

Microsoft Word 2007 Mini Skills: Inserting and Editing Tables

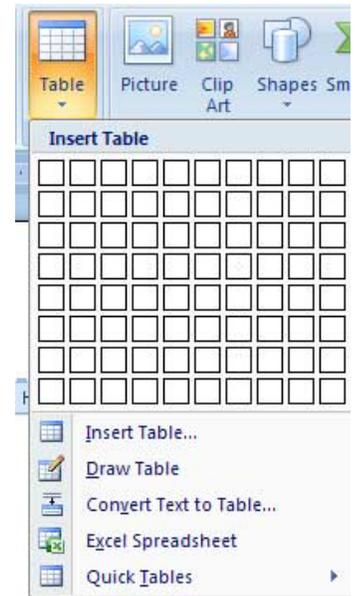
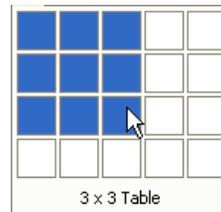
Tables

[Demo](#)

Tables are made up of rows and columns of cells that you can use to organize and display text, graphics, and data.

To insert a table into a document:

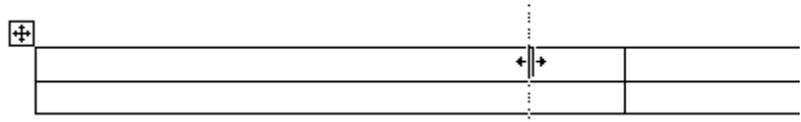
1. Go to the **Insert** tab; select **Table**.
2. An **Insert Table** window appears asking about table size (the number of rows and columns). Enter the number of columns and rows. Then, click **OK**.
3. You may drag your mouse over the table window to select the number of rows and columns you want. Then, release the mouse.
4. To enter text a particular cell, click in the cell and begin typing.



To edit a table

Adjusting width and height of cells:

1. Roll over the table's border, and the cursor becomes a crosshair symbol with two arrows.
2. Click and drag to adjust the width and height of the cell.
3. As you move the crosshair, a dotted line will appear to preview the new width/height.



Inserting or deleting a column, row, or cell

1. Select the table by clicking anywhere in the table. Go to the **Table tools-Layout** tab; select **Insert** or **Delete** in the Rows & Columns section.

Note:

If you tab to the last cell in the last row of your table, selecting Tab one more time will add a new row to your table.

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Auto Formatting Options

Once you have an established table, Word can help you format and edit the table, depending on your needs.

Table Auto Format

This command allows you to preview a variety of output styles for a table.

1. Select (highlight) the entire table. You can do so by moving your cursor to the upper-left corner outside the table; a box with crosshairs will appear. Click on it, and your table will be highlighted.



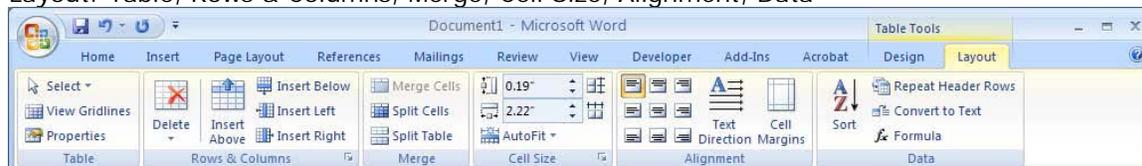
2. Table Tools will open up with **Design** and **Layout** tabs.

4. The options are:

Design: Table Style Options, Table Styles (Pre-formatted tables), Draw Borders



Layout: Table, Rows & Columns, Merge, Cell Size, Alignment, Data



Other Auto Format Features

You can also make changes to the width and length of the rows and columns in your table, enabling to ensure that it is uniform throughout a document.

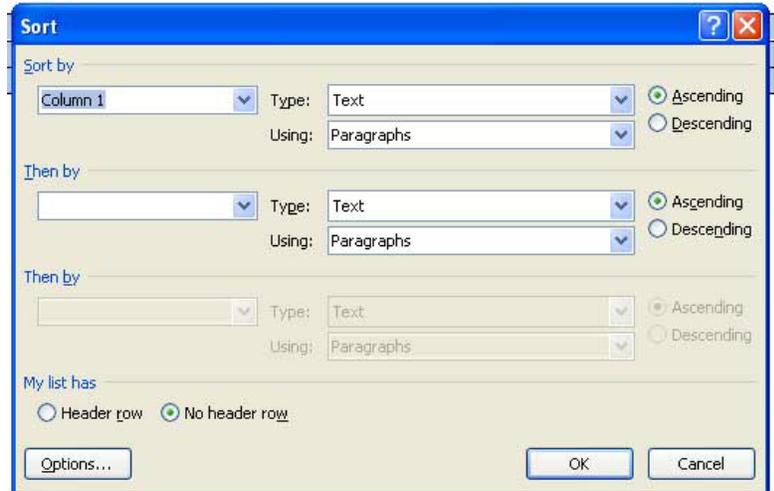
1. Select the column or rows you want to edit.
2. Go to the **Table Tools-Layout** tab.
3. Select **Auto Fit**; under **Cell Size**. There are several different options to change the length and width of rows and columns.
4. If you have a table that is more than one page, you may find **Heading Rows Repeat** helpful. Selecting this option ensure that the headings established in your table repeat themselves on each new page.

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Sorting

Word's tables also have sorting capabilities, which can be helpful if you are creating simple lists with people's names or other data that needs sorting.

1. Go to the **Table Tools-Layout** tab; select **Sort**.
2. In **Sort by**, all of the column headings are listed in a drop-down menu. You can select which column of data should be used first, second, etc. to sort the table.
3. In the **Type** menu, you must select the type of data that corresponds to the data you've chosen to sort.
4. You can also choose Ascending or Descending order to sort the data.
5. Select OK; you will see the changes in your table.



Formulas

Word can perform simple calculations in its tables, but Excel should be used for more complex calculations.

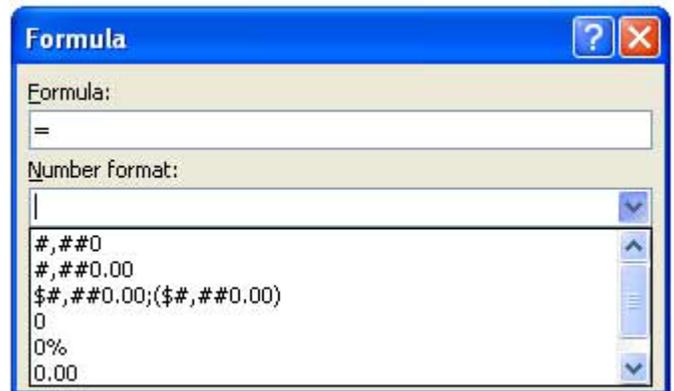
1. Position your cursor in the cell where you want the calculation to appear.
2. Go to the **Table Tools-Layout** tab; select **Formula**.
3. Like Excel, the cells in a Word table are denoted as letters and numbers. So if you only want certain cells calculated in the formula, you must type them in, separating each cell by a comma.

Example: SUM (a1, a2, c1, c2)

5. Word also provides a Number format box, so you can choose how you would like your calculations to appear.

Notes:

- ⇒ If you do not have a value for a cell, you must enter 0 for Word to calculate the entire row or column; do not just leave a cell blank.



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- ⇒ If for some reason you change your data after inserting a formula, you can update the calculation. Select the cell where the formula exists; press **F9**.