

Section Six: Tables

Tables

A table is text arranged in a grid of rows and columns.

Each column or row consists of a cell or group of cells. Each cell has a name, which consists of a column label [letter], and a row label [number]. For example, cell B2 is at the meeting point of column B row 2.

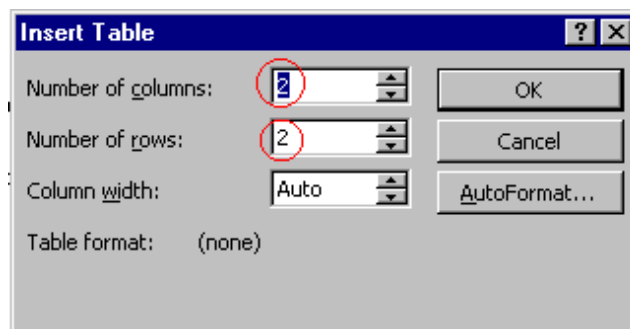
The following table has **4 rows** and **3 columns**:

Column A	Column B	Column C	
Name	Hours Worked	Rate	Row 1
Jason Johnston	40	14.75	Row 2
Jimmy Smith	38	12.80	Row 3
Sandy Adams	39	16.75	Row 4

Cell B3


To Create a Table

1. Click **Table** on the Menu bar. Choose **Insert Table**.
2. In the **Number of Columns** box enter the number of columns of your table.
3. In the **Number of rows** box enter the number of rows of your table.



4. Choose **OK**.

Or

1. Click the Insert Table button  on the toolbar.
2. Select the numbers of columns and rows.

To Enter Text Into a Table

To enter text into a table, click inside the desired cell and begin typing. Use Tab to move to the next cell to the right.

To Select a Column

Move the mouse pointer to the top border of a desired column. Click to select the column.

To Select a Row

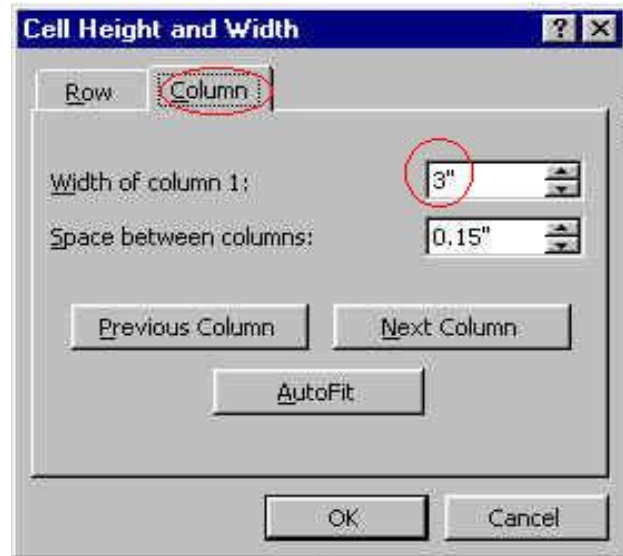
Move the mouse pointer to the left border of a desired row. Click to select the row.

To Select the Entire Table

Click any where inside the table, click **Table** on the Menu bar and select **Select Table**.

To Adjust Column Widths

To adjust column width, select the desired column, click **Table** on the Menu bar and select **Cell Height and Width**. Type the desired width in the **Width of column #: box**, click the **OK** button.



Or

Move your mouse pointer to the vertical gridline at the right side of the column where you want to adjust for width. Your mouse pointer will turn to a double-headed arrow. Drag this double-headed arrow to the right to make the column bigger, to the left to make the column smaller.

