

Word 2000

Tables

In this lesson you will learn how to:

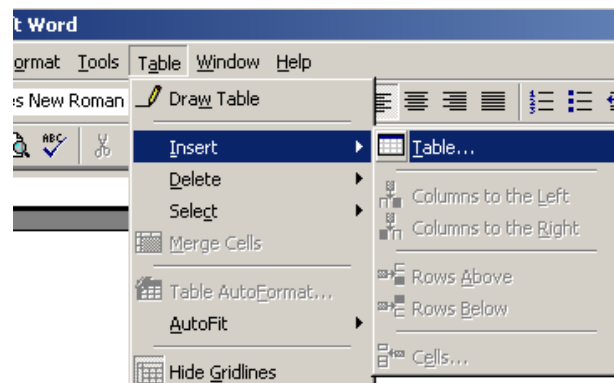
- *Insert a Table*
- *Merge the Header*
- *Centre Header Text*
- *Add Data to Tables*
- *Insert/Delete Rows/Columns*
- *Use Auto Format for Tables*
- *Use the Table Toolbar*
- *Use the AutoSum Function*
- *Modify the Table Size*

Print out this lesson and work alongside it as we go practising the techniques.

Open up **Word 2000**

Click on **New Document**

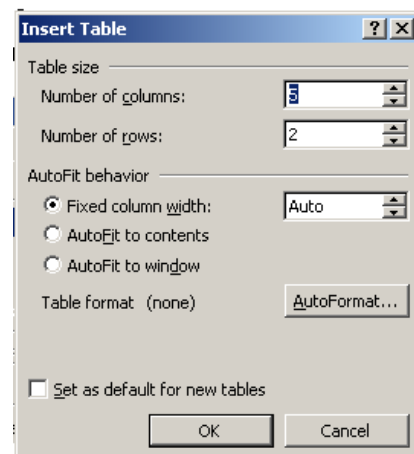
Insert Table



At the top of the menu bar you will see an option for table.

Click on **Table/Insert/Table**

Word 2000 then inserts this dialogue box, below.



In this box you can chose the number of columns that you want and the number of rows.

Ensure the Fixed column width radio button is ticked for now.

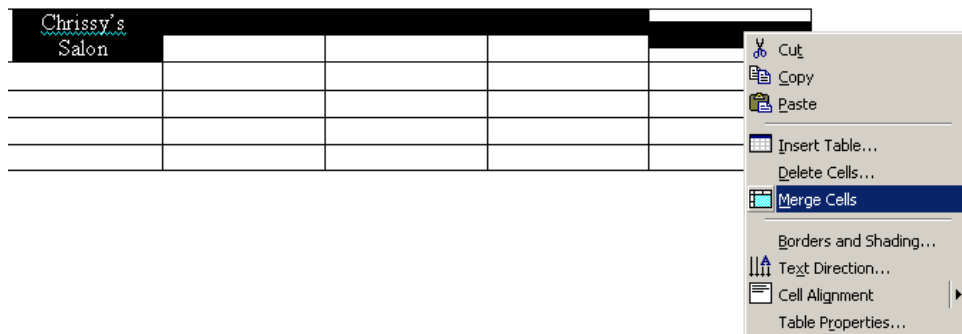
Set your table to 5 columns and 5 rows.

Chrissie's Salon				

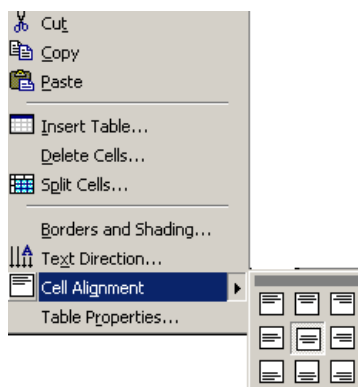
Let's insert a title. Type in any of the boxes on the top row.
'Chrissie's Salon'

We want to merge our cells into one for the heading.
 To do this Select all of the top row cells, and right click on your mouse.
 Then choose **Merge Cells** from the fly-out.

Word 2000 will then merge all of the cells in the top row, so that you have just a title. The Title will also be centred automatically.



There is another way to centre our cells, from the main formatting toolbar using the alignment tools. Or by clicking on the table, then right clicking on the mouse and choosing the Cell Alignment Option. Choose a style that you want to use. However, we do need to merge the cells whichever method we choose.



Chrissy's Salon				

Adding Data

Let's add some information to our table.

In the first row, add: Stock, Sales, Profit 50%. Whenever you use a table, you can move from one cell to the next by using the Tab key, or the arrow keys the cells will expand if you have a lot of data to enter. Also they work in the same way as any document in Word by text wrapping. ie if you come to the end of the cell or line, Word will wrap the text to the next line, but you will be able to keep within the cell.

Inserting/Deleting Rows/Columns in Tables

We are left with 2 columns with nothing in them. So we will delete them, to do this, select the two unwanted columns, and hit the delete key. This works the same for rows. Select the rows to delete and then click on delete. To insert rows or columns, right click on your mouse and click on the insert rows or columns, a dialogue box will open up where you can choose to insert rows or columns.

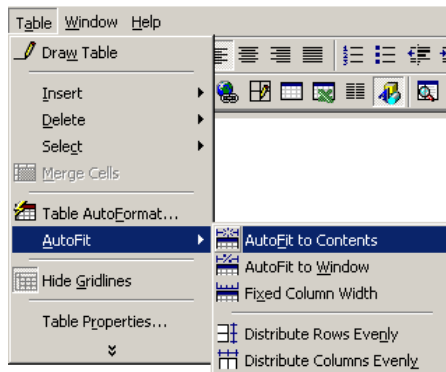
Chrissy's Salon			
Stock	Sales	Profit	

We are now left with this, below, which looks a bit odd.

