

Using the Table Tools

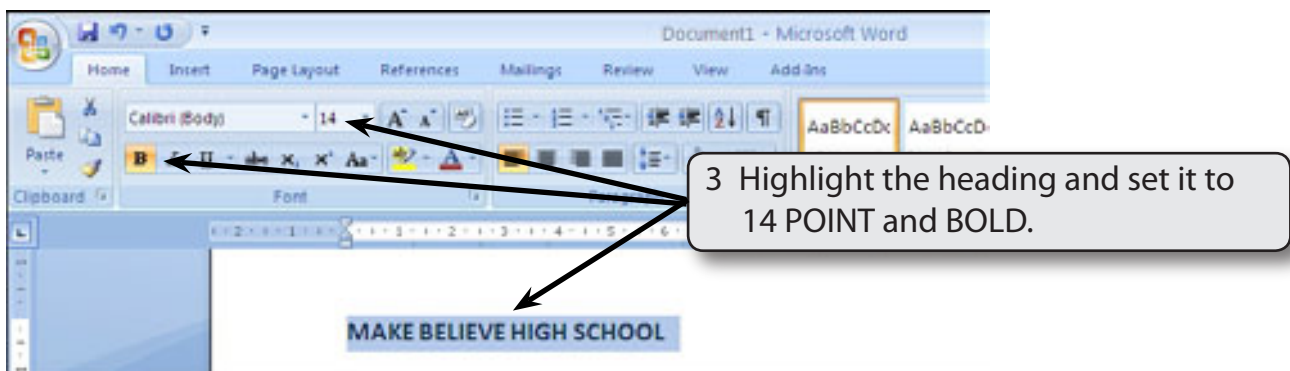
In the last chapter you used TAB STOPS to create simple tables. When more detailed tables are required, Microsoft Word's TABLE TOOLS can be used. Basically the TABLE feature is a simplified spreadsheet that can be inserted anywhere in a Word document. Its use can save you having to set margins and indents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

Entering the Heading

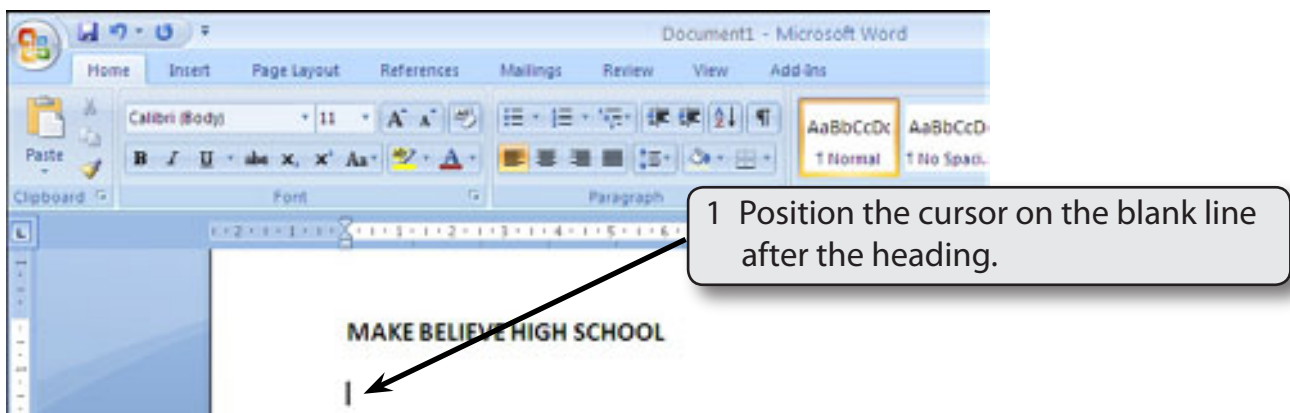
- 1 Load Microsoft Word, or close the current file and start a NEW BLANK DOCUMENT.
- 2 Enter the heading:

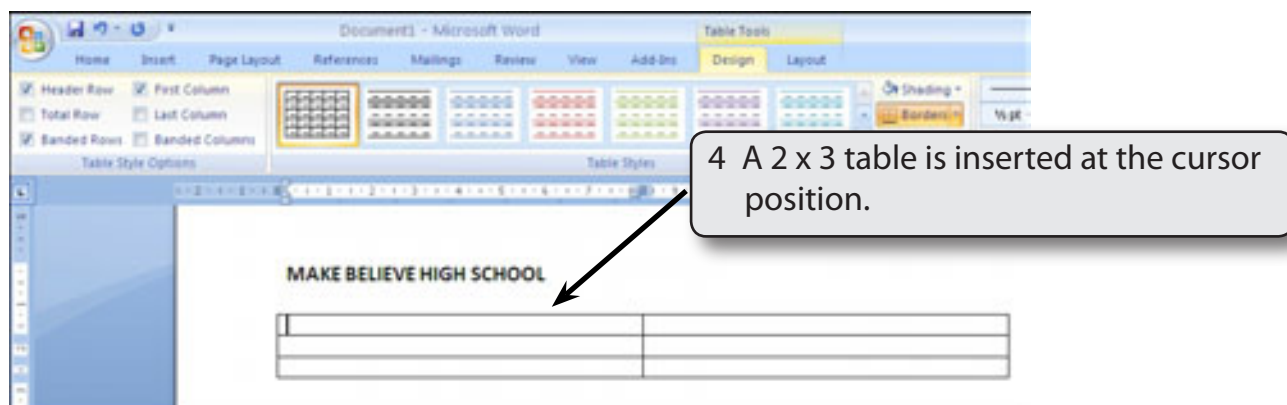
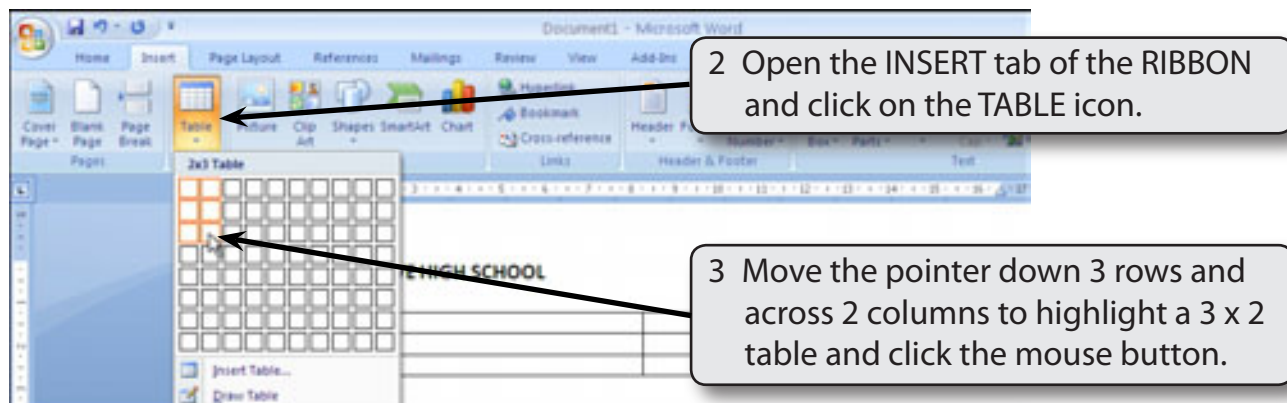
MAKE BELIEVE HIGH SCHOOL

