

# WORD PROCESSING

Using MS Word

## TABLES

WP LESSON TWO

Acknowledgements  
John Sandercock and  
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# Word Processing using MS Word

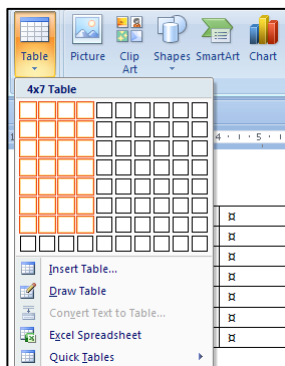
## Tables

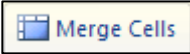
Learning how to make a table, and using additional Tables features

### Exercise 1


The following exercise uses *Merge Cells*, *Alignment*, *Shading* and *Spacing Before & After*


1. Create the following table by choosing, [Insert] Table and choosing 4 columns, 7 rows.




2. Select the entire top row by hovering your cursor on the left hand side of the table, if you point if adjacent to the top row and click, it will select all of the cells present in that row, and then merge the cells. You will see two new tabs appear on your tab menu called Design and Layout, they are specially for working with tables. Use the tab [Layout] Merge Cells  and you will see the four cells along the top row are now one cell.

You can reverse it by using Split Cells instead of Merge Cells.

3. Click in the merged cell, this will be your Heading Cell. Centre the heading and apply 14 pts and bold
4. Select all the cells in the right hand columns, do this by hovering your cursor in one of the corner cells until it changes to a solid black arrow  and then swipe the cells you want to include. Right align the two right hand columns – they will show the cost figures shortly.
5. Select the top cell by using the hover and black arrow technique. Shade the top row with Darker 15% Shading

through [Design] Shading, Shading 

6. To Select entire table, hover your cursor in the white area on the top left hand corner of the table, you will see a

little box appear, this is the table “handle” click on it, this will select the whole table. . This is also very useful when you want to delete one table in a document full of tables, or if you want to copy a table in order to paste it into another position in your document

7. Set 6 pts for both Before & After through [Home] Paragraph.
8. Save as **Table Ex1**

COST PER VEHICLE PER DAY			
Class	Vehicle	8-27 days	1-7 days
C	Fiat Panda	\$35	\$45
B	Ford Escort Estate	\$74	\$78
B	VW Golf 1.4L	\$47	\$59
A	Ford Transit Minibus	\$156	\$165
A	Rover Sterling	\$188	\$195

Inserting or adding a row at the bottom of your table.



- Click in the bottom right-hand cell of the table **and** press the Tab key. A new row will appear. Enter the following additional information.
- Resave the Table.

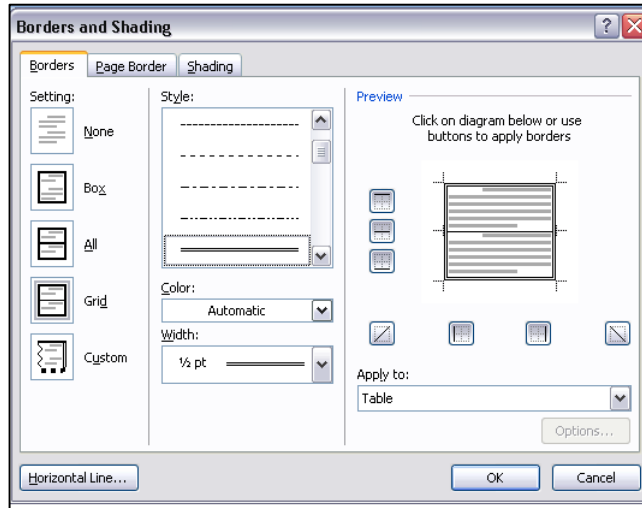
C	Austin Mini	\$75	\$65
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## Exercise 2

The following exercise uses *Alignment*, *Shading*, *Font colour*, *Right Indent* and *Border changes*.

Modify **Table Ex1** as follows:

- Select the first row and remove the Shading through [Design] Shading and selecting *No Color*
- Select the second row in the table. From [Design] Shading, choose *Black*. The text should automatically turn White. Make this text bold. (If the text does not turn white, go [Home] Font Color  and choose white. The text should now be visible on the black background.)
- Using the Ctrl key, select the three rows as shown and apply Dark 5% from [Design] Shading
- Centre align all column headings (second row)
- Centre the contents of the first two columns
- Select the contents of the third and fourth columns. On the Ruler, in one of the columns only, move the Right Indent Marker to the left to line up the figures centrally under the headings.
- Select the entire table by clicking on . Select **[Design]** and the **Borders Launcher**, the *Borders and Shading* dialogue box will start up. Click on Grid, and the Style: double lines. Make sure the Apply to: is Table, and click OK. This will put a double line border around the outside edges of the table. Or click the border you want and click your cursor on the borders you want to change on the picture of your table.



