

Working With Tables in Microsoft Word

Table Terms:

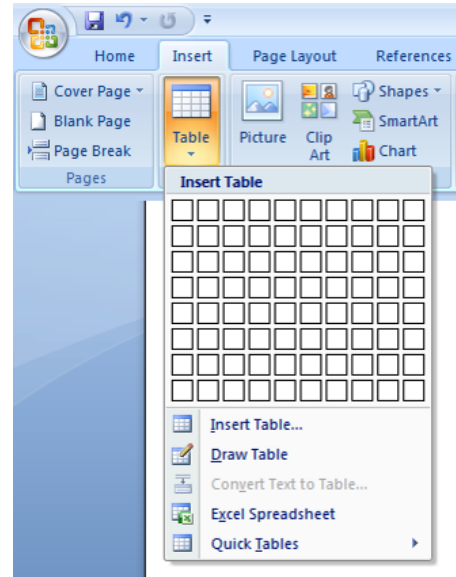
- **Tables** are made up of row and columns.
- **Rows** are horizontal.
- **Columns** are vertical.
- The area where a row and column intersects and forms a box is called a **Cell**.

Inserting a Table into Word

1. Click on the *Insert* tab on the *Ribbon*.
2. Click on the *Table* command in the *Tables* group.
3. Click and drag over the desired number of cells on the grid to create the table for the document.

OR

1. Click on the *Insert* tab on the *Ribbon*.
2. Click on the *Table* command in the *Tables* group.
3. Click on *Insert Table...* at the bottom of the menu to open the *Insert Table* dialog box.
4. Type the desired number of rows and columns into the number text boxes.
5. Click on the *OK* button.



Selecting Parts of the Table

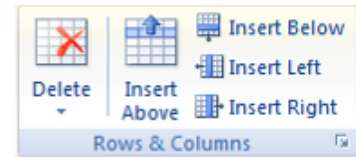
- **To select a Column:**
 1. Place the mouse pointer above the column in the table.
 2. The mouse pointer will change to a black arrow pointing down.
 3. Click to select one column OR click and drag to select several columns.
- **To select a Row:**
 1. Place the mouse pointer to the left side of the table.
 2. The mouse pointer will change to a white arrow pointing right.
 3. Click to select one row OR click and drag to select several rows.
- **To select the entire Table:**
 1. Click in any cell in the table.
 2. Click on the symbol at the upper left corner of the table.



Inserting Rows

- **To add a row to the bottom of a table:**
 1. Click to place the cursor in the last cell (bottom right corner) of the table.
 2. Press the *Tab* key on the keyboard.
- **To add a row in the middle of a table:**
 1. Select a row adjacent to where you want the new row to be inserted.
 2. Click on the *Layout* tab under *Table Tools* on the *Ribbon*.
 3. To place the new row ABOVE the selected row, click on the *Insert Above* command in the *Rows & Columns* group.

4. To place the new row BELOW the selected row, click on the *Insert Below* command in the *Rows & Columns* group.
5. The new row will be added to the table based on your selection.



Inserting Columns

1. Select a column adjacent to where you want the new column to be inserted.
2. Click on the *Layout* tab under *Table Tools* on the *Ribbon*.
3. To place the new column to the LEFT of the selected column, click on the *Insert Left* command in the *Rows & Columns* group.
4. To place the new column to the RIGHT of the selected column, click on the *Insert Right* command in the *Rows & Columns* group.
5. The new column will be added to the table based on your selection.

Deleting Columns and Rows

1. Select the row or column to be deleted.
2. Click on the *Layout* tab under *Table Tools* on the *Ribbon*.
3. Click on the *Delete* command in the *Rows & Columns* group.
4. On the drop down menu, click on *Delete Rows* or *Delete Columns*.

Changing Column Width

- **Using Click and Drag**

1. Place the mouse pointer on the line between the columns to be adjusted.
2. The mouse pointer should change to a vertical black bar with arrows on either side. With this mouse pointer, click and drag until the column is the right size.

- **Using AutoFit**

1. Select the column or columns you want to adjust. You can also select the whole table.
2. Click on the *Layout* tab under *Table Tools* on the *Ribbon*.
3. In the *Cell Size* group, click on the *Autofit* command.
4. On the drop down menu, click on *Autofit Contents*. Word will now automatically size the column to fit the longest contents of a cell in that column.

Sorting Information

1. Select the table.
2. Click on the *Layout* tab under *Table Tools* on the *Ribbon*.
3. Click on *Sort* in the *Data* group to open the *Sort* dialog box.
4. In the *Sort by:* box, click on the down arrow to select the column by which you first want to sort the information.
5. In the *Type:* box, click on the type of information to be sorted (text, number, or date).
6. Click to select how you want to sort the information (*Ascending* or *Descending*).
7. Click on the *OK* button to return to the table and apply the sorting.