








How to...

-  **Dissecting a Table**
 - Create a Table
 - Use Table Tools
-  **Selecting Tables, Rows, Columns, or Cells**
 - Change the Table Size
 - Change Column Width and Row Height
-  **Entering Information**
 - Sort Data
-  **Moving and Copying Tables, Columns, and Rows**
 - Calculate Values Using Formulas
-  **Working with Formulas**
 - Convert Tables to Text and Text to Tables
 - Repeat Header Rows
 - Remove a Table
-  **Formatting Content**
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Chapter 6

Using Tables

Documents can be composed of text only, but using visual elements to support information helps emphasize, organize, and clarify your written words. *Tables* provide a familiar column-and-row matrix that lets you easily define terms, list items, and lay out data in a convenient and organized manner. Word provides extensive features that support creating, using, and formatting tables to accomplish a variety of purposes. (See Chapters 7 and 8 for more information on the use of tables—Chapter 7 covers graphics, and Chapter 8 describes using charts.)

Create Tables

Tables allow you to divide a portion of a page into rows and columns that create *cells* at their intersections. Tables can be used to systematically arrange information in rows and columns, or they can be used to lay out text and graphics in a document.



QUICKFACTS

DISSECTING A TABLE

A table comes with an extensive vocabulary of terms that describe many of its elements, features, and how it's used, as shown in Figure 6-1.

Some of the ways that you can use tables are:

- Tabular data display, with or without cell borders
- Side-by-side columns of text
- Aligning labels and boxes for forms
- Separating and positioning text and graphics
- Placing borders around text or graphics
- Placing text on both sides of graphics or vice versa
- Adding color to backgrounds, text, and graphics

Create a Table

When you create a table, you can specify the number of rows and columns in it. In addition, depending on how you created the table, you can select how the columns' width is determined and choose a table style. In all cases, you can easily modify the table attributes after the original table displays in your document. With the document open in Word, place the insertion point at the appropriate location in the document where you want a table.

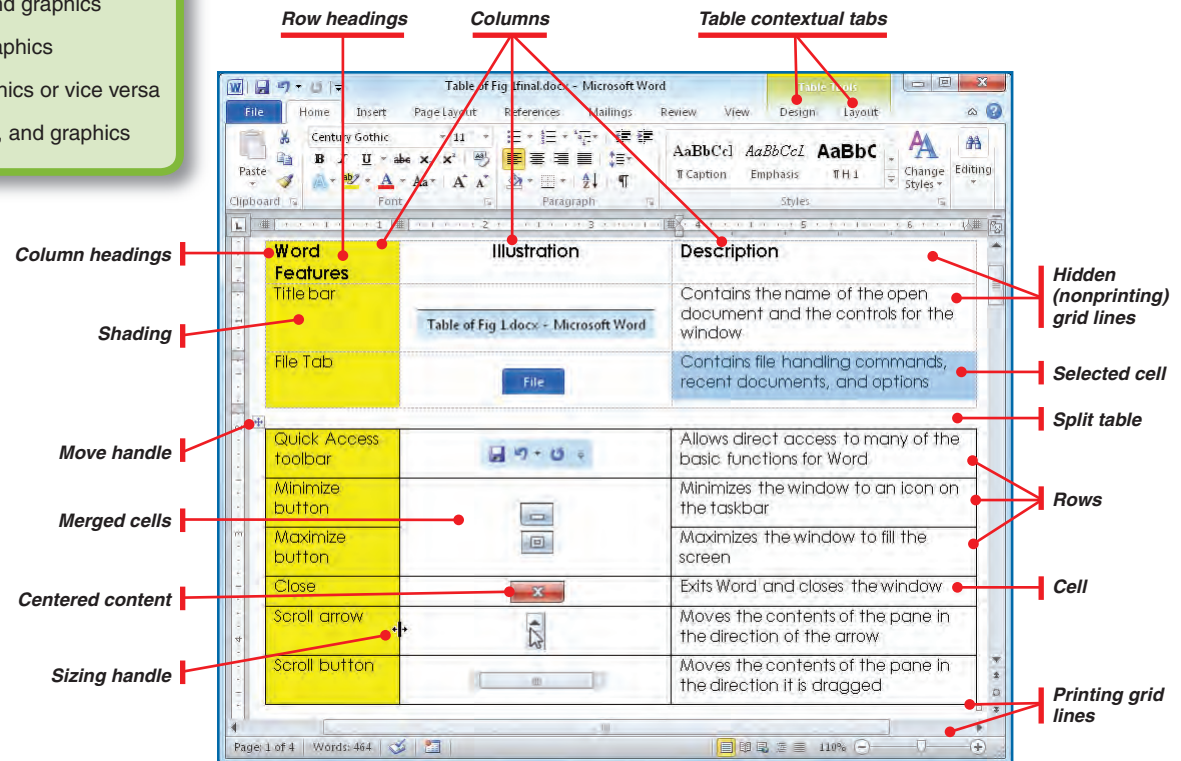
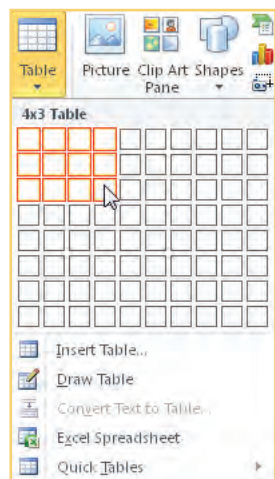


Figure 6-1: Tables have a vocabulary all their own.



TIP

If you want to insert a table that is larger than the 8 rows by 10 columns shown in the Table drop-down menu, you can easily add rows or columns to an initial table that you create from the menu. See “Change the Table Size” later in this chapter.

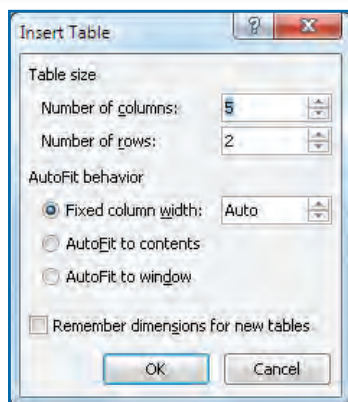


Figure 6-2: You can determine several table attributes when creating a table using the Insert Table dialog box.

INSERT A TABLE QUICKLY

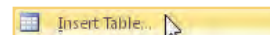
The Insert tab Tables group offers a variety of methods for creating a table using the default settings. The quickest method is to use the Insert tab.

1. In the Insert tab Tables group, click the **Table** down arrow. In the drop-down menu that opens, click the lower-right cell needed to give you the number of rows and columns you want.
2. Type the information you want in the table, pressing **TAB** as needed to move from cell to cell (see the “Entering Information” QuickSteps later in this chapter).

INSERT A TABLE FROM A DIALOG BOX

The Insert Table dialog box provides several options when initially setting up a table.

1. In the Insert tab Tables group, click the **Table** down arrow. In the drop-down menu that opens, click **Insert Table**. The Insert Table dialog box appears, as shown in Figure 6-2.



- a. Under Table Size, click the respective spinners or enter a value to determine the number of rows and columns in the table.
- b. Under AutoFit Behavior, choose a fixed column width by clicking the spinner or entering a value (*Auto*, the default, sizes the columns equally so that they fill the available width of the table), have Word set each column's width to fit the contents in each column, or have Word size the columns to fit the window the table is in. (See “Change Column Width and Row Height” later in the chapter for more ways to adjust column width after a table is created.)

2. If you want the size settings you choose to apply to future tables you create, select the **Remember Dimensions For New Tables** check box.
3. Click **OK** to display the table in your document.

DRAW A TABLE

The most hands-on way to create a table is to draw it.

1. With the document open in Word, scroll to the location where you want to draw a table.
2. In the Insert tab Tables group, click the **Table** down arrow. In the drop-down menu that opens, click **Draw Table**. The mouse pointer turns into a pencil.



