

Creating a Table

Tables are very useful tools in creating and formatting documents. For example, with a table you can:

Align Text, Numbers, and Graphics: Tables make it easy to align text, numbers, and graphics in columns and rows. Many users prefer using tables to align text instead of tab stops, because text can wrap to multiple lines in a table.

Create a Form: You can use tables to store lists of telephone numbers, clients, and employee rosters.

Share Information: You can use tables to share information between programs. For example, you can copy and paste a table's information into a Microsoft Excel worksheet or Access database.

Create a Publication: Tables make it easier to create calendars, brochures, business cards, and many other publications.

Insert a table

To create a table, you must first specify how many columns (which run up and down) and rows (which run left to right) you want to appear in your table. *Cells* are small, rectangular-shaped boxes where the rows and columns intersect. The number of columns and rows determines the number of cells in a table.

If you don't know how many columns and rows you want in your table, take an educated guess—you can always add or delete columns and rows later.

- Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group.

A grid appears, representing rows and columns in the table. As you move the cursor inside the grid, the number of rows and columns that will appear in the table is updated at the top of the list. A preview of how the table will look in the document also appears as you drag your cursor across the grid.

- Select the number of columns and rows you want to create using the new table grid.

The table is inserted with the number of columns and rows you selected.

Other Ways to Insert a Table:

Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group. Select **Insert Table** from the list and select the number of columns and rows you want to use in the Insert Table dialog box. Click **OK**.

■ Exercise

- Exercise File:** None required.
- Exercise:** Open a new Word document and insert a table that is three columns wide by four rows tall.

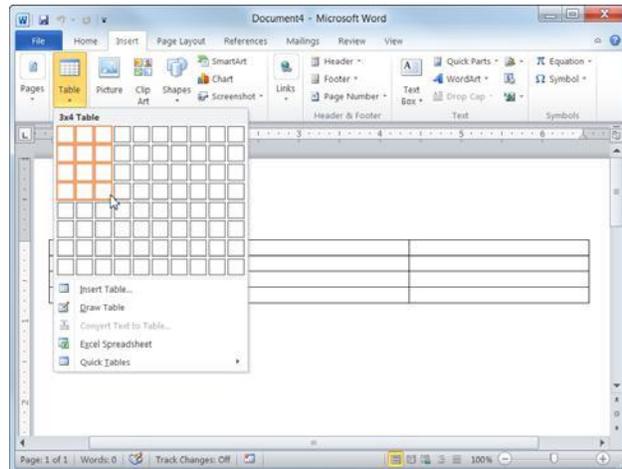


Figure 9-1: Inserting a table.

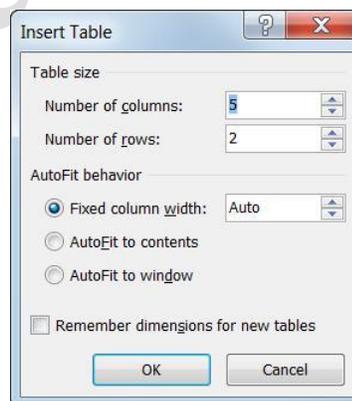


Figure 9-2: The Insert Table dialog box.

Working with a Table

In order to work with a table, you need to learn a few basic skills: how to move the insertion point between cells, how to enter or edit table data, and how to select items.

Move between cells

There are several ways to move between cells in a table:

Click in a cell with the mouse.

Use the up, down, left, and right arrow keys.

Press **<Tab>** to move forward one field or cell, and press **<Shift> + <Tab>** to move back one field or cell.

Enter or edit information in a table

- Click a cell in the table.
The insertion point appears in the cell.
- Enter or edit text or numerical data as desired.
If you enter more text than fits in a cell, the cell height expands automatically to hold it.

Select cells, rows, columns, and tables

Just like other elements in Word, you have to select the parts of a table in order to work with them.

- Position the insertion point in the cell, row or column you want to select.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Select** button in the Table group.
- Choose the table item you want to select: Cell, Column, Row or Table.

Other Ways to Select:

Cells: Click the left edge of the cell.

Multiple Cells: Drag across the cell, row, or column. Or select a single cell, row, or column and hold down the **<Shift>** key while you click another cell, row, or column.

Row: Click to the left of the row (outside of the table).

Column: Click the column's top border (the pointer will change).

Table: Click the move handle next to the table (must be in Print Layout view).

Exercise

- Exercise File:** SalesReps9-2.docx
- Exercise:** Practice moving the cursor around within the table cells.

Enter the following text in the three cells of the first row: Last, First, Sales. In the second row, enter: Jones, Marvin, 1200. In the third row, enter: McKenzie, Shandra, 1400. Select the third row.

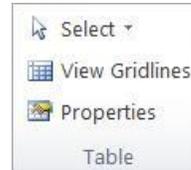


Figure 9-3: The Table group.

