

Microsoft Word 2007: Comprehensive



Lesson 6: Working with Tables

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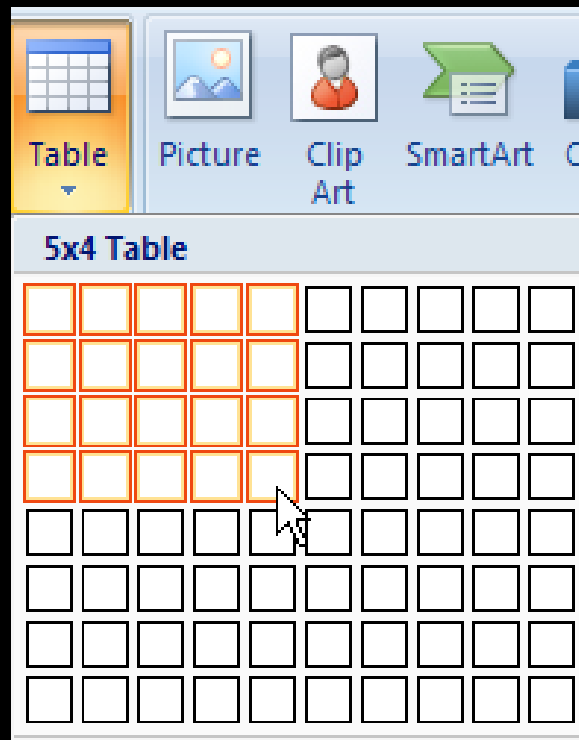
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The Power of Tables

- 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)

Inserting Tables



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

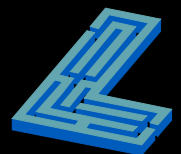
Using Table Tools

- Sort tables

- ▲ Up to three levels

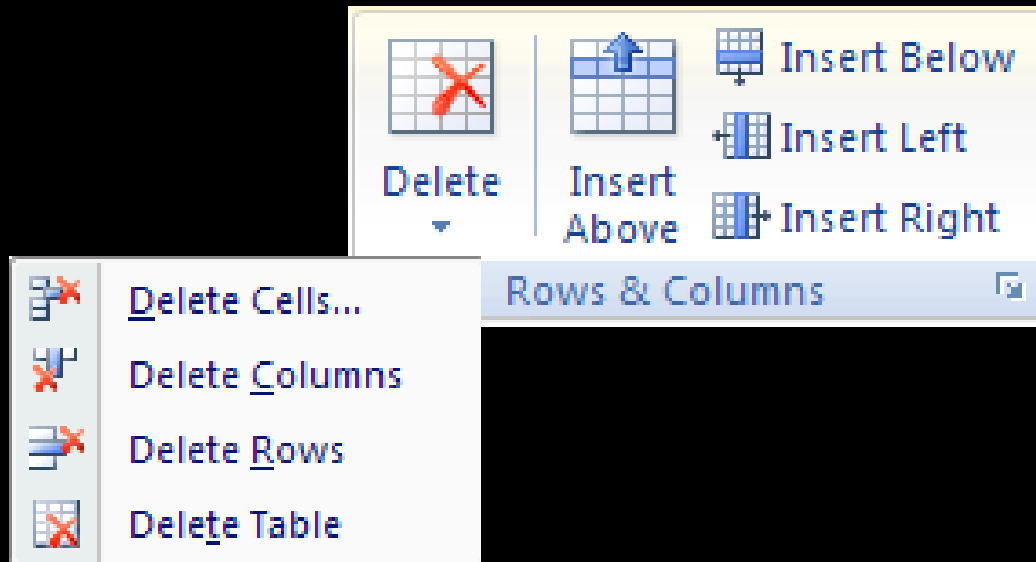
The 'Sort' dialog box in Microsoft Word allows users to sort data in a table. It features three levels of sorting, each with a 'Sort by' dropdown, a 'Type' dropdown, and a 'Using' dropdown. The 'Sort by' section is set to 'State', 'Text', and 'Paragraphs'. The first 'Then by' section is set to 'City', 'Text', and 'Paragraphs'. The second 'Then by' section is set to 'Zip', 'Number', and 'Paragraphs'. At the bottom, there are radio buttons for 'Header row' (selected) and 'No header row'. An orange arrow points from the 'Header row' radio button to a tip box below the dialog. There are 'Options...', 'OK', and 'Cancel' buttons at the bottom right.


