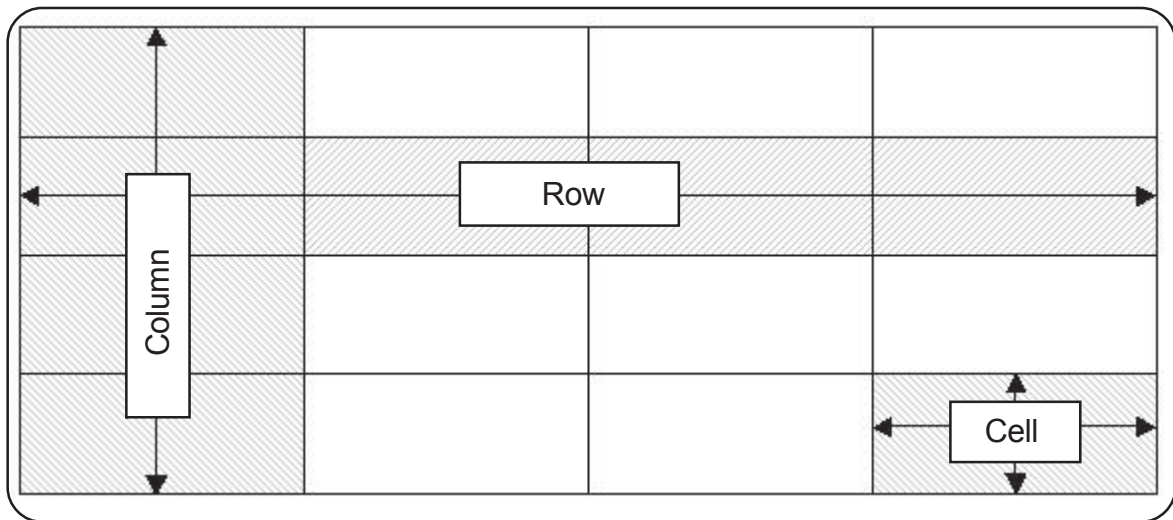


Working With Tables

Creating A Table In A Document

Inserting a table into your document allows you to display information in a row and column format. Tables are often the best way to display rows of figures, names, addresses or telephone numbers. For example the rows and columns of a table create individual boxes called cells. Cells can contain text and graphics. Below is an example of a table:



To insert a table, move the cursor to the required position within the document.

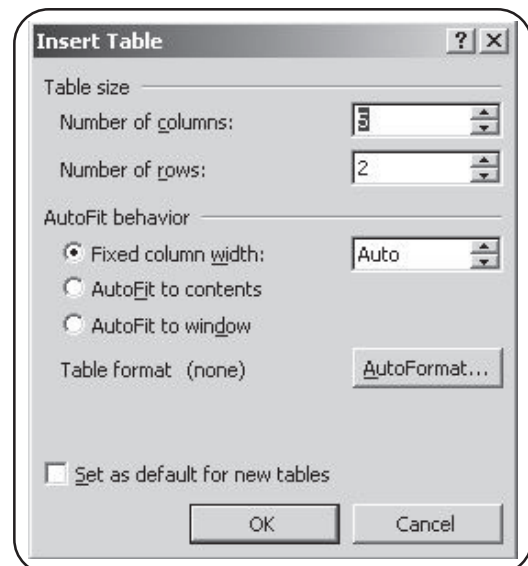
Click **Table, Insert Table** from the menu bar.

The **Insert Table** dialogue box is displayed.

The number of rows and columns can be specified by either using the up and down arrows or by typing the number directly into the relevant boxes.

AutoFit behaviour allows you to determine a specified column width - choose to AutoFit to the contents of cells, or AutoFit to the window.

Click **OK** to create the new table.



The table will be added to the document. To enter text into the table, click into a **cell** and begin typing. To move between cells, use the **Tab** key on the keyboard or the arrow keys.

When you create a table after some text, all text you add within the table will adopt the same formatting as the text before the table. If you require the table text to be a different format, change the text formatting before creating the table. If you need to change the text formatting of each cell after the table has been created, select all the cells and then change the text formatting.

Selecting Rows And Columns

To Select A Row

Move the mouse pointer over the the left hand side of the first cell in a row, the pointer will change to a small black arrow.

Double-click using the left mouse button on the cell to select the row, the row will become highlighted with a black colour to show that it has been selected.



