

MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson09: Creating & Editing
Tables

Lesson Objectives

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



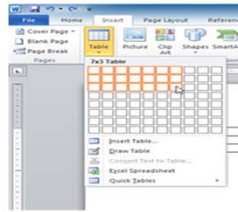
Introduction to Tables

- 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
Bernett	Fox	456 South Street	High Point	NC	27494	100.00 8/15/2012
Ama	Stevens	143 Sunset Avenue	Greensboro	NC	27494	1000.00 8/19/2012
John	Whittenberger	P. O. Box 123456	Winston-Salem	NC	27492	500.00 8/20/2012
Michael	Ausamp	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	Mozelle		Greensboro	NC	27492	325.00 8/26/2012
Paul	Robichaud		Greensboro	NC	27493	20.00 8/28/2012
					53,695.00	

Demo: 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

Demo: Modifying the Table

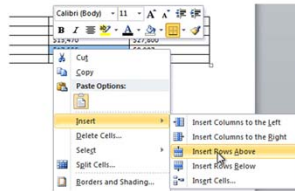
- To add a new Row in existing Table:
- Place the cursor in a row below the location where the new row should get added

Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,640	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luz D.	\$8,547	\$17,555	\$6,907
Alice S.	\$13,678	\$6,789	\$10,339

Insertion point



- 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.

Demo: 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

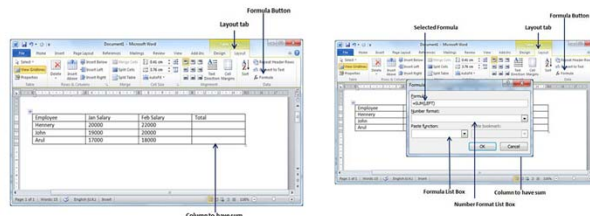


- Hover the mouse over the various styles to see a live preview
- Select the desired style. The table style will appear in the document
- To apply Borders to The Table:
- Select the cells you want to add a border to
- From the Design tab, select the desired Line Style, Line Weight, and Pen Color.
- Click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



Demo: 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.



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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

Lab

- Lab 6,7





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Summary

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



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?



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Answers:

Q1. 15

Q2. 1.5"

Q3. before C5

Q4. Hover mouse

Q5. True

Review Question

- 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



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Answers:

Q1. 15

Q2. 1.5"

Q3. before C5

Q4. Hover mouse

Q5. True