

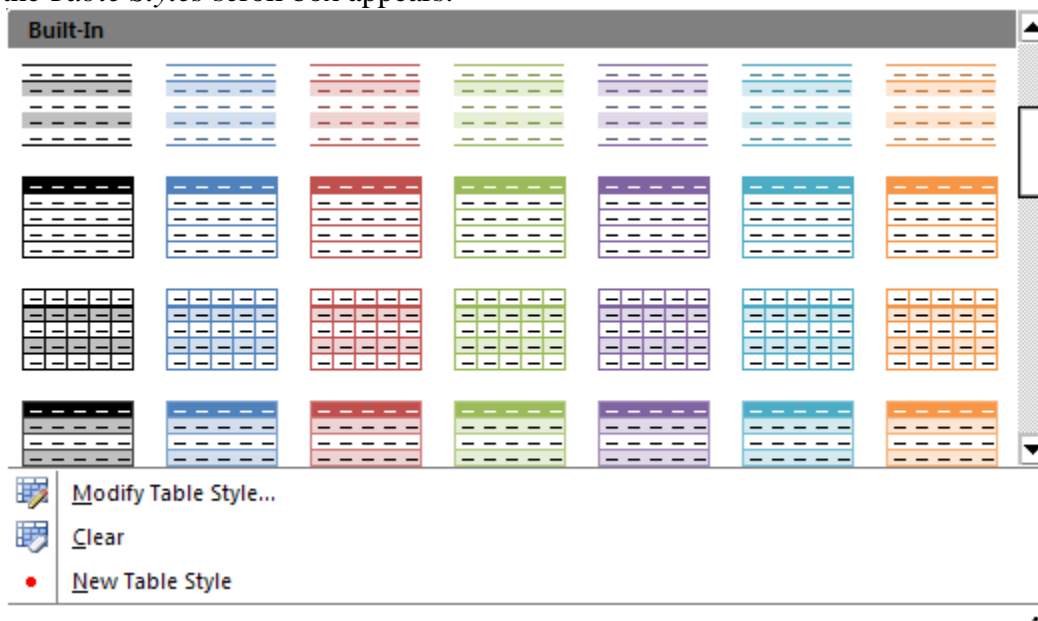
## Formatting Tables

Word 2007 makes it easy to format your table using table styles. Table styles are predefined formatting options that can be quickly applied to any table, greatly enhancing its appearance and readability. You can add table styles to your table in just a few clicks.

### Applying Built-In Table Styles

Word provides an extensive library of built-in table styles, which can quickly give your table a professional look by applying predefined combinations of borders, shadings, and fonts. You can control how these styles will appear in your table with the *Table Style Options* settings.

1. Place the insertion point inside your table
2. From the *Design* tab, in the *Table Styles* group, click **MORE** ▾ the *Table Styles* scroll box appears.



3. From the *Built-In* section, select a style  
NOTE: When you hover your mouse over a style, Word previews the style on your table.

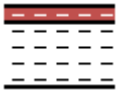
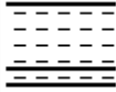
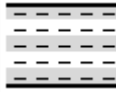
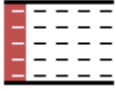

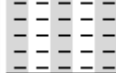
- To determine which aspects of the style are applied to your table, in the *Table Style Options* group, select or deselect the desired options

NOTES:

An option is selected if there is a check mark in front of it.

Options can be applied individually (as shown in the examples below) or in any combination.

These options will affect each table style differently; some options will not affect particular styles at all.

Example	Option	Function
	<b>Header Row</b>	Gives a special format to the top row
	<b>Total Row</b>	Creates a bottom row for column totals NOTE: This option does not create the formulas necessary to automatically calculate a total, but simply sets the last row slightly apart. To create a formula for the last row, please refer to Calculations within Tables.
	<b>Banded Rows</b>	Formats even and odd rows differently, improving readability
	<b>First Column</b>	Gives a special format to the first column NOTE: This option may not be visible in some styles.
	<b>Last Column</b>	Gives a special format to the last column NOTE: This option may not be visible in some styles.
	<b>Banded Columns</b>	Formats even and odd columns differently, improving readability

## Working with Custom Table Styles

If Word does not have the right predefined style for your table, you can define and apply a custom style.

## Creating a Custom Table Style

1. Place the insertion point within your table
2. From the *Design* tab, in the *Table Styles* group, click **MORE** ▾» select *New Table Style* the *Create New Style from Formatting* dialog box appears.

**Create New Style from Formatting** [?] [X]

Properties

Name:

Style type:

Style based on:

Formatting

Apply formatting to:

Calibri (Body) 11 **B** *I* U Automatic

— ½ pt Automatic [ ] No Color [ ]

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17


Priority: 100, Based on: Table Normal

Only in this document  New documents based on this template

Format [ ] OK Cancel

3. In the *Name* text box, enter a name for your style
4. From the *Style type* pull-down list, select **Table**
5. **OPTIONAL:** From the *Style based on* pull-down list, select a basic style upon which to base your custom style  
HINT: To see a preview of a basic style, you must select it; Word then previews the style in the middle of the *Formatting* section.
6. In the *Formatting* section, from the *Apply formatting to* pull-down list, select the first part of the table to apply formatting to
7. Select desired formatting options for that part of the table  
HINT: To apply more detailed formatting, click **FORMAT** » select the desired formatting options.
8. Repeat steps 7–8 until you achieve the desired results
9. Click **OK**

## Applying a Custom Table Style

1. Place the insertion point in your table
2. From the *Design* tab, in the *Table Styles* group, click **MORE**  the *Table Styles* scroll box appears.
3. In the *Custom* section of the *Table Styles* scroll box, locate and select your custom table style. The custom table style is applied to your table.

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