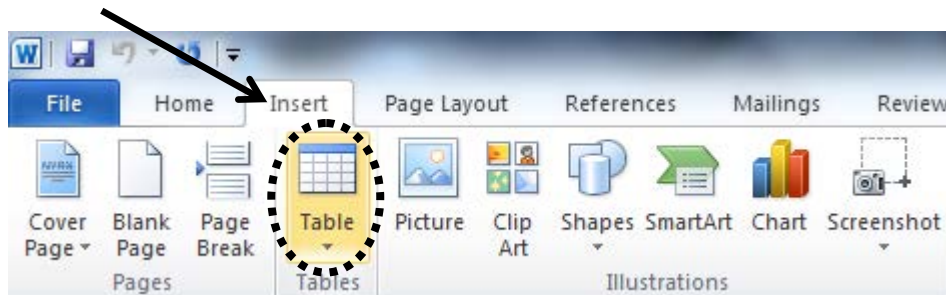


Inserting a table – plus all related tips on the table

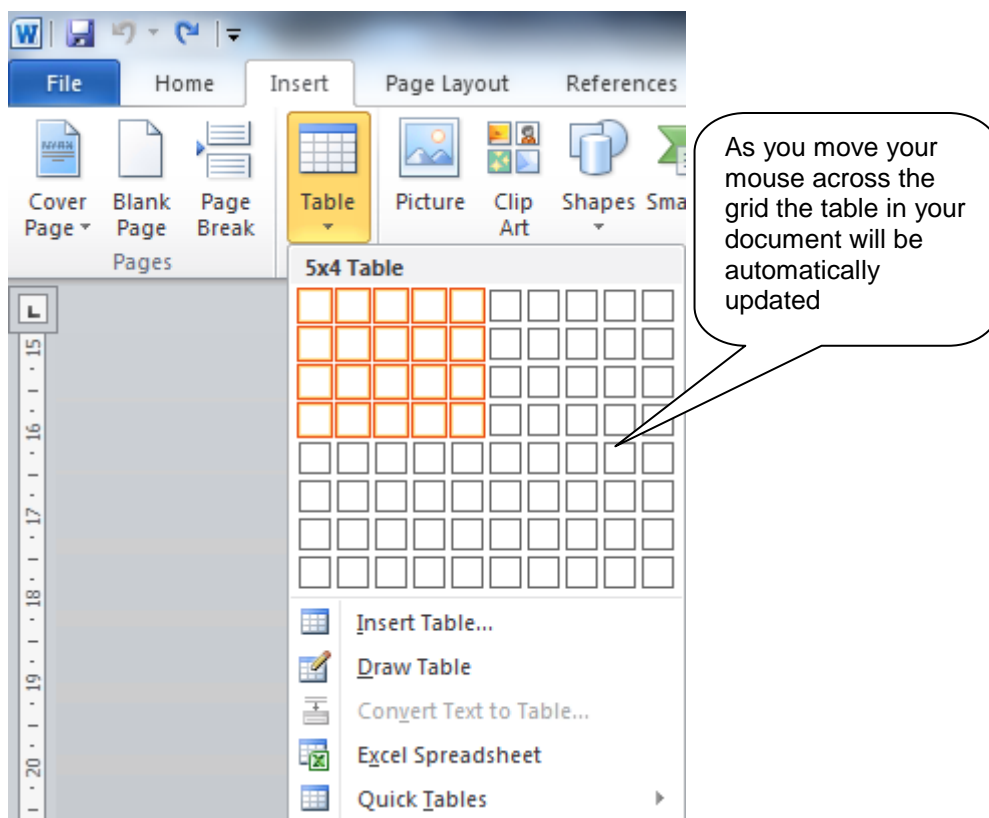
Microsoft Word

This would be the quickest way of inserting a table.

1. One click in the location where you wish to insert a table
2. Click the **Insert** tab > **Table**.



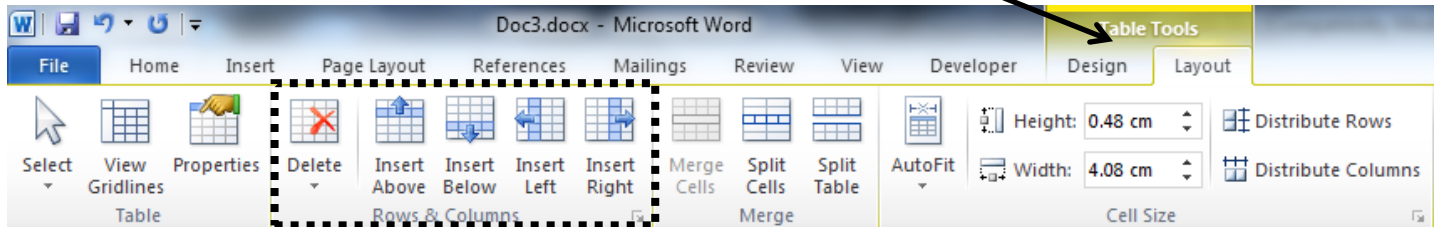
3. Move the mouse down and across the drop-down table grid to create the desired size of your table.