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



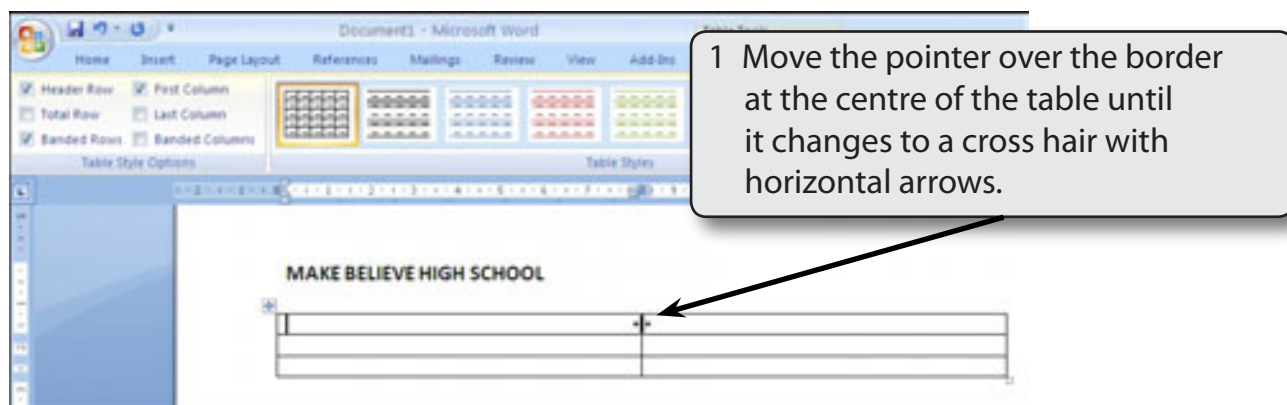
Inserting the Table

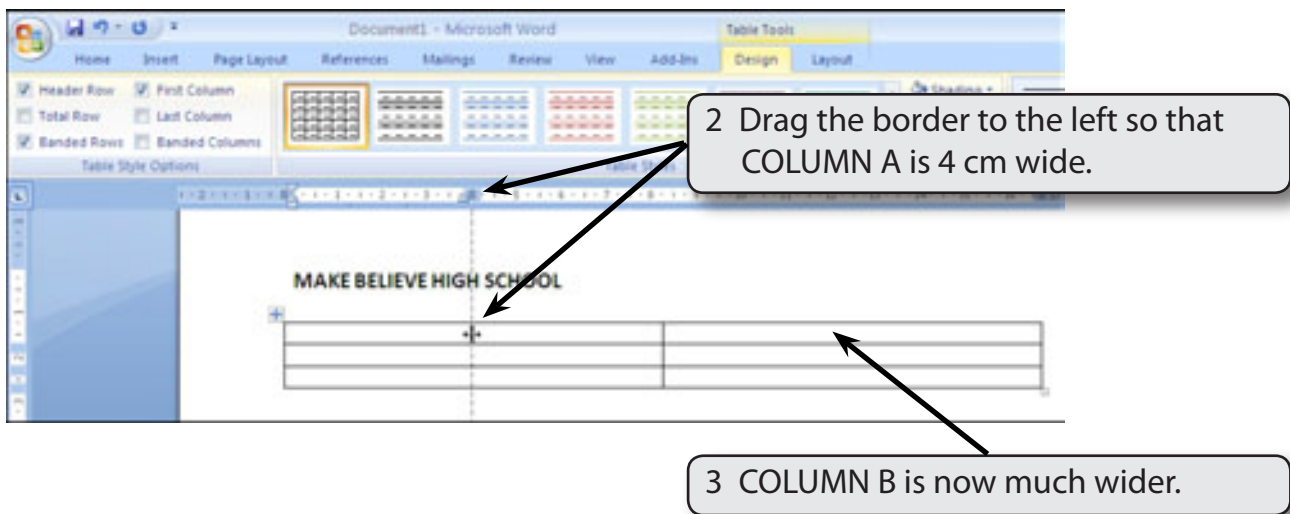




