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Introduction

This manual will detail most of the menu options found in the Word 2003 menu Table. The Table menu options discussed in this manual are:

- ◘ Draw Table
- ◘ Insert
- ◘ Delete
- ◘ Select
- ◘ Merge Cells
- ◘ Split Table
- ◘ Table Auto Format
- ◘ Auto Fit
- ◘ Heading Rows Repeat
- ◘ Sort
- ◘ Formula
- ◘ Show Gridlines
- ◘ Table Properties

Each menu item will be defined and will provide reasons to use that particular menu option. Following the background information, there will be a Step-by-Step that will provide instruction on how to use the tools and commands. Some processes that you perform from the menu, can also be done other ways. If there is an Alternative method, this would be the last part of each lesson.

Make-Up of a Table

Move Handle Aka: Table Selector

Merged·Cells·with·a·Border¶

Horizontal·Text¤	Shaded· Cell· Aligned· in· Center¤

End-of-Row Marker

Vertical· Text¤

Nested· Table¤	
A¤	B¤
C¤	D¤

Clip· Art· in· a· Table¶

Non-Printing Gridline

Ascending· Sorted· List¤	Sum· a· List¤
Apple·¤	5¤
Cat¤	8¤
Garden¤	10¤
Pumpkin¤	2¤
¤	25¤

Resize Handle

End-of-Cell Marker
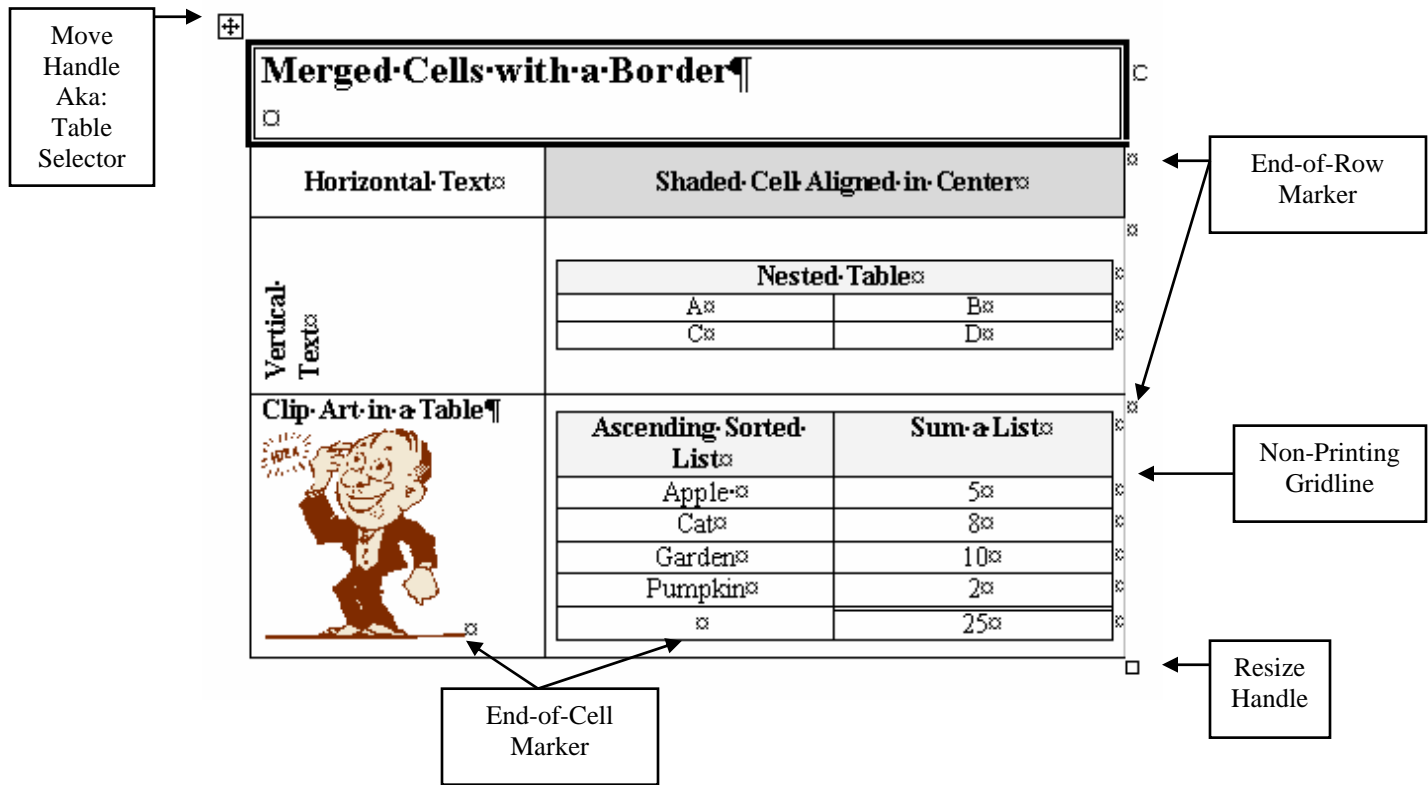
The Tables and Borders Toolbar

The Tables and Borders toolbar will appear as a floating toolbar after you insert a new table. The Tables and Borders toolbar will be very useful when you are using tables in various parts of your document. Remember that you can dock the toolbar or you can make it a floating toolbar.

