

Word 2007

Tables

In this lesson you will learn how to:

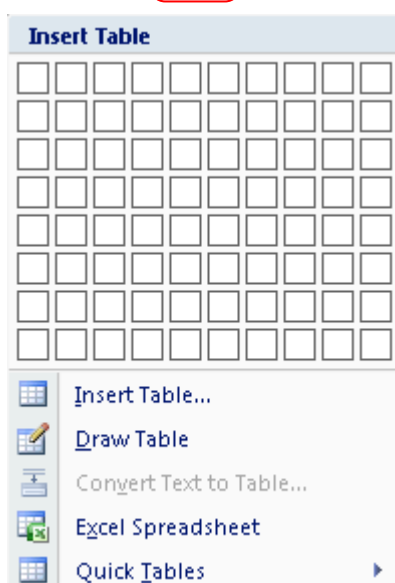
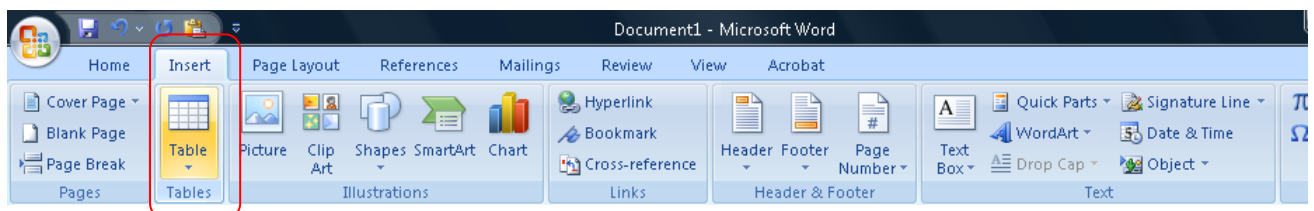
- Create a New Table
- Draw a Table
- Modify Table size
- Convert Text to Table
- Insert an Excel Table
- Add Formulas
- Modify Rows & Columns
- Create Custom Format
- Work with Layout Tools
- Insert/Delete Rows & Columns
- Format Tables
- Complete Formulas in Word

Print this lesson and work along side of it, practising the techniques as we go through the lesson, by doing this you will retain more of what you will learn.

Power up Word 2007

Insert Table

To Insert a New Table we can use the Insert Tab on the Ribbon, and click on Table.



When we Click on Table we then get this dialogue box which gives us various options. We can choose to select the squares with our mouse to give us a set table, according to the squares we choose.

Or we can Insert a Table which will open up a dialogue box, for us to add in the number of columns and rows we want.

We can Draw a Table
Insert an Excel Spreadsheet
Choose Quick Tables which will give us a variety of set tables to choose from.

For now let's insert a 3x2 table, use the Insert Table Option.

List No.	Description	Price
452	PC Duo Core Laptop	599.99

Draw Table

What I've typed into the table is fine, but I think that the look of the table is not right. I can draw a Table to my choice. This may be better. This time go to the Insert Table on the Ribbon and choose Draw Table. You will then find that Word 2007 has turned the cursor into a pen. Draw the following Table.

When you have finished drawing the table you can click outside to remove the pen. If you make a mistake just use the undo or Ctrl Z. By drawing the table we can get a good size that we want to use, with smaller columns. But there is another way of resizing our tables.

Modify Tables

If you move your cursor over the edge of a row or column until you see a black vertical line with a two ended arrow through the middle, you will be able to resize the table column. If you want to resize a row there will be a black horizontal line with two ended arrow through the middle. Try adjusting the size of your table columns and rows now. As you can see I've adjusted the column size to make the table column width smaller and the height width.

However, this is just to show you. The Table below is what you should aim for.

Handle

Notice that the table has a handle in the corner. If you click any where in your table, you will see the handle. This also resizes your table. Click and drag the handle now, drag it in towards the table to reduce the size and drag it out of the table to expand the size. The four ended cross is new to Word 2007, if you

click on it, your whole table will be selected. Which is very useful, for formatting, which we will cover, further on in the lesson.

