Chapter 5

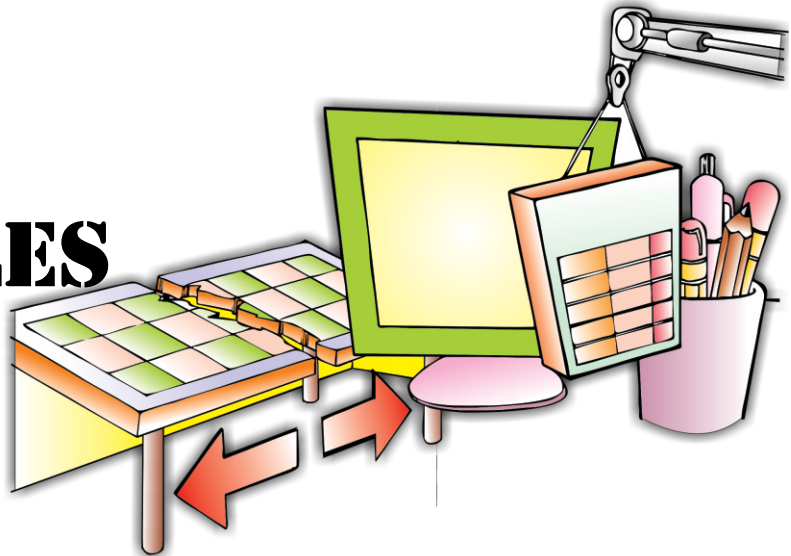## Word Watch

- table
- Row
- Column
- Merging
- Splitting

WORKING WITH TABLES

Learning Objectives

After completing this chapter, you should be able to:

- create a table;
- delete a table;
- add or delete a row from a table;
- add or delete a column from a table;
- merge table cells;
- split table cells;
- move a table; and
- resize a table.

Creating Table

In MS Word, you cannot just type text but you can also create a table and enter text into it. A table is a grid of rows and columns containing boxes called cells of text or graphics. It is suited to organize and display large amount of data.

The initial table you create may not contain the number of rows and columns you ultimately need, but you can always add rows or columns to your table later.

Set Up A Table

1 Click in your document where you want the table to appear.

2 Click the Insert tab.

3 Click Table to display a table grid.

4 Drag the mouse pointer across the squares that represent the number of rows and columns you want in your table.

Live Preview draws a sample of the table on-screen.

5 Click the square representing the lower right corner of your table.

The table appears in your document.

The insertion point appears in the table.

Table Tools appear on the Ribbon, consisting of a Design tab and a Layout tab.

6 Click in the table cell where you want to enter information.

7 Type the information; if necessary, Word expands the row size to accommodate the text.

You can press to move the insertion point to the next cell.

