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Formatting text

Formatting text and paragraphs

Adding tables

Working with tables and cell layout

✓ **Video:** Sort table data
1 min

✓ **Reading:** Exercise: Sorting table data
10 min

✓ **Video:** Control cell layout
2 min

📖 **Reading:** Exercise: Controlling cell layout
10 min

📋 **Practice Assignment:** Knowledge check: Working with tables and cell layout
15 min

Managing lists

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Exercise: Controlling cell layout

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

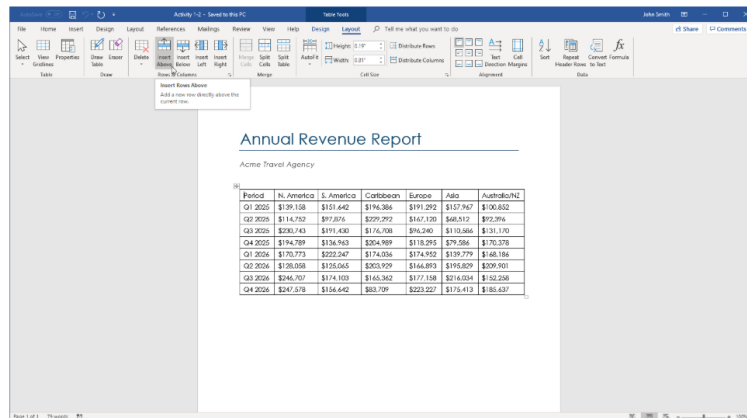
Let's get started!

In this exercise, you will perform some additional modifications to our sample report.

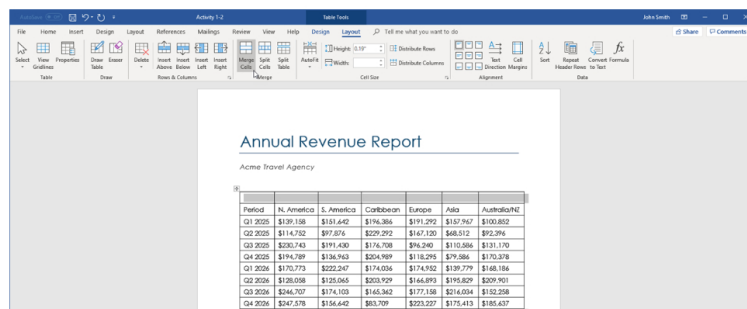
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Controlling cell layout](#)

2. Click in the first row of the table to place your cursor there. Click Table Layout → Insert Above::



3. The new row should be selected by default. (If it is not, select it now.) Click Table Layout → Merge Cells:



4. Type "Summary by Region" in this new cell:

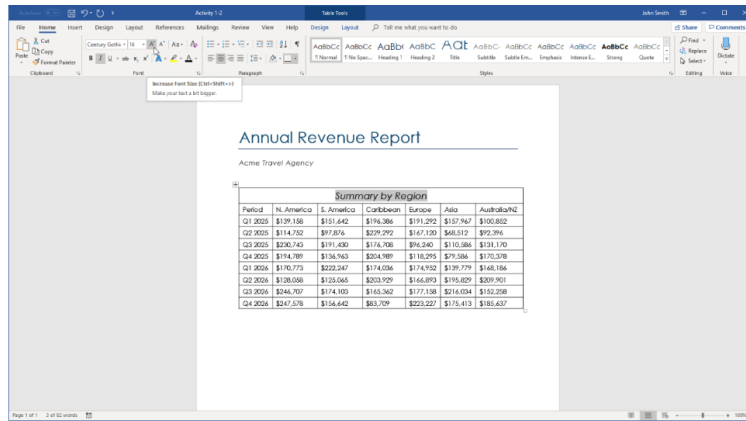
Summary by Region						
Period	N. America	S. America	Caribbean	Europe	Asia	Australia/NZ
Q1 2025	\$139,158	\$151,642	\$196,386	\$191,292	\$157,967	\$100,852
Q2 2025	\$114,752	\$97,876	\$229,292	\$167,120	\$68,512	\$92,396
Q3 2025	\$230,743	\$191,430	\$176,708	\$96,240	\$110,586	\$131,170
Q4 2025	\$194,789	\$136,963	\$204,989	\$118,295	\$79,586	\$170,378
Q1 2026	\$170,773	\$222,247	\$174,036	\$174,952	\$139,779	\$168,186
Q2 2026	\$128,058	\$125,065	\$203,929	\$166,893	\$195,829	\$209,901
Q3 2026	\$246,707	\$174,103	\$165,362	\$177,158	\$216,034	\$152,258
Q4 2026	\$247,578	\$156,642	\$83,709	\$223,227	\$175,413	\$185,637

