

Chapter 7

Tables

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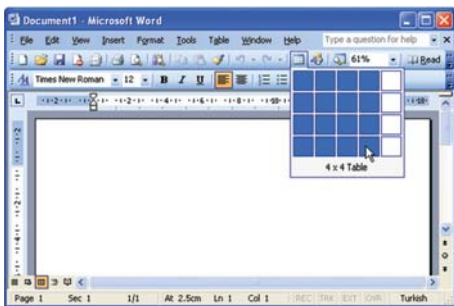
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Insert Table



Creating a table by using the insert table button



Creating a table by using the insert Table dialog box

Introduction

A table arranges text, data, and numbers in columns and rows. The items in a table are easier to manipulate and are correctly displayed on screen. Tables are used to create forms, sort data, track information and to make mathematical calculations. Because of these advantages, it is better to use tables than lists in many cases.

Creating a Table

Word lets you create a table in several ways. Before creating a table, you must plan your table: how many columns and rows you will need, if you will use functions, what the table borders will look like, etc.

Practice

To insert a table by using the insert table button;

In the following exercises, you will insert a table into a document in different ways.

- 1 Position the **insertion point** where you want to insert a table
- 2 Then click the **Insert Table** icon on the **Standard** toolbar. In the drop-down menu, drag your mouse and select your table size. You can increase the number of columns and rows in the table beyond 4 x 4 (4 rows, 4 columns) by holding down the left mouse button and dragging down and to the right.
- 3 When you have selected the table size, release the mouse button.

A table with 4 rows and 4 columns is inserted in your document.

To insert a table by using the Insert Table dialog box;

The Insert Table dialog box is useful when creating large tables, or tables that require a specific number of columns and rows beyond the scope of the Insert Table button.

- 1 On the **Menu** bar, select **Table**, **Insert**, and **Table**. The **Insert Table** dialog box opens.
- 2 In the Insert Table dialog box, enter the number of columns and the number of rows. (4 rows, 4 columns).
- 3 Click OK.

The table is inserted in your document.

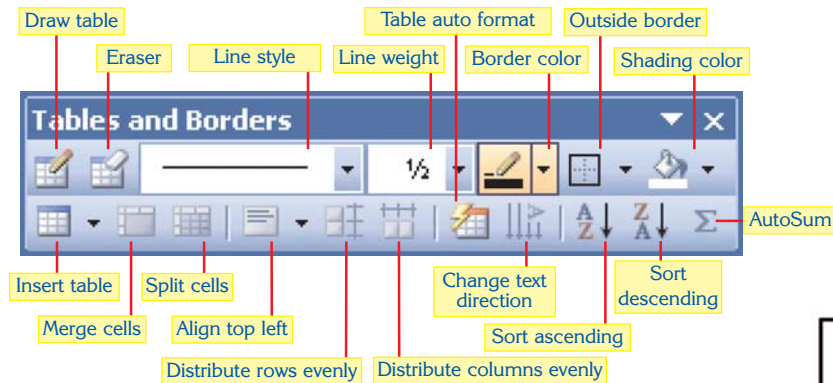
Inserting a Table by Using the Tables and Borders Toolbar

If you want to control the size or design of your table, use the Draw Table button on the Tables and Borders toolbar.

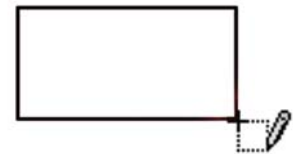


Draw Table

- 1 Click the **Draw Table** icon on the **Standard** toolbar.



The Tables and Borders Toolbar



Drawing a Table

The **Tables and Borders** toolbar is displayed.

- 2 On the **Tables and Borders** toolbar use the **Draw table** icon and draw a 4 x 4 table.
- 3 Click and drag the mouse pointer to draw the rectangular outline of the table. Release the mouse button when the table is sized correctly.

Now you can type data into the table.

