

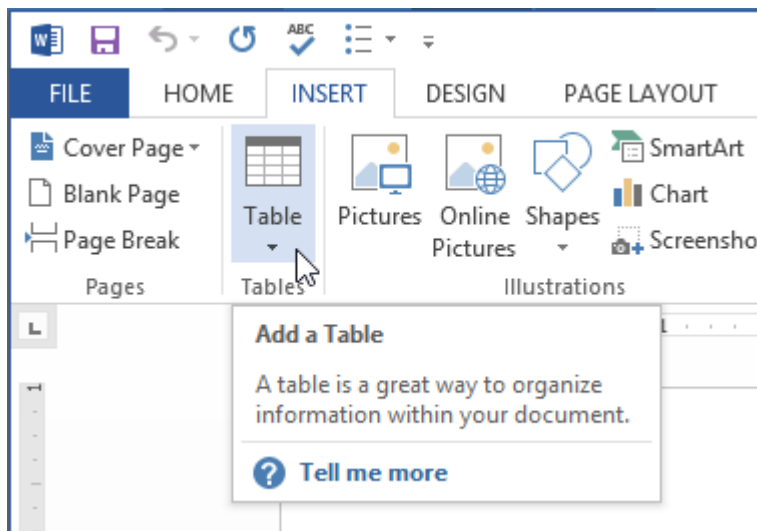
Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a **blank** table, **convert text** to a table, and apply a variety of **styles** and **formats** to existing tables.

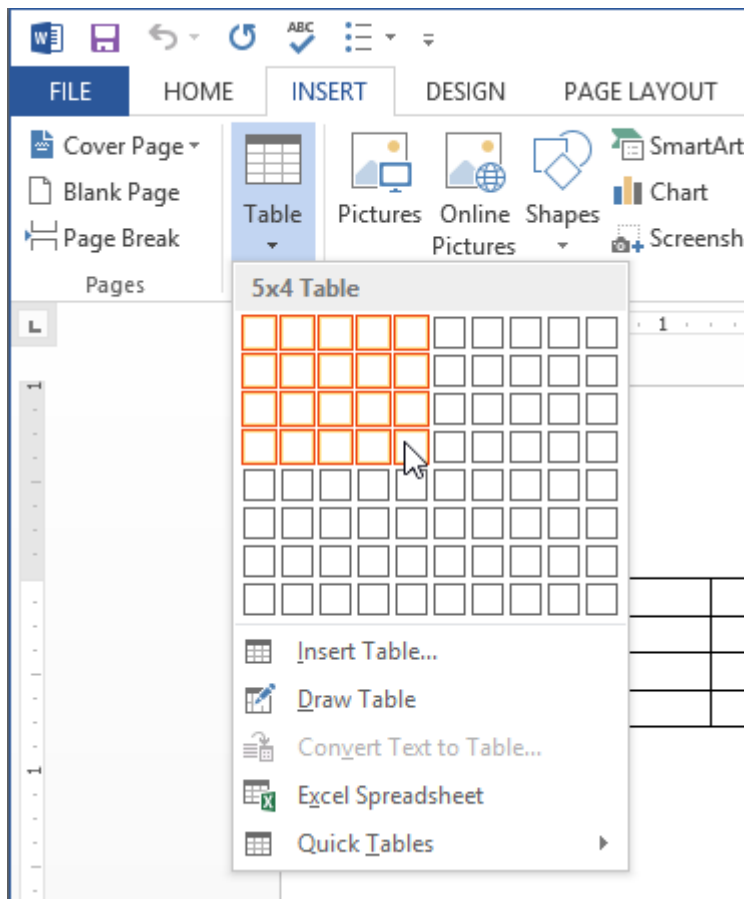
From the Moodle Shell, download the file “Table_Practice”

To insert a blank table:

1. Place your insertion point where you want the table to appear, then select the **Insert** tab.
2. Click the **Table** command.



3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **columns** and **rows** in the table.



4. Click the mouse, and the table will appear in the document.
5. You can now place the insertion point anywhere in the table to add text.