**8** Repeat Steps 6 to 7 until you enter all of the table's text.
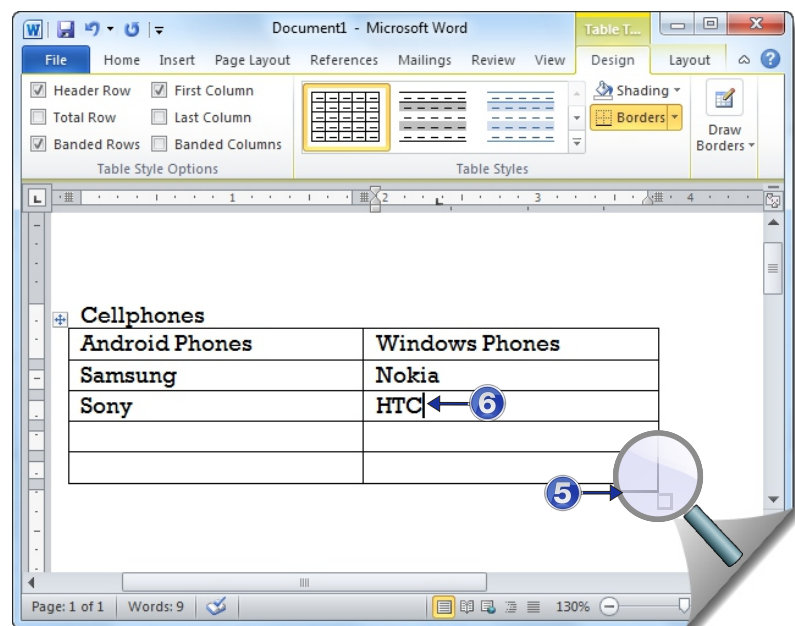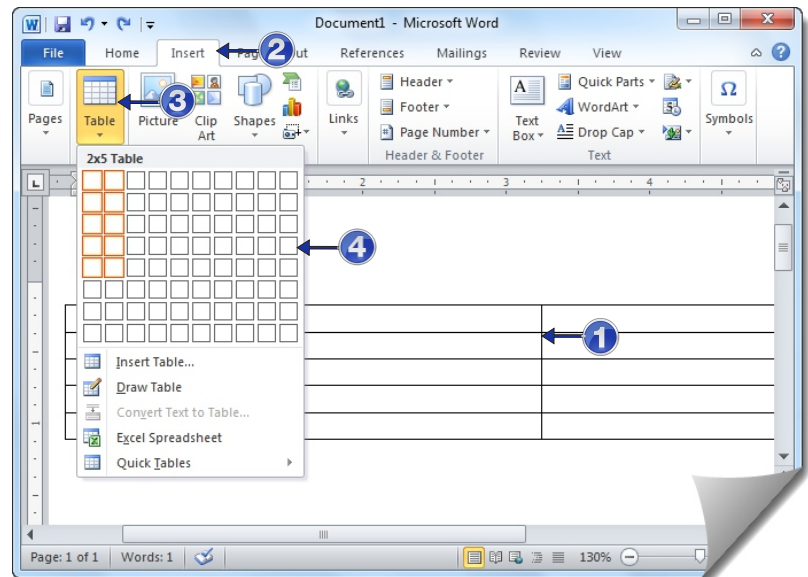
Deleting a Table

You may need to delete a table to give room to a new table design that suits better to your needs. However, keep in mind that deleting the table deletes all of its contents as well.

Delete A Table

1. Click anywhere in the table that you want to delete.

2. Click the Layout tab.

3. Click Delete.

4. Click Delete Table.

> Word removes the table and its contents from your document.
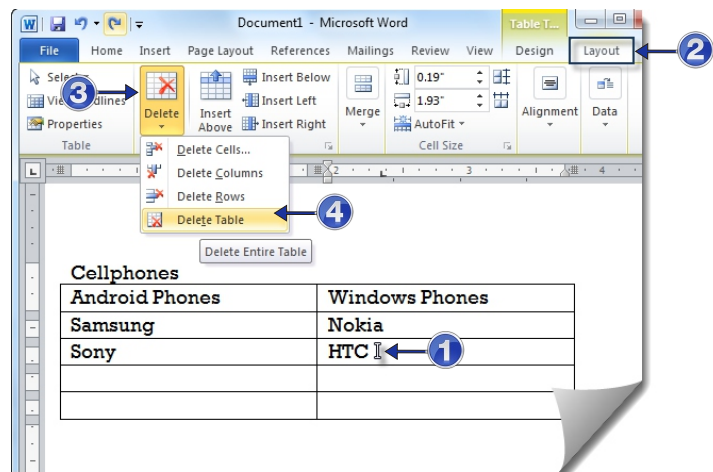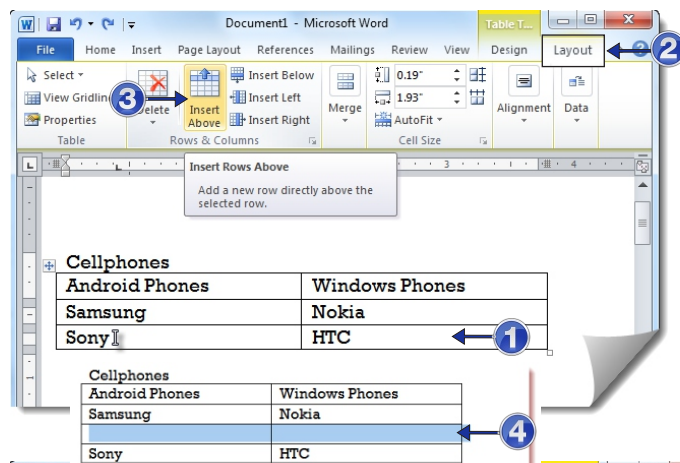
Adding or Deleting a Row from Table

