


Formatting Tables in Microsoft Word 2000

Reference guide

1) Open Microsoft Word.....	1
2) Getting the toolbar.....	1
3) Create a table.....	1
4) Entering data.....	1
5) Formatting the table.....	2
a) Formatting position of data in cells.....	2
b) Inserting/Deleting - rows/columns.....	2
c) Merging/Splitting cells.....	2
i) Merging Cells.....	2
d) Resize rows and columns with the mouse.....	2
e) Borders and shading.....	3
f) Using table styles.....	4
6) Using the Table Properties dialog box.....	4
7) Quick Reference.....	4
8) Additional resources.....	5

- 1) Open Microsoft Word
- 2) Getting the toolbar
 - a) Click on the View drop down menu
 - b) Scroll down to Toolbars
 - c) Select Tables and Borders
 - d) If a new toolbar window comes up, drag it into your other tools at the top by dragging from the title of the window.



- 3) Create a table
 - a) Click enter to create a place at the top of your document for a title or additional text. *This is not required, but is often needed later-you can always delete it. You can add it later as well if needed.*
 - b) Click on the insert table button from the toolbar 
 - c) Choose the number of columns and rows for your table
 - d) (To quickly go from one cell to another in a window, table, or form use the Tab key, Shift-Tab to go back.

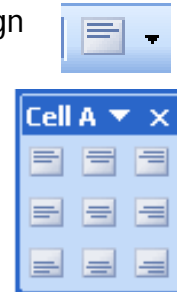
- 4) Entering data

a) Use your mouse to click on any cell in the table where you would like to enter data and begin typing.

5) Formatting the table

a) Formatting position of data in cells

i) Put the mouse over the table-a small arrow ended plus sign appears just outside the upper left hand corner of the table. Click on it to select all. Now click the toolbar to center the text vertically and horizontally in the cell. You can do this to an individual cell, row, column, or selection. To select a column, go to the top of the column and when you get a black arrow pointing down, click the left mouse button. To select a row, go to the left of the row and when you get a black arrow pointing diagonal up-right click the left mouse button.



b) Inserting/Deleting - rows/columns

i) Inserting

- (1) Select a column or row adjacent to the where you would like a new row or column
- (2) Select Table from the drop down menu, scroll to Insert, and choose how you would like the row or column added
- (3) Tip To quickly insert multiple columns or rows, select the same number of columns or rows as you want to insert before using the above option.

ii) Deleting

- (1) Select the row or column
- (2) Use the Backspace key to delete
 - (a) The Delete key only removes content

c) Merging/Splitting cells

i) Merging Cells

- (1) Highlight the cells you would like to merge
- (2) Click on the Merge Cells button.

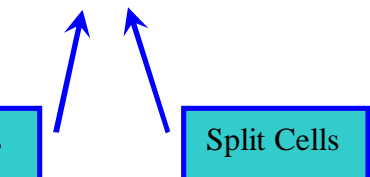


ii) Splitting Cells

- (1) Highlight the cell(s) you would like to split
- (2) Click on the Split Cells button
- (3) Decide how you want it split

Merge Cells

Split Cells

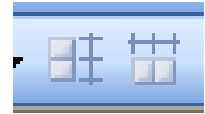


d) Resize rows and columns with the mouse

i) Click and drag the right edge of a column or selected cell, or the bottom edge of a row, to resize it.

ii) To resize more precisely, press and hold the **Alt** key while dragging. The column width or row height will appear on the rulers as you drag.

iii) **Tip** To resize several contiguous columns or rows to be equal in size, select the columns or rows. On the **Table** menu, point to **AutoFit**, and then click **Distribute Columns Evenly** or **Distribute Rows Evenly**.