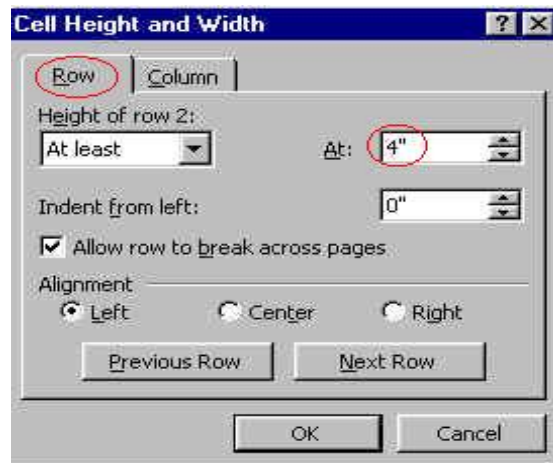
Student Name	Address	Telephone

To Adjust Column Widths Automatically

To automatically adjust the width of a table's columns to fit the largest entry select the entire table. Click **Table** on the Menu bar. Select **Cell Height and Width**. Click the **AutoFit** button.

To Adjust Row Heights

To adjust row height, select the desired row. Click **Table** on the Menu bar and select **Cell Height and Width**. Type the desired height in the **At** box. Click the **OK** button.




Or


Move your mouse pointer to the horizontal gridline at the bottom of the row where you want to adjust for height. Your mouse pointer will turn to a double-headed arrow. Drag this double-headed arrow down to make the row bigger, up to make the row smaller.

Student Name	Address	Telephone

To Insert Rows

Select the row below the position where the new one is to be inserted. Click the **Insert Rows**  button.

To Insert Columns

Select the column to the right of the position where the new column is to appear. Click the **Insert Columns**  button.

To Delete Rows

Select the desired row. Click the **Table** button on the Menu bar. Select **Delete Rows**.

To Delete Columns

Select the desired column. Click the **Table** button on the Menu bar. Select **Delete Columns**.

To Merge Cells

Select the cells you want to merge. Click the **Table** button on the Menu bar. Select **Merge Cells**.

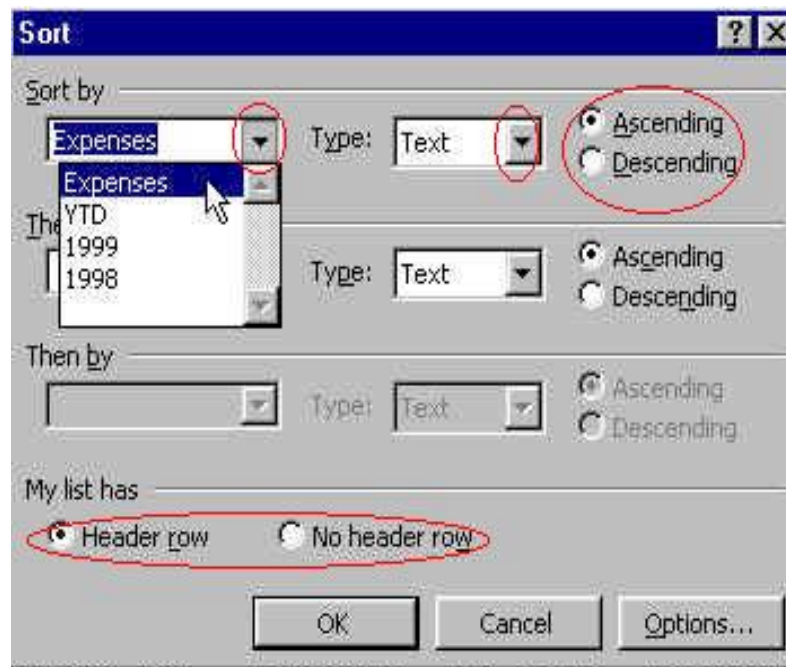
To Split Cells

Select the cell(s) you want to split. Click the **Table** button on the Menu bar. Select **Split cells**. In the **Number of columns** and **Number of rows** boxes enter the number of columns and number of rows you want to split the selected cells into.


