Microsoft Word 2007
Creating and Modifying Tables
Microsoft Word 2007 – Creating and Modifying Tables
1.5 hour

Topics include creating tables, inserted and deleting rows and columns, using the tables and borders toolbar, formatting borders, merging cells, and cell alignments. This workshop assumes some knowledge of Word.

Worksheets:
Creating Tables ................................................................................................................... 1
  Insert Table by Selecting Rows and Columns ................................................................. 1
  Insert Table Through the Window ................................................................................... 1
  AutoFit Behaviors ........................................................................................................... 1
  Insert Table by Drawing the Table .................................................................................. 1
  Insert Table as an Excel Spreadsheet ........................................................................... 1
  Insert Table with a Quick Table .................................................................................... 1
Table Tools - Contextual Tabs ............................................................................................. 2
  Design Tab ....................................................................................................................... 2
    Table Styles ................................................................................................................... 2
    Draw Borders .................................................................................................................. 3
Layout Tab .......................................................................................................................... 4
  Table ............................................................................................................................... 4
    Rows & Columns ............................................................................................................ 4
    Merge .............................................................................................................................. 4
    Cell Size ......................................................................................................................... 5
    Alignment ....................................................................................................................... 5
Data ....................................................................................................................................... 6
Creating Tables
In Office 2007, tables are created on the Insert Tab.

Insert Table by Selecting Rows and Columns
To use Insert Table button, drag across the white boxes. They will highlight across and down. The top bar will tell you how many rows and columns you are creating. Click the mouse when you have reached your desired size.

Insert Table Through the Window
You can choose the number of cells to create your table, or you can choose the Insert Table… option. This option will open a window and offer you more choices in creating your table, such as the number of columns and rows, and the AutoFit behavior

AutoFit Behaviors
- **Fixed column width**: will set the columns to a specified size, usually in inches. Type or click the column width you want in the Auto box. If you leave it set to Auto, Word will insert columns of equal width.
- **AutoFit to contents**: will automatically adjust the width of the columns based on the amount of text entered.
- **AutoFit to window**: will resize the table so it fits within the designated area (usually the margins).

Insert Table by Drawing the Table
You can also insert a table by choosing Draw Table. The mouse pointer will show as a pencil. When you click and drag the pencil across the page, it will draw a single celled table. You can then continue to draw in column and row walls with the pencil. The Shift key on the keyboard will change the pencil to an eraser that can be used to remove unwanted lines.

Insert Table as an Excel Spreadsheet
The Excel Spreadsheet option will imbed a Microsoft Excel worksheet into your Word Document. From here you will have all the Excel Tabs and buttons.

Insert Table with a Quick Table
New to Office 2007 is the Quick Table option. Here you will find a list of built in table formats such as Calendars, Matrices, and Subheadings. The tables are created with data inside.
Table Tools - Contextual Tabs
When you create a table, or click inside a table, Word will turn on the Contextual Tabs, the Table Tools: **Design** and **Layout**.

These tabs will disappear when you are not inside a table.

**Design Tab**

**Table Styles**

![Table Styles](image)

The Table Style Options group sets the preferences for the Table Styles.

Table Styles shows different built-in table styles depending on the Table Options chosen above. The more button (…) will open the Table Styles menu so you can see all the offered options.

The Table Styles menu has three options at the bottom. **Modify Table Style**, **Clear**, and **New Table Style**. The Clear option will set the current table to the Plain Table option. The Modify and New Table Styles allow you to set most of the table formatting features.

From this window you can give your style a name, set the Font, the borders, the cell colors, alignments. The bottom of the window allows you to choose if you want this new/modified style to be available in the current Word document, or in all future Word documents.
The Shading and Borders buttons here in the Table styles, can also be found on the Home Tab in the Paragraph group. 

The Shading button ( ) lets you change the fill color of the cell. If you don’t like the offered theme colors, you can change the Theme on the Page Layout Tab, or you can choose the More Colors… under Shading.

The Borders button ( ) lets you change the lines (borders) around the selected cells of your table.

**Draw Borders**

The first three options in the Draw Borders group are the **Line Style** (single, double, solid, dashed), the **Line Weight** (thickness), and **Pen Color** (color).

These three options will not change any of the existing borders, but rather they set the defaults that will be used when you choose the **Borders** button or the **Draw Table** button.

