Chapter 5

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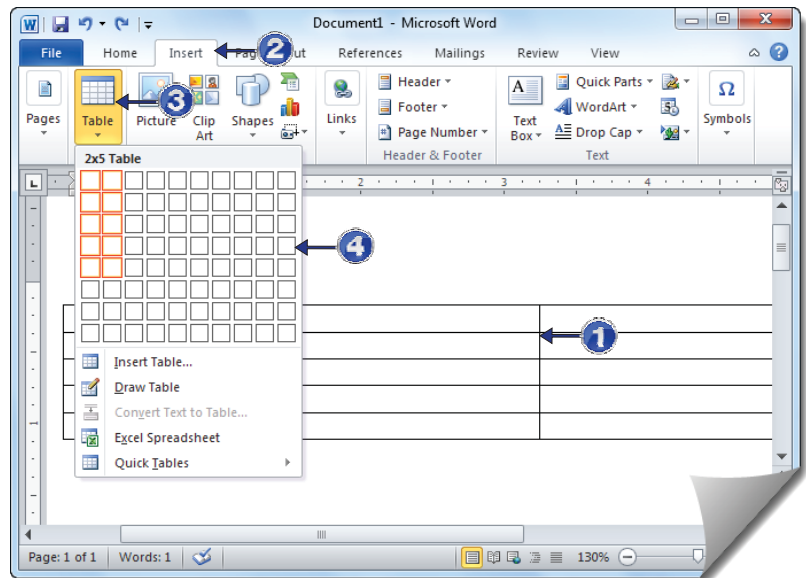
5. Click the square representing the lower right corner of your table.

   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.
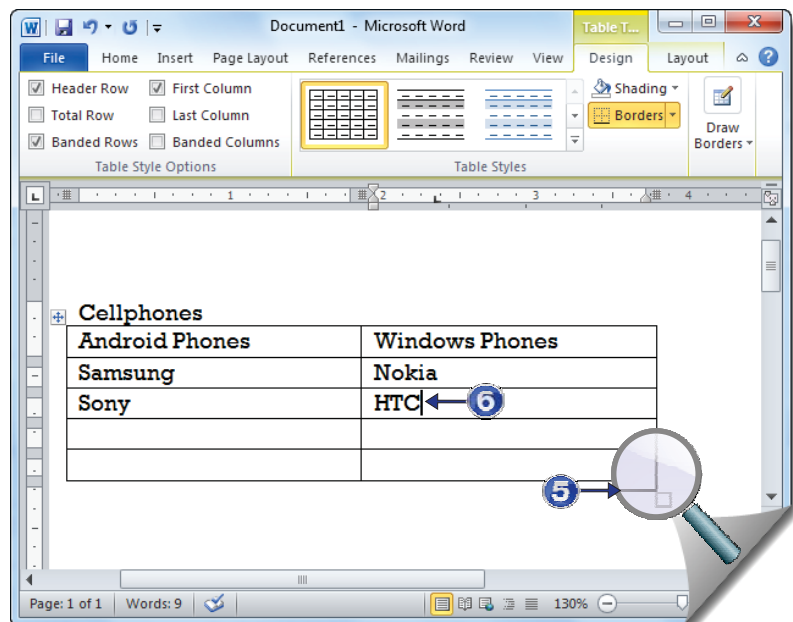
Deleting a Table

