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# Exercise: Formatting a table

**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!

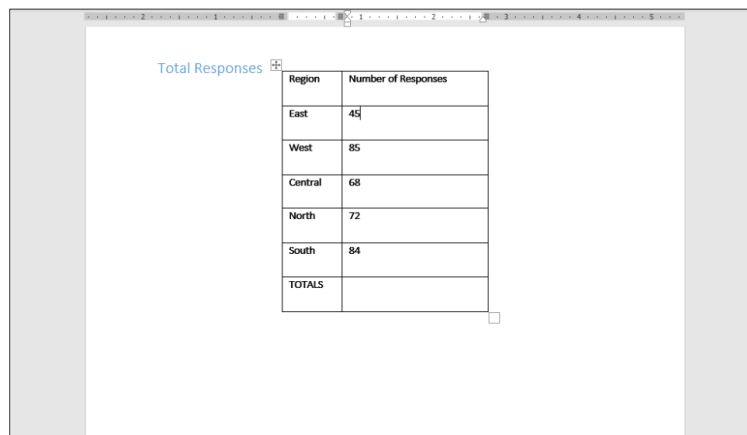
## Let's get started!

In this exercise, we will format the table in our sample document.

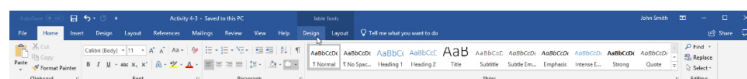
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Formatting a table](#)

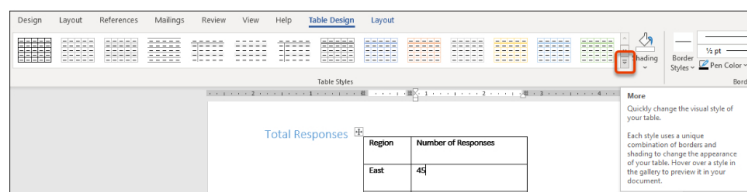
2. Scroll to the second page and click anywhere in the table:



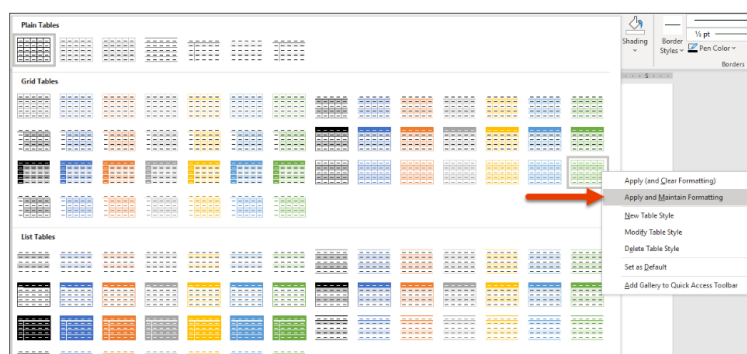
3. Click the Table Tools – Table Design tab:



4. Click the More arrow in the Table Styles gallery:



5. Right-click the thumbnail for the “Grid Table 6 Colorful – Accent 6” style and click “Apply and Maintain Formatting.”

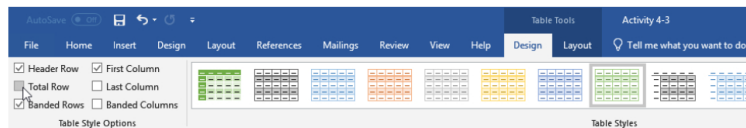




6. The style will then be applied, while retaining the margins we applied in the last activity:

Region	Number of Responses
East	45
West	85
Central	68
North	72
South	84
TOTALS	

7. On the Table Tools – Design tab, check the Total Row option:



8. The total row will now be indicated with a double line:

Region	Number of Responses
East	45
West	85
Central	68
North	72
South	84
TOTALS	

9. Click in the cell beside Totals to place your cursor there:

Region	Number of Responses
East	45
West	85
Central	68
North	72
South	84
TOTALS	

10. Click Table Tools – Layout → Formula:



11. The default formula (a sum of the above cells) will be pre-populated. This is exactly what we want, so click “OK:”

Formula

Formula:

=SUM(ABOVE)

Number format:

Paste function:

Paste bookmark:

OK

Cancel

12. The total will now be added to the table:

Region	Number of Responses
East	45

West	85
Central	68
North	72
South	84
TOTALS	354

13. Save your document as **Activity 4-3 Complete**. Close Microsoft Word 365

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

[Completed exercise: Formatting a table](#) 

Mark as completed

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