Microsoft Word 2007: Comprehensive

Lesson 6: Working with Tables

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The Power of Tables

- **Used for organizing and formatting**
  - ▲ Text
  - ▲ Numbers
  - ▲ Graphics

- **A powerful way to communicate information**

Stock Holdings				
Company	**Symbol**	**Purchase Price**	**Current Price**	**Gain/Loss**
Apple	APPL	$4,000	$5,000	$1,000.00
BioSys	BIS	$21,000	$30,000	$9,000.00
CalGen	CLG	$19,000	$20,500	$1,500.00
Galileo	GLC	$10,000	$4,500	($5,500.00)
GemCo	GEC	$8,000	$35,000	$27,000.00
IBM	IBM	$37,000	$30,000	($7,000.00)
Microsoft	MSFT	$20,000	$25,000	$5,000.00
SysTech	SYT	$12,500	$10,000	($2,500.00)

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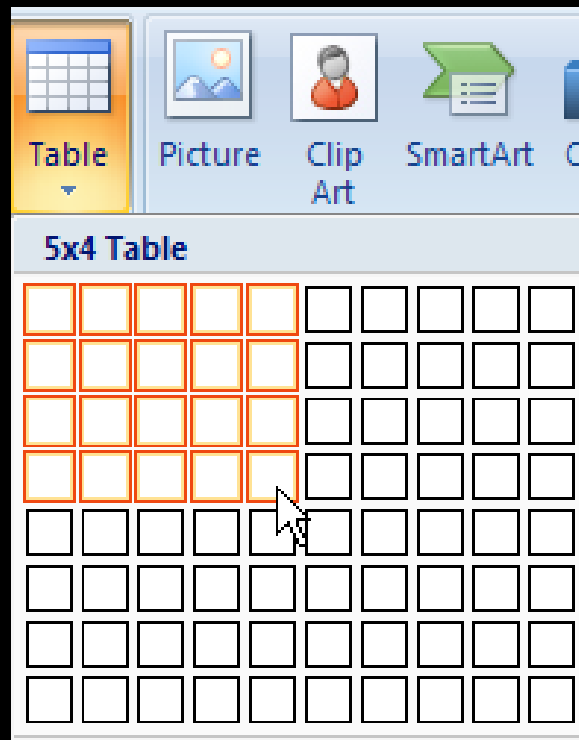
Inserting Tables

Drag in the grid to select the desired number of columns and rows

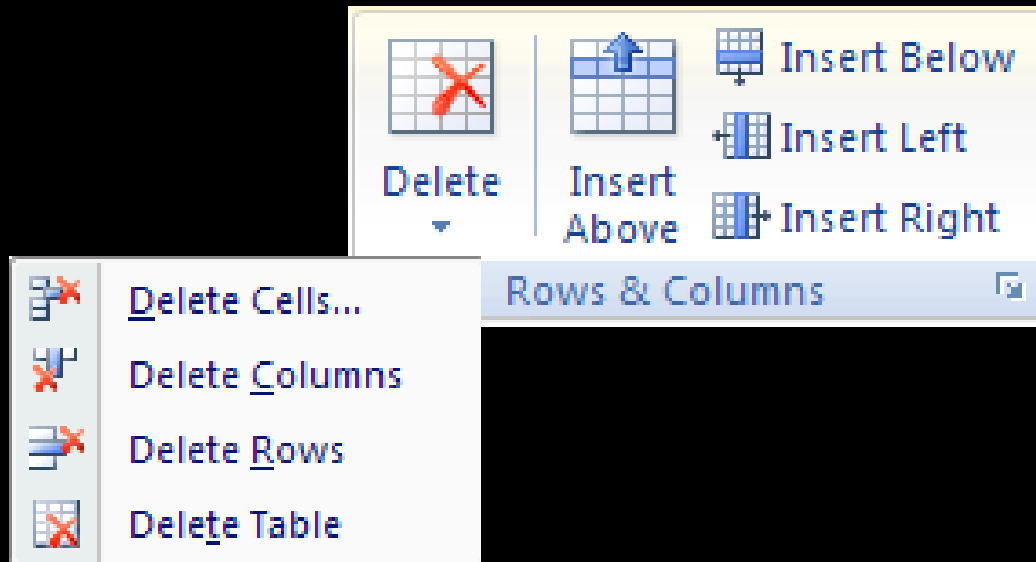# Using Table Tools

- ## Sort tables
  - ▲ Up to three levels

TIP ⚠ *Choose Header Row to prevent Word from sorting headers in with other rows.*
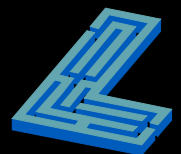
Using Table Tools