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.
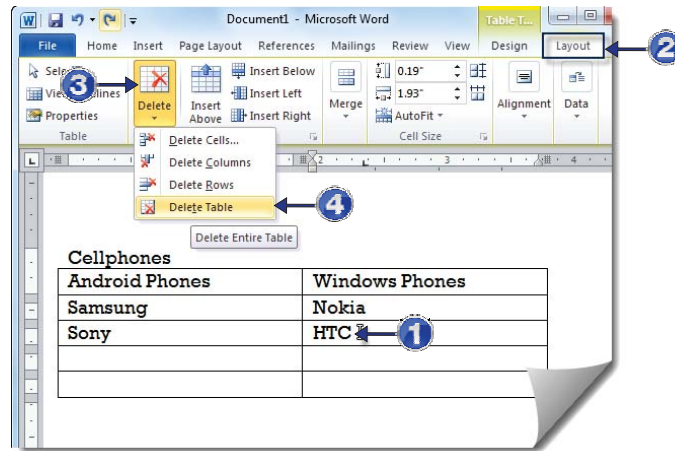
Adding or Deleting a Row from Table

You can easily add rows to accommodate more information or remove rows of information that you do not need.
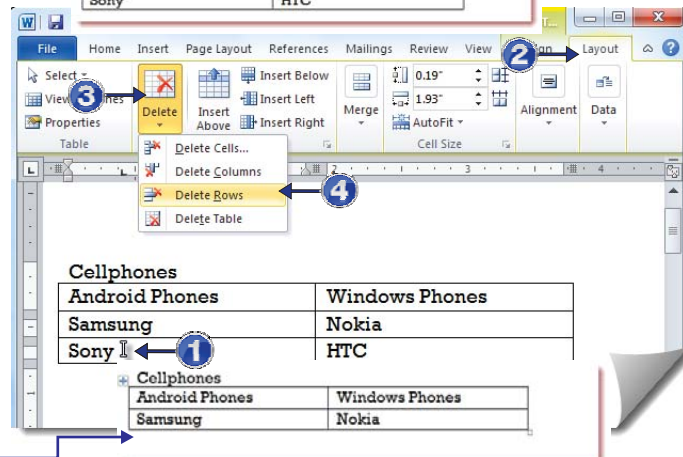
Add or Delete a Row from Table

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.
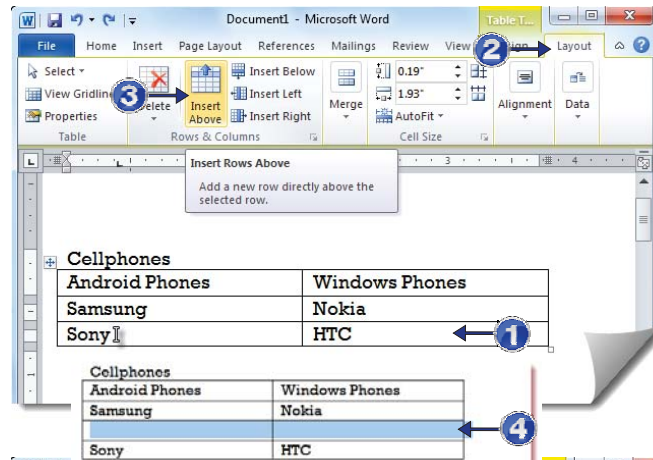
DELETE A ROW

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.
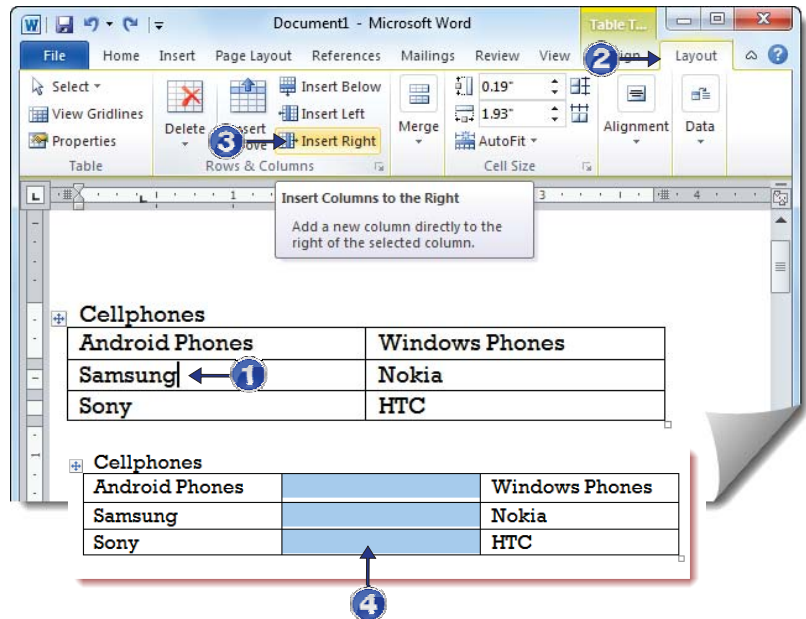
Add or Delete a Column from Table

