

© **Microsoft Word Tables, Version 1**
Student Manual

SAMPLE

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Purpose

The purpose of the manual is to teach the student how to create tables within Microsoft Word. Tables are used to format part or all

Prerequisites

Objectives

The objectives for the manual are: to create a four-column table, autoformat it, resize the columns, and add a header row that repeats on succeeding pages.

Chapter 1
Microsoft Word – Tables

SAMPLE

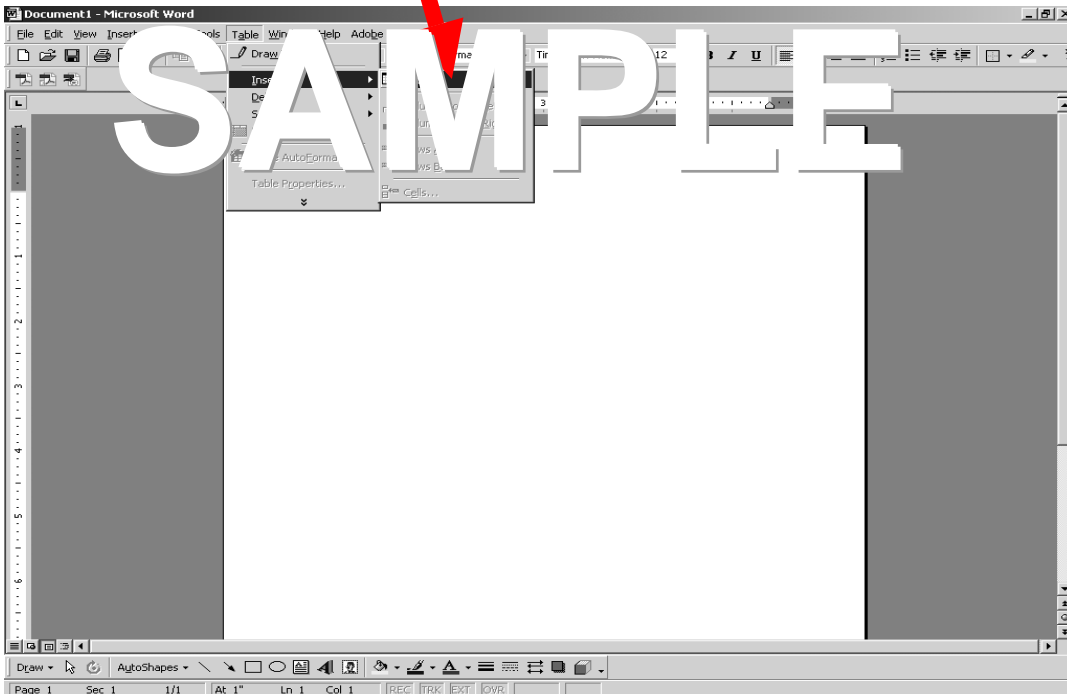
Chapter 1 Microsoft Word - Tables

Creating a four-column table

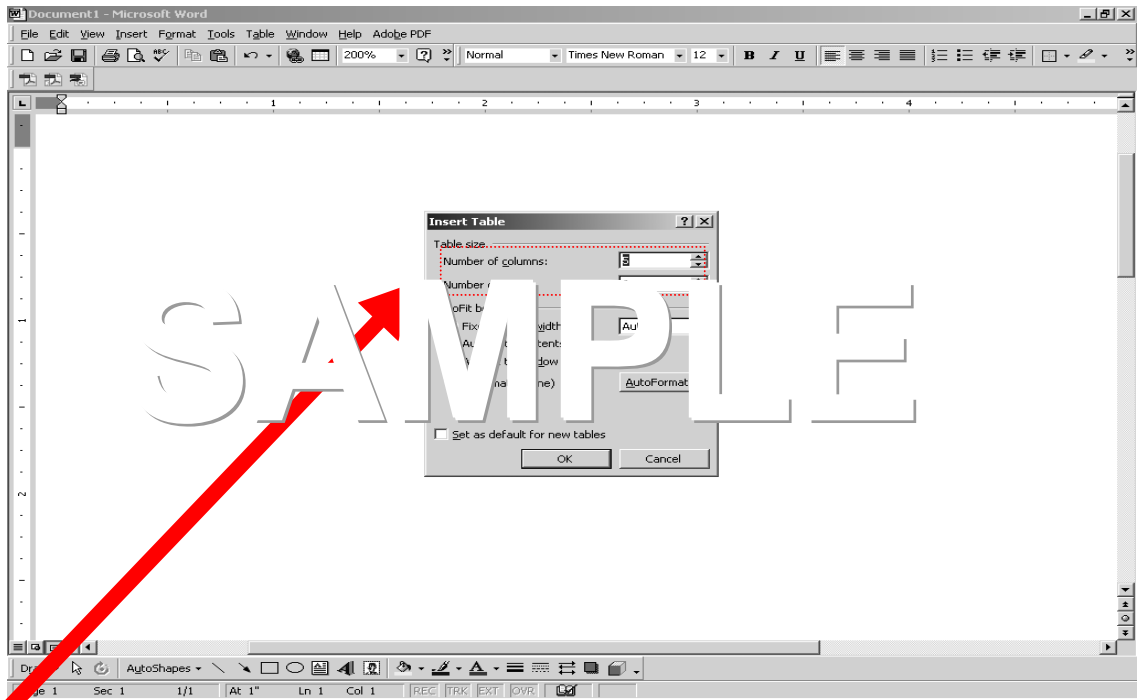


Procedure (Creating a four-column table) SAMPLE

1. It is assumed at this point the student has a complete understanding of how to open a NEW document within Microsoft Word.
2. Choose **Table, Insert, Table** from the main menu selections in the top of the new document.



3. The following menu will be displayed.



4. Type the number of columns in the appropriate field. For this example the number of columns should be “4”.
5. Type the number of rows in the appropriate field. For this example the number of columns should be “4”.