8. The finished table should appear as below.
9. Save as **Table Ex2**

<b>COST PER VEHICLE PER DAY</b>			
Class	Vehicle	8-27 days	1-7 days
C	Flat Panda	\$35	\$45
B	Ford Escort Estate	\$74	\$78
B	VW Golf 1.4L	\$47	\$59
A	Ford Transit Minibus	\$156	\$165
A	Rover Sterling	\$188	\$195
C	Austin Mini	\$75	\$65

### Exercise 3

The following exercise uses **Merge Cells**, **Alignment**, **Right Indent** and **Border changes**.

1. Create the table below with 5 columns and 4 rows and adjust accordingly
2. Save as **Table Ex3**



	<b>February 2005</b>		<b>30 June 2005</b>	
	Actual	Projected Budget	Actual	Budget
<b>Gross Cost</b>	\$1.78M	\$2.00M	\$2.65M	\$3.20M
<b>Net Cost</b>	\$1.70M	\$2.10M	\$2.50M	\$3.15M

### Exercise 4

The following exercise involves **Changing Column Widths, Inserting a Column, Removing all Borderlines and Horizontal Alignment** (Centering table across width of page.)

1. Create a table with 3 columns and 5 rows and enter the information.
2. Reduce the width of the first column (move the mouse pointer onto the dividing, line between column one and two until it displays a double-arrowed vertical bar. Click and drag to the left.)
3. Right align the contents of the third column and also reduce the size of this column.
4. Bold and slightly enlarge the font for the headings.
5. Select the entire table. Through [Home] Paragraph, enter 3 pts for Spacing Before & After.
6. Save as **Table Ex4**

<b>BSBT Module</b>	<b>Description</b>	<b>Price</b>
BSBCMN213A	Produce simple word processed documents	\$36.95
BSBCMN214A	Create and use simple spreadsheets	36.95
BSBADM305A	Create and use databases	36.95
BSBADM306A	Create electronic presentations	36.95

7. Select the third column (take the mouse onto the top of column and click when ↓ appears.)
8. Choose [Layout] Insert Left 
9. Complete the new column as shown below. (You will need to adjust the column width so the numbers display properly.)
10. Left align the new column
11. Select the entire table. Select [Design] Borders, No Border .
12. To centre the table across the page, Click anywhere inside the Table then select [Layout] Properties  , Table tab, Alignment, click on Centre and OK.
13. Resave the table.

<b>BSBT Module</b>	<b>Description</b>	<b>ISBN</b>	<b>Price</b>
BSBCMN213A	Produce simple word processed documents	1-877244~81-3	\$36.95
BSBCMN214A	Create and use simple spreadsheets	1-877244-85~6	36.95
BSBADM305A	Create and use databases	1-877244-89-9	36.95
BSBADM306A	Create electronic presentations	1-877244-87-2	36.95

**NOTE:** The border lines have been taken off. The lines still visible on screen are Gridlines and will not print. Click on Print Preview to see the result.

## Exercise 5

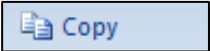

The following exercise shows how to copy or cut and paste a table, and how to delete a table

1. Make a table to match below with 4 columns and 3 rows, then add a row at the bottom and a column to the right as shown


<b>Best Seal Tabby Point Birman Kitten</b>				
<b>Reserve Seal Tabby Point Birman Kitten</b>				

2. Delete the bottom row by highlighting the row then select the TABLE TOOLS *[Layout] tab*, select **Delete, Row**
3. Turn on the paragraph marking tool, it is usually hidden but it helps while editing tables if it is shown. It is found on the [Home] tab and looks like this ¶ Click it so that these marks are shown on your document. Whenever you hit enter you will make another line and can see that each line has one of these symbols to mark the end of the line, now you can see your lines.



4. Select the entire table by clicking on the handle
5. Click the copy icon [Home] use Clipboard section The copy icon looks like this  or if you want to cut the table out use the  icon. Your table is now saved on your clipboard
6. Hit enter to give yourself another line, hit enter two more times.



7. Paste your table on the fourth line by clicking the clipboard  paste icon.
8. Now you have two tables. We will put a third table in-between these two tables.
9. Make sure you have three lines between the two tables, insert another line if you need to by putting your cursor on the lines between the two tables and hitting enter. Place your cursor on the middle line and paste your table in here. You should now have three separate identical tables.
10. If you are on the line directly below the previous table, Word will paste the table as an extension to the previous table. If you want a separate table then making sure you have the extra lines is important.
11. Save tables as **Table Ex5**

## My Notes

[illegible]