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.

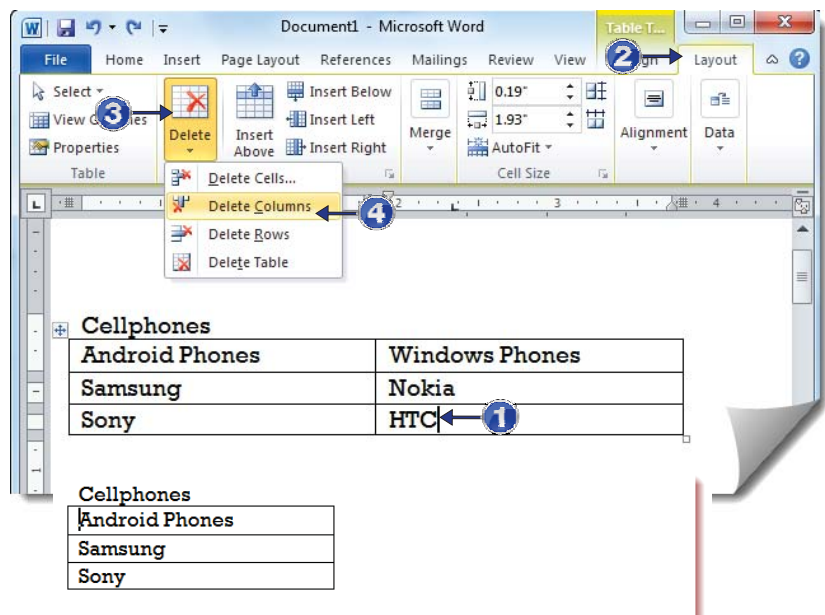④ Click in the column to add text to it.

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.
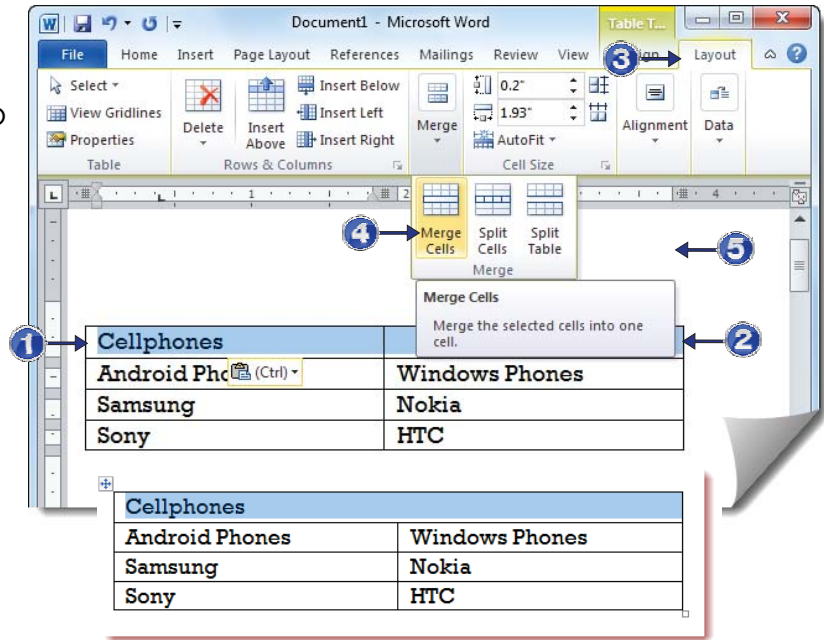
Merging Table Cells