You can easily add rows to accommodate more information or remove rows of information that you do not need.

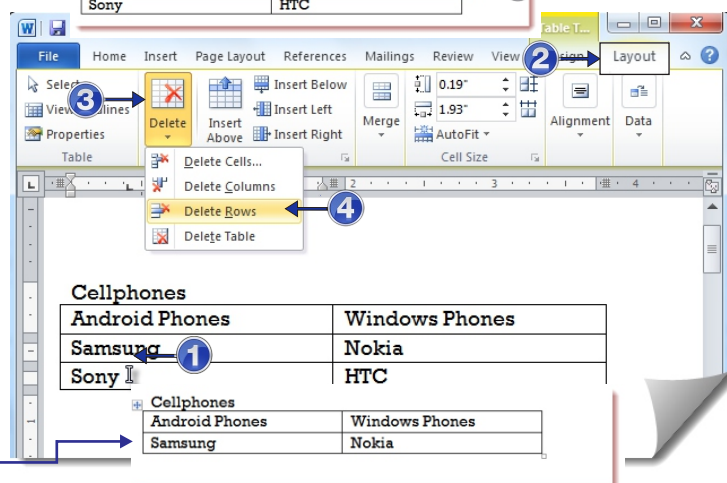**Add or Delete a Row from Table**

Add A Row

1. Click in the row below where you want a new row to appear.

2. Click the Layout tab.

3. Click the Insert Above.

> Word inserts a row and selects it.

4. Click in the row to add information to the table.

DELETE A ROW

1. Click anywhere in the row that you want to delete.

2. Click the Layout tab.

3. Click Delete.

4. Click Delete Rows.

> Word removes the row and any text it contained from the table.

Adding or Deleting a Column from Table

You can add or delete columns to change the structure of a table to accommodate more or less information. When you add columns, Word decreases the size of the other table columns to accommodate the new column but retains the overall size of the table.
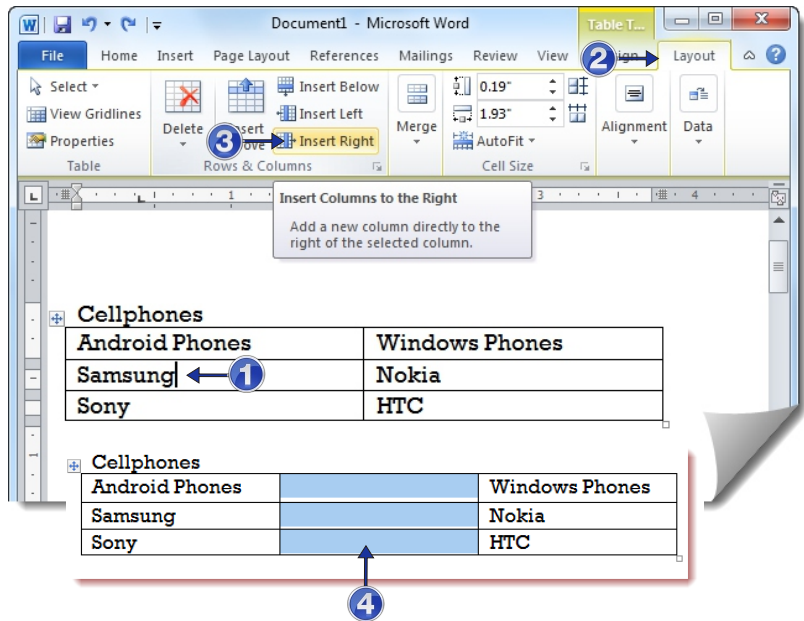
Add or Delete a Column from Table

Add A Column

① Click in the column to the left of the column that you want to add.