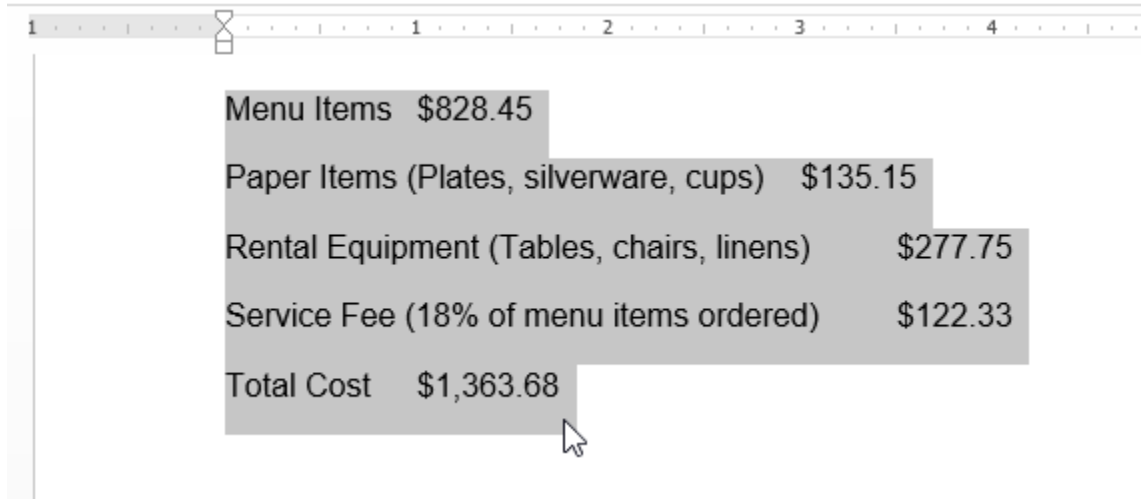
| | | | | |
|--------|---------|-----|--|--|
| Monday | Tuesday | Wed | | |
| | | | | |
| | | | | |
| | | | | |

To move the insertion point to the next cell, press the **Tab** key while typing. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

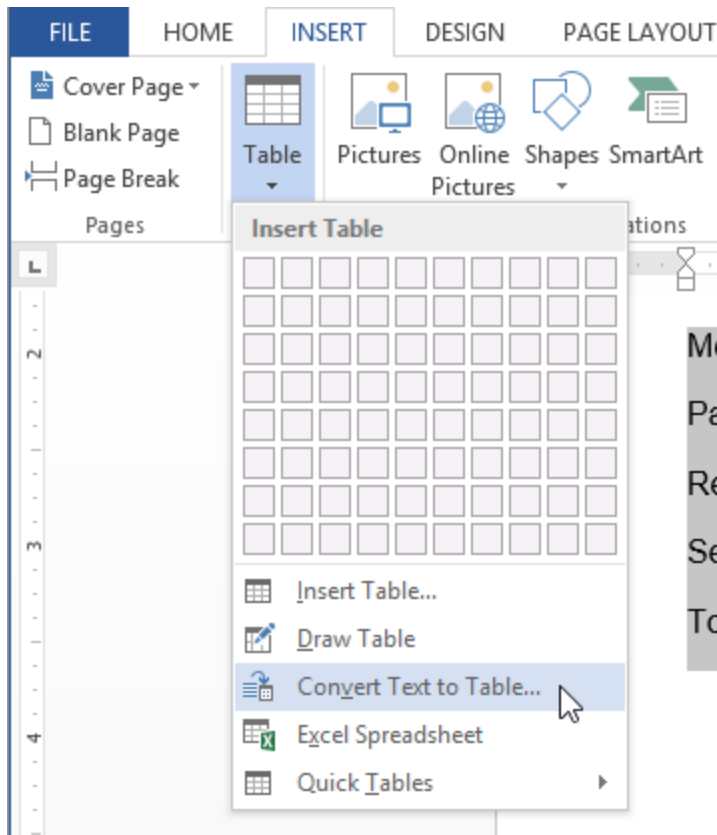
To convert existing text to a table:

In this example, each row of information contains an **item name** and **price**, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.

