

Word 2003 Tables and Columns

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Objectives

After completing this course, you will know how to:

- Create a Table in Word and enter text
- Modify tables by inserting rows and columns
- Resize tables and align table
- Format a table
- Create and modify columns

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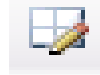
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Introducing Microsoft Word Tables and Columns

Tables and columns are used to create annual and budget reports, brochures and newsletters. The formatting allows easier readability and understanding.

Tables

You can use a table to lay our text in a block of cells. They are useful when you want to arrange information in rows and columns. You can access Table functions from the Menu or from the Tables and Borders Toolbar. To display the Tables and Borders toolbar, click on **View/Toolbars** and select **Tables and Borders**. You can also open the Tables and Borders Toolbar by clicking on the icon on the Standard toolbar.

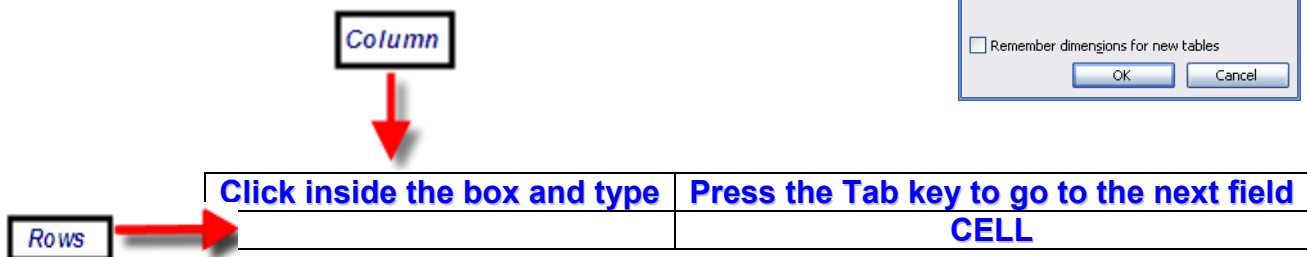


If you don't like to use the Tables and Borders toolbar, all the Table functions can be found under the Table Menu as well.

Creating a Table

There are 3 major methods to create tables depending on the complexity of the table.

1. From the Menu bar, select Table, Insert, Table
2. The Insert Table dialog box will be displayed where you can customize the number of columns, number of rows
3. You can also select Autofit and Autoformat options from here; check the Autofit/Autoformat section of this manual for more information regarding these features.
4. Click on to display the Table




You can also create Tables by drawing a table – From the Menu bar, click on Table, select Draw Table and when the pencil appears, draw over the document.

OR

You can click Insert Table icon to draw a simple table.

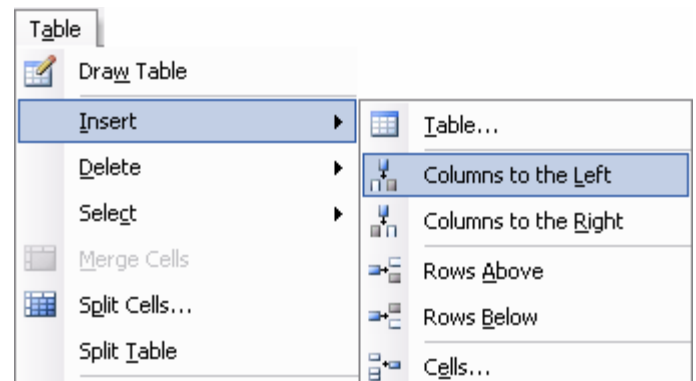
Shortcut Keys

<i>Function</i>	<i>Editing Key</i>
Select a column	Click the columns top gridline or border
Select a row	Click to the left of the row
Select multiple rows cells, rows, columns	Highlight the column, row, or cell
Select the entire table	Click Smart tag on the left top corner of the table 
Select a Cell	Click at the edge of the cell
Move to next cell	TAB, or click at the beginning of the cell with the left mouse key
Move to preceding cell	Shift+Tab
Move to preceding cell or next row	Up or Down arrow keys
Move to the first cell in the row	ALT+Home, or ALT+7(num lock key off)
Move to the last cell in the row	ALT+END or ALT+1 (num lock key off)
Move to the first cell in the column	ALT+PAGE UP, or ALT+9 (num lock key off)
Start a new paragraph	ENTER
Add a new row	Click on the ADD a row icon or Table, Insert Rows
Add text before a table	ENTER
Move row up or down	Highlight row, press ALT+SHIFT and up or down arrow keys

NOTE: all of these functions can be performed either by clicking the RIGHT mouse button or choosing TABLE from the menu option.

Inserting Rows and Columns

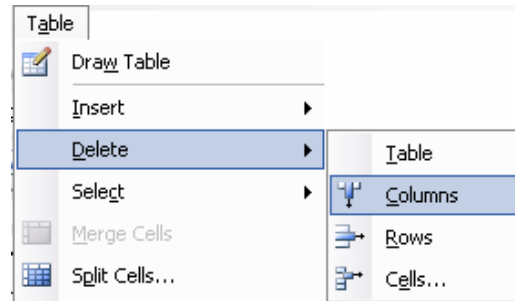
You can easily add Rows/Columns onto an existing table. First select the number of rows or columns, then from the Menu bar select Table, Insert and choose Columns to the Left, Right or Rows above or Below.