To Select A Column

Move the mouse pointer over the top of the first cell in a column, the pointer will change to a small black arrow.



Click once using the left mouse button on the cell to select the column, the column will become highlighted with a black colour to show that it has been selected.

J A R G O N

Gridlines

An outline around and in between to make sections. For example, gridlines are there to separate the rows and columns in a table.

T A S K

1. In the document called **Safety Workshop Report**, leave three clear lines below the last text (bullet points), create a table of five rows and five columns and insert text to create the following table.

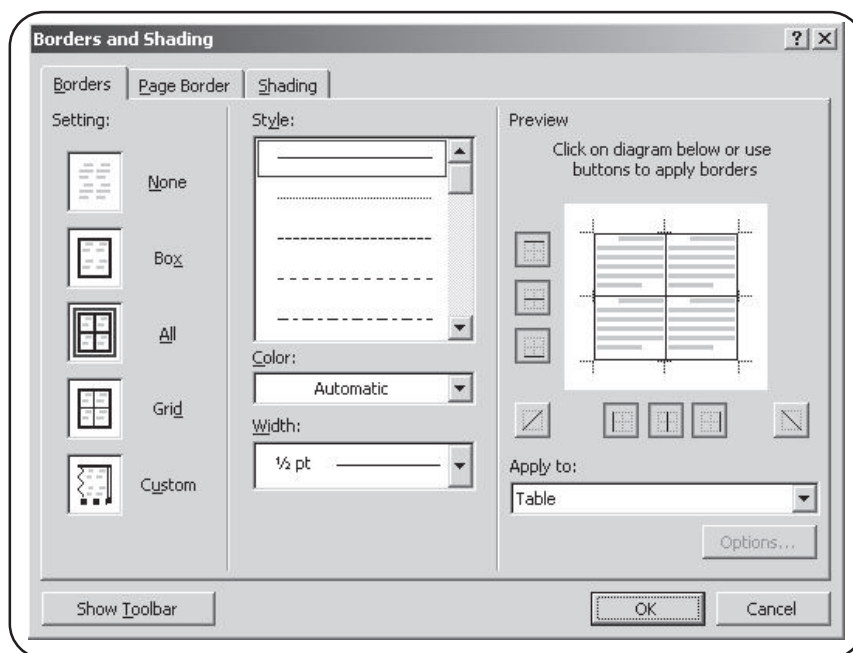
Safety Issue	June	July	August	Total
Visibility	5	10	8	23
Distance	6	12	7	25
Speed	22	19	25	66
Noise	2	4	3	9

2. Format the table heading (top row) of the table to Arial, 14pt, bold.
3. Format all remaining text to Arial, 12pt, regular.
4. Format the text in the Total column to bold.
5. Save the changes to the document and keep it open for next task.

Adding Lines To A Table

When inserting a table into a document, it will appear using single gridlines in black. To make the table stand out in appearance, it may be formatted. To format an existing table, select it by clicking anywhere inside the table. Click **Table**, **Select Table** from the menu bar. The table will now be highlighted.

Click **Format**, **Borders and Shading** from the menu bar and the **Borders and Shading** dialogue box will appear. Click on the **Borders** tab to display options.



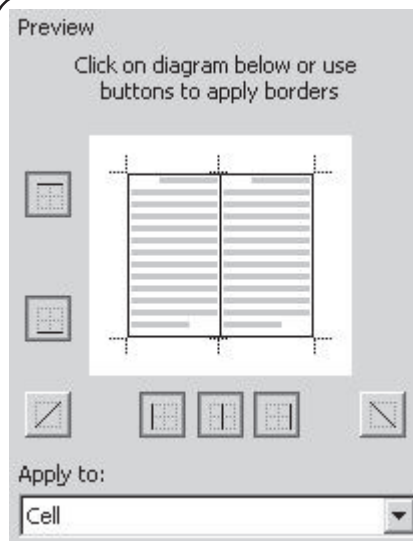
Borders formatting can be applied using the various sections:

- Settings** This section allows you to apply formatting to the outside edge of the table or to all lines in the table.
- Style** This section enables you to select a line style, colour and width.
- Preview** This section allows you to add or remove lines from a table by clicking directly onto the grid.
- Apply to** Notice this box displays **Table**. Other options allow you to alter the borders to **Text**, **Paragraphs** and **Cells**. Once the formatting has been selected, click **OK**.

