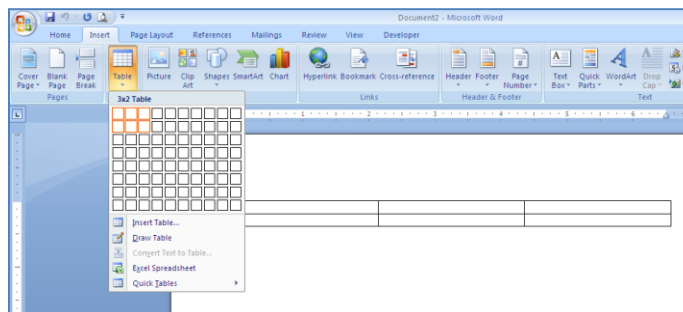




A table is made up of rows and columns and is an excellent way to present certain kinds of information. You can create tables in several ways, including creating them from scratch and converting text into a table. When you work with tables, Word adds a set of Table Tools to the Ribbon, a Design and Layout tab.

Creating Tables from Scratch


1. Place the cursor where you want the table to go.
2. Click the **Insert** tab.
3. Click the **Tables** button to display the Table gallery.
4. Point to the squares in the gallery to indicate the size of the table you want to create. Word will show a preview in the document.
5. Click the gallery to insert the table.

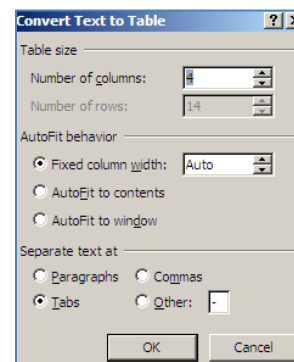


6. Word will also activate Table Tools, consisting of a Design and Layout tab to use when working with a table.

Creating Tables from Existing Text

NOTE: The text that you want to convert needs to have separator characters (tabs or commas) to indicate where new columns should begin. If the text doesn't contain separator characters, you should insert them before you proceed.

1. Select the text you want to convert (including paragraph marks). You may wish to turn on the **Show/Hide** button. 
2. Click the **Insert** tab. Choose **Convert Text to Table**.
3. In the *Convert Text to Table* dialog box, Word suggests a number of columns and rows based on the separator characters. If necessary, edit the values.
4. You can also select an AutoFit option.





5. Lastly, select a different column separator if necessary.
6. Click **OK**.

Moving Within a Table

You can move around a table by using the keyboard or the mouse. To use the mouse, simply click into a cell to place the cursor. The following lists the options for using the keyboard to move around:

<i>Press This</i>	<i>To Move</i>
Tab	One cell to the right
Shift+Tab	One cell to the left
Up Arrow	Up one row
Down Arrow	Down one row
Alt+Home	To the first cell in the row
Alt+End	To the last cell in the row
Alt+Page Up	To the first cell in the column
Alt+Page Down	To the last cell in the column

Selecting Parts of a Table

The following lists techniques for using the mouse to select table elements:

<i>Element</i>	<i>Selection Technique</i>
Table	Click the table-move handle that appears in the upper-left region of the table when you point to the table. You must be in Print Layout or Web Layout view to see the table-move handle.
Column	Point just inside the top border of a column until the mouse pointer becomes a small black arrow that points down. Then click.
Row	In the selection bar, point to the row, and then click. Or point to the left edge of any cell in the row; when the pointer becomes an arrow, double-click.
Cell	Point just inside the left border of the cell until the mouse pointer becomes a small black arrow that points to the right; then click. You can also triple-click inside the cell.

In addition to these techniques you can also use the **Select** button in the *Table* group on the Layout tab. Place the insertion point in the table, click **Select** then choose an option from the drop-down menu.

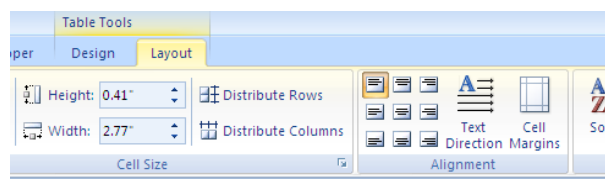


Adding Text to a Table

1. Place the cursor in the desired cell. Type the text or numbers.
2. Press **Tab** to move one cell to the right.
3. When you come to the end of a row, press **Tab** to move to the first cell of the next row. If no row exists, Word will insert one automatically (it will inherit the formatting of the previous row). If you press **Enter** after typing, you'll create a new paragraph in the same cell.

Formatting Text in a Table

To apply character and paragraph formatting to text in a table, use the same techniques that you would use to format text in a document. There are, however, additional formatting options available only for tables. You can find these in the *Alignment* group on the *Layout* tab.



Adding and Deleting Rows and Columns

You can add and delete rows and columns by using the options in the *Rows & Columns* group on the *Layout* tab. The following lists techniques for adding rows and columns:

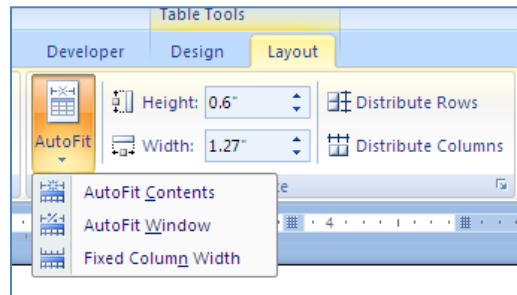
<i>To Add</i>	<i>Do This</i>
A row to the bottom of a table	Place the insertion point in the last cell of the last row, and press Tab .
A row to the middle of a table	Place the insertion point in an existing row. In the <i>Rows & Columns</i> group, click Insert Above or Insert Below .
Multiple rows in the middle of a table	Select as many rows as you want to insert. In the <i>Rows & Columns</i> group, click Insert Above or Insert Below .
A column	Place the insertion point in a column. In the <i>Rows & Columns</i> group, Click Insert Right or Insert Left .
Multiple columns in the middle of a table	Select as many columns as you want to add. In the <i>Rows & Columns</i> group, click Insert Right or Insert Left .

You can delete rows and columns from table, or delete an entire table, by using commands in the *Rows & Columns* group or by pressing the **Backspace** key. You cannot delete by pressing **Delete**. The **Delete** key only deletes TEXT in a table, not the table structure itself.



Table Width and Alignment

You can manually change the width of a column by using the Table Properties dialog box, by dragging the column boundaries, or by using the options in the *Cell Size* group on the Layout tab. You can also use the AutoFit commands to automatically change the width of a column to fit the text in the cells.



You can change how a table is aligned within the document margins by using the Alignment options on the Table tab of the Table Properties dialog box. Click the **Properties** button to display the Table Properties dialog box.