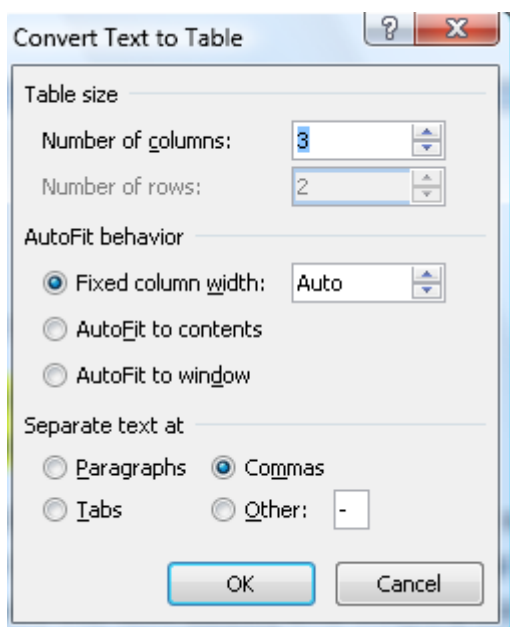
Convert Text to Table

List No Description Price
452 PC Duo Core Laptop 599.99

Here is the text we added to a table earlier. This time we want to convert this text to a table. The first thing we must do is add separators. Commas are a separator. This time add the text above and insert a comma after each part of the text. Like so:

List No, Description, Price

452, PC Core Duo Laptop, 599.99



Once you have done that, select the text you have just typed. On the Insert Tab click on Table and choose from the fly-out Convert Text to Table.

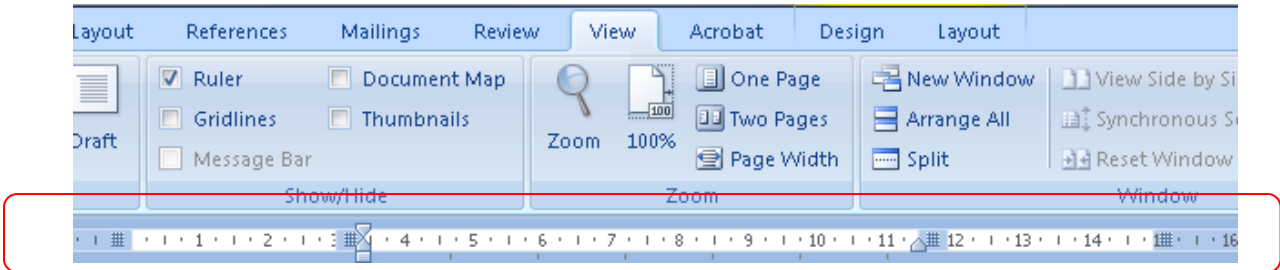
This dialogue box opens up and we can see that we've got 3 columns and 2 rows, which is what we want. We do not want a fixed column width so uncheck that radio and choose AutoFit to Contents. We can see that the Separators have been added as Commas which is what we used but you could also use Paragraphs, Tabs or Other which is a dash. Click on OK to view the table.

List No	Description	Price
452	PC Core Duo Laptop	599.99

Modify Rows & Columns

Here is our table. The columns are adjusted to the table contents but it is very small. Click anywhere in the table until you see the handle and expand the table. I think that this is a much better size. We can also modify the columns and rows individually instead of the whole table. If you click in your table and look at

the bottom of the ribbon, you will see the rulers, if you do not see the rulers, add them now by going to the View Tab and then clicking on the rulers checkbox. You will note that the rulers show where each of the columns end and begin. By clicking and dragging you can adjust the size of the columns.