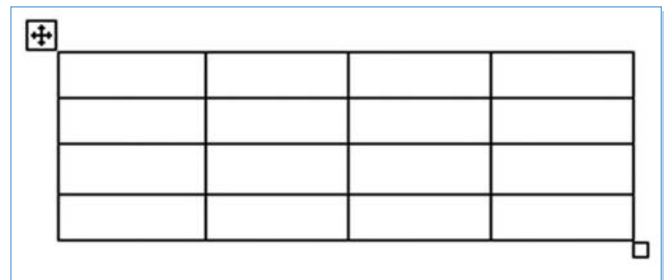


Table with 4 rows and 4 columns

Entering Data Into a Table

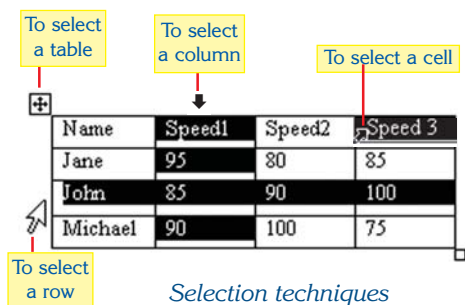
You may enter data in a table by keyboard, or copy it from another document or table. To enter data into a cell, click in the cell and type the data. Use arrow keys or the mouse to switch between cells.

Formatting the Text of a Table

You can apply all text formatting options; font formatting, text alignment etc.; to a table's text like any other text in a Word document.

Name	Speed1	Speed2	Speed3
Jane	95	80	85
John	85	90	100
Michael	90	100	75

Entering data into a table



Selecting Tables

To modify the table contents or borders you need to know how to select tables, cells, rows, and columns.

TO	DO THIS
select a table	click the table move handle
select a cell	click on the left side of the data in the cell
select a column	click the outside area of the table just above the column
select a row	click the outside area of the table to the left of the row

Formating Table Borders and Shading

Word automatically creates ½ point black borders around every cell of a table.

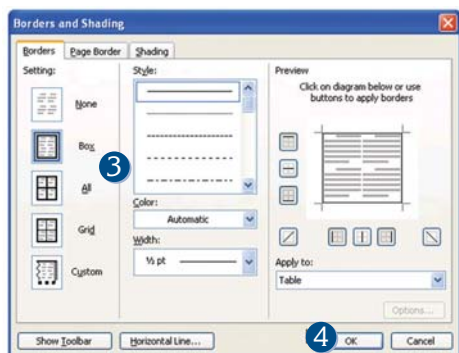
Practice

Changing Table's Border.

In the following exercise, you will change a table's borders.

- 1 Select the table by clicking on it.
- 2 On the **Menu** bar, choose **Format, Borders and Shading**.

The *Borders and Shading* dialog box opens.



Borders and Shading dialog box

- 3 In the Borders tab, there are five types of table borders available. The first option, **None**, removes borders. **Box**, **All**, and **Grid** set the table borders. In the option boxes you can define the line style, line thickness, and line color of the borders.

The last border option in the dialog box lets you define custom borders. To set custom borders, you need to click the custom button then select border lines in the preview window.

- 4 Click **OK** when you are done.

Applying Shading

You can use shading to emphasize some parts of a table. This option enhances your table design.

- 1 Select a single cell where you want to apply shading.
- 2 On the **Tables and Borders** toolbar, click the **Shading Color** button.

The currently selected color is applied to the cell.

- 3 To change the shading color click on the down arrow next to the **Shading Color** button. In this menu, you can choose different colors or create a custom shading color.

Practice

Table AutoFormat

Word offers ready to use table formats. With **Table AutoFormat** you can quickly format a table from a library of table styles.

- 1 Select the table that you want to AutoFormat.
- 2 On the **Menu** bar, choose **Table, Table AutoFormat**.

The Table AutoFormat dialog box opens.

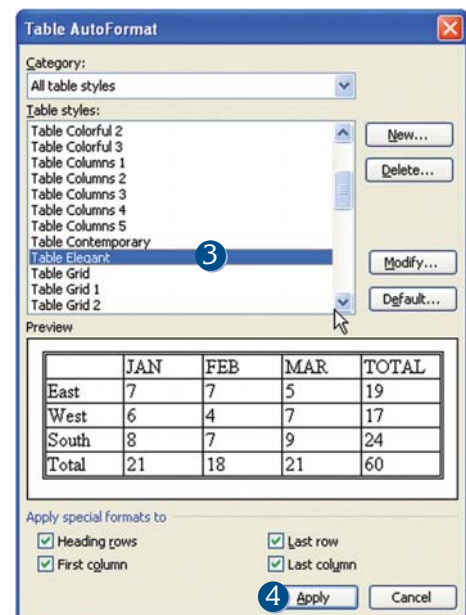
- 3 In the **Table styles** list, select **Table Elegant**.
- 4 Click the **Apply** button.

