
Microsoft Word 2000

Tables

Overview

A table is a grid-like structure consisting of a series of boxes called cells. Cells arranged in rows and columns make it easy to work with text and numbers. In addition to organizing data, tables are often used to align numbers in columns, sort data and perform calculations. Tables can also be used to create interesting page layouts. Graphics can be inserted into tables.

Creating a Simple Table using Word 2000

Open Word

- Click on Start
- Go up to Programs
- Find Microsoft Word
- Click once to open

Insert a Table

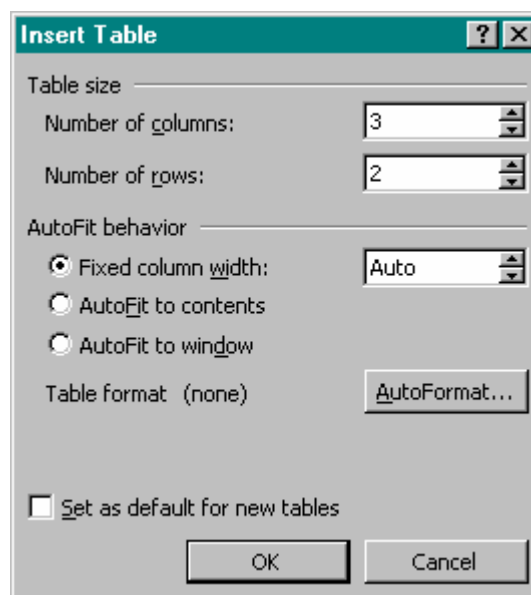
- Click on the Table menu
- Go down the menu options to Insert
- Follow the extended menu over and click on Table
- This opens the Insert Table Window

Create the Table

Practice Exercise:

Indicate that you want **3 columns** and **2 rows** by clicking on the arrows to the right of the column and row boxes. You can also use your mouse to highlight the box and use your keyboard to type in the number of columns you want.

Autofit will automatically make all columns the same size. That option should be selected at this time.



Create Column Titles

- Click in the first cell and begin typing text
- Use the tab key to navigate your way through the table
- Press tab to go to the next cell and type text

Practice Exercise:

Type these column titles in the table. Remember to use the tab key to move between cells:

Class Meeting Dates	Class Topics	Homework Assignments
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Enter Data in the Table

- Enter text such as dates, topics, and assignments by using the tab key to work your way through the table
- When you get to the end of a row, press the tab key once to create a new row

Note: If you press the enter key at the end of a cell it will add an additional line to the cell not create a new row.

Note: Text is automatically wrapped within a cell. (row 1, cell 3)

Practice Exercise:

Type this data into the body of your table. Remember to use the tab key to navigate:

8/15	Introduction	Read Chapter 1 and prepare study questions
8/17	Chapter 1	Read Chapter 2

Advanced Navigation

You can also navigate through the table by using these keys:

Move cursor	Press
Next cell	Tab or right-arrow key
Preceding cell	Shift+Tab or left-arrow key
First cell in a row	Alt+Home
Last cell in a row	Alt+End
Top cell in a column	Alt+Page Up
Bottom cell in a column	Alt+Page Down

Selecting Parts of the Table

Selected or highlighted parts of the table can be edited, moved and formatted.

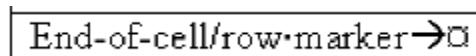


Show/Hide Paragraph Button

When selecting parts of the table, you can choose to include the end-of-cell or end-of-row markers.

Markers are visible when the Show/Hide Paragraphs button on the toolbar is selected.

Selecting this marker will allow you to move, format and edit the cell or row and not just its contents.



To select a single cell, move the cursor to the bottom left corner of the cell until you see a right-pointing black arrow.



To select a row, move your cursor along the left side of the row until you see a right pointing. white arrow.