To delete a Row/Column

Place your cursor on the Row/Column to be deleted. You can highlight and delete more than one at a time.

Click on Table/Delete then choose Columns, Rows or Cells



Moving and Resizing a table

To change the width of the columns or rows, place your cursor between the columns or rows. You will see two parallel or horizontal lines with going in each direction in bold. Click and drag it and adjust width or height.

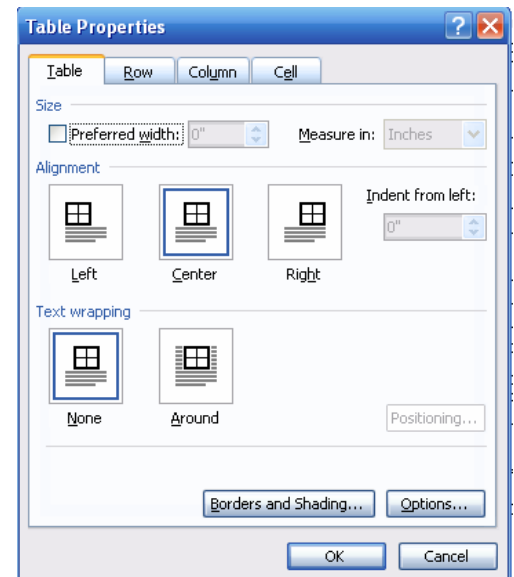
To Resize a Table, point the cursor on the side of the table and see the 4 handle arrow, left click and drag the table to move it to desired location. Resize handle is double arrow handle instead of the 4 arrows.



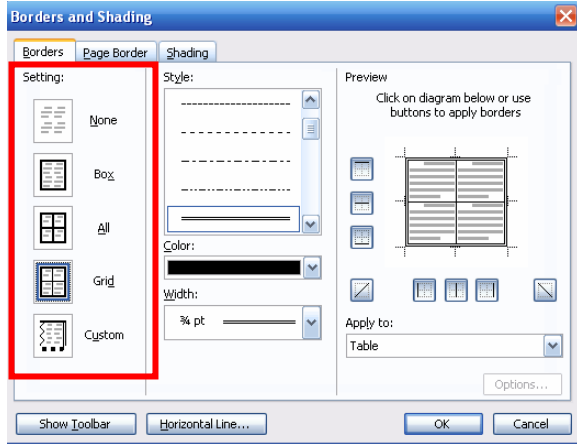
You can also use the Menu bar, select Table, Table Properties to open the dialog box and customize size of table as well aligning it on the page and using text wrapping around it. If you are using the Table Properties dialog box, you can also click on the Borders and Shading at the bottom of the screen to adjust borders and shading.

The Options button at the bottom of the screen will help you adjust margins between cells.

Table Properties also allow you to adjust Row, Column and Cell heights.



Adding Borders, and Shading

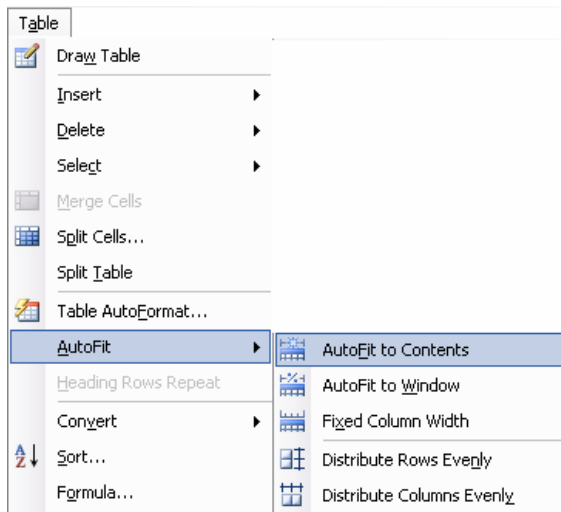
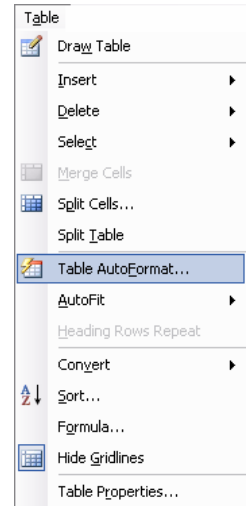


Gridlines on tables do not show when printed unless specifically set. To add borders and shading, click on Format, Borders and Shading. You can add borders, change style, width and color of lines. In addition to that, you can also adjust borders to where only certain sides have borders drawn. To do this, you have to click on the settings on the left hand side. The preview of the gridlines is shown on the right hand side of the dialog box.