Changing Column Widths

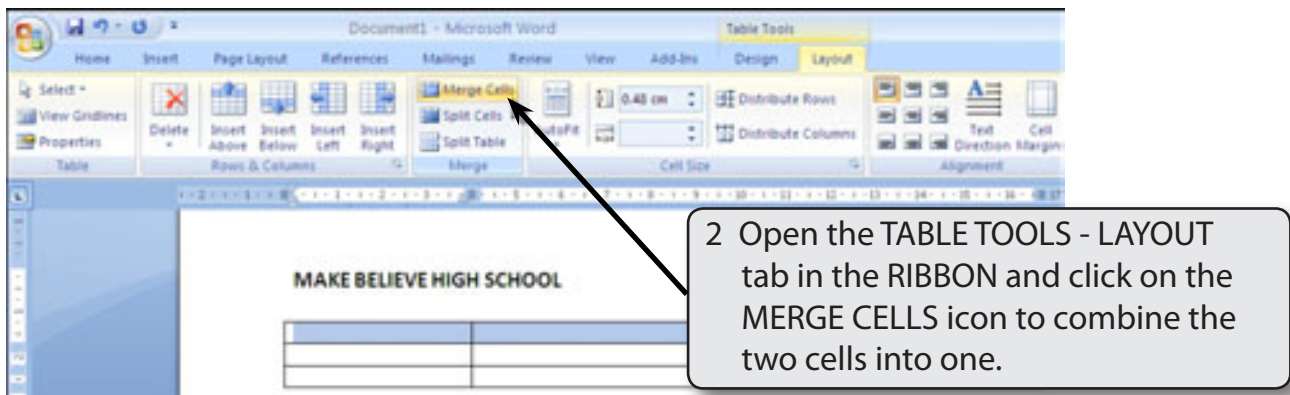
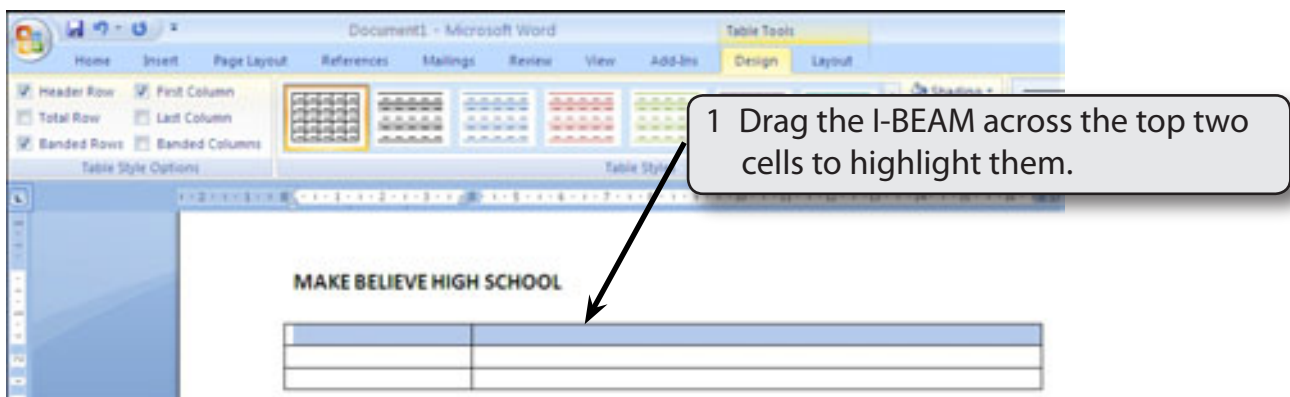
The widths of columns can be adjusted.