The Tables and Borders Toolbar:

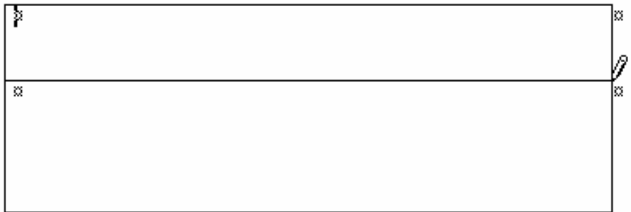| Number	Name	What it does
1	Draw Table	Allows you to draw a table by clicking and dragging.
2	Eraser	Allows you to erase lines in the table.
3	Line Style	Allows you to pick a style for the borders of the cells.
4	Line Weight	Allows you to pick the thickness of the borderlines.
5	Border Color	Allows you to pick a color for the borderlines.
6	Border	Allows you to apply borders to selected cells.
7	Shading Color	Allows you to shade a cell (or cells) in a table.
8	Insert, Table	Allows you to insert a table using the Insert Table box.
9	Merge Cells	Allows you to merge connected cells together to form one cell.
10	Split Cells	Allows you to split a cell into multiple rows and columns.
11	Align	Allows you to align text, pictures, tables, or objects in a cell.
12	Distribute Rows Evenly	Makes all rows the same height.
13	Distribute Columns Evenly	Makes all columns the same width.
14	Table Auto Format	Allows you to utilize predefined formats in a table.
15	Change Text Direction	Allows you to change horizontal text to vertical text or vice versa
16	Sort Ascending	Sorts a list in A-Z order.
17	Sort Descending	Sorts a list in Z-A order.
18	AutoSum	Quickly totals a row or column of numbers.

Draw Table

Definitions
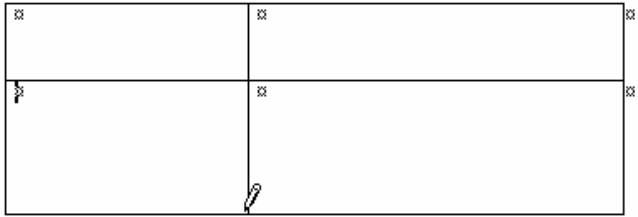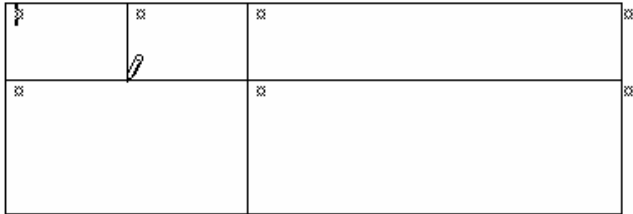
Word	Definition
Table	A table is made up or rows and columns and contains cells that you can fill with numbers, text, pictures, graphics, other tables, and more.

Why would you use this?

◘ To insert a table into a document.
◘ Great for organizing a document.
◘ Allows you to create exciting page layouts.
◘

Step by Step

What you do	What happens
1. From the menu choose: **Table, Draw Table**	The cursor becomes a pencil.
2. Drag the pencil pointer to create the outline of the entire table	The outline of the table with the pencil pointer.
3. To add rows, draw horizontal lines from one side to the other by dragging the pencil pointer. Repeat until all rows have been added.	The table with a row added.

What you do	What happens
4. To add columns, draw vertical lines from the top to the bottom of the table border with the pencil pointer. Repeat until all columns have been added.	The table with a column added.
5. To split a cell that does not span the entire width or height of the table, draw a dividing line in just the cell you want to separate.	The table with a split cell.
6. To turn off the pencil cursor, re-navigate to the menu option of **Table, Draw Table**.	
7. **Tip**: You can add new rows to a table by using the **Tab** key in the cell at the bottom right corner of the table. This will give you a row that is the same as the previous row. If you want to create or use tabs within a cell, press **Ctrl** + **Tab**.	

Alternative Methods

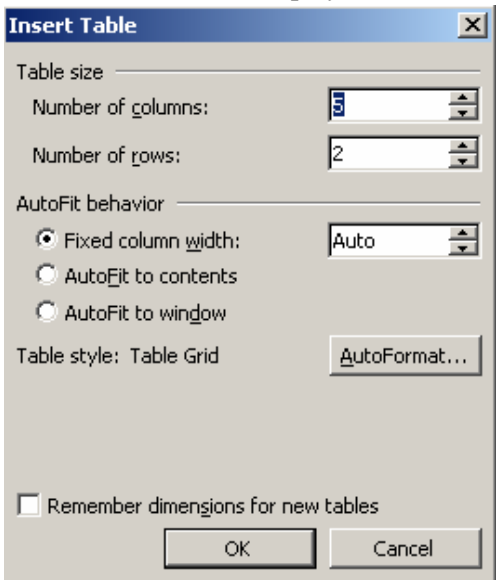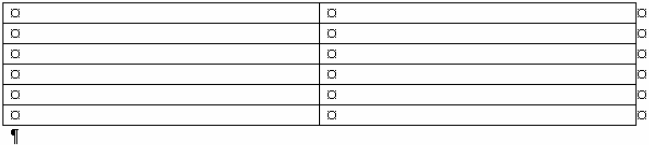| What you do	What happens
1. To draw a table, you can also use the **Draw Table** icon on the Tables and Borders toolbar.	
2. You can use the menu option of **Table, Insert, Table** which is outlined in the next lesson.	

