

Adding Tables to Documents

Tables in Microsoft Word are basically a simplified spreadsheet that can be inserted anywhere in a Word document. To illustrate this a table will be added to a prepared document about discounts offered by a computer sales company.

Loading the Prepared Document

A sample letter has been prepared for you. Your task will be to insert a TABLE into it.

- 1 Load Microsoft Word or close the current document.
- 2 Display the FILE tab and select OPEN.
- 3 Access the WORD 2010 SUPPORT FILES folder, open the CHAPTER 14 folder and load the file:

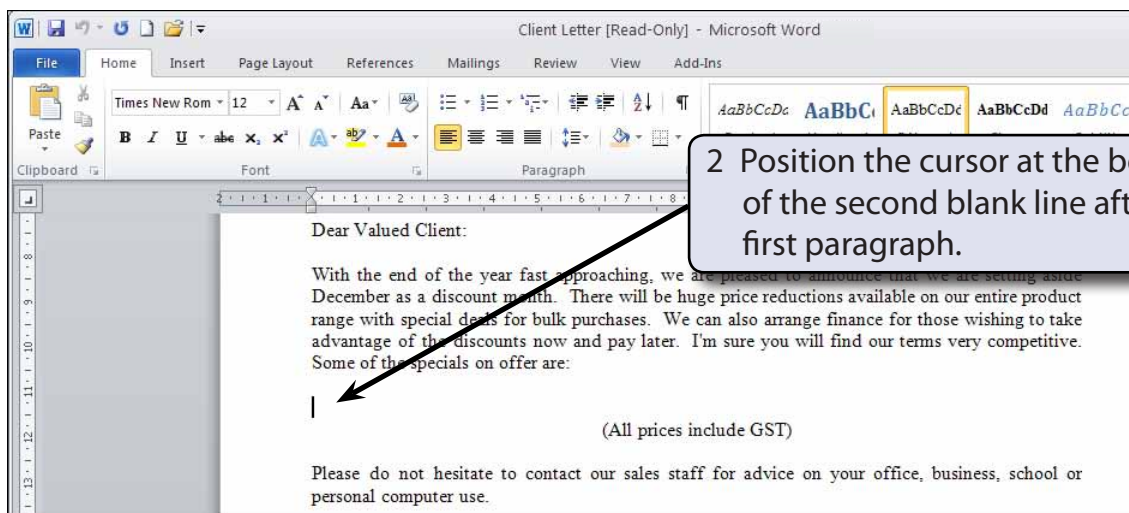
Client Letter

as a READ-ONLY document.

Inserting a Table

A table will be placed in the centre section of the letter.

- 1 Scroll through the letter and read it to become familiar with it.



3 Open the INSERT tab of the RIBBON and click on the TABLE icon.

4 Drag across so that 4 columns are highlighted then drag down so that 5 rows are highlighted.

(All prices include GST)

5 When you click the mouse button a 4 x 5 table should be inserted.

(All prices include GST)

NOTE: COLUMNS are usually referred to by a letter, A, B, C, etc. ROWS are referred to as numbers, 1, 2, 3, etc. The rectangles in the TABLE are called CELLS and they are labelled with the COLUMN then ROW labels. For example, the first cell is A1, the cell directly below it is A2, the cell directly to the right of it is B1.

6 Notice that the Ruler now has four separate sections, one for each column, each separated by COLUMN MARKERS.

7 At the moment the cursor is in COLUMN A (first column) so its indents are displayed.

(All prices include GST)

NOTE: You can use the Ruler to adjust the indents for any column, add TABS or alter the width of the column.