TIP  Choose Header Row to prevent Word from sorting headers in with other rows.



Using Table Tools

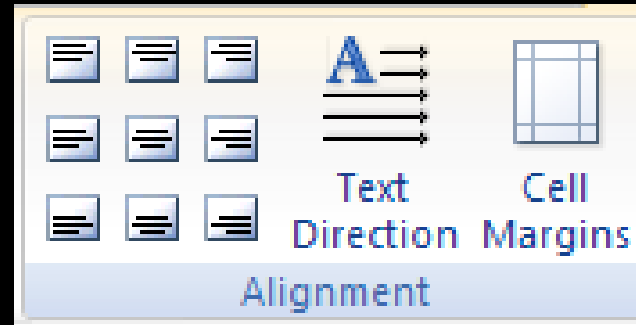
- Insert or delete rows and columns



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

Using Table Tools

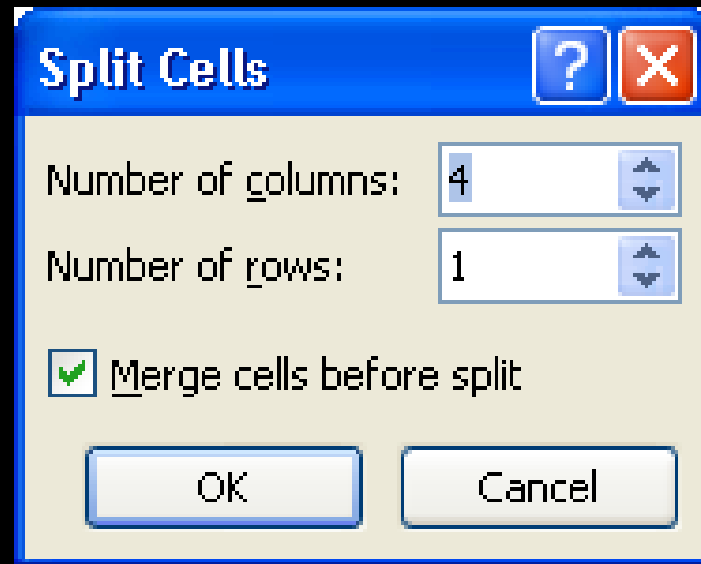
- Align data within cells



Align cell content in a variety of ways

Using Table Tools

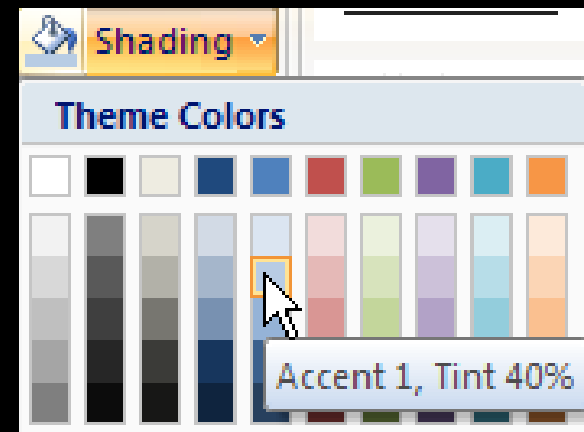
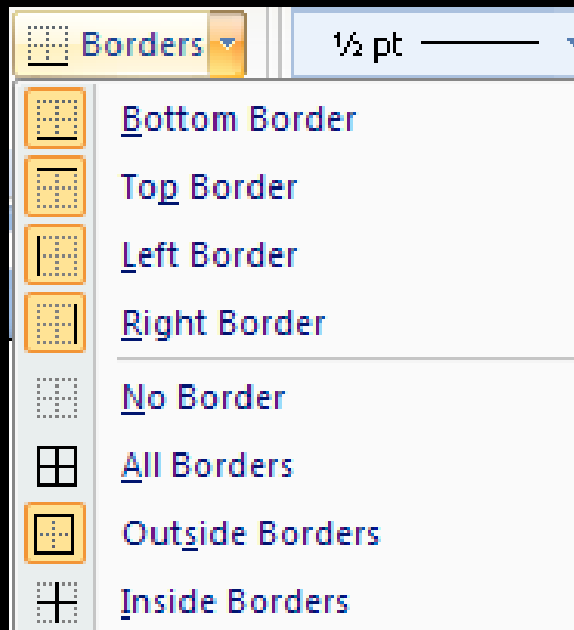
- Merging and splitting cells



