



Getting Started

A **Table** is a grid comprised of cells. Tables are highly customizable and are useful for a variety of tasks, from presenting numerical data to creating unique text layouts. For example, you could create a table showing course assignments and their respective due dates.

Below is an example of a basic table with three columns and four rows. The highlighted cell is just one of the twelve cells in the table (Figure 1).

Tables are very flexible in both their size and their ability to be modified. You can create a table with just one cell, with two cells, even with 1000 cells or more. Table cells, rows, and columns can be added, deleted, split, and merged at any time. Once a table has been created, you can insert anything into a cell that you could in a normal document (e.g., text, images, or another table) and then format it with any of Word's tools.

Figure 1

Common Name	Family	Genus
American Robin	Turdidae	Turdus
Blue Jay	Corvidae	Cyanocitta
Oriole	Oriolidae	Oriolus

Summary

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Create a Table

1. Click in the document where you want the table to appear.
2. From the **Insert** tab, in the **Tables** group, click **Table** (Figure 2, 1).
3. Select the appropriate dimensions by dragging your mouse in the table grid. To select columns, drag across; to select rows, drag down (Figure 2, 2).
4. An empty table appears on your screen and you are ready to begin adding information.

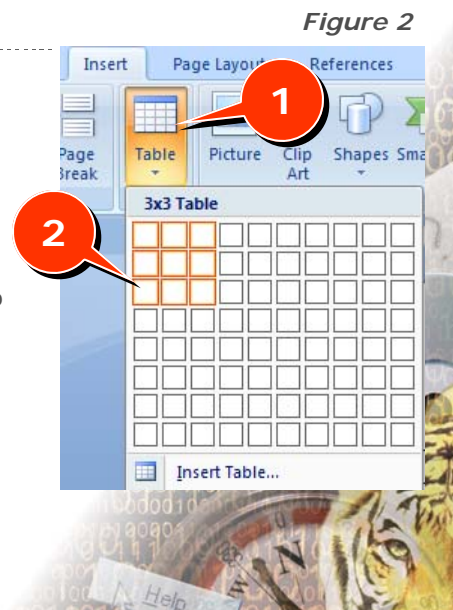


Figure 2

Alternately, you can create a new table and choose additional options from the start: *Figure 3*

1. Click in the document where you want the table to appear.
2. From the **Insert** tab, in the **Tables** group, click the down arrow under **Table** (Figure 3, 1).
3. Select **Insert Table**.
4. Under **Table size**, type a value or use the arrow buttons to specify the number of columns and rows you want.
5. To specify column width, under **AutoFit behavior**, select **Fixed column width** and type a value or use the arrow buttons to specify the desired size.
6. To allow the table to expand as you type, under **AutoFit behavior**, select **AutoFit to contents**.
7. To allow the table to expand or shrink depending on the size of the window it is displayed in, under **AutoFit behavior**, select **AutoFit to window**.
8. Click **OK**. An empty table appears on your screen, and you are ready to begin adding information.



Move From Cell to Cell

To move from one cell to another, use one of the following methods:

- Press the **Tab** key on your keyboard.
- Press an arrow key on your keyboard.
- Using the mouse, click in the appropriate cell.

Add or Delete Rows and Columns

When working with tables, adding or deleting rows and columns is one of the most common tasks you will need to perform.

Adding rows and columns within the table

To add a row or column within the table:

1. Click in a cell where you want to add a row or column.
2. From the **Ribbon**, select the **Layout** tab.
3. In the **Rows & Columns** group, click the appropriate choice (Figure 4).

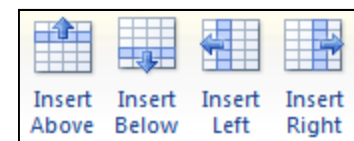


Figure 4

Add a row at the bottom of a table:

1. Place your insertion point in the last cell (the cell in the last row and last column of the table).
2. Press the **Tab** key on your keyboard.

Deleting rows or columns

1. Click in the row or column to be deleted.
2. From the **Ribbon**, select the **Layout** tab.
3. In the **Rows & Columns** group, click **Delete** (Figure 5, 1).
4. Click either **Delete Columns** or **Delete Rows**.

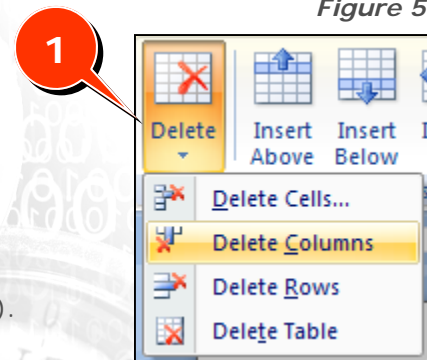


Figure 5

Adjust Column and Row Sizes

When a table is first created, all columns have equal widths. You have several methods to customize your column and row sizes.

Adjusting column width

With this method, you adjust the width of only one column causing the total table width to widen or shrink.

1. Click in the table.
2. Click the **View** tab.
3. In the **Show/Hide** group, select **Ruler**. A horizontal ruler, with handles for moving columns will appear under the **Ribbon** (Figure 6).



Figure 6

4. On the horizontal ruler, click and hold the handle of the column you want to adjust, for example the third handle (Figure 6, 1).
5. Click and drag the handle to the appropriate left or right.

Adjusting row height

Follow the same procedure as for columns (above) on the left (vertical) ruler.

Move the Column or Row Divider

With this method, you adjust the vertical divider between two columns, but do not change the total table width.

