

# Tables in Microsoft Word 2000



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# Tables In Word 2000

## Moving around in a table

TO:	PRESS:
Move to the next cell	Tab
Move to the previous cell	Shift+Tab
Move vertically from row to row	Up or Down arrow
Move to the first cell of a row	Alt+Home
Move to the last cell of a row	Alt+End
Move to the top cell in a column	Alt+Page Up
Move to the bottom cell in a column	Alt+Page Down
Start a new paragraph within a cell	Enter
Insert a brand new row at the bottom of the table	Tab at the end of the last row
Add text before a table at the beginning of a document	Enter at the beginning of the first cell

## Highlighting parts of a table

TO:	DO THIS:
Highlight an individual cell	Click just inside the left border of the cell (the mouse should be shaped like an arrow)
Highlight an entire row	Click just outside, to the left, of the row
Highlight an entire column	Position the mouse on the top border of the column (the mouse should be shaped like a down arrow) and click
Highlight multiple cells, rows, or columns	Click and hold down the mouse in a particular cell and then drag the mouse across the cells/rows/columns. When all are highlighted, release the mouse button.
Highlight the entire table	Click inside the table, and then press Alt+5 on the <i>numeric keypad</i> (Num Lock must be turned off).

# Creating a Table

## ***Create a table***

- Choose **Table** from the menu bar.
- Choose **Insert**.
- Choose **Table**.
- Select the number of columns (using the up and down arrows by the **column** window).
- Select the number of rows (using the up and down arrows by the **row** window).
- Click OK.
- Click in the first cell of the table to begin typing.

## ***Create a complex table***

- Click where you want to create the table.
- Choose **Table** from the Menu Bar.
- Choose Draw Table.
- The mouse pointer changes to the shape of a pen.
- To define the outer table boundaries, draw (drag) from one corner to the diagonal corner of the table. This draws a box.
- Then draw in the column and row lines.
- To erase a line, click on the **Eraser** icon (second from the left on the **Tables and Borders** toolbar) and drag over the line.
- When you've finished creating the table, click inside a cell and start typing.

# Table Structure

## ***Add rows or columns to a table***

For Rows:

- Highlight the row above or below where you plan to insert new rows. Highlight the same number of rows as the number of rows you wish to insert.
- Choose **Table** from the Menu Bar.
- Choose **Insert**.
- Choose either Rows Above or Rows Below.

NOTE: To add a row to the bottom of your table, you can simply click inside the last cell of the bottom row and press **Tab**.

For Columns:

- Highlight the column to the right of where you plan to insert new columns. Highlight the same number of rows or columns as the number of columns you wish to insert.
- Choose **Table** from the Menu Bar.
- Choose **Insert**.
- Choose either Columns to the Left or Columns to the Right.

### ***Delete columns, rows, or cells from a table***

- Highlight the cells, rows, or columns you want to delete.
- Choose **Table** from the Menu Bar.
- Choose either **Columns, Rows, or Cells**.
- If you are deleting cells, you will then be asked how to adjust the rest of the table. Choose the option you want and click OK.

### ***Change the column width in a table***

- Position the mouse pointer over a column boundary (the mouse pointer will change to a 2-headed arrow), and then click and hold down the mouse.
- Drag the mouse horizontally to resize the column and let go.

NOTE: If a cell or range of cells is highlighted, click above or below the table to turn off the block. Otherwise, the entire column boundary will not shift; only the boundaries of the highlighted cells will.

To adjust column width, using an exact measurement:

- Highlight the column(s) whose width you want to adjust.
- Choose **Table** on the Menu Bar.
- Choose Table Properties.
- Choose the **Column** tab.
- Enter a number in the **Preferred width** box and click OK.

### ***Change the row height in a table***

- Position the mouse pointer over a row boundary (the mouse pointer will change to a 2-headed arrow), and then click and hold down the mouse.

- Drag the mouse vertically to resize the row and let go.

NOTE: Rows lengthen automatically as text within a cell wraps from one line to the next within the cell.

To adjust the row height using an exact measurement:

- Highlight the row(s) whose height you want to adjust.
- Choose **Table** from the Menu Bar.
- Choose Table Properties.
- Select the **Row** tab.
- Adjust the size and click OK.

### ***Make multiple columns the same width***

- Highlight the columns.
- Choose **Table** from the Menu Bar.
- Choose **AutoFit**.
- Choose Distribute Columns Evenly.

### ***Make multiple rows the same width***

- Highlight the rows.
- Choose **Table** from the Menu Bar.
- Choose **AutoFit**.
- Choose Distribute Rows Evenly.

