Using the Table Tools

In the last chapter you used TAB STOPS to create simple tables. When more detailed tables are required, Microsoft Word's TABLE TOOL can be used. Basically the TABLE feature is a simplified spreadsheet that can be inserted anywhere in a Word document. Its use can save you having to set margins and indents using the Ruler. Let's create a simple roster to illustrate the use of the table tools.
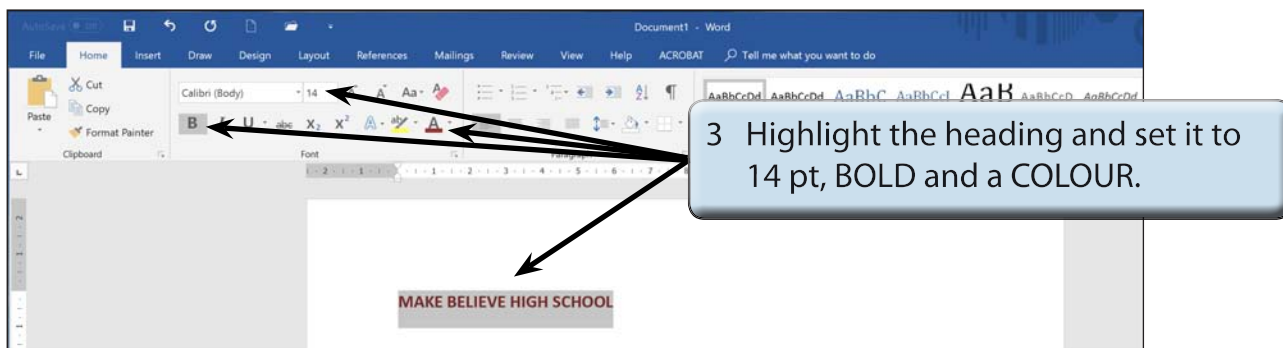
Entering the Heading