- **Insert or delete rows and columns**

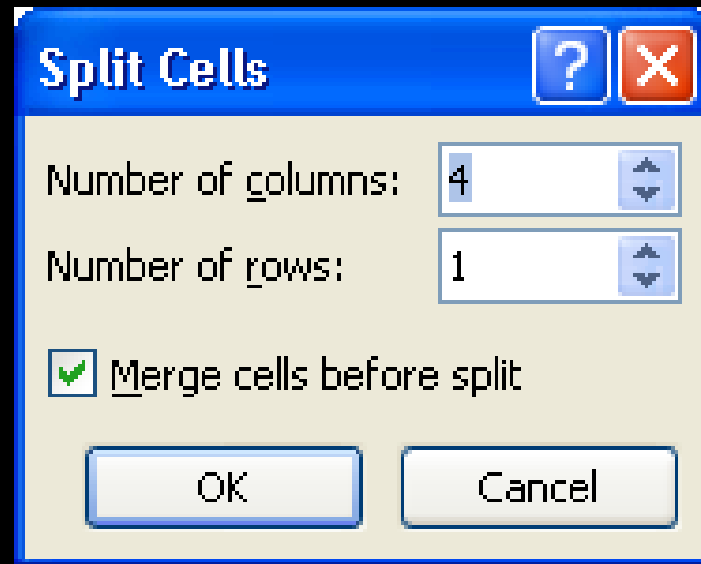TIP ⚠️ *To insert two or more rows, select two or more rows.*

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Using Table Tools

- ▪ **Align data within cells**
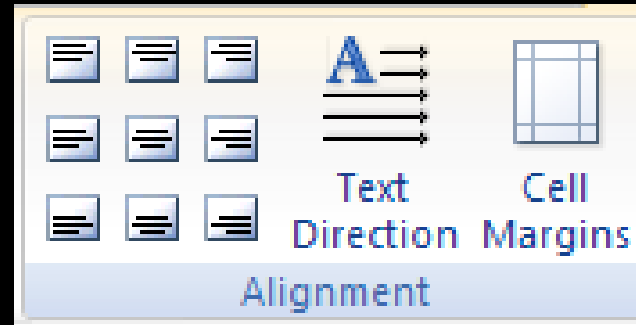
Align cell content in a variety of ways

Using Table Tools

- **Merging and splitting cells**

Split Cells

Number of columns: 4

Number of rows: 1

☑ Merge cells before split

OK   Cancel

TIP ⚠️

Merge first row cells to create a heading that spans the width of the table.

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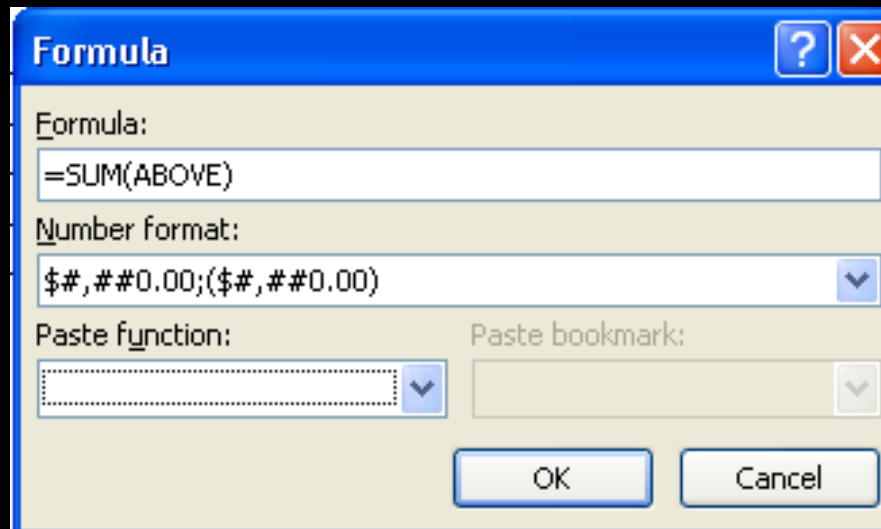L E A R N I N G ™