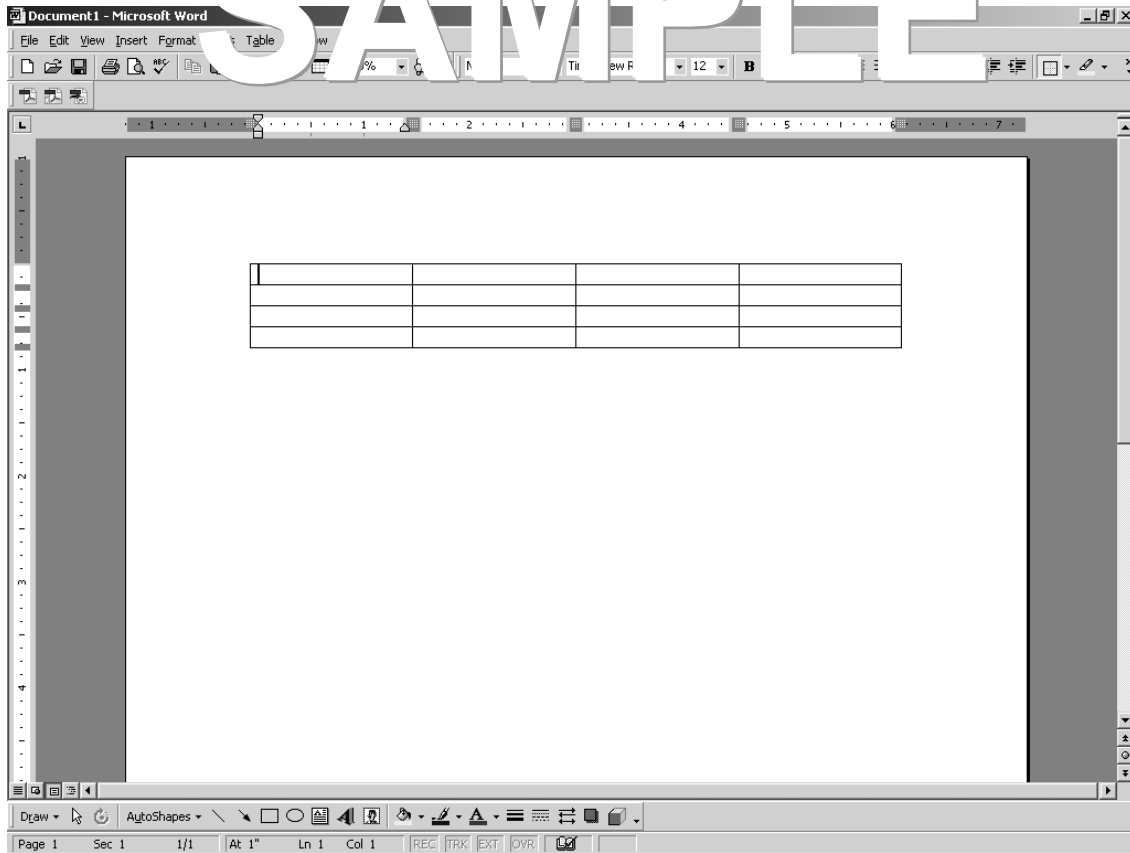


Note:

- No. "function" is associated with some view be described at this time.

6. Press the “OK” button located at the bottom of the screen.

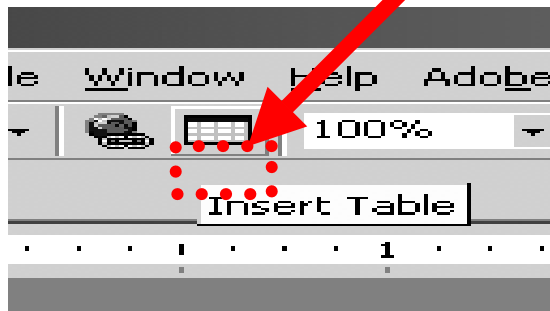
7. The following is an example of the display shown after selecting the “OK” button.



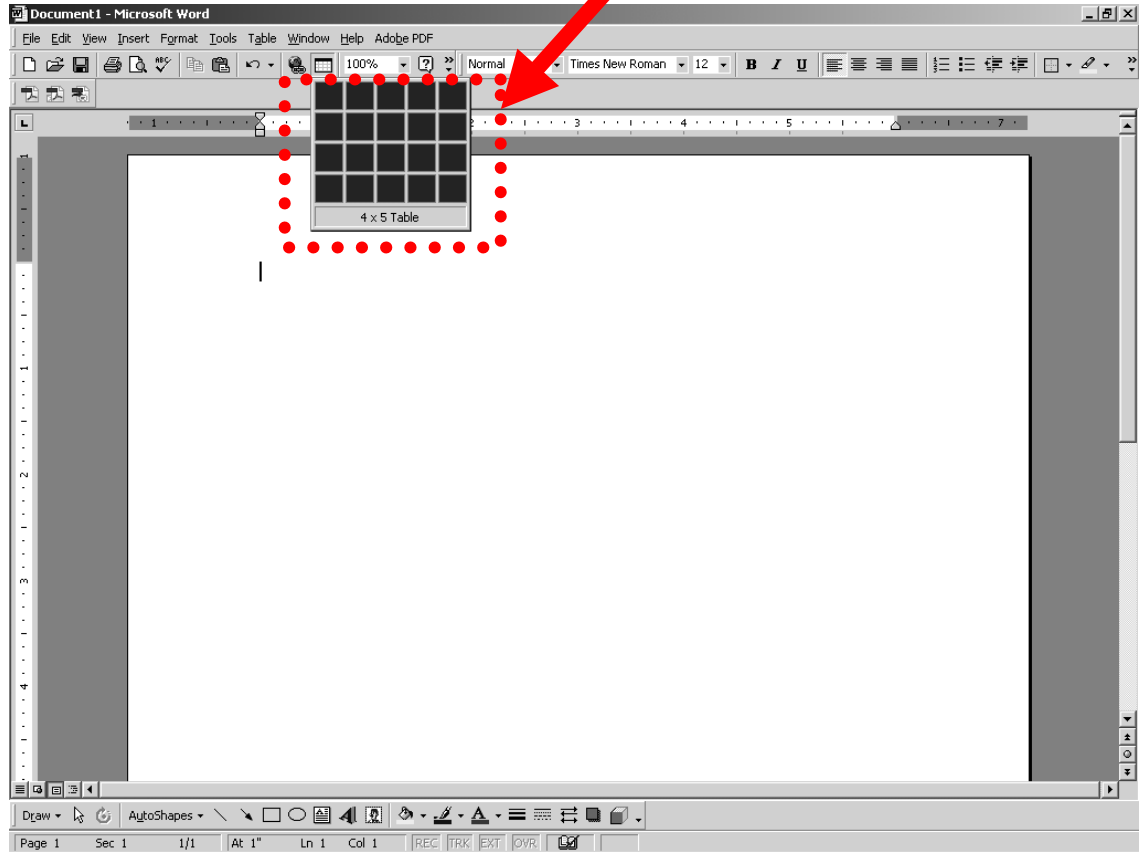
Note:

- The instructions are for creating a table. Refer to the Quick Start Guide for an alternative.

1. Another way to create a table is by clicking on the **Insert Table** icon found in the standard toolbar.



2. Instead of selecting the amount of columns and rows desired, **highlight** the amount of columns and rows by moving the mouse over the correct amount (see example below).



3. Press the **ENTER** key when the desired table is completed.



Note:

- Maximum size allowed in method a four row five column table.
- Microsoft Word has a Table and Border procedure will not discuss those topics.

How to move around a Table



Note:

- Use the **Right Arrow** key to move from one cell to the next cell to the Right.
- Use the **Shift TAB** keys to move from each cell Right to Left.

The following will show an example of the above notes.

1. Press the **TAB** key 9 times. Notice the cursor moving forward 9 cells.
2. Press the **SHIFT TAB** keys 3 times. Notice the cursor moving backward 3 times.

