

Microsoft Word 2013: Tables Basics

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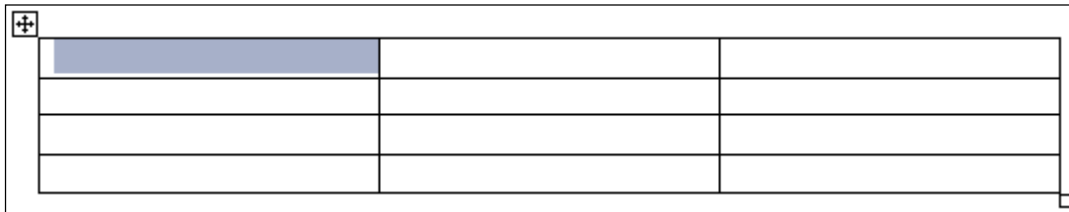
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Table

A table is a grid of cells with individual cells occurring at the intersection of corresponding rows and columns. Tables are highly customizable and are useful for a variety of tasks, from presenting numerical data to creating unique text layouts. The following graphic is an example of a basic table with three columns and four rows. The highlighted cell is just one of the 12 cells in the table.



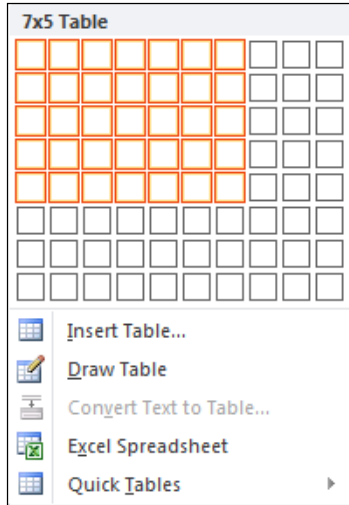
Tables are virtually unlimited in both their size and their ability to be modified. You can create a table with just one cell, with two cells, even with 1000 cells or more. Table cells, rows, and columns can be added, deleted, split, and merged at any time. Once a table has been created, you can insert or drag anything into a cell that you want.

Creating Tables Various Ways

When creating a table, some preliminary planning reduces the amount of time needed later to make the table look right. Sometimes even a simple sketch of one or two lines of the table can save a great deal of time. Once you know what you want the finished table to look like, you can begin creating it by using Word's **Quick Tables** option, by dragging out the table with your mouse, with the Insert Table feature, or by using the **Draw Table** option. The **Insert** tab is where you find **Table**.

Creating a Table: Drag Table Option

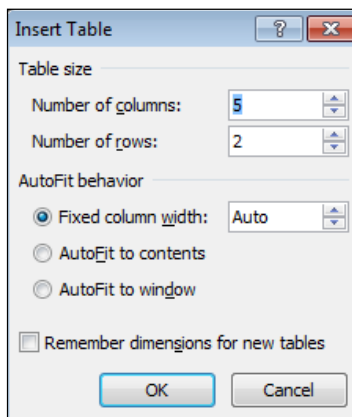
1. Place the insertion point where you want the table to appear. From the **Insert** tab, in the Tables group, click **Table**.
2. Select the appropriate dimensions by dragging your mouse in the table grid



An empty table appears on your screen and you are ready to begin adding information. To select columns, drag across; to select rows, drag down. Your table will appear with borders.

Creating a Table: Insert Table Option

1. Place the insertion point where you want the table to appear
2. From the **Insert** tab, in the Tables group, click **Table**.
3. Select **Insert Table**. The Insert Table dialog box appears.

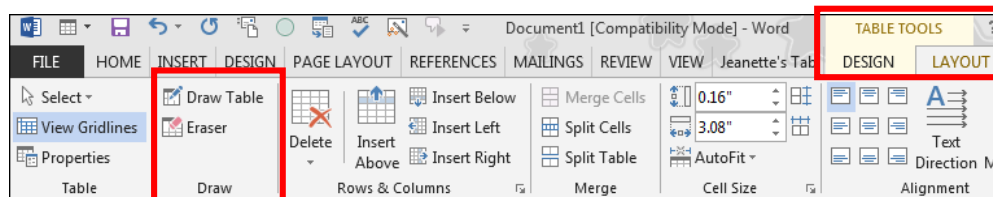


4. Under **Table size**, type a value or use the nudge buttons to specify the number of columns and rows.
5. To specify column width, under **AutoFit behavior**, select **Fixed column width** and type a value or use the nudge buttons to specify the desired size
To allow the table to expand as you type, under AutoFit behavior, select **AutoFit to contents**. To allow the table to expand or shrink depending on the size of the window it is displayed in, under AutoFit behavior, select **AutoFit to window**
6. To create the table, click **OK**. An empty table appears.

Creating a Table: Drawing Option

You can also draw a table into your document by selecting Word's Draw Table feature. This option allows you to create a table with rows and columns in the desired positions.