To Sort a Table

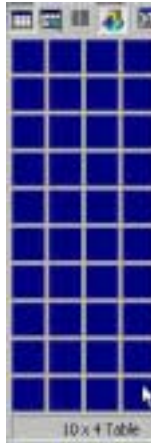
You can use the **Sort** command to sort up to three columns.

- ◆ Select the rows you want to sort.
- ◆ Click **Table** on the Menu bar.
- ◆ Choose **Sort**.
- ◆ In the **Sort by** list, select the first column you want to sort.
- ◆ Click the **Type** drop down arrow. Select the desired type.
- ◆ Choose either **Ascending** or **Descending**.
- ◆ If you want to sort additional columns in your table, enter your selections in the **Then by** lists.
- ◆ Choose either **Header row** or **No header row** option from the **My list has** field.
- ◆ Click **OK**.



Exercise (Create and Format a Table)

- ✎ Create the following table using the Insert Table  button on the toolbar. (A 10*4 table.)



Monthly Payroll			
	Rate Per Hour	Hours Worked	Gross
Jason Smith	\$8.50	130	\$1105.00
Terry Jones	\$10.00	140	\$1400.00
Maria Hall	\$6.00	100	\$600.00
Victoria Long	\$8.25	125	\$1031.25
Don Johnston	\$7.35	111	\$815.85
Jack Adams	\$12.00	99	\$1188.00
Pearl Brown	\$15.55	150	\$2332.50
Rick Green	\$13.13	123	\$1614.99

- ☞ Click **Table** on the Menu bar. Choose **Select Table**.
- ☞ Click **Format** on the Menu bar. Choose **Borders and Shading**.
- ☞ Click the **Borders** tab.
- ☞ Under **Setting**, choose **None**.
- ☞ Click **OK**. (Now your table has no border)
- ☞ Bold and underline the headings: **Monthly Payroll**, **Rate Per Hour**, **Hours Worked**, and **Gross**.
- ☞ Apply **Gray - 30%** shading for these headings.
- ☞ Apply **Gray - 15%** shading for the rows 4, 6, 8, and 10.
- ☞ Save and print your table.
- ☞ Your table should look something like this:

Monthly Payroll	Rate Per Hour	Hours Worked	Gross
Jason Smith	\$8.50	130	\$1105.00
Terry Jones	\$10.00	140	\$1400.00
Maria Hall	\$6.00	100	\$600.00
Victoria Long	\$8.25	125	\$1031.25
Don Johnston	\$7.35	111	\$815.85
Jack Adams	\$12.00	99	\$1188.00
Pearl Brown	\$15.55	150	\$2332.50
Rick Green	\$13.13	123	\$1614.99

Exercise (Create and Format a Table, Merge Cells)

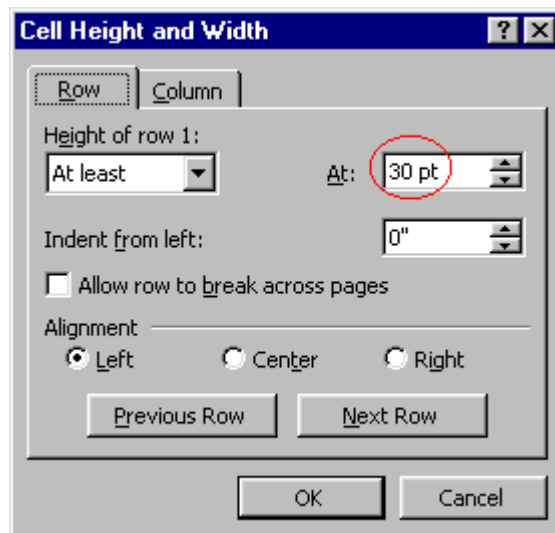
- ◆ Create a new word processing file.
- ◆ Click **Table** on the Menu bar. Choose **Insert Table**.
- ◆ In the **Number of columns** box enter **4**.
- ◆ In the **Number of Rows** box enter **8**.
- ◆ Click the **OK** button.