4. Left click the mouse when **X x Y table** indicates your number of rows and columns.
5. A table is inserted.

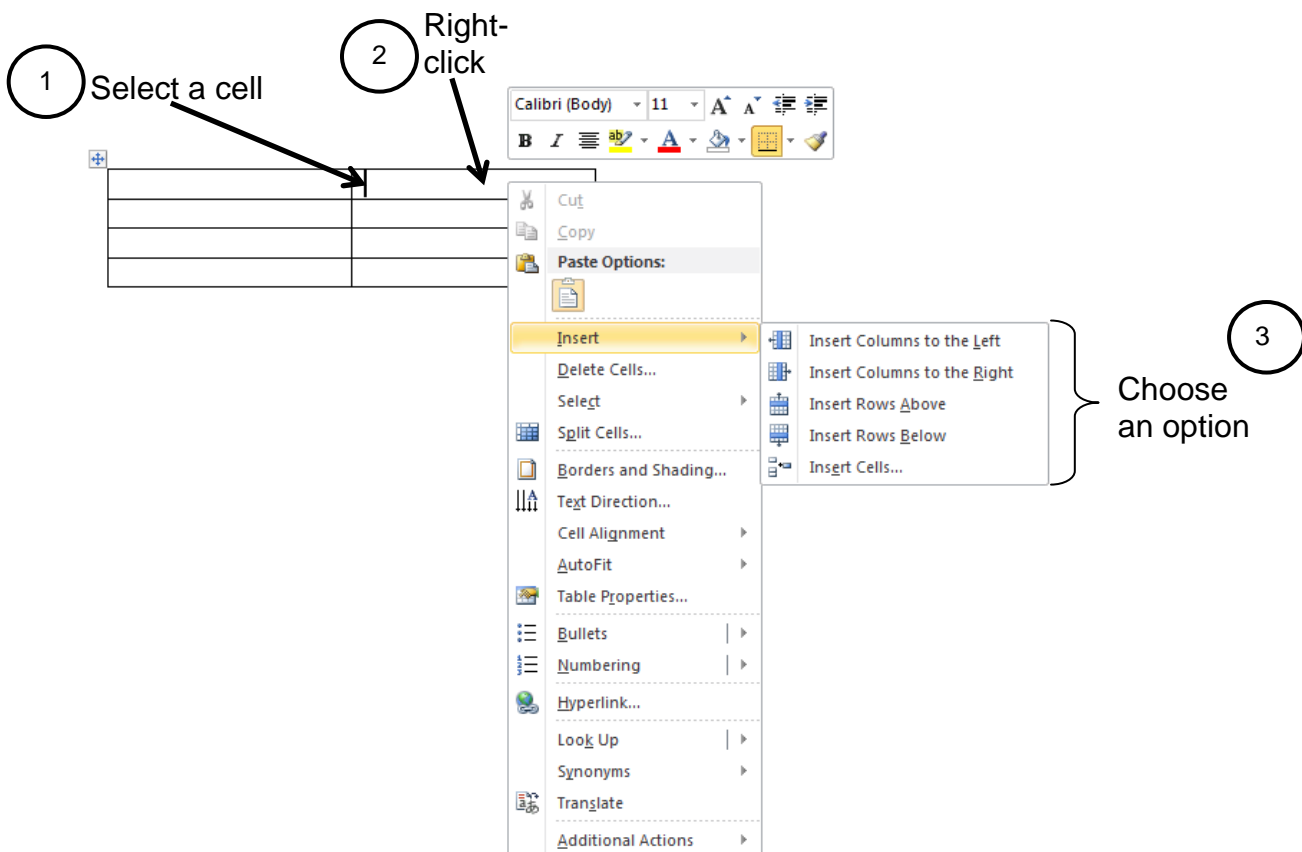
Inserting columns or rows

1. Put your cursor in the cell where you want to insert a column or row.
2. **Table Tools > Layout > Insert Below/Insert Right/Insert Above/Insert Right**



Alternatively you can right click in the table where you want to insert columns or rows

1. Select a cell in the table where you wish to insert a column or row
2. **Right click** and go to **Insert**
3. Choose from the available options