1. From the Insert tab, in the Tables group, click **Table**.
2. Select **Draw Table**. Your insertion point turns into a pencil.
3. To create the frame of your table, click and drag the pencil until the outline of the table reaches the desired size.
4. Release the mouse button. The outside frame of a table appears.
5. To draw vertical and horizontal lines to create your columns and rows, click and drag the pencil within the table
6. To stop the **Draw Table** command, the **Layout** tab, in the **Draw** grouping, click on the **Draw Table** icon. The **Table Tools** appear when you are on a table.



Creating a Table: Quick Tables

Word provides several preformatted tables which can easily be inserted with the **Quick Tables** option.

1. Place the insertion point where you want the table to appear.
2. From the **Insert** tab, in the Tables group, click **Table**.
3. Select **Quick Tables**, select a preformatted table and it appears in your document.

To Correct a Mistake:

1. From the Design tab, in the Draw Borders group, click **Eraser** as shown above. Your pointer turns into an eraser.
2. Click the eraser on the mistake. The selected line(s) disappears.
Note: Some lines may remain in gray even after having been erased; while gray lines do not appear in the printed document, they restrict where text can be typed. To completely remove gray lines, you may have to erase some of the lines they are connected to and re-draw the area according to your needs.

Adding Information to the Table

You can add any text or objects to table cells that you could add to the document outside the table. To place information in separate cells, however, you will need to move your insertion point from cell to cell in the table. To move from one cell to another, use one of

the following methods: Pressing the **Tab key**, an arrow key or click in the appropriate cell.

Creating Heading Rows

To identify the content of each column in a table, you may want to use the top row of your table as a heading row. To create a heading row, simply type the appropriate column heading in each cell across the top row and, if desired, use unique formatting to distinguish the text (e.g., bold or all caps).

Repeating Rows on Subsequent Pages


If your table spans more than one page, you may want to repeat the heading row(s) on each page of the table. This makes columns easier to identify.

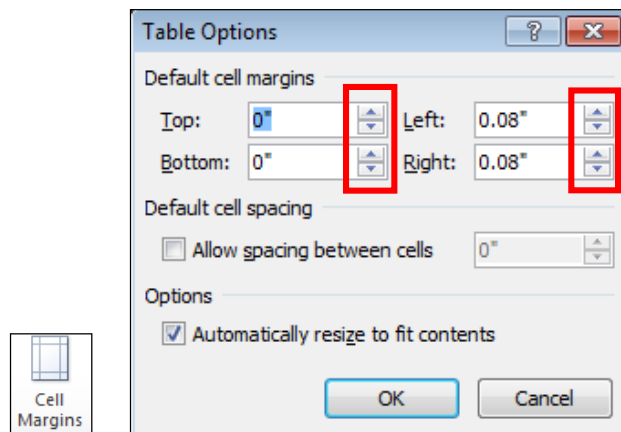
1. Select the heading row(s) that you want to repeat
2. From the **Layout** tab, in the **Data** grouping, click **Repeat Header Rows**



Setting Margins

Just as with page margins, cell margins refer to the space around text in a table cell.

1. Select the table to which you would like to apply cell margins to by clicking the **Table Move** handle  located near the table's upper left corner
2. From the **Layout** tab, in the **Alignment** group, click **Cell Margins**.


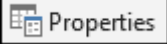


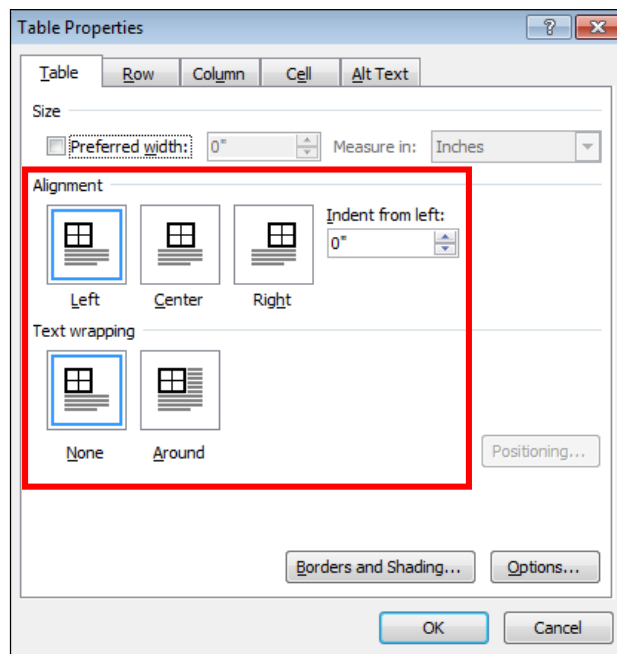
3. Under Default cell margins, nudge or type the settings according to your needs and click **OK**.

