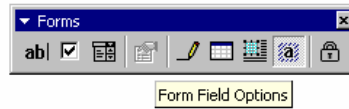


## Working with Tables in Microsoft Word

- 1) Create Table
  - (a) use icon bar or menu bar
- 2) Enter text or numbers
  - (a) Click in each cell and type
  - (b) tab to move from cell to cell
  - (c) format text (font, size, style)
- 3) Sort
  - (a) Highlight cells to be sorted
  - (b) \*On menu bar, choose Table/Sort
  - (c) Sort window will appear
  - (d) Specify the column, etc. to be sorted and ascending or descending order
  - (e) Click Okay
- 4) Calculate cells
  - (a) To find the Sum of numbers in a table
    - (i) click in the cell where the Sum should go
    - (ii) On the Tables and Borders toolbar (View-Toolbars-Tables and Borders), click on the  $\Sigma$  and the cells will be added and the Sum will be placed in the correct cell
    - (iii) Or on menu bar choose Table/Formula
      - A formula window will appear
      - In the Formula window, next to the equal sign, type SUM
      - Or click on the arrow next to the Paste Function window and drag down to highlight SUM
      - Type a parenthesis and in the parenthesis type right, left, above, or below, depending on the direction of the numbers to be added in relation to the Sum cell
      - Click Okay
  - (b) To do other calculations (multiply, average, etc)
    - (i) Click on the cell where the final calculation will occur
    - (ii) On menu bar choose Table/Formula
      - First delete anything after the = in the formula box
      - Click on the arrow next to the Paste Function window and drag down to highlight an operation
      - The operation will appear in the formula bar
      - In the parenthesis type right, left, above, or below, depending on the direction of the numbers to be used in relation to the cell to be calculated
      - Make sure there is an = sign before the calculation ex. =average(left)
      - Click Okay
- 5) Working with Tables
  - (a) Add extra row in table
    - (i) Click in cell and press tab
  - (b) Insert row or column in table
    - (i) Click in cell
    - (ii) Choose Table on menu bar/insert/columns or rows
  - (c) merge cells in row

- (i) highlight row
  - (ii) Choose Table/merge cells
- (d) Change column width
- (i) Place mouse on line between columns
  - (ii) Pointer changes to line with arrows on either side
  - (iii) Click and drag column to different width
- (e) Make table invisible
- (i) (Tables without lines can be used to align items properly in text documents)
  - (ii) Highlight table
    - Click and drag across table to highlight
    - Or Click in table
      1. Click Table on menu bar
      2. Choose Select/Table
  - (iii) Click on arrow to right of border icon in menu bar
    - Drop down window appears with border choices
    - Choose no border
  - (iv) Or highlight table and right click
    - Choose Borders and Shading from right click menu
    - Under border tab, choose No Border
- (f) Color table lines
- (i) Highlight table
  - (ii) Choose Tables and Borders toolbar from View/Toolbars menu
  - (iii) Click on arrow beside border box icon to see drop down menu
  - (iv) Choose a border
  - (v) Click on the pencil to the left of the border box to choose a color for the border
- (g) Change size and style of border lines
- (i) Highlight table
  - (ii) Use Tables and Borders toolbar
  - (iii) chose style of line using arrow next to line box
  - (iv) choose size of line using arrow next to size box
- (h) Shade table
- (i) Highlight table or part of table that is to be shaded
  - (ii) Use Tables and Borders tool bar
  - (iii) Click on arrow next to paint can and choose shading color
- 6) Make a Chart from a table
- (a) Click in the table.
  - (b) On the **Table** menu, point to **Select**, and then click **Table**.
  - (c) On the **Insert** menu, click **Object**, and then click the **Create New** tab.
  - (d) In the **Object type** box, click **Microsoft Graph Chart**.
  - (e) Graph displays a chart with the information from the table you created. The data associated with the chart is in a table called a datasheet.

7) Add fields to tables or text



- (a) Choose View/Toolbar/Forms
- (b) Click in cell where text field is to be inserted
- (c) Click on **ab** on the Forms toolbar to insert a text field
- (d) Click on the shaded a box to shade the text field
- (e) Click on Form Field Options to further customize the field

\*Use this method for best results. Sorting can also be done from the Tables and Borders tool bar but the column or text to be sorted cannot be specified here so the results are not always reliable.

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### Table Worksheet

Social Studies				
Name of Student	Test 1	Test 2	Test 3	Average
Mary Jones	89	75	69	77.67
Susan Smith	98	100	88	95.33
Beth Armstrong	98	73	98	89.67

View this cell in page preview.

You will see that you cannot see the grid.

But everything is perfectly aligned. (just like setting up tables in Front Page.)

Add Simple text fields


Add fields and use no border

Mary      Smith-Jones      Grade 2