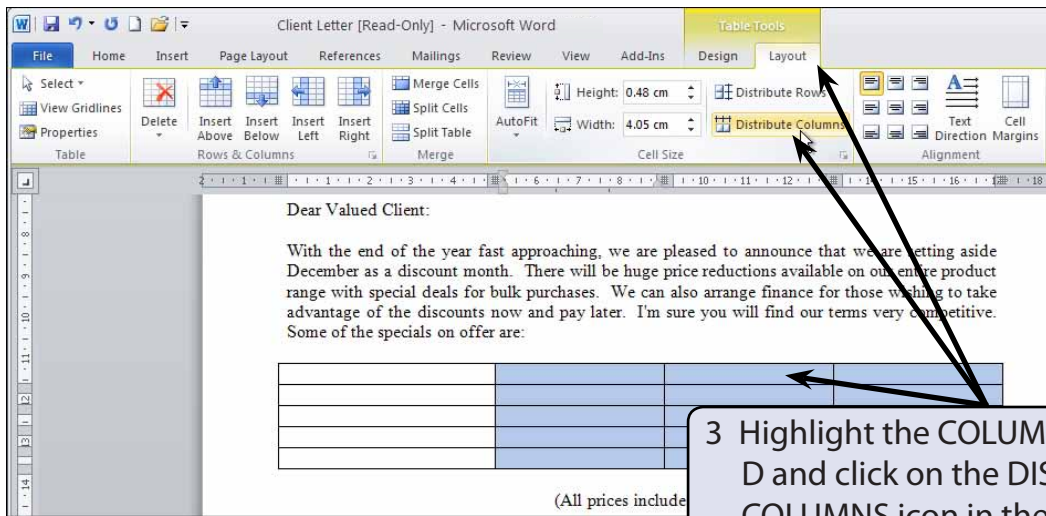
Adjusting the Column Widths

The first column will contain equipment names and, as such, it will need to be wider than the other columns.

1 Move the pointer over the gridline between COLUMNS A and B until it changes to parallel lines with horizontal arrows and drag the gridline to the right so that COLUMN A is 5.0 cm wide.

2 The width of the COLUMN B will be reduced.

(All prices include GST)



3 Highlight the COLUMNS B, C and D and click on the DISTRIBUTE COLUMNS icon in the TABLE TOOLS - LAYOUT tab.

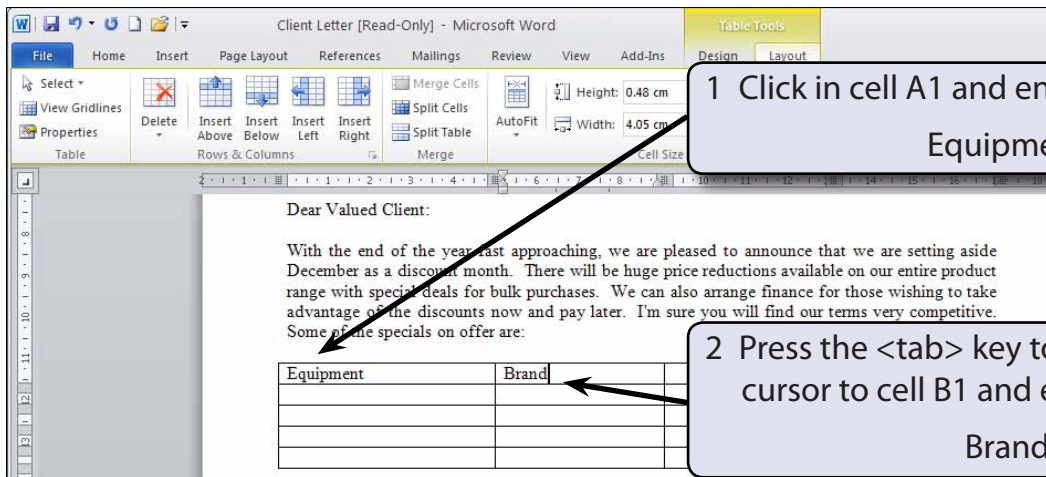
NOTE:

- i You can also adjust a column's width by moving the pointer over the centre 'bar' of the TABLE COLUMN MARKER in the Ruler and dragging the 'bar' to the required width.
- ii Row heights can be adjusted using the vertical Ruler at the left of the screen.