The **Draw Table** button will turn your mouse arrow into a pencil. This will allow you to draw cell walls creating new tables or modifying existing ones. The line it draws will match the settings from for the line style, weight and pen color. When you hold down the shift key on the keyboard the pencil turns into an eraser. The eraser can remove the cell walls.

The **Eraser** button will turn your mouse into an eraser that allows you to remove cell walls. The contact point is the little starburst at the bottom of the eraser. (Sometimes this will only erase the line formatting if the cell wall is not supported).

For more Border options, choose the More ( ) button in the bottom right corner of the Draw Borders group.

This Borders and Shading window can also be opened from the list of possible borders found in the Table Styles.

From this window you can set the style, color and width of every border at once.
**Layout Tab**

**Table**

**Select** – The select menu lets you select the current cell, column, row, or table. Selections can be made by clicking on particular parts of the table.
- Cell: Click in the space between the cell border and the text
- Columns: Click above the column
- Rows: Click outside the left side of the table
- Table: Click on the four way arrow that appears in the upper left corner of the table

**View Gridlines** – Show or hide the non-printing borders

**Properties** – Open the Table Properties Window

**Rows & Columns**

**Delete** – Remove cells, rows, columns or the whole table. Selected parts of the table can also be removed from the right-click menu.

**Insert** – Insert above and below will create a new row, insert left and right will insert a new column. Insert is also available on the right-click menu. For other Insert options, choose the More (_more_ ) button in the bottom right corner of the Rows & Columns.

**Merge**

**Merge Cells** – This button is only active when more than one cell is selected. It will merge the selected cells into one cell. This option is often easier to use than the eraser, but it has the same effect, the selection of cells become one. Word puts all the information from the multiple cells into one cell separated by paragraph marks (enters).

**Split Cells** – Allows you to split the cell(s) into however many cells you designate. You will get a dialog box, asking how many columns and rows you want this cell to be split into. If you are trying to split a set of cells you will have the option to be able to merge the cells before split.

**Split Table** – Breaks the table into two tables by placing a paragraph mark between the tables. To rejoin the tables into one, delete the paragraph mark (blank line).
**Cell Size**

The cell height and width can be adjusted by dragging the borders of the table or by changing the settings found here in the cell size. You can type in a specific size, or use the up/down arrows to increase/decrease the size.

**Distribute Rows Evenly** – This button will make the selected rows equal height.

**Distribute Columns Evenly** – This button will make the selected columns equal width.

**AutoFit** – Automatically adjust the columns to fit the contents, the window, or set them to be manually adjusted.

For other Cell options, choose the More (…) button in the bottom right corner of the Cell Size group to open the Table Properties.

**Alignment**

The series of nine buttons allow you to choose your cell alignment. Left, Center, Right matched with Top, Middle, Bottom. The default is top left.

**Text Direction** – This button will rotate the text in selected cells, first on the right side, then on the left, and back to normal. Text cannot be rotated upside down.

**Cell Margins** – The cell margin is the space between the words and the cell walls. By default, Word has a 0.08” left and right cell margins and zero top and bottom margins.
Data

Sort – This button opens the sort window, where you can choose which columns to sort by, the sort method, and type of data (text, numbers, or dates).

Repeat Header Rows – This option is only available on the first row of a table. The “header row” will be repeated at the top of every page the table appears.

Convert to Text – Convert the selected table to plain text. You can choose to separate the text with any character, such as tabs.

The Formula button opens a window where you can build an equation. If the current cell is below a list of numbers you will get a formula such as the one shown here.

Although there are no row and column headings on a Word table, like there are on an Excel spreadsheet, Word still sees the rows as numbers 1, 2, 3 and the columns as letters A, B, C. Formulas can be written to express basic functions. For example, =A1+B1.

The formula usually picks up the format of the numbers used, but the Number Format can be chosen from this Formula window.

The Paste Function option gives a list of functions available in Word, such as Sum, Average, Count, and If.

Word is not made for complex mathematical functions, and does not always update these formula fields. If you change the numbers that are being calculated, right click on your formula and tell it to Update Field, or select the cell(s) and press F9 on the keyboard.

If you need more complex equations insert an Excel sheet (see Page 1). This will embed an Excel worksheet within your Word Document. It will appear to be a table, but you will have all the Excel formulas available.