NOTE

It is not important to get the initial size and grid perfectly aligned. You can adjust them after the table has been drawn.

NOTE

If you make a mistake or change your mind, you can erase individual table segments with the Table Eraser. See the Note near "Remove Cells, Rows, and Columns," later in this chapter.

3. Place the pencil-shaped pointer where you want the upper-left corner of the table, and drag it diagonally across and down the page, creating a table outline that is the height and width of the outer border of the table you want.
4. Place the pencil-shaped pointer on the top border at the location of the right edge of the leftmost column you want, and drag down to the bottom border. Repeat that for the other columns you want.
5. Place the pencil-shaped pointer on the left border at the location of the bottom of the topmost row you want, and drag to the rightmost edge where you want the row to end. This may not be the last column in the table (the right outer border) if you don't want the border to span the table. Repeat that for the other rows you want.
6. When you are done drawing, press **ESC** to return the pencil-shaped pointer to the I-beam pointer.
7. If you want to adjust the location of any of the outer borders or the row or column borders, point at the border you want to adjust. The mouse pointer will turn into a double-headed resize arrow. Drag the selected line to the location you want it.
8. Enter the information you want in the table, pressing **TAB** as needed to move from cell to cell.

Use Table Tools

Once you have created a table, you have two sets of tools with which to work with it: the table contextual tabs in the ribbon and the context menus that open when you right-click in a table.

USE THE TABLE'S CONTEXTUAL TABS

When you create a table in Word 2010, the ribbon automatically displays two table-related tabs: Table Tools Design and Table Tools Layout. The Table Tools Design tab, shown in Figure 6-3, allows you to apply various styles to tables, as well as apply shading, customize the border, and draw and erase tables or their segments.

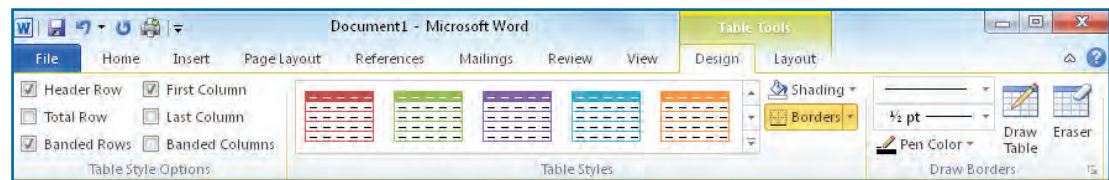


Figure 6-3: The Table Tools Design tab is used to change the style of a table.

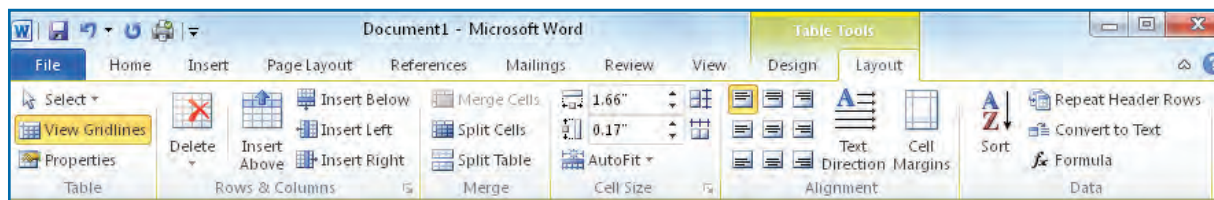


Figure 6-4: The Table Tools Layout tab is used to modify tables.



QUICKSTEPS

SELECTING TABLES, ROWS, COLUMNS, OR CELLS

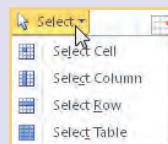
Before you can perform many actions in a table, you must first select the element you are working with. With the table open in Word, perform any of the actions discussed in the following sections.

SELECT A TABLE

Click the **Move Handle** located in the upper-left area of the table.

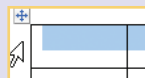
–Or–

Click anywhere in the table, and in the Table Tools Layout tab Table group, click **Select** and click **Select Table**.

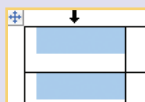


SELECT ROWS OR COLUMNS BY CLICKING

- Move the mouse pointer to the left border, if selecting rows, so that the pointer becomes an angled rightward-pointing arrow, and then click.



- Move the mouse pointer to the top border, if selecting columns, so that the pointer becomes a vertical black arrow, and then click.



–Or–

Continued . . .

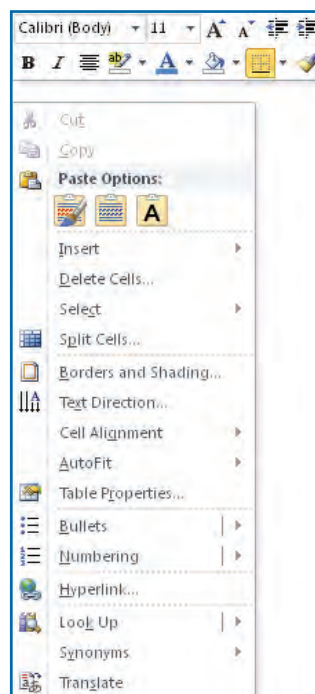


Figure 6-5: The context menu allows you to format and modify tables.

The Table Tools Layout tab, shown in Figure 6-4, allows you to modify tables in many different ways, including selecting, deleting, and inserting various table elements, as well as working with cells and their contents.

Both contextual tabs are discussed throughout this chapter.

USE THE TABLE'S CONTEXT MENU

When you right-click a table or its contents, you see a context menu that, depending on what you clicked, may look similar to Figure 6-5. This context menu allows you to do many of the formatting tasks in the Home tab, as well as many of the table modification tasks in the Layout tab.

Change the Table Size

Rows, columns, and cells can be added to a table using the Layout tab Rows & Columns group or the context menus. You can also change a table's size by removing elements, splitting a table, or resizing the overall dimensions.



QUICKSTEPS

SELECTING TABLES, ROWS, COLUMNS, OR CELLS *(Continued)*

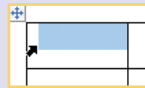
1. Click anywhere in the row or column you want to select.
2. In the Table Tools Layout tab Table group, click **Select** and click **Select Column** or **Select Row**.

SELECT ROWS OR COLUMNS BY DRAGGING

Move the mouse to the first cell of the row or column, and drag it to the last cell. You can easily select multiple rows and/or columns this way.

SELECT A CELL BY CLICKING

1. Move the mouse pointer to the left border of the cell so that the pointer becomes an angled rightward-pointing black arrow.
2. Click the mouse to select the cell.



SELECT A CELL FROM THE MENU

1. Click your mouse pointer in the cell you want selected.
2. In the Layout tab Table group, click **Select** and click **Select Cell**.

SELECT CELLS BY DRAGGING

Place your mouse pointer in the upper-leftmost cell you want to select, and drag down and to the right across the remaining cells in the range you want selected, as shown in Figure 6-6. (If you are left-handed, you might find it easier to click in the upper-rightmost cell and then drag down and to the left.)

Click here and dragto here to select a range of cells

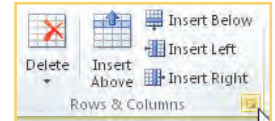
Superior Office Supply	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
Paper Supplies	\$23,567	\$35,938	\$38,210	\$39,876	\$137,591
Writing Instruments	5,482	5,836	5,923	6,082	\$23,323
Cards and Books	14,986	15,021	15,934	16,732	\$62,673
Forms	2,342	2,756	3,456	3,678	\$12,232
Labels	3,522	4,621	5,361	5,476	\$18,980
Equipment	45,328	47,934	51,830	55,638	\$200,730
Furniture	37,278	38,429	38,328	39,103	\$153,138
Total	\$132,505	\$150,535	\$159,042	\$166,585	\$608,667

Figure 6-6: The fastest way to select contiguous cells is to drag across them.