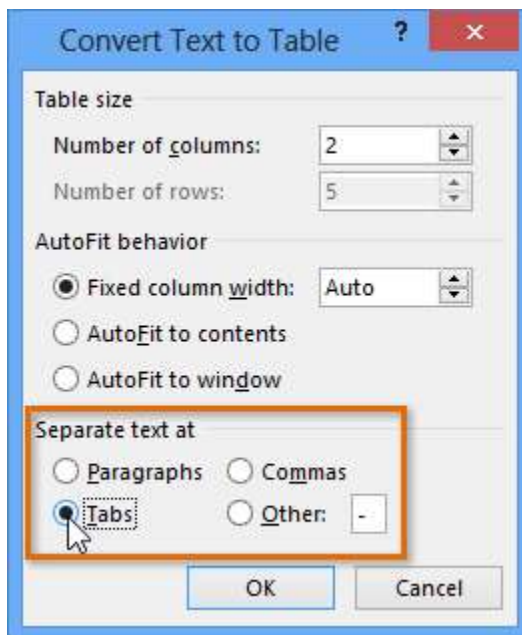
1. Select the text you want to convert.



2. From the **Insert** tab, click the **Table** command.
3. Select **Convert Text to Table** from the drop-down menu.



4. A dialog box will appear. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.



5. Click **OK**. The text appears in a table.



| | |
|---|------------|
| + | |
| Menu Items | \$828.45 |
| Paper Items (Plates, silverware, cups) | \$135.15 |
| Rental Equipment (Tables, chairs, linens) | \$277.75 |
| Service Fee (18% of menu items ordered) | \$122.33 |
| Total Cost | \$1,363.68 |

Modifying tables

It's easy to modify the look and feel of any table after adding it to a document. Word includes different options for customizing a table, including **adding rows or columns** and changing the **table style**.

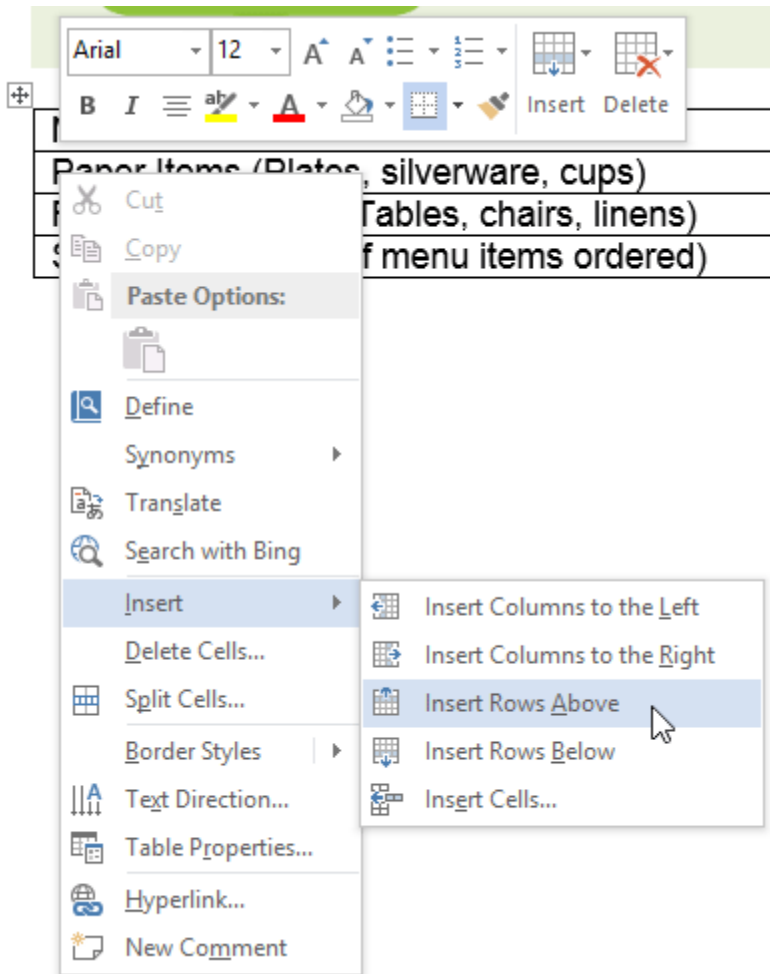
To add a row or column:

1. Hover the mouse near the location where you want to add a row or column, then click the **plus sign** that appears.

| | | | | | | | | | |
|---|---|------------|----------|--|----------|---|----------|---|----------|
|  | | | | | | | | | |
|  | <table><tr><td>Menu Items</td><td>\$828.45</td></tr><tr><td>Paper Items (Plates, silverware, cups)</td><td>\$135.15</td></tr><tr><td>Rental Equipment (Tables, chairs, linens)</td><td>\$227.75</td></tr><tr><td>Service Fee (18% of menu items ordered)</td><td>\$122.33</td></tr></table> | Menu Items | \$828.45 | Paper Items (Plates, silverware, cups) | \$135.15 | Rental Equipment (Tables, chairs, linens) | \$227.75 | Service Fee (18% of menu items ordered) | \$122.33 |
| Menu Items | \$828.45 | | | | | | | | |
| Paper Items (Plates, silverware, cups) | \$135.15 | | | | | | | | |
| Rental Equipment (Tables, chairs, linens) | \$227.75 | | | | | | | | |
| Service Fee (18% of menu items ordered) | \$122.33 | | | | | | | | |

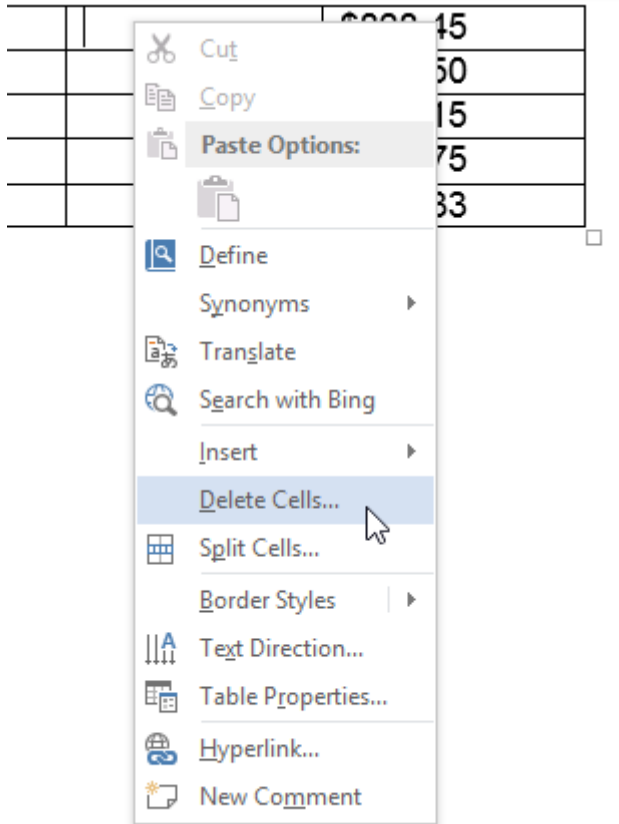
2. A new row or column will appear in the table.

Alternatively, you can right-click the table, then hover the mouse over **Insert** to see various row and column options.

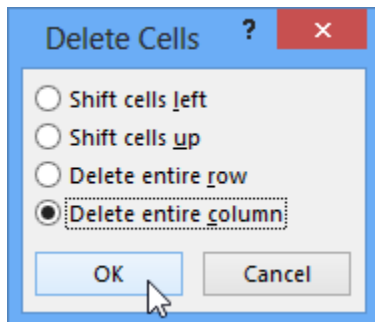


To delete a row or column:

1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click the mouse, then select **Delete Cells...** from the menu that appears.



