

LESSON SKILL MATRIX

| Skill | Exam Objective | Objective Number |
|---------------------------|---|------------------|
| Creating a Table | Define table dimensions. | 3.1.3 |
| | Demonstrate how to use Quick Tables. | 3.1.5 |
| Formatting a Table | Apply styles to tables. | 3.2.1 |
| | Modify fonts within tables. | 3.2.2 |
| Managing Tables | Set AutoFit options. | 3.1.4 |
| | Modify table dimensions. | 3.2.6 |
| | Sort table data. | 3.2.3 |
| | Merge cells. | 3.2.7 |
| | Configure cell margins. | 3.2.4 |
| | Set a table title. | 3.1.6 |
| | Convert text to tables. | 3.1.1 |
| Convert tables to text. | 3.1.2 | |
| Using Formulas in a Table | Demonstrate how to apply formulas to a table. | 3.2.5 |
| Using Object Zoom | | |



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KEY TERMS

- ascending
- cells
- cell range
- descending
- field code
- formulas
- header row
- merge cells
- Object Zoom
- Quick Tables
- sort
- split cells
- table



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Karen Archer is an executive recruiter. Many large companies hire her to find professional talent to fill communications and marketing executive positions within their firms. You were recently hired as her assistant; and although the business is small, you are expected to display a high degree of professionalism, confidentiality, and integrity. Because it is a small business, you are asked to perform many different duties. One of your main duties is to assist Ms. Archer with the constant updating of tables that contain data related to current clients, potential clients, and potential candidates for placement. Microsoft Word has table tools that can help you successfully manage this information. In this lesson, you learn to format lists as well as create, format, and manage tables, and use formulas within a table.

CREATING A TABLE

The Bottom Line

A **table**, such as the one shown in Figure 6-1, is an arrangement of data made up of horizontal rows and vertical columns. **Cells** are the rectangles that are formed when rows and columns intersect. Tables are ideal for organizing information in an orderly manner. Calendars, invoices, adding formulas to tables, and contact lists are all examples of how tables are used every day. Word provides several options for creating tables, including the dragging method, the Insert Table dialog box, table drawing tools, and the Quick Table method.

Figure 6-1

A table created in Word

The diagram shows a calendar table for January 20XX. The table has 7 columns (Monday through Sunday) and 5 rows of dates. Annotations include:

- The cell connects at the column and row:** Points to the intersection of a row and column.
- Columns are vertically aligned:** Points to the vertical lines separating columns.
- End of row marker:** Points to the vertical line at the end of a row.
- End of cell marker. Use Show/Hide to display:** Points to the small square markers at the corners of each cell.
- Rows are horizontally aligned:** Points to the horizontal lines separating rows.

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Inserting a Table by Dragging

In this exercise, you learn how easily and quickly you can create a table from the Table menu by dragging the mouse pointer to specify the number of rows and columns. Using this method, you can create a new empty table with up to eight rows and ten columns.

STEP BY STEP

Insert a Table by Dragging

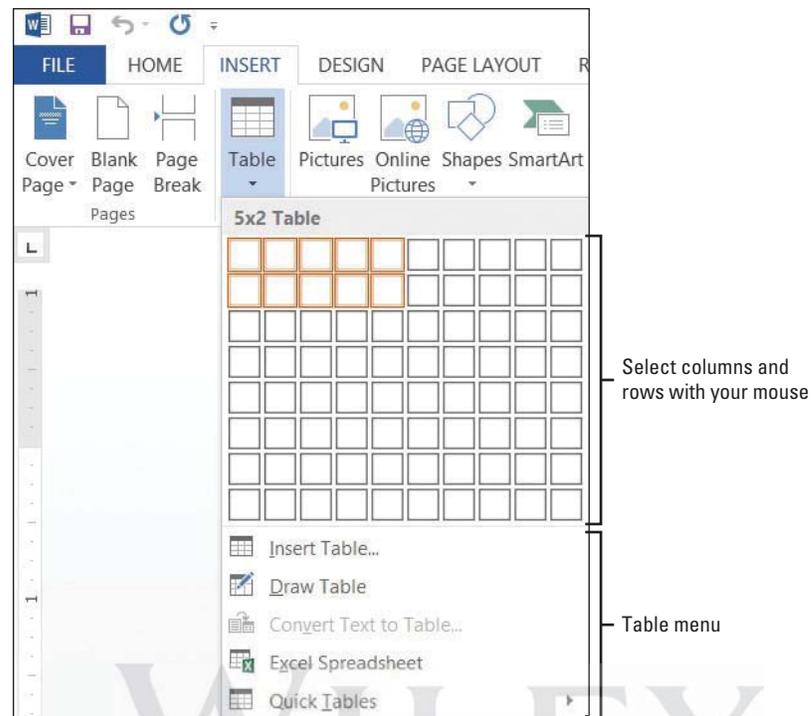


GET READY. Before you begin these steps, **LAUNCH** Microsoft Word and **OPEN** a new blank Word document.

1. On the Insert tab, in the Tables group, click the **Table** button. The Insert Table menu appears.
2. Point to the cell in the fifth column, second row. The menu title should read *5x2 Table*, as shown in Figure 6-2. Click the mouse button to create the table. Once the table is inserted in the document, you are ready to begin entering text. Later in this lesson, you enter data into the table.

Figure 6-2

Insert Table menu



3. Click below the table and press **Enter** twice to insert blank lines. When you insert more than one table in a document, you should separate them with a blank line to avoid joining the tables.

4. **SAVE** the document as **Tables** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** 3.1.3

How do you create a table using the dragging method?

Using the Insert Table Dialog Box

The Insert Table dialog box lets you create large tables by specifying up to 63 columns and thousands of rows. Note that in the Insert Table dialog box, you can click the up and down arrows or type in the number of columns and rows needed in a table. In this exercise, you use the Insert Table dialog box to insert a table.

STEP BY STEP

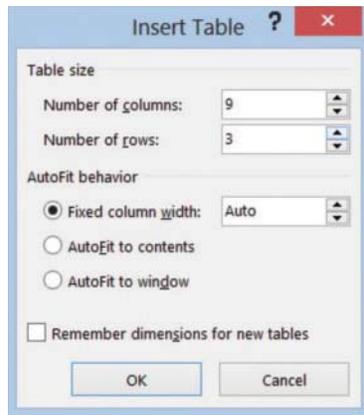
Use the Insert Table Dialog Box

USE the document that is open from the previous exercise.