1   Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.
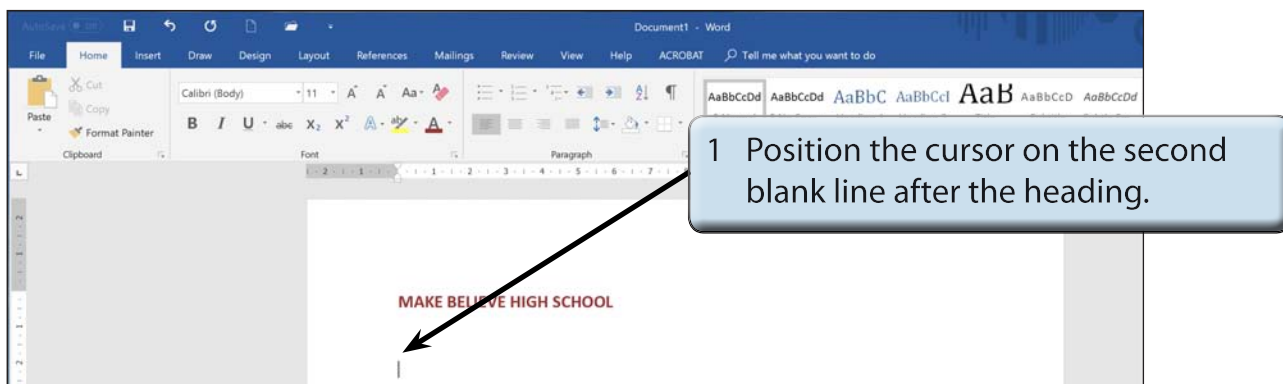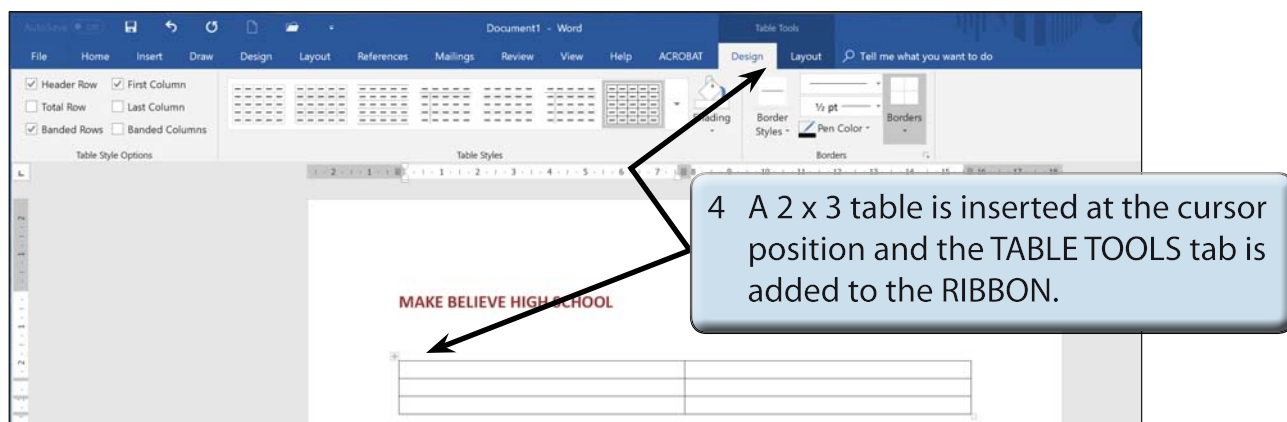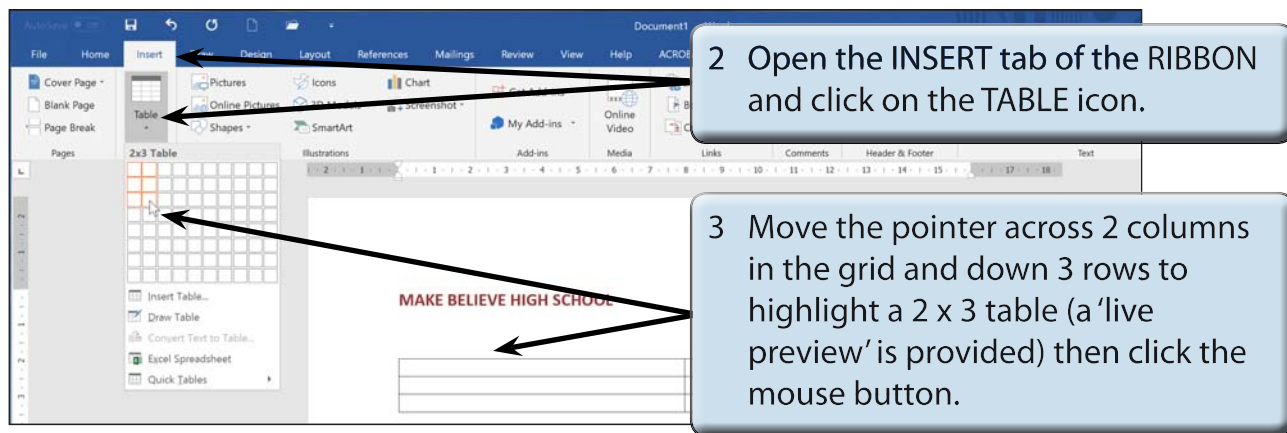
2   Enter the heading:

                         MAKE BELIEVE HIGH SCHOOL

and press the <enter> key twice to add some space after it.

3   Highlight the heading and set it to 14 pt, BOLD and a COLOUR.

Inserting the Table

1   Position the cursor on the second blank line after the heading.

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

3 Move the pointer across 2 columns in the grid and down 3 rows to highlight a 2 x 3 table (a 'live preview' is provided) then click the mouse button.

