

## Hide menu

## Formatting text

## Formatting text and paragraphs

## Adding tables

✓ **Video:** Insert a table  
5 min

✓ **Reading:** Exercise:  
Inserting a table  
10 min

✓ **Video:** Modify a table  
6 min

**Reading:** Exercise:  
Modifying a table  
10 min

**Video:** Format a table  
3 min

**Reading:** Exercise:  
Formatting a table  
10 min

**Video:** Convert text to a  
table  
2 min

**Reading:** Exercise:  
Converting Text to a  
Table  
10 min

Work Smarter with Microsoft Word &gt; Module 3 &gt; Exercise: Modifying a table

&lt; Previous Next &gt;

# Exercise: Modifying 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, you will further modify the table that you created in the last exercise.

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

[Exercise: Modifying a table](#)

2. First, we need to add a new row for a region that was omitted from the first draft of the report. Move your mouse over the row separator between "West" and "North." Click the Row icon that appears:

Total Responses

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

3. Fill in this new row with "Central" as the region, and 68 responses:

Total Responses

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

4. Now, let's add a total row. Right-click the last row of the table. From the mini toolbar, click Insert → Insert Below:

Total Responses

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

Calibri (B) 11 A B I [Color icons] [Font icons] [Table icons] [Delete]

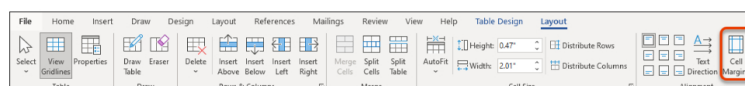
Insert Above  
Insert Below  
Insert Left  
Insert Right

5. Place your cursor in the first cell of this row. Type, "TOTALS:"

Total Responses

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

6. Next, let's adjust the cell margins. Click Table Tools – Layout → Cell Margins:



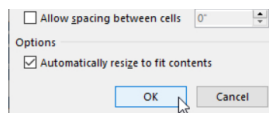
7. Enter "0.1" for all four margins. Click "OK" to apply your settings:

Table Options ? X

Default cell margins

Top:	0.1	Left:	0.1
Bottom:	0.1	Right:	0.1

Default cell spacing

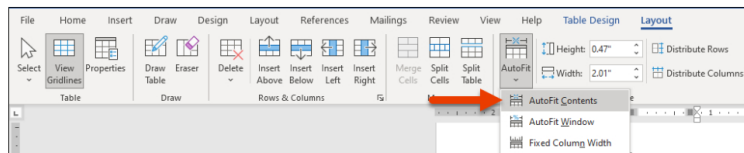


8. The changes will be applied. Next, click the four-headed arrow icon in the top left-hand corner of the table to select it:

**Total Responses**

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

9. Click Table Tools – Layout → AutoFit → AutoFit Contents:

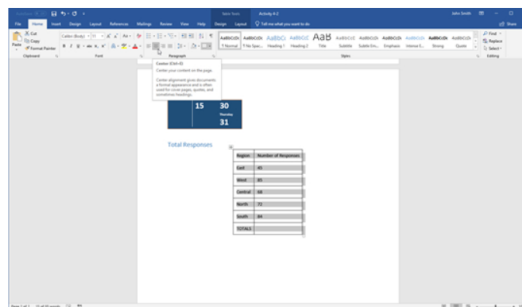


10. The table will be automatically resized to better suit its contents:

**Total Responses**

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

11. Now, click Home → Center to center it on the page:



12. Save your document as **Activity 4-2 Complete**. Close Microsoft Word 365

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

[Completed exercise: Modifying a table](#)

Mark as completed