Insert
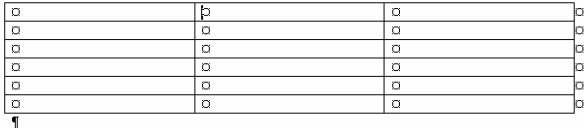
Why would you use this?
- ◘ To insert a table into a document.
- ◘ Great for organizing a document.
- ◘ Allows you to create exciting page layouts.
- ◘

Step by Step- Table

What you do	What happens
1. From the menu choose: **Table, Insert, Table**	The Insert Table box displays. Insert Table Table size Number of columns: 5 Number of rows: 2 AutoFit behavior ◉ Fixed column width: Auto ○ AutoFit to contents ○ AutoFit to window Table style: Table Grid AutoFormat... ☐ Remember dimensions for new tables OK Cancel
2. Adjust the number of columns and rows you will need for you table. Remember you can always remove unused rows and columns. Click on the **OK** button.	The table displays.

Step by Step- Columns

What you do	What happens
1. Put the cursor in a cell.	
2. From the menu choose: **Table, Insert, Columns to the Left** OR **Columns to the Right** **Note**: The choice would depend on where you have the cursor.	The table adjusts to the selection you made:

Step by Step- Rows

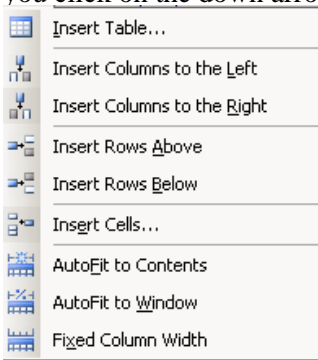| What you do	What happens
1. Put the cursor in a cell.	
2. From the menu choose: **Table, Insert, Rows Above** OR **Rows Below** **Note**: The choice would depend on where you have the cursor.	The table adjusted to the selections you made.

Alternative Methods

What you do	What happens
1. You can use the **Insert Table** icon on the Tables and Borders toolbar. The menu will expand as follows if you click on the down arrow: Insert Table… Insert Columns to the Left Insert Columns to the Right Insert Rows Above Insert Rows Below Insert Cells… AutoFit to Contents AutoFit to Window Fixed Column Width	
2. You can also insert columns and rows by right clicking with the mouse in the table.	

Delete

Why would you use this?

◻ To remove extra columns or rows from a table.
◻ To remove a table that you end up not needing for your document.
◻

Step by Step- Table

What you do	What happens
1. The cursor needs to be in a cell in the table that you want to delete. You can also use the table selector to activate the table.	
2. From the menu choose: **Table, Delete, Table**	The table is deleted.

Step by Step- Columns

What you do	What happens
1. Put the cursor in the column that you want deleted. You can also select the column by using the column selector.	
2. From the menu choose: **Table, Delete, Columns**	The column is deleted.

Step by Step- Rows

What you do	What happens
1. Put the cursor in the row that you want deleted. You can also select the row by using the selection bar in the left margin.	
2. From the menu choose: **Table, Delete, Row**	The row is deleted.

Alternative Methods

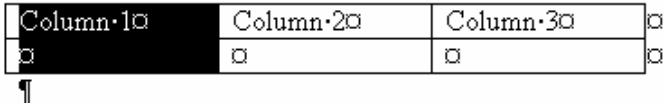| What you do	What happens
1. You can delete columns and rows by right clicking with the mouse in the table.	

Select

Why would you use this?
◘ To select the table to apply formatting to all cells.
◘ To select a table to apply shading.
◘ To select a column to delete.
◘ To select a row to delete.
◘ To select a row to shade.
◘ To select a table, column, or row for various formatting.
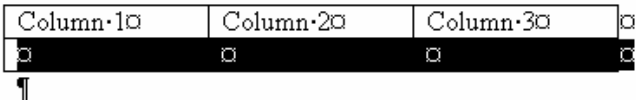◘

Step by Step- Table

What you do	What happens
1. Put the cursor in any cell for the table you want selected.	
2. From the menu choose: **Table, Select, Table**	The table is selected. Column·1¤ Column·2¤ Column·3¤ ¤ ¤ ¤ ¶

Step by Step- Column

What you do	What happens
1. Put the cursor in the column that you want selected.	
2. From the menu choose: **Table, Select, Column**	The Column is selected. Column·1¤ | Column·2¤ | Column·3¤ ¤ | ¤ | ¤ ¶

Step by Step- Row

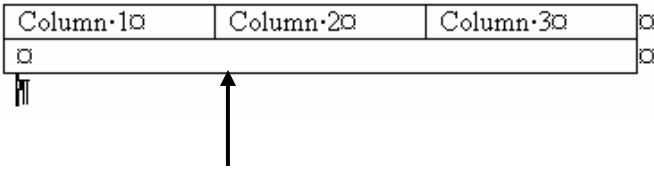| What you do	What happens
1. Put the cursor in the row that you want selected.	
2. From the menu choose: **Table, Select, Row**	The row is selected. Column·1¤ Column·2¤ Column·3¤ ¶

Alternative Methods

What you do	What happens
1. To select a table, click on the **table selector**.	
2. To select a column, use the **column selector**.	
3. To select a row, use the **selection bar** in the left margin.	