② Click the Layout tab.

③ Click Insert Right.

Word inserts a column in the table to the right of the column you selected and selects the column.

④ Click in the column to add text to it.

Delete A Column

① Click anywhere in the column that you want to delete.

② Click the Layout tab.

③ Click Delete.

④ Click Delete Columns.

Word removes the column and any text it contained from the table. Word does not resize existing columns to use the space previously occupied by the deleted column.
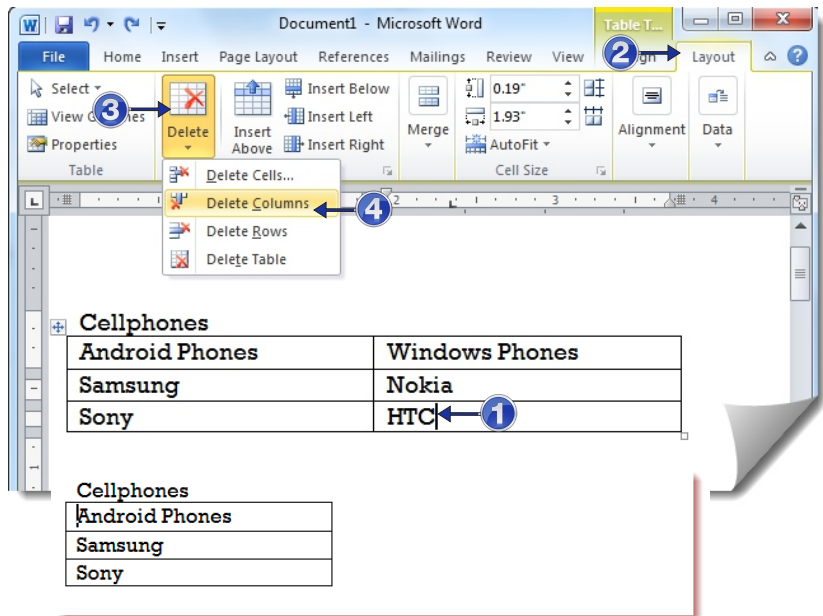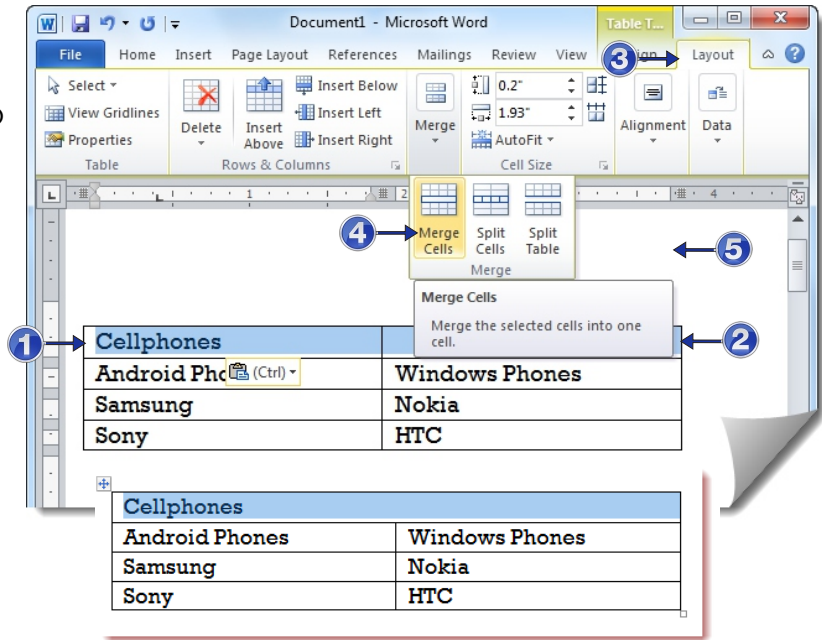
Merging Table Cells

You can combine two or more cells to create one large cell, in which you can store, for example, a table title. Merging table cells is the process of joining multiple cells into one larger cell.