The format of the table changes.

Later you can modify a table formatted with **AutoFormat**, and change options such as colors and borders.

- 1 Select the table formatted with AutoFormat.
 - 2 On the **Menu** bar, choose **Table, Table AutoFormat**.
 - 3 In the AutoFormat dialog box click **Modify**.
- The Modify style dialog box opens.*

- 4 Use the **Formatting** area to change the border color, font formatting, etc.
- 5 Click OK.

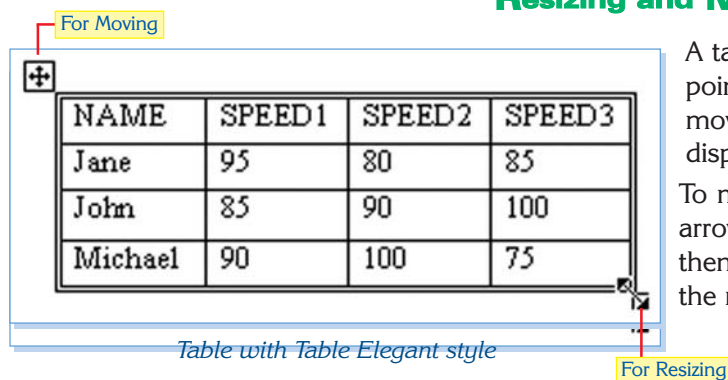


The Table AutoFormat dialog box

NAME	SPEED1	SPEED2	SPEED3
Jane	95	80	85
John	85	90	100
Michael	90	100	75

Table with Table Elegant style

Resizing and Moving Tables



A table can be resized or moved. If the insertion point is placed inside the table, a four headed moving arrow and a resizing handle will be displayed on the corners of the table.

To move the table, click and drag the four sided arrow to the place where you want the table to be, then release your mouse. To resize the table drag the resizing handle.

Inserting / Deleting Cells, Columns, and Rows

Practice

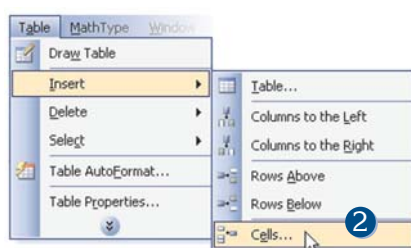
Inserting Cells

In this exercise, you will insert new cells into your table.

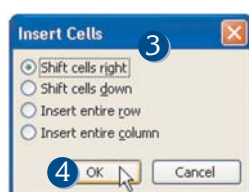
- 1 Select a group of cells.
- 2 From the **Menu** bar, choose **Table, Insert Cells**.
- 3 Choose the **Shift cells right** option.
- 4 Click OK.

The **Insert Cells** dialog box opens.

The new cells are inserted on the right side of the selected cells.



Insert Cells menu



Insert dialog box

NAME	SPEED1	SPEED2	SPEED3	
Jane	95	80		85
John	85	90		100
Michael	90	100	75	

Inserting new cells

Inserting Rows and Columns

In this exercise, you will insert a column into your table.

- 1 Place your **insertion** point in the cell you want the new column or row to be adjacent to.

- On the **Tables and Borders** toolbar click the down arrow next to the **Insert Table** icon and choose the **Columns to the right** option.

Or from the **Menu** bar, choose **Table, Insert, Columns to the right**.

- Type "Average Speed" in the first cell of the column.

Now you can insert new data into your table.

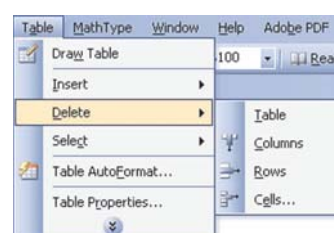
NAME	SPEED1	SPEED2	SPEED3	AVERAGE SPEED
Jane	95	80	85	
John	85	90	100	
Michael	90	100	75	

Inserting a column to the table

Deleting Cells, Columns and Rows

To remove empty or unwanted cells, rows or columns:

- Select the cells, columns or rows that you want to delete.
- from the **Menu** bar, choose **Table, Delete** and select **Cells, Columns** or **Rows**.