Merge Cells

Why would you use this?
- ◘ To combine the top row in a table for a header.
- ◘ To combine cells for additional room in documentation.
- ◘

Step by Step

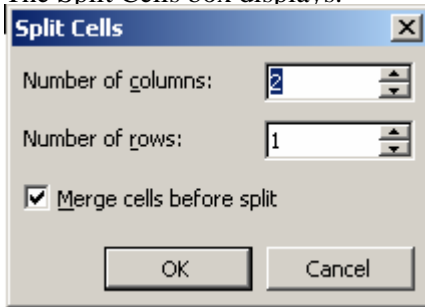| What you do	What happens
1. Select the cells that you want to merge.	
2. From the menu choose: **Table, Merge Cells** **Note**: If the menu option is grayed out that means that you do not have the cells selected.	The cells are now merged. Column·1¤ Column·2¤ Column·3¤ ¤ ¤

Alternative Methods

What you do	What happens
1. You can use the **Merge Cells** icon on the Tables and Borders toolbar.	

Split Cells

Why would you use this?
◘   To create several columns or rows out of one large cell.
◘

Step by Step

What you do	What happens
1. Select the cell that you want to split.	
2. From the menu choose: **Table, Split Cells**	The Split Cells box displays.
3. Select the **Number of columns** and **Number of rows**. Click on the **OK** button.	
4. **Note**: When you split, the columns and rows will be equal which means they may not line up exactly like the existing columns or rows.	

Alternative Methods

What you do	What happens
1. You can also use the **Split Cells** icon on the Tables and Borders toolbar.	

Split Table

Why would you use this?

◘   To create two tables from one original table.
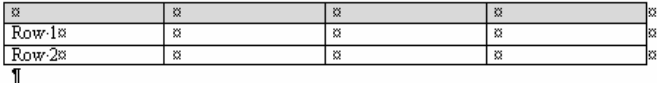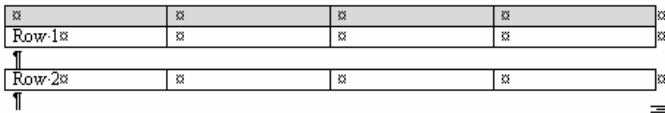
◘

Step by Step

What you do	What happens
1. Put the cursor in a cell. The table will break ABOVE the active cell.	
2. From the menu choose: **Table, Split Table**	The table splits.

Table Auto Format

Definitions

Word	Definition
Auto Format	Auto Format can be used to quickly give your table a new look.

Why would you use this?

◘ To quickly apply formatting to a table. See below for an example.

	Extension	Location
Person 1	1234	Main Building, Room A
Person 2	5678	South Building, Room G
Person 3	9876	Main Building, Room D
Person 4	6543	North Building, Room 1

You can quickly apply an AutoFormat and the table could look like the following:

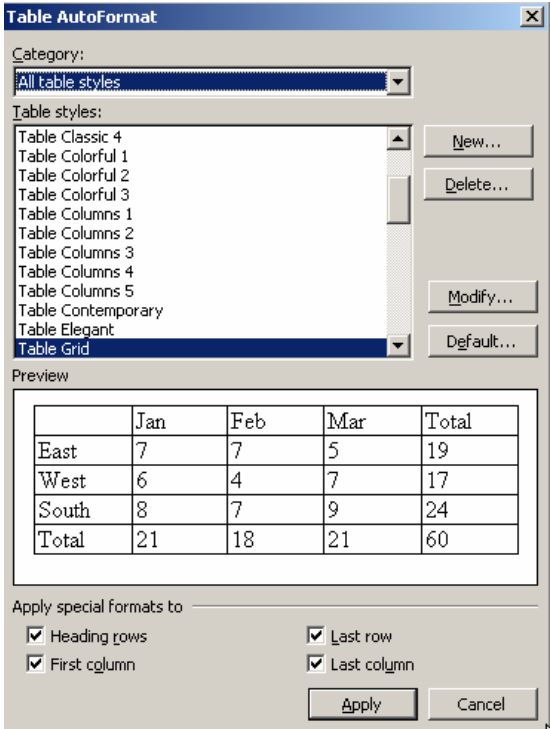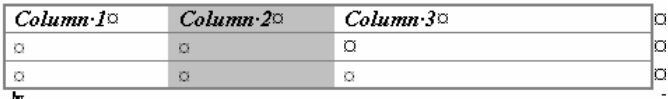|	*Extension*	*Location*
Person 1	1234	Main Building, Room A
Person 2	5678	South Building, Room G
Person 3	9876	Main Building, Room D
Person 4	6543	North Building, Room 1

	Extension	Location
Person 1	1234	Main Building, Room A
Person 2	5678	South Building, Room G
Person 3	9876	Main Building, Room D
Person 4	6543	North Building, Room 1

◘

Step by Step

What you do	What happens
1. Select the table.	
2. From the menu choose: **Table, Table AutoFormat**	The Table AutoFormat
3. Select the format that you want to apply to the table from the **Table styles** frame. The **Preview** area will show the selected format. The **Apply special formats to** sections allows you to customize the selected format even further. Select **Apply**.	The table displays with the new formatting.

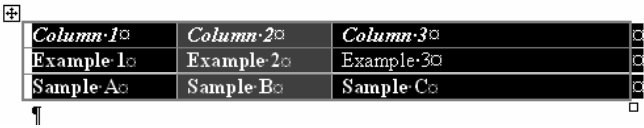| What you do	What happens
4. You can make adjustments to the table once you return to the document. For example, you can use the Resize Handle to make the table larger or smaller.	
5. To remove AutoFormat from a table select from the menu **Table, AutoFormat**. Then, from the Table styles list, select **Table Normal**. Select **Apply**.	