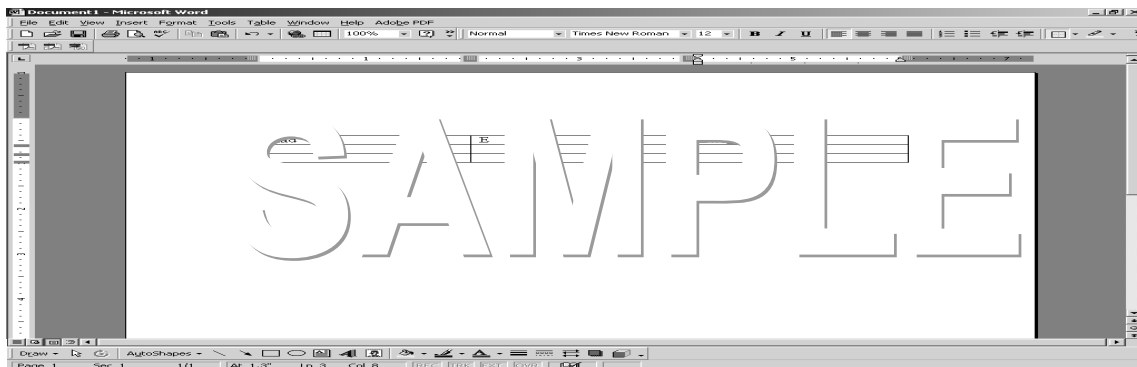


Note:

- By clicking in a cell directly above or below a cell.
- Also moving around a table can be made using the left, right, up, and down arrow keys.

Entering text into a Table

1. To enter text into a Table simply select the cell and type the information directly within the cell.



Autoformatting a Table

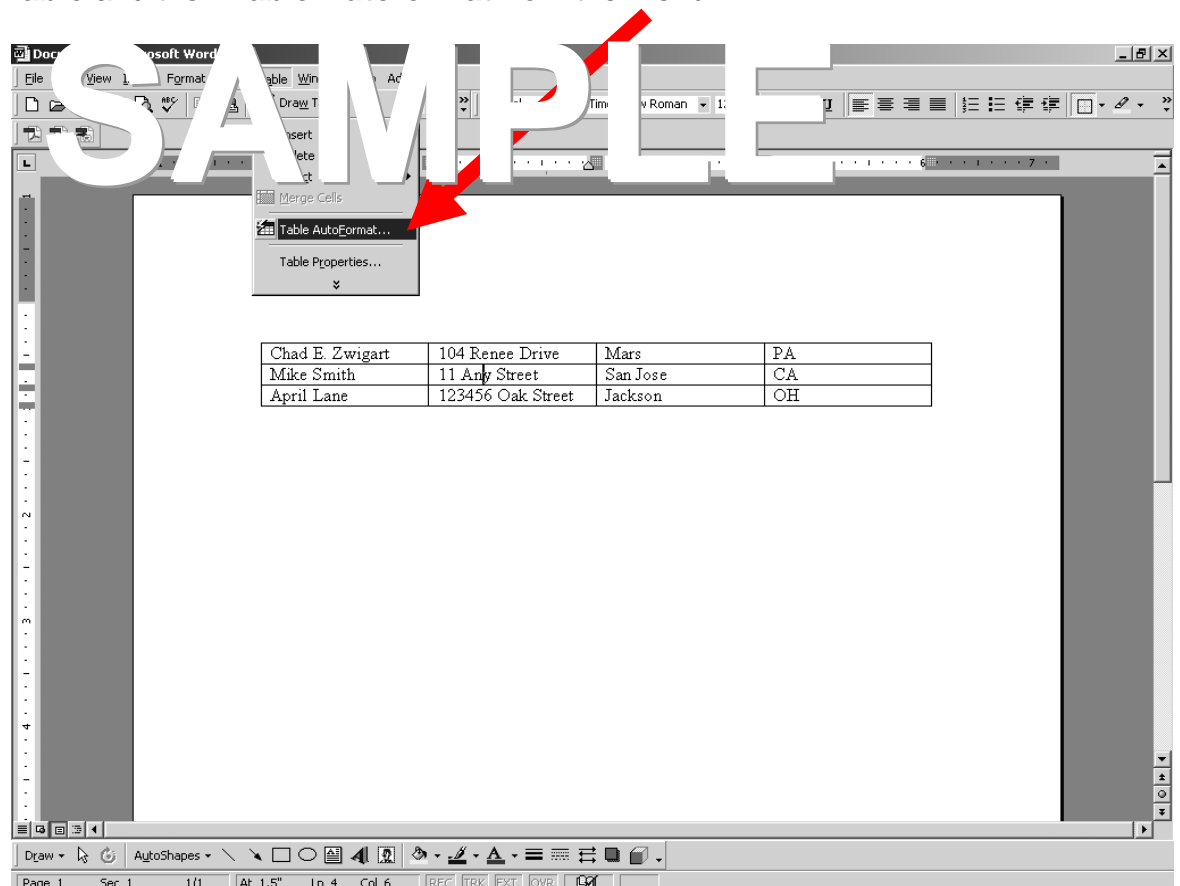


Note:

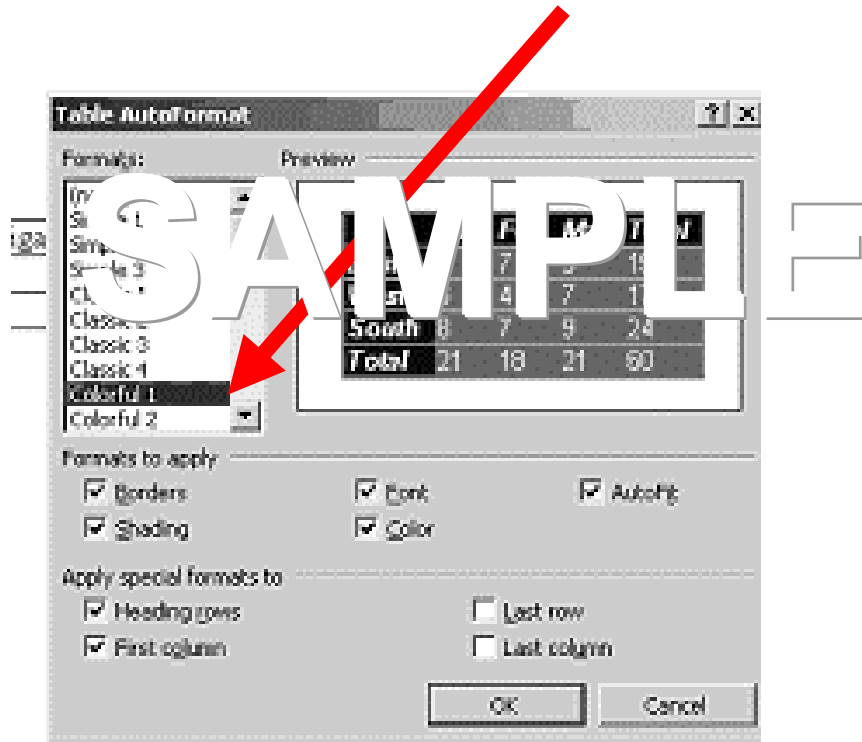
- An **Autoformat** applies to borders, shading, fonts, and color of a Table.
- Microsoft Word automatically applies all features within the Table AutoFormat gallery to the selected table.
- Check the features wanted for the Table currently being worked on either by the **Formats to Apply** or **Apply Special Formats To Frames** selections.

