

# Word 2004

for Macintosh OS X

Tables



Use tables in Word to present tabular information. A table can include text, numbers and formulas.

## Quick and Easy Tables with Word's Draw Table Feature

The Draw Table feature enables you to draw a table much the way you would draw a picture freehand. While you draw the table, Word makes sure the lines are straight and even. The Draw Table feature works most effectively when you need to create tables that contain uneven columns or rows.

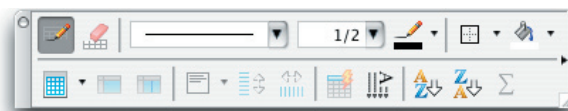
To draw a table:

- Click the **Tables and Borders** button on the Standard toolbar.



Word switches to Page Layout View if necessary and displays the Tables and Borders toolbar. The majority of the tools appear gray until after you create a table.

- Move the pointer to the location in the document where you want to draw a table



The shape of the mouse pointer looks like a pencil.

Using the mouse, “draw” the number of columns and rows you want by clicking and dragging to draw a rectangle for the table. Then divide into rows and columns.

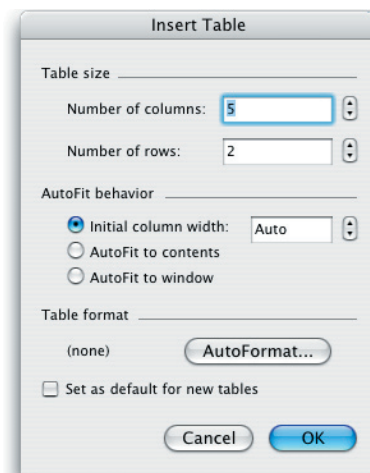
## Table Menu and Table Button

The Table menu or the Table button can also be used to create tables.

- Place the insertion point in your document where you want the table to appear.
- Choose Table> Insert> Table...

The Insert Table dialog box appears.

- Specify the number of rows and columns you want in the table
- Click the **OK** button



Alternatively, you can click the **Insert Table** button on the Standard toolbar. When the grid appears, highlight the number of rows and columns you want in your table.



## Editing a Table

You can think of editing a table in two ways: modifying the structure of the table, or modifying the information in the table.

To modify the structure of the table, you can merge and split cells, insert and delete cells, rows, and columns, and change the size of columns and rows.

## Selecting Cells, Rows, or Columns

- Move the mouse pointer inside the left boundary of the cell
- Click when the pointer changes to a black arrow pointing up and to the right to select a single cell
- To select multiple cells (rows or columns) drag the arrow across the cells
  
- An entire row can be selected by placing the mouse pointer outside the left boundary of the row and clicking
- An entire column can be selected by moving the mouse pointer above the column (pointer changes to a solid black arrow) and clicking once

## Merging Cells

If the Tables and Borders toolbar is not displayed, select View> Toolbars> Tables and Borders.

- Select a row in your table
- Click the **Merge Cells** button
- Click anywhere to deselect the row

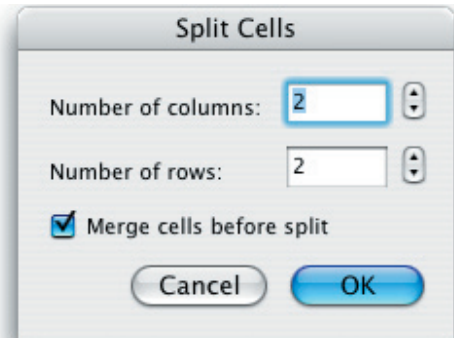


## Splitting Cells

- Click in the cell you wish to split
- Click the **Split Cells** button on the Tables and Borders toolbar

Word displays the Split Cells dialog box.

- Type in the number you wish to split the selected cell into
- Click the **OK** button



## Changing Size of Columns

- Place the mouse pointer on the line dividing the columns

The pointer changes to a solid vertical line with a double-headed arrow.

- Click and drag

## Inserting Rows and Columns

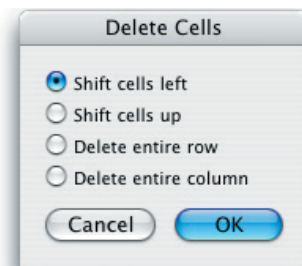
- Click in a cell next to the desired location of the new column or row
- Click the arrow next to the **Insert Table** button on the Tables and Borders toolbar
- Choose **Insert Columns** or **Insert Rows** and the desired placement (left, right, above, below) relative to the currently selected cell



## Deleting Cells, Columns, and Rows

- Select the cells, rows, or columns
- Choose Table> Delete> Cells

If you are deleting cells, a dialog box will appear, asking you how to adjust the table after deleting the cells. Be aware that you can create a lopsided table (which you may very well want) by deleting a single cell or fewer cells than contained in the other rows or columns in the table.



Check out the other tools on the Tables and Borders toolbar.

## Selecting Text Versus Cells in a Table

- Click the **Show/Hide** button on the Standard toolbar



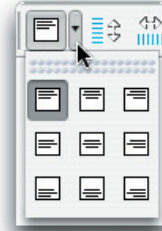
The strange symbols in each cell are the end-of-cell markers. If you want to select the text within a cell, make the selection the way you would select text anywhere in Word, but don't include the end of cell marker in your selection. To select the cell, simply include the end-of-cell marker in your selection.

## Tables and Alignment

There are two important considerations here: the alignment of the information within the table and the alignment of the table on the page.

To align the contents of cells:

- Select the cells
- Use the appropriate alignment button on the Tables and Borders toolbar



To align a table on the page:

- Move the mouse pointer to the left or right edge of the table (note that the pointer becomes a double-headed arrow)
- Click and slide the edge of the table to the desired position

Notice that the columns are now uneven.

To distribute columns evenly:

- Select the entire table
- Click the **Distribute Columns Evenly** button on the Tables and Borders toolbar



## Applying Formatting to Table Cells

Using the Tables and Borders toolbar, you can apply borders or shading to selected cells. Move your mouse over the various tools for the descriptive tag.

- Select the cells to which you want to apply the formatting
- Click the appropriate tool

If you're applying a border, use the Line Style and Line Weight drop-down menus to set these options. Or, to change the direction of the text, use the Change Text Direction tool, which enables you to turn text horizontally.