ADD CELLS

Cells can be added to a table above and to the left of existing cells.

1. Select the cells adjacent to where you want to add the new cells. (To add a single cell, select only the cell below or to the right of where you want the new cell. If adding more than one cell, you can select the number of cells you want added, and an equal number will be added above or to the left of your selection.) See the “Selecting Tables, Rows, Columns, or Cells” QuickSteps.

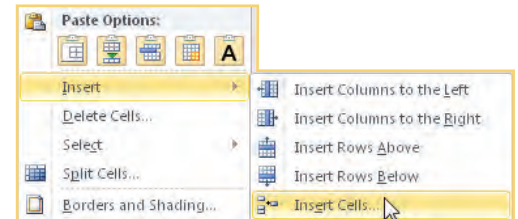


2. In the Layout tab Rows & Columns group, click the **Dialog Box Launcher**.

—Or—

Right-click the existing cell, click **Insert**, and click **Insert Cells**.

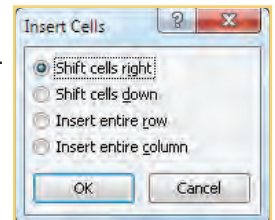
In either case, the Insert Cells dialog box appears.



3. In the Insert Cells dialog box, click **Shift Cells Right** (existing cells are “pushed” to the right, inserting the new cell or cells to the left of the existing cells).

—Or—

Click **Shift Cells Down** (existing cells are “pushed” down, inserting the new cells above the existing cells).



4. Click **OK**.

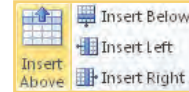
CAUTION

It's usually better to add entire rows or columns instead of individual cells, especially when adding cells to a row. You can wind up with cells hanging to the right of your table that appear to be in a column of their own. Also, if your table contains data in a spreadsheet or list format, adding cells can easily jumble the data organization.

INSERT ROWS OR COLUMNS

You can quickly add rows or columns from either the Layout tab Rows & Columns group or the context menu.

1. Select the rows or columns in the table next to where you want to add rows or columns (the number of rows or columns added will equal the number of rows or columns selected).
2. In the Layout tab Rows & Columns group, click **Insert Above** or **Insert Below** (for new rows) or **Insert Left** or **Insert Right** (for new columns).



–Or–

Right-click an existing row or column, click **Insert**, and click **Insert Columns To The Left**, **Insert Columns To The Right**, **Insert Rows Above**, or **Insert Rows Below**.

RESIZE BY DRAGGING

1. In the View tab Document Views group, click **Print Layout** (the sizing handle doesn't display in other views).
2. Place your mouse over the table whose size you want to change, and drag the sizing handle that appears in the lower-right corner of the table to increase or decrease the table size. The rows and columns increase or decrease proportionately within the constraints of the cell contents.



ADD ROWS AT THE BOTTOM OF A TABLE

As you are entering information into a table and you reach the bottom-rightmost cell, simply pressing **TAB** will add another row to the table.

REMOVE CELLS, ROWS, AND COLUMNS

1. Select the cells, rows, or columns you want to remove (see the QuickSteps “Selecting Tables, Rows, Columns, or Cells”).
2. Right-click the selection.
3. Click **Delete Columns** to remove selected columns.

–Or–

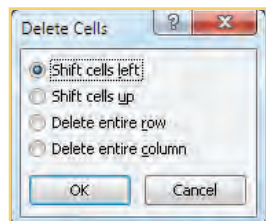
Click **Delete Rows** to remove selected rows.

–Or–

Click **Delete Cells** to open the Delete Cells dialog box. Choose whether to fill the vacant area of the table by shifting cells to the left or up. Click **OK**.

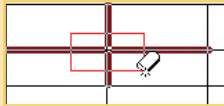
CAUTION

Removing cells also deletes any text or graphics contained within them.



NOTE

You can also remove parts of a table by erasing the elements you don't want. In the Table Tools Design tab Draw Borders group, click **Eraser**. Drag a rectangle using the eraser pointer over the elements you want removed. The borders of the elements to be removed within the red rectangular selection are bolded. Release the mouse button to remove the selected elements (when cells are removed within the interior of the table, the "hole" that remains is one large merged cell). Press **ESC** to return to the standard pointer, or click the **Eraser** button again.



TIP

To see the dimensions of each column's width or each row's height, hold down **ALT** as you drag a column or row border. The horizontal ruler displays the column widths, and the vertical ruler displays the row heights.

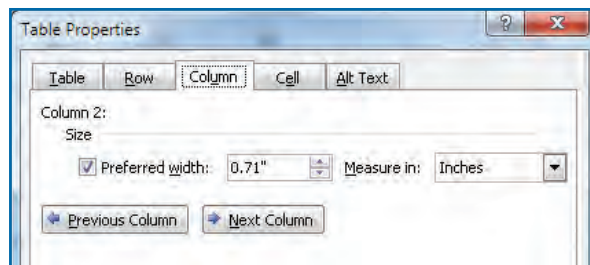
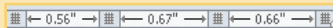


Figure 6-7: You can set exact dimensions for each column's width or as a percentage of the table width.

SPLIT A TABLE

You can divide a table along any of its rows to split it into segments. Word will divide longer tables when it creates automatic page breaks, although you might find it handy to be able to control exactly where the break occurs in the table.

1. Click a cell in the row below where you want the split to occur.
2. In the Table Tools Layout tab Merge Group, click **Split Table**. A blank paragraph is inserted between the two tables (see Figure 6-1).



Change Column Width and Row Height

By default, tables are created with equal column widths spanning the width of the table (margin-to-margin across the document) unless you manually draw them. You can change each column to a specific width you set or use AutoFit to adjust the width to fit the longest entry in the column. Row heights change vertically as needed to accommodate lines of text or larger font sizes (all cells in a row increase to match the highest cell in the row).

CHANGE COLUMN WIDTH AND ROW HEIGHT BY DRAGGING

1. Place the mouse pointer on the right border of the column whose width you want to change or on the bottom border of the row height you want to change. The mouse pointer changes to a resize pointer, showing the opposing directions in which you can drag.
2. Drag the border to increase or decrease the size.



CHANGE COLUMN WIDTH PRECISELY

1. Right-click the table that contains the columns whose width you want to change, and click **Table Properties** on the context menu.
2. In the Table Properties dialog box, click the **Column** tab, shown in Figure 6-7.
3. Click **Previous Column** or **Next Column** to select the initial column you want to set. (You may need to drag the dialog box to one side to see the table beneath it.)
4. Click the **Preferred Width** check box, and set a width in inches or as a percentage of the table width.
5. Repeat steps 3 and 4 to change the width of other columns.
6. Click **OK**.

TIP

You can manually adjust column width and row heights to fit contents by selecting the columns or rows you want to adjust, pointing at the columns' rightmost border or the rows' lowermost border, and double-clicking when the pointer changes to a resizing icon.

TIP

Distributing columns or rows evenly is particularly useful when you draw a table manually.

QUICKSTEPS

ENTERING INFORMATION

Typing text in table cells is similar to typing text elsewhere in the document. You can use familiar tools, such as bullets, tabs, and other options found on the Home, Insert, and Page Layout tabs. See Chapters 2 through 4 for basic techniques used when working with text.

TYPE TEXT ABOVE A TABLE

Place the insertion point in the upper-leftmost cell in the table (to the left of any text in the cell), and press **SHIFT+CTRL+ENTER**. A new paragraph is created above the table where you can enter text for a title or other annotation that will be a part of, but outside of, the table.

Continued . . .

CHANGE COLUMN WIDTH TO FIT CONTENTS

You can use AutoFit to dynamically adjust the column widths in a table to fit the longest single-line entry in that column.