Enter the following information into your table:

Work Schedule			
Name	Date	Time Start	Time End
Patty Crook	Jan. 15, 2001	9:00 a.m.	5:00 p.m.
Frank Ames	Jan. 15, 2001	10:00 a.m.	5:00 p.m.
Velda Brown	Jan. 15, 2001	11:00 a.m.	7:00 p.m.
Kelly Kozak	Jan. 15, 2001	11:00 a.m.	7:00 p.m.
Amy Jones	Jan. 15, 2001	10:00 a.m.	6:00 p.m.
Grant Day	Jan. 15, 2001	10:00 a.m.	6:00 p.m.

- ◆ Select the first row.
- ◆ Click **Table** on the Menu bar.
- ◆ Choose **Merge Cells**.
- ◆ Click the **Center** button on the toolbar.
- ◆ Click **Table** on the Menu bar.
- ◆ Choose **Cell Height and Width**.
- ◆ Click the **Row** tab.

- ◆ In the **At** box enter **30pt**.



- ◆ Click **OK**.
- ◆ Click **View** on the Menu bar. Choose **Toolbars**.
- ◆ Click to place a check mark beside **Tables and Borders** to open the Tables and Borders toolbar.
- ◆ With the first row still selected, click the **Center Vertically**  button on the Tables and Borders toolbar.
- ◆ Select rows **3 to 8**.
- ◆ Click **Table** on the Menu bar. Choose **Sort**.
- ◆ Sort the table by **column 1** in *ascending* order.
- ◆ Click the **No header row** button under **My list has** field.
- ◆ Click **OK**.
- ◆ Click the **Table AutoFormat**  button on the Tables and Borders toolbar.
- ◆ Select the **Grid 8** option from the Formats list box.
- ◆ Click **OK**.
- ◆ Save your file.
- ◆ Your table should look something like the next page.

Work Schedule

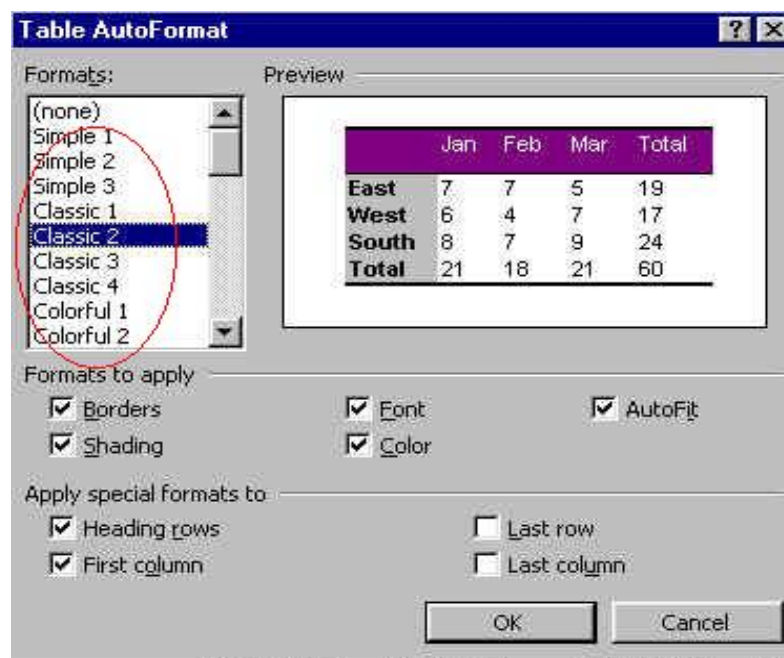
Name	Date	Time Start	Time End
Amy Jones	Jan. 15, 2001	10:00 a.m.	6:00 p.m.
Frank Ames	Jan. 15, 2001	10:00 a.m.	5:00 p.m.
Grant Day	Jan. 15, 2001	10:00 a.m.	6:00 p.m.
Kelly Kozak	Jan. 15, 2001	11:00 a.m.	7:00 p.m.
Patty Crook	Jan. 15, 2001	9:00 a.m.	5:00 p.m.
Velda Brown	Jan. 15, 2001	11:00 a.m.	7:00 p.m.