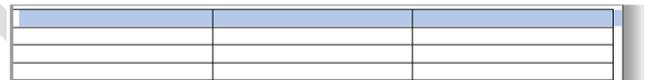


Figure 9-4: A table with the first row selected.

Move handle

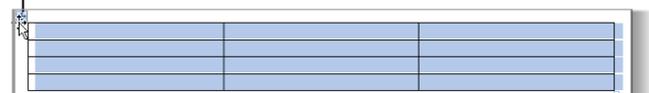


Figure 9-5: A table that is entirely selected.

Resizing and Moving a Table

You can quickly and easily resize or move a table in Word.

Resize a table

You can use the mouse to resize a table.

- Make sure you are in Print Layout view.
- Click anywhere inside the table, if necessary.

The table's resize handle appears in the lower right-hand corner of the table until the table is the desired size.

As you resize the table, a dotted outline appears to show you the new outline of the table.

Move a table

Moving a table is very similar to resizing it.

- Make sure you are in Print Layout view.
- Click anywhere inside the table, if necessary.

The table's move handle appears in the upper left-hand corner of the table.

- Click and drag the table's **move handle** to a new location on the page.

As you move the table, a dotted outline appears to show you the new location of the table.

Exercise

- Exercise File:** SalesReps9-3.docx
- Exercise:** Resize the table so that it is about five inches wide by one inch tall (use Word's rulers as a guide).
Move the table down about one inch.

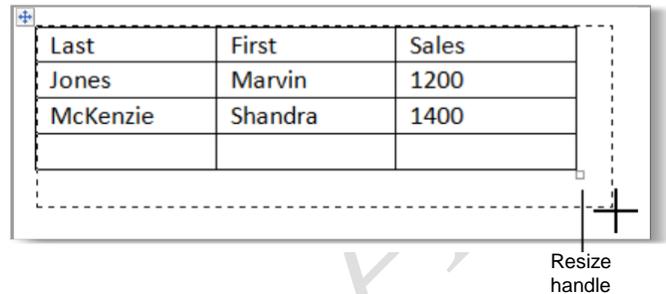


Figure 9-6: Resizing a table.

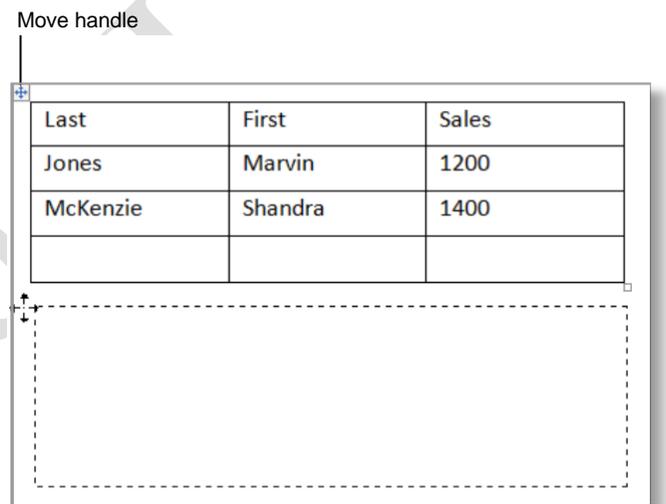


Figure 9-7: Moving a table.

Adjusting Table Alignment and Text Wrapping

In the Table Properties dialog box, you can adjust the alignment of a table within the document, as well as the way document text wraps around a table.

- Select the table.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Properties** button in the Table group.

The Table Properties dialog box appears.

Tip: Click the **Options**, **Positioning**, or **Borders and Shading** buttons for even more detailed table options.

- Select the **Table** tab if it isn't already selected.
Here you can adjust table alignment within the document—select from Left, Center, or Right alignment—as well as whether or not you want the document text to wrap around the table.
- Select an Alignment or Text wrapping option and click **OK**.

The table alignment or text wrapping is adjusted.

- Trap:** If your table is as wide as the page, or if you don't have any text in the surrounding document, you won't notice any difference between the alignment or text wrapping options, respectively.
- Tip:** The Table Properties dialog box also includes tabs for Row, Column, and Cell properties. Here you can adjust row and column size, as well as individual cell size and alignment of cell contents.

Exercise

- Exercise File:** SalesReps9-4.docx
- Exercise:** Align the table in the center of the page.

