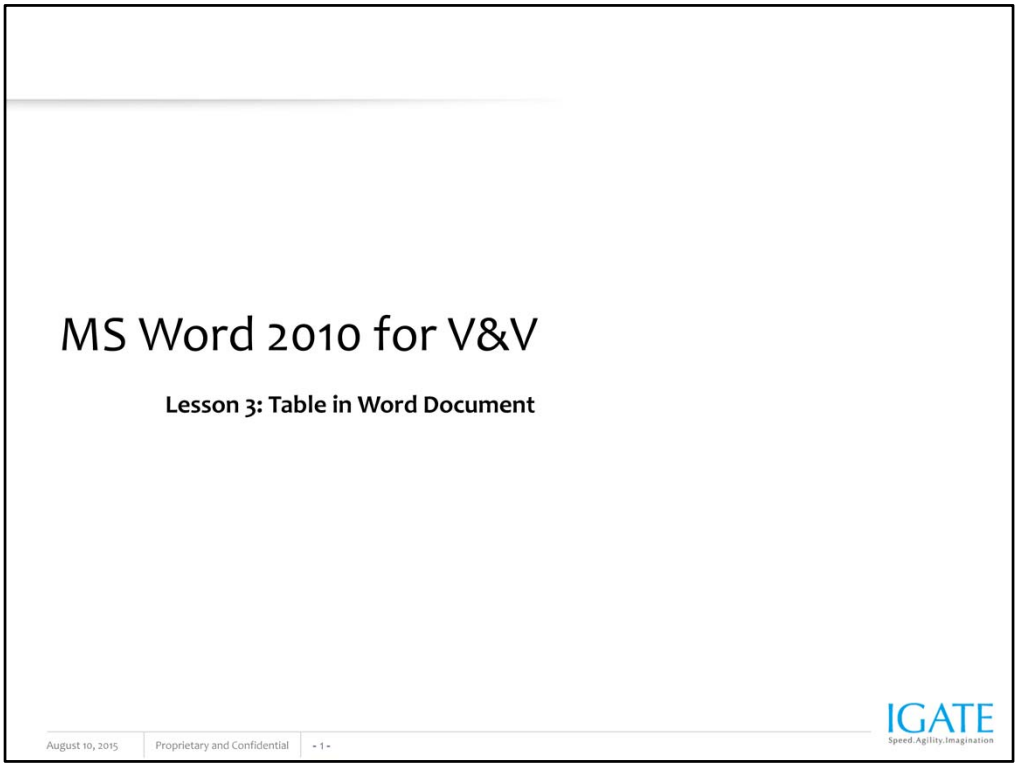
MS Word 2010 for V&V
Lesson 3: Table in Word Document
August 10, 2015
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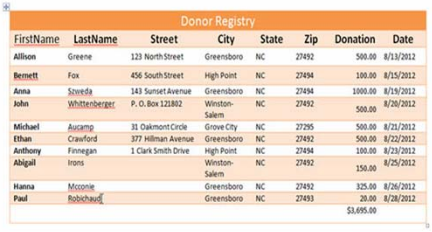
Lesson Objectives

- **To understand following topics**
  - Introduction to Tables
  - Insert Table
  - Modifying the Table
  - Formatting Table
  - Working With Formulas in Table

Introduction to Tables

- Tables consist of columns and rows.
- The intersection of a column and row is a cell. Cells contain a single piece of data
- In Word, tables are useful for organizing and presenting data. You can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables
- The table feature in Word enables you to organize a series of data in a columnar list format



Donor Registry

FirstName	LastName	Street	City	State	Zip	Donation	Date
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bemett	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012
Anna	Szweda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
John	Whittenberger	P. O. Box 121802	Winston-Salem	NC	27492	500.00	8/20/2012
Michael	Aucamp	31 Oakmont Circle	Grove City	NC	27295	500.00	8/21/2012
Ethan	Crawford	377 Hillman Avenue	Greensboro	NC	27492	500.00	8/22/2012
Anthony	Finnegan	1 Clark Smith Drive	High Point	NC	27494	100.00	8/23/2012
Abigail	Irons		Winston-Salem	NC	27492	150.00	8/25/2012
Hanna	Mcconie		Greensboro	NC	27492	325.00	8/26/2012
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						$3,695.00	

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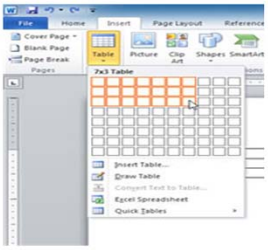
Insert Table

- **To insert a blank Table:**
  - Place the cursor in word document where the table should appear
  - Select Insert Tab
  - Click Table Command
  - Hover your mouse over the diagram squares to select number of columns and rows in the table

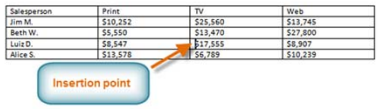


- **Click mouse , and table will appear in the document**
- **Now add the text anywhere in the Table**

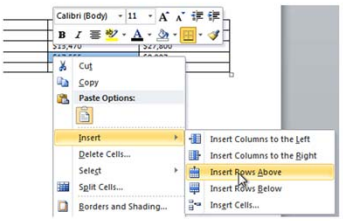
Add the notes here.

Modifying the Table

- To add a new Row in existing Table:
- Place the cursor in a row below the location where the new row should get added
-



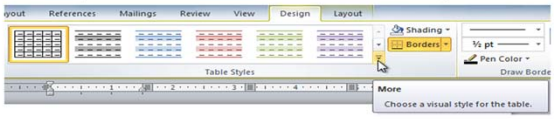
- Right Click the mouse ,from menu select insert->Insert Row Above.