To apply an AutoFormat to your Name, Street Address, City, and State:

1. Click anywhere within the table.
2. Select **Table** and then **Table Autoformat** from the menu.



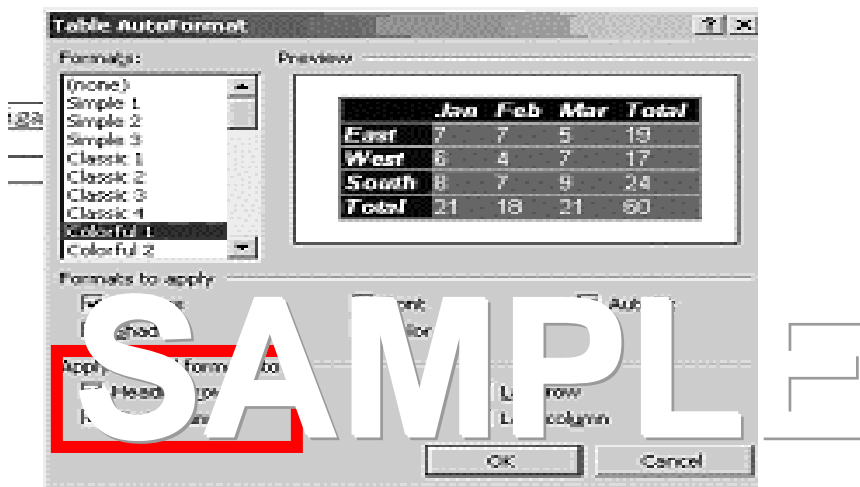
- In the **Tables Style** box select **Colorful 1**.



- Select **Heading rows** and **First column** in the **Apply Special Formats To Frame**.



- Do not select the last row or last column.
- These selections are not part of the example in this content.



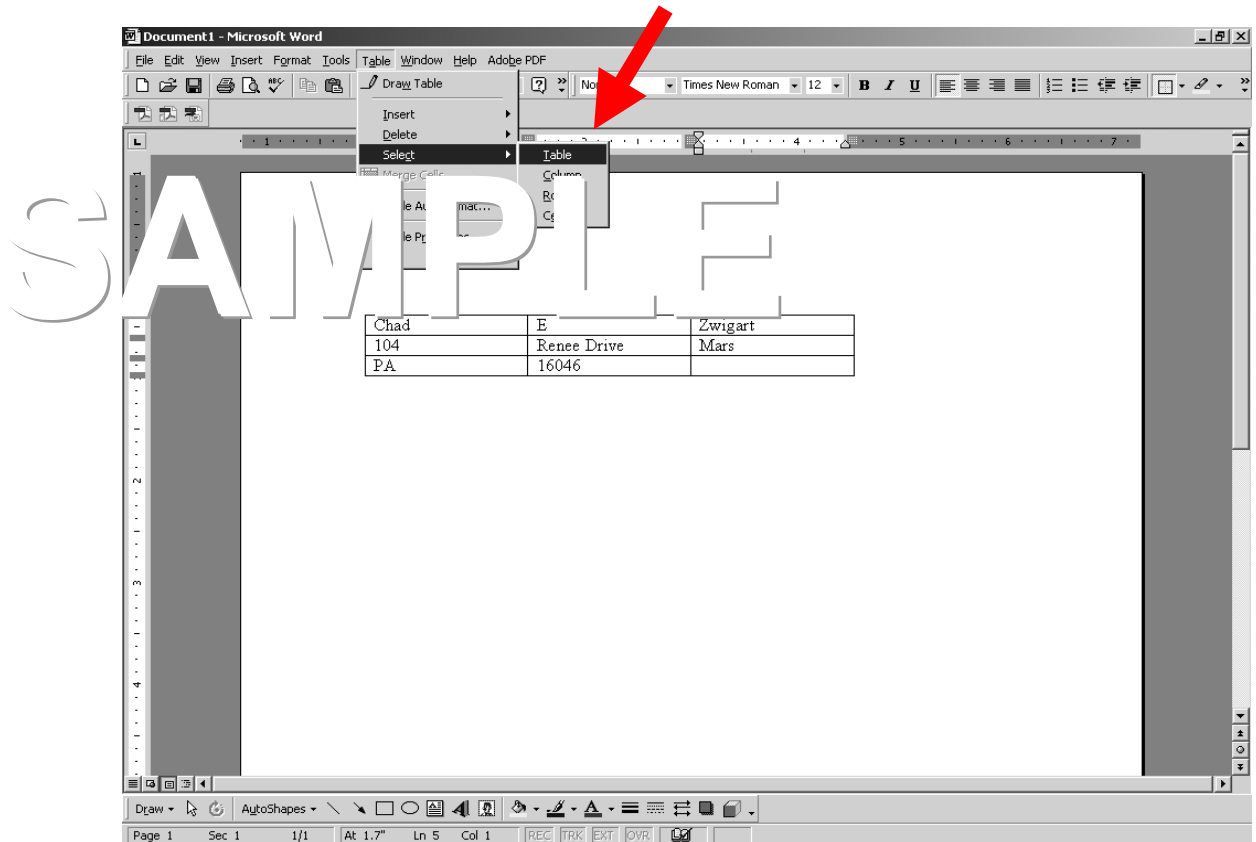
5. Press the **OK** button.
6. The Table should look like the following:



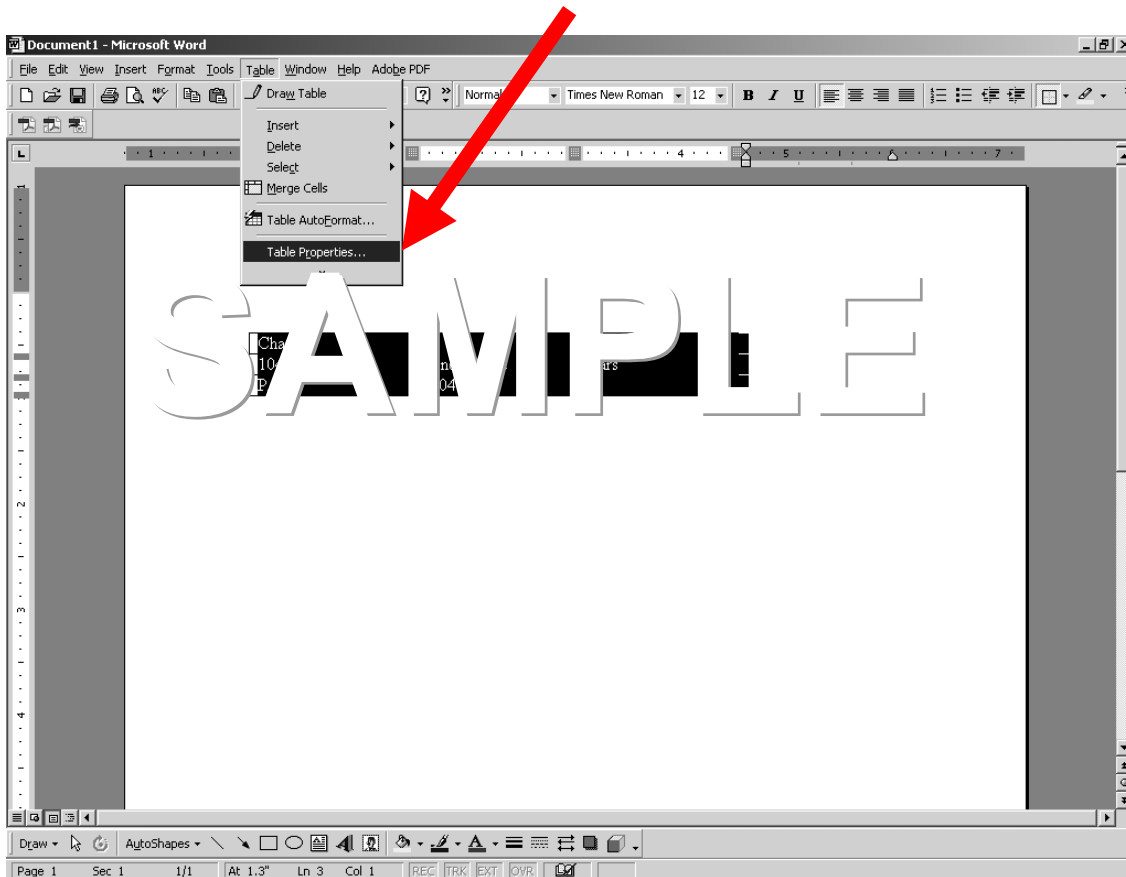
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Resizing the columns

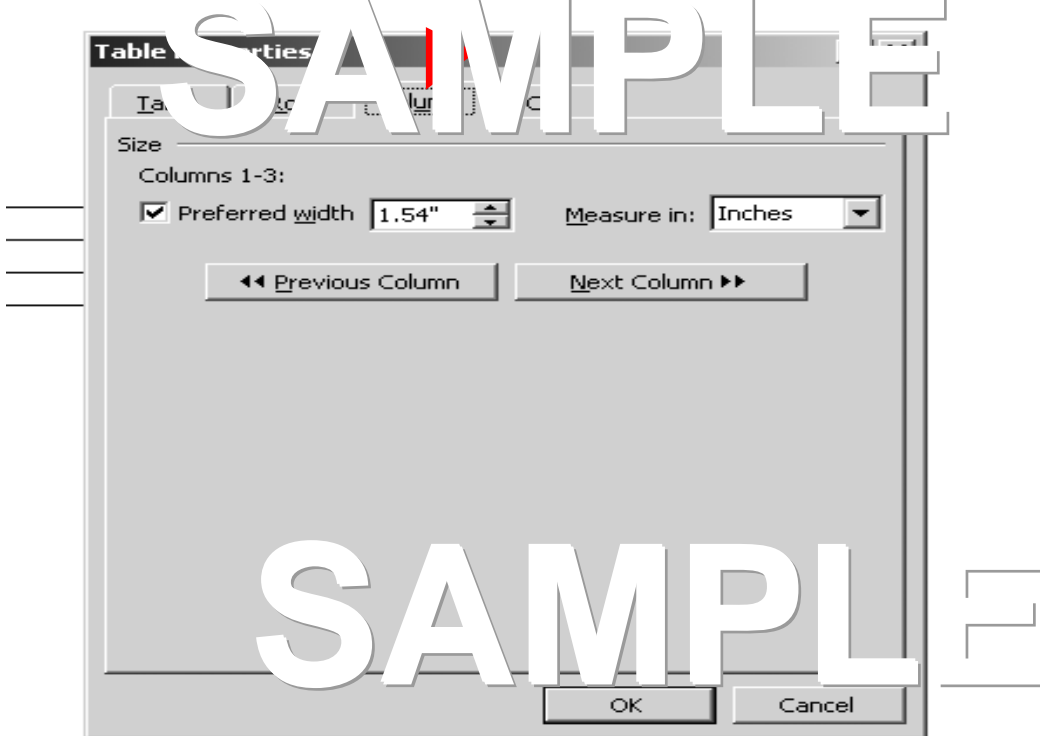
1. Click anywhere within the Table.
2. Choose **Table, Select, Table** from the main menu.



3. Choose **Table And Table Properties** from the main menu.



4. Choose the **Column Tab**.



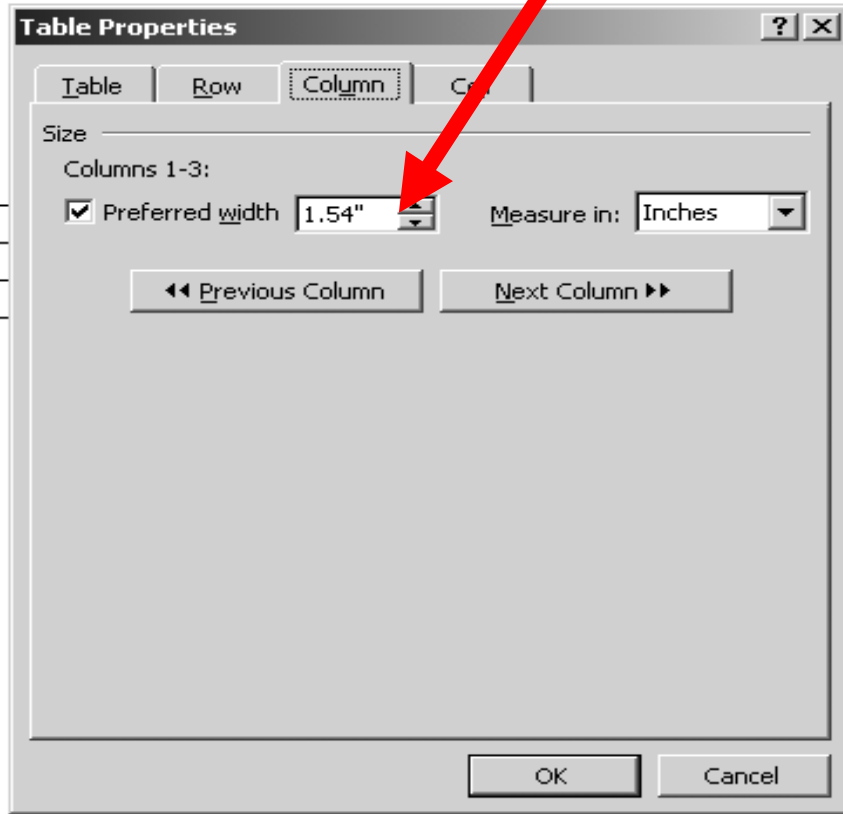
5. Type the number "1.54" in the **Preferred Width Column**.