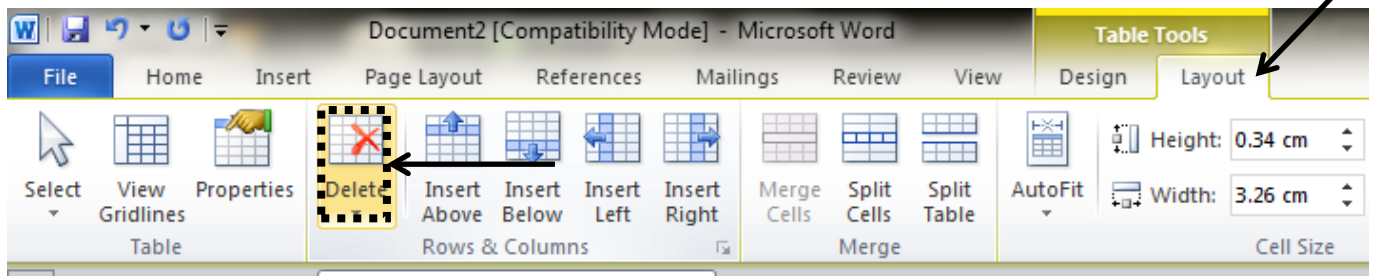
Tip: To quickly add a **row** at the end of a table, click the **last cell** of the **last row** > press the **Tab** key.

Tip: *Multiple rows / columns at once*

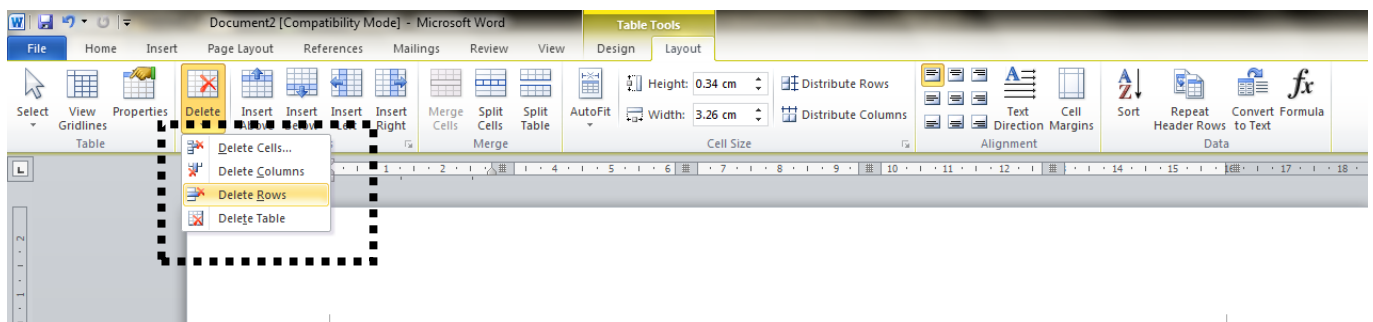
If you wish to insert several rows at once, select that number of rows from the existing rows before, then insert as in step 2 above. Perform similar task for columns.