- A new row appears above the insertion point.
- Same steps can be followed to add new columns.

Add the notes here.

Formatting Table

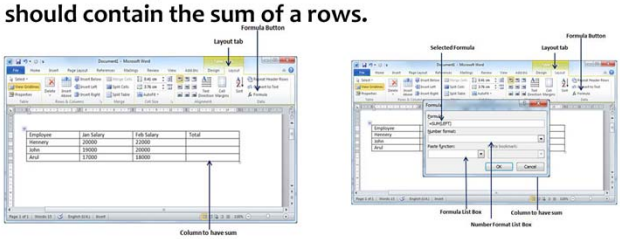
- **To apply a table style:**
  - Click anywhere on the table. The Design tab will appear on the Ribbon
  - Select the Design tab and locate the Table Styles
  - Click the More drop-down arrow to see all of the table styles
  - 

  - Hover the mouse over the various styles to see a live preview
  - Select the desired style. The table style will appear in the document
- **To apply Borders to The Table:**
  - Select the cells you want to add a border to
  - From the Design tab, select the desired Line Style, Line Weight, and Pen Color.
  - Click the Borders drop-down arrow
  - From the drop-down menu Select the desired border type.

Add the notes here.

Working With Formulas in Table

- **Following are the simple steps to add formula in a table cell available in word document.**
- **Consider the following table where we will have total of the rows. Click in a cell that should contain the sum of a rows.**



- **Now click the Layout tab and then click Formula button which will display a Formula Dialog Box which will suggest a default formula, which is =SUM(LEFT) in our case.**
- **You can select a number format using Number Format List Box to display the result or you can change the formula using Formula List Box.**

Cell Formulas:
The Formula dialog box provides following important functions to be used as formula in a cell.

Formula	**Description**
AVERAGE( )	The average of a list of cells.
COUNT( )	The number of items in a list of cells
MAX( )	The largest value in a list of cells
MIN( )	The smallest value in a list of cells
PRODUCT( )	The multiplication of a list of cells
SUM( )	The sum of a list of cells

Demo

- **Working with Tables**

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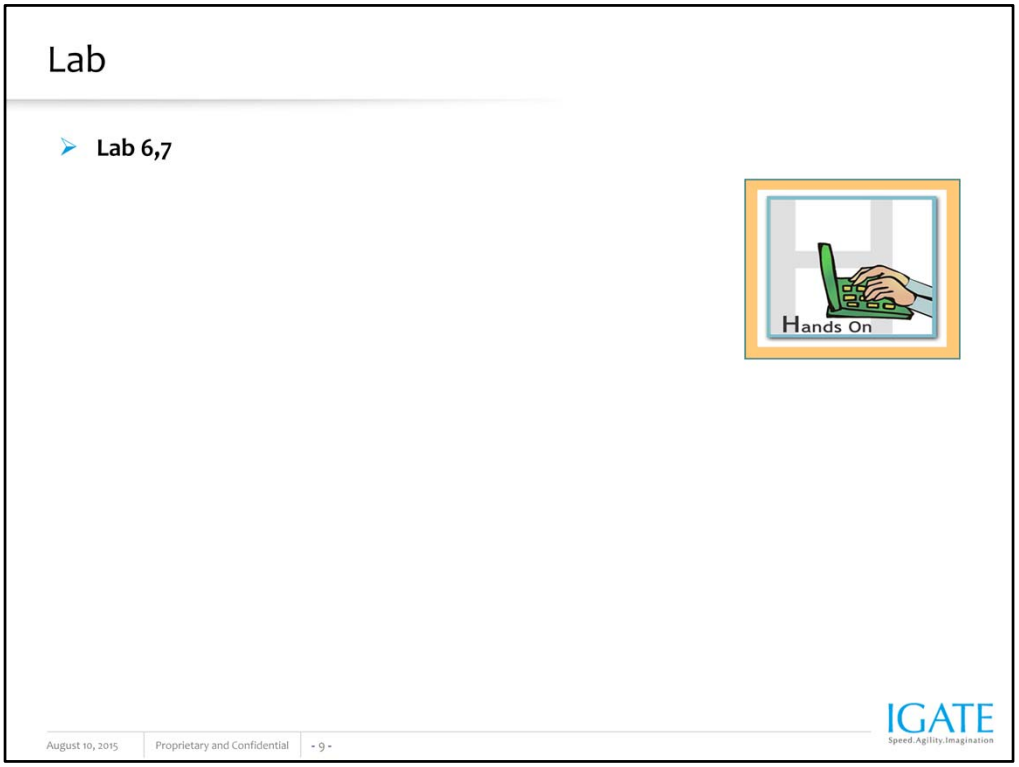

Add the notes here.

Summary

- Working with Tables in Word Document
- Creating Table
- Modifying Table Data
- Applying Styles to table
- Working with Table Formulas

Add the notes here.

Review Question

- **Q.1. In a document what is the maximum number of columns that can be inserted in MS Word Table?**
  - a. 35 b. 15 c. 63 d. 65
- **Q.2. How much space in minimum must be provided between columns?**
  - 0“ B) 0.5“ C) 1“ D) 1.5“
- **Q3. While right clicking on the cell C5 and selecting on Insert cell option, where the new cell will get inserted?**
- **Q4. While inserting the table, _____over the diagram squares to select number of columns and rows in the table**
- **Q5. Is formula can be added in the table?**
  - A. True B. False

Add the notes here.