Changing Table Position – Table Properties or Indent Options

Tables are automatically aligned to the left margin of the page. However, tables can also be positioned along the right margin, in the center, or set at a specific distance from the left margin. You can adjust table placement using the Table Properties dialog box or the indent option.




Changing Table Position: Table Properties Option

1. Select the table by clicking the **Table Move** handle  located near the table's upper left corner.
2. From the **Layout** tab, in the Table group, click the **Properties**. 



3. Select the **Table** tab
4. Under **Alignment**, select the desired alignment. If positioning the table a set distance from the left margin, in the Indent from left text box, type or use the nudge buttons to set the desired value
5. If necessary, under **Text wrapping**, select a text wrap option
6. Click **OK**

Changing Table Position: Indent Option

1. Select the table, near the table's upper left corner, click the **Table Move**. 
2. From the **Home** tab, in the **Paragraph** group, click **Increase Indent**  or **Decrease Indent**. 

Merging and Splitting Table Cells

When working with tables, you may occasionally want to merge two or more cells, or split one cell into multiple cells. Word makes this easy.

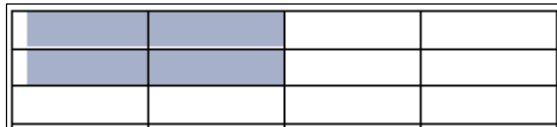
Merging Cells

Cells can be merged either from the Quick Menu or the Ribbon.

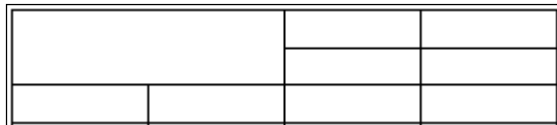
To avoid having to redo your table headings, use the merge and split features as the final step in formatting your table. If there is text in more than one of the cells being merged, the text from each cell will be separated by paragraphs in the resulting cell.

Merging Cells: Quick Menu Option


1. Select the cells you want to merge.



2. Right click within the selected cells, select **Merge Cells**. The cells are merged.



Merging Cells: Ribbon Option

1. Select the cells you want to merge.
2. On the **Layout** command tab
3. In the **Merge** group, click **Merge Cells**.  The selected cells are merged.

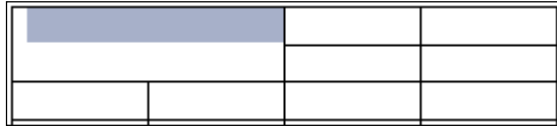
Splitting Cells

As with merging, cells can be split from either the Quick Menu or the Ribbon.

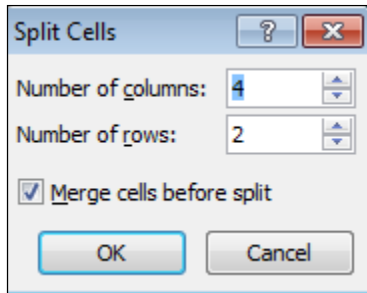
Splitting Cells: Quick Menu Option

Word will attempt to evenly divide any text in the cell you are splitting based on the number of paragraphs. You can only split one cell at a time using the Quick Menu option.

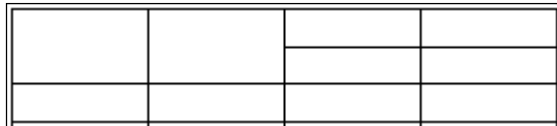
1. Select the cell you want to split.



2. On the **Layout** tab, in the **Merge** group, select **Split Cells**.  The Split Cells dialog box appears.

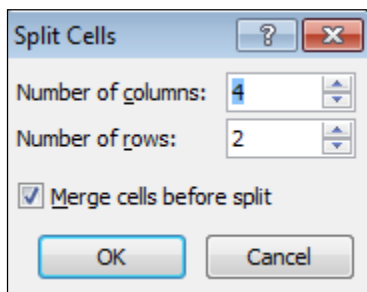


3. In the Number of columns and/or Number of rows boxes, type or use the nudge buttons to select the desired number of rows and/or columns
4. Click **OK**. The selected cell is split according to your settings.



Splitting Cells: Ribbon Option

1. Select the cell(s) you want to split. Unlike the Quick Menu option, using the Ribbon option allows you to split multiple cells at once.
2. On the **Layout** command tab, in the **Merge** group, click **Split Cells**. The Split Cells dialog box appears.



3. In the Number of columns and/or Number of rows boxes, type or use the nudge buttons to select the desired number of rows and/or columns
4. If you are splitting multiple cells, to keep cell information that is in consecutive cells on the first selected row of new cells, select **Merge cells before split**.

Before

Text	text
Text	text

After

Text	text	Text	text

OR

To keep the information in individual cells in their original cells after splitting (rather than keeping the information in consecutive cells on the first selected row), deselect **Merge cells before split**

Before

Text	text
Text	text

After

Text		text	
Text		text	

5. Click **OK**. The selected cell is split according to your settings.