### ***Adjust the horizontal alignment of your table on the page***

- Click anywhere inside the table.
- Choose **Table** from the Menu Bar.
- Choose Table Properties.
- Click on the **Table** tab.
- Choose an alignment and click OK.

### ***Split a table into two separate tables***

- Click inside the row that you want as the starting row of the second table.
- Choose **Table** from the Menu Bar.
- Choose Split table.

### ***Divide a single cell into multiple cells in a table***

- Click inside the cell you wish to divide.
- Choose **Table** from the Menu Bar.
- Choose Split Cells...
- Select the number of columns and/or rows and click OK.

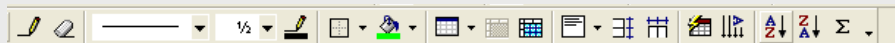
### ***Merge cells into one cell in a table***

- Highlight the cells you wish to merge.
- Choose **Table** from the Menu Bar.
- Choose Merge Cells.

## **Formatting a Table**

Note: If the **Tables and Borders** toolbar is not displayed on your screen,

- Choose **View** from the Menu Bar.
- Choose **Toolbars**.
- Choose Tables and Borders.



### ***Apply a pre-designed format to your table***

- Click inside the table.
- Choose **Table** from the Menu Bar.
- Choose Table AutoFormat.
- In the **Formats** box click on the various listings to preview them.
- When you've found your choice, click OK.

### ***Apply a border to the table***

NOTE: All tables by default have a 1/2-pt black, single solid-line border.

Applying borders is most easily done using the icons on the **Tables and Borders** toolbar.

- Highlight the table.
- Click on the down arrow by the **Line Style** icon on the **Tables and Borders** toolbar and select a border style.



- If desired, click on the down arrow by the **Line Weight** icon on the toolbar to change the thickness of your border.



- Click on the **Outside Border** icon on the toolbar to apply the changes.



### ***Apply a custom border to a part of a table***

- Highlight the part of the table whose border you wish to change. (If you're only changing the border around a single cell, just click once inside the cell.)
- Click on the down arrow by the Line Style window on the Tables and Borders toolbar.
- Select a border style from the list.
- You can also change the thickness of the border if you want by clicking on the down arrow in the Line Weight window and choosing a different thickness.
- Click on the down arrow beside the Outside Border button.
- Click on the icon displaying the border section to which you are applying the new style.
- If you need to apply the same line style/weight to another section of the border, click again on the down arrow beside the Border button and click on the icon for that border section to make the change.

### ***Remove all borders from a table***

- Highlight the table.
- Click on the down arrow by the **Line Style** icon on the **Tables and Borders** toolbar.
- Select **No Border**.



### ***Apply shading to the entire table***

- Highlight the table.
- Click on the down arrow by the **Shading Color** icon.
- Select a color from the list of color samples.



### ***Apply shading to part of a table***

- Highlight the part of the table you wish to shade.
- Click on the down arrow by the **Shade Color** icon on the **Tables and Borders** toolbar.
- Click on a shading color.



### ***Remove shading from a table***

- Highlight the shaded cells of your table.
- Click on the down arrow by the Shade Color icon on the Tables and Borders toolbar.
- Click on **No Fill**.



## **Table Editing**

### ***Move or copy text in a table***

- Highlight the cell(s), row(s), or columns(s) whose text you want to move or copy.
- To move the selection,
- Click inside the highlighted area and hold down the mouse. A shadowy cursor should appear by the mouse pointer.
- Drag the mouse pointer to the new location and let go.
- To *copy* the selection, hold down the **Ctrl** key while dragging the selection to the new location.

### ***Clear the text within a table***

- Highlight the text you want to delete.
- Press **Delete** on the keyboard.

### ***Delete a table and its contents***

- Highlight the table.
- Choose **Table** from the Menu Bar.
- Choose **Delete**.
- Choose **Table**.

## Formatting Text Within a Table

Note: If the **Tables and Borders** toolbar is not displayed on your screen, 

- Choose **View** from the Menu Bar.
- Choose **Toolbars**.
- Choose **Tables and Borders**.

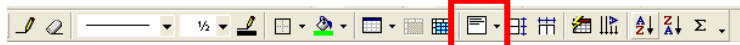


### ***Change text font/size/style within a table***

Font changes to text inside a table are made in the same way as they are to normal text outside of a table.

### ***Change the vertical/horizontal alignment of text in a table***

- Highlight the cells whose vertical/horizontal alignment you wish to change.
- Click on the down arrow beside the **Align Top Left** icon on the **Tables and Borders** toolbar.



- Choose from the various alignment options shown.