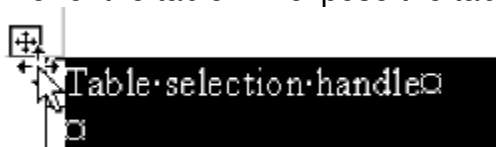


To select a column, move your cursor along the top of the table until you see a down-pointing black arrow.



New

Word 2000 allows you to select the entire table. Running your cursor to the top left corner of the table will expose the table selection handle.



Formatting Text in the Table

While parts of the table are selected you are able to format them.

Practice Exercise:

Format the column headers:

Select the row. Center the text by clicking on the center alignment button on the main toolbar. Bold the text by clicking on the bold button on the main toolbar.

Edit the text by:

Select the cell. Change the date in row 3, cell 1 to read 8/19

Class Meeting Dates	Class Topics	Homework Assignments
8/15	Introduction	Read Chapter 1 and prepare study questions
8/19	Chapter 1	Read Chapter 2

Moving Cells, Rows and Columns

Selected parts of the table can be easily moved.

- Using selecting techniques, select the portion of table you wish to move
- Click on the Edit menu
- Go down the menu to either cut or copy and click
- Point your cursor where you want the cut or copied text placed
- Click on the Edit menu
- Go down the menu to Paste and click

Note: By selecting the end of cell/row marker, the text is inserted in a new cell or row. Not selecting the end of cell/row marker will result in pasting the new text in cell with existing text.

Table Properties

In Table Properties you can change the border and shading, table layout on the page and size of the cells.

To access Table Properties:

- Point your cursor inside the table and click
- Click on the Table menu
- Go down the menu to and click on Table Properties

