Microsoft Word 2010

Tables

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MICROSOFT WORD 2010 TABLES

TABLES

You can use tables to present information in rows and columns. Tables can be used not only to provide a "spreadsheet" appearance but can also be used to control the layout of a document. Tables are also one method of displaying side-by-side information.

CREATING TABLES

You add a table to a document by choosing the Table icon from the Insert tab. You can use different techniques to insert a table. Some of the methods are covered below (the rest are covered later).

When you add a table, you can easily insert additional rows at the bottom of the table. So, don't worry if you can't choose the exact number of rows that you need (or if you don't know how many rows you will need).

USING THE TABLE GRID

If you are inserting a small table, using the grid is typically the fastest method. Simply click on the cell that sets the number of rows and columns that you need.
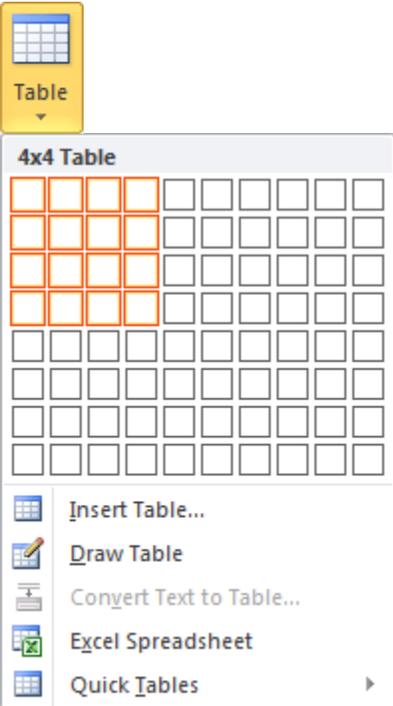
USING INSERT TABLE

If you need a large number of columns, you should use the Insert Table option.

To add a table using Insert Table:
- Select the Table icon from the Insert tab
- Choose Insert Table
- Specify the number of columns
- Specify the number of rows (if desired)
- Choose the Autofit option (if desired)
- Click OK
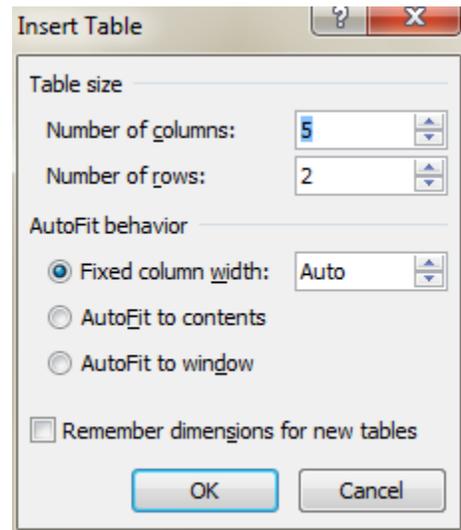
USING QUICK TABLES

Word 2010 includes a gallery of preset tables that may be appropriate for your document. These Quick Tables are preformatted and include sample data.

To add a QuickTable:
- Select the Table icon from the Insert tab
- Choose Quick Tables
- Scroll through and click the desired Quick Table

VIEWING GRIDLINES

While using tables in a Word document, you will probably want to view the Gridlines (the dividing lines between rows and columns) even if you are NOT printing distinct borders.
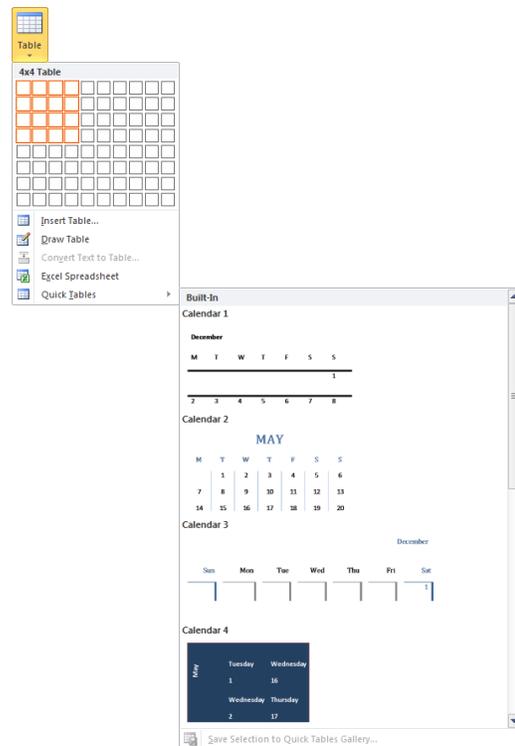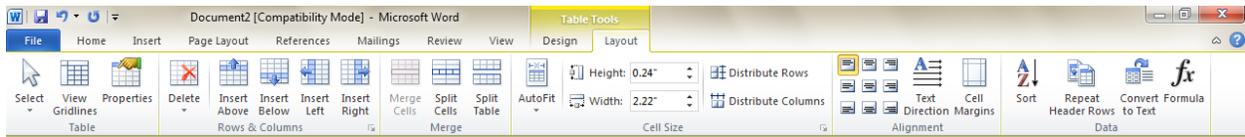