Merge Table Cells

1 Position the mouse pointer inside the left edge of the first cell that you want to merge (I changes to ➚).

2 Drag across the cells that you want to merge to select them.

3 Click the Layout tab.

4 Click Merge Cells.

Word combines the cells into one cell and selects that cell.

5 Click anywhere to cancel the selection.

For a table title, you can click the Align Center icon (▤) to center text in the cell both horizontally and vertically.

Splitting Table Cells

If you find out that you have more information in one cell than you want, you can split the cell into two or more cells that span one or more rows, columns, or both to make room for the extra information. Splitting table cells is the exact opposite of merging table cells.

Split Table Cells

SPLIT CELLS

1 Click anywhere in the cell that you want to split.

2 Click the Layout tab.

3 Click Split Cells.

The Split Cells dialog box appears.

4 Type the number of columns into which you want to split the cell.

5 Type the number of rows into which you want to split the cell.

**6** Click OK.

Word splits the cell.
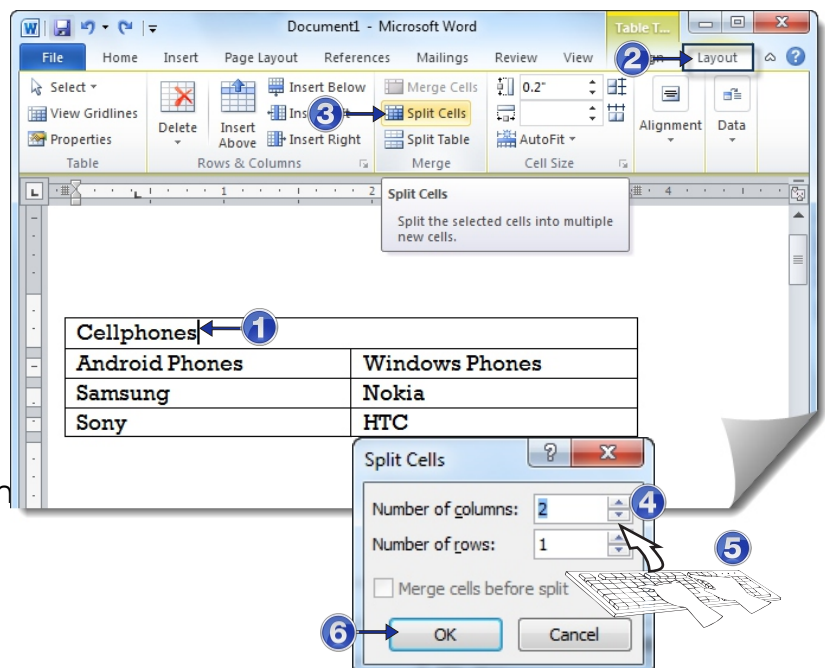
Moving a Table

You can move a table to a different location in your document. Make sure that you are working from Print Layout or Web Layout view; you can use the buttons on the status bar to switch views if necessary.

Move A Table

① In Print Layout or Web Layout view, position the mouse pointer over the table.

- A handle (⊕) appears in the upper left corner of the table.

② Position the mouse pointer over the handle (I changes to ⊕).

③ Drag the table to a new location.

- A dashed line represents the table position.

④ Release the mouse button.

The table appears in the new location.

