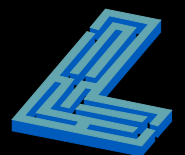


Microsoft Word 2007: Level 2 of 3



Lesson 1: Working with Tables

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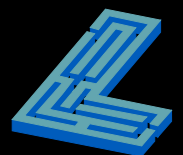


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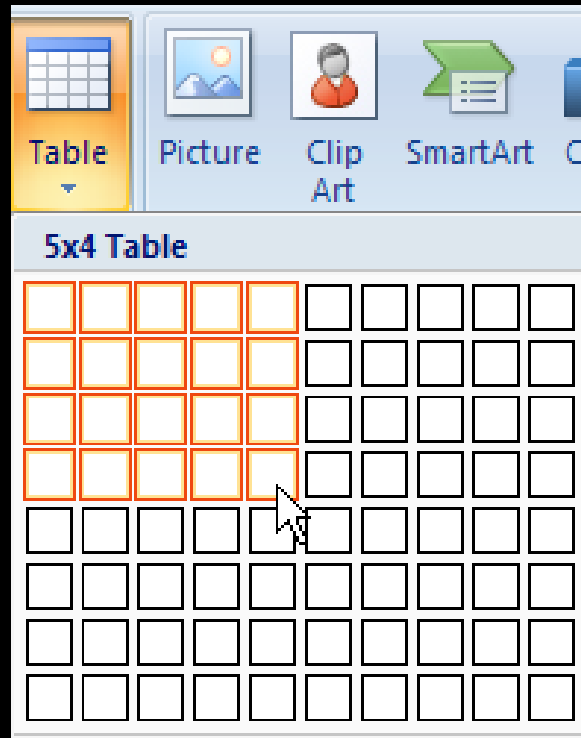
The Power of Tables

- 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

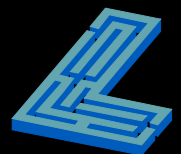
Using Table Tools

- Sort tables
 - ▲ Up to three levels

The 'Sort' dialog box is shown with the following settings:

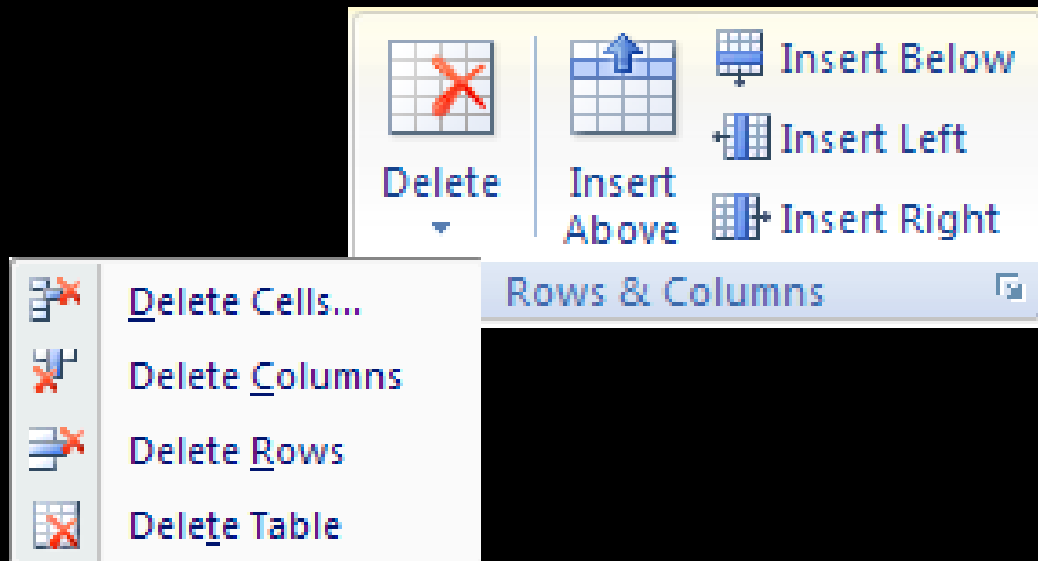
- Sort by:** State (Type: Text, Ascending)
- Then by:** City (Type: Text, Ascending)
- Then by:** Zip (Type: Number, Ascending)
- My list has:** Header row (selected)