To view/hide Gridlines:
- Click in a table within your document
- Choose the Layout ribbon from the Tables ribbons
- Click View Gridlines

Changing the view of gridlines ONLY affects the on-screen display. If you want to print "gridlines," you will need to add borders.

NAVIGATION

While working within a table, you will need to be able to navigate within the table. You can simply click on the desired cell to select it or navigate using the keyboard.

Tab	Moves to the next cell; Insert a new row if you tap the Tab key while in the bottom-right cell of the table
Shift+Tab	Moves to the previous cell
Up Arrow	Move to the previous row
Down Arrow	Move to the next row
Alt+Home	Moves to the first cell in the current row
Alt+End	Moves to the last cell in the current row
Alt+Page Up	Moves to the top cell in the current column
Alt+Page Down	Moves to the bottom cell in the current column

SELECTING

While working with tables, you may wish to select more than one cell at a time. You can use the Table menu, the mouse, or the keyboard to select different parts of a table.

The table below lists the table selection techniques.

	Ribbon	Mouse	Keyboard
Cell	Click within the cell. From the Layout Table Tools ribbon, choose Select, Select Cell.	Click within the cell.	Use the table navigation keys until you're in the desired cell.
Row	Click within the row. From the Layout Table Tools ribbon, choose Select, Select Row.	Position the mouse to the left of the current row until it changes to an arrow pointing toward the table. Click when the cursor is the desired shape. You can click and drag to select several adjacent rows.	Click within the first (or last) cell of the row. Hold down the Shift key and tap the left/right arrow as needed.
Column	Click within the column. From the Layout Table Tools ribbon, choose Select, Select Column.	Position the cursor above the column until it changes to a down arrow. Click when the cursor is the desired shape. You can click and drag to select several adjacent columns.	Click within the first (or last) cell of the column. Hold down the Shift key and tap the up/down arrow as needed.
Entire Table	Click anywhere within the table. From the Layout Table Tools ribbon, choose Select, Select Table.	Position the cursor at the upper-right corner of the table until the table move handle appears. Click on the table move handle.	Hold down the Ctrl key and tap the 5 on the number pad.

INSERTING

After you have created a table, you may need to insert or delete additional rows, columns, and cells. Inserting and deleting cells within a table is rare unless you've converted existing text into a table. The other steps are fairly common.

INSERTING ROWS

When you create a table, it's less important to select the number of rows you'll use than it is to choose the correct number of columns.

While working with a table, tapping the Tab key while in the last cell of the table will add a new row to the bottom of the table.

If you wish to add new rows above existing rows, you'll need to use the Table ribbon or shortcut menu.

To insert rows using the ribbon:
- Select the row you are inserting the new row above or below
- Select the Layout ribbon from the Table Tools group
- Click Insert Above/Insert Below as needed

To insert rows using the shortcut menu:
- Right-click in the row you are inserting above or below
- Choose Insert, Insert Rows Above/Below

> *The number of rows you select before you insert equals the number of rows you are inserting.*

INSERTING COLUMNS

Inserting columns is almost identical to inserting rows.

To insert columns using the ribbon:
- Select the column you are inserting the new column to the left/right ove
- Select the Layout ribbon from the Table Tools group
- Click Insert Left/Insert Right as needed

To insert columns using the shortcut menu:
- Right-click in the column you are inserting above or below
- Choose Insert, Insert Columns to the Left/Right

> *The number of columns you select before you insert equals the number of columns you are inserting.*

INSERTING CELLS

You can insert a single cell within a table and push existing data down or to the right. This feature comes in handy when correcting data entry errors or fixing a table that was converted from text.