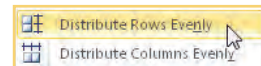
Right-click the table whose columns you want to adjust to fit their content, click **AutoFit**, and click **AutoFit To Contents**. (To return to the default text-wrapping behavior, right-click the table, click **AutoFit**, and click **Fixed Column Width**. You will need to manually narrow any wide column widths to wrap text that has stretched the cell width.)

SPACE COLUMN WIDTHS OR ROW HEIGHTS EQUALLY

1. Select the columns or rows that you want to make the same size, and right-click that selection to open the context menu.
2. Click **Distribute Columns Evenly** to space selected column widths equally.

–Or–

Click **Distribute Rows Evenly** to space selected row heights equally.



Work with Tables

Tables can be set up for many purposes, and Word provides features to support many of them. You can use special shortcut key combinations to move through the cells in a table, you can sort lists, and you can work with formulas. You can also move, copy, and delete tables.

Sort Data

You can sort information in ascending or descending order according to the values in one or more columns. You can sort an entire table or selected cells (all data in the table or range is realigned so that the data in each row remains the same, even though the row might be placed in a different order than it was originally) or just a column (data in columns outside the sorted column does not change order).



QUICKSTEPS

ENTERING INFORMATION *(Continued)*

MOVE AROUND IN A TABLE

The most straightforward way to move between cells in a table as you are entering data is to press **TAB**. You can also simply click the cell where you want to add text or graphics. However, if you're adding a lot of data to a table, it's more efficient to keep your hands on the keyboard. See Table 6-1 for several keyboard shortcuts you can use.

MOVE CONTENT AROUND

You can cut and copy text and other content using the same techniques for basic text. Just select the content in the cells you want and, for example, press **CTRL+C** to copy the content. When pasting the content into other cells in the table, place the insertion point in the cell where you want the content to appear. Press **CTRL+V**. Any content in existing cells overlaid by the range of pasted cells will be overwritten with the new content.

TO MOVE TO...	PRESS...
Cells to the right and down at row end (with cell contents selected)	TAB
Cells to the left and up at row end (with cell contents selected)	SHIFT+TAB
First cell in a column	ALT+PAGE UP
Last cell in a column	ALT+PAGE DOWN
First cell in a row	ALT+HOME
Last cell in a row	ALT+END

Table 6-1: Keyboard Shortcuts to Move Around in a Table

SORT A TABLE OR SELECTED CELLS

1. Place your insertion point in the table you want to sort, or select a range of cells to sort.
2. In the Layout tab Data group, click **Sort**. The Sort dialog box appears, as shown in Figure 6-8.
3. Click the **Sort By** down arrow, and click the column of primary importance in determining the sort order in the drop-down list (if the columns have headings, select one of the titles; if there are no headings, select a column based on numbers that start with the leftmost column).
4. Click the **Type** down arrow, and click whether the column contains numbers, dates, or anything else (the Text option sorts anything). Click **Ascending** or **Descending**.

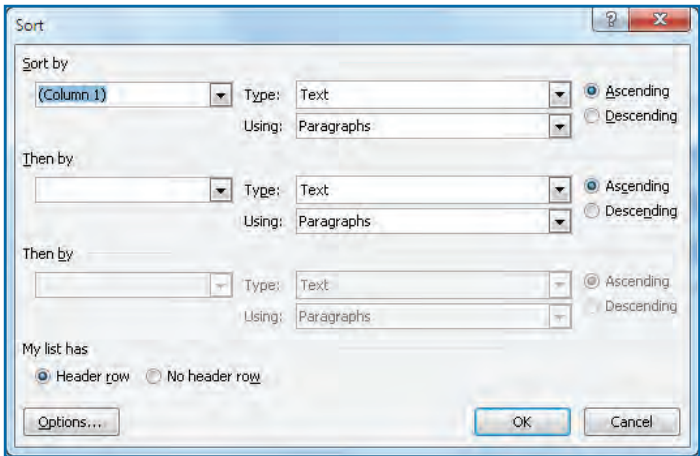
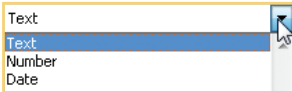


Figure 6-8: You can reorganize information in a table by sorting by one or more columns in ascending or descending order.



5. Click the first **Then By** down arrow, and click the column in the drop-down list that you want to base the sort on that is secondary in importance. Select the type of information in the column, and click **Ascending** or **Descending**.
6. Repeat, if necessary, for the second Then By section to sort by a third column of information.
7. Under My List Has, click whether the table or selection has a heading row.
8. Click **OK** when finished. An example of a table sorted by two columns is shown in Figure 6-9.



NOTE

Sorting in Word is determined by a specified *sort order*. Each of the three types of information (text, numbers, and dates) recognized by Word contains its own sort order. For example, with text entries, which can contain all characters, punctuation characters are sorted first, followed by text with numbers, and finally text starting with letters. When sorting is based on the Numbers type (determined by having a number first in the cell), all characters other than numbers are ignored. Dates are recognized by the separators used to define days, months, and years. Periods, hyphens (-), forward slashes (/), and commas are valid date separators.



TIP

You can sort by four columns, but you have to “trick” Word a bit by doing the sort in two steps. First, sort by the least specific column in the Sort dialog box, and click **OK**. Next, complete a second sort in the Sort dialog box as you normally would, from the most to the least specific column, using the three sorting sections. Click **OK** to close the Sort dialog box a second time.



NOTE

If the sort is on a column other than the first, you have to set the **Sort Columns Only** option for the selected column, exit both dialog boxes, click **Sort** again with the column still selected, and click **OK**.

Primary sort arranges list by publisher

Secondary sort arranges list by date within publisher

ISBN-13	Category	Title	Author	Pub Date	Price
9780072229387	Computers	HT DO EVERYTHING W/ACCESS 2003	ANDERSEN VIRGINIA	8/1/2003	26.99
9780072232288	Computers	MS OFFICE EXCEL 2003 QUICKSTEP	CRONAN JOHN	1/1/2004	19.99
9780072232295	Computers	MS OFFICE ACCESS 2003 QUICKSTE	CRONAN JOHN	2/1/2004	16.99
9780072263725	Computers	MICROSOFT OFFICE EXCEL 2007 QU	CRONAN JOHN	11/1/2006	19.99
9780072263718	Computers	MICROSOFT OFFICE ACCESS 2007 Q	CRONAN JOHN	1/1/2007	16.99
9780071601450	Computers	BUILD AN EBAY BUSINESS QUICKST	CRONAN JOHN	12/1/2008	19.99
9780071487672	Computers	QUICKBOOKS 2007 QUICKSTEPS	FOX CINDY	1/1/2007	19.99
9780071497879	Computers	CISSP ALLINONE EXAM GDE E04	HARRIS SHON	11/1/2007	79.99
9780072263879	Computers	HOW TO DO EVERYTHING W/IPOD	HART-DAVIS GUY	1/1/2008	24.99
9780071487641	Computers	A+ CERTIFICATION STUDY GDE	HOLCOMBE JANE	6/1/2007	49.99

Figure 6-9: Sort by multiple columns to arrange entries that have the same secondary sort value.

SORT A SINGLE COLUMN

You can sort a single column, independent of the rest of the table, but make sure that is what you want, because there is no way to return the table to the way it was originally.

1. Select the column you want to sort (see the QuickSteps “Selecting Tables, Rows, Columns, or Cells”).
2. In the Layout tab Data group, click **Sort**.
3. In the Sort dialog box, click **Options...**
4. In the Sort Options dialog box, click the **Sort Column Only** check box.
5. Click **OK** twice.

Options...

Sort options

☒ Sort column only

☐ Case sensitive

SORT BY MORE THAN ONE FIELD IN A COLUMN

If you combine two or more fields of information in a single column, such as city, county, and state (for example, Everett, Snohomish, WA), instead of splitting them out into separate columns, you can sort your list by choosing which fields to sort by.