Deleting Cells, Columns and Rows

Merging and Splitting Cells

If you want to combine several cells into a single cell, you need to use the Merge Cells command.

- Select the empty cells in the "Average Speed" column.
- Click the **Merge Cells** button on the **Tables and Borders** toolbar.

The selected cells become a single cell.



Merge Cells

NAME	SPEED1	SPEED2	SPEED3	AVERAGE SPEED
Jane	95	80	85	
John	85	90	100	
Michael	90	100	75	

Merging Cells

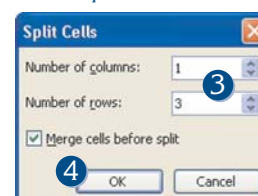
The Split Cells command does the opposite of the Merge Cells command and divides a single cell into many cells.

- Select the cell you created with the **Merge Cell** command.
 - Click the **Split Cells** button on the **Tables and Borders** toolbar.
- The **Split Cells** dialog box appears.
- In the **Number of columns** box, type "1" and in the **Number of rows** box, type "3"
 - Click **OK**.

The selected cell splits into 3 cells.



Split Cells



Split Cells dialog box

Calculating Tables

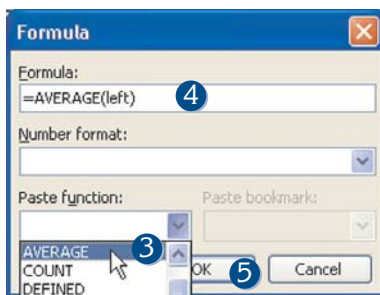
You might use Word to calculate values in a table. This feature offers functions like **Sum** and **Average**. Thus, you don't have to use a calculator for these kinds of simple operations. However, it is better to use a worksheet program such as **Excel** to carry out more complicated functions.

Practice

Calculating Values in a Cell

In this exercise you will calculate values in a cell on your table.

- ① Position your mouse in the cell at the end of the second row.
- ② On the Table menu, select Formula.
- The Formula dialog box opens.*
- ③ Click the Paste function down arrow, and select "AVERAGE" from the list.



The Formula dialog box

NAME	SPEED1	SPEED2	SPEED3	AVERAGE SPEED
Jane	95	80	85	86,67
John	85	90	100	
Michael	90	100	75	

Calculating tables

- ④ In the Formula box, between the parentheses of function type "LEFT".
- ⑤ Click OK.
- Now the result of this function is displayed in the cell.*
- ⑥ Calculate the average of the remaining rows.

You can also use the cell references "RIGHT", "ABOVE", "BELOW".

The Paste function provides more than 15 different functions.

Sorting Tables

Word has the ability to sort items in a table. In this way, you can easily reorganize and reorder your data. You can sort paragraphs and numeric values by alphabetical, numerical or chronological order.

Practice

Sorting Data in a Column

In this exercise, you will sort values in a column of your table.

- ① In the Table, click inside the column you want to sort.

- 2 On the **Table** menu, click **Sort**.

The *Sort dialog box* opens.

- 3 Click the **Sort by** drop-down arrow, and select “Speed3”
- 4 Click the **Type** drop-down arrow, and select “Number”.
- 5 Select the sort order as **Ascending**.
- 6 Click **OK**.



The *Sort dialog box*

NAME	SPEED1	SPEED2	SPEED3	AVERAGE SPEED
Michael	90	100	75	88,33
Jane	95	80	85	86,67
John	85	90	100	91,67

Sorting tables

Converting a Table to a List

If you want to convert your table to a list:

- 1 On the **Table** menu, select **Convert, Table to Text**.
- The *Convert Table to Text dialog box* opens.
- 2 Select the second option “Tabs” to separate the text in your table.
 - 3 Click **OK**.



