

## Microsoft Word 2010: Insert a table

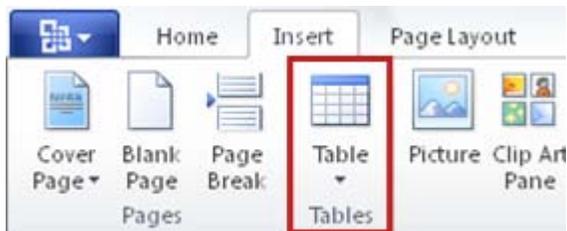
In Microsoft Word, you can insert a table by in three ways: choosing from a selection of preformatted tables — complete with sample data — or by selecting the number of rows and columns that you want. You can insert a table into a document, or you can insert one table into another table to create a more complex table.

- Choose from a gallery of preformatted table templates.
- Use the Table menu to specify the number of rows and columns that you want.
- Use the Insert Table dialog box.

### USE TABLE TEMPLATES

You can use table templates to insert a table that is based on a gallery of preformatted tables. Table templates contain sample data to help you visualize what the table will look like when you add your data.

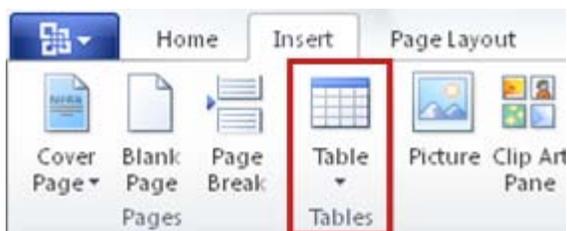
1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, and then click the template that you want.



3. Replace the data in the template with the data that you want.

### USE THE TABLE MENU

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, drag to select the number of rows and columns that you want.



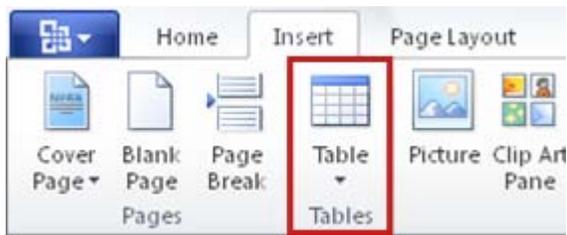
### USE THE INSERT TABLE COMMAND

You can use the **Insert Table** command to choose the table dimensions and format before you insert the table into a document.

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### Insert a table

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Insert Table**.



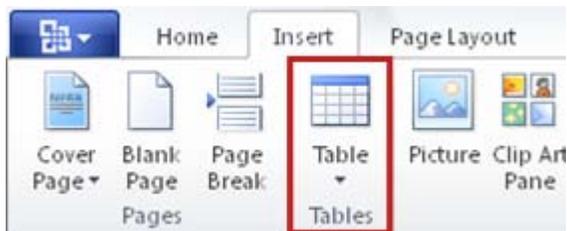
3. Under **Table size**, enter the number of columns and rows.
4. Under **AutoFit behavior**, choose options to adjust the table size.

### Draw a table

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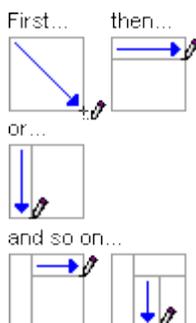
You can draw a complex table — for example, one that contains cells of different heights or a varying number of columns per row.

1. Click where you want to create the table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Draw Table**.



The pointer changes to a pencil.

3. To define the outer table boundaries, draw a rectangle. Then draw the column lines and row lines inside the rectangle.



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### Insert a table

4. To erase a line or block of lines, under **Table Tools**, on the **Design** tab, in the **Draw Borders** group, click **Eraser**.
5. Click the line that you want to erase. To erase the entire table, see Delete a table.
6. When you finish drawing the table, click in a cell and start typing or insert a graphic.

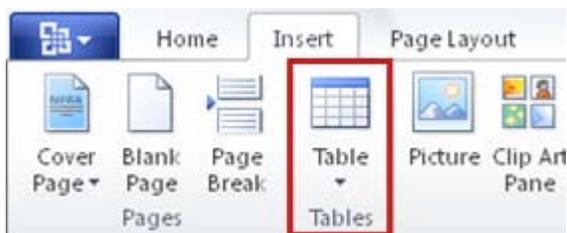
### Convert text to a table

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1. Insert separator characters — such as commas or tabs — to indicate where you want to divide the text into columns. Use paragraph marks to indicate where you want to begin a new row.

For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table.

2. Select the text that you want to convert.
3. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Convert Text to Table**.



4. In the **Convert Text to Table** dialog box, under **Separate text at**, click the option for the separator character that you used in the text.

Select any other options that you want.

## Microsoft Word 2010:

### Insert a table

#### Add or delete rows or columns

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##### ADD A ROW ABOVE OR BELOW

1. Right-click in a cell above or below where you want to add a row.
2. On the shortcut menu, point to **Insert**, and then click **Insert Rows Above** or **Insert Rows Below**.

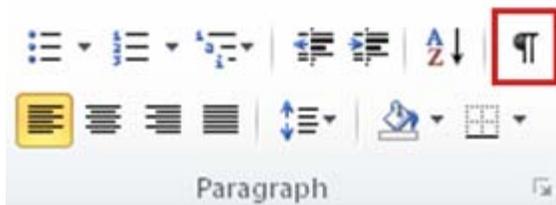
**NOTE** You can quickly add a row at the end of a table by clicking in the lower-right cell and then pressing TAB.

##### ADD A COLUMN TO THE LEFT OR RIGHT

1. Right-click in a cell to the left or to the right of where you want to add a column.
2. On the shortcut menu, point to **Insert**, and then click **Insert Columns to the Left** or **Insert Columns to the Right**.

##### DELETE A ROW

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



2. Select the row that you want to delete by clicking to the left of the row.



3. Right-click, and then click **Delete Rows** on the shortcut menu.

##### DELETE A COLUMN

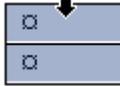
1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.



2. Select the column that you want to delete by clicking the column's top gridline or border.

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3. Right-click, and then click **Delete Columns** on the shortcut menu.

### Delete a table

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You can delete the whole table, or you can delete only the contents of the table and keep the structure of rows and columns.

#### DELETE THE ENTIRE TABLE

1. In Print Layout View, rest the pointer on the table until the table move handle  appears, and then click the table move handle.

**NOTE** If you aren't sure whether you are in Print Layout view, click the **Print Layout** icon at the bottom of the window.

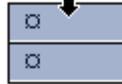


2. Press BACKSPACE.

#### DELETE THE CONTENTS OF THE TABLE

You can delete the contents of a cell, a row, a column, or the whole table. When you delete the contents of a table, the table's rows and columns remain in your document.

1. Select the contents that you want to clear.

To select	Do this
The entire table	In Print Layout view, rest the pointer over the table until the table move handle  appears, and then click the table move handle.
A row or rows	Click to the left of the row. 
A column or columns	Click the column's top gridline or border. 
A cell	Click the left edge of the cell. 

2. Press DELETE.