

# Tables

All classes

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# Agenda

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## Why tables?

- Excel?
  - Also in word
- placing text (layout)
  - next to each other
  - below each other
- part of the text-document
- tables
  - create, change and enter text

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## Add a table

- Insert -> Table -> drop-down preview
- Insert -> Table -> "Insert Table"
- Add a table
  - one row, three columns
  - note: two new tabs in the Ribbon when you select the table
  - use "Tab" / "Shift + tab" on your keyboard to switch the cells

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# Add Rows / Columns

- Create a table, one row, two columns
  - write text
- Adding a new row
  - go to the last cell and press "Tab"
- Right click on the cell -> insert ->
  - Insert Rows Below
  - Insert Rows Above
  - Insert Columns to the left
  - Insert Columns to the right

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# Delete Rows / Columns

- Select the cell -> right click -> Delete Cells
  - Delete entire row
  - Delete entire column

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# Exercises

- Lunch Overview last week

	Breakfast	Lunch	Dinner
Monday	- Banana?	- Rice?	- Soup?
Tuesday			
Wednesday			
Thursday			
Friday			

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# Exercises

- Use Tabs in Tables

English			Computer		
Day	What	Until	Day	What	Until
Monday	reading this reading that	until ??? until ???	Monday	vocabularies student project	friday wednesday
Tuesday	doing this doing that	until ??? until ???	Tuesday	...	...
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		

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# Selecting Tables

- Select a column / columns
  - like a normal row - click in front of your row
  - click on front of the table and drag down / up
- Select a row / rows
  - click above the top cell (arrow)
  - drag left or right
- Whole table
  - select one cell and press the cross-icon on the top / right corner of the table

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# Formatting Tables

- Select and apply formatting
  - row
  - column
  - cell
  - text
- Exercises
  - open table from the last time
  - change the distance between the top line and the cell border

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# Formatting Tables

- Background color
  - right click the cell -> Shading -> select the color
- text align
  - Home -> Paragraph -> Center
- Border
  - Right click -> Border
  - Design -> Border

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# Formatting Tables

- Merge Cells
  - Select Cells -> right click -> merge cells
- Split cells
  - for normal and merged cells
  - Select Cell -> right click -> split cells
- Convert text to tables
  - text with tabs, paragraphs, commas, ...
  - select text -> Insert -> Tables -> Convert Text to Table

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# Exercises

- Build with tables only (not tabs)

English			Computer		
Day	What	Until	Day	What	Until
Monday	reading this reading that	until ??? until ???	Monday	vocabularies student project	friday wednesday
Tuesday	doing this doing that	until ??? until ???	Tuesday	...	...
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		

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# Table styles

- Crate a table
- Design -> Table Styles
  - different pre-formatted styles

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# Exercises

- Create a table
- chose a table-style
- safe it as pdf and re-create it with normal tables

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# Exercises

Monday			Tuesday			Wednesday			Thursday			Friday		
Nyima	Dawa	Karma	Nyima	Dawa	Karma	Nyima	Dawa	Karma	Nyima	Dawa	Karma	Nyima	Dawa	Karma
Getting Up and Self Study														
Breakfast and Daily Duty														
Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb
Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb
Tea Break														
Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb
Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb	Eng Arn	Eng Jam	Com Seb
Leisure Time for Reading and Home Work														
Evening Tea Break														
Sports														

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# Exercises