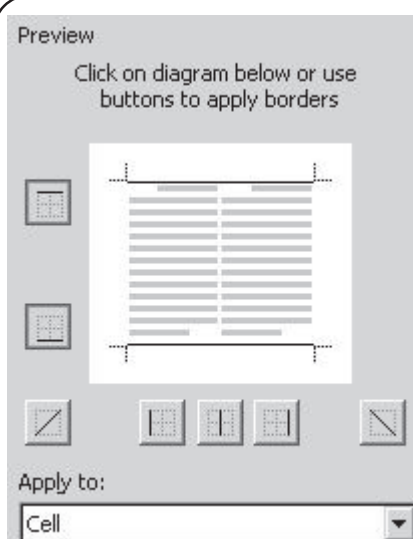
Removing Lines From A Table

Not all tables have lines around them and many tables have lines in some sections and no lines in others. The following exercise shows how to remove lines from part of a table.

Click within the cell, or select the cells, rows or columns where you want to remove lines. Select **Format, Borders and Shading**. In the **Preview** panel, click on the lines required in order to remove them.



Date	Tutor	Location
3 April 2002	Stuart Riddings	Conference Room Building 3
6 April 2002	Jean Hunter	On Location - Safetech™
12 April 2002	Stuart Riddings	On Location - Safetech™
19 April 2002	Jean Hunter	Conference Room Building 1



Date	Tutor	Location
3 April 2002	Stuart Riddings	Conference Room Building 3
6 April 2002	Jean Hunter	On Location - Safetech™
12 April 2002	Stuart Riddings	On Location - Safetech™
19 April 2002	Jean Hunter	Conference Room Building 1

The dark lines will be removed, leaving grey gridlines to indicate the cell borders. These gridlines will not appear when the table is printed. To hide the gridlines, select **Table, Hide Gridlines**. Make the gridlines visible again if required by selecting **Table, Show Gridlines**.

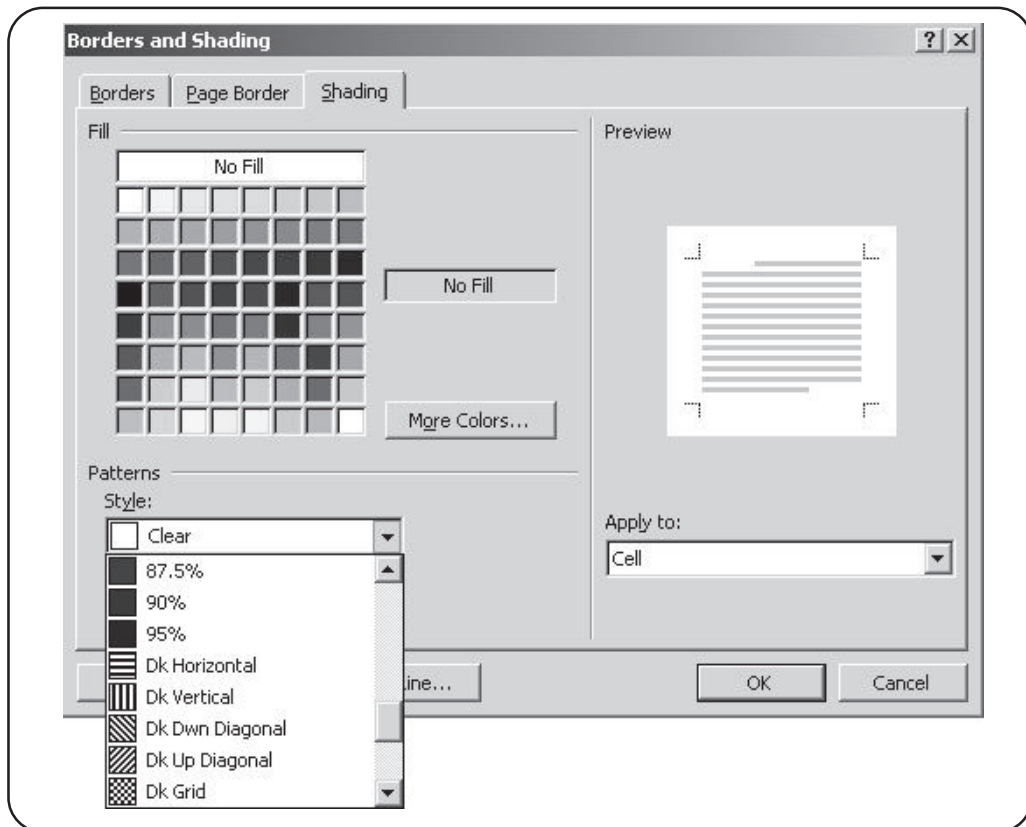
There may be times when a table with no visible lines is needed. This is often useful when trying to organise text in a particular way. Select the setting **None** in the **Borders** section of the **Borders and Shading** dialogue box to create a table with no gridlines.