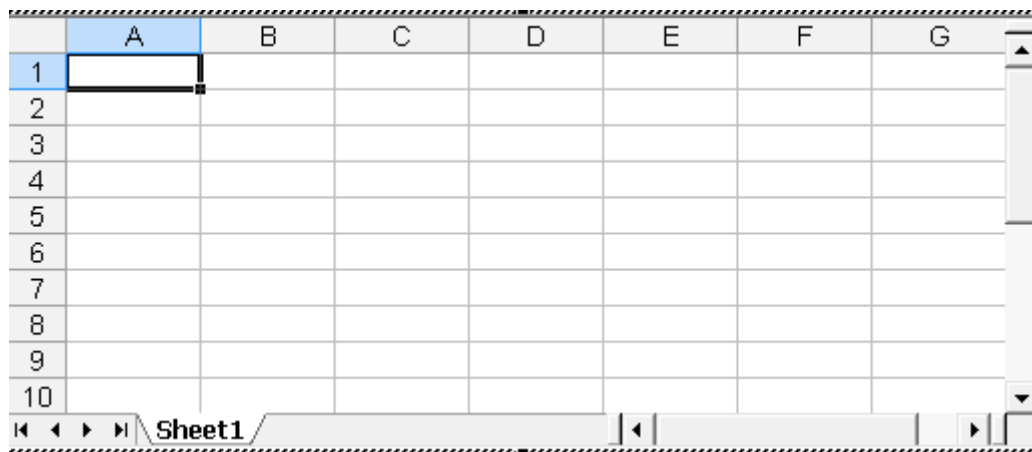


There is also a ruler to the side of your screen allowing you to adjust the rows of your table. You can also adjust the size of the rows or columns inside the table itself. If you hover your cursor on the end of a row or column until you see a black double ended arrow with a black line through it, you will be able to drag the arrows until you get the size you want for your table rows or columns.

List No	Description	Price
452	PC Core Duo Laptop	599.99

Insert an Excel Worksheet

On the Insert Table choose insert an Excel Spreadsheet.



The above will appear, a mini Excel Spreadsheet, you will find that your ribbon has also changed to Excel. You can resize by clicking and dragging on a corner of the spreadsheet or on a handle (a double ended arrow will appear to adjust) on the middle of the row or column on the border.

We will add some data now to this Excel Spreadsheet, complete a formula and then adjust the table using the handles.

Let's add: 452, 4, PC Core Duo Laptops, 599.99 each and
689, 6 PC's Core Duo Workstations 759.00 each.

The fields for the table are: List No, Quantity, Description, Price, Total.
Add the fields and the data into your Excel Spreadsheet. Use the Tab key to move to the next cell and return or the downward arrow on your keyboard to get to the next row. When we click outside of the Spreadsheet, it will turn into a regular table.

List No	Quantity	Description	Price	Total
452	4	PC Core Duo Laptops	599	
689	6	PC Core Duo Workstations	759	

Resize the Description column by going to the top of the table, column C until you see the black double ended arrow, and simply drag out the column. If you have not worked with Excel before you will find that when you insert the PC Core Duo Workstations, Excel will have inserted Laptops, you remove this click before the word laptops until your cursor point turns into a black editing line, you can then change it to Workstations. Finally resize your Excel Spreadsheet until it fits, as above, then let go of the resizing handles and click outside the table.

Add Formulas to Excel

Now we need to add a formula to get the totals. Enter into the total column $=B2*D2$ and click enter. Do the same for the second line which is $=B3*D3$. Our table should now look like this:

	A	B	C	D	E
1	List No	Quantity	Description	Price	Total
2	452	4	PC Core Duo Laptops	599	2396
3	689	6	PC Core Duo Workstations	759	4554
4					
5					

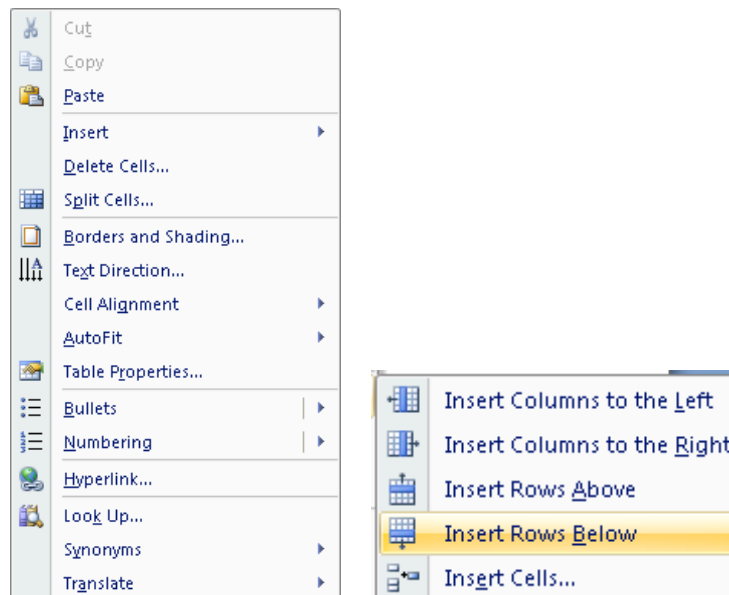
When you click outside of the Spreadsheet, you will have a regular table.

Formatting Tables

You can format any kind of table in Word 2007, even an Excel Spreadsheet Table. But for this exercise we will make a new table. 3x1 as shown below.