5. Click Home → Center to center-align the new title:

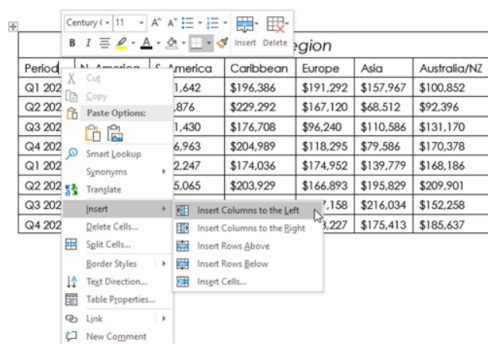




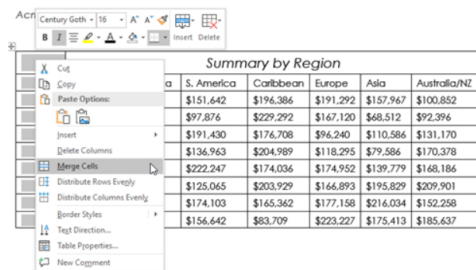
6. Select the text. Italicize the text and increase the font size to 16:



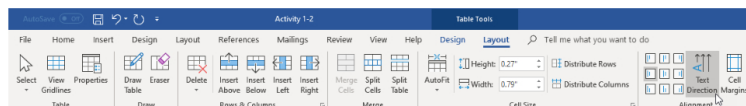
7. Right-click the first column in the table. Click Insert → Insert Columns to the Left:



8. Right-click the new column and click “Merge Cells:”



9. With your cursor still in the new column, click the Table Tools – Layout tab. Click the Text Direction command twice so that it matches the icon shown below:



10. Drag and drop the “Acme Travel Agency” text into this column:

Annual Revenue Report

Acme Travel Agency

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Summary by Region							
Period	N. America	S. America	Caribbean	Europe	Asia	Australia/NZ	
Q1 2025	\$139,158	\$151,642	\$196,386	\$191,292	\$157,967	\$100,852	
Q2 2025	\$114,752	\$97,876	\$229,292	\$167,120	\$68,512	\$92,396	
Q3 2025	\$230,743	\$191,430	\$176,708	\$96,240	\$110,586	\$131,170	
Q4 2025	\$194,789	\$136,963	\$204,989	\$118,295	\$79,586	\$170,378	
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Q3 2026	\$246,707	\$174,103	\$165,362	\$177,158	\$216,034	\$152,258	
Q4 2026	\$247,578	\$156,642	\$83,709	\$223,227	\$175,413	\$185,637	

(Remove any blank lines if necessary.)

11. Double-click the column separator to reduce the size of the column:

Acme Travel Agency\	Summary by Region						
	Period	N. America	S. America	Caribbean	Europe	Asia	Australia/NZ
	Q1 2025	\$139,158	\$151,642	\$196,386	\$191,292	\$157,967	\$100,852
	Q2 2025	\$114,752	\$97,876	\$229,292	\$167,120	\$68,512	\$92,396
	Q3 2025	\$230,743	\$191,430	\$176,708	\$96,240	\$110,586	\$131,170
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	Q4 2026	\$247,578	\$156,642	\$83,709	\$223,227	\$175,413	\$185,637

12. Save your document as **Activity 1-2 Complete**. Close Microsoft Word 365 to complete this exercise.

13. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Controlling cell layout](#)

Mark as completed

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