To insert cells using the ribbon:
- Click in the cell you are inserting from
- Click the Expand icon from the Rows & Columns section of the Table Tools, Layout ribbon
- Choose whether to shift existing cells to the Right or Down
- Click OK

To insert cells using the mouse:
- Right-click in the cell you are inserting from
- Choose Insert, Insert cells
- Choose whether to shift existing cells to the Right or Down
- Click OK

DELETING

If you need to remove an entire table or part of a table, you'll need to use the correct method. The Delete key will only erase the contents of a table rather than rows, columns, or cells. To delete elements of the table (and not its contents), you will need to use the steps outlined below.

DELETING ROWS

To delete rows by cutting:
- Select the entire row(s) you are cutting
- Use Ctrl-X or the Cut icon from the Clipboard group (Home ribbon)

To delete rows from the ribbon:
- Click within the row(s) to delete
- Click the Delete icon on the Table Tools, Layout ribbon
- Choose Delete Rows

DELETING COLUMNS

To delete columns by cutting:
- Select the entire column(s) you are cutting
- Use Ctrl-X or the Cut icon from the Clipboard group (Home ribbon)

To delete columns from the ribbon:
- Click within the column(s) to delete
- Click the Delete icon on the Table Tools, Layout ribbon
- Choose Delete Columns

DELETING TABLES

To delete a table by cutting:
- Click the table selection icon (upper-left corner of the table
- Use Ctrl-X or the Cut icon from the Clipboard group (Home ribbon)

To delete a table from the ribbon:
- Click anywhere within the table
- Click the Delete icon on the Table Tools, Layout ribbon
- Choose Delete Table

DELETING CELLS

You can delete individual cells within a table and pull existing data up or to the left. This feature comes in handy when correcting data entry errors or fixing a table that was converted from text.

To delete a cell:
- Click within the cell you are deleting
- Choose Delete, Delete Cells from the Table Layout ribbon
- Choose whether you are shifting existing cells up or to the left

RESIZING ROWS & COLUMNS

Once you've added content to a table, you may want to change the size of rows and columns.

MANUALLY RESIZING COLUMNS

When resizing columns in a table, you can either retain the overall table width or change the width of the overall table.

To manually resize a column and retain the same table width:
- Position the cursor on the right-edge of the column
- Click and hold the left mouse button
- Drag until the column is the desired width

Note: If you drag the right edge of the far right column, this WILL adjust the overall table width.

To manually resize a column while keeping all other columns the same width:
- Click anywhere within the table
- Move the cursor into the ruler directly on top of the column marker
- Click and hold the left mouse button
- Drag until the column is the desired width

If the ruler is NOT visible, select it from the View Tab (Show/Hide options).

MANUALLY RESIZING ROWS

Resizing rows is similar to resizing columns. When you resize rows, the height of your table will ALWAYS change.

To manually resize a row:
- Position the cursor at the bottom edge of the row you are sizing
- Click and hold the left mouse button
- Drag up or down until the row is the desired height

AUTOFIT COLUMNS

You may want to adjust the width of a column based on its contents. Autofitting a column will adjust the width of a column without adjusting the width of any other column. Whether the column increases or decreases depends on the contents of the column. Autofitting *will* change the overall width of the table but will NOT make the table larger than the page margins.

To autofit a column:
- Double-click the right-hand edge of the column

AUTOFIT ROWS

You don't normally need to autofit rows (row height will increase to accommodate the contents of the row). Autofitting rows will reset the rows to their original height (if you've manually changed the row height).

To autofit a row:
- Double-click the bottom edge of the row

AUTOFIT TABLES

You can also adjust the widths of your table's columns by autofitting the entire table. You can easily adjust ALL columns in your table to accommodate their contents or reset the width of the table to span the page margins.

To autofit an entire table:
- Click anywhere within the table
- On the Layout tab of Table Tools, click Autofit
- Choose the desired option

Autofit to Contents will change width of each column based on its contents.

Autofit to Window will force the table to be the width of the page.

SPECIFYING EXACT ROW/COLUMN SIZES

In some cases, you may want to specify an exact size for rows and columns. This is especially useful when you need to make several rows or columns the same size.

To specify an exact row height/column width:
- Click within the row/column
- From the Layout tab of the Table Ribbon, enter the desired height/width

DISTRIBUTING ROWS & COLUMNS

You can quickly made adjacent rows/columns the same height/width by distributing the available space equally.