1. Place your insertion point in the table.
2. In the Layout tab Data group, click **Sort**.



QUICKSTEPS

MOVING AND COPYING TABLES, COLUMNS, AND ROWS

A table is easily moved or copied by dragging its move handle (the move handle is only displayed when viewing the document in Print Layout view). Columns and rows also can be dragged into new positions.

MOVE A TABLE

1. Point at the upper-leftmost cell in the table you want to move to display its move handle.
2. Drag the table to the position you want.



COPY A TABLE

Hold **CTRL** and drag the table's move handle to position where you want the copy of the table.

—Or—

In the Layout tab Table group, click **Select** and click **Select Table**. Press **CTRL+C** to copy the table to the Clipboard. Place your insertion point where you want the new table, and press **CTRL+V**.

MOVE COLUMNS AND ROWS

1. Select the columns or rows you want to move (see the QuickSteps “Selecting Tables, Rows, Columns, or Cells” earlier in the chapter).
2. Select the columns or rows that will be to the right (if a column) or below (if a row) of where you want the elements moved.

COPY COLUMNS AND ROWS

Use the previous procedure for moving columns and rows, except hold down **CTRL** while dragging to leave the selected elements in place while adding a copy of them to the new location.



3. In the Sort dialog box, click **Options**. In the Sort Options dialog box, under Separate Fields At, click the character used to separate the fields in a single column, or click **Other** and type the separator character. Click **OK** to close the Sort Options dialog box.
4. In the Sort dialog box, click the **Sort By** down arrow, and click the primary column that contains multiple fields. Click the **Type** down arrow, click an information type, and click **Ascending** or **Descending**. Click the **Using** down arrow, and click the record group, such as paragraphs, or Field 1, Field 2, etc.
5. Use the **Then By** sections if you want to sort by additional columns or fields.
6. Click **OK** when finished.



Calculate Values Using Formulas

You can use formulas in tables to perform arithmetic calculations and provide a result, either by putting together your own formulas or using an AutoSum feature.

ASSEMBLE YOUR OWN FORMULAS

1. Place your mouse pointer in the cell where you want the result displayed.
2. In the Layout tab Data group, click **Formula**. The Formula dialog box appears, as shown in Figure 6-10.
3. In the Formula text box, keep the Word-suggested formula, apply a number format, and click **OK** to display the result.

—Or—

Delete everything except the equal (=) sign.

4. Click the **Paste Function** down arrow, and click the function you want to use.

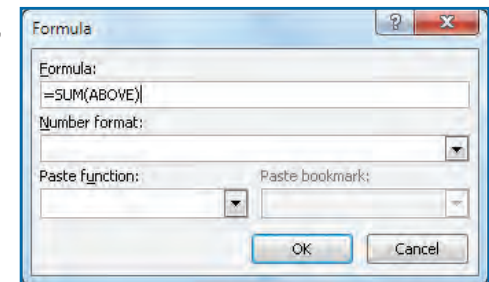
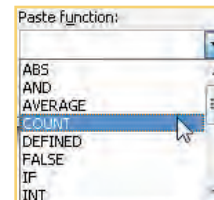


Figure 6-10: The Formula dialog box provides tools to set up formulas for basic calculations.

QUICKSTEPS

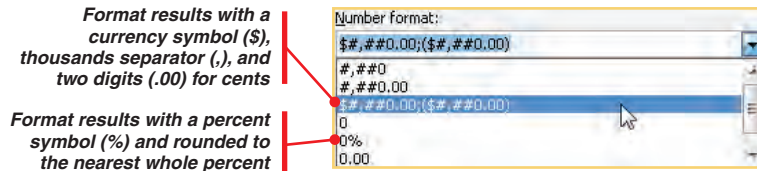
WORKING WITH FORMULAS

Word provides a basic spreadsheet capability with tables to perform calculations on numeric entries. Knowing a number of terms and concepts used when working with formulas will make using them in tables much easier. (Any number-crunching other than basic calculations using simple formulas should be relegated to Microsoft Excel, the Office product devoted to performing serious work with numbers. See *Microsoft Office Excel 2010 QuickSteps*, published by McGraw-Hill, for more information on working with formulas, functions, and worksheets.) Common terms and concepts are as follows:

- **Syntax** is the set of rules Word uses for you to communicate how to perform calculations with formulas. For instance, to identify to Word that a calculation is to be performed, you must precede the calculation with an equal sign.
- **Cell reference** is the scheme formulas use to provide a unique address for each cell, consisting of its column-and-row intersection. Columns are designated alphabetically, starting with the leftmost column as "A"; rows are sequentially numbered from top to bottom, with the topmost row as "1." For example, the third cell from the left in the second row would be identified as cell C2.
- **Cell reference operators** are the syntax used to identify multiple cells in a formula. For example, to add the values in cells A1, A2, B1, and B2, you use commas to list the cells the function is to sum: =SUM(A1,A2,B1,B2) or use a colon (:) operator to identify a range of contiguous cells: =SUM(A1:B2).

Continued . . .

5. In the Formula text box, type the cell references or attribute the function applies to between the parentheses following the function.
6. Click the **Number Format** down arrow, and click the style you want applied to the result.



7. Click **OK** to display the result.

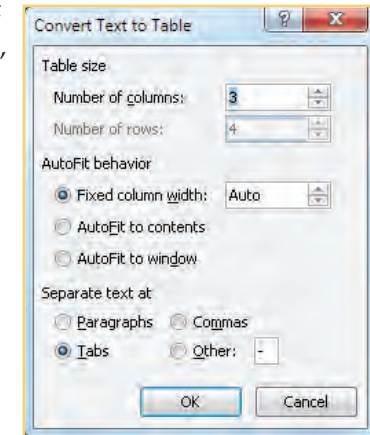
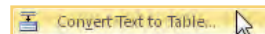
Convert Tables to Text and Text to Tables

If you have information in text format, Word can convert it to a table and similarly convert information in a table to ordinary text.

CONVERT TEXT TO A TABLE

Converting text to a table requires that the text be appropriately formatted with tabs, commas, or another character between columns and a separate character, like a paragraph mark, between rows.

1. Drag to select the text you want to convert to a table. In the Insert tab Tables group, click **Table** and click **Convert Text To Table**. The Convert Text To Table dialog box appears. Do not be concerned if the number of rows and columns do not yet match your expectations.



2. Under Separate Text At, click the character used to separate columns of text, or click **Other** and type the character. The number of columns and rows should now reflect how you formatted the text to be displayed in a table.
3. Under AutoFit Behavior, choose a fixed column width by clicking the spinner or entering a value (*Auto*, the default, sizes columns equally so that they fill the available width of the table), having Word set each column's width so that the contents fit in



QUICKSTEPS

WORKING WITH FORMULAS (Continued)

- **Functions** are prewritten formulas that you can use to perform specific tasks. For example, some functions perform arithmetic calculations, such as SUM and AVERAGE; some apply Boolean logic, such as AND, TRUE, and NOT; others are used for unique purposes, such as to COUNT the number of values in a list.
- **Attributes** communicate instructions to a function to perform an action. For example, if you click the bottom cell in a column and open the Formula dialog box, Word suggests a formula: =SUM(ABOVE). The ABOVE attribute eliminates the need for you to reference each cell in the column above the selected cell. Another frequently used attribute is LEFT, as in =COUNT(LEFT) to count the numeric entries in the cells to the left of the selected cell.

each column, or having Word size the columns to fit the window the table is in. (AutoFit To Window is primarily used when sizing tables in Web pages. See Chapter 9 for more information on saving Word documents as Web pages.)

4. Click **OK** when finished. Figure 6-11 shows the original text data, as well as the resulting table that was created from it. (Under normal circumstances, the table replaces the text. Here, a copy was converted to show both states.)