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



Using Table Tools

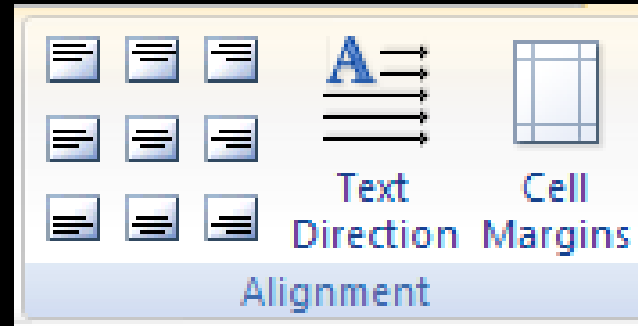
- Insert or delete rows and columns



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

Using Table Tools

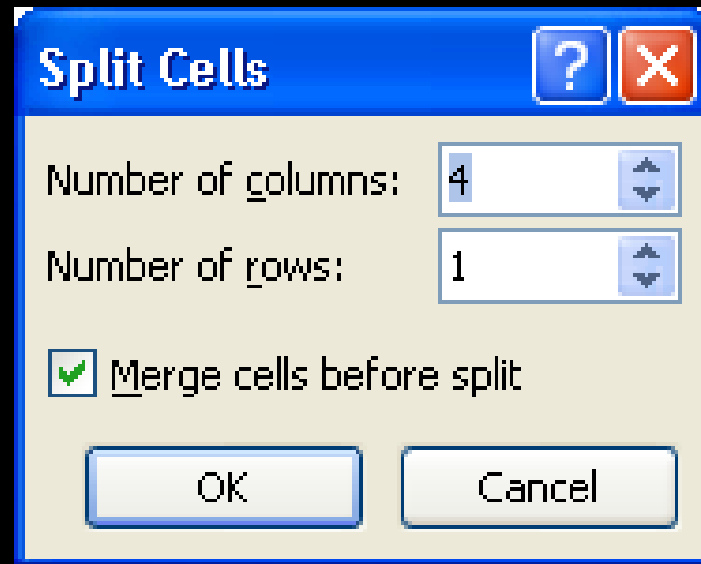
- Align data within cells



Align cell content in a variety of ways

Using Table Tools

- Merging and splitting cells

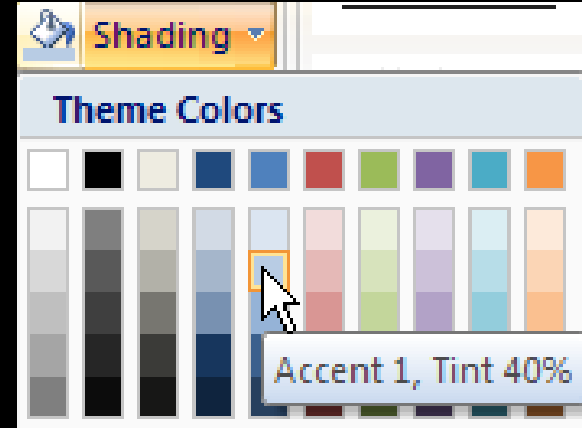
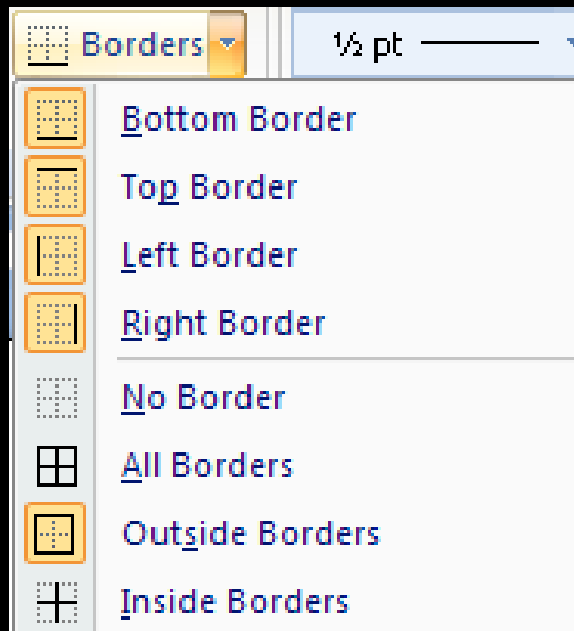



Merge first row cells to create a heading that spans the width of the table.