### ***Change the orientation of text***

- Highlight the cells whose text orientation you wish to change.
- Choose **Format** from the Menu Bar.
- Choose **Text Direction**.
- Choose the orientation you want and click OK.

### ***Insert a tab inside of a table cell***

- Press **Ctrl+Tab**.

### ***Repeat a table heading on subsequent pages***

- Highlight the row or rows of text that you want to use as a table heading (MUST include the first row of the table).
- Choose **Table** from the Menu Bar.
- Choose **Heading Rows Repeat**.

NOTE: Repeated table headings are visible on-screen only in **Print Layout view** (under **View** on the Menu Bar).

### ***Prevent text within a table row from breaking across pages.***

- Highlight the table.
- Choose **Table** from the Menu Bar.
- Choose Table Properties.
- Click on the **Row** tab.
- Clear the **Allow row to break across pages** check box.

### ***Number cells in a table***

- Highlight the cells you wish to number.
- Choose **Format** from the Menu Bar.
- Choose **Bullets and numbering**.
- Click on the **Numbered** tab.
- Select a numbering option and click OK.

## **Performing Calculations**

### ***Sum a row or column of numbers***

- Click in the cell in which you want the sum to appear.
- Choose **Table** from the Menu Bar.
- Choose **Formula**.

-If the cell you selected is at the bottom of a column of numbers, *Word* proposes the formula =SUM(ABOVE). This adds up the numbers listed above in the column. Click OK if this is correct.

-If the cell you selected is at the right end of a row of numbers, *Word* proposes the formula =SUM(LEFT). This adds up the numbers listed to the left in the row. Click OK if this is correct.

#### NOTES:

It's possible that, in the cell you select, you will see *field codes* between braces displayed—for example, {=SUM(LEFT)}—instead of the actual sum. To change the display to the actual sum,

- Choose **Tools** from the Menu Bar.
- Choose **Options**.
- Click on the **View** tab.
- Clear the **Field codes** check box.

If your column or row contains blank cells, *Word* will not sum the entire column or row. To sum the entire row or column, type zeros in the blank cells.

### **Sum the numbers in specific cells**

You can reference specific cells when performing a calculation.

Table cells are referenced as **A1**, **A2**, **B1**, **B2**, and so on, with the letter representing a specific column and the number representing a specific row.

	A	B	C
1	A1	B1	C1
2	A2	B2	C2
3	A3	B2	B3

To reference cells in formulas, use a comma to separate references to individual cells (e.g., a1,c3), and a colon to separate the first and last cells in a designated range (e.g., 1:1 or a1:b2).

Note the following examples.

To sum these cells:

You would enter in the Formula window:

	A	B	C
1			
2			
3			

=sum(b1:b3) or =sum(b:b)

	A	B	C
1			
2			
3			

=sum(a1:b2)

	A	B	C
1			
2			
3			

=sum(a1:c2) or =sum(1:1, 2:2)

	A	B	C
1			
2			
3			

=sum(a1,a3,c2)

### **Perform other calculations in a table**

- Click in the cell in which you want the result to appear.
- Choose **Table** from the Menu Bar.
- Choose **Formula**.
- If *Word* proposes a formula in the **Formula** window that you do not wish to use, place the cursor in that window and delete everything that follows the = sign. *Do not erase the = sign.*
- A list of formulas appears in the **Paste function** window. From this list, select a function. It now appears in the **Formula** window with parentheses following it.
- Enter the range upon which you want to perform the calculation between the parentheses (e.g., ABOVE for a column, LEFT for a row, or a1:b2 for a specific range).
- The **Number format** window allows you to change the format for the resulting number. For example, to display the number as a decimal percentage, click 0.00%.
- Click OK when you have finished.

NOTE: If you later change any of the numbers in the cells you already performed calculations on, you can update the numerical result by highlighting the number and then pressing **F9**.

If you make changes that affect a number of results, rather than just one, you can update all results at once. To do so,

- Choose **Edit** from the Menu Bar.
- Choose **Select all**.
- Press **F9**.

Tip: you can update all fields in a document each time you print it. To do so,

- Choose **Tools** on the Menu Bar.
- Choose **Options**.
- Click on the **Print** tab.
- Select the **Update fields** check box.

## Copying a Word Table into Excel 2000

- Highlight the table.
- Choose **Edit** from the Menu Bar.
- Choose **Copy**.
- Minimize or close *Word*.
- Open Microsoft Excel 2000.
- Choose **Edit** from the Menu Bar.
- Choose **Paste**.

You may need to click on the borders between the gray column headers (A, B, C, and so on) and stretch the borders in order to display all the text in your table.

(6/25/03)