Deleting columns / rows or tables

1. Click in the table for the position of row or columns to delete
2. **Table Tools >Layout**

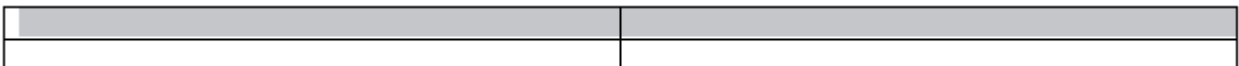


3. Click on **Delete**
4. Select a option from the drop down box

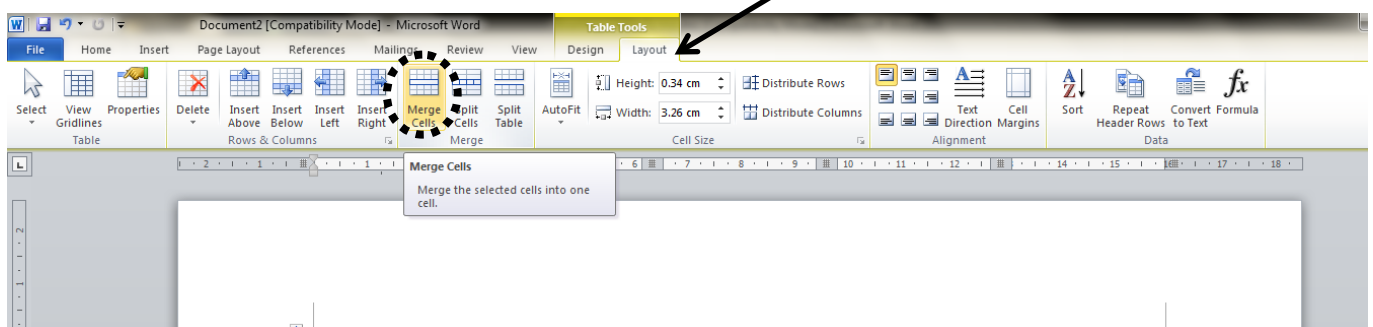


Merge Cells

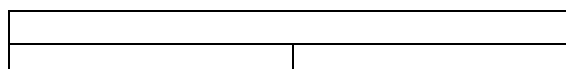
1. Highlight the cells that you want to combine together



2. **Table Tools > Layout (or RIGHT click on the selected area) > Merge Cells**

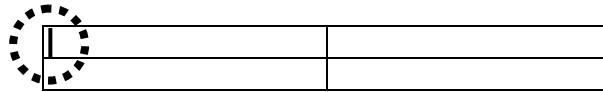


3. Two cells are merged

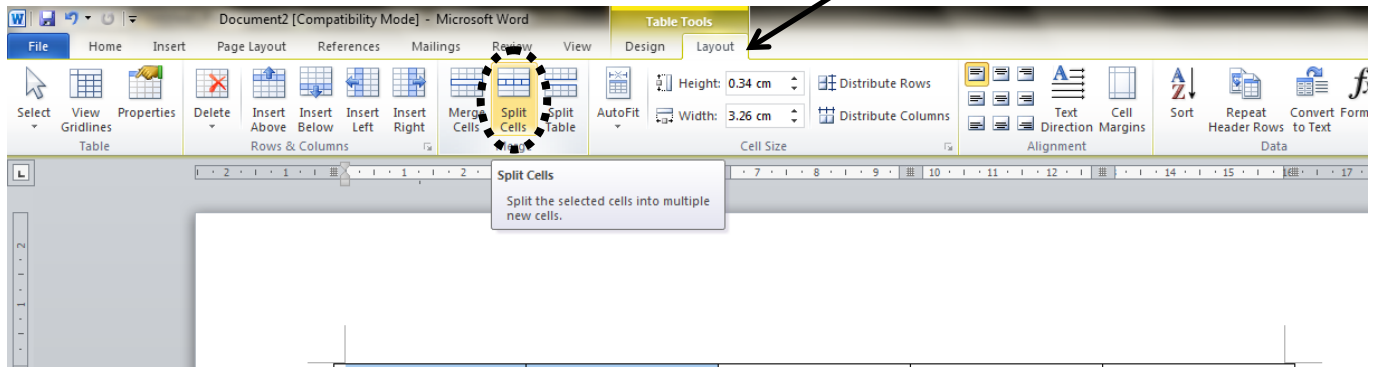


Split Cells

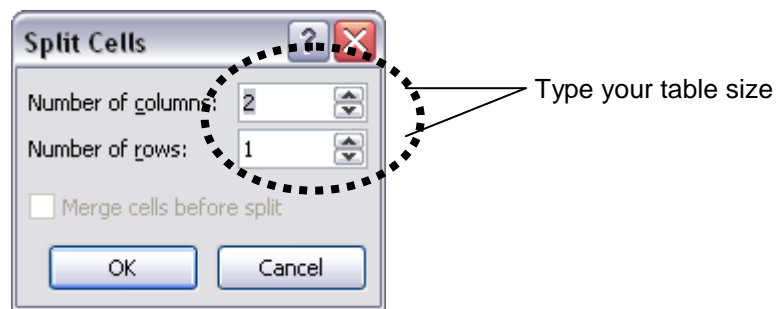
- Put your cursor in the cell that you want to split



- Table Tools > Layout** (or, **RIGHT** click on the cell that you want to split) > **Split Cells**



- Decide how many rows or columns you wish to create from the one cell > Click **OK**

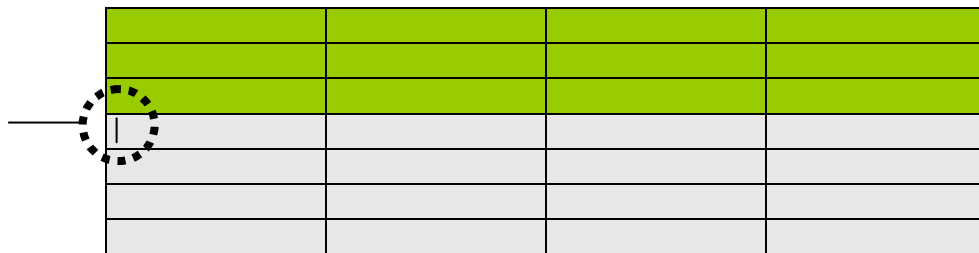


- One cell is now divided into two columns.