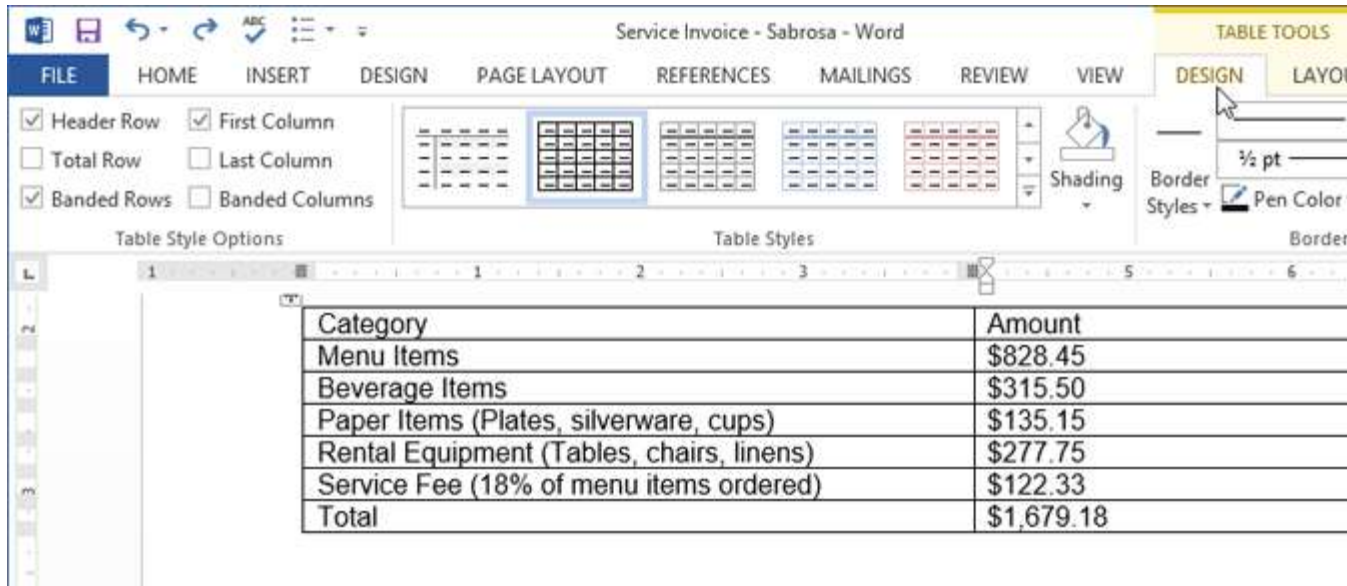
3. A dialog box will appear. Select **Delete entire row** or **Delete entire column**, then click **OK**.



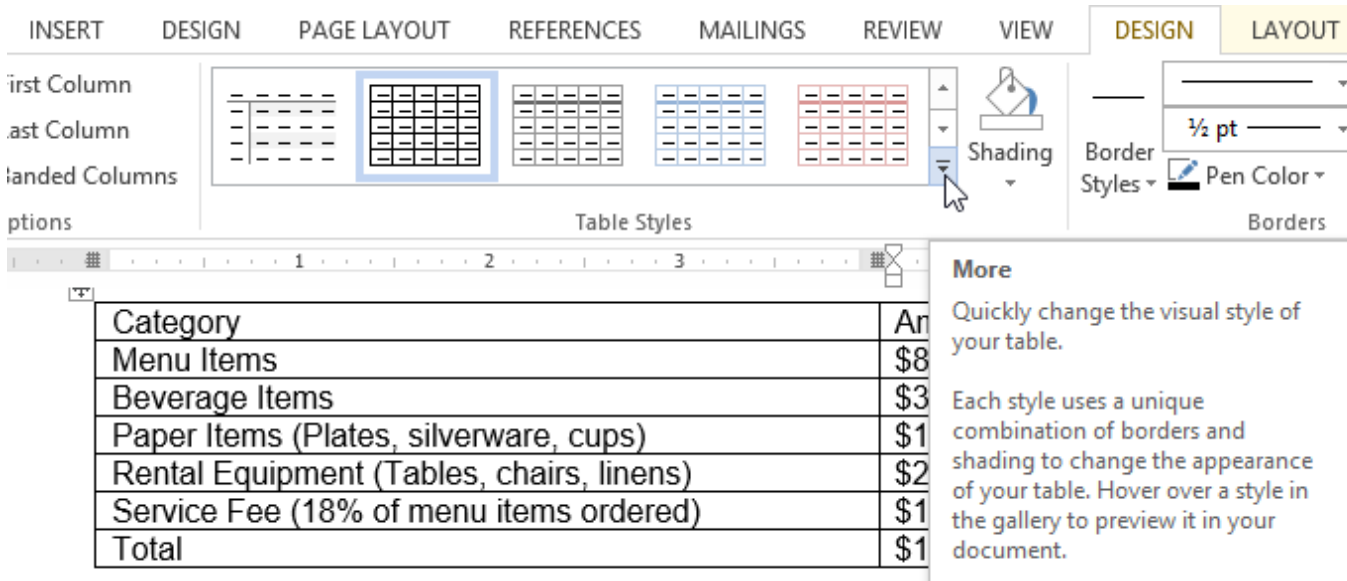
4. The column or row will be deleted.