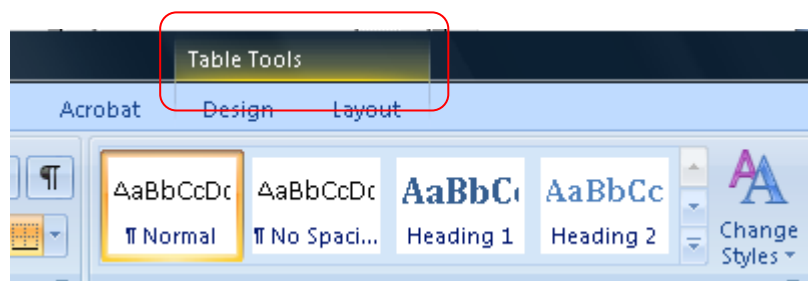
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Now that we have this table it would be better with another row, click inside your table and then right click on your mouse. Choose the Insert Option and insert row.



Insert/Delete Rows & Columns

On this panel you can also insert columns and rows above. If you wanted to delete rows, you would click on the Delete Cells option to get another panel like the small one above but for deleting. Clicking in your table will also allow Word 2007 Table Tools Tab to appear. See if you can see it on the top of your ribbon. Click on the Tab to open up the Table Tools.

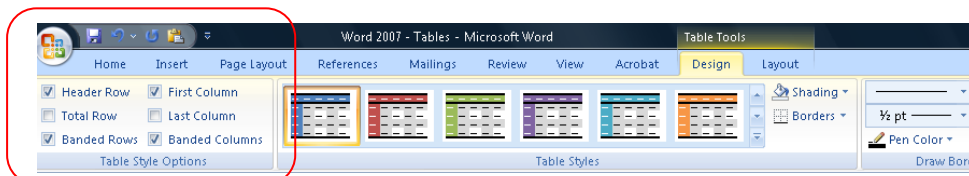


You can see that there are some designs that appear to format the table. But if you click on the small arrow along the side of the designs, another lot of designs appear. Scroll down and you will see even more.



From here you can choose a design for your table but you must select the whole table first if you want the design on the whole table.

There are various options you can have Word 2007 do by ticking in the table style options, see below. Such as ticking the box for Header Row will allow Word 2007 to do the header row differently. Pick a Style you like for your Table, experiment with it until you get a look you like.



Custom Designs

We can also design our own table style. Select the row/s column/s or table before you press on the fill option. You will find this option on the other side of the Table Tools Ribbon. Choose a colour, you will see the live preview so you can see what the finished look will be.

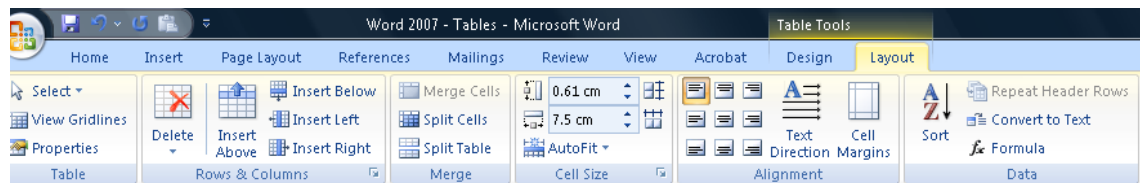


Layout Ribbon

Insert a new 4x4 Table, shade it as you prefer, adjust the columns and rows. Insert the following data into the table.

Quantity	Description	Price	Total
4	Core Duo Laptops	599.00	
3	Core Duo Workstations	789.00	
		Total	

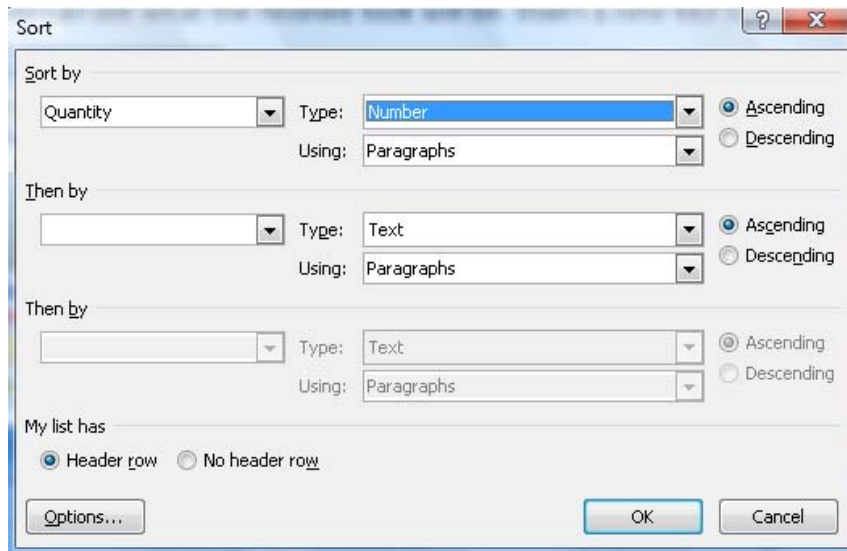
Once you have completed the table. Return to the ribbon and click on the Layout Tab. On the Ribbon that opens up you will see there are many more tools for tables.