Superior Office Supply	→	1st Qtr	→	2nd Qtr
Paper Supplies	→	23,567	→	35,938
Writing Instruments	→	5,482	→	5,836
Cards and Books	→	14,986	→	15,021

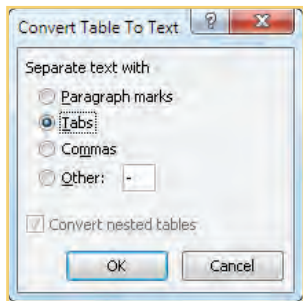
Superior Office Supply	1st Qtr	2nd Qtr
Paper Supplies	23,567	35,938
Writing Instruments	5,482	5,836
Cards and Books	14,986	15,021

Figure 6-11: Text properly formatted with separators is easily converted to a table in Word.

CONVERT A TABLE TO TEXT

Converting a table to text converts the contents of each cell to normal text separated by a character you choose, with each row becoming a separate paragraph.

1. Select the table that you want to convert to text (see the QuickSteps “Selecting Tables, Rows, Columns, or Cells”).
2. In the Layout tab Data group, click **Convert To Text**. The Convert Table To Text dialog box appears.
3. Under Separate Text With, click the formatting character you want to use to separate text in columns, or click **Other** and type the character you want.
4. If you have a table within a table, click the **Convert Nested Tables** check box to convert the nested table(s) as well.
5. Click **OK** when finished.



NOTE

If you see a formula inside brackets `=SUM(ABOVE)` where you want the number that results from the formula, select the formula with its brackets and press **SHIFT+F9**. The formula will be replaced by the number.

TIP

You must manually update formulas after changing an underlying cell value. To recalculate a formula, select the resulting value, and press **F9**.

TIP

To convert the result of a formula into plain text (remove the underlying formula and associated field code), select the field code containing the formula's result, and press **CTRL+SHIFT+F9**.

TIP

Formulas may be copied using **CTRL+C** or other coping techniques, and if you use the attributes **ABOVE** and **LEFT**, they will be automatically adjusted for the contents of the cells above or to the left of where the formulas is copied after you press **F9**.

TIP

The best choice for column and row separators is to use tabs to separate columns of text and paragraph marks to separate rows. Other characters, such as commas, are often used within text and can cause unpredictable results during the conversion.

NOTE

You can apply most of the formatting features to text within a table as you can to narrative text outside a table—for example, you can add numbered and bulleted lists and change the color of text. Use the Home, Page Layout, and Design tabs or the formatting context menu (opened by right-clicking selected text) to add spice to your table contents!

Repeat Header Rows

Headers are the column identifiers placed in the first row of a table (see Figure 6-1) to distinguish different categories of information. In tables, you can repeat the heading rows at the top of each page so that they span multiple document pages. The reader then does not have to remember the column category or keep returning to the beginning of the table. (Repeated headers only apply to Word-generated page breaks, not those you create manually.)

1. In the View tab Document Views group, click **Print Layout**, if it isn't already selected, so that you can see the headers displayed.
2. Select the header rows (see the QuickSteps “Selecting Tables, Rows, Columns, or Cells”).
3. In the Layout tab Data group, click **Repeat Header Rows**.



Remove a Table


Removing a table removes the rows and columns of the table along with any text or data.

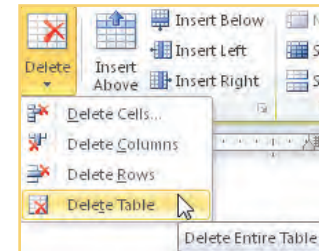
1. Place the insertion point in the table you want to remove.
2. In the Layout tab Rows & Columns group, click **Delete** and click **Delete Table**.

—Or—

In the Design tab Draw Borders group, click **Eraser**. Drag a rectangle using the eraser pointer over the table border, and then release the mouse button. Press **ESC** to return to the standard pointer.

—Or—

Click the move handle in the upper-left corner, just outside the table, to select the table, and press **CTRL+X**; or in the Home tab Clipboard group, click **Cut** . The table is removed but is available to be pasted elsewhere. (See Chapter 2 for information on using the Office Clipboard to paste material in Word documents.)





QUICKSTEPS

FORMATTING CONTENT

Tables provide several formatting features specifically focused on working with content in cells.

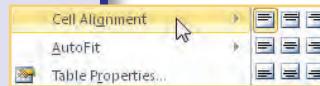
ALIGN CONTENT WITHIN A CELL

By default, content is aligned with the upper-left corner of a cell. You can change this to several other configurations.

1. Select the cells whose content alignment you want to change.
2. Right-click the selected cells, click **Cell** **Alignment** on the context menu, and click one of the nine alignment options.

—Or—

In the Layout tab Alignment group, click one of the nine alignment options.



CHANGE TEXT WRAPPING IN A CELL

By default, text is wrapped in a cell to the next line when it extends to the right border of the cell. (You can override this behavior by using AutoFit to adjust column widths to the content. See “Change Column Width to Fit Contents” earlier in this chapter.) To remove text wrapping in cells:

1. Select the cells for which you do not want text to wrap.
2. Right-click the selected cells, click **Table** **Properties** on the context menu, and click the **Cell** tab, if it isn't already selected.

Continued . . .



NOTE

Turning off the word wrap option does not cause text to not word wrap unless the AutoFit option is selected. In other words, text continues to wrap onto the next line, regardless of the option, if the AutoFit option is not selected.

Change a Table's Appearance

A table chock full of data is informative, but not necessarily appealing. Word offers special features to help with this, including text wrapping and orientation options. You can also change the look of the table's structure by merging and splitting cells; adjusting margins surrounding cells; aligning the table on the document page; and applying color, shading, and emphasis to backgrounds and borders.

Merge and Split Cells

Cells can be *merged* by combining two or more cells into one cell.

Merged cells can be used to create a banner that spans the width of a table, as a placeholder for larger inserted graphics, and for other special effects. You can also accomplish the opposite effect by subdividing a cell into multiple columns and/or rows by splitting the cell.

MERGE CELLS

1. Select the cells you want to combine into one cell (see the QuickSteps “Selecting Tables, Rows, Columns, or Cells”).

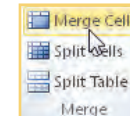
Document pane		Displays the contents of the document being created or edited

2. Right-click the selection and click **Merge Cells**.



—Or—

In the Layout tab Merge group, click **Merge Cells**.



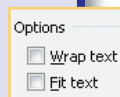
Any content spans the merged cell.

Document pane	Displays the contents of the document being created or edited
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QUICKSTEPS

FORMATTING CONTENT (Continued)

- Click **Options** to open the Cell Options dialog box. Under Options, clear the **Wrap Text** check box. (Fit Text changes the font size to fit the cell size.)
- Click **OK** twice to close the Cell Options and Table Properties dialog boxes.



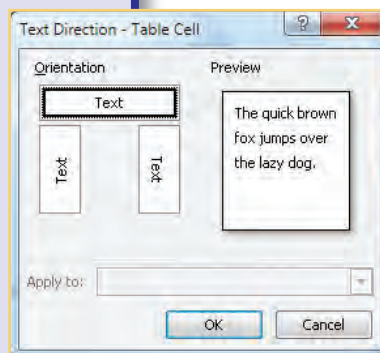
ORIENT TEXT DIRECTION IN A CELL

For a special effect, you can change the typical horizontal text orientation to one of two vertical arrangements, as shown in Figure 6-12.

- Select the cells whose text orientation you want to change.
- Right-click the selected cells, and click **Text Direction** on the context menu. In the Text Direction – Table Cell dialog box, click an orientation and click **OK**.

–Or–

In the Layout tab Alignment group, click **Text Direction** to cycle through the one horizontal and two vertical orientation options.