Using Table Tools

- Add borders and shading

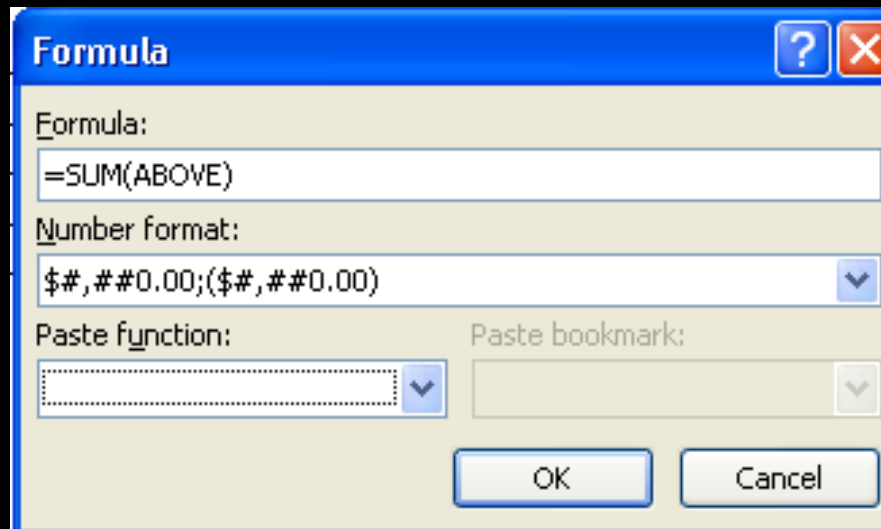


TIP  You can also apply borders and shading to a table through the Borders and Shading dialog box.



Using Table Tools

- Perform calculations



The image shows a screenshot of the 'Formula' dialog box in Microsoft Excel. The dialog box has a blue title bar with a question mark icon and a close button. The main area is light yellow. It contains the following fields and controls:

- Formula:** A text box containing the formula `=SUM(ABOVE)`.
- Number format:** A dropdown menu showing the format `$#,##0.00;($#,##0.00)`.
- Paste function:** A dropdown menu that is currently empty.
- Paste bookmark:** A dropdown menu that is currently empty.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

TIP  *You can use cell addresses in formulas.*

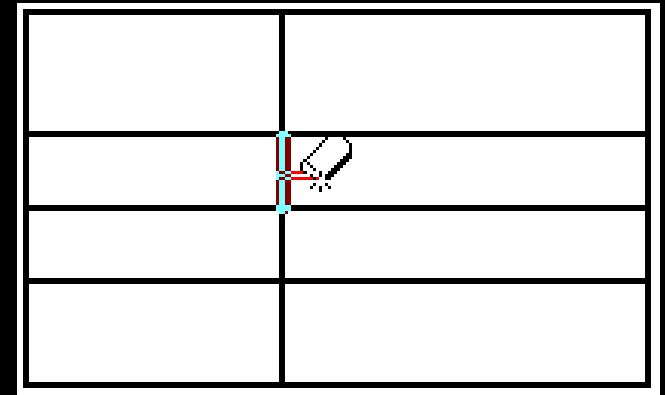
Drawing Tables



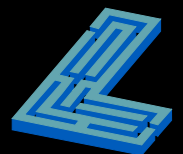
Create a table with a precise size and location using the Draw Table button





Erase borders with the Erase tool



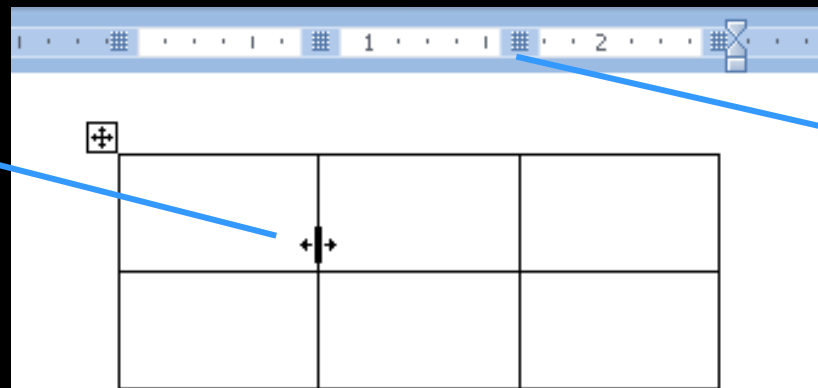
The Eraser removes border styles from outside borders and merges cells when used inside the table.



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

Account Summary (2005 vs. 2006)

	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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Lesson 1: Working with Tables

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