iv) AutoFit options

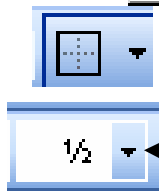
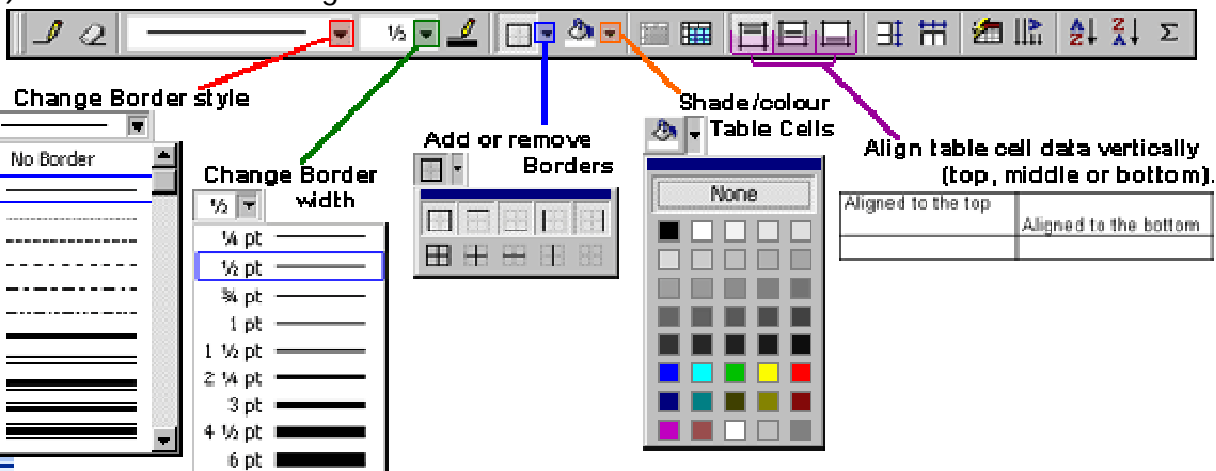
(1) On the **Table** menu, point to **AutoFit**, and then click the desired option as follows:

(a) **AutoFit to Contents**: Fits a table to adjust to the size of its content.

(b) **AutoFit to Window**: Fits a table to adjust to the space between the margins.

(c) **Fixed Column Width**: Keeps the width of columns from changing to accommodate the content.

e) Borders and shading

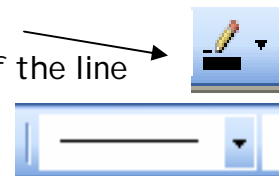


i) Use the border button to control what borders will appear on a printout.

ii) Use the Border Color button to edit the line color

iii) Use the Line Weight button to edit the weight of the line

iv) Use the Line Style button to edit the style.



(1) Highlight the cells you would like to apply border to and choose the color/weight/style you would like and use the Border Button to actually apply it.



v) Apply shading by using the Shading Color button.

(1) Highlight the cells you would like to apply shading and choose the color/shade you would like.



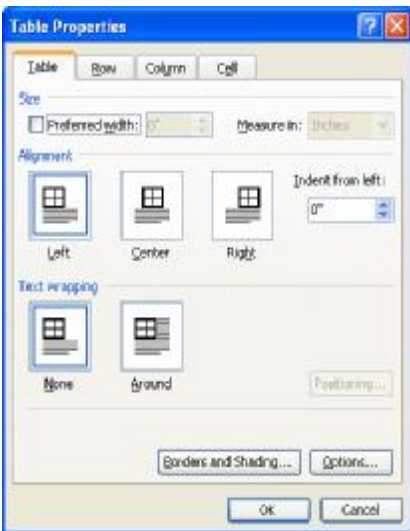
vi) You can also erase and add lines to you table using these two buttons

f) Using table styles

- i) Change the table formatting, such as borders and shading, by applying a different table style. To access table styles go to the Table menu, click Table AutoFormat. Select from a list of table styles, or create or modify your own.



6) Using the Table Properties dialog box



a) Table tab

- i) Align a table on the page or set the width of a table.
- ii) Access the table options, where you can change cell margins for the entire table.

b) Column tab

- i) Change the width of columns using your default unit of measurement or as a percentage of the table size.

c) Row tab

- i) Set the height of rows to an exact or minimum size, and set the option to allow a row to break across pages.

d) Cell tab

- i) Set the width of cells as well as the vertical alignment of content in cells.
- ii) Access cell options to change cell margins for selected cells only.