1. On the Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
2. On the menu, just below the rows and columns, select **Insert Table**. The *Insert Table* dialog box appears.
3. In the Number of columns box, click the **up arrow** until **9** is displayed.
4. In the Number of rows box, click the **up arrow** until **3** is displayed, as shown in Figure 6-3. The AutoFit behavior is shown in the dialog box and is discussed later in the lesson.

Figure 6-3

Insert Table dialog box


**CERTIFICATION
READY? 3.1.3**

How do you create a table using the Insert Table dialog box?

5. Click **OK** to insert the table. You inserted a new table with 9 columns and 3 rows.
6. Click below the table and press **Enter** twice to insert blank lines.
7. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Drawing a Table

Word provides the option to draw complex tables using the Draw Table command, which lets you draw a table as you would with a pencil and piece of paper. The Draw Table command transforms the mouse pointer into a pencil tool, which you can use to draw the outline of the table, and then draw rows and columns exactly where you need them. In this exercise, you use the Draw Table command from the Table menu.

STEP BY STEP

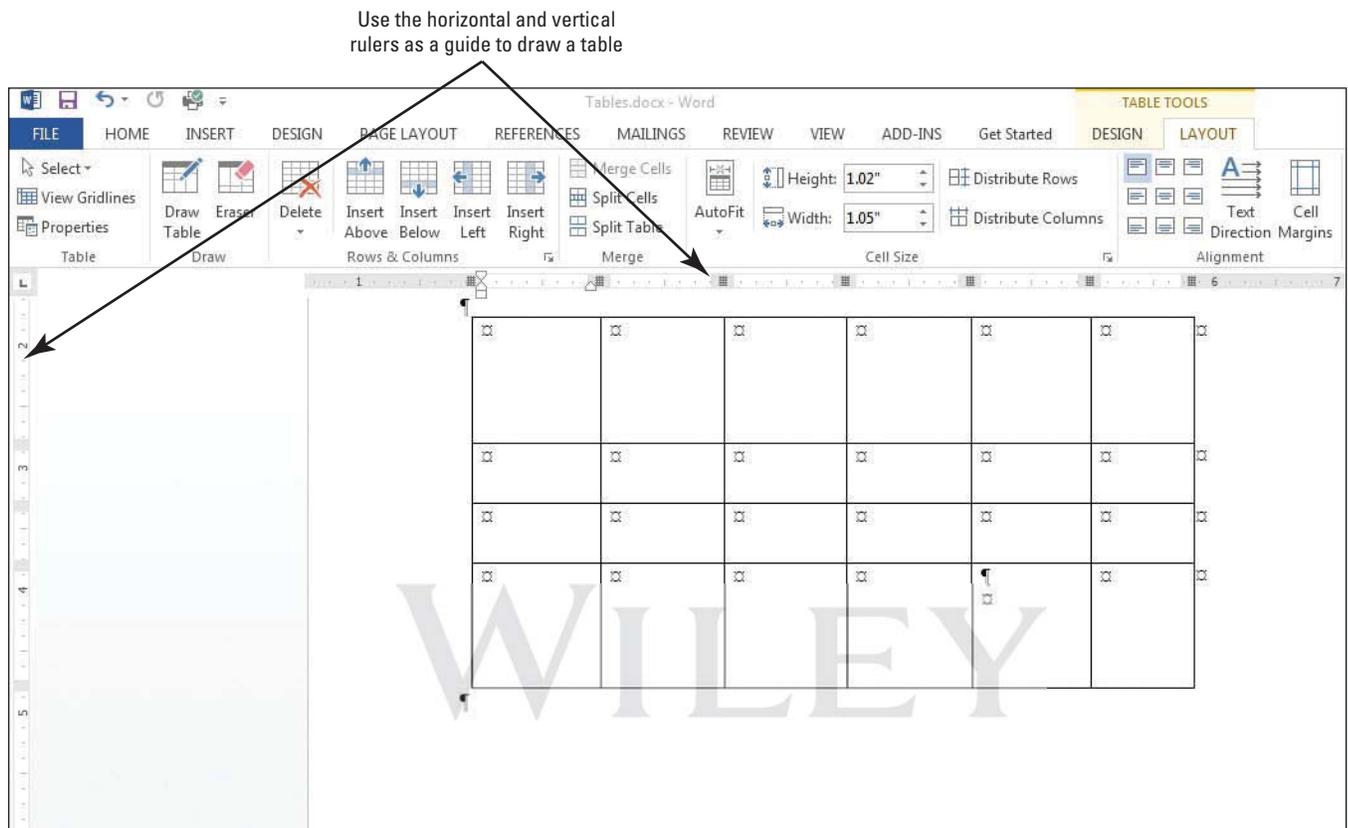
Draw a Table

USE the document that is open from the previous exercise.

1. If your ruler is not displayed, on the View tab, in the Show group, click the **check box** to display the Ruler.
2. Make sure your insertion point is at the bottom of the document; then use the scroll bar to scroll down, so the insertion point is at the top of the screen.
3. On the Insert tab, in the Tables group, click the **Table button** to open the Insert Table menu.
4. On the menu, just below the rows and columns, select **Draw Table** from the menu. The pointer becomes a pencil tool.
5. To begin drawing the table shown in Figure 6-4, click at the **blinking insertion point** and drag down and to the right until you draw a rectangle that is approximately **3** inches high and **6** inches wide. Notice that the Table Tools contextual Design and Layout tabs automatically appears with the Layout tab active.

Figure 6-4

Draw a table



6. Starting at about 1 inch down from the top border, click and drag the pencil from the left border to the right border to draw a horizontal line. Use your ruler as your guide.
7. Draw two more horizontal lines about 0.5 apart.
8. Starting at about 1 inch from the left border, click and drag the pencil from the top of the table to the bottom of the table to create a column.
9. Move over about 1 inch and draw a line from the top of the table to the bottom. If you drew a line in the wrong position, click the **Eraser** button in the Draw group and begin again. The Draw group is located on the Layout tab.
10. Draw three more vertical lines about 1 inch apart from the first horizontal line to the bottom of the table to create a total of six columns. Your table should look similar to Figure 6-4.
11. Click the **Draw Table** button in the Draw group to turn the pencil tool off.
12. Click below the table and press **Enter** twice to create blank lines. If necessary, place your insertion point outside the last cell, and then press **Enter**.
13. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** 3.1.3

How do you create a
customized table?