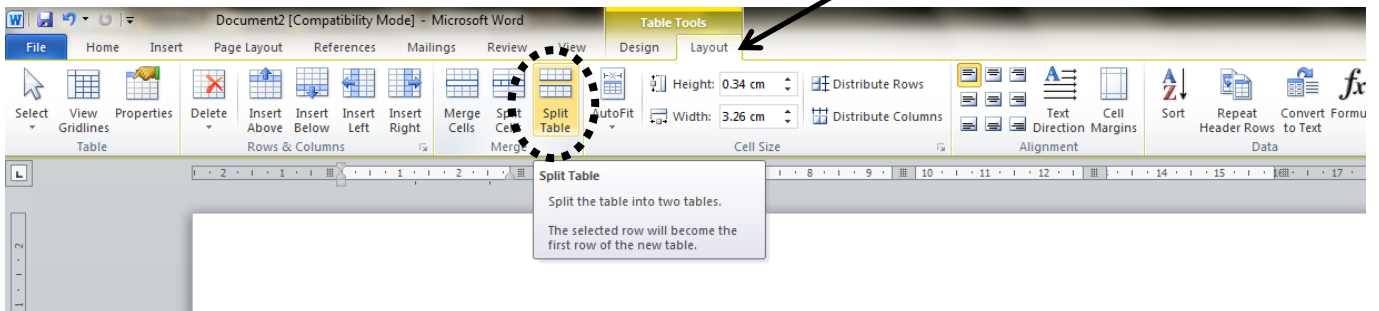
Split Table

- Put your cursor in the table where you want to start the second table

This is where you wish to split the table.

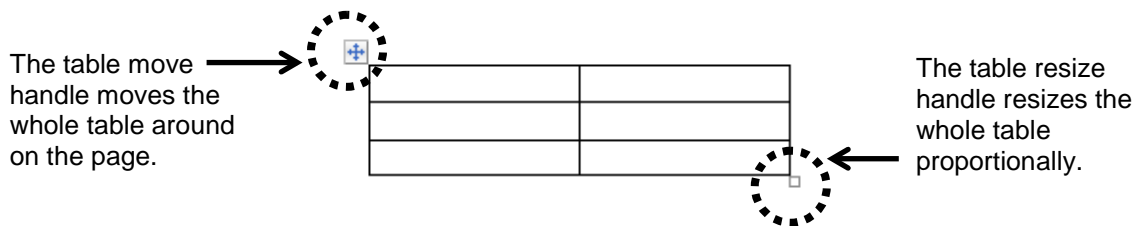


2. Table Tools > Layout > Split Table



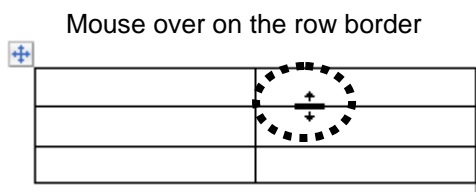
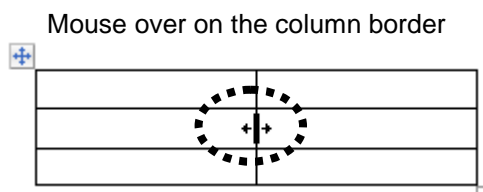
3. The table is now divided to two tables.

Moving / Resizing a Table




Resizing a column / row

1. Mouse over your table and watch how your cursor changes. As you move over the row or column **border** you will turn into a double arrow.



2. Use this to adjust the row / column

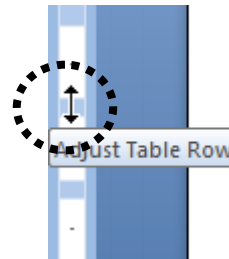
Alternatively, you can adjust the size of row / column by using ruler.

1. Mouse over the row / column adjusters in the ruler.
2. Adjust the width and height when the cursor changes to resizing point 

Adjusting table column.



Adjusting table row.



	1 st column	2 nd column	3 rd column
1 st row	No.	Name	Description
2 nd row	1.	Apple	The apple is a tree and its <u>pomaceous</u> fruit. The fruit matures in Autumn
3 rd row	2.	Elephant	Elephants are <u>mammals</u> , and the largest land animals alive today. The <u>elephants</u> gestation period is 22 months, the longest of any land animal.
4 th row	3.	Cricket	Cricket has been an established team sport for several centuries. It originated in its modern form in England and is popular mainly in the present and former members of the Commonwealth.