Note:

- This will calculate all the column widths with a width of 1.54".

SAMPLE



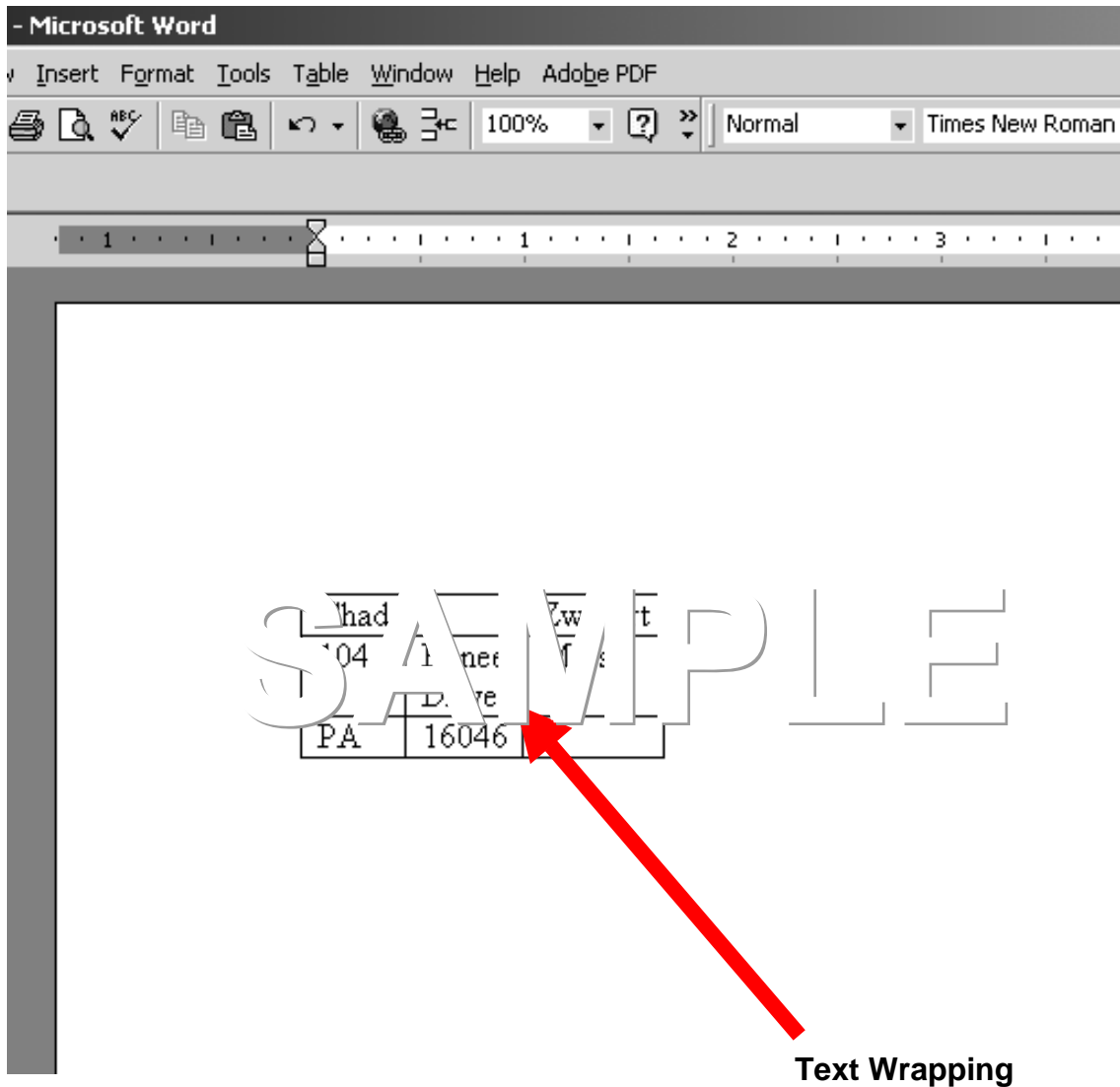
6. Press the **OK** button.



Note:

- Depending on the width of a column, for example, column #2 may cause text wrapping because of the size font used.

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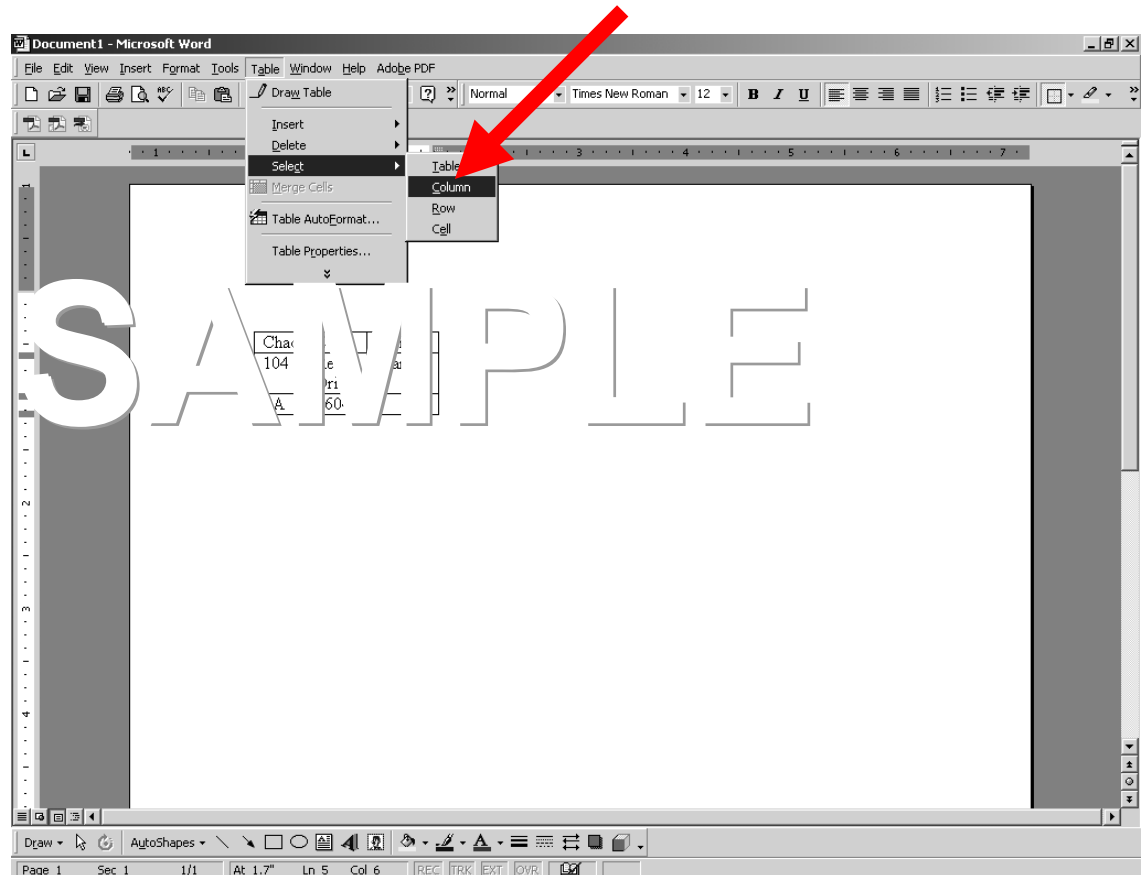