Take Note

You have now seen three ways to insert a blank table. Text separated by commas, tabs, paragraphs, or another character can also be converted to a table with the *Convert Text to Table* command on the Table menu.



Troubleshooting

When drawing tables with the pencil tool, note that this tool will draw squares and rectangles as well as lines. If you are trying to draw a straight line and you move the pencil off your straight path, Word might think you are trying to draw a rectangle and insert one for you. If this happens, just click the Undo button on the Quick Access Toolbar and try again. It might take a bit of practice to master the difference between drawing straight lines and drawing rectangles.

Inserting a Quick Table

Quick Tables are built-in preformatted tables, such as calendars and tabular lists to insert and use in your documents. Word provides a variety of Quick Tables that you can insert into your documents. The Quick Table calendar can be edited to reflect the current month and year. In this exercise, you insert a Quick Table calendar into a document.

STEP BY STEP

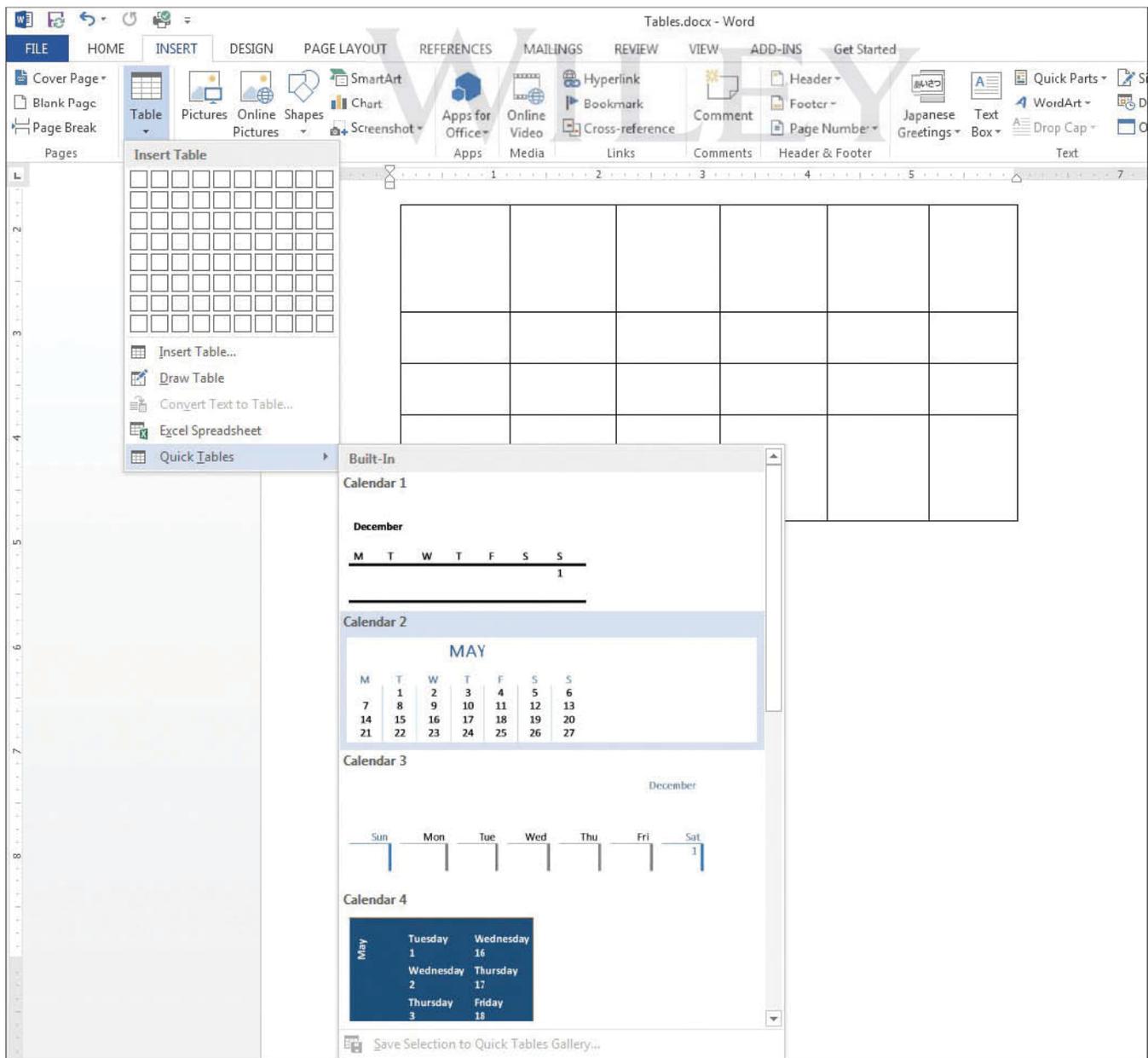
Insert a Quick Table

USE the document that is open from the previous exercise.

1. On the Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
2. On the menu, just below the rows and columns, select **Quick Tables** from the menu. A gallery of built-in Quick Tables appears, as shown in Figure 6-5.

Figure 6-5

Built-In Quick Table gallery



**CERTIFICATION
READY? 3.1.5**

How do you create a table
using Quick Tables?

3. Select **Calendar 2**. The data in the calendar can be edited to display the current month and year.
4. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note

A table can be moved to a new page or a new document by clicking the Move handle to select the table and then using the Cut and Paste commands. You can also use the Copy command to leave a copy of the table in the original location.

Inserting Text in a Table

To add text to a table, your insertion point must be placed in the table where the data will be added. To move to the next cell, press the *Tab* key and to move to the previous cell, press *Shift+Tab*. In this exercise, you learn to add text and move from cell to cell in a table.

STEP BY STEP**Insert Text in a Table**

USE the document that is open from the previous exercise.