To distribute rows/columns:
- Select the rows/columns
- Click the Distribute Rows/Columns Evenly icon from the Table Tools, Layout ribbon

MERGING CELLS

In some cases, you may wish to combine several cells into one larger cell. This is especially useful when using tables for layout of a document.

Merged Cell		

To merge cells:
- Select the cells you are merging
- Choose Merge Cells from the Table Layout ribbon

Content of individual cells with be retained in the new merged cell.

SPLITTING CELLS

Just like you can combine several cells into one, you can also split existing cells into multiple cells. The advantage of splitting cells rather than adding new rows and columns is that the dimensions of your table won't change (unless you are splitting into rows and used the default row height).

To split cells:
- Select the cells you are splitting
- Choose Split Cells from the Table Layout ribbon
- Specify the number of rows/columns you are splitting into

Any content in the original cell will be evenly distributed among the new cells.

FORMATTING CELLS

You can apply formatting to individual cells, groups of cells, or the entire table. Applying borders is handled differently when you have multiple cells selected. Otherwise, the formatting is applied in the same manner.

BORDERS

To apply borders:
- Select the cell(s) you are applying the borders to
- From the Draw Borders group of the Table Tools, Design ribbon:
- Select the border style
- Select the border width
- Select the border color
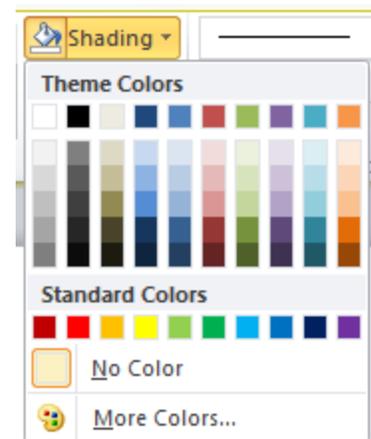- Choose the border type from the Borders drop-down

> *If you select multiple cells, you can apply inside borders as well as borders around the selection.*
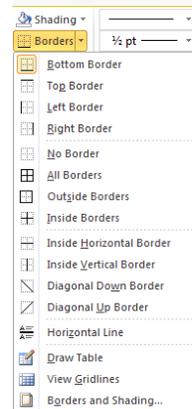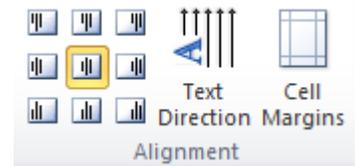
SHADING

To apply shading:
- Select the cells you want to shade
- Choose the desired color from the shading drop-down (Table Tools, Design)

TEXT DIRECTION

You can change the direction of text in a cell to vertical (top to bottom or bottom to top).

To change text direction:
- Select the desired cell(s)
- Click the Text Direction icon (Table Tools, Layout) until the desired direction is applied

> *Note: After changing Text Direction, you may need to increase/decrease the row's height.*

TEXT ALIGNMENT

You can use the paragraph alignment icons from the Home Ribbon to adjust the alignment of text within cells. The Layout ribbon (Table Tools) provides additional options for alignment.

TABLE STYLES

Table Styles let you quickly apply formatting to a table. The benefit of using a Table Style is that you can add/delete rows while retaining the formatting.
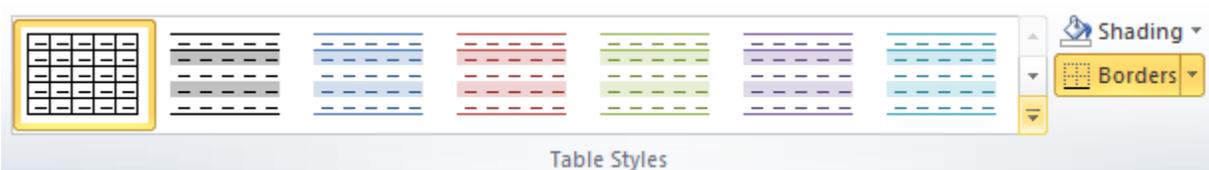
To apply a table style:
- On the Design tab (Table Tools), choose the desired Table Style options
- Select a style from Table Styles

WORKING WITH LONG TABLES

When a table crossed multiple pages, you'll want to set some options so that the table displays and prints the way you want. These options include setting Headings, keeping rows on the same page, and forcing rows to print on the same page.