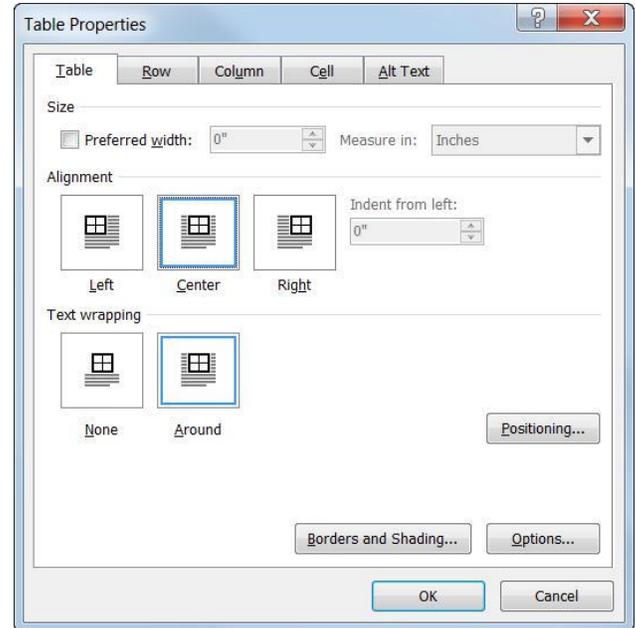


Figure 9-8: The Table Properties dialog box.

Working with Cell Formatting

In this lesson, you will learn how to align text horizontally and vertically in a cell, change text direction, and adjust cell margins.

Align cell contents

- Select the cell(s) containing information you want to align.

The Design and Layout tabs appear under the Table Tools on the Ribbon.

- Under Table Tools on the Ribbon, click the **Layout** tab and click an alignment button in the Alignment group.

Other Ways to Align Cells:

Select the cell(s), right-click, select **Cell Alignment** from the contextual menu, and select an alignment.

Change text direction

- Select the cell(s).

The Design and Layout tabs appear under the Table Tools on the Ribbon.

- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Text Direction** button in the Alignment group.

The text direction for the selected cell(s) changes.

- Click the **Text Direction** button again to cycle through available directions.

Other Ways to Change Text Direction: Select the cell(s), right-click, and select **Text Direction** from the contextual menu. Select an orientation from the Text Direction dialog box.

Adjust cell margins

You can adjust how much space appears between a cell's contents and its borders by adjusting cell margins.

- Click anywhere inside the table.

The Design and Layout tabs appear under the Table Tools on the Ribbon.

- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Cell Margins** button in the Alignment group.

The Table Options dialog box appears.

Exercise

- Exercise File:** SalesReps9-5.docx

- Exercise:** Select the first row and change the text direction. Then undo the action.

Apply Bottom Center alignment to the first row of the table.

Change the top default cell margin to 0.05" and allow spacing between cells of 0.03".

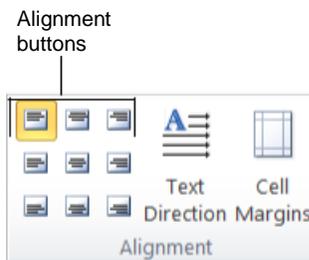


Figure 9-9: The Alignment group.

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

Figure 9-10: Changing text direction.

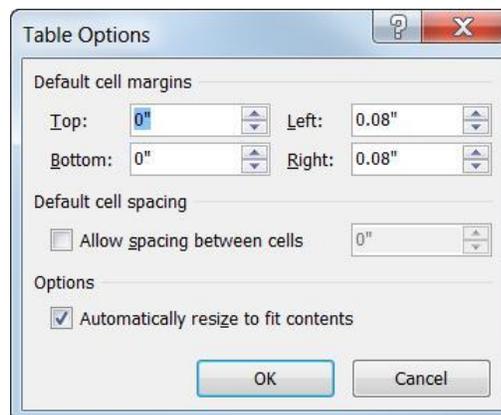


Figure 9-11: Changing table cell margins using the Table Options dialog box.

- Adjust the cell margins and click **OK**.

Not only can you change the distance from the cell contents to the cell borders, but you can also separate individual cells from other cells in the table by adjusting the Default cell spacing area of the dialog box.

- ✔ **Tip:** Adjusting cell margins changes the margins of the current table and all subsequent tables. Your changes become the default settings for all tables.

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Merging and Splitting Cells and Tables

You can adjust the number of cells that appear in a table by merging and splitting cells. You can also split a table into two tables.

Merge cells

The merge cells command combines several smaller cells into a single larger cell that spans the space that the previous cells occupied.

- Select the cells you want to merge.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Merge Cells** button in the Merge group.
 -  **Other Ways to Merge Cells:**
Select the cells you want to merge, then right-click and select **Merge Cells** from the contextual menu.

Split a cell

Cells can also be broken up into several smaller cells by using the Split Cells command.

- Select the cell you want to split.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Split Cells** button in the Merge group.
 -  **Other Ways to Split a Cell:**
Select the cell you want to split, then right-click and select **Split Cells** from the contextual menu.
- Specify how you want to split the cell in the Split Cells dialog box and click **OK**.

Split a table

You can also split a table into two separate tables.

- Select the table row where you want to split the table.
The row you select will become the first row of the new table.

Exercise

- Exercise File:** SalesReps9-6.docx
- Exercise:** Split the first cell in the fourth row of the table into two cells, then merge the two cells back together.

Split the table so that the Shandra McKenzie row is the first row of the new table.