1. Place your insertion point in the first cell of the first table that you created previously in the lesson.
2. Type **Inserting Tables** in the first cell.
3. Press the **Tab** key to move to the second column in the first row.
4. Type **Using the Insert Table dialog box** in the second column. Notice how the text wraps around the cell.
5. Press the **Tab** key to move to the third column in the first row.
6. Type **Drawing Tables** in the third column.
7. Press the **Tab** key to move to the fourth column in the first row.
8. Type **Quick Tables** in the fourth column.
9. You have now entered data in a table and advanced to the next cell by pressing the **Tab** key. Press **Shift+Tab** three times to move to the previous cell until you are positioned at the first cell. Using the keyboard command allows you to move through the table quickly. Note, you can also use your mouse to point and click in the cell to enter text.
10. Place your insertion point in the Calendar 2 Quick Table that you inserted previously.
11. Select **May** and replace with **June 20XX**. Inserting a table using Quick Tables also provides you an option to replace text.
12. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

SOFTWARE ORIENTATION

Design Tab on the Table Tools Ribbon

After inserting a table, Word displays Table Tools in the Ribbon, as shown in Figure 6-6. It is important to become familiar with the commands available on the Design tab under Table Tools. Use this figure as a reference throughout this lesson as well as the rest of this book.

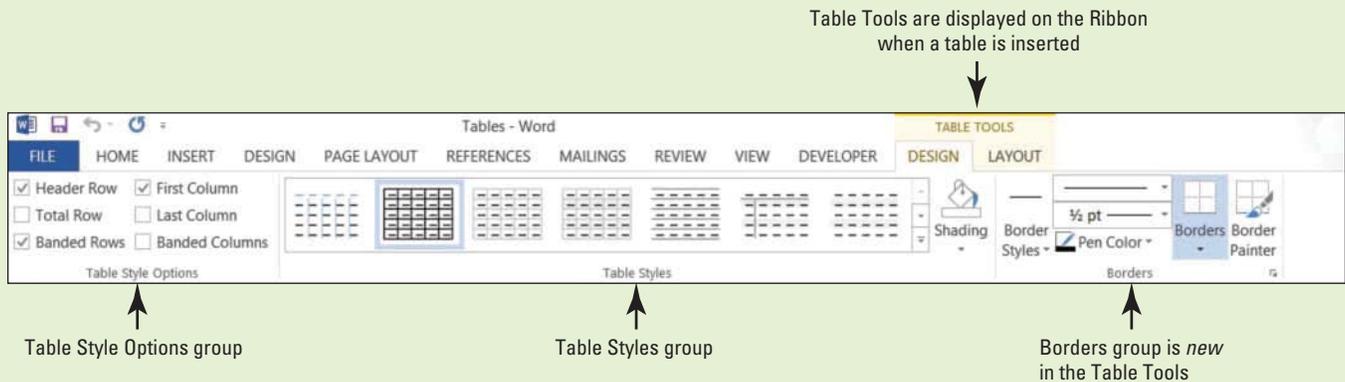


Figure 6-6
Design Tab on the Table Tools Ribbon

FORMATTING A TABLE

The Bottom Line

Once a table is inserted into a document, a preformatted style can be applied using the Table Styles gallery. These styles add a professional appearance to the tables in your documents with a variety of selections to choose from. In the Design tab, Borders group, you can manually format a table's borders. The Borders group is new to the Table Tools and allows you to draw and apply styles to the table.

Applying a Style to a Table

With Table Styles, it is easy to quickly change a table's formatting. You can apply styles to tables in much the same way you learned to apply styles to text in previous lessons, by positioning the insertion point in the table before selecting a style from the Table Styles gallery. You can preview the style before applying it and change the style as many times as needed. You can modify an existing Table Style or create a New Table Style and add it to the gallery, and then modify or delete it, as appropriate. In this exercise, you apply a Table Style to a table in your Word document.

STEP BY STEP

Apply a Style to a Table



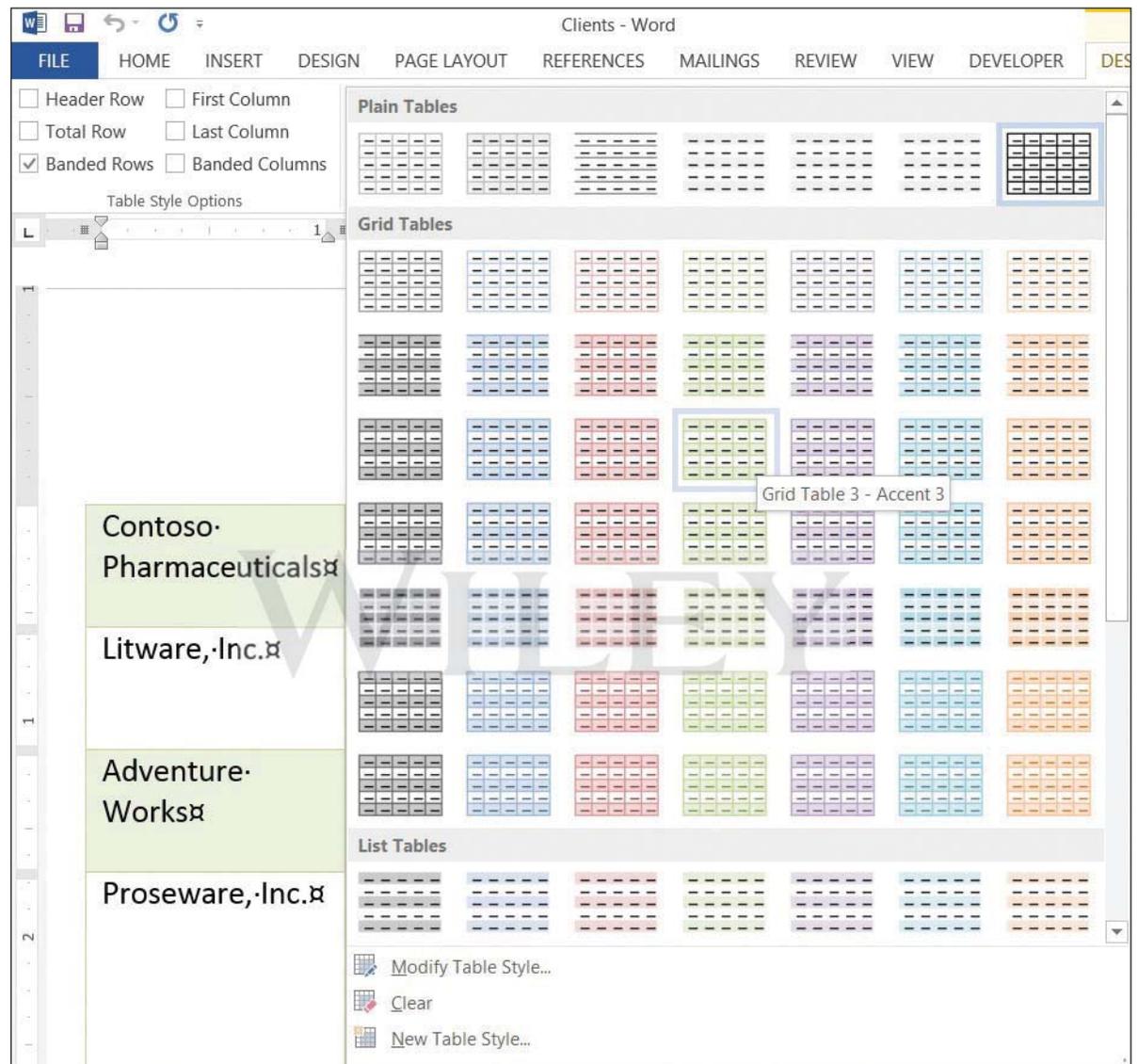
OPEN *Clients* from the data files for this lesson.