<div><div>Diet</div><div>Whidbey Cola</div></div>	Nutritional Facts			<div>CARBONATED WATER, ASPARTAME, CARAMEL COLOR, PHOSPHORIC ACID, NATURAL AND ARTIFICIAL FLAVORS, SODIUM BENZOATE (PRESERVATIVE), CAFFEINE</div>
	Serving Size: 1 Can			
	Amount Per Serving			
	% Daily Value			
	Calories 150			
	Total Fat 0g 0%			
	Sodium 55mg 2%			
	Total Carb. 40g 13%			
Sugars 40g 0%				

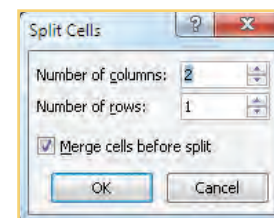
Figure 6-12: Vertical text provides interesting opportunities for laying out logos and other information.

SPLIT CELLS

- Select the cell or cells you want to split into more columns or rows.
 - For a single cell, right-click it and click **Split Cells**.
- Or–

With one or more cells, in the Layout tab Merge group, click **Split Cells**.

In both cases, the Split Cells dialog box will appear.



- Click the **Number Of Columns** spinner or enter a value to divide the selected cell vertically.

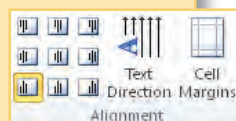
–And/or–

Click the **Number Of Rows** spinner or enter a value to divide the selected cells horizontally. (Other cells in the rows of the cells being split increase their height to accommodate the increase.)



TIP

Check out the alignment, lists, and indent options on the Home (and formatting mini toolbar), Page Layout, and Table Tools Layout tabs after you click a cell whose text direction has changed. The option faces become oriented vertically as well!



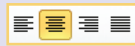


QUICKSTEPS

CHANGING A TABLE'S ALIGNMENT

ALIGN A TABLE QUICKLY

1. Point just above the leftmost column, and drag to the right to select all the columns, *except for the final mark at the end of each row, just outside the rightmost column*.
2. In the Home tab Paragraph group, click **Align Left**, **Center**, or **Align Right**. (See Chapter 3 for an explanation of the alignment buttons. Justify alignment doesn't work in tables.)



ALIGN AND INDENT A TABLE

1. Right-click the table you want to align, click **Table Properties** on the context menu, and click the **Table** tab, as shown in Figure 6-13.
2. Click the **Left** alignment icon. Click the **Indent From Left** spinner or enter a value to shift the left edge of the table relative to the page margin (use negative values to shift the left edge to the left of the margin).
3. Click **OK**.

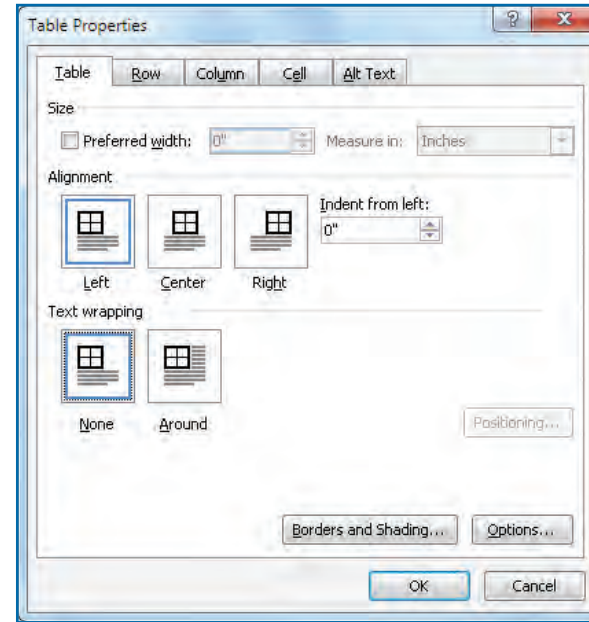


Figure 6-13: Use the **Table** tab of a table's properties dialog box to align and indent a table, as well as to size and determine text-wrapping options.

4. To split each selected cell into the number of rows or columns entered, clear the **Merge Cells Before Split** check box.

—Or—

To split the merged block of selected cells into the number of rows or columns entered, select the **Merge Cells Before Split** check box.

5. Click **OK**.

Wrap Text Around a Table

By default, tables are inserted *inline* with other text and objects in the document so that the other content is either above or below the table's position. You can choose to have adjacent text wrap on either side of the table, as well as adjust how the table is positioned relative to the text.

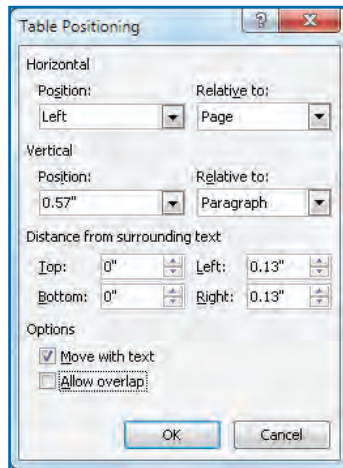
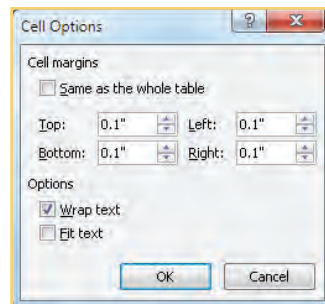
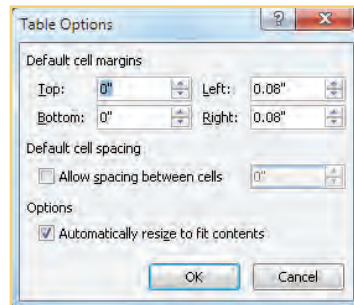


Figure 6-14: You can lock a table's position relative to a document's elements and set options for how text displays near the table.



1. Right-click the table you want to align, click **Table Properties** on the context menu, and click the **Table** tab (see Figure 6-13).
2. Under Text Wrapping, click the **Around** icon to wrap text around the sides of the table (the table's width must be less than the margin width for text to appear on the sides).
3. Click **Positioning** to open the Table Positioning dialog box, shown in Figure 6-14.
 - Under Horizontal and Vertical, set values to position the table relative to other elements on the page.
 - Under Distance From Surrounding Text, determine how much of a gap you want to exist between the table and surrounding text.
 - Select the **Move With Text** check box if you want the table to move with text flow; clear it to keep the table in a fixed position, regardless of whether content is added or removed on the page.
 - Select **Allow Overlap** to let text flow over on top of the table.
4. Click **OK** twice.

Change Cell Margins

You can change the distance between content and the cell borders, both for an entire table and for selected cells.

SET MARGINS FOR ALL CELLS IN A TABLE

1. Right-click the table whose default cell margins you want to change, and click **Table Properties** on the context menu.
2. On the Table tab, click **Options**. In the Table Options dialog box, under Default Cell Margins, change the **Top**, **Bottom**, **Left**, and **Right** values as needed by clicking their respective spinners or entering numbers.
3. Click **OK** twice.

SET MARGINS FOR SELECTED CELLS

1. Select the cells whose default cell margins you want to change, right-click them, and click **Table Properties** on the context menu.
2. Click the **Cell** tab, and click **Options**.
3. In the Cell Margins dialog box, clear the **Same As The Whole Table** check box, and change the **Top**, **Bottom**, **Left**, and **Right** values as needed by clicking their respective spinners or entering numbers.
4. Click **OK** twice.

TIP

Besides setting the margins for content within a cell, you can also create spacing between cells. In the Table Options dialog box (see “Set Margins for All Cells in a Table”), select the **Allow Spacing Between Cells** check box, and use the spinner or enter a value. (The accompanying illustration has borders that help demonstrate the cell spacing.)

Superior Office Supply	1st Qtr	2nd Qtr
Paper Supplies	23,567	35,938
Writing Instruments	5,482	5,836
Cards and Books	14,986	15,021

Apply Shading and Border Effects

Tables and individual cells can be emphasized using Word’s broad set of tools to apply shading and border outlines.