Applying Shading To Tables

As well as applying a border line around any cell or range of cells in a table, shading can also be used within tables.

Select the column, row or cell(s) in the table to shade.

Click on **Format, Borders and Shading**, from the menu bar. Ensure the **Shading** tab is selected.



Shading formatting can be applied using the various sections:

- Fill** This section will allow you to select a different fill colour for the cell/s.
- Style** This section will allow you to select a different shade, colour or pattern for the selected cell/s.
- Preview** This section will display the updated changes you have made in this dialogue box.
- Apply to** This box allows you to alter shading of **Table**, **Paragraphs** and **Cells**. If you select a piece of text within the table you can also apply shading behind that text.

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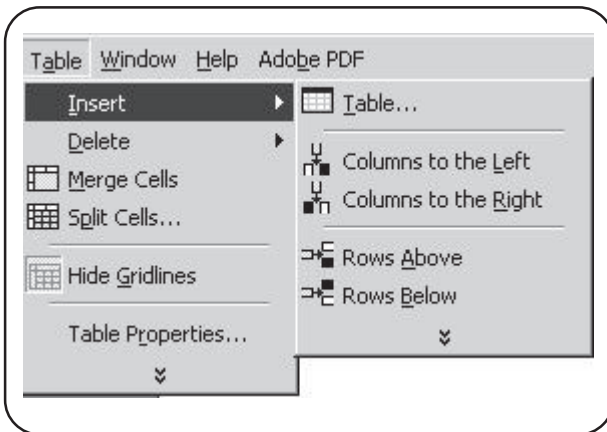
1. In the document called **Safety Workshop Report**, format the table on page 2 to the following:
2. Apply the **Grid** style border to the table, with a weight of 2¼ pt.
3. Apply shading to the table heading (top row) of a pale green colour.
4. Save the changes to the document.
5. Keep the document open for the next task.

Inserting And Deleting Rows And Columns

Once a table has been created, information may need to be added at a later date. However, this may not have been catered for when creating the table. You can edit existing tables to add individual data in cells, remove data to leave a blank cell, or remove entire columns and rows. Once deleted, existing rows and columns will re-adjust themselves to suit the table.

Inserting A Row

The new row can be inserted above or below the location of the cursor in the table.



Position the cursor in the row required and click **Table, Insert**, then either **Rows Above** or **Rows Below** from the menu bar.

Rows are also inserted automatically if you press the tab button from the last cell in the table (bottom right cell) onto the next line below.

(The Tab key is covered in more detail later in this book. In the meantime, refer to Pg18 for the location of the Tab key to insert lines automatically).

Inserting A Column

The new column can appear to the left or right of the selected column when inserted. Click into the column required and click **Table, Insert, Columns to the Left** or **Columns to the Right** from the menu bar.

Deleting A Row

To delete a row, click into the row and click **Table, Delete, Rows** from the menu bar.

Deleting A Column

To delete a column, click into the column and click **Table, Delete, Columns** from the menu bar.

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N**Submenu**

This is a menu within the main menu. For example, if you select **Format** from the menu bar it will display a submenu with a list of items relating to that menu.

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1. In the document **Safety Workshop Report**, insert a column to the right of the column headed **August**.
2. Insert text into the new column you have added, as shown. You may need to remove the bold formatting from the text below the heading.

September

6

5

20

3

3. Insert a new row below the row listed as Noise.
4. Insert text into the new row you have added, as shown. Format the text inserted to bold.

Total	35	45	43	34	157
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5. Change the numbers in the Total column to **29, 30, 86 and 12**.
6. Save the changes to the document and keep it open for the next task.

45