Tips

- ❖ When adjusting row height with the ruler, only the row border you move will change size.
- ❖ When adjusting row height with the ruler, you have to be in Print Layout view. (**View > Print Layout**)
- ❖ If you don't see the ruler, **View > Ruler**

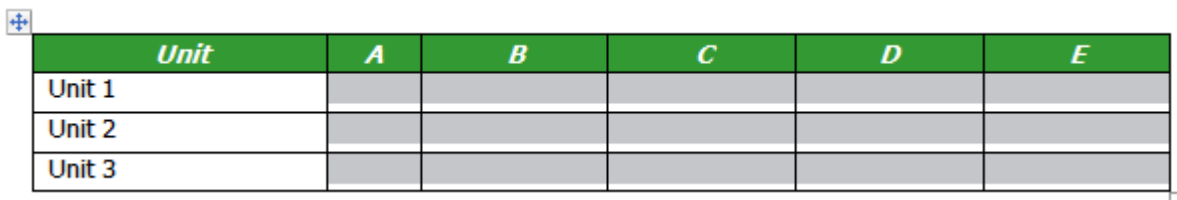
Distribute rows / columns evenly

When resizing, the rest of the columns also move. Have you found it annoying? The table below is an example of how to make column A-E widths even.

This column is resized. ← The other columns move when resizing column width. →

<i>Unit</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
Unit 1					
Unit 2					
Unit 3					

1. Highlight rows or columns that you wish to resize to the same width



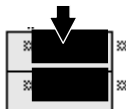
<i>Unit</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
Unit 1					
Unit 2					
Unit 3					

Tip: *Where should your mouse cursor be? - Selecting row / column*

Select the row by clicking its left margin.



Select the column by clicking its top gridline or top border



2. Perform one of the following:

- **Right** click on the shadow part > **Distribute Columns Evenly**
- **Table Tools** > **Distribute Columns**

3. Done

<i>Unit</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
Unit 1					
Unit 2					
Unit 3					

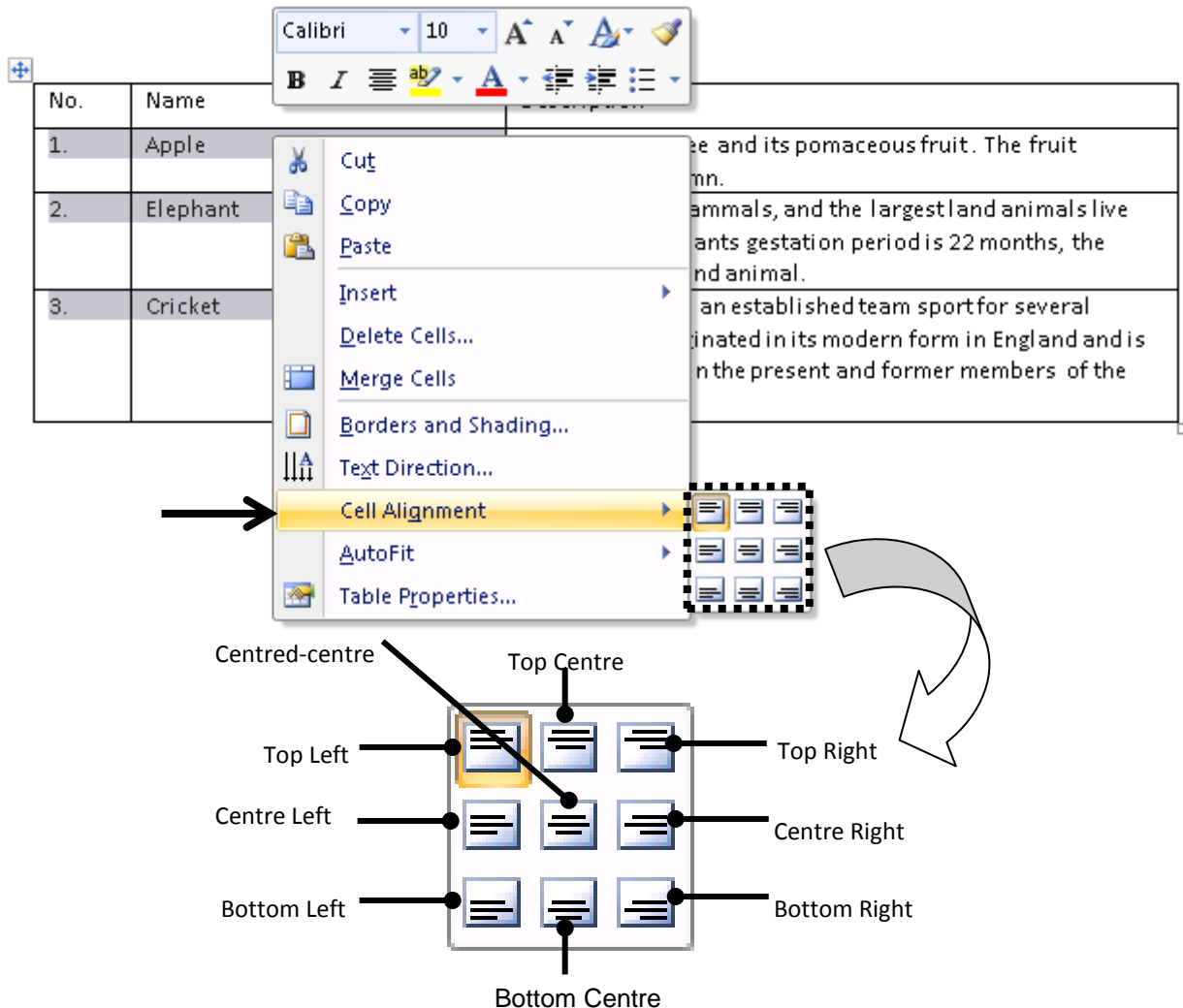
Columns A – E have the same width.