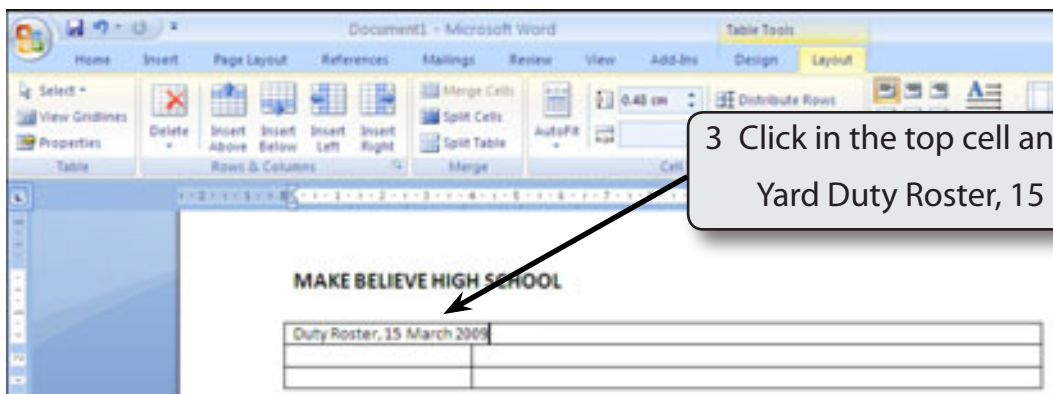




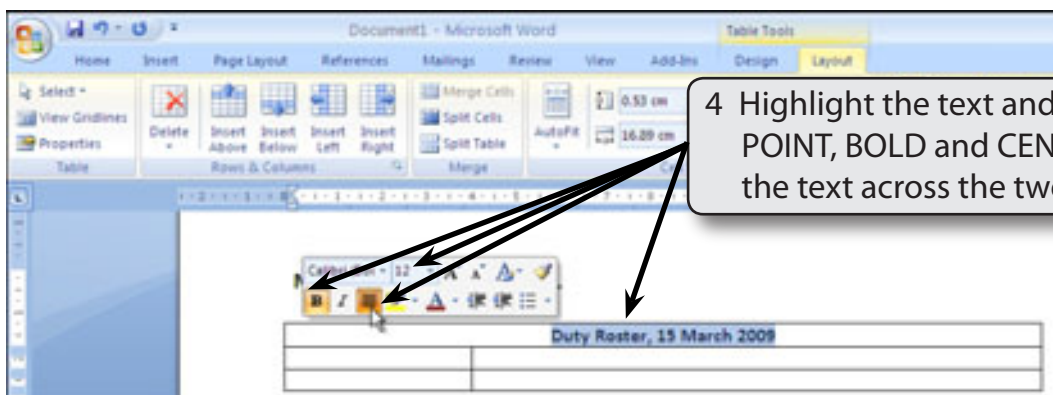
Merging Cells

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.





3 Click in the top cell and enter:
Yard Duty Roster, 15 March 2009



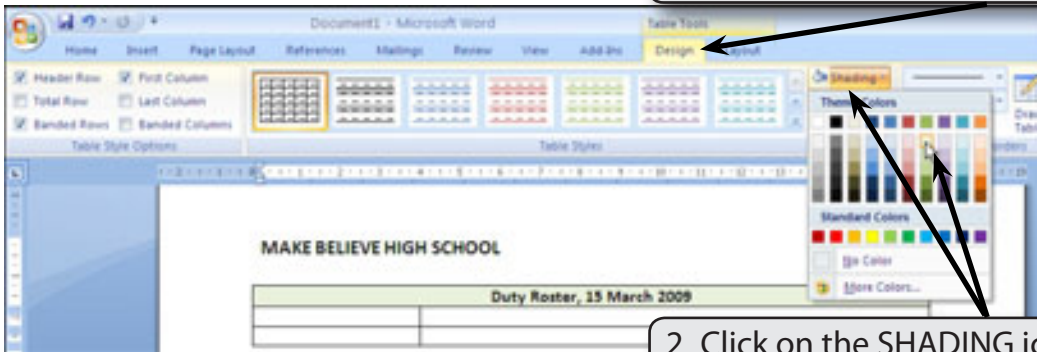
4 Highlight the text and set it 12 POINT, BOLD and CENTRE to centre the text across the two columns.

NOTE: You can click to the left of a row to highlight the whole row.

Shading Cells

Cells within the table can be shaded.

