



C O M M O N S D E E D

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# Tables in Microsoft Word 2003

For Windows

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As California's community colleges take on the challenge of effectively integrating technology into instruction and services, they do so with the goals of increased student access and improved student outcomes. The @ONE project has been funded by the California Community Colleges Chancellor's Office to build a statewide training infrastructure with an electronic learning community as an integral support and connection for faculty throughout the state. The @ONE project is a faculty driven community college consortium that is dedicated to providing resources to community college faculty and staff to support learning and students in the 21st century.

## *@ONE Mission*

The mission of @ONE is to assist California Community College faculty and staff to enhance student learning and success through expanded uses of effective technology by providing training, online resources and support.

## *About this Guide*

This booklet contains information about working with tables in Word 2003 and assumes familiarity with the Windows operating system and Microsoft Word 2003.

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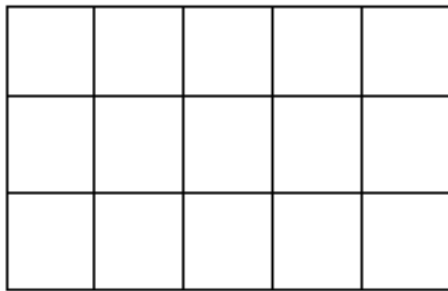
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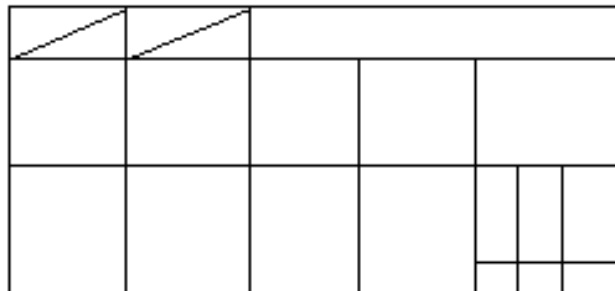
## Overview

Tables are mainly used to organize information on your page and are made up of rows and columns that can be filled with text, numbers and graphics.

There are two ways to add tables to your document: insert a table or draw a table. Inserting tables is the best choice when creating simple tables with consistent row and column size. The Draw Table feature is good for creating complex tables. Each box within your table is referred to as a cell.




A simple table created using the Insert command.




A complex table created using the Draw Table feature.

Once you create a table in your document, either by drawing or inserting, you can easily manage that table with the Tables toolbar.

## Inserting Tables

1. Go to the Table pull-down menu and select Insert→Table. The Insert Table dialogue box will appear.
2. Specify the number of rows and columns you want in the appropriate boxes by either typing in the number or using the up and down arrows to the right of the boxes.
3. Choose an AutoFit behavior, if necessary:

*Fixed Column Width:* You can specify the width of each column or leave it to auto. This will automatically set your columns to be spread evenly within your margins.

*AutoFit to contents:* Your columns' width will change depending on the content of each column and will stretch to fit that content.

*AutoFit to window:* Your column widths will be spread evenly within your margins.

4. Click OK. Your table will appear in your document.



## Drawing Tables

1. Go to the Table pull-down menu and select Draw Table. The Tables and Borders Toolbar will appear and a pencil will already be selected.
2. Place your pointer over a blank area in your document. Click and hold down with your mouse and drag diagonally and to the right to create the outside border for your table.
3. Click and drag from the left to right side of your table to create rows.
4. Click and drag from the top to bottom of your table to create columns.
5. If you make a mistake, click on the eraser button in your Table and Borders toolbar, and then click and drag over the line you want to erase. You will need to click on the pencil again in order to resume drawing lines.
6. When you are finished click on the pencil or eraser tool (whichever one you were last using) to drop that tool and start typing in your table.



Draw Table Eraser

## Typing and Navigating

You type in a table as you would in any other part of a Word document. You can format your text using Formatting toolbar. You can also insert pictures, bullets and numbers in a table as you would in any other part of a document.

### Navigational Techniques

There are some basic navigational techniques you need to know when using tables:

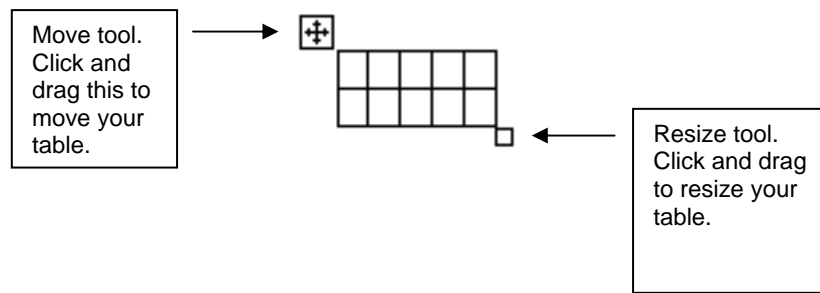
- Click in a cell to place your insertion point there.
- Use your Tab key or your left and right arrows to move across from cell to cell. Note: clicking Tab when your insertion point is in the last cell of your table will add another row to your table.
- Use your up and down arrows to move up and down in your cells.
- If you want to indent in your cell, press Ctrl + Tab.
- To highlight cells in your table, click and hold down in a cell and then drag until all the cells you want selected are highlighted.
- To select your entire table, click and hold down in the upper left corner cell then drag down to the last cell in your table. Your entire table will be highlighted.