Undo the split.



Figure 9-12: The Merge group.

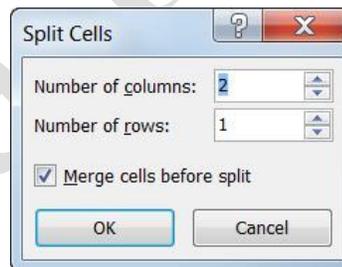


Figure 9-13: The Split Cells dialog box.

- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Split Table** button in the Merge group.

The table is split into two tables. If the new table overlaps or obstructs the original table, you may need to move the tables in order to view them.

Before

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

After

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

Figure 9-14: Before and after splitting a table.

Inserting and Deleting Rows and Columns

In this lesson, you will learn how to delete entire columns and rows and how to insert new columns and rows. You'll also learn how you can repeat the header row on tables that span multiple pages.

Insert a row

- Place your insertion point in the row that is above or below where you want to insert the new row.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Insert Above** or **Insert Below** button in the Rows & Columns group.

Other Ways to Insert a Row:

Place the insertion point in the bottom-right cell of the table and press <Tab> to insert a new row at the bottom of the table. Or, right-click a row, point to **Insert**, and select **Insert Rows Above** or **Insert Rows Below** from the contextual menu.

Insert a column

- Place your insertion point in the table in the column that is left or right of where you want to insert the new column.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Insert Left** button or the **Insert Right** button in the Rows & Columns group.

Other Ways to Insert a Column:

Right-click and point to **Insert** and select **Insert Columns to the Left** or **Insert Columns to the Right** from the contextual menu.

Delete a row or column

- Select the column(s) or row(s) you want to delete.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Delete** button in the Rows & Columns group.
- Select **Delete Rows** or **Delete Columns** from the list.
-  **Other Ways to Delete Rows or Columns:** Select the row(s) or column(s), right-click, and select **Delete Rows** or **Delete Columns** from the contextual menu.
-  **Tip:** You can also delete individual cells in a table. Select the cell(s) you want to delete and

■ Exercise

- Exercise File:** SalesReps9-7.docx
- Exercise:** Insert a row between the first and second rows, then delete the row.

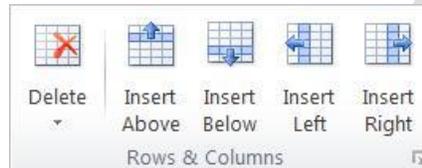


Figure 9-15: The Rows & Columns group.

click the **Delete** button in the Rows & Columns group. Select **Delete Cells** and click **OK**.

Repeat header rows

If you have a table that extends across several pages, you can repeat the header row at the top of each page of the table.

- Select the rows you want to use as headings.
- Click the **Layout** tab under Table Tools on the Ribbon.
- Click the **Repeat Header Rows** button in the Data group.
- Tip:** You can also keep a table row from breaking and separating the row's contents onto two pages. Right-click the table and select **Table Properties** from the contextual menu. On the Row tab of the Table Properties dialog box, deselect the **Allow row to break across pages** option.

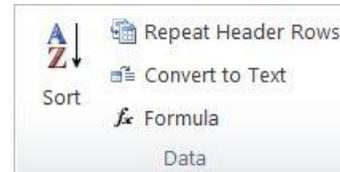


Figure 9-16: The Data group.

Adjusting Row Height and Column Width

When you create a table, all of the rows and columns are the same size. As you enter information in a table, you will quickly discover that some of the rows and columns are not large enough to properly display the information they contain.

Adjust row height

You will seldom need to change a row's height because, unless you specify otherwise, rows automatically expand to the tallest cell in the row—the one that contains the most lines of text.

- Select the row(s).
- Under Table Tools on the Ribbon, click the **Layout** tab.
- Click the **Table Row Height** text box in the Cell Size group and specify the row height.

Other Ways to Adjust Row Height:

In Print Layout view, click and drag the row's bottom border up or down.

- Tip:** You can distribute selected rows evenly so they are the same height. Select the rows, click the **Layout** tab under Table Tools, and click the **Distribute Rows** button in the Cell Size group.

Adjust column width

- Select the column(s).
- Under Table Tools on the Ribbon, click the **Layout** tab.
- Click the **Table Column Width** text box in the Cell Size group and specify the column width.

Other Ways to Adjust Column Width:

In Print Layout view, click and drag the column's right border to the left or right. Or, double-click the column's right border. Or, click the **AutoFit** button and select an option to automatically resize the columns to fit their contents or the size of the window.

- Tip:** You can distribute columns evenly so that they are the same width. Select the columns, click the **Layout** tab under Table Tools, and click the **Distribute Columns** button in the Cell Size group.

■ Exercise

- Exercise File:** SalesReps9-8.docx
- Exercise:** Adjust the third column's width to 1".

