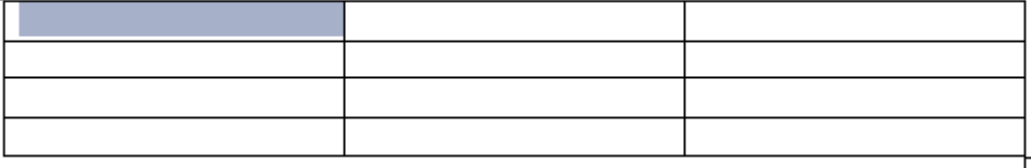


Table Basics

A table is a grid of cells with individual cells occurring at the intersection of corresponding rows and columns. Tables are highly customizable and are useful for a variety of tasks, from presenting numerical data to creating unique text layouts. As just one example, you could create a table showing course assignments and their respective due dates. In a table like this, course names could be placed in the far left column, and due dates could go in the top row. Each cell would then represent a specific assignment due for a particular class on a given date.

The following graphic is an example of a basic table with three columns and four rows. The highlighted cell is just one of the 12 cells in the table.



Tables are virtually unlimited in both their size and their ability to be modified. You can create a table with just one cell, with two cells, even with 1000 cells or more. Table cells, rows, and columns can be added, deleted, split, and merged at any time. Once a table has been created, you can insert anything into a cell that you could in a normal document (e.g., text, images, or another table) and then format it with any of Word's tools.

This introductory document contains information on the following:

Creating a Table

When creating a table, some preliminary planning reduces the amount of time needed later to make the table look right. Sometimes even a simple sketch of one or two lines of the table can save a great deal of time. Once you know what you want the finished table to look like, you can begin creating it by using Word's Quick Tables option, by dragging out the table with your mouse, with the Insert Table feature, or by using the Draw Table option.

Creating a Table: Quick Tables

Word provides several preformatted tables that can easily be inserted with the *Quick Tables* option.

1. Place the insertion point where you want the table to appear



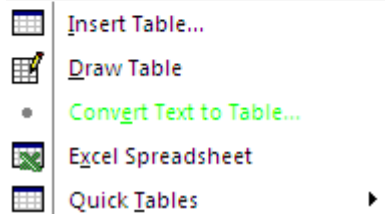
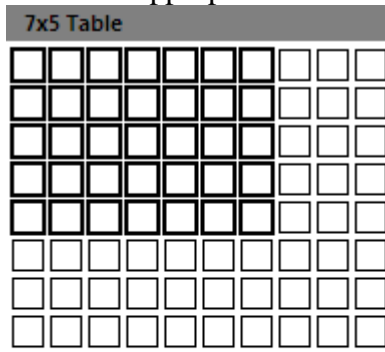
2. From the *Insert* tab, in the *Tables* group, click **TABLE** the *Table* sub-menu appears.
3. Select **Quick Tables** » select a preformatted table the preformatted *Quick Table* appears in your document.
4. Select the preformatted *Quick Table* sample text and replace it with your own

Creating a Table: Drag Option

1. Place the insertion point where you want the table to appear



2. From the *Insert* tab, in the *Tables* group, click **TABLE** the *Table* sub-menu appears.
3. Select the appropriate dimensions by dragging your mouse in the table grid



an empty table appears on your screen and you are ready to begin adding information.

HINTS:

To select columns, drag across; to select rows, drag down.

Your table will appear with borders; to modify or remove the borders, refer to Tables: Adding Borders and Shading.

Creating a Table: Insert Option

1. Place the insertion point where you want the table to appear



Table

- From the *Insert* tab, in the *Tables* group, click **TABLE** the *Table* sub-menu appears.
- Select ***Insert Table...***

The *Insert Table* dialog box appears.

Insert Table ? X

Table size

Number of columns: 2

Number of rows: 15

AutoFit behavior

Fixed column width: Auto

AutoFit to contents

AutoFit to window

Remember dimensions for new tables

OK Cancel

- Under *Table size*, type a value or use the nudge buttons to specify the number of columns and rows
- To specify column width, under *AutoFit behavior*, select ***Fixed column width*** and type a value or use the nudge buttons to specify the desired size
To allow the table to expand as you type, under *AutoFit behavior*, select ***AutoFit to contents***
To allow the table to expand or shrink depending on the size of the window it is displayed in, under *AutoFit behavior*, select ***AutoFit to window***
- To create the table, click **OK**
an empty table appears on your screen, and you are ready to begin adding information.
NOTE: Your table will appear with borders; to modify or remove the borders, refer to *Tables: Adding Borders and Shading*.

Creating a Table: Drawing Option

You can also draw a table into your document by selecting Word's *Draw Table* feature. This option allows you to create a table with rows and columns in the desired positions.



Table

- From the *Insert* tab, in the *Tables* group, click **TABLE** the *Table* sub-menu appears.
- Select ***Draw Table***
Your insertion point turns into a pencil.

3. To create the frame of your table, click and drag the pencil until the outline of the table reaches the desired size
4. Release the mouse button
the outside frame of a table appears.
5. To draw vertical and horizontal lines to create your columns and rows, click and drag the pencil within the table
6. To stop the *Draw Table* command, from the *Design* tab, in the *Draw Borders* group, click



DRAW TABLE

Draw
Table

To correct a mistake:



Eraser

1. From the *Design* tab, in the *Draw Borders* group, click **ERASER**
Your pointer turns into an eraser.
2. Click the eraser on the mistake
the selected line(s) disappears.

NOTE: Some lines may remain in gray even after having been erased; while gray lines do not appear in the printed document, they restrict where text can be typed. To completely remove gray lines, you may have to erase some of the lines they are connected to and re-draw the area according to your needs.

Adding Information to the Table

You can add any text or objects to table cells that you could add to the document outside the table. To place information in separate cells, however, you will need to move your insertion point from cell to cell in the table. To move from one cell to another, use one of the following methods:

- Press [**Tab**]
- Press an arrow key
- Using the mouse, click in the appropriate cell

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