You can also click on the Move tool and your table will be selected (see next page).

# Resizing and Moving Tables, Columns and Rows



## *Resizing and Moving Your Entire Table*

1. Place your mouse over your table or click in your table. The Move and Resize tools will appear.



2. Click on the Move tool and drag to place your table in a different location on your page.
3. Click on the Resize tool and drag to make your table larger or smaller.

## *Resizing Columns and Rows*

1. Rest your pointer on the column or row you want to change the width/height of until you see the resize icon appear. 
2. Click and hold down with your mouse and drag your row/column line to the desired position. 

*Note: If you have a portion of your table selected when you increase/decrease columns width and row height, only the selected portion will change.*

## Modifying Tables with the Tables & Borders Toolbar

The Tables and Borders Toolbar allows you to easily change aspects about your table. If you do not see the Table toolbar on your screen, go to View→Toolbars→Tables and Borders.



### *Changing Border Style and Color*

By default, your table will have black, thin border lines. You can change your border in two ways: before you draw your table or after you draw/insert your table.

The Border Tools are as follows:

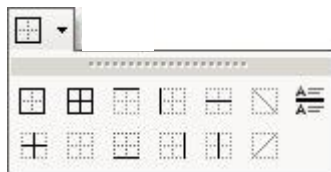
- Changes Line Style 
- Changes Line Weight 
- Changes Border Color 

### **To Change Your Border Before You Draw a Table**

1. Click on the Line Style menu and select a line style.
2. Click on the Line Weight menu and choose a thickness.
3. Click on the Border Color button and choose a line color.
4. Click on the Draw Table tool, if necessary, and begin drawing the lines of your table.

### **To Change Your Border After You Insert/Draw a Table**

1. Highlight your table or the area in your table where you want to change the border by clicking and dragging over your table with your mouse.
2. Click on the Line Style menu and select a line style.
3. Click on the Line Weight menu and select a line thickness.
4. Click on the Border Color button and choose a line color.
5. Click on the Outside Border button and choose the borders you want to apply your modifications to.



## *Changing Fill Color*

By default, the background color for the cells in your table is white. To change background color:

1. Highlight the cells in your table that you want to change.
2. Click on the Shading Color button in the Tables and Borders toolbar and select a new background color.



## *Adding Rows and Columns and Changing AutoFit Behavior*

You can easily add rows and columns and change the AutoFit behavior of a table within the Tables and Borders toolbar.

1. Click in your table. Your insertion point must be in a cell in your table in order for changes to take affect.
2. Click on the arrow next to the Insert Table button in the lower left corner of your Tables and Border Toolbar. The look of this button will change depending on the last command you chose.
3. Choose the appropriate command.



## *Merging and Splitting Cells*

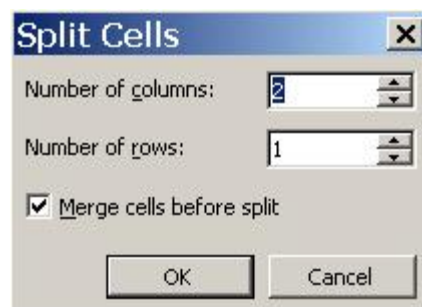
### **To Merge Cells Together**

1. Highlight the cells in your table you want to merge.
2. Click on the Merge Cells button. The cells you selected will merge together.



### **To Split Cells**

1. Highlight the cell(s) you want to split.
2. Click the Split Cells button.
3. Specify the number of rows or columns you want the cell split into.
4. Click OK.



## *Aligning Text within Tables*

You can vertically and horizontally align text within your table using button in the Tables and Borders toolbar.

1. Highlight the cell(s) where you want to change the text alignment.
2. Click the Alignment button and choose a different alignment from the menu that appears.



## Distributing Columns and Rows

When you insert a table into your document, by default, the columns and rows are distributed evenly. When you draw a table, you may want to use the Distribution buttons in order to spread the columns and rows evenly within your table.

If your table is too complex, you will receive an error message stating that Word was unable to distribute the rows/columns.

### Distribute Rows and Columns Evenly

1. Highlight the rows/columns you want to even out.
2. Click on the Distribute Rows Evenly and/or Distribute Columns Evenly button.

