new column will be inserted. Note that you can only insert multiple consecutive columns.

| Player | Matches | Ground | Goals |
|---------------|---------|--------|-------|
| Johns, J | 28 | | 17 |
| | | | |
| Harrison, H | 11 | | 12 |
| | | | |
| Morrison, H | 28 | | 11 |
| Wilson, D | 26 | | 9 |
| Martins, M | 23 | | 7 |
| | | | |
| <u>Mox, C</u> | 24 | | 5 |
| Jones, J | 17 | | 3 |
| | | | |

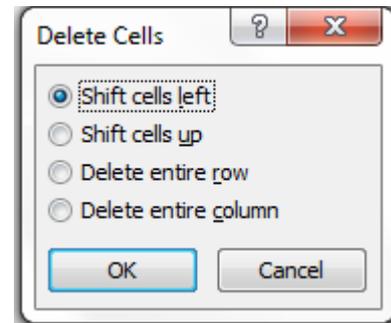
26. In this example, you will end up with 7 columns all of which will automatically **AutoFit to Contents**.

| Player | | | | Matches | Ground | Goals |
|---------------|--|--|--|---------|--------|-------|
| Johns, J | | | | 28 | | 17 |
| | | | | | | |
| Harrison, H | | | | 11 | | 12 |
| | | | | | | |
| Morrison, H | | | | 28 | | 11 |
| Wilson, D | | | | 26 | | 9 |
| Martins, M | | | | 23 | | 7 |
| | | | | | | |
| <u>Mox, C</u> | | | | 24 | | 5 |
| Jones, J | | | | 17 | | 3 |
| | | | | | | |

Removing/Deleting rows from a Table

27. To delete a row or column from a Table right-click in any cell in the required row or column.

28. On the pop-up menu select **Delete Cells** and you will see this Dialog Box appear.



29. Click the Radio Button next to either **Delete entire row** or **Delete entire column** depending on which you want to do.

30. Click **OK** and the dialog box will disappear. The row or column will now have been removed from the Table.

31. To delete multiple rows or columns simply select multiple consecutive cells and follow the steps above.

32. Don't forget that, if you accidentally remove the wrong row or column, you can reinstate it immediately by using the **Undo** button  at the top of the Ribbon.

This completes the Introduction to Tables.