1. Within the table, hover your cursor on the vertical divider between the columns you want to adjust. The cursor will change to a two parallel lines a double-sided arrow (Figure 7, 1).
2. Drag the divider to the appropriate position.

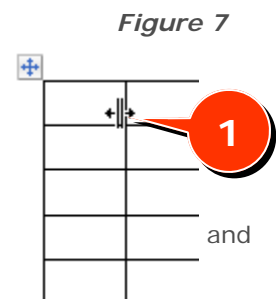


Figure 7

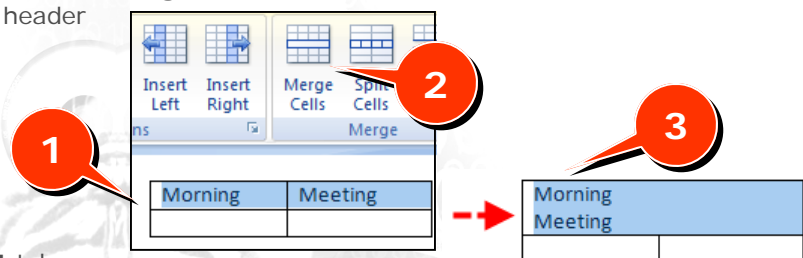
Merge Cells

At times you may want to merge multiple cells together, for example to create a single header cell.

To merge cells:

1. Highlight the cells you want to merge (Figure 8, 1).
2. From the **Ribbon**, select the **Layout** tab.
3. In the **Merge** group, click **Merge Cells** (Figure 8, 2).

Figure 8

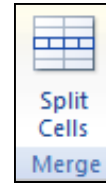



If there is text in more than one of the cells being merged, the text from each cell will be separated by paragraphs in the resulting cell (Figure 8, 3).

Split Cells

1. Select the cell(s) you want to split. (To select a single cell, click inside it.)
2. From the **Ribbon**, select the **Layout** tab.
3. In the **Merge** group, click **Split Cells** (Figure 9).
4. In the **Number of columns** and/or **Number of rows boxes** (Figure 10, 1), use the arrows to select the desired number of rows and/or columns.

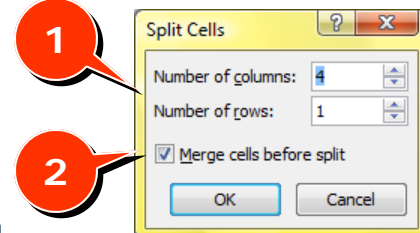
Figure 9



 If you are splitting multiple cells that contain text, splitting cells will move all text to the first cells in the row. Instead, to keep data in its original cells, uncheck **Merge cells before split** (Figure 10, 2).

5. Click **OK**.

Figure 10

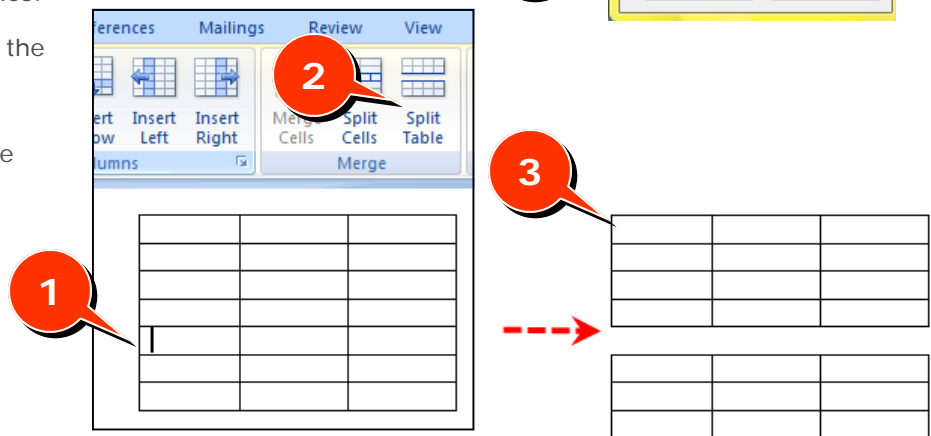


Split a Table

To break one table into two tables:

1. Click in the row that will be the first row of your new table (Figure 11, 1).
2. From the **Ribbon**, select the **Layout** tab.
3. In the **Merge** group, click **Split Table** (Figure 11, 2).
4. You will now see two tables (Figure 11, 3).

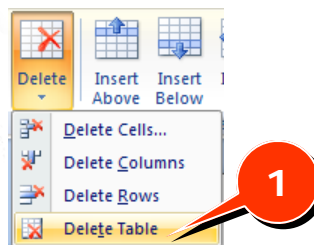
Figure 11




Delete a Table

1. Click in the table.
2. From the **Ribbon**, select the **Layout** tab.
3. In the **Rows & Columns** group, click **Delete** and **Delete Table** (Figure 12, 1).

Figure 12



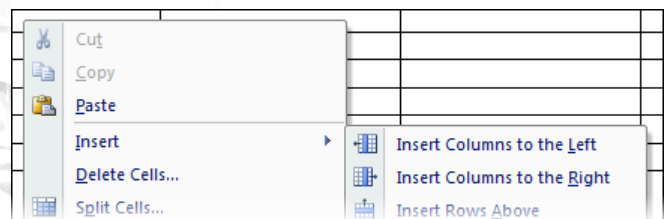
Shortcuts

 Many of the commands in this quick sheet can also be accessed through the **Shortcut Menu**.

To access the **Shortcut Menu**:

- RIGHT-click in a table and choose the command you need (Figure 13).

Figure 13



Acknowledgements

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