AutoFormat and Autofit

AUTOFORMAT : Word allows you to choose a style of table from the table template

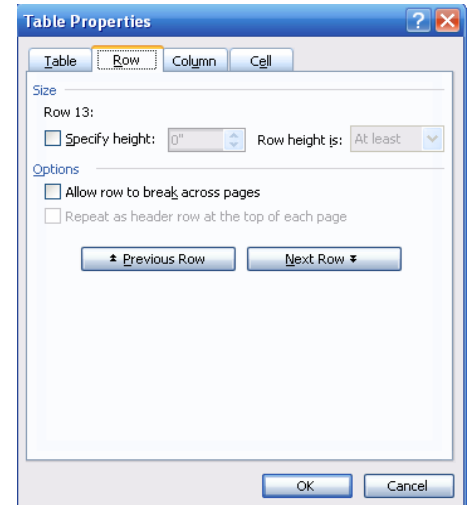
Word has several different types of tables formatted. Click on Table/Autoformat and choose one that is suitable for your document.



You can also use Table/Autofit to automatically adjust columns to the text.

Keeping Table Rows Together in Word

When you're working with tables in Word, nothing can be more confusing than having the data in a single row split across two pages. You don't want the person reading your document to have to flip back and forth between pages just to figure out what a single row means. You're better off making sure that your table rows don't split across pages. To do this, first select your table by choosing Table, Select, Table. Then, choose Table, Table Properties and click the Row tab. Deselect the **Allow row to break across pages** option, and then click OK to exit.




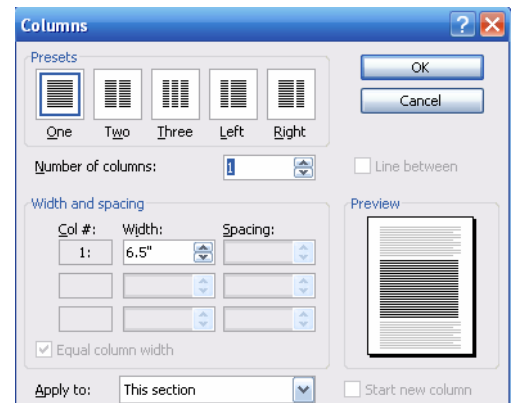
Another useful option is to have the headings on the second page as well for ease of reading. **First, highlight the header row** to be repeated on the second page, then go to Table Properties, Row Tab, and select **Repeat as header row at the top of each page**

Working with Columns

You create columns before or after you start typing text.

Creating Columns

1. Place your cursor where you want your column to start
2. Click on the  icon on the Standard toolbar OR click on Format Columns
3. Choose the number of columns, adjust the width and spacing for the column, indicate if you want to apply this to the whole document. Click on the Line Between check box if you want the columns separated by lines
4. Click OK when done.



NOTE: The lines will only appear when you start typing in the other column.

Modifying and deleting Columns

To modify columns, click on Format/Columns. You can delete all or part of column section. To delete columns from a section, place the cursor at the point of deletion. To do this, select Columns

Column Breaks

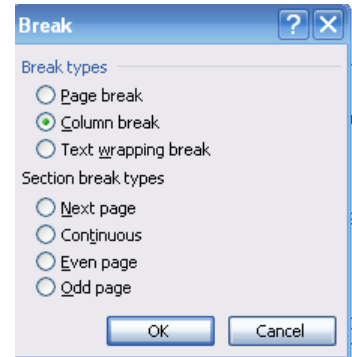
You can insert a column break if you want to end one column and go to the next one. To insert a column break

Place the cursor at point in text where you would like to insert the break

Click on Insert/Break

Under Break Types, select Column break

When using columns, the text in the last column may be uneven in length. Inserting a Continuous Column Break will give your document a professional look



Creating Page Breaks and Sections

You can divide a document into several sections that can be formatted differently. For example you might want to place a 2-column section within your document.

When you start a new document, the entire document is in one section. You can create new sections when you want to change page orientation, margins, columns, formatting.

To create a new section break, click on **Insert/Break** to display the Break dialog box. There are different kinds of section breaks.

Next Page: inserts a section break and starts a new page

Continuous Break: Inserts a section break and starts the new section on the same page.

Even-Odd Page Break: inserts a section break and starts the new section on the next even or odd numbered page.

Exercise 1:

1. Create a 2X2 table and type the following information. Press the Tab key to create new rows as you type

STATE	NAME
Arkansas	The Natural State
Arizona	The Canyon State
Colorado	Centennial State
Indiana	Hoosier State
Kentucky	The Bluegrass State
Ohio	The Buckeye State
West Virginia	The Mountaineer State



2. Change the first column width to 2 inches and the second column width to 3.5.
3. Center the table within the left and right margins
4. Center the text in the columns.
5. Autoformat using Table Grid 8
6. Use the Ctrl key to select the rows and apply 10% gray shading to alternate rows

Exercise 2:

1. Open Basic Competency Instructions to Users document
2. Put a section break right after the title
3. Click on Format/Columns and select 2 columns
4. Insert clipart at the top of the 1st column