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.
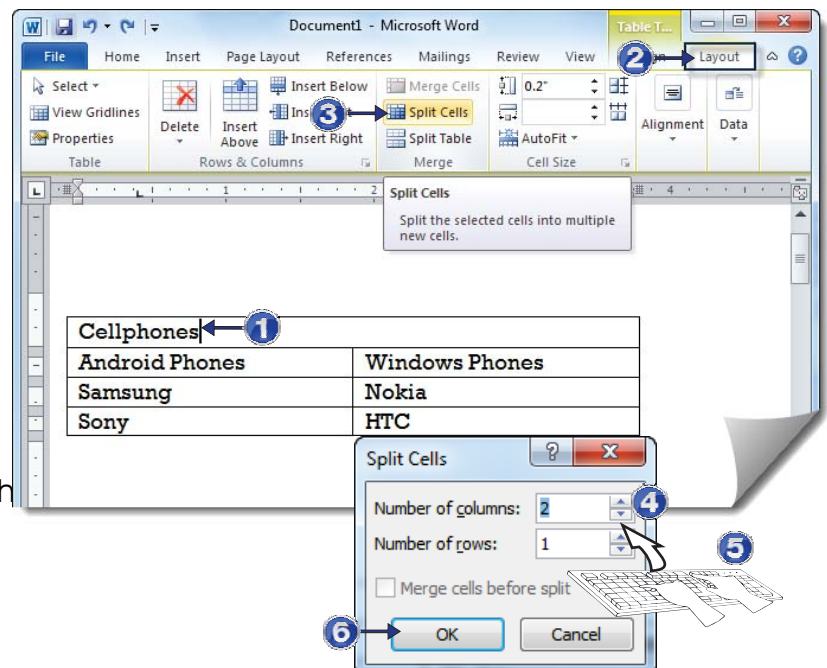
Moving a Table

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.
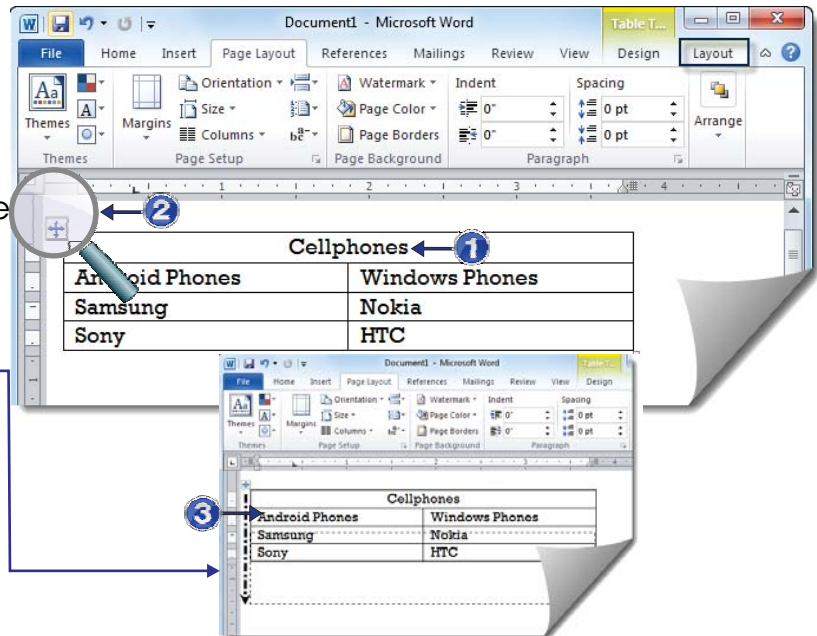
Resizing a Table

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.