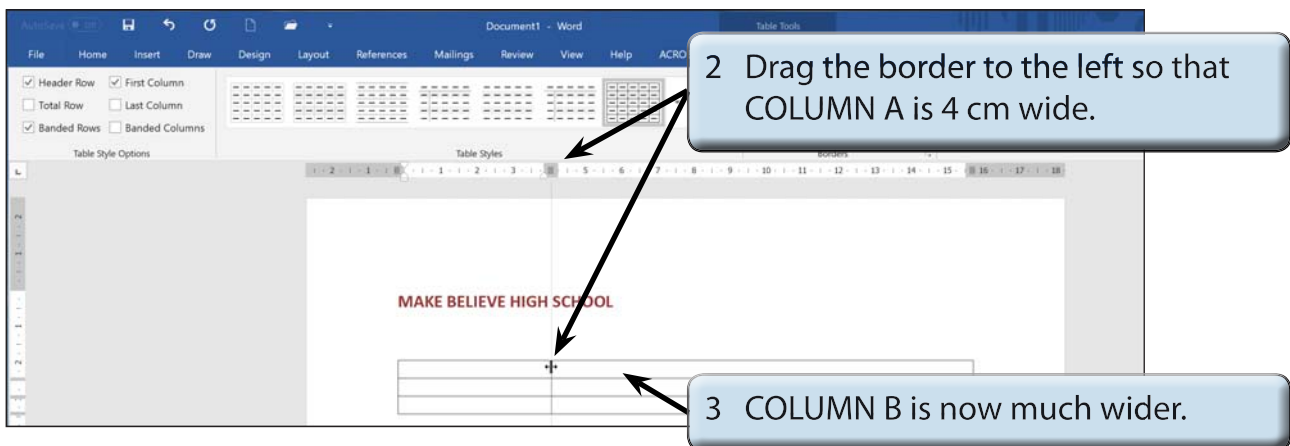4 A 2 x 3 table is inserted at the cursor position and the TABLE TOOLS tab is added to the RIBBON.

Changing Column Widths

The widths of columns can be adjusted.