Alternative Methods
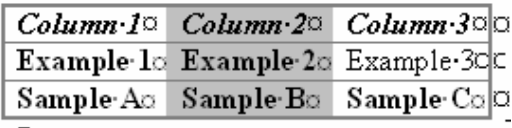
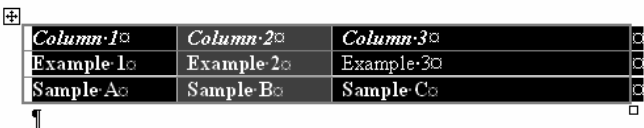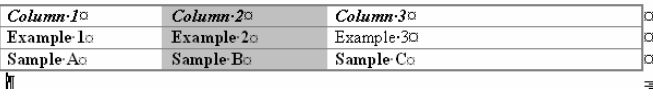| What you do	What happens
1. You can use the **Table AutoFormat** icon on the Tables and Borders toolbar.	

AutoFit

Why would you use this?
◘ (AutoFit to Contents) To make columns the exact size of the text in the cells.
◘ (AutoFit to Window) To adjust the table to the size of the window.
◘ (Distribute Rows Evenly) To make all rows the same height.
◘ (Distribute Columns Evenly) To make all columns the same width.
◘

Step by Step- AutoFit to Contents

What you do	What happens
1. Select what you want to AutoFit.	The selected table.
2. From the menu choose: **Table, AutoFit, AutoFit to Contents**	The table size adjusts to the text in the cells.

Step by Step- AutoFit to Window

What you do	What happens
1. Select what you want to AutoFit.	The selected table.
2. From the menu choose: **Table, AutoFit, AutoFit to Window**	The table size adjusts to the width of the window.
3. **Note**: The last column is the column that will adjust to the full width of the window. You may need to make some adjustments.	

Step by Step- Distribute Rows Evenly

What you do	What happens
1. Select the table.	
2. From the menu choose: **Table, AutoFit, Distribute Rows Evenly**	The rows will adjust to be the same height.

Alternative Methods

What you do	What happens
1. To distribute rows evenly, click on the **Distribute Rows Evenly** icon on the Tables and Borders toolbar. You can also right click with the mouse to get the same option.	

Step by Step- Distribute Columns Evenly

What you do	What happens
1. Select the table.	
2. From the menu choose: **Table, AutoFit, Distribute Columns Evenly**	The columns will adjust to be the same width.

Alternative Methods

What you do	What happens
1. To distribute columns evenly, click on the **Distribute Columns Evenly** icon on the Tables and Borders toolbar. You can also right click with the mouse to get the same option.	

Heading Rows Repeat
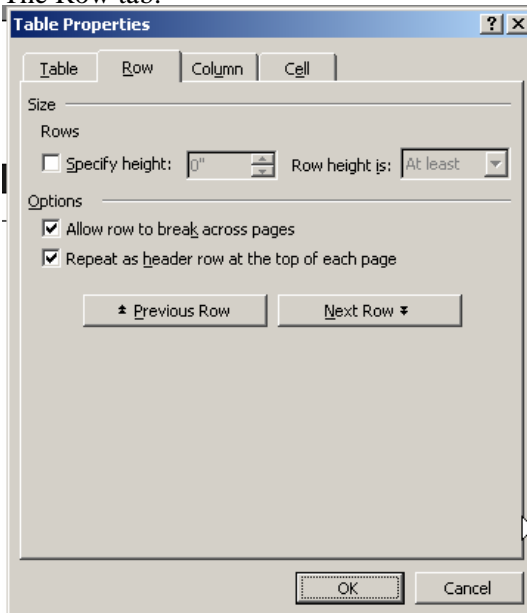
Why would you use this?
◘ To carry a heading row from one page to another when the table is longer than a page.
◘

Step by Step

What you do	What happens
1. Select the table.	
2. From the menu choose: **Table, Heading Rows Repeat**	The header row in the table will not repeat at the top of each new page for a continuous table.

Alternative Methods

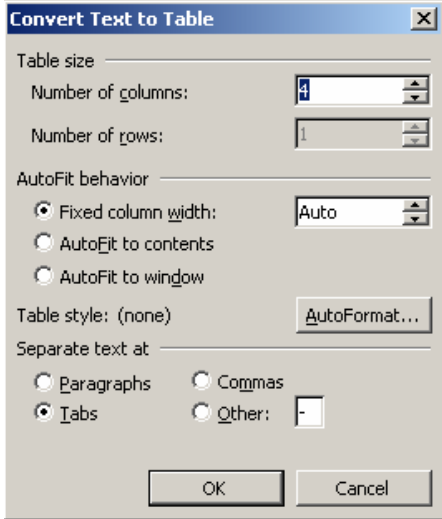| What you do	What happens
1. Select the header row.	
2. From the menu choose: **Table, Table Properties** You can also right click with the mouse and select **Table Properties**.	

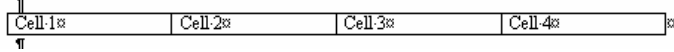| What you do	What happens
3. On the Row tab, activate the option for **Repeat as header row at the top of each page**.	The Row tab.
4. Click on the **OK** button.	