To widen a column

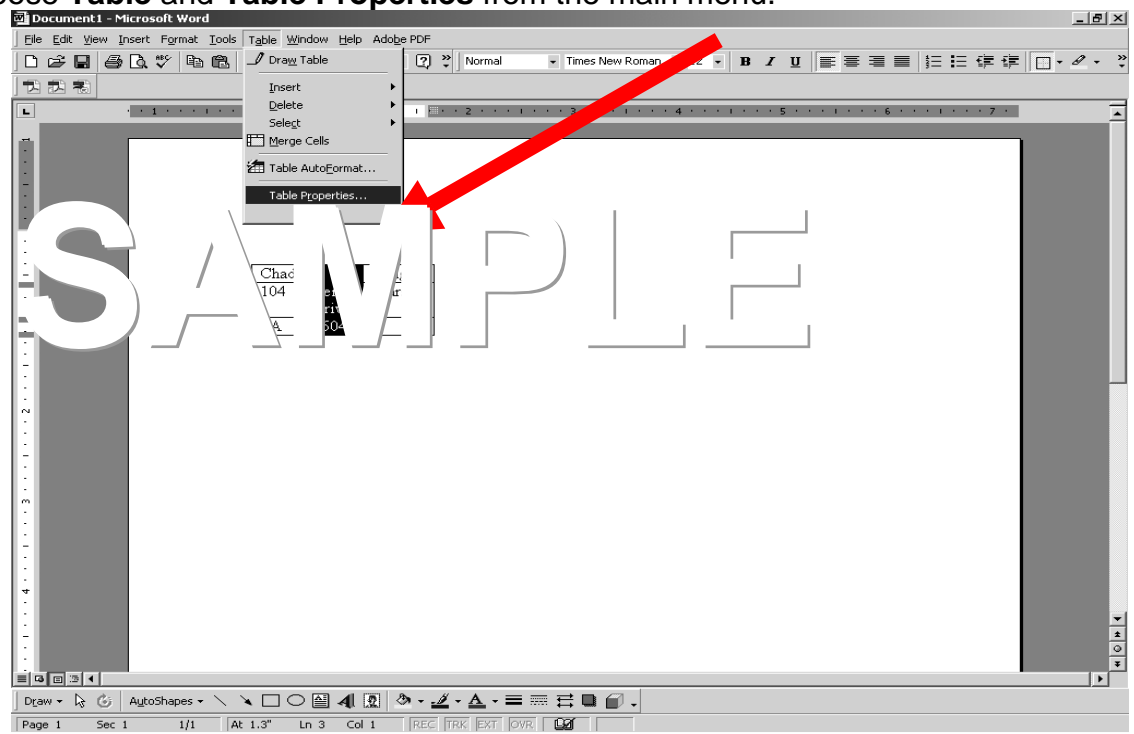
1. Place the cursor anywhere within the column to be widened.

SAMPLE

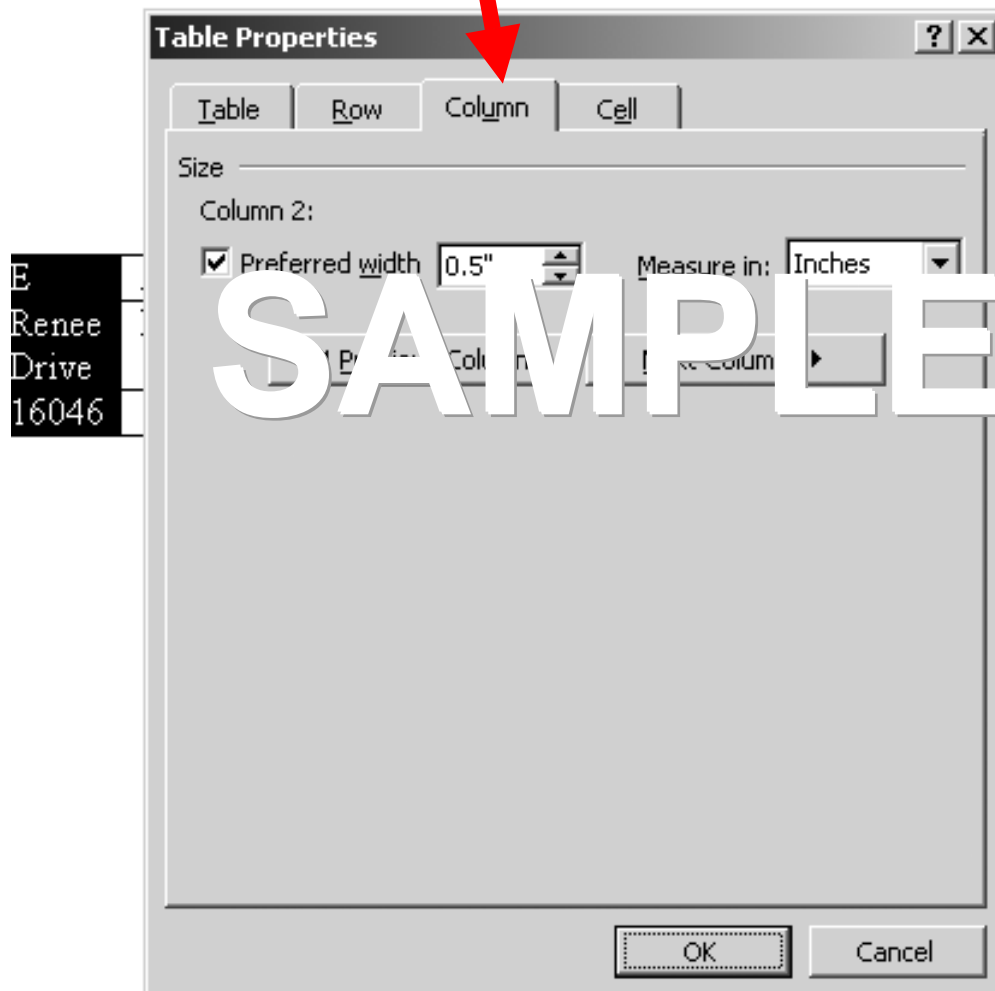
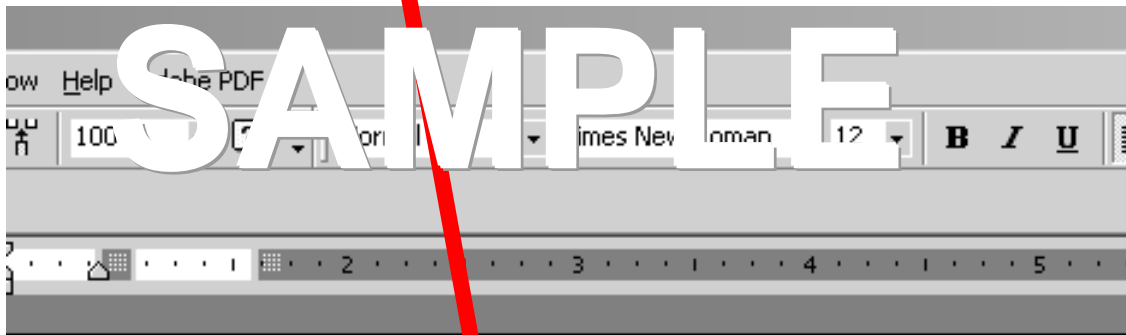
2. Choose **Table, Select, Column** from the main menu.