Formatting a Table (Using Table Auto Format)

There are many ways to format tables. One of the quickest ways to format an impressive table is to let Word's **Table Auto Format** feature do it for you.

To Apply Auto Formatting to a Table:

- ◆ Click **Table** on the menu bar.
- ◆ Choose **Table AutoFormat**.
- ◆ Choose an option from the **Formats** list box.



- ◆ Click the **OK** button.

Exercise (Sort and Format a Table)

- ◆ Create a new word processing file.
- ◆ Click **Table** on the Menu bar. Choose **Insert Table**.
- ◆ In the **Number of columns** box enter **4**.
- ◆ In the **Number of rows** box enter **19**.
- ◆ Click the **OK** button.
- ◆ Enter the following information into the table:

Expenses	YTD	1999	1998
Property taxes	\$1785.20	\$2103.79	\$2458.75
Interest and bank charges	\$1901.23	\$2300.78	\$2158.45
Advertising & promotion	\$458.12	\$584.12	\$512.49
Operating supplies	\$406.15	\$784.52	\$632.72
Utilities	\$4912.35	\$5213.73	\$5618.75
Amortization	\$4607.12	\$5231.72	\$3892.12
Interest - long term	\$0.00	\$0.00	\$0.00
Travel and meals	\$3041.51	\$2857.89	\$2587.90
Repairs & maintenance	\$3578.45	\$3810.78	\$3678.12
Rent	\$9145.78	\$9900.12	\$9700.96
Professional fees	\$478.78	\$303.78	\$567.90
Licences, fees and dues	\$3200.78	\$3400.78	\$3300.85
Laundry & uniforms	\$710.45	\$645.89	\$730.73
Janitorial	\$1032.78	\$1300.85	\$1400.00
Insurance	\$3200.52	\$3850.20	\$3720.89
Automotive	\$458.23	\$895.75	\$745.69
Wages and benefits	\$7784.12	\$8025.12	\$8274.32
Office	\$3041.51	\$2857.89	\$2587.90

- ◆ Add a row at the bottom of the table. (To add a row at the bottom of the table you can simply click the very last cell in the table and then press the **Tab** key once.)
- ◆ Type **Telephone** in column A.
 \$1258.45 in column B.
 \$1378.71 in column C.
 \$1273.79 in column D.
- ◆ Delete the row that starts with **Interest – long term**.
- ◆ Insert a column between columns A and B. (**Expenses** and **YTD**.)
- ◆ Add the title **Source** to the first row of the new column. Add the word **PL** to the remaining cells in the column.
- ◆ Select the entire table.
- ◆ Click **Table** on the Menu bar. Choose **Cell Height and Width**.
- ◆ Click the **Column** tab.
- ◆ Click the **AutoFit** button.
- ◆ Click **Table** on the Menu bar. Choose **Sort**.
- ◆ Sort the table by **Expenses** in *ascending* order.
- ◆ Click the **Header row** button under **My list has** field.
- ◆ Click **Table** on the Menu bar. Choose **Table AutoFormat**.
- ◆ Click the **Classic 2** option from the **Formats** list box.
- ◆ Click the **OK** button.
- ◆ Take a look at your table. It is now sorted by Expenses (1st column) in ascending order.
- ◆ Save your file.
- ◆ Your table should look something like the table on the next page.