Convert

Why would you use this?
- ◘ To transform spaced text into a table. (Text to Table)
- ◘ To transform a table with text into just spaced text. (Table to Text)
- ◘

Step by Step- Text to Table

What you do	What happens
1. Select the text that you want to convert into a table. **Note**: The text must be separated by Tabs, Paragraphs, Commas, or some other indicator that you can specify, such as a dash (-).	Text separated by tabs. Cell·1 → Cell·2 → Cell·3 → Cell·4¶
2. From the menu choose: **Table, Convert, Text to Table**	The Convert Text to Table box displays. **Convert Text to Table** Table size Number of columns: 4 Number of rows: 1 AutoFit behavior ○ Fixed column width: Auto ○ AutoFit to contents ○ AutoFit to window Table style: (none) AutoFormat... Separate text at ○ Paragraphs ○ Commas ○ Tabs ○ Other: - OK Cancel
3. In the **Number of columns** field, verify that Word correctly predicted how many columns there should be. In the **Separate text at** area, verify that the correct option is selected. This is the way that the text was originally separated.	

4. Click on the OK button.	The text is converted into a table. Cell·1¤ Cell·2¤ Cell·3¤ Cell·4¤ ¤

Step by Step- Table to Text

What you do	**What happens**
1. Select the table.	Cell·1¤ Cell·2¤ Cell·3¤ Cell·4¤
2. From the menu choose: **Table, Convert, Table to Text**	The Convert Table to Text box displays. **Convert Table To Text** Separate text with ○ Paragraph marks ● Tabs ○ Commas ○ Other: - ☑ Convert nested tables OK Cancel
3. Select how you want the text to be separated after the table is taken away. Select the **OK** button.	The text is now present without the table. Cell·1 → Cell·2 → Cell·3 → Cell·4¶

Sort

Definitions

Word	Definition
Sort	When you are working with a table in Word, you can sort the information that you have in the rows and columns. There are, however, some rules that you will want to keep in mind when using the Sort Command. ▪ Word will sort first by punctuation, then by numbers, and lastly by letters. ▪ Word treats numbers and dates as text and not in sequential order. ▪ If two or more items begin with the same letter, Word will look at the following letters to determine which comes next. ▪ If an entire field (word) is the same, Word will look at the following word(s) to determine which comes next.

Why would you use this?

◘ To alphabetize a list of names in a table.
◘ To list a group of numbers in order.
◘

Step by Step

What you do	What happens
1. Select the column or row that you want to sort.	

What you do	What happens
2. From the menu choose: **Table, Sort**	The Sort box displays.
3. You can sort up to three times. Make your selections for your sorting.	
4. Under the field, **My list has** verify that the correct radio button is selected for your table.	
5. Click on the **OK** button.	The data is sorted.

Alternative Methods

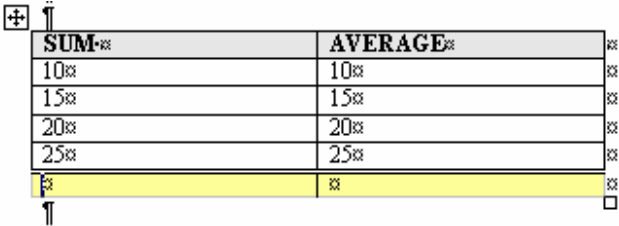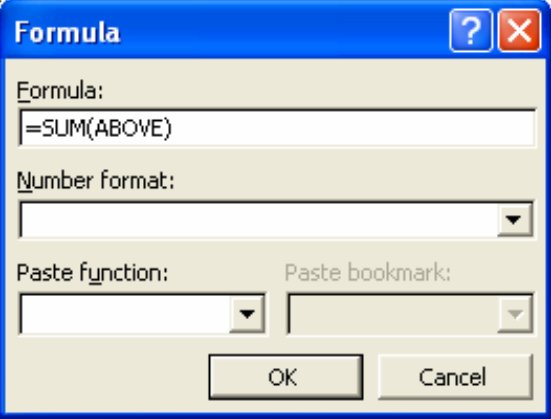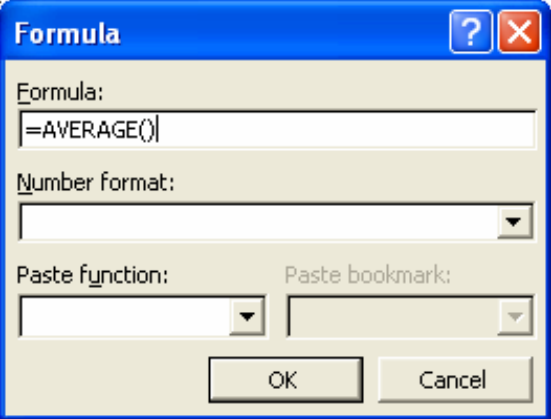| What you do	What happens
1. Select the column or row that you want to sort.	
2. Click on the **Sort Ascending** or **Sort Descending** icon on the Tables and Borders toolbar.	

Formula

Definitions

Word	Definition
Formulas	You can perform many calculations in Word, from a basic sum to more complex calculations that contain many parts. If you are working with complex data and calculations you may want to consider using Excel to create your table and then bring it into Word.

Why would you use this?

- ◘ To sum a list of values in Word.
- ◘ To create an average for a list of values in Word.
- ◘

Step by Step

What you do	What happens
1. There should be columns or rows for the data that you want to do the calculation for as well as a blank cell for the answer. A cell within a column or row cannot be blank if you are trying to use an entire column or row for the calculation. If a field has no value, enter a 0 (zero).	An example of how a table may look prior to performing a calculation.
2. Click in the cell for which you want the answer to appear.	

