

Ex. 37-44

Table A grid compromise of horizontal rows and vertical columns into which you can enter data.

Column A vertical series of cells in a table.

Row A horizontal series of cells in a table.

Column markers Markers on the horizontal ruler that indicate column borders.

Dividers The lines that indicate the edges of cells in a table. They do not print, although they are indicated on-screen by either gridlines or borders.

Border A line drawn around the edges of an element, such as a table or a table cell. Borders can also be drawn around paragraphs and pages.

Gridline A nonprinting line that indicates the boundaries of cells in a table.

End of row/cell marks Nonprinting characters used to mark the end of a cell or a row in a table.

Cell The rectangular area at the intersection of a column and a row in a table, into which you enter data.

Table components Parts of a table, including columns, rows, and cells.

Row height The height of a row in a table, measured in inches.

Column width The width of a column in a table.

Merge Combine multiple adjacent cells together to create one large cell.

Split Divide one cell into multiple cells, either vertically to create columns or horizontally to create rows.

Table anchor A rectangle with a four-headed arrow in it, displayed at the upper-left corner of a table, and used to move the table.

Sizing handle A rectangle displayed somewhere along the sides of an object, used to resize the **object**. This is displayed at the lower-right corner of the table.

Object An element such as a picture or a chart, which can be inserted in a Word document.

Rotate text Shift the position of text so it runs top to bottom or bottom to top, instead of left to right.

Wrap Control the way text flows around an object, such as a table.

Spreadsheet An application used for setting up mathematical calculations.

Function A built in formula for performing calculations, such as addition in a table.

Formula A mathematical equation.

Field A placeholder used to insert information that changes, such as the date, the time, a page number, or the results of a calculation.

Header row A row that contains a title or column headings.

Line style The appearance of a line.

Line weight The thickness of a line.

Shading A color or pattern used to fill the background of a cell.

Insert a Table

Use the toolbar button:

1. Position insertion point.
2. Insert Table button (Standard toolbar)
3. Drag the mouse pointer across the grid to select desired number of columns and rows.
4. Release the mouse button

Use menu commands

1. Position insertion point.
2. Table

3. Insert
4. Table
5. Type number of columns
6. Press Tab
7. Type number of rows
8. OK

Show/Hide gridlines

1. Table
2. click Gridlines

Insert Columns, Rows, or Cells

1. Position insertion point
2. Table
3. Insert
4. Click one of the following:
 - a. Columns to the Left
 - b. Columns to the Right
 - c. Rows Above
 - d. Rows Below
 - e. Cells

Delete Columns, Rows, or Cells

1. Select cells
2. Table
3. Delete
4. Click one of the following:
 - a. Columns
 - b. Rows
 - c. Cells

Delete Entire Table

1. Click anywhere in the table
2. Table
3. Delete
4. Table

Set Horizontal Alignment in a Cell

1. Select component(s) to format.
2. Click desired alignment button on Formatting toolbar:
 - a. Align Left
 - b. Align Right
 - c. Center
 - d. Justify

Set Tabs in a Cell

1. Select component(s) to format.
2. Click Tab box at left end of horizontal ruler to select tab stop type.
3. Click desired position on horizontal ruler.

Advance insertion point one tab stop:

- Press Ctrl + Tab

Set Vertical Alignment in a Cell

1. Select component(s) to format.
2. Table
3. Table Properties
4. Cell Tab
5. Click desired Vertical Alignment option:
 - a. Top
 - b. Center
 - c. Bottom
6. OK

Align a Table Horizontally

1. Select Table
2. Click desired alignment button on Formatting toolbar:
 - a. Center
 - b. Align Right
 - c. Align Left

or

1. Click anywhere in table.
2. Table
3. Table Properties
4. Table Tab
5. Click desired Alignment option:
 - a. Left
 - b. Center
 - c. Right
6. OK

Change Column Width

1. Position mouse pointer on column divider.
2. Drag divider left or right.

or

1. Click in column
 2. Table
 3. Table Properties
 4. Column Tab
 5. Select Preferred Width check box
 6. Tab
 7. Type column width in inches
 8. OK
- or
- Click New Column
- or
- Click Previous Column

Change Row Height

1. Click in Row

2. Table
 3. Table Properties
 4. Row Tab
 5. Specify Height check box
 6. Press Tab
 7. Type row height in inches
 8. OK
- or
- Click New Column
- or
- Click Previous Column

Display Tables and Borders Toolbar

•Click Tables and Borders button on the Standard toolbar.

or

1. View
2. Toolbars
3. Tables and Borders

or

1. Control-click any toolbar
2. Tables & Borders

Draw a Table

1. Table
 2. Draw Table
- or
- Draw Table button on Tables and Borders toolbar
3. Click where you want to position the upper-left corner of the table
 4. Drag diagonally down and to the right.
 5. Release mouse button where you want to position the lower-right corner of the table.
 6. Click and drag the mouse pointer to draw horizontal borders and vertical borders.
 7. Click Esc
- or
- Draw Table button

Merge Cells

1. Select cells to merge
 2. Click Merge Cells button
- or
- a. Table
 - b. Merge Cells

Merge Cells and Erase Table Dividers

1. Click Eraser button on the Tables and Borders toolbar.
 2. Drag over borders to erase.
 3. Click Esc to turn off Eraser
- or
- Click Eraser button

Split Cells

1. Select cell to split
2. Click Split Cells button
or
 - a. Table
 - b. Split Cells
3. Enter Number of columns to create
4. Enter Number of rows to create
5. OK

Move a Table

1. Rest mouse pointer on table so handles are displayed.
2. Click and drag table anchor to new location.
3. Release mouse button to drop table in new location.

Resize a Table

1. Rest mouse pointer on table so handles are displayed.
2. Click and drag sizing handle to increase or decrease table size.
3. Release mouse button to resize table.

Rotate Text

1. Select components to format.
2. Click Change Text Direction button

Wrap Text

1. Click in table
2. Table
3. Table Properties
4. Table Tab
5. Around
6. OK

Total Values in a Column or Row

1. Click in cell
2. Table
3. Formula
4. Number format drop-down arrow
5. Click desired format
6. OK

Sort Rows

1. Display the Tables and Borders toolbar
2. Select the data in the column by which you want to sort
3. Click Sort Ascending button on the Tables and Borders toolbar to sort from A to Z or from 0 to 9
or
Click sort Descending button on the Tables and Borders toolbar to sort from Z to A or from 9 to 0

Sort by Multiple Columns

1. Table
2. Sort
3. Sort by
4. Click desired column
5. Click Type
6. Click either:
 - a. Text
 - b. Number
 - c. Date
7. Click either
 - a. Ascending
 - b. Descending
8. Click Then by
9. Click desired column
10. Click Type
11. Click either:
 - a. Text
 - b. Number
 - c. Date
12. Click either:
 - a. Ascending
 - b. Descending
13. Click Then by
14. Click desired column
15. Click Type
16. Click either:
 - a. Text
 - b. Number
 - c. Date
17. Click either:
 - a. Ascending
 - b. Descending
18. OK

Apply Cell Borders

1. Position insertion point
2. Outside Border drop-down arrow
3. Border style

Apply Line Styles

1. Line Style drop-down arrow
2. Desired line style
3. Click cell to format
4. Apply

Apply Line Weight

1. Line Weight drop-down arrow
2. Desired line weight

3. Click cell to format
4. Apply

Apply Line Color

1. Border Color button
2. Desired color
3. Click cell to format
4. Apply

Apply Cell Shading

1. Position insertion point
2. Shading Color drop-down arrow
3. Desired color
4. No Fill—to remove shading or color