Using Table Tools

- **Add borders and shading**
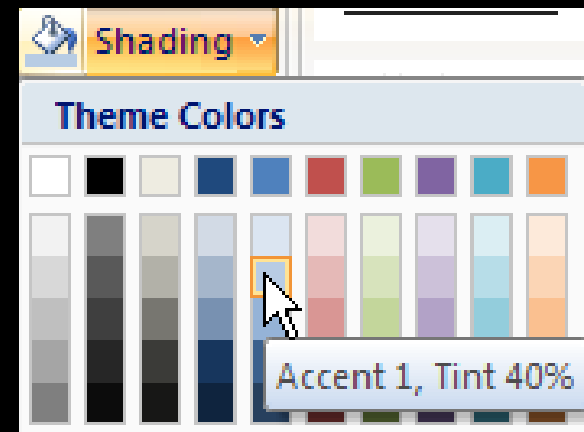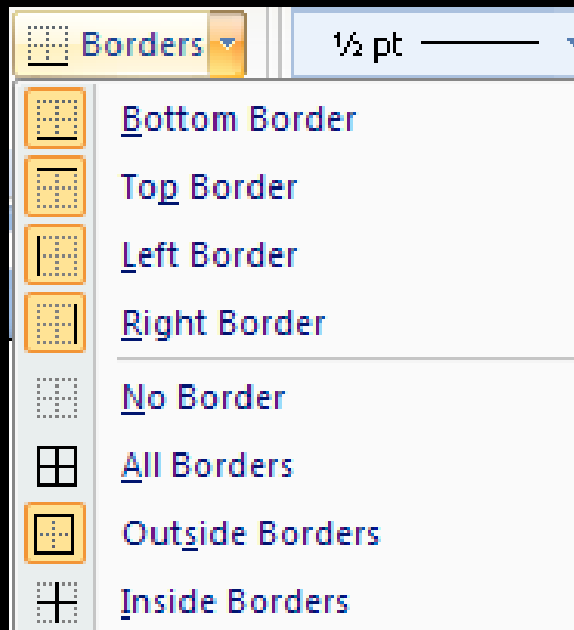
You can also apply borders and shading to a table through the Borders and Shading dialog box.

Using Table Tools

- **Perform calculations**

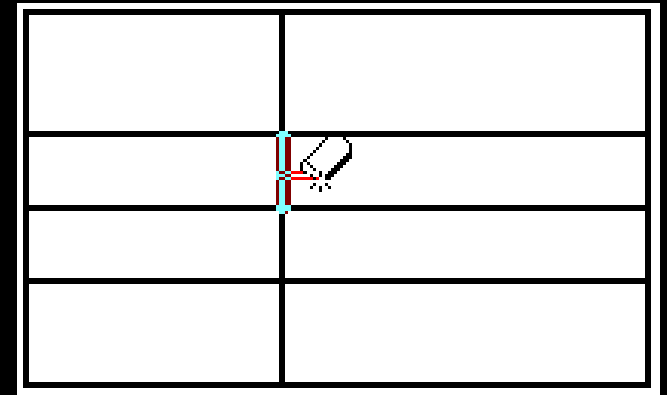TIP ⚠ *You can use cell addresses in formulas.*

Drawing Tables

Create a table with a precise size and location using the Draw Table button
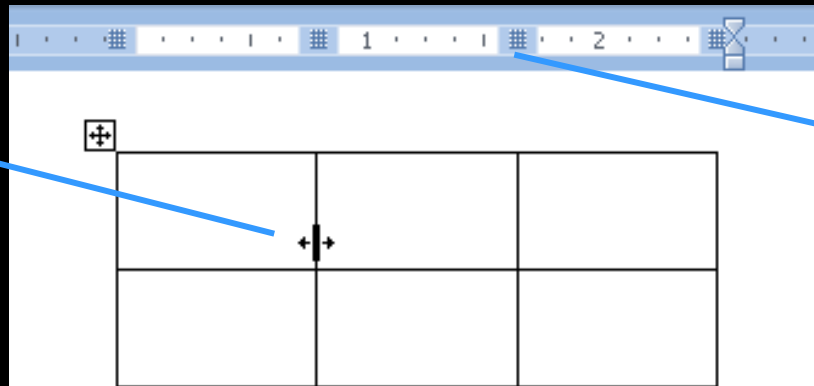
Erase borders with the Erase tool

TIP

The Eraser removes border styles from outside borders and merges cells when used inside the table.

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Sizing Rows and Columns

- **Distribute rows and columns**
- **Adjust widths and heights by dragging**

Drag a column or row gridline

Drag a column or row marker on the ruler

Using Table Styles

Customize table styles

TIP ⚠️ *Use Live Preview to test a variety of table styles.*

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