What you do	What happens
3. From the menu choose: **Table, Formula**	The Formula box returns.
4. Word proposes a formula in the **Formula** field and it is for a Sum of the cells in the column or row- above or to the left. If you want to sum (add) the numbers, you can accept the formula by selecting **OK**. If you do not want to use the proposed formula, delete it from the Formula field by using the **Delete** key.	
5. For a formula other than Sum, delete the proposed formula from the **Formula** field. In the **Formula** field, enter an "=" (equals) sign first. Then using the **Paste function** field, select from the down arrow the type of calculation you want to perform. Some common choices would be Average, Count, Min, and Max.	The Formula box will have an equals sign as well as the abbreviation for the type of calculation you are going to perform.

What you do	What happens
6. In the parentheses you need to enter the cell references for the cells you want to be a part of the calculation. If you want to use two cells you would use a comma between the two references. For example, if you wanted to add just cells B2 and B4, the formula would appear as follows: =SUM(B1,B4) If you want to use a column or row for the formula, you would use a colon between the references. For example, if you wanted to average column B, the formula would appear as follows: =AVG(B1:B4)	A table that illustrates cell references. <table><tr><td>A1</td><td>B1</td><td>C1</td></tr><tr><td>A2</td><td>B2</td><td>C2</td></tr><tr><td>A3</td><td>B3</td><td>C3</td></tr><tr><td>A4</td><td>B4</td><td>C4</td></tr></table>
7. **Tip**: If you add additional numbers to you table and you want to recalculate the value you can put the cursor in the answer cell and press the **F9** key. If you add additional numbers, be certain to verify the formula is still correct. If you used =Sum(Above) your formula will be correct. If you used a formula with manual cells, you will have to change the formula. To update a table with multiple calculations, select the entire table and select the **F9** key.	

Alternative Methods

What you do	What happens
1. Click on the **AutoSum** Σ icon on the Tables and Borders toolbar to create a basic total.	

Show Gridlines

Definitions

Word	Definition
Gridlines	Gridlines form the cell boundaries and are not printed. All tables by default have a black ½ point, single-line, solid-line border that is printed. If you remove the border, the gridlines remain until you hide them.

Why would you use this?
�’ To see where all the boundaries of your table are, even the non-printing lines (which are gridlines).
◘

Step by Step

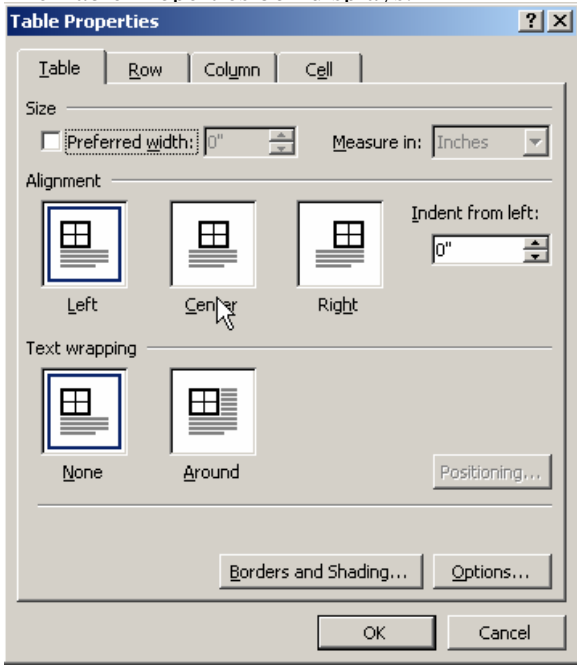| What you do	What happens
1. Place the cursor somewhere in the table.	
2. From the menu choose: **Table, Show Gridlines** OR **Table, Hide Gridlines**	The Gridlines appear or disappear.