Chrissy's Salon			
Stock	Sales	Profit	

AutoFit to Contents

Go to the table menu bar at the top of your toolbar and click **Table/AutoFit/AutoFit to Contents** and all will be well again. This is because this option fits all the data in the cells to the table, giving hardly any room on either side. But for this exercise this option is OK. It is possible to change it later on.



Take note of the other options you have in this menu. You can experiment to see what they do, and just chose the AutoFit to Contents when you are done.

Chrissy's Salon		
Stock	Sales	Profit 50%

Your table should now look like this.

Let's add some more data.

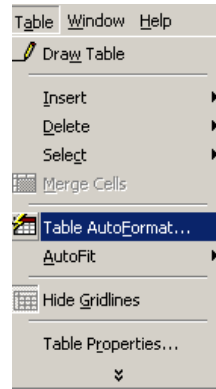
Under Stock, add 952, Sales, add 1635.00, Profit 50% add 817.50 to move from one cell to the other, use the tab key or the arrow keys.

Formatting Tables

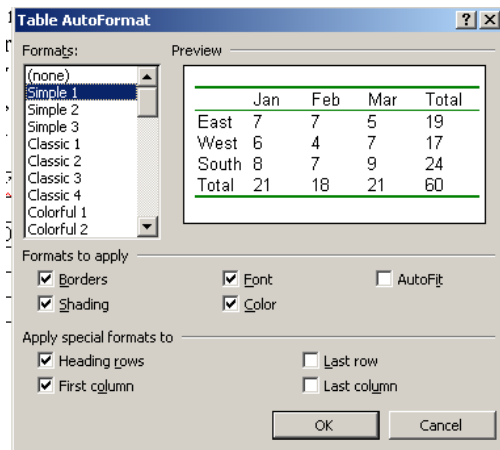
Our table is now looking more like a table, let's add some colour to the table. To format the table **Word 2000** has made it easy by providing styles that we can use. If you do not like the styles we can use our own, but for now, let's use the styles in **Word 2000**.

To do this, first click anywhere in your table then we go to the **Table menu/Table AutoFormat**

Chrissy's Salon		
Stock	Sales	Profit 50%
952	1635.00	817.50



Word 2000 then opens the AutoFormat box. And shows you a Preview of what the table will look like, using the style offered. Click on Colourful 2, we will apply that to our table.



The Table AutoFormat Dialogue Box, showing you a preview of what the finished result would be.

<i>Chrissy's Salon</i>		
<i>Stock</i>	<i>Sales</i>	<i>Profit 50%</i>
<i>952</i>	<i>1635.00</i>	<i>817.50</i>

Word 2000 has emboldened and Italicised the first column in my table. To change this I have to select the column, click on the Bold button on the toolbar to de-select. Click on the Italic button on the toolbar to de-select. Then my table will be OK.

We are not stuck with any style of Auto Formatting to a table, we can play around with it and make it look more to our taste.

Table and Borders Toolbar

To do this easily we need the Table and Borders Toolbar. **View/Toolbars/Tick Table and Borders.**



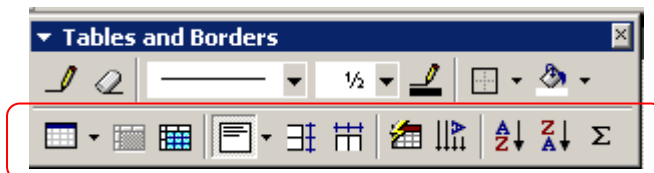
This toolbar will appear, which you can move around on your document by clicking on the blue header and dragging it to where you want it.

The first option button allows you to draw a table, you can draw lines and design a table with columns and rows, some people prefer to design a table using the drawing tool. Try it now, you can delete any work that you do.

The second tool is the Eraser this simply erases any lines that you may have drawn. The third is the line size, you can adjust this to have wide lines or thin lines, depending on your style.

The fourth button is the line colour, have your tables with a different colour outline or for the rows and columns. The fifth is the border style you do not have to have a solid line, there are many different styles to choose from.

The sixth button is for colour. If we click on the little arrow, you will see the colours available to you in **Word 2000**. Practise using the different border lines, colours and border styles if you have not used them before.




Click anywhere in your table and the hidden options will appear on the toolbar.

<i>Chrissy's Salon</i>		
Stock	Sales	Profit
		50%
952	1635.00	817.50
896	965.00	482.50
1050	1689.00	844.50
Total Profit		2145.00


Point your cursor under each of the buttons of the hidden options, to see what they do and experiment with them, until you like the look of your table.

The last 3 buttons are for sorting your text in alphabetical or numerical order.


If you had a table with amounts to sum up, this button will do that for you. 

Add the missing data above but do not complete the sum total.

Using the AutoSum Function

Select the profit column as we want to get the total of the column. Once you have selected the column, click on the AutoSum Function button  Word 2000 will have inserted the sum for you.

Our table looks fine now but for one thing the cells are not aligned very well.

Right click in the table and choose the Alignment option. Click on the align button  and chose the centre alignment.

You must select all, of your table to get it all done in one go, otherwise Word 2000 will just centre the cell of where the cursor is in.

Modify Table

To increase the width or height of your table, place your cursor anywhere in your table, right click on the mouse and chose table properties. Here you can change the width and the height of your table. Click on the Cell tab and change the width. Then the row tab to change the row height.

<i>Chrissy's Salon</i>		
Stock	Sales	Profit 50%
952	1635.00	817.50
896	965.00	482.50
1050	1689.00	844.50
Total Profit		2145.00

This table is more like how I want it to look. Have fun experimenting with your tables, you can really make them into works of art.

That is the end of this lesson on Tables.