1. Position the insertion point anywhere in the table.
2. On the Design tab, in the Table Styles group, click the **More**  button to view a gallery of Table Styles. There are three options available: Plain Tables, Grid Tables, and List Tables.
3. Scroll through the available styles. Notice that as you point to a style, Word displays a live preview, showing you what your table will look like if you choose that style.
4. Scroll down to the third row under the Grid Tables and select the **Grid Table 3 – Accent 3** style, as shown in Figure 6-7.

Figure 6-7

Table Styles gallery



CERTIFICATION
READY? 3.2.1

How do you apply a style to a table?

5. **SAVE** the document as *Clients Table* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Turning Table Style Options On or Off

Table Style Options enable you to change the appearance of the preformatted styles you apply to your tables. Table Style Options are linked to the Table Style you have selected and will be applied globally throughout the table. For example, if you select the Banded Columns option, all even-numbered columns in the table will be formatted differently than the odd-numbered columns. In this exercise, you learn to turn Table Style Options on or off by clicking each option's check box.

Examples of Table Style Options include the following:

- **Header Row:** Formats the top row of the table to provide a descriptive name.
- **Total Row:** Formats the last row, which usually contains column totals.

- **Banded Rows:** Formats even rows differently than odd rows to improve readability.
- **First Column:** Formats the first column of the table, which usually contains the row headings.
- **Last Column:** Formats the last column of the table, which often contains row totals.
- **Banded Columns:** Formats even columns differently than odd columns to improve readability.

STEP BY STEP**Turn Table Style Options On or Off**

USE the document that is open from the previous exercise.

1. The insertion point should still be in the table. If you click outside the table, the Design and Layout tabs will not be available.
2. On the Design tab, in the Table Style Options group, click the **First Column** check box. Notice that the format of the first column of the table changes and text is right-aligned in the cell. Also, the Table Styles in the gallery changes when you select one of the options within the group.
3. Click the **Banded Rows check box** to turn the option off. Color is removed from the rows.
4. Click the **Banded Rows check box** to turn it on again. Color is reapplied to every other row.
5. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Changes to Table Styles

Modifying styles in a table is similar to what you have already learned when modifying styles for text. Changes to a table style can be applied to the document or as a new document based on a template. You can apply the changes to the whole table or specifically to one of the Table Styles options such as in the banded rows or columns. Formatting changes can be applied to the table properties, borders/shading, banding, font, paragraphs, tabs, and text effects. In this exercise, you learn to modify the font in a table style.

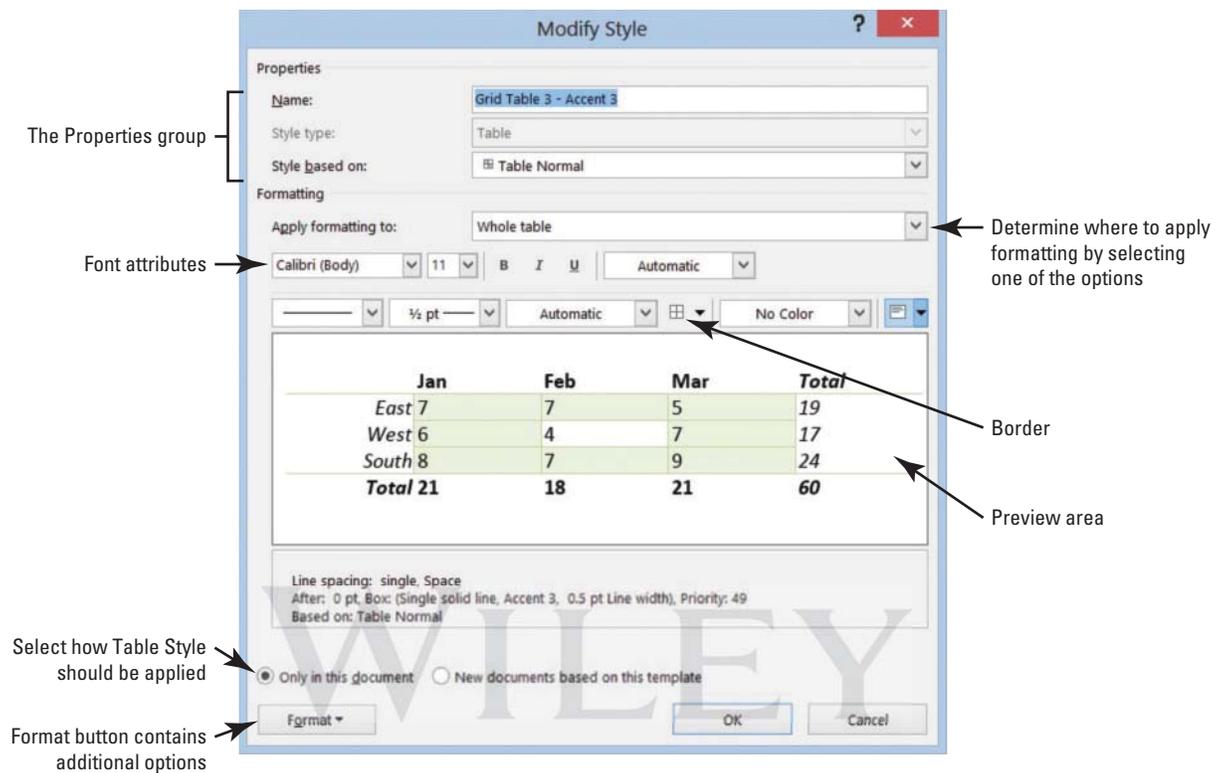
STEP BY STEP**Modify the Table Styles**

USE the document that is open from the previous exercise.