1 Move the pointer over the border at the centre of the table until it changes to a cross hair with horizontal arrows.

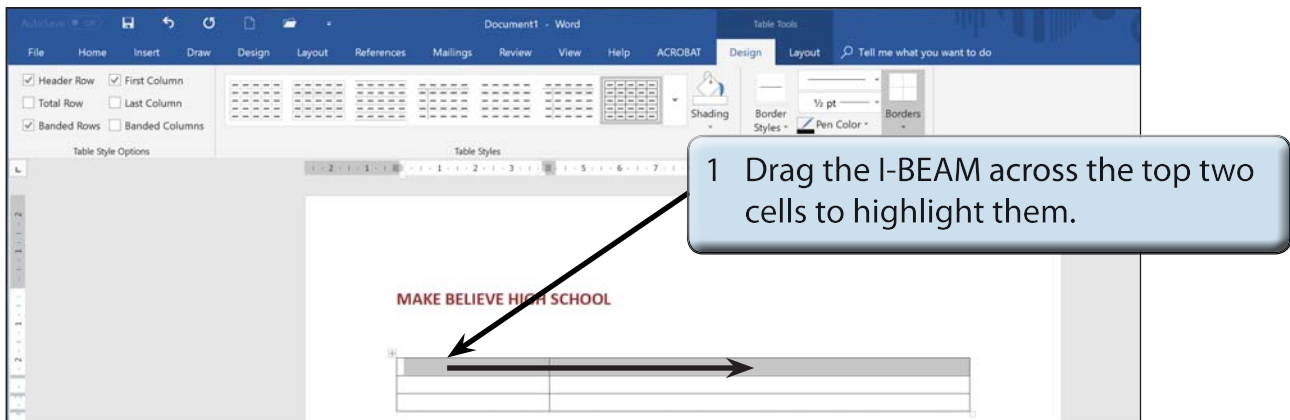> 2 Drag the border to the left so that COLUMN A is 4 cm wide.
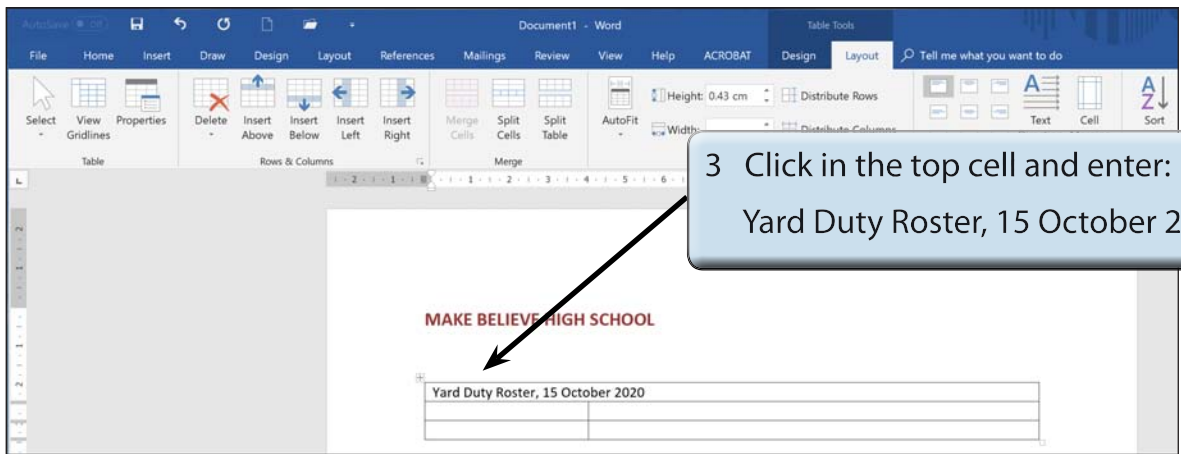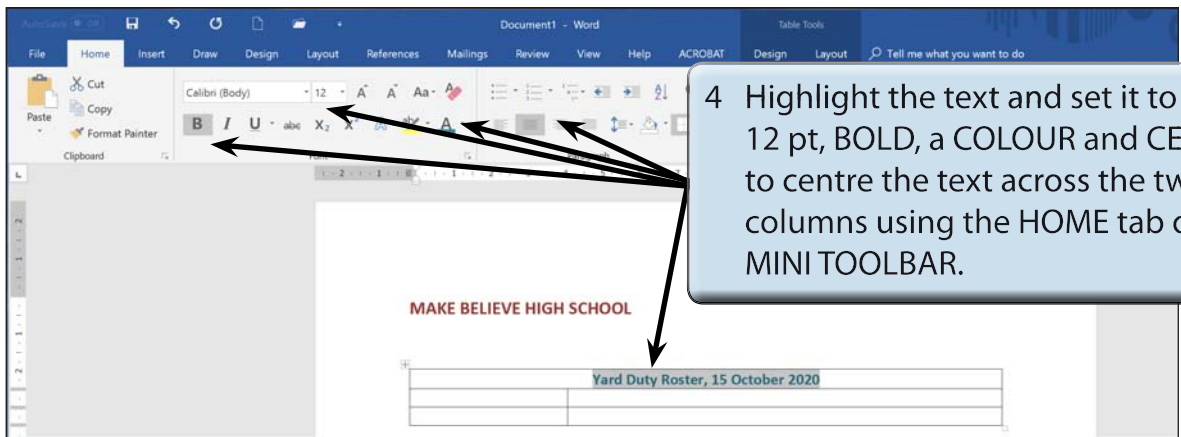
> 3 COLUMN B is now much wider.
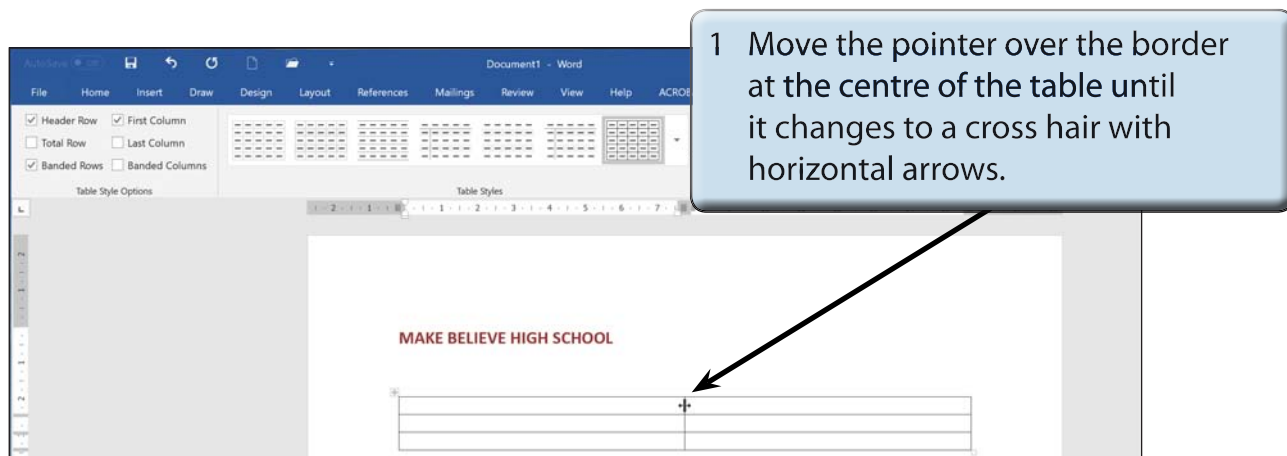
Merging Cells