HEADINGS

You can easily set one (or more) rows as Headings for your table. These rows will then display and print at the top of each page of the table.

To specify heading rows:
- Select the row(s) that are your headings
- On the Layout ribbon (Table Tools), click Repeat Header Rows
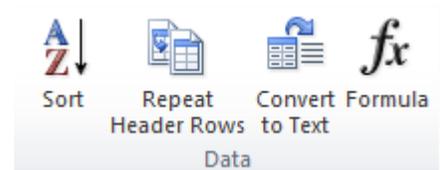

ALLOW/PREVENT BREAKING OF ROWS

If your table contains rows that wordwrap, you probably don't want that row to split across pages. You can prevent individual rows from breaking across pages or apply this setting to the entire table.

To prevent breaking of rows:
- Select the desired rows (or entire table)
- On the Layout ribbon of Table Tools, click Properties
- Select the Row tab (if necessary)
- Uncheck Allow row to break across pages
- Click OK
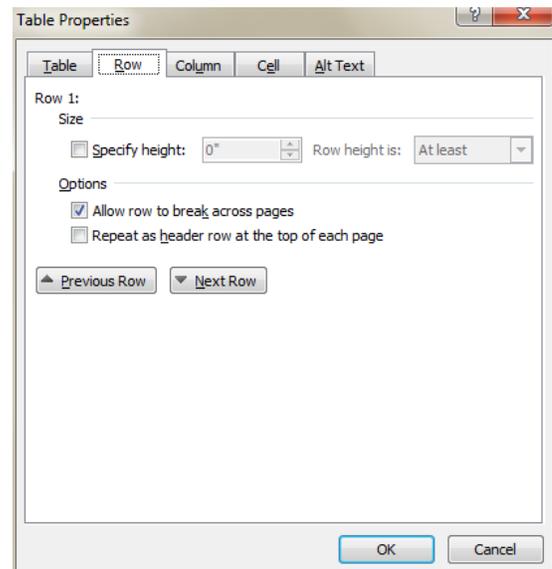
KEEPING ROWS TOGETHER

You may want certain rows to print on the same page. You can set this by forcing the paragraphs to stay together.

To keep rows together:
- Select all of the rows you want to keep together *except for* the bottom row
- On the Home tab, expand the Paragraph Group
- On the Line and Page Breaks tab, check Keep with next
- Click OK
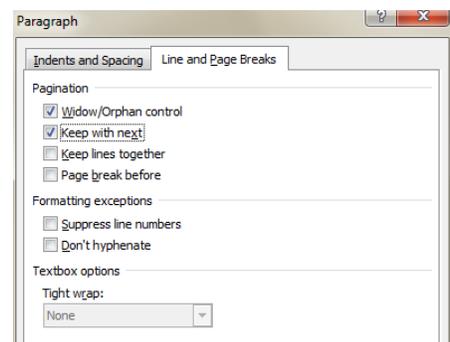
FORCING A ROW ON A NEW PAGE

In some cases, you may want a specific row to start a new page. You can use paragraph formatting options to force a page break before a row.

To force a row to the top of a page:
- Select the row that will start the new page
- On the Home tab, expand the Paragraph Group
- On the Line and Page Breaks tab, check Page Break Before
- Click OK

SPLITTING TABLES

When you split a table, you are creating separate, independent tables. You should avoid using split table to force rows together or page breaks (use the options outlined above).

Splitting tables is often a temporary step when formatting a table.

To split a table:
- Click within the row that will be the top row of the new table
- On the Layout ribbon (Table Tools) click the Split Table icon

REMOVING A SPLIT

When you split a table, you insert a blank paragraph between the new tables. Simply delete the empty paragraph between the tables to remove the split.

SORTING DATA

When using tables, you can easily sort the rows of your table. You can sort a table where you treat each row as a "record" (where all of the data in that row belongs together) or you can sort columns independently.