1. The insertion point should still be in the table. If you click outside the table, the Design and Layout tabs will not be available.
2. In the Table Styles group, click the **More**  **button**.
3. Click **Modify Table Style** to open the *Modify Style* dialog box (see Figure 6-8). Notice that in the Name box, Grid Table 3 – Accent 3 is applied from a previous exercise.

Figure 6-8

Modify Style dialog box



- In the Apply formatting to box, click the **drop-down arrow** and select **First column**. For this exercise, you apply changes only to the first column.
- Click the **Format button** in the *Modify Styles* dialog box and select **Font** to open the *Font* dialog box. The Format button displays the menu of available options. Each menu opens its own dialog box.



Cross Ref

In Lesson 3, you learn different ways to apply fonts and styles to text. You also learn how to modify a style to be applied only to that document.

- With the Font dialog box open, type **Garamond** in the font box. Notice that when you type the first three characters, Word displays available fonts. Select **Garamond**.
- In the Font style group, select **Bold Italic**, **12 pt** for Size, and **Olive Green, Accent 3, Darker 50%** for Font color.
- Click **OK** to close the *Font* dialog box. Changing the attributes affect only the first column. You should be able to preview the changes before accepting.
- Click **OK** to close the *Modify Style* dialog box.
- SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** 3.2.2

How would you modify the font in a table style?

SOFTWARE ORIENTATION

Layout Tab on the Table Tools Ribbon

When working with tables, Word displays a contextual Table Tools Ribbon that is only visible when a table is in use. The Table Tools Ribbon has two tabs: the Design tab and the Layout tab. The Layout tab, as shown in Figure 6-9, includes commands for changing the entire format of a table as well as commands for changing the appearance of individual table components, such as cells, columns, rows, and applying formulas. Use this figure as a reference throughout this lesson as well as the rest of this book.

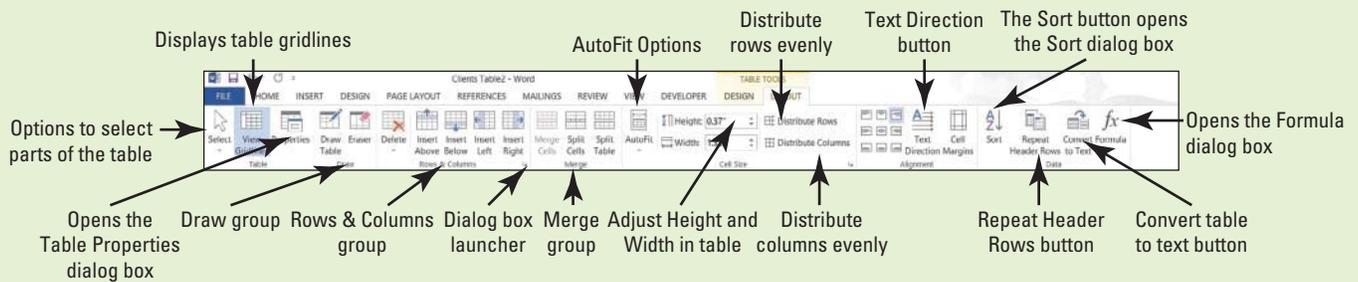


Figure 6-9
Layout Tab on the Table Tools Ribbon

MANAGING TABLES

The Bottom Line

As with any document that you edit, some adjustments are always necessary when you work with tables. After you create a table, you can resize and move its columns; insert columns and rows; change the alignment or direction of its text; set a header row to repeat on several pages; organize data by sorting the text, number, or date; convert text and tables; merge and split cells; add formulas in a table; and work with the table's properties.

Using AutoFit

The AutoFit command enables you to adjust column widths to fit the size of table contents, the window, or to fit all content to a fixed column width. You can AutoFit a column a couple of ways, using the mouse or using the command on the Ribbon. You can use commands in the Cell Size group on the Layout tab, and then select the AutoFit command. In this exercise, you practice using AutoFit in a Word table.

STEP BY STEP

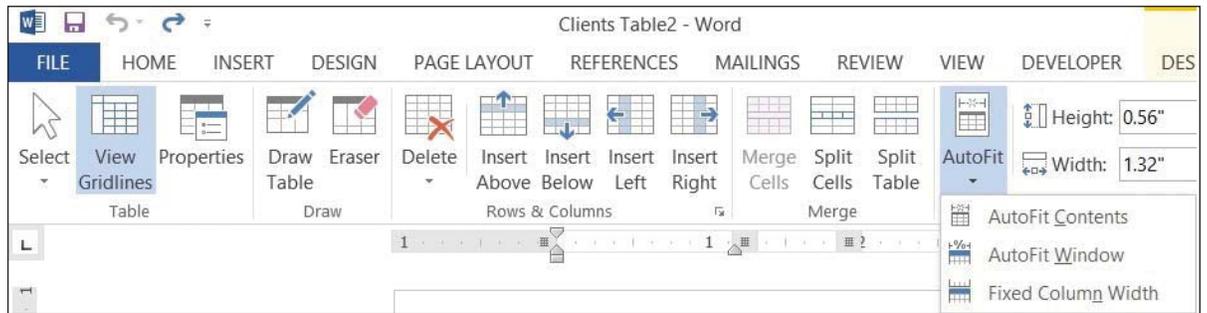
Use AutoFit

USE the document that is open from the previous exercise.

1. On the Table Tools Layout tab, in the Table group, click the **View Gridlines** button to hide the gridlines. The gridlines are no longer displayed.
2. Click the **View Gridlines** button again to display gridlines and enable more precise editing.
3. On the Layout tab, in the Cell Size group, click the **AutoFit** button to open the drop-down menu, as shown in Figure 6-10. On the drop-down menu, click **AutoFit Contents**. Each column width changes to fit the data in the column.