A heading will be entered in the top row, but it will need to extend across the top of the table, so the top two cells will be merged into one cell.

> 1 Drag the I-BEAM across the top two cells to highlight them.

> 2 Open the TABLE TOOLS - LAYOUT tab in the RIBBON and click on the MERGE CELLS icon to combine the two cells into one.
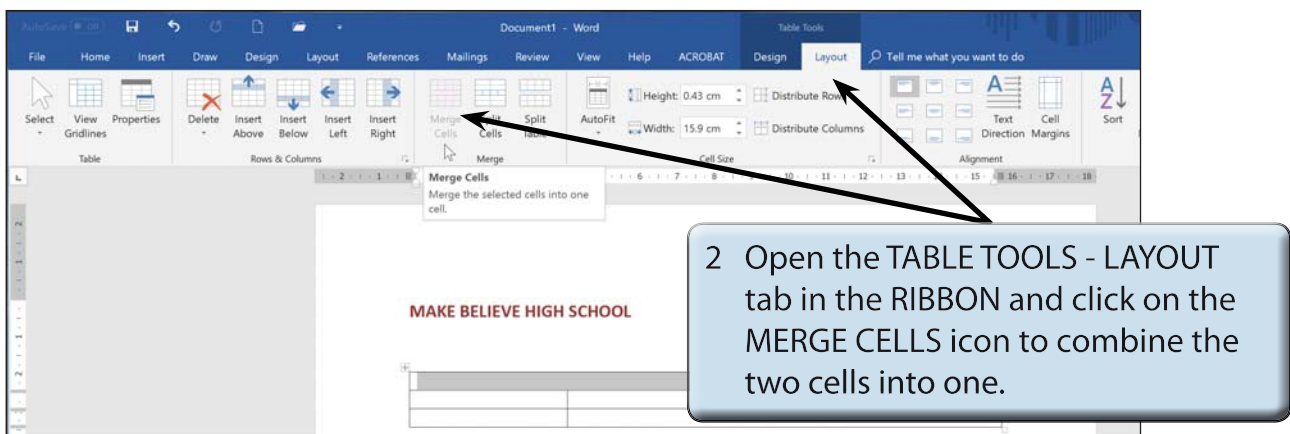
3   Click in the top cell and enter:

Yard Duty Roster, 15 October 2020

4   Highlight the text and set it to 12 pt, BOLD, a COLOUR and CENTRE to centre the text across the two columns using the HOME tab or the MINI TOOLBAR.

NOTE: You can click to the left of a row to highlight the whole row. You can also click in the first cell to be highlighted then hold down the SHIFT key and click on the last cell to be highlighted.