- To copy the table, perform the steps above but press Control in Step 3.
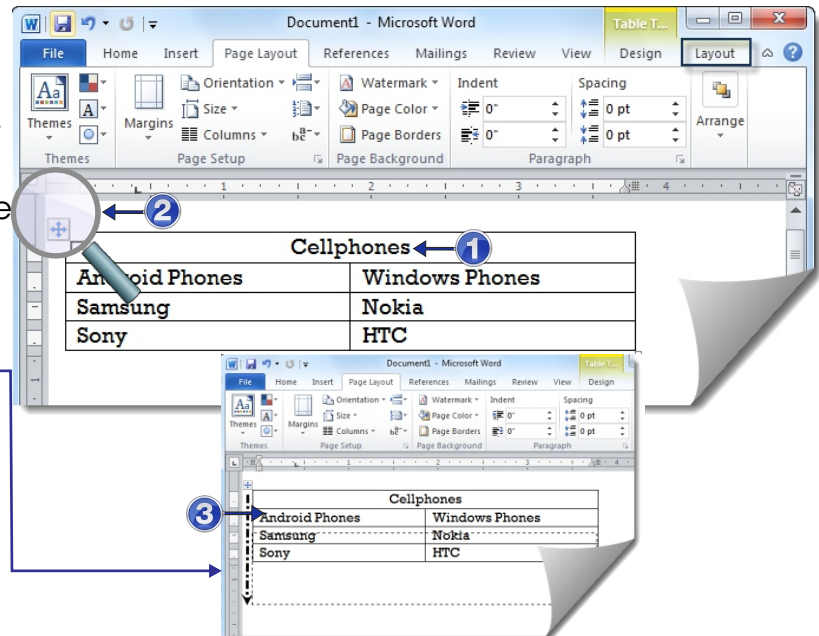
Resizing a Table

Once a table is inserted in your document, you can use the mouse to adjust it. If you find that your table dimensions do not suit your purpose, you can resize the table from Print Layout view or Web Layout view. For example, you may want to resize a table to make it longer and narrower. Make sure that you are working from Print Layout or Web Layout view; you can use the buttons on the status bar to switch views if necessary.

Resize a Table

① In Print Layout view, position the mouse pointer over the table.

A handle (▢) appears in the lower right corner of the table.

② Position the mouse pointer over the handle (I changes to ↘).

③ Drag the table up to make it smaller or down to make it larger (↘ changes to +).

Note: You can also drag to the left or right as you drag up or down.

- A dashed line represents the size of the table.

④ Release the mouse button.

The table's size changes.
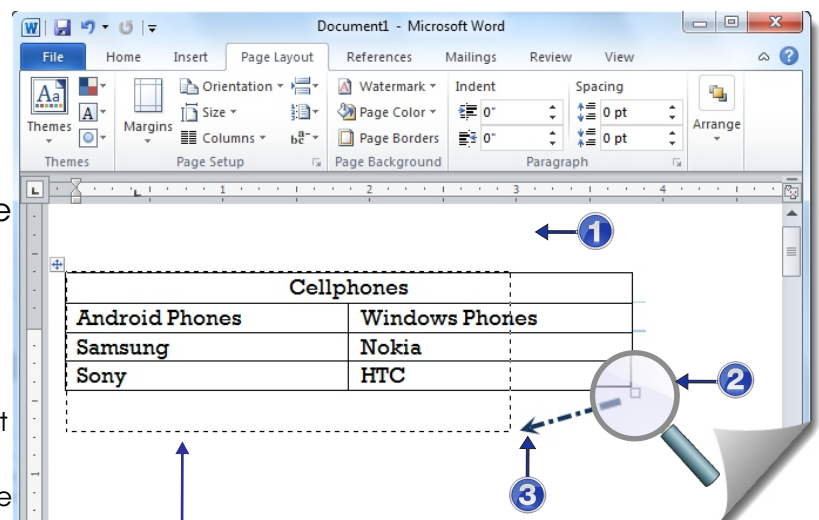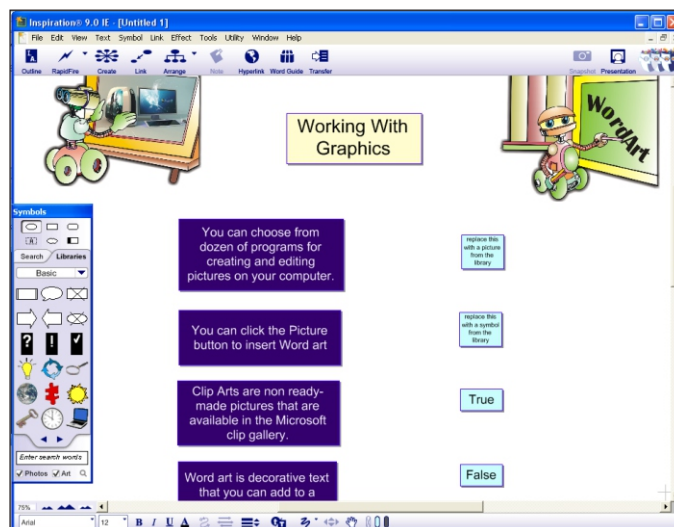
Directions:

1. Launch **Inspiration**.

2. Open and answer **Working With Graphics**.

3. Link the box which tells a true statement about graphics to True box. Otherwise, link it to the False box. Then, replace the four symbols with any graphics from the library.

4. Save the exercise as its document name and place it to your own folder.

Preview:

Directions:

1. Launch **Microsoft Word**.
2. Follow the steps on how to create a table.
3. Do the following:
   a. Create a table with 6 rows and 5 columns.
   b. Enter the information below into the table.
4. Fill out the table with your name and other details about you. Include also five (5) names of your classmates together with their corresponding personal data.
5. Save the document as **The Tables** and place it to your own folder.

Preview:

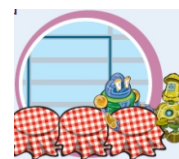| Name	Age	Gender	Birth Date	Address

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TIPS

Can I add rows to the bottom of the table?
Yes, you can easily add rows to the bottom of a table by placing the insertion point in the last cell of the table and pressing the Tab key.

What, exactly, is a table cell?
A cell is the name of the square that appears at the intersection of a row and a column. In spreadsheet programs, columns are named with letters, rows are named with numbers, and a cell is named using the column letter and row number. For example, the cell at the intersection of Column A and Row 2 is called A2.

Directions:
1. Launch **Microsoft Word**.
2. Follow the steps on how to delete a table, add or delete a row from table and add or delete a column from table.
3. Specifically, do the following:
   a. Insert a table with any rows and columns.
   b. Delete the table that you just inserted.
   c. Open the document, **The Table**.
   d. Add a row.
   e. Delete the row that you have just inserted.
   f. Add a column.
   g. Delete the column that you just inserted.
   h. Give the number of rows and columns in the given table below.
4. Save the document as its document name and place it to your own folder.

Exercise 30 **Rows and Columns**

Preview:

Number of rows	
Number of columns	

Directions:
1. Launch **Microsoft Word**.
2. Open the **Tables** document that you have saved.
3. Follow the steps on how to merge table cells, split table cells, move and resize a table.
4. Do the following:
   a. Insert a row on the top of the table and key in **My friends in <Name of your School>** in the first column.
   b. Merge the cells of the rows that you have inserted.
   c. Align to the center the word that you have inserted. Further, split the cell into three columns.

Exercise 31 **Table Time**

Preview:

Name	Age	Gender	Birth Date	Address

   d. Copy the word that you have inserted and place it in the center column. Type 2010 in the left column and 2011 in the right column.
   e. Move and resize the table .
5. Save the document as its document name and place it to your own folder.

TIPS

I tried to change the row height but the mouse pointer never changed to ⊹ . What did I do wrong?
You can change row height only when displaying your document in either Print Layout view or Web Layout view. Make sure you select one of those views by clicking the **Print Layout** icon (▤) or the **Web Layout** icon (▧).