To apply a table style:

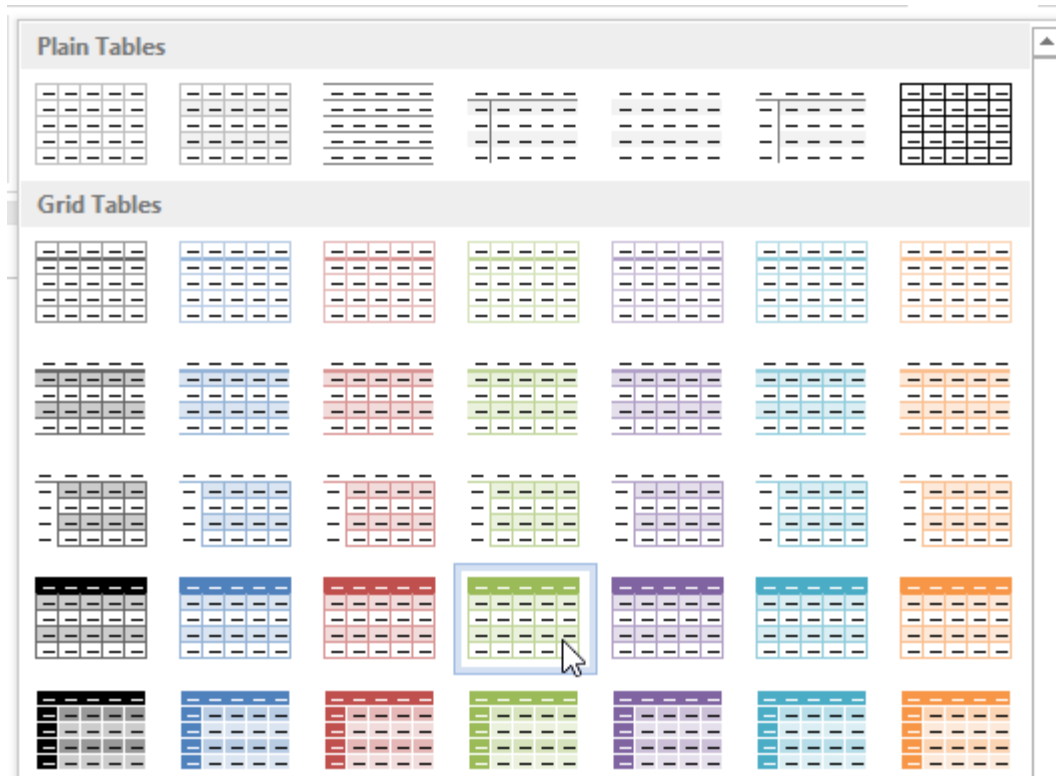
1. Click anywhere on the table, then click the **Design** tab on the right side of the Ribbon.



2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.



