



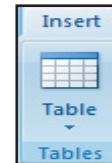
Use tables in Word to present tabular information. A table can include text, numbers and formulas.

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 **Table** button in the Tables group on the **Insert** tab
- Choose Draw Table on the menu
- 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.

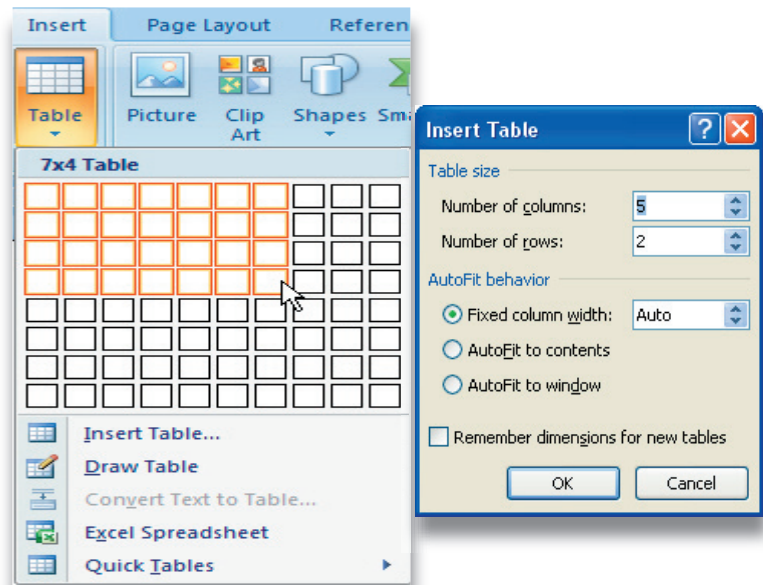
Using the mouse, “draw” the number of columns and rows you want by clicking and dragging to draw a rectangle for the table. Then divide into rows and columns. When you draw the table, the **Tables Tools** tab is displayed above the **Design** tab.

Table Menu

To create tables with even columns and rows, use the Table Menu.

- Place the pointer in your document where you want the table to appear
- Click the **Table** button in the Tables group on the **Insert** tab

You can either highlight the rows and columns on the grid or click on Insert Table on the menu. If you choose the Insert Table you will need to type in the number of rows and columns.



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) click and drag across the cells

- 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

- Select a row in your table
- Click the **Layout** tab
- Click the **Merge Cells** button from the Merge group

- Click anywhere to deselect the row

Splitting Cells

- Click in the cell you wish to split
- Click the **Split Cells** from the Merge group in the **Layout** tab

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 desired row or column placement button in the Rows & Columns group in the **Layout** tab

Deleting Cells, Columns, and Rows

- Select the cells, rows, or columns
- Choose the **Delete** button in the Rows & Columns group in the **Layout** tab

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. A dialog box will appear, asking you how to adjust the table after deleting the cells.

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 alignment buttons in the Alignment group on the **Layout** tab

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

If your columns were all the same width before, they will now be uneven.

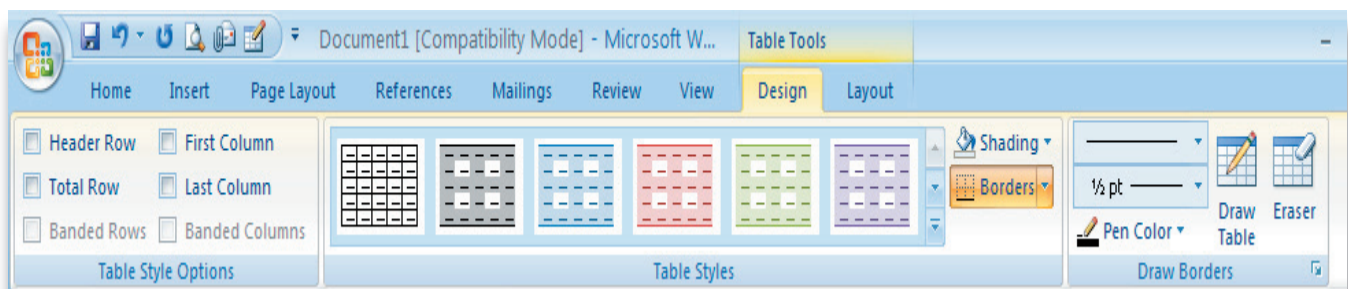
To distribute columns evenly:

- Select the table
- Click the **Distribute Columns Evenly** button in the Cell Size group on the **Layout** tab

Applying Formatting to Table Cells

Use the Table Styles group on the **Design** tab, to apply table styles to the entire table or borders and shading to selected cells.

- Select the table or cells to which you want to apply the formatting



To change the direction of the text, use the **Text Direction** button in the Alignment group on the **Layout** tab, which enables you to turn text horizontally.