Can I easily make a column the size that accommodates the longest item in it?
Yes, you double-click the right edge of the column. Word widens or narrows the column based on the longest entry in the column. Word also adjusts the overall table size.
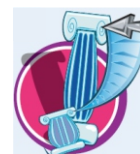
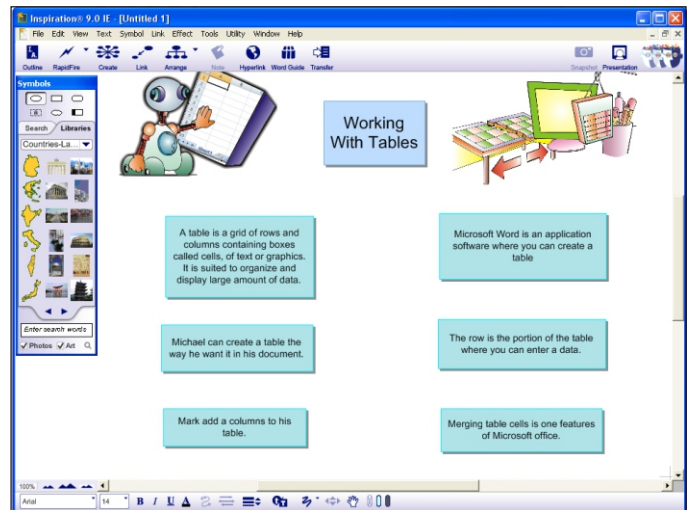# Chapter 5 **Working With Tables**

Directions:
1. Launch **Inspiration**.
2. Open and answer **Working With Tables**.
3. Set to **bold** and *italicize* the noun(s) in each given sentence and insert the landmarks below. Get the pictures from the library and place them as seen in the preview.

   A **noun** names a person, place, thing or idea.

4. Save the exercise as its document name and place it to your own folder.

Preview:

Chapter 6 **Formatting Pages**

Directions:
1. Launch **Microsoft Word**.

2. Type the informative selection below about piranhas below into the document area.

3. Follow the steps on how to adjust margins and change page orientation.

4. Do the following:
   a. Adjust the margins and set to **wide**.
   b. Change the page orientation to landscape.

5. Save the document as **The Piranhas** and place it to your own folder.

Preview:
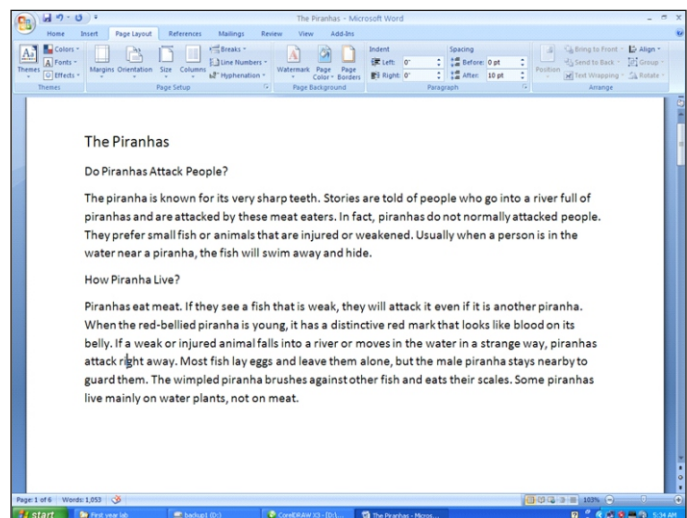
TIPS

Can I change the margins for just one part of my document?
Yes, you can if you divide your document into sections using section breaks. You can set distinct margins for each section of a document.

Can I use the mouse to change margins?
Yes. In Print Layout view, margins appear blue on the ruler. Move the mouse into the ruler area, between the white and blue portions of the ruler. changes to ←→ or ↕. Drag ←→ or ↕ to reposition the margin.