Microsoft Word 2013: Formatting Tables
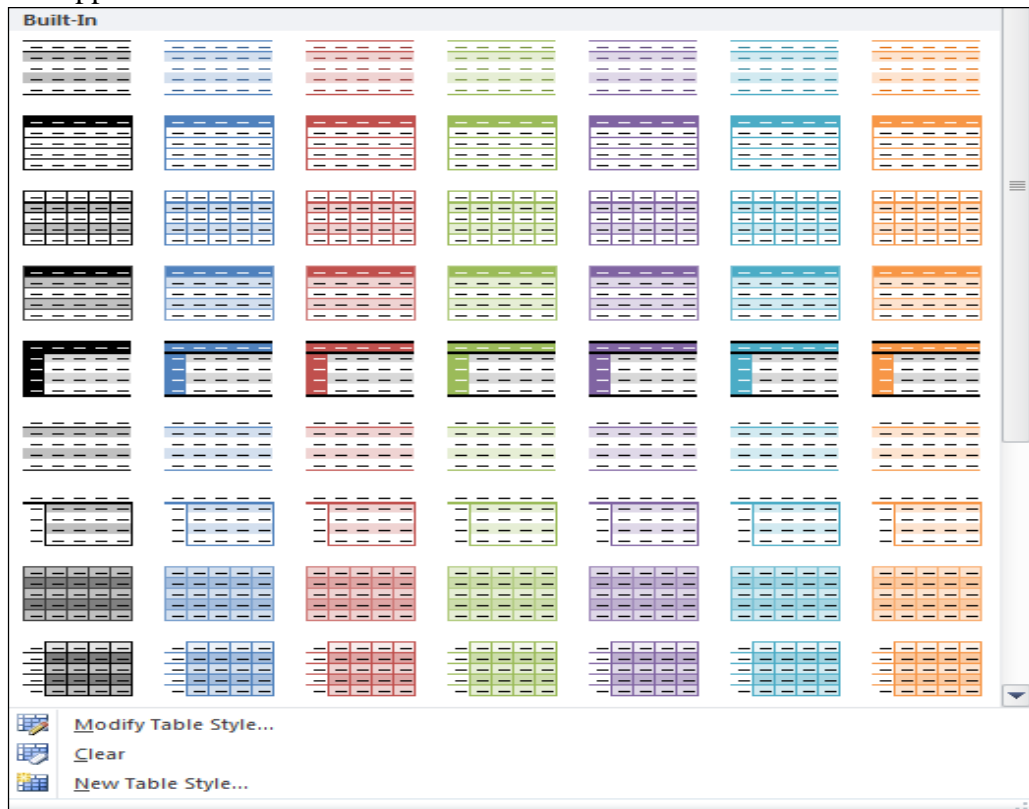
Word 2013 makes it easy to format your table using table styles.
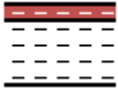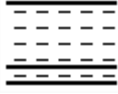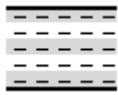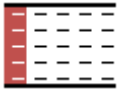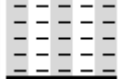
Applying Built-In Table Styles

Word provides an extensive library of built-in table styles, which can quickly give your table a professional look by applying predefined combinations of borders, shadings, and fonts. You can control how these styles will appear in your table with the Table Style Options settings.

1. Place the insertion point inside your table
2. From the **Design** tab, in the Table Styles group, click **more** ▾ The Table Styles scroll box appears.

3. From the **Built-In** section, select a style
   NOTE: When you hover your mouse over a style, Word previews the style on your table.
4. To determine which aspects of the style are applied to your table, in the Table Style Options group, select or deselect the desired options. An option is selected if there is a check mark in front of it.
   Options can be applied individually (as shown in the examples below) or in any combination. These options will affect each table style differently; some options will not affect particular styles at all.

Example	Option	Function
	Header Row	Gives a special format to the top row
	Total Row	Creates a bottom row for column totals NOTE: This option does not create the formulas necessary to automatically calculate a total, but simply sets the last row slightly apart.
	Banded Rows	Formats even and odd rows differently, improving readability
	First Column	Gives a special format to the first column NOTE: This option may not be visible in some styles.
	Last Column	Gives a special format to the last column NOTE: This option may not be visible in some styles.
	Banded Columns	Formats even and odd columns differently, improving readability

Working with Custom Table Styles

If Word does not have the right predefined style for your table, you can define and apply a custom style.

Creating a Custom Table Style

1. Place the insertion point within your table
2. From the Design tab, in the Table Styles group, click **more▼**, select **New Table Style.** The Create New Style from Formatting dialog box appears.

3. In the Name text box, enter a name for your style.
4. From the Style type pull-down list, select **Table.** From the Style based on pull-down list, select a basic style upon which to base your custom style. To see a preview of a basic style, you must select it; Word then previews the style in the middle of the Formatting section.
5. In the Formatting section, from the Apply formatting to pull-down list, select the first part of the table to apply formatting to
6. Select desired formatting options for that part of the table. To apply more detailed formatting, click **Format**, select the desired formatting options. Repeat steps 7–8 until you achieve the desired results
7. Click **OK**

Applying a Custom Table Style

1. Place the insertion point in your table.
2. From the Design tab, in the Table Styles group, click **More.** The Table Styles scroll box appears.
3. In the Custom section of the Table Styles scroll box, locate and select your custom table style. The custom table style is applied to your table.