Alternative Methods

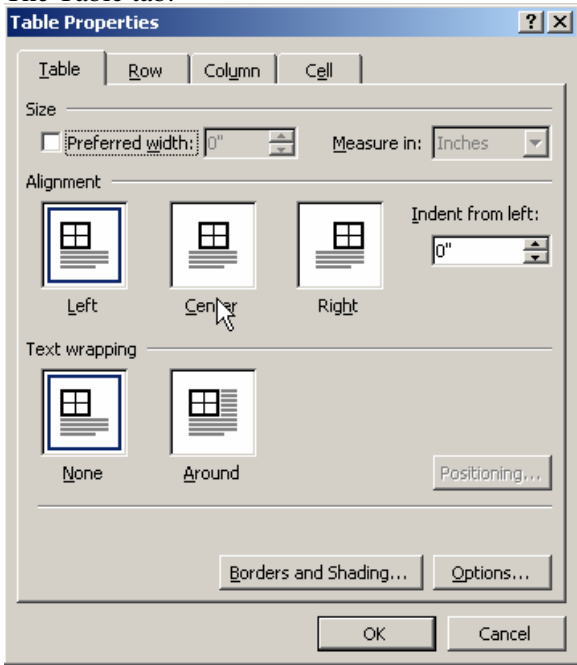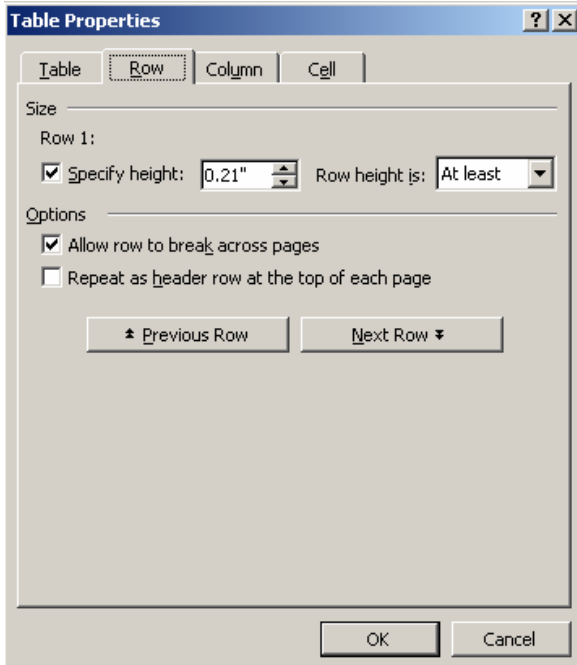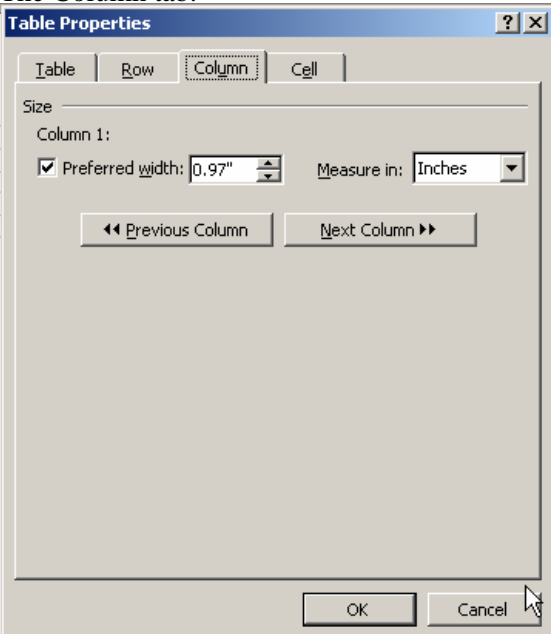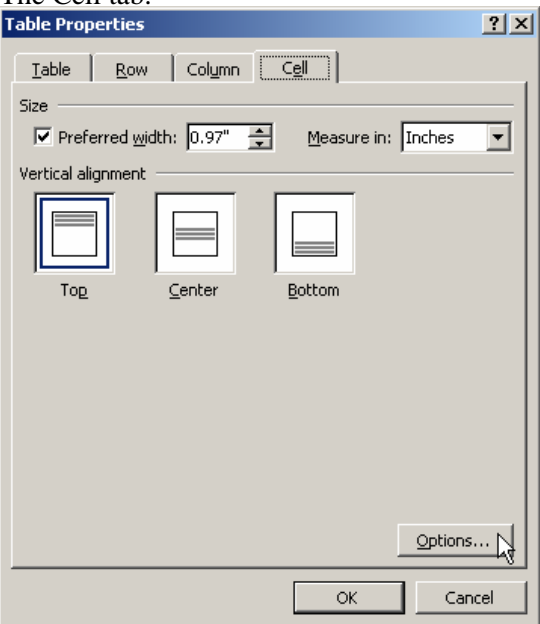| What you do	What happens
1. Click on the **Show Gridlines** icon on the Tables and Borders toolbar.	

Table Properties

Why would you use this?
◘   To align the table on the page.
◘   To set the wrapping of the table.
◘   To specify the row height.
◘   To make a header row repeat on a new page.
◘   To set the column width.
◘   To set the vertical alignment of data within the table.
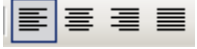◘

Step by Step

What you do	What happens
1. Put the cursor anywhere in the table or specifically in the row or column that you want to make adjustments to.	
2. From the menu choose: **Table, Table Properties**	The Table Properties box displays.

What you do	What happens
3. On the Table tab you can specify how you want the table to lay out across the page. Select **Left**, **Center**, or **Right**. You can also specify if you want text to go below the text (Text Wrapping None) or if you want text to flow all around the table (Text Wrapping Around). If you want to add a border to the table or if you want to shade cells, click on the **Borders and Shading** button.	The Table tab.
4. On the Row tab you can specify a row height. You can also select the option for allowing a long row to break between two pages. You can also set the header row to repeat on additional pages.	The Row tab.

What you do	What happens
5. On the Column tab you can specify a custom column width.	The Column tab.
6. On the Cell tab you can specify how you want the data in the cells to be aligned. You can select **Top**, **Center**, or **Bottom.**	The Cell tab.
7. After you have made changes, click on the **OK** button.	

Alternative Methods

What you do	What happens
1. To align the table you can use the Align tools on the Formatting toolbar. Be sure to select the table first.	
2. To adjust the row height, you can drag and drop the lines between rows.	
3. To adjust the column width, you can drag and drop the lines between columns.	
4. To repeat the header row, you can use the menu option of **Table, Heading Rows Repeat**.	
5. To align data in the cells you can use the **Align** icon on the Tables and Borders toolbar. If you use the down arrow next to the icon, the folloiwng choices will be available:	
6. To border/unborder, and to shade cells you can use the **Line Style, Line Weight, Border Color, Border,** and **Shading Color** icons on the Tables and Borders toolbar.	