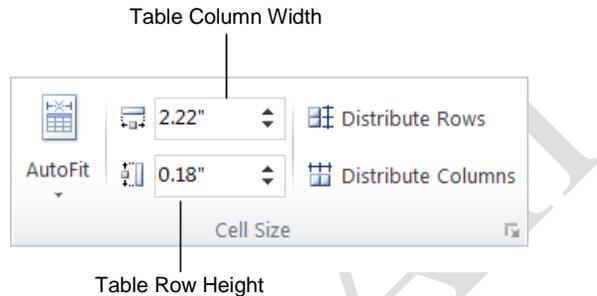


Figure 9-17: The Cell Size group.

Using Table Drawing Tools

In Word, you can draw and modify tables the same way you would use a pencil to draw a table on a piece of paper. You may find the table drawing tools to be especially helpful when creating or modifying complicated or irregular tables.

Draw borders

- Under Table Tools on the Ribbon, click the **Design** tab and click the **Draw Table** button in the Draw Borders group.

The pointer changes to look like a pencil.

- Click and drag to draw boundaries, rows, columns, or table cells.

✔ **Tip:** Use the Line Style, Line Weight, and Pen Color commands in the Draw Borders group to determine how the borders appear.

Erase borders

- Under Table Tools on the Ribbon, click the **Design** tab and click the **Eraser** button in the Draw Borders group.

The pointer changes to look like an eraser.

- Click and drag across table lines to erase the lines.

The border is erased.

Exercise

- **Exercise File:** SalesReps9-9.docx
- **Exercise:** Add a vertical line to the last cell of the first column so that the cell is split in half, then erase that line. Erase the vertical line in the fourth row that separates the first and second columns.

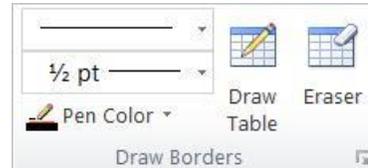


Figure 9-18: The Draw Borders group.

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

Figure 9-19: Erasing a table border.

Working with Sorting and Formulas

Word provides many options for working with table data. You can sort table data into a more useful order and even perform calculations by inserting formulas into table cells.

Sort table data

Word can sort data in a list alphabetically, numerically, or chronologically (by date). In addition, Word can sort information in ascending (A to Z) or descending (Z to A) order. You can sort an entire table or a portion of a table by selecting what you want to sort.

- Select the cells or information you want to sort.
Usually, you'll want to select the header row along with the rows you want to sort.
- Under Table Tools on the Ribbon, click the **Layout** tab, and click the **Sort** button in the Data group. The Sort dialog box appears.
- Define how you want to sort the data and click **OK**.

Use formulas in a table

Word is not a spreadsheet program like Microsoft Excel, which is made to perform calculations, but it can do some simple arithmetic.

To enter your own calculations, called *formulas* in Word, you can use the Formula dialog box, and you can refer to the cells in a table using cell references. A *cell reference* identifies where a cell is located in a table.

Although tables don't have visible headers identifying the rows and columns, every cell reference uses a letter (A, B, C and so on) to represent its column and a number (1, 2, 3 and so on) to represent its row. A1, B3, and D5 are all examples of cell references.

- Place the insertion point in a blank table cell where you want to insert the formula.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Formula** button in the Data group. The Formula dialog box appears.
- Enter the formula in the **Formula** box.
For example, =SUM(C2, C3) calculates the sum of table cells C2 and C3.

Exercise

- Exercise File:** SalesReps9-10.docx
- Exercise:** Select the first three rows and sort by the Sales column in descending order so that the salesperson with the most sales is listed first.
Enter a SUM formula in the last cell of the third column to calculate the total sales.

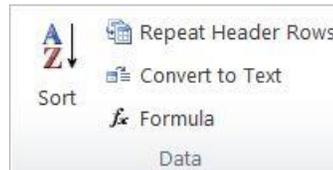


Figure 9-20: The Data group.

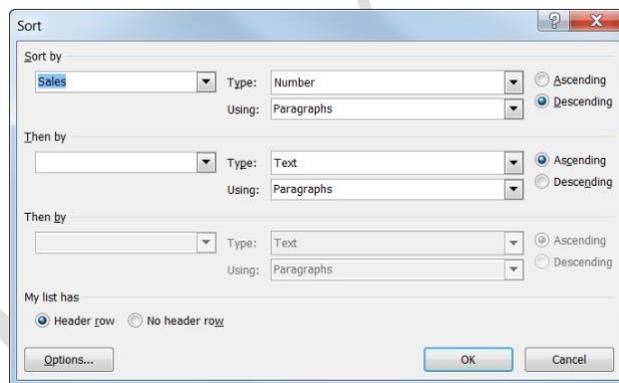


Figure 9-21: The Sort dialog box.