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

Using Table Tools

- Add borders and shading

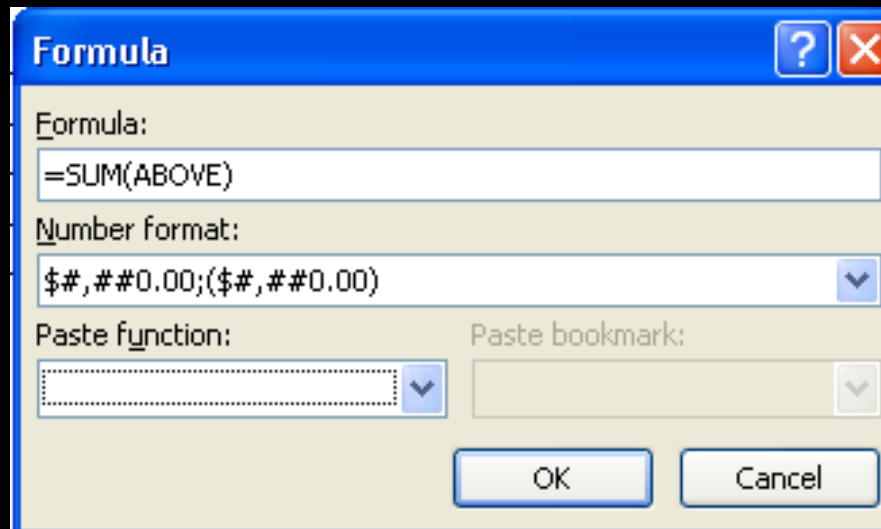


TIP You can also apply borders and shading to a table through the Borders and Shading dialog box.



Using Table Tools

- Perform calculations



Formula


Formula:
=SUM(ABOVE)

Number format:
\$#,##0.00;(\$#,##0.00)

Paste function:
[Dropdown menu]

Paste bookmark:
[Dropdown menu]

OK Cancel

TIP  *You can use cell addresses in formulas.*

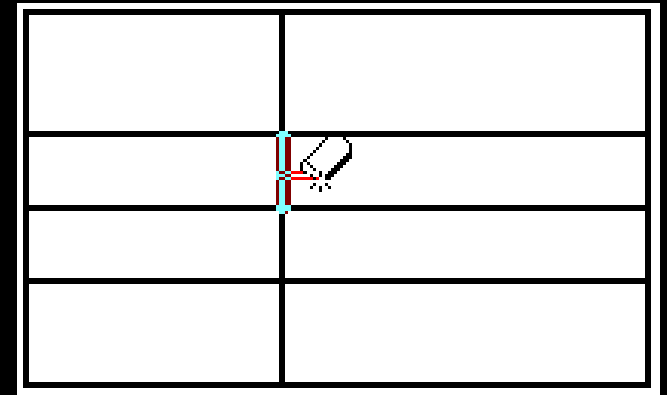
Drawing Tables



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





Erase borders with the Erase tool



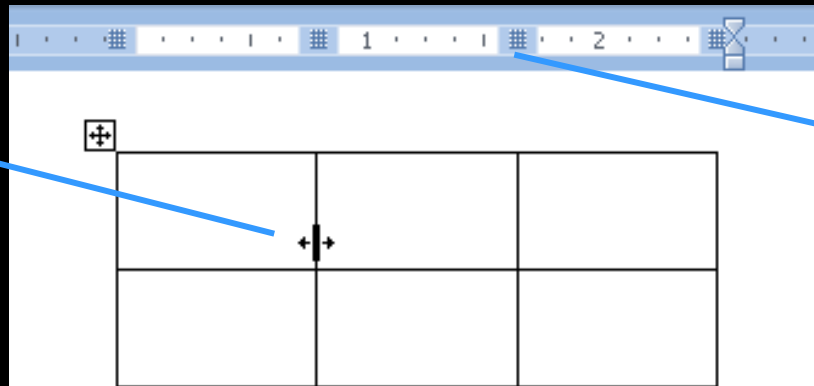
The Eraser removes border styles from outside borders and merges cells when used inside the table.



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


Table Style Options

- ☒ Header Row
- ☒ First Column
- ☐ Total Row
- ☐ Last Column
- ☒ Banded Rows
- ☐ Banded Columns

Table Styles

Light Shading - Accent 2

	2005	2006
Stocks	\$12,000	\$160,000
Bonds	\$20,000	\$18,000

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

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