



Microsoft Word: Working with Tables

A table is made up of **rows and columns**. The intersection of a row and column is called a **cell**. Tables are often used to organize and present information, but they have a variety of other uses as well. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts.

Click the **New File icon** to create a new document if necessary.

To Create a table:

- 1) Select the **Table Menu**
- 2) Select **Insert**
- 3) Choose **Table**



- 4) Select **3** for the number of columns and **2** for the number of rows
- 5) Click **OK**

Navigating in a Table

Action	Description
Tab Key	To move forward one cell in the table. When at the end of the table, pressing the Tab key creates a new row.
Shift+Tab	To move one cell backward in the table

Type the data that you see in the table below, pressing the tab key to move from cell to cell.

Joe	Williams	Sales
Tina	Smith	Training
Jeff	Stevens	HR
Gina	Davis	Sales

To Insert a Row:

- 1) Position the cursor anywhere in the top row of the table
- 2) Select **Table Menu**
- 3) Click **Insert**
- 4) Select **Rows Above**
- 5) Type **First Name**
- 6) Press the **Tab Key**
- 7) Type **Last Name**
- 8) Press the **Tab Key**
- 9) Type **Department**

To Delete a Row:

- 1) First navigate to the end of the table by pressing the **Tab Key**
- 2) Press the **Tab Key** to generate an extra row in the table
- 3) Make sure your cursor is located somewhere within this empty row
- 4) Select **Table Menu**
- 5) Click **Delete**
- 6) Select **Rows**

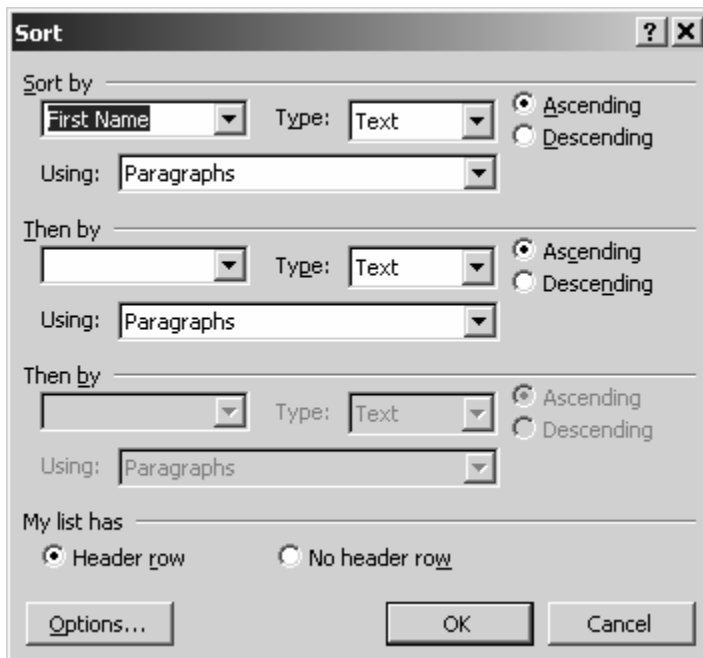
Inserting a column and removing a column works exactly the same.

Sorting Data in a Table

You can easily sort text, numbers, or dates in ascending order (A to Z, zero to 9, or earliest to latest date) in a table or you can sort in descending order (Z to A, 9 to zero, or latest to earliest date).

To Sort Information in a Table:

- 1) Position your cursor in the table
- 2) Select **Table Menu**
- 3) Click **Sort**



- 4) Select **Header Row** in our table. (The first row of the table is considered a Header row. Meaning our first row in our table should not be sorted with the other data).
- 5) Select **Last Name** as the Sort by column
- 6) Make sure **Text** is displayed as the Data Type
- 7) Make sure **Ascending** is selected as the Sort Order
- 8) Click **OK**

First Name	Last Name	Department
Gina	Davis	Sales
Tina	Smith	Training
Jeff	Stevens	HR
Joe	Williams	Sales

Close the file. No need to save it.