1 Open the TABLE TOOLS - DESIGN tab in the RIBBON.



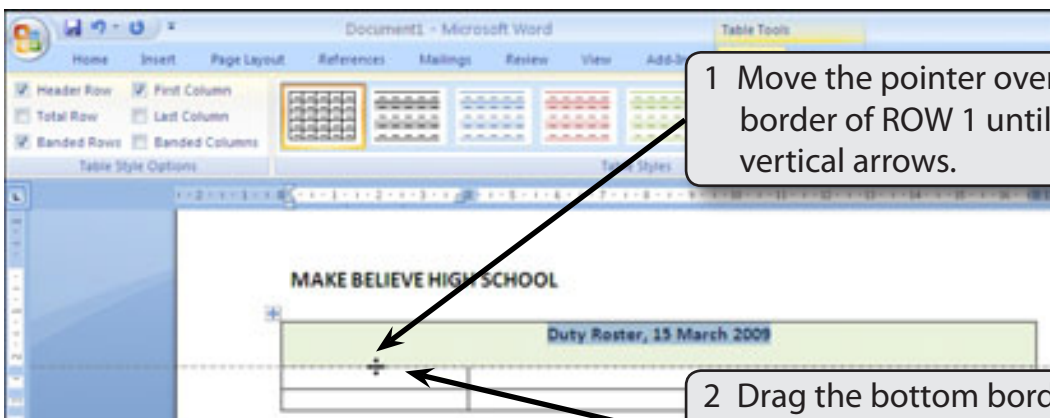
2 Click on the SHADING icon and select a light colour to fill the top cell.

NOTE: You can set the text in the top cell to a different colour if you wish using the HOME tab or the MINI TOOLBAR.

Row Heights

You can change the height of rows. In this case it would look better to have the top row of the table larger than the others.

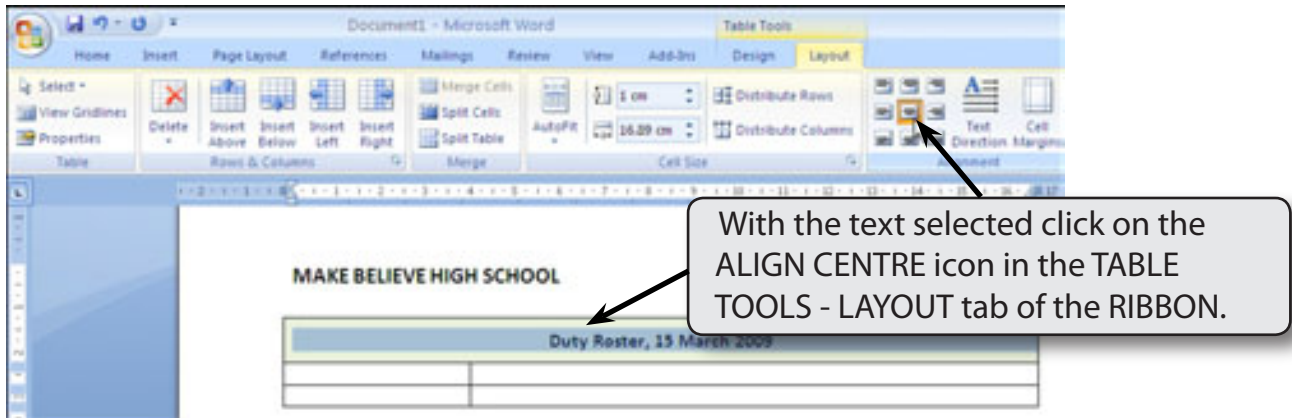
1 Move the pointer over the bottom border of ROW 1 until it changes to vertical arrows.



2 Drag the bottom border down by about half a centimetre to increase the ROW HEIGHT.

Vertical Alignment

The vertical position of the text in a cell can be set to TOP, BOTTOM or CENTRE. Let's vertically centre the text in ROW 1.



NOTE: The ALIGNMENT buttons in the ALIGNMENT group of the TABLE TOOLS LAYOUT tab also sets the horizontal alignments.

Completing the Table