Table cell alignment

1. Select cells that you wish to format the cell alignment.

No.	Name	Description
1.	Apple	The apple is a tree and its pomaceous fruit. The fruit matures in Autumn.
2.	Elephant	Elephants are mammals, and the largest land animals live today. The elephants gestation period is 22 months, the longest of any land animal.
3.	Cricket	Cricket has been an established team sport for several centuries. It originated in its modern form in England and is popular mainly in the present and former members of the Commonwealth.

2. **RIGHT** click on the highlighted cells > **Cell Alignment** > Choose the alignment you wish.



The screenshot shows a spreadsheet with three rows. The 'Cricket' row is selected. A context menu is open, and the 'Cell Alignment' option is highlighted. A sub-menu is shown with the following options:

- Centred-centre
- Top Centre
- Top Left
- Top Right
- Centre Left
- Centre Right
- Bottom Left
- Bottom Right
- Bottom Centre

3. Done (Centred-Centre and Left centre for this example).



No.	Name	Description
1.	Apple	The apple is a tree and its pomaceous fruit. The fruit matures in Autumn.
2.	Elephant	Elephants are mammals, and the largest land animals live today. The elephants gestation period is 22 months, the longest of any land animal.
3.	Cricket	Cricket has been an established team sport for several centuries. It originated in its modern form in England and is popular mainly in the present and former members of the Commonwealth.

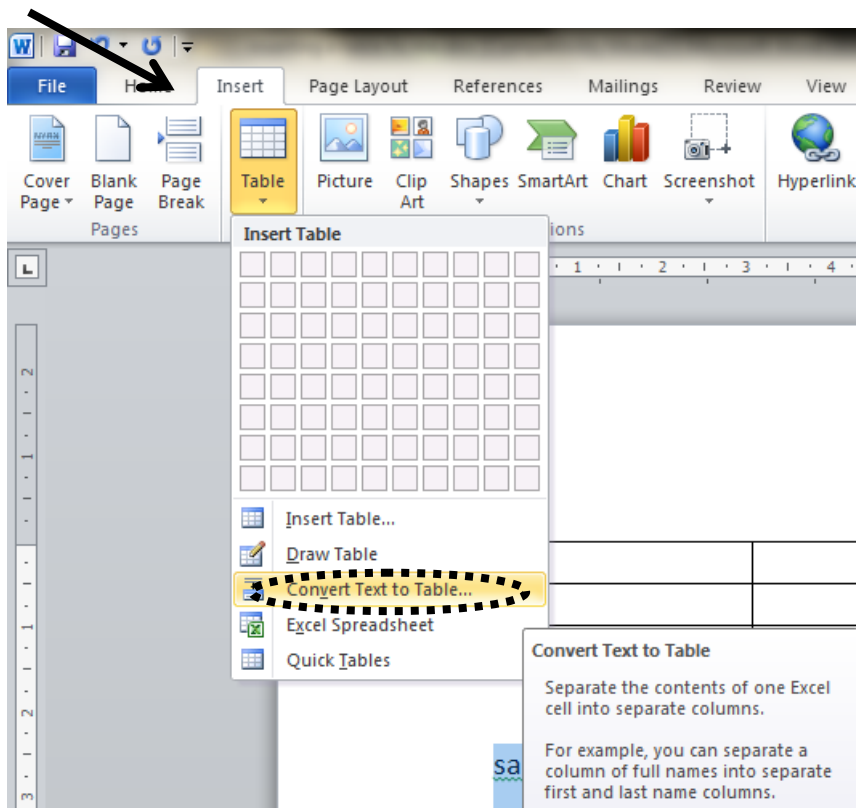
Converting text to table

You can convert text to a table. However a comma, paragraph marker, or tab will be required to separate the text into columns.