Entering Data into the Table

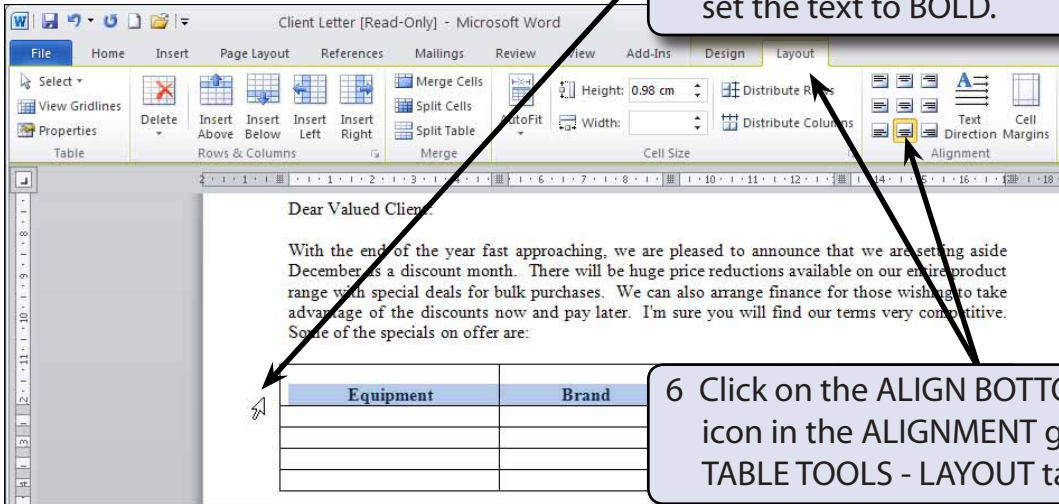
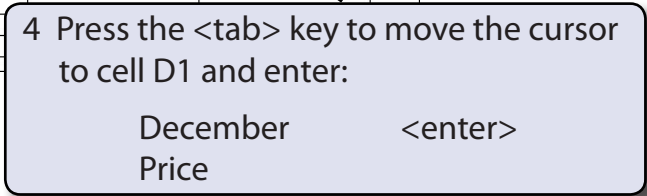
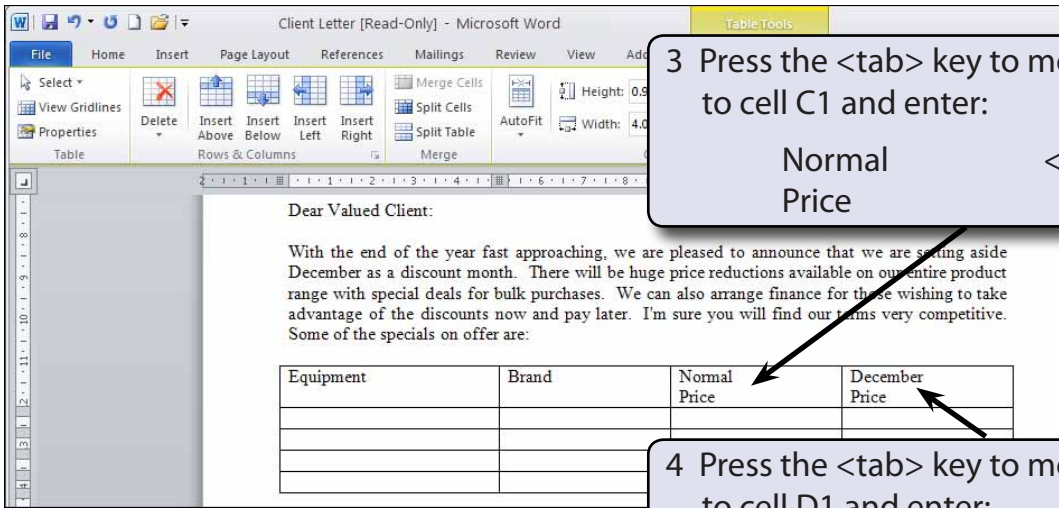
We are now ready to enter data into the table.

A The Headings



1 Click in cell A1 and enter:
Equipment

2 Press the <tab> key to move the cursor to cell B1 and enter:
Brand



NOTE:

- i **ALIGN BOTTOM CENTRE** places the text at the bottom of the cell and horizontally centres it.
- ii You can also highlight a ROW by dragging the I-BEAM across the cells or by clicking on a cell and choosing **SELECT ROW** from the **SELECT** icon in the **TABLE TOOLS - LAYOUT** tab.