In the first section you can choose to view gridlines or turn them off. You can select the whole of your table and get the properties of the table. On the second section you can delete your table. On the third you have the options of inserting rows and columns which is quite straightforward. On the merge section you can select a whole row of your table, the header for instance and merge the cells together.

You can split cells, which means you can add more sections into your table. Or you can even split the table. Next in the cell size you can adjust the height of your rows and columns or AutoFit which would fit according to the data.

On the Alignment Section there are new tools to Word. You can align text to the top, middle of bottom of the cells. Then you can choose the direction of the text. From left to right or right to left or centre. And adjust the cell padding, the cell margins. You then have the Sort option which would sort your table according to number or text. See the example below.



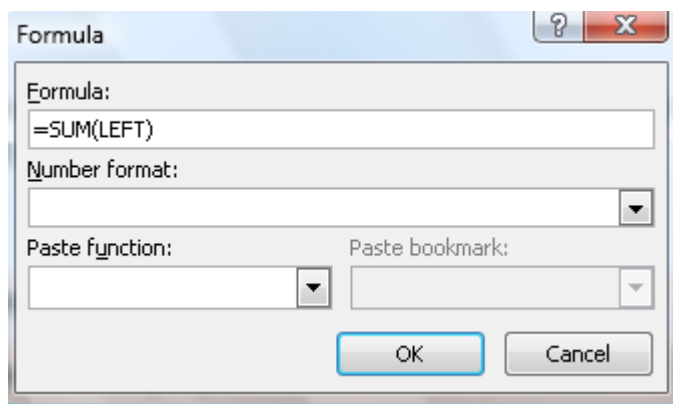
You can sort to Ascending or Descending

This feature will do two sorts, one on number and then one on text.

On the next section there is a Covert text to table option and insert formula.

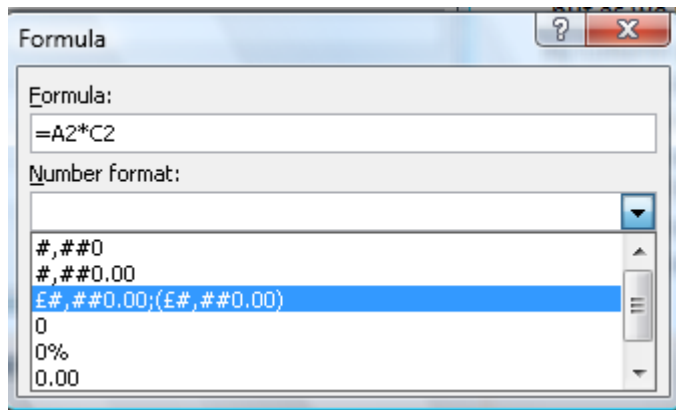
Formulas in Word 2007

This is what we will now do with our table, we do not have to convert it to an Excel Spreadsheet, in Word you can complete formulas too. Click on the table in the cell where we want the formula to go. Then click on the formula option to reveal the fly out.



Word 2007 has figured out that we want the formula to go to the left, but as we want to times column C by Column A it's wrong. So enter in the correct formula. =A2*C2 then press enter. Repeat for the next row. Then total up.

Quantity	Description	Price	Total
4	Core Duo Laptops	599.00	£2,396.00
3	Core Duo Workstations	789.00	£2,367.00
		Total	£4,763.00



When you insert your formula ensure that you choose a number format of how you want the amount to be. For the last formula, click in the Total box and Word 2007 should figure out that you want the =SUM(ABOVE) this is correct, change the number format and you get the total.

That is the end of this lesson. If you practised the techniques as we went through the lesson you will have learned how to:

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Any questions please email me. admin@bytesizeoffice.co.uk