Figure 6-10

AutoFit button and menu



**CERTIFICATION
READY?** 3.1.4

How would you adjust
content in a table using
AutoFit?

4. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Resizing a Row or Column

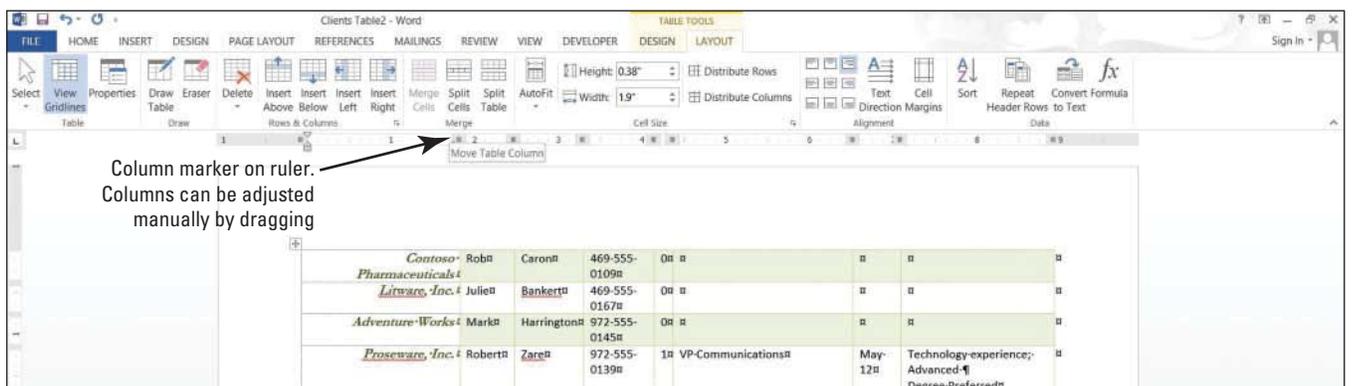
Word offers a number of tools for resizing rows or columns. You can resize a column or row using the mouse or using the commands on the Ribbon. You can use commands in the Cell Size group on the Layout tab to adjust height and width; or use the ruler to adjust the column width. In addition, the Table Properties dialog box allows you to set the measurements at a precise height for rows or ideal width for columns, cells, and tables. In this exercise, you practice using these techniques to resize rows and columns in a Word table.

USE the document that is open from the previous exercise.

1. Click in the first column and position the mouse pointer over the horizontal ruler on the first column marker (see Figure 6-11). The pointer changes to a double-headed arrow along with the ScreenTip *Move Table Column*.

Figure 6-11

Horizontal Ruler on the first column marker



Another Way

Position the pointer outside the table, above the column containing the phone numbers. The pointer changes to a down selection arrow. Click to select the column.

2. Click and drag the column marker to the right until the contents in the cell extend in a single line along the top of the cell. On the Table Tools Layout tab, in the Cell Size group, the width automatically adjusts to 2.19". As the column is manually extended so is the width. Just as columns can be adjusted manually, so can rows—the vertical ruler is used to adjust the row markers.
3. Position the insertion point in the phone number column of the table. On the Layout tab, in the Table group, click the **Select** button, and choose **Select Column** from the drop-down menu.

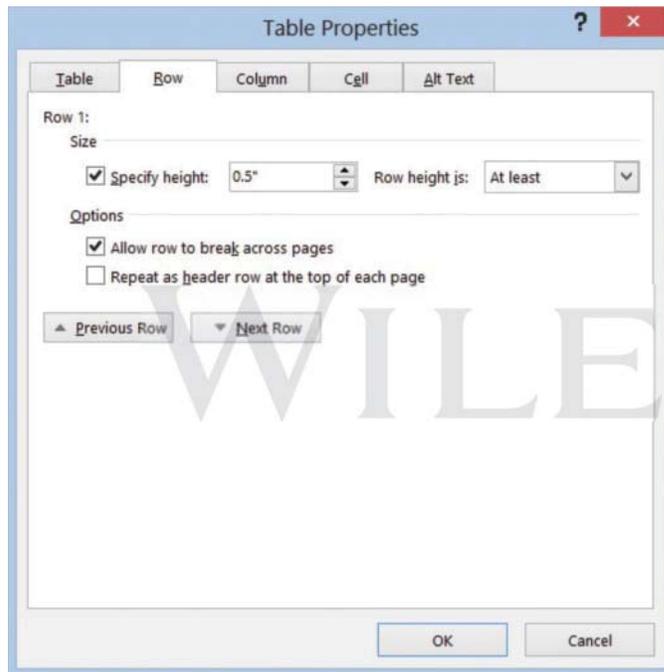
**CERTIFICATION
READY? 3.2.6**

How would you adjust
the column width?

4. On the Layout tab, in the Cell Size group, click the **up arrow** in the Width box until it reads **1.1"** and the column width changes. The phone numbers now fit on a single line.
5. Place the insertion point anywhere in the first row. In the Table group, click the **Select button** again, and then click **Select Row** from the drop-down menu. The first row is selected.
6. On the Layout tab, in the Cell Size group, click the **dialog box launcher**. The *Table Properties* dialog box appears.
7. Click the **Row tab** in the dialog box.
8. Click the **Specify height check box**. In the Height box, click the up arrow until the box reads **0.5"**, as shown in Figure 6-12.

Figure 6-12

Table Properties dialog box

**CERTIFICATION
READY? 3.2.6**

How would you adjust
the row height?

9. Click the **Next Row button** and notice that the changes are applied only to the first row. By clicking the **Next Row button**, the selection moves down one row.
10. Click **OK**. In the Cell Size group, notice that the height for row 2 is at .19" and row 1 is at 0.5". You can also adjust the height of a row individually or by selection.
11. Click in any cell to remove the selection.
12. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**Another Way**

The Table Properties dialog box can be accessed from the shortcut menu by right-clicking anywhere in the table and selecting *Table Properties* or click *Properties* in the Table group.

Moving a Row or Column

When working with tables, it is important to know how to rearrange columns and rows to better display your data. By selecting the entire column or row, drag and drop is used for moving data to a new area in the table. The mouse pointer changes and resembles an empty rectangle underneath with dotted lines. In this lesson, you practice moving rows and columns.