The *Convert Table to Text box*

Name	Speed1	Speed2	Speed3	Average speed
Michael	90	100	75	88,33
Jane	95	80	85	86,67
John	85	90	100	91,67

Converting Tables

You can also convert a list into a table without rewriting the list text.

Creating, Editing and Calculating a Table.

- Step-1** Use the Insert Table button to create a 5×5 table (5 rows, 5 columns).
- Step-2** In the first row of the table, define the column titles as Cities, January, March, August, and November.
- Step-3** In the Cities column, enter the names of 5 cities in your country.
- Step-4** Connect to the National Weather Service site of your country on the Internet. Get the average temperature of each city for the given months. Enter these data to your table.
- Step-5** On the Tables and Borders toolbar, select Insert Columns to insert a new column on the right side of the table. Name the title as "Average".
- Step-6** Use functions to calculate the yearly average for each city in the Average column.
- Step-7** Insert three more rows at the bottom of your table. Name the rows as Country average, Minimum average, and Maximum average.
- Step-8** Format the table borders using Table AutoFormat, select Table Contemporary style.
- Step-9** Calculate country averages, Minimum averages, and Maximum averages in the related cells.
- Step-10** Save the document as Mytable.doc.

Cities	January	March	August	November	Average
All Average					
Maximum Average					
Minimum Average					

Fill in the blank

1. In the Insert Table dialog box you can enter the number of _____ and the number of _____.
2. When additional columns or rows are needed, place your insertion point _____ you want your column or row adjacent to.
3. A _____ is the intersection of a column and a row in a table.
4. You can change the color, style, font format, and border style of a table by using the _____ option in the Table menu.

True or False

1. When you delete a table with contents, Word first asks you to delete the contents in the cells.
☐ True ☐ False
2. A table can be easily resized by dragging the table resize handles.
☐ True ☐ False
3. In a table, you can sort values in ascending order or in descending order.
☐ True ☐ False

Project

- Create the weekly lesson schedule of your class.
- Design a table to list and sort the hobbies of your classmates.
- Design a table for a student's report card. Show each term's marks and averages on the table.

Multiple choice questions

1. You can format all properties of a table by using the _____.
 - a. Tables and Borders toolbar
 - b. Formatting Toolbar
 - c. Borders and Shading toolbar
 - d. Styles and Formatting toolbar
2. Which of the following table formulas is valid?
 - a. Average (right)
 - b. =Sum (average)
 - c. =Sum (all)
 - d. =Sum (left)
3. Which toolbar option is used to make all the rows the same height?
 - a. Distribute columns evenly
 - b. Distribute rows evenly
 - c. Equal column width
 - d. Equal row height
4. How can you sort items in a table?
 - a. Select Format, Sort from the menu.
 - b. Select Tools, Sort from the menu.
 - c. Click the Sort Ascending (A to Z) button on the Standard toolbar.
 - d. Select Table, Sort.
5. Which of the following is not true about tables?
 - a. You can resize and move tables in a document.
 - b. A table can be converted into a text list.
 - c. You cannot insert and delete rows or columns from a table that contains data.
 - d. Formulas are used in tables.
6. What is the minimum number of rows and columns that a Word table can have?
 - a. 2 Rows and 1 Column
 - b. 2 Rows and 2 Columns
 - c. 1 Row and 1 Column
 - d. 1 Row and 2 Columns
7. To merge cells in a table, use the _____ on the Tables and Borders toolbar.
 - a. Merge tables command
 - b. Table command
 - c. Merge cells button
 - d. Merge rows and columns button
8. Which option should you select if you want to delete a cell and move the rest of the cells up in a table?
 - a. Delete cells up
 - b. Shift cells up
 - c. Delete cells down
 - d. Shift cells down
9. To select all the cells in a table _____.
 - a. Use Table, Select, Table.
 - b. Click the table move handle.
 - c. Edit, Select all.
 - d. Ctrl + A .
10. Select the methods that are used to create a table.(Choose three answers)
 - a. Click the Insert Table icon on the Standard toolbar, select your table size.
 - b. Click the Tables and Borders icon on the Standard toolbar and draw your table.
 - c. Click the Drawing button on the Standard toolbar. Use the lines option to a draw table.
 - d. Choose Table, Insert, and Table. Enter the number of columns and number of rows.