SORTING THE TABLE

To sort a table:
- Click within the table
- Click the Sort icon (from the Home ribbon or Layout ribbon)
- Choose the sort priority and direction and specify if your table uses Heading rows (if necessary)
- Click OK

*Use the Undo icon if you make a mistake during sorting.*
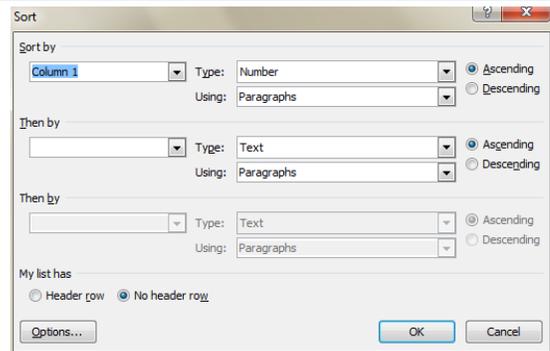
SORTING A COLUMN

If you are using tables for layout only, you may want to sort columns independently. When you sort a column, all other cells in the table remain in their current location.

To sort a column:
- Select the column you are sorting
- Click the Sort icon (from the Home ribbon or Layout ribbon)
- Choose the sort direction and specify whether your table uses heading rows (the highlighted column is already selected as the column to sort)
- Click the Options button
- Choose Sort Column Only
- Click OK
- Click OK again (to trigger the sort)
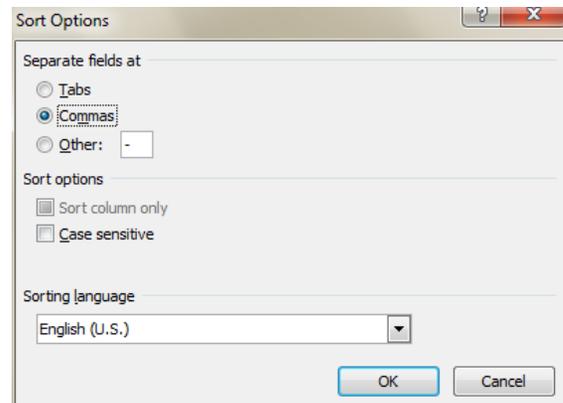
CALCULATING DATA

You can run some basic calculations against data in a Word table. These calculations do NOT automatically update if you change the data in the table (that would affect the calculation).

To add a simple calculation:
- Click in the cell that will contain the calculation
- Click the Formula icon (Layout ribbon, Table Tools)
- Enter the desired calculation
- Click OK

SAMPLE CALCULATIONS

=SUM(ABOVE)	=SUM(BELOW)	=SUM(LEFT)	=SUM(RIGHT)
=COUNT(ABOVE)	=COUNT(BELOW)	=COUNT(LEFT)	=COUNT(RIGHT)

If your table includes heading rows, you may need to subtract the value of that cell to achieve the correct result. For example, =SUM(ABOVE)-2009.

CONVERTING TEXT TO TABLES

You may have existing documents with information that *looks* like a table, but was actually constructed using tabs. You can easily convert the information to a table.

To convert text to a table:
- Highlight the text
- Choose Insert, Table
- Choose Convert Text to Table
- Specify the column separator
- Click OK

When converting a tabbed list to a table, you may need to insert or delete cells after the conversion. This is common when tab stops were not properly set in the original text.
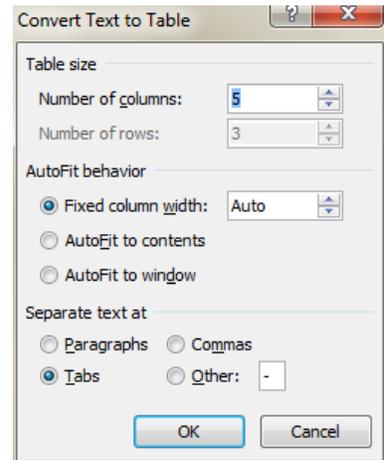
TABLE POSITION/TEXT WRAPPING

When your table is narrower than the margins of the page, you can change the position of the table and allow other text in the document to wrap around the table.

To manually position a table:
- Click within the table
- Click the drag the table handle until the table is in its desired position

You can also use the Table Properties dialog box to position the table and specify word wrapping.

To position a table using properties:
- Right-click within the table
- Choose Table Properties
- Choose the desired Alignment and Text Wrapping options
- Click Positioning to specify additional options as needed
- Click OK

EMBEDDED TABLES

Beginning with Word 2000, you can insert a table within another table.

Simply click in the desired cell and use the Insert Table option from the Insert ribbon.

Note: If the document is opened in Word '97 or earlier, the layout of the document will be "off" since those versions of Word don't allow embedded tables.

Direct any questions or comments to the IT Assistance Line at (312) 534-5227.