1. Select the table or cells to which you want to apply a shading or border effect.
2. Open the Borders And Shading dialog box, shown in Figure 6-15, by one of the following means:
 - Right-click the selected element, and click **Borders And Shading** on the context menu.
 - In the Design tab Draw Borders group, click the **Dialog Box Launcher** in the lower-right corner.
 - In the Layout tab Table group, click **Properties** and click **Borders And Shading** in the Table tab of the Table Properties dialog box.

Borders and Shading...

(See Chapter 3 for information on how to apply borders and shading to text.)

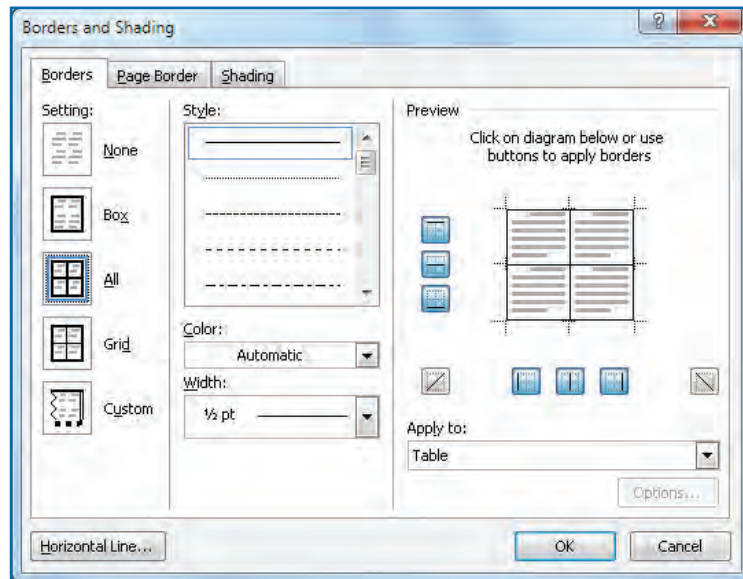


Figure 6-15: You can choose borders for each side of cells and the table, as well as provide background fills and patterns.

Format a Table Automatically

Tables are easily changed after they are created, but when in a hurry, it is often helpful to give Word the first crack at applying a consistent look to a table. You can always modify the formatting or start over with a different appearance. In addition, you can create a format style from scratch and save it, or modify an existing format style and save it.

1. Select the table that you want to have Word format automatically. (You can also automatically format a table as you create it using the Insert Table dialog box. See “Insert a Table from a Dialog Box” earlier in the chapter.)
2. In the Design tab Table Styles group, a gallery of table styles is displayed, as shown in Figure 6-16.

APPLY A TABLE STYLE

1. In the Design tab Table Styles group, scroll through the gallery of table styles, and point the mouse at each one to see a preview of your table with that style. Figure 6-17 shows three examples of the options.
2. When you find the one that you want, click that style.

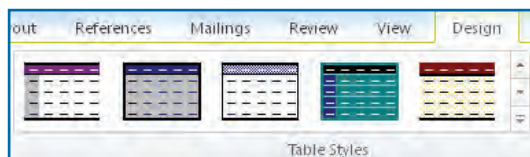


Figure 6-16: You can apply a preformatted table style, modify an existing style, or create your own and save any changes for future use.

Superior Office Supply	1st Qtr	2nd Qtr
Paper Supplies	23,567	35,938
Writing Instruments	5,482	5,836
Cards and Books	14,986	15,021
Superior Office Supply	1st Qtr	2nd Qtr
Paper Supplies	23,567	35,938
Writing Instruments	5,482	5,836
Cards and Books	14,986	15,021
Superior Office Supply	1st Qtr	2nd Qtr
Paper Supplies	23,567	35,938
Writing Instruments	5,482	5,836
Cards and Books	14,986	15,021

Figure 6-17: Word provides a number of attractive table styles you can apply.

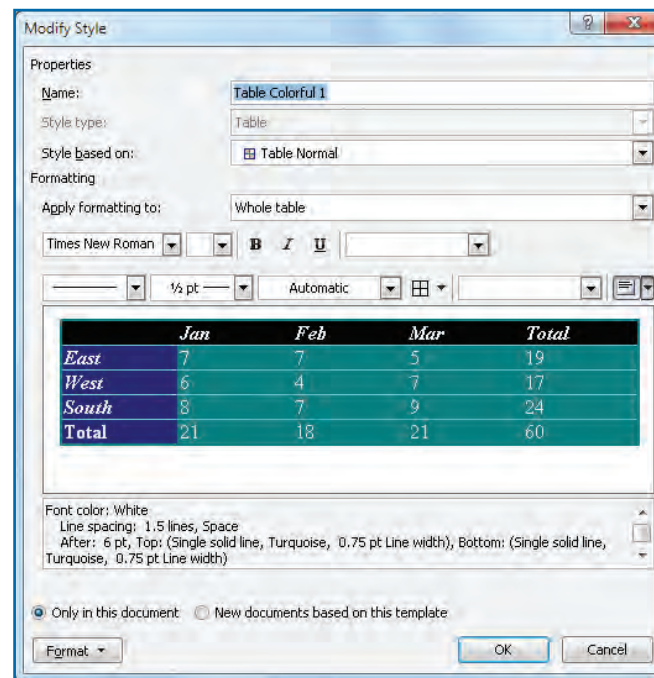


Figure 6-18: There is no shortage of formatting options available to you when changing or creating a table style.

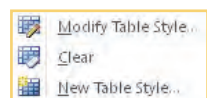
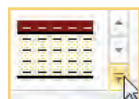
CHANGE OR CREATE A TABLE STYLE

The Modify Style and Create New Style dialog boxes provide a number of options and tools that you can use to change or create a table style. (The Modify Style dialog box is shown in Figure 6-18.)

1. In the Design tab Table Styles group, click **More** beneath the scroll arrows on the right of the style gallery.
2. Click **Modify Table Style** to change an existing style.

–Or–

Click **New Table Style** to create a new one.

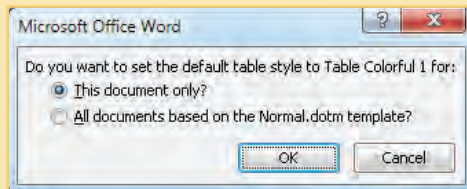


CAUTION

When modifying an existing table style, provide a new name for the style in the Name text box; otherwise, the original style will be overwritten with any changes you make and you won't be able to return to "square one" if need be.

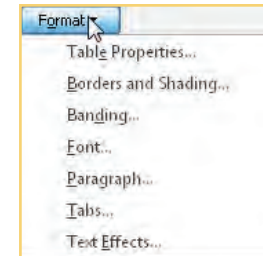
TIP

You can choose a table style to be the default style for tables in the current document or for all of those that use the Normal template. Right-click the style you want from the table style gallery in the Design tab. Click **Set As Default**, click the applicable option in the Default Table Style dialog box, and click **OK**.



3. In either dialog box:

- Under Properties, enter a name for the style, click the **Style Based On** down arrow, and click a style to start with (the style appears in the Preview area).
- Under Formatting, click the **Apply Formatting To** down arrow, and click the part of the table to which you want the style to be applied. Use the formatting tools in the center of the dialog box. Or, you can click **Format** at the bottom of the dialog box to open a drop-down list of options that open additional dialog boxes with even more formatting choices.



- Click **Only In This Document** if you want the formatting to apply only to your current document. Click **New Documents Based On This Template** if you want the style available to other documents.

4. Click **OK** to close all open dialog boxes when done.

DELETE A STYLE

1. In the Design tab Table Styles group, scroll through the table styles gallery, and right-click the style you want to delete.
2. Click **Delete Table Style**, and click **Yes** to confirm the action. The style is removed from the gallery.