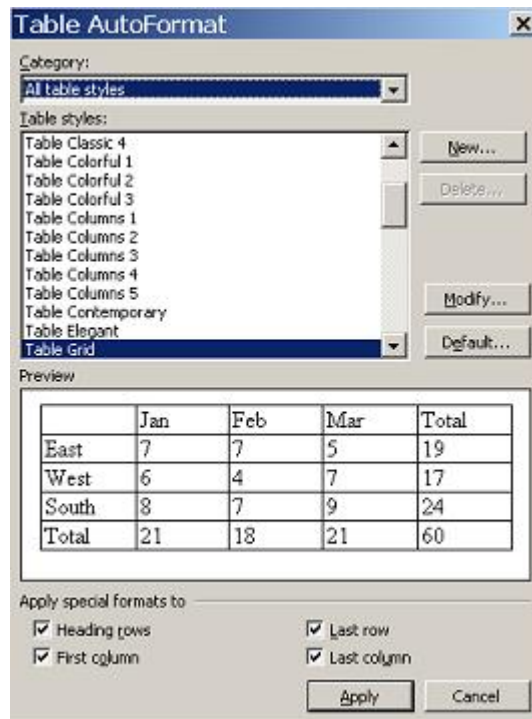


### Table AutoFormat

Word has set up a variety of table layouts you can use to easily apply design and color to your tables. You can apply Table AutoFormats when you insert a table or after you insert/draw a table.

### Applying an AutoFormat to an Existing Table

1. Click in a cell in your table or highlight your table.
2. Click on the Table AutoFormat button. The Table AutoFormat dialogue box will appear.



3. Choose a format from the list at the left (preview appears in box on right).
4. Choose which parts of the format you don't want to apply by unchecking the boxes in the bottom half of the dialog box.
5. To select from additional formatting options, click on the Modify button, and choose your table formatting settings. Click OK when you are finished.
6. Click Apply.

## Applying an AutoFormat as You Insert a Table

1. Go to Table→Insert→Table.
2. Make your specifications in the window that appears.
3. Click the Table AutoFormat button.
4. Use the steps on page 6 to apply AutoFormatting.
5. Click Apply in the Table AutoFormat dialogue box and OK in the Table dialogue box.

## Changing Text Direction

You can change the text direction in any cell of your table.

1. Highlight the cells in your table where you want to change the text direction.
2. Click the Change Text Direction button. This will rotate your text 90° clockwise. Clicking on the button a second time will rotate your text another 180° clockwise. Clicking a third time will return your text to its original position.



Monday	Tuesday	Wednesday	Thursday	Friday
--------	---------	-----------	----------	--------

First Click

Monday	Tuesday	Wednesday	Thursday	Friday
--------	---------	-----------	----------	--------

Second Click

Monday	Tuesday	Wednesday	Thursday	Friday
--------	---------	-----------	----------	--------

Third Click

**NOTE:** If you do not choose the AutoFit to Contents option (see pages 1 and 5) before changing text direction, you may need to resize your row height to accommodate your rotated text (see page 3).

## Sorting

You can sort the data in your worksheet by ascending or descending order. You can sort using the buttons in the Standard Toolbar or using the Sort command in the Data pull-down menu. The buttons in the Standard Toolbar are used when sorting information in worksheets that have header columns. The Sort command can be used either for worksheets with header columns or simple lists that do not have header columns.

Partridge	Danny	13	Red	Hazel
Adams	Wednesday	9	Brown	Brown
Brady	Cindy	6	Blonde	Blue

A list without headers: If you used the buttons in the Standard toolbar to sort a list like this, Excel assumes that the top row is your header row and will not sort it. Therefore, in this example, Partridge would not be sorted with the list.

Last Name	First name	Age	Hair	Eyes
Partridge	Danny	13	Red	Hazel
Adams	Wednesday	9	Brown	Brown
Brady	Cindy	6	Blonde	Blue


A list with a header row: If you used the buttons in the Standard Toolbar to sort a list like this, Excel assumes that the top row is your header row and will not sort it, which you would want in this case.

### Using the Sort Command

1. Click in the first cell of your table (upper left cell).
2. Go to the Table menu and select Sort.
3. In the Sort dialogue box that appears, specify how you want to sort your list (by which column).
4. On the bottom of the dialogue box, specify whether or not your list contains a header row.
5. For additional options, click on the Options button, and select your sort options in the Sort Options dialogue that appears. Then click OK.
6. Click OK in the Sort dialogue box.




### Using the Sort Buttons

1. Click the first name, number, and other text in the cell you want to sort by. For instance, if you want to sort by your Last Name column, click on the first last name in that list.
2. Click on either the Sort Ascending or Sort Descending button in your  Standard Toolbar.

### AutoSum

You can add a row or column of numbers in your table using the AutoSum button.

1. Click in the cell below the column of numbers or in the cell to the right of the row of numbers you want to add.
2. Click the AutoSum button. The numbers will be added and the result will appear in the cell. 

12	15	24	87	44	182
15					
24					
87					
44					
182					



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