3. Choose **Table and Table Properties** from the main menu.



4. Choose the **Column Tab**.

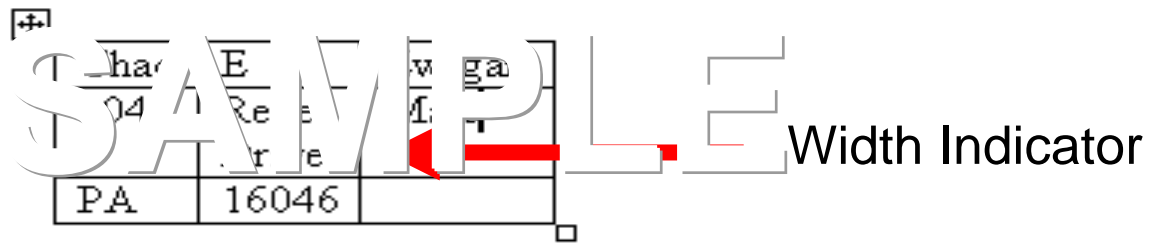


5. Type in the **Preferred Width** field the size wanted.
6. Press the **OK** button.



Note:

- Resizing the width of a column can also be done by placing the cursor on the line separating columns. This will cause the width indicator to appear.
- After the width indicator is present, left click and drag the mouse to the desired width.



Creating a Table Heading

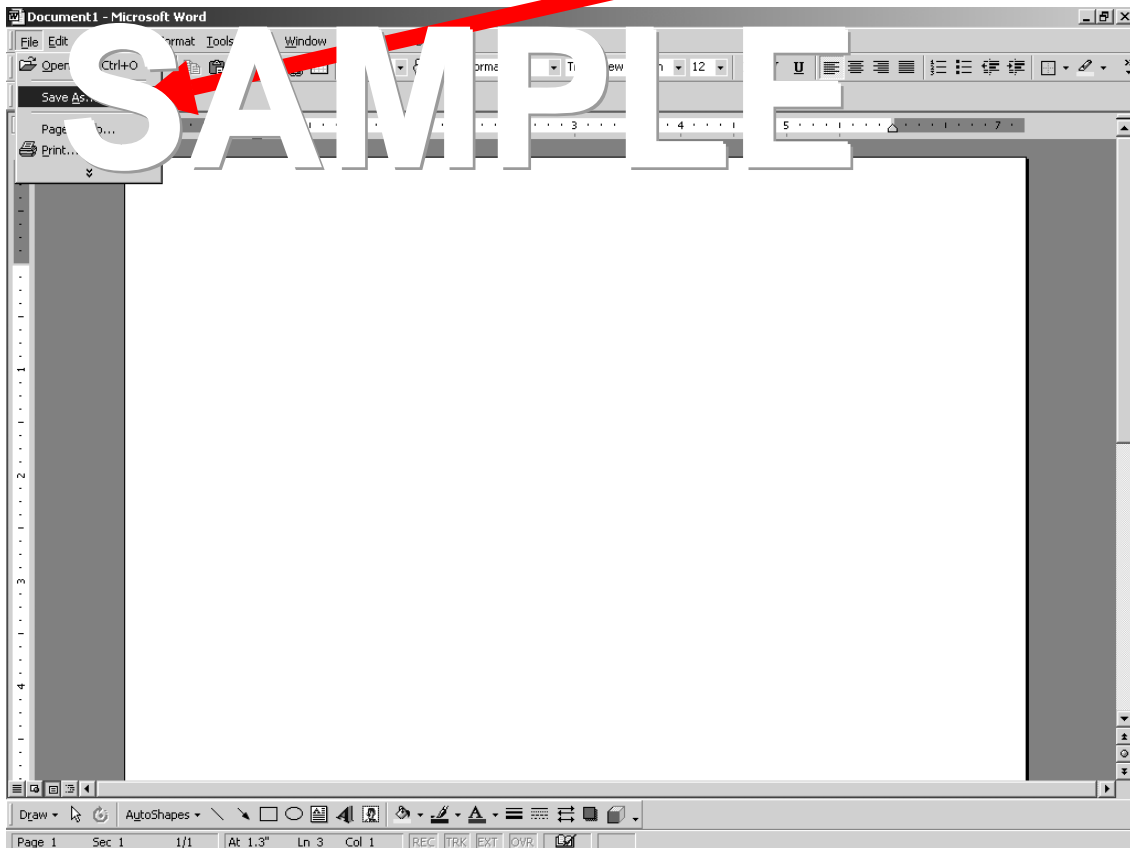


Note:

- In some cases Microsoft Word will split a Table between two pages if it is too long for one page. This happens when the heading is needed for both pages. To prevent this, the heading rows should be repeated on each page. To do this, the rows can be designated as heading rows by repeating the heading on top of the table for each page if the following steps are taken.
- Place the cursor on the row.
 - Choose **Table** and **Heading Rows Repeat** from the main menu.

Saving the Table

1. Choose **File** and **Save As** from the Main Menu.



2. Specify the name of the **File Folder** where it will be saved.
3. Name the file something that is remembered in the **File Name Field**.
4. Press the **Save** button.
5. Choose **File** and **Exit** from the main menu to close Microsoft Word.

SAMPLE

Glossary

Term	Description
Title Bar	Displays the name of the document which is currently being worked on.
Menu Bar	Found directly below the Title Bar. Menus are used to give instructions to Microsoft Word.
Cell	A box formed by the intersection of a row and column in a worksheet or table in which information is entered.
Field	A location on a page or site to enter information in a form or table.
Standard Toolbar	Contains tools that apply to an entire document.
Auto Format	Keeps track of or stores formatting information as it is typed.
Text Wrapping	Specifies whether text should move around the edges of a frame or stop above and resume below. When the end of the line is reached while typing it forces the text to break onto a new line.