3. Select the **desired** style.



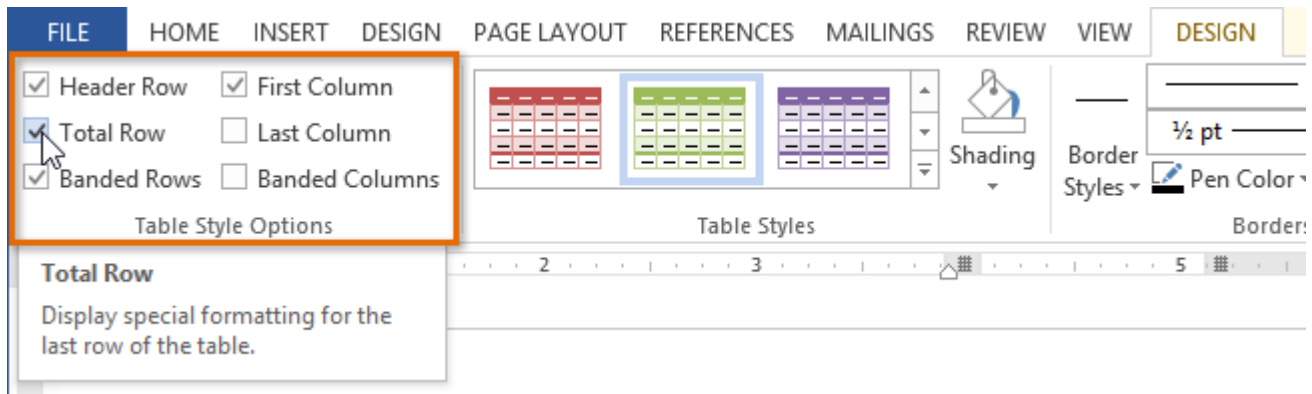
4. The selected **table style** will appear.

| Category | Amount |
|---|-------------------|
| Menu Items | \$828.45 |
| Beverage Items | \$315.50 |
| Paper Items (Plates, silverware, cups) | \$135.15 |
| Rental Equipment (Tables, chairs, linens) | \$277.75 |
| Service Fee (18% of menu items ordered) | \$122.33 |
| Total | \$1,679.18 |

To modify table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere on the table.
2. Click the **Design** tab on the right side of the Ribbon, then **check** or **uncheck** the desired options in the **Table Style Options** group.



3. The table style will be modified.

| Category | Amount |
|---|-------------------|
| Menu Items | \$828.45 |
| Beverage Items | \$315.50 |
| Paper Items (Plates, silverware, cups) | \$135.15 |
| Rental Equipment (Tables, chairs, linens) | \$277.75 |
| Service Fee (18% of menu items ordered) | \$122.33 |
| Total | \$1,679.18 |

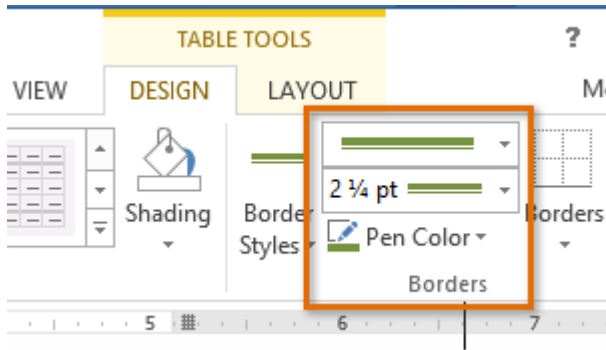
Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to experiment to get the exact look you want.

To add borders to a table:

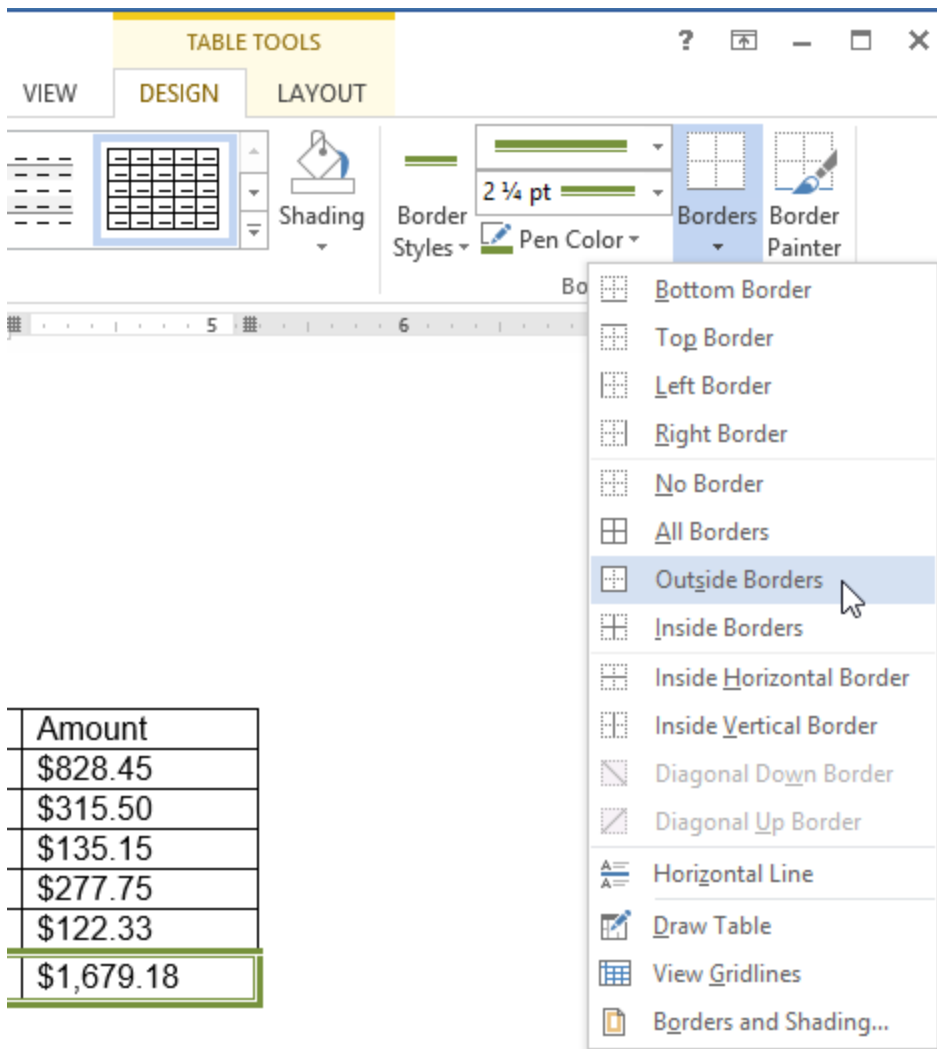
1. Select the cells you want to add a border to.

| Category | Amount |
|---|-------------------|
| Menu Items | \$828.45 |
| Beverage Items | \$315.50 |
| Paper Items (Plates, silverware, cups) | \$135.15 |
| Rental Equipment (Tables, chairs, linens) | \$277.75 |
| Service Fee (18% of menu items ordered) | \$122.33 |
| Total | \$1,679.18 |

2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.



3. Click the **Borders** drop-down arrow.
4. Select the desired **border type** from the menu that appears.



5. The border will appear around the selected cells.

| Category | Amount |
|---|-------------------|
| Menu Items | \$828.45 |
| Beverage Items | \$315.50 |
| Paper Items (Plates, silverware, cups) | \$135.15 |
| Rental Equipment (Tables, chairs, linens) | \$277.75 |
| Service Fee (18% of menu items ordered) | \$122.33 |
| Total | \$1,679.18 |

Modifying a table using the Layout tab

When you select a table in Word 2013, the **Layout** tab appears under **Table Tools** on the Ribbon. From the **Layout** tab, you can make a variety of modifications to the table.

Click the buttons in the interactive below to learn about the different ways you can modify a table with the Layout tab.

Service Invoice - Sabrosa - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW TABLE TOOLS DESIGN LAYOUT

Select View Gridlines Properties Table Draw Rows & Columns Merge Cell Size Alignment Data

Service Invoice

SABROSA
Empowering & More

PO Box 4554 • Chicago, IL 60611
312-555-8282

| | Category | Quantity | Amount |
|---|----------|-----------|------------|
| Menu Items | | 118 trays | \$828.45 |
| Paper Items (Plates, silverware, cups) | | 20 boxes | \$135.15 |
| Rental Equipment (Tables, chairs, linens) | | 8 sets | \$277.75 |
| Service Fee (18% of menu items ordered) | | n/a | \$122.33 |
| Total | | n/a | \$1,679.18 |

Challenge!

1. Open an existing Word 2013 document. If you want, you can use our [Table Practice](#).
2. **Convert some text** into a table. If you are using the example, convert the text below the **Sabrosa Company Label**.
3. Apply a **table style**, and experiment with the **Table Style Options**.
4. Insert a **column** into the table.
5. Delete a **row** from the table.
6. Insert a **blank table** with six rows and two columns.
7. Add **borders** to the blank table.