Expenses	Source	YTD	1999	1998
Advertising & promotion	PL	\$458.12	\$584.12	\$512.49
Amortization	PL	\$4607.12	\$5231.72	\$3892.12
Automotive	PL	\$458.23	\$895.75	\$745.69
Insurance	PL	\$3200.52	\$3850.20	\$3720.89
Interest and bank charges	PL	\$1901.23	\$2300.78	\$2158.45
Janitorial	PL	\$1032.78	\$1300.85	\$1400.00
Laundry & uniforms	PL	\$710.45	\$645.89	\$730.73
Licences, fees and dues	PL	\$3200.78	\$3400.78	\$3300.85
Office	PL	\$3041.51	\$2857.89	\$2587.90
Operating supplies	PL	\$406.15	\$784.52	\$632.72
Professional fees	PL	\$478.78	\$303.78	\$567.90
Property taxes	PL	\$1785.20	\$2103.79	\$2458.75
Rent	PL	\$9145.78	\$9900.12	\$9700.96
Repairs & maintenance	PL	\$3578.45	\$3810.78	\$3678.12
Telephone	PL	\$1258.45	\$1378.71	\$1273.79
Travel and meals	PL	\$3041.51	\$2857.89	\$2587.90
Utilities	PL	\$4912.35	\$5213.73	\$5618.75
Wages and benefits	PL	\$7784.12	\$8025.12	\$8274.32

Click any where inside your table.

Click **Table** on the Menu bar. Choose **Table AutoFormat**.

Click the **Contemporary** option from the **Formats** list box.

Click the **OK** button.

Now, your table has a new look:

Expenses	Source	YTD	1999	1998
Advertising & promotion	PL	\$458.12	\$584.12	\$512.49
Amortization	PL	\$4607.12	\$5231.72	\$3892.12
Automotive	PL	\$458.23	\$895.75	\$745.69
Insurance	PL	\$3200.52	\$3850.20	\$3720.89
Interest and bank charges	PL	\$1901.23	\$2300.78	\$2158.45
Janitorial	PL	\$1032.78	\$1300.85	\$1400.00
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Operating supplies	PL	\$406.15	\$784.52	\$632.72
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Telephone	PL	\$1258.45	\$1378.71	\$1273.79
Travel and meals	PL	\$3041.51	\$2857.89	\$2587.90
Utilities	PL	\$4912.35	\$5213.73	\$5618.75
Wages and benefits	PL	\$7784.12	\$8025.12	\$8274.32

Project (Create a Newsletter)

Your assignment is to create a four-page newsletter on a topic of your own choosing. For example, your newsletter may be about Christmas, baseball, music, computers, cooking, hockey, yoga. Or it could be a company newsletter for a real or imaginary business.

The newsletter must contain the following features:

- Multiple columns per page (like a newspaper)
- Vertical rule lines between columns
- A page header that shows the title of the newsletter
- A page footer that shows a centred page number
- Bold centered headlines
- At least 8 different stories
- Enlarged and dropped capital letters at the beginning of each story
- At least 4 different font styles and sizes
- 4 advertisements
- Justified paragraphs
- 2 tables
- 2 or more examples each of ClipArt and WordArt
- 2 examples of borders around paragraphs
- Correct spelling

Also remember the following to make your newsletter design and layout attractive:

- ❑ Use white space. This means balance text and graphics with empty space so that your newsletter is not too crowded or "busy".
- ❑ Break up text into manageable "chunks" by using headings, borders, ruling lines, graphics, etc., to separate text.
- ❑ Use primarily upper and lower case letters rather than all capitals.
- ❑ Avoid lines of text that are too long or too short.
- ❑ Use font styles and sizes that are attractive and easy to read.
- ❑ Create interest and help the reader understand the text with graphics, maps, charts, and other diagrams.
- ❑ Make the titles of the articles slightly larger than the bodies.
- ❑ Italicize any titles of books, magazines, songs, team names, etc., which appear in any of your stories.
- ❑ Align the information in your tables.
- ❑ Use your imagination in the design and layout of your newsletter. Experiment with different alignments, font sizes and styles, colour, bold, italics, underlining, and more. This is your opportunity to be creative and express yourself!