Before

Last	First	Sales
Jones	Marvin	1200
McKenzie	Shandra	1400

After

Last	First	Sales
McKenzie	Shandra	1400
Jones	Marvin	1200
		Sum formula

Figure 9-22: A table before and after sorting the table data and adding a formula to sum the third column.

Use the Number format list arrow to define how the formula result appears. Use the Paste function list arrow to build a formula using built-in functions.

- Click **OK**.

The formula result appears in the cell.

✔ Tips

- Remember: All formulas start with an equal sign (=), followed by a function name (such as SUM), followed by parentheses containing the location of the cells on which you want to perform the calculation.
- Besides regular cell references, you can use terms that describe the location of cells in a table, such as Above or Left, which reference all cells above or to the left, respectively, of the selected cell. For example, =SUM(ABOVE) totals all the cells above the selected cell in a table.
- If you change a value in a Word table, you'll need to recalculate the formulas manually.

Instead of entering specific cell references you want to sum, you can use a reference such as ABOVE, which indicates all the cells above the cell containing the formula.

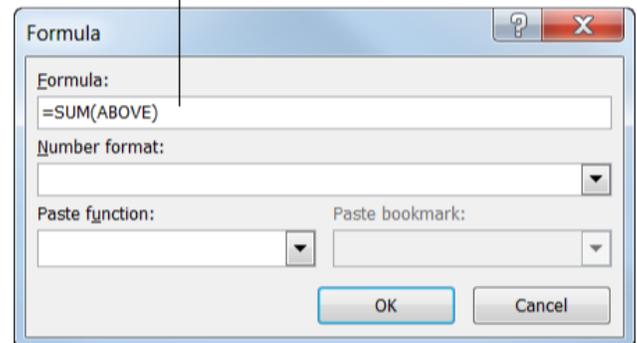


Figure 9-23: The Formula dialog box.

Working with Borders and Shading

Borders improve a table's appearance, giving it a polished, professional look. Borders can make it easier to read the information in a table, especially when the information is numerical.

Adding shading to a table is similar to adding borders—you select the cells and then select shading options.

Apply a table border

When you create a table, Word automatically adds borders or lines around every cell in the table, but it's very easy to change, add, or remove your table's borders.

- Select the cells where you want to adjust the borders.

The Table Tools appear on the Ribbon.

Tip: To select the whole table, click the table's move handle.

- Under Table Tools on the Ribbon, click the **Design** tab, and click the **Borders** list arrow.

Here you can choose from several border options.

Tip: Select **No Border** to remove a border from the selection.

- Select the border type you want to apply to the selected cells.

The border is applied.

Other Ways to Apply a Table Border:

Select the cells where you want to apply a border. Under Table Tools on the Ribbon, click the **Design** tab and click the **Borders** list arrow. Select **Borders and Shading** from the list. Or, right-click the selection and select **Borders and Shading** from the contextual menu. Use the commands on the Borders tab in the Borders and Shading dialog box.

View gridlines

Gridlines are dashed lines that show you the location of the table cell borders. They do not appear by default.

You can easily display and hide table gridlines, but the gridlines won't be visible if the table is in the default table format because the black border covers the gridlines.

Exercise

Exercise File: SalesReps9-11.docx

Exercise: Select the entire table and apply No Border. Display gridlines.

Select only the first row and apply a Light Blue fill color (in the Standard colors area).

Select the entire table again and apply All Borders.

Last	First	Sales
McKenzie	Shandra	1400
Jones	Marvin	1200
		2600

Figure 9-24: A table with no border and gridlines displayed.

- Select a table.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **View Gridlines** button in the Table group.
Gridlines are displayed in all tables in the document.
 **Tip:** Gridlines do not print.
Now let's hide the gridlines.
- Click the **View Gridlines** button again. Gridlines are hidden.

Apply a fill color

Shading includes fill colors and also patterns that you can apply to table cells.

- Select the cells where you want to apply a fill color. The Table Tools appear on the Ribbon.
- Under Table Tools on the Ribbon, click the **Design** tab and click the **Shading** list arrow in the Table Styles group.
A palette of fill colors appears.
- Select a fill color from the list.
The color is applied.

Last	First	Sales
McKenzie	Shandra	1400
Jones	Marvin	1200
		2600

Figure 9-25: A table with a fill color applied.

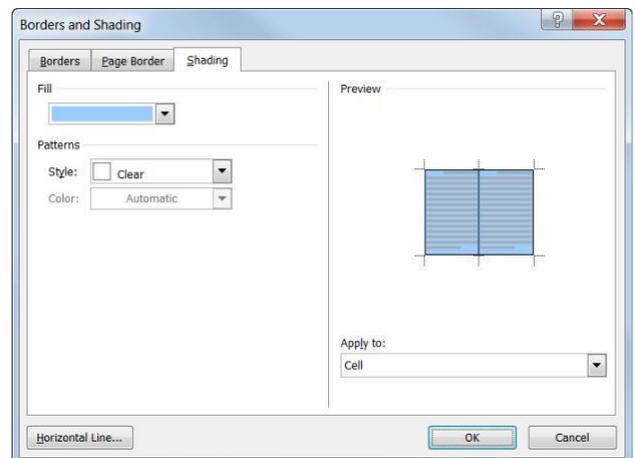


Figure 9-26: The Shading tab of the Borders and Shading dialog box.