7) Quick Reference

- a) To quickly go from one cell to another in a window, table, or form use the Tab key, Shift-Tab to go back.
- b) Quick keys for Microsoft Programs

Ctrl+X = cut	Ctrl+C = copy	Ctrl+V = paste	Ctrl+Z = undo	Ctrl+Y = redo
Ctrl+A = select all	Ctrl+S = save	Ctrl+P = print	Ctrl+N = new page	
Ctrl+U = underline	Ctrl+B = bold	Ctrl+I = italics		
Ctrl+Shift+> = Increase font size		Ctrl+Shift+< = Decrease font size		
Ctrl+mouse scroll = zoom in/out	Alt+Tab = navigate through open programs			
Ctrl+Alt+Del = stop a program or 2x to restart computer				
To create your own short-cut keys, right click on a toolbar, select "customize", click "keyboard" button, choose the operation you would like a short-cut key for, push the short cut key you would like to apply to that operation, check to make sure the short-cut isn't needed for something you already use.				

8) Additional resources

- a) Go here for Self-Tutorials on using tables, checking your skills and take review quizzes



[Tables I : Create and format basic tables](http://office.microsoft.com/training/training.aspx?AssetID=RC012006821033)

<http://office.microsoft.com/training/training.aspx?AssetID=RC012006821033>

By Stephanie Krieger, Document Production Expert

Tables are organizers that can help simplify even the most complex Microsoft Office Word documents. This course, the first in a series on tables, will teach you how to add tables to your Word documents and show you some handy uses for them.

Length: 40–50 minutes

Goals

After completing this course you will be able to:

- Know when and why to use tables.
- Add a table to your Word document and add content to the table.
- Edit a table's structure.
- Format a basic table and its contents.

About this course

This course includes:

- Three self-paced lessons and three practice sessions for hands-on experience.
 - A short test at the end of each lesson; tests are not scored.
 - A Quick Reference Card you can take away from the course.
-

[Tables II : Use tables to simplify complex page layouts](http://office.microsoft.com/training/training.aspx?AssetID=RC012299841033)

<http://office.microsoft.com/training/training.aspx?AssetID=RC012299841033>

By Stephanie Krieger, Document Production Expert

Tables are a powerful tool that can help you organize and format complex documents with very little work. In this course, the second in a series of three, you will learn key best practices for managing tables effectively, as well as how to use tables with confidence to simplify most any page layout.

Length: 40–50 minutes

Goals

After completing this course you will be able to:

- Edit and troubleshoot tables more easily.

- Use tables to quickly create complex page layouts.
- Create one table inside another (nest tables) for flexible, easy-to-manage page layouts.

About this course

This course includes:

- Three self-paced lessons and three practice sessions for hands-on experience.
 - A short test at the end of each lesson; tests are not scored.
 - A Quick Reference Card you can take away from the course.
-

[Tables Tables III : Manage financial tables and tables from Excel and the Web](http://office.microsoft.com/training/training.aspx?AssetID=RC100808761033)
<http://office.microsoft.com/training/training.aspx?AssetID=RC100808761033>

By Stephanie Krieger, Document Production Expert

Even the most complex tables can be easier to manage than you might think. In this course, the last in a series of three, you will learn key best practices for some common advanced table tasks, including managing tables that originate in Excel or on the Web and formatting financial tables.

Length: 30-40 minutes

Goals

After completing this course you will be able to:

- Format tables copied from Excel.
- Format tables copied from the Web.
- Format a financial table, including decimal alignment.

About this course

This course includes:

- Three self-paced lessons and three practice sessions for hands-on experience.
 - A short test at the end of each lesson; tests are not scored.
 - A Quick Reference Card you can take away from the course.
-

© 2006 Microsoft Corporation. All rights reserved.