1. Highlight text that you wish to put into a table

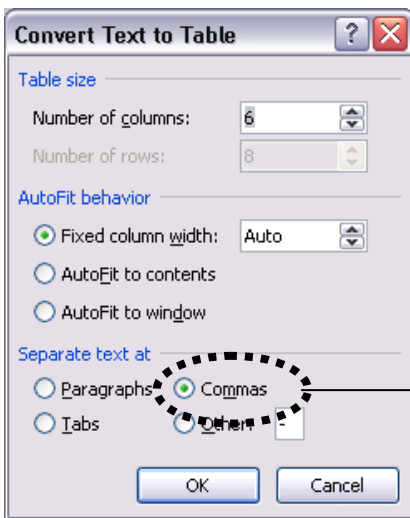
First, Last, Address, City, State, Zip
 Julia, Rosenberger, 1462 W. Trolley St, Moonville, CA, 31239
 Fred, Doss, 139 North Carey Avenue, Chipato, ND, 34987
 Bubba, Jones, 55 Grizzly Peak Rd, Butte, MT, 59801
 Suzanna, Ortex, 2817 Milton Dr, Albuquerque, NM, 87110
 Tia, Horcana 89, Chiaroscuro Rd, Portland, OR 97219
 Joseph, Grano, 722 Da Vinci Blvd, Kirkland, WA, 98034
 Amy, Fandagel, 2743 Bering St, Anchorage, AK, 95508

2. **Insert > Table > Convert Text to Table**



The screenshot shows the Microsoft Word ribbon with the 'Insert' tab selected. The 'Table' button is highlighted, and its dropdown menu is open. The 'Convert Text to Table...' option is selected and highlighted with a dashed circle. A tooltip for this option is visible, stating: 'Convert Text to Table: Separate the contents of one Excel cell into separate columns. For example, you can separate a column of full names into separate first and last name columns.'

- Set the table information up > Click **OK**



Tip:
Choose **Commas** for this example because the address list above is separated with commas.

- Done!

First	Last	Address	City	State	Zip
Julia	Rosenberger	1462 W. Trolley St	Moonville	CA	31239
Fred	Doss	139 North Carey Avenue	Chipato	ND	34987
Bubba	Jones	55 Grizzly Peak Rd	Butte	MT	59801
Suzanna	Ortex	2817 Milton Dr	Albuquerque	NM	87110
Tia	Horcana 89	Chiaroscuro Rd	Portland	OR 97219	
Joseph	Grano	722 Da Vinci Blvd	Kirkland	WA	98034
Amy	Fandagel	2743 Bering St	Anchorage	AK	95508

Another example:

You have a list of first and last names, and wish to put them into a table.

- Highlight text

Diango Reinhardt
 Joe Vraven
 Brian Sutton
 Alison Brown
 Chris Thile
 DaleAnn Bradley
 Sam Bush
 Stephane Gapelli
 JonLuc Ponte
 David Grier
 Darol Anger
 Mike Marshall

- Set the table information up > Click **OK**



Tip:
Put one space (press **SPACE** key) because names above are separated with a space between first name and last name.

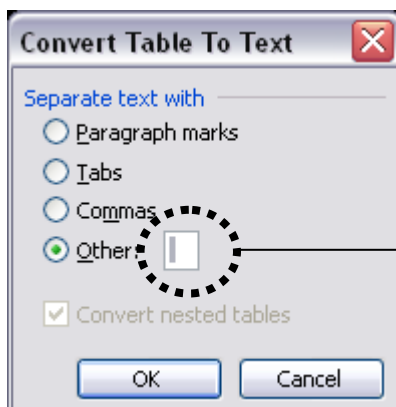
- Done!

Diango	Reinhardt
Joe	Vraven
Brian	Sutton
Alison	Brown
Chris	Thile
DaleAnn	Bradley
Sam	Bush
Stephane	Gapelli
JonLuc	Ponte
David	Grier
Darol	Anger
Mike	Marshall

Converting table to text

You can do the opposite when you convert a table to text.

- Highlight a table
- Table Tools > Layout > Convert to text
- Set the separate text option > Click **OK**



e.g.
You can choose **Other** and press one SPACE key so your text will be separated with one space after converting a table to text.