Using Table Styles

You can easily spice up your tables by applying built-in table formatting styles.

Apply a table style

By default, a table is created with the Table Grid style, which includes a basic black border around each cell in the table. Word includes many built-in styles that include more interesting formatting.

- Select the table.
- Under Table Tools on the Ribbon, click the **Design** tab.

Here you can see the Table Styles group. You can use the arrow buttons to scroll through the table styles in the gallery.
- Select the style you want to use in the Table Styles group.
 - Tip:** To display the entire Table Styles gallery, click the **More** button in the Table Styles group.

Remove a table style

You can easily remove table styles.

- Select the table from which you want to remove the style.

The Design tab appears.
- Under Table Tools on the Ribbon, click the **Design** tab and click the **More** button in the Table Styles group.
- Select **Clear**.

The Table Normal style, which doesn't have any formatting, is applied.

Create a custom table style

You can also create a new, custom table style that meets your exact specifications.

- Select the table you want to format with a style.
- Under Table Tools on the Ribbon, click the **Design** tab and click the **More** button in the Table Styles group.

Exercise

- Exercise File:** SalesReps9-12.docx
- Exercise:** Apply the “Medium Shading 1 – Accent 1” table style.

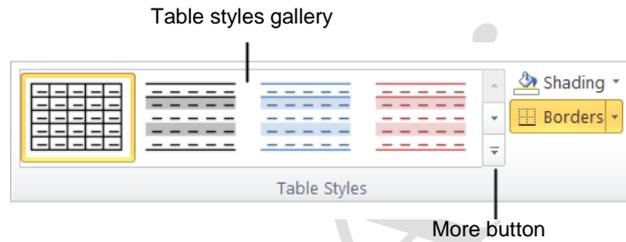


Figure 9-27: The Table Styles group.

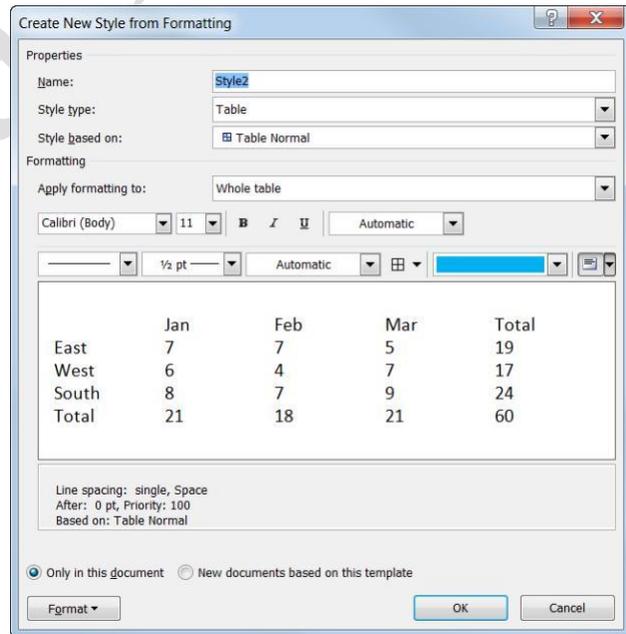


Figure 9-28: The Create New Style from Formatting dialog box.

- Select **New Table Style**.

The Create New Style from Formatting dialog box appears.

- Select the formatting attributes you want to use in the new table style and click **OK**.

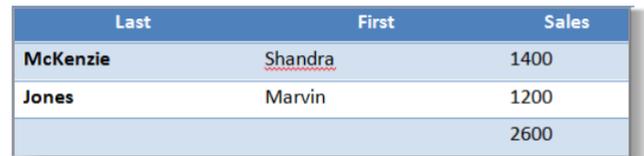
The new style will appear in the Custom area of the Table Styles gallery in the Table Styles group.

- ✔ **Tip:** You can make the new table style available only in the current document or for new documents as well. Select either the **Only in this document** or the **New documents based on this template** option in the dialog box.

✔ Tips

- You can also use styles in the Styles group on the Home tab to apply styles to the text inside a table. These can be applied in addition to a table style.

You can also modify an existing table style. Apply the style you want to modify, then click the **More** button in the Table Styles group and select **Modify Table Style**. Modify the table properties and click **OK**.



Last	First	Sales
McKenzie	Shandra	1400
Jones	Marvin	1200
		2600

Figure 9-29: A table with a style applied.

Using Table Style Options

Besides applying table styles, you can format individual table style elements.

- Select the table.
- Under Table Tools on the Ribbon, click the **Design** tab.