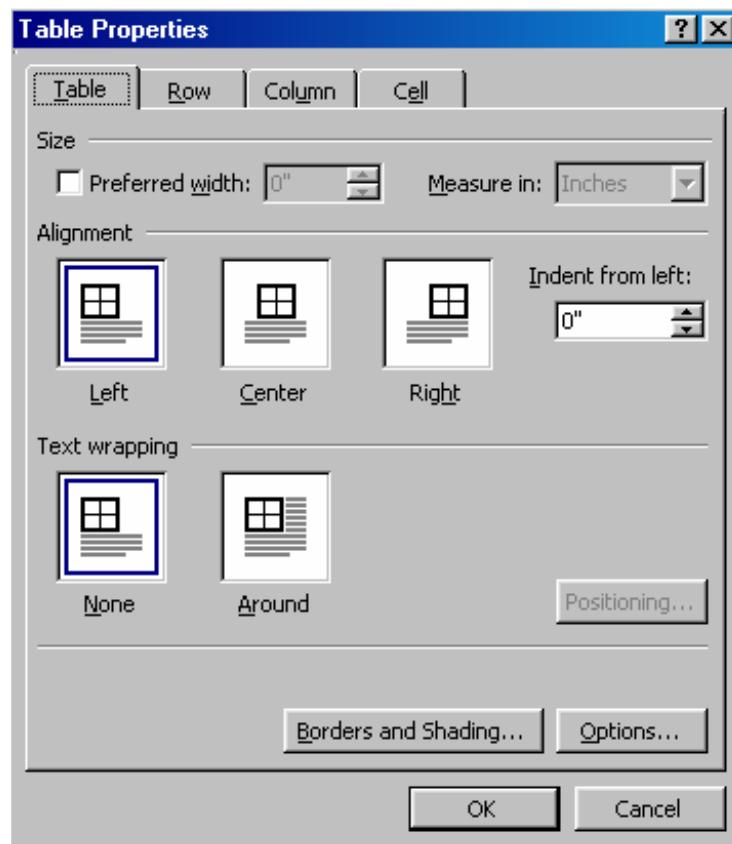
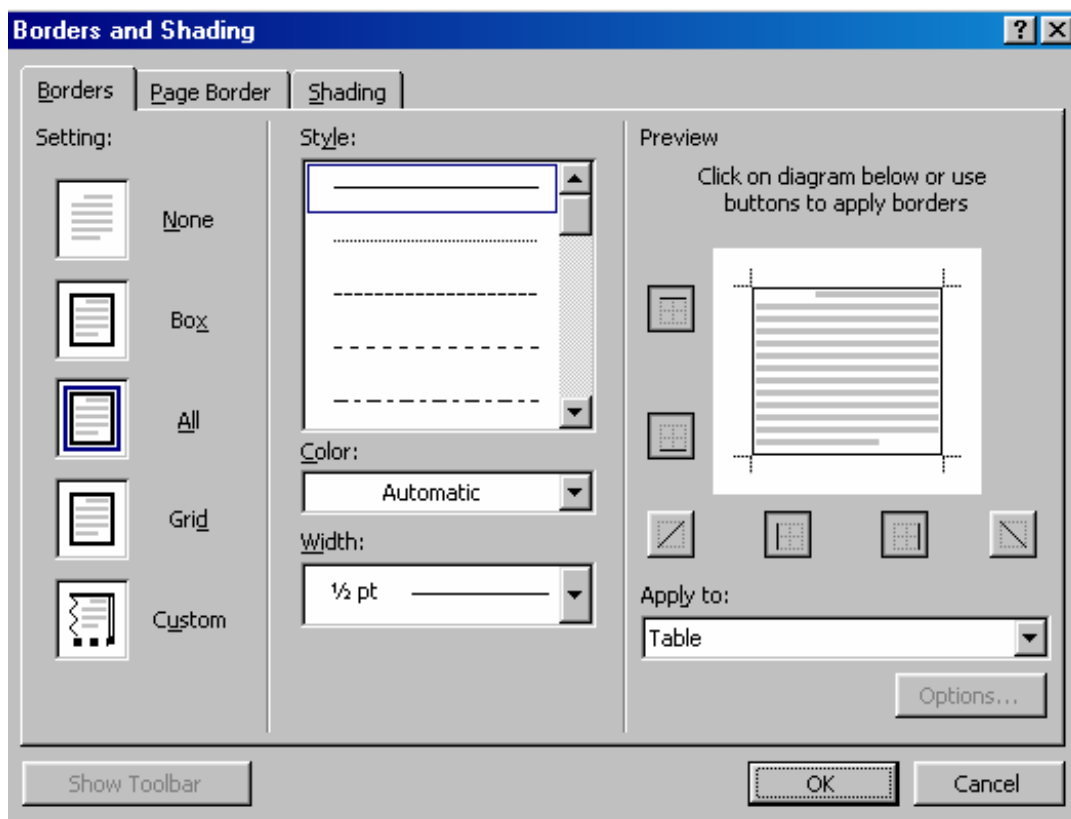


Table	Allows you to size the table Align the table around the text
Row	Allows you to manually size the rows
Column	Allows you to manually size the column width
Cell	Allows you to manually size the cells Change the alignment of text within the cells

Border and Shading (within the Table Properties / Tables tab)



Borders: Add, remove or customize the border around any part of the table

Page Border: Add, remove or customize the border around the page

Shading: Add shading or color to your table or selected cells

Sorting text in a table

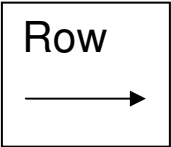
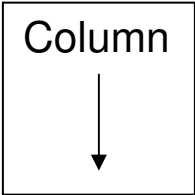
- Click on the Table menu
- Select Sort
- A pop up box appears
- Word allows you to sort Text, Number, or Dates in up to three columns by ascending or descending order

Note: If you want to sort names in a table, type the last name first, first name. Otherwise Word will sort by the first letter of the first name.

Deleting Cells, Rows, or Tables

- Using selection techniques, select the portion of the table that you want deleted
- Click on the Table menu
- Select Delete
- Choose Table, Rows, Columns, or Cells

Parts of a Table



	A	B	C	D
1				
2	CELL Cell reference A2			
3				
4				
5				