The formatting options available in the Table Style Options group include:

Header Row: Displays special formatting for the first row of the table.

Total Row: Displays special formatting for the last row of the table.

First/Last Column: Displays special formatting for the first or last columns in the table.

Banded Rows/Columns: Displays odd and even rows and columns differently for easier reading.

- Select the option(s) you want to use in the Table Style Options group.

Exercise

- Exercise File:** SalesReps9-13.docx
- Exercise:** Select the Total Row formatting option.

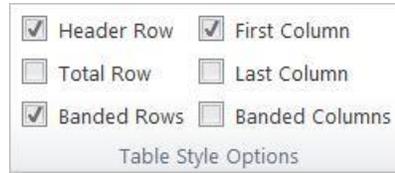


Figure 9-30: The Table Style Options group.

With banded rows

Last	First	Sales
McKenzie	Shandra	1400
Jones	Marvin	1200
		2600

Without banded rows

Last	First	Sales
McKenzie	Shandra	1400
Jones	Marvin	1200
		2600

Figure 9-31: A table with and without banded rows.

Converting or Deleting a Table

If you don't want table data to appear in a table any longer, preferring that the contents are part of the other text of the document, you can convert a table to text. You can also simply delete a table.

Convert a table to text

- Place your insertion point in the table.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Convert to Text** button in the Data group.

The Convert Table To Text dialog box appears.

- Select the character you want to use to separate the text contained in each cell.

You can select one of the options to separate text or define your own separation character in the dialog box.

- Click **OK**.

The table disappears and the table's contents appear as document text—although the text is contained inside a frame. The contents of each table cell are separated by the character you selected.

Delete a table

- Place your insertion point in the table.
- Under Table Tools on the Ribbon, click the **Layout** tab and click the **Delete** button in the Rows & Columns group.

A list appears.

- Select **Delete Table**.

The table is deleted from the document.

Other Ways to Delete a Table:

Right-click the selection and select **Delete Table** from the contextual menu.

Exercise

- Exercise File:** SalesReps9-14.docx
- Exercise:** Convert the table to text, using tabs as separators.
Undo the action, then delete the table.

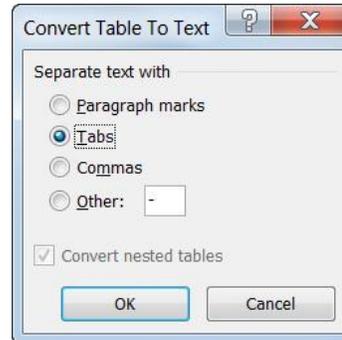


Figure 9-32: The Convert Table To Text dialog box.

Before

Last	First	Sales
McKenzie	Shandra	1400
Jones	Marvin	1200
		2600

After

Last	First	Sales
McKenzie	Shandra	1400
Jones	Marvin	1200
		2600

Figure 9-33: Before and after converting a table to text using tabs to separate the text.

Using Quick Tables

Insert a formatted table quickly by inserting one of Word's built-in Quick Tables.

- Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group.
A list of table options appears.
- Point to **Quick Tables**.
A gallery of built-in tables appears.
As you point to each built-in table, a description of the table and how it might best be used is shown.
- Select the table you would like to insert.
The table is inserted in the document. All you have to do is modify the table contents to your needs.

 **Tips**

- The selection of built-in tables is dependent on the current document theme.

▪ **Exercise**

- Exercise File:** None required.
- Exercise:** Open a new document and insert the Calendar 2 Quick Table.

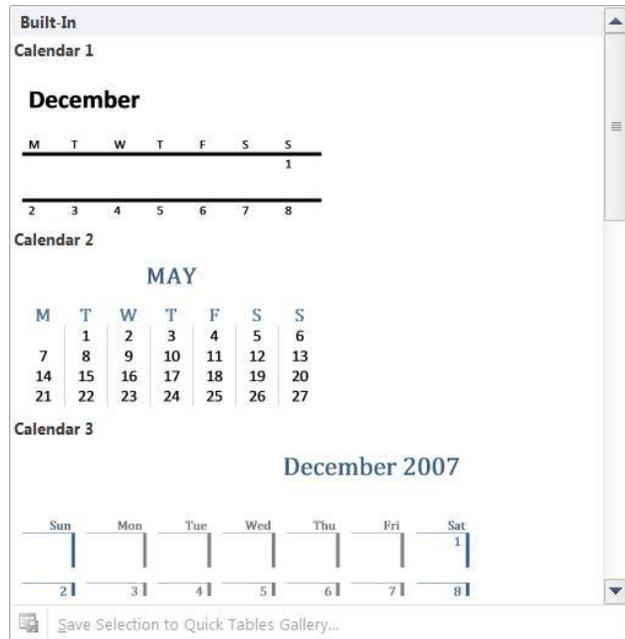


Figure 9-34: The Quick Tables gallery.