**Cross
Ref**

In Lesson 2, you learn to use the Cut and Paste commands with text. The same process can be used with tables by selecting the column or row.

STEP BY STEP**Move a Row or Column**

USE the document that is open from the previous exercise.

1. In the table, select the fourth row of data, which contains the information for *Proseware, Inc.*
2. With the mouse over the selected text, hold down the **mouse button** and move the mouse. Notice the mouse pointer changes to a move pointer with a rectangular-shaped insertion point.
3. Drag the rectangular-shaped insertion point down and position it before the *W* in *Wingtip Toys*.
4. Release the mouse button and click in the table to deselect. The row is moved to above the *Wingtip Toys* row.
5. Place the insertion point in the second column of the table, which contains first names. Click the **Select button**, in the Table group, and then **Select Column** from the drop-down menu.
6. Position the pointer inside the selected cells and **right-click** to display the shortcut menu.
7. Select **Cut** to delete that column of text and move the remaining columns to the left.
8. Place the insertion point on the phone numbers column.
9. **Right-click** to display the shortcut menu under the Paste Options section. A new Paste Options menu is displayed with the options Insert as New Column, Nest Table, Insert as New Rows, and Keep Text Only.
10. Select the first option, **Insert as New Column**; the first name column is pasted to the left of the phone number column.
11. Click anywhere in the table to deselect.
12. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note Instead of using the shortcut menu, you can also use the **Cut** and **Paste** commands in the **Clipboard** group on the **Home** tab to cut and move rows and columns.

Setting a Table's Horizontal Alignment

Tables inserted into a report should align with the document to maintain the flow of the report. The horizontal alignment for a table can be set to the left or right margins or centered between the margins. In this exercise, you practice using the Table Properties dialog box to set a table's horizontal alignment.

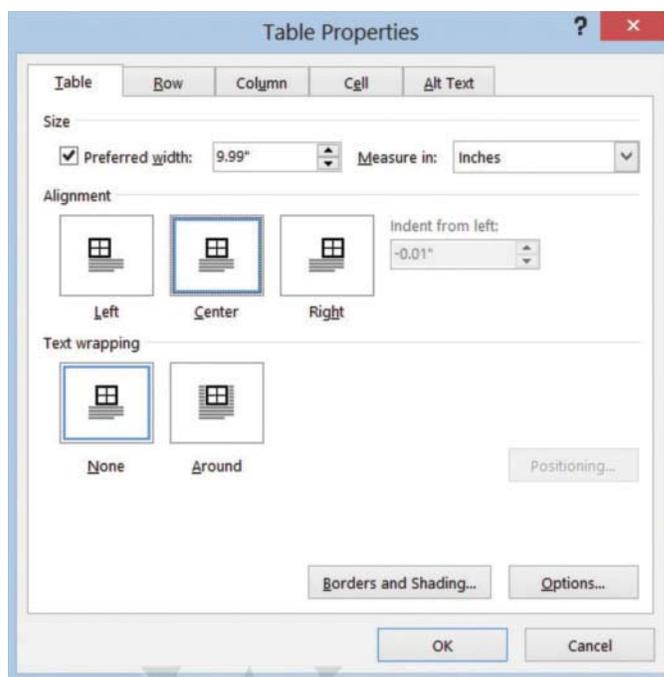
STEP BY STEP**Set a Table's Horizontal Alignment**

USE the document that is open from the previous exercise.

1. Position the insertion point anywhere inside the table.
2. On the Layout tab, in the Table group, click the **Select button**, and then click **Select Table**.
3. On the Layout tab, in the Table group, click the **Properties button**. The *Table Properties* dialog box appears.
4. Click the **Table tab** to make it the active tab.
5. In the Alignment section, click **Center**, as shown in Figure 6-13.

Figure 6-13

Table Properties dialog box



6. Click **OK**. The table is centered horizontally on the page.
7. Click anywhere within the table to deselect.
8. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Creating a Header Row

Column headings are usually placed in the header row. A **header row** is the first row of the table that contains information that helps identify the content of a particular column. It is usually formatted differently and should be repeated at the beginning of each new page for tables that extend beyond one page. When you specify a header row in the Table Style Options group, the row is distinguished from the entire table. In this exercise, you practice repeating header rows for lengthy tables.

STEP BY STEP

Create a Header Row

USE the document that is open from the previous exercise.

1. Position the insertion point anywhere inside the table. On the Layout tab, in the Table group, click the **Select button**, and then click **Select Table**.
2. Change the font size to 14 pt. By changing the font size in the table, the data extends to the next page.
3. Place the insertion point on the first row of the table.
4. On the Layout tab, in the Rows & Columns group, click **Insert Above** . A new blank row is inserted.
5. On the Design tab, in the Table Style Options group, click the **Header Row check box** to apply a distinctive format to the header row.
6. Type headings in each cell within the first row of the table, as shown in Figure 6-14.

Figure 6-14

Header row

| <i>Company Name</i> | Contact Person | | Phone Numbers | Number of Current Open Positions | Position Title | Date Posted | Notes |
|--------------------------------|----------------|-------|---------------|----------------------------------|----------------|-------------|-------|
| <i>Contoso Pharmaceuticals</i> | Caron | Rob | 469-555-0109 | 0 | | | |
| <i>Litware, Inc.</i> | Bankert | Julie | 469-555-0167 | 0 | | | |

7. On the Table group of the Layout tab, click the **Select button** and **Select Row**.
8. On the Layout tab, in the Data group, click the **Repeat Header Rows button**. Scroll down and view the headings on the second page.
9. Click anywhere in the table to deselect.
10. Position the insertion point anywhere inside the table. On the Layout tab, in the Table group, click the **Select button**, and then click **Select Table**.
11. Change the font size to 12 pt. As long as the content extends to a new page, the headings will appear regardless of the font size.
12. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Take Note Repeating rows are only visible in Print Layout view, Backstage view, or on a printed document.

Sorting a Table's Contents

To **sort** data means to arrange it alphabetically, numerically, or chronologically. Sorting displays data in order so that it can be located more quickly. Text, numbers, or dates can be sorted in ascending or descending order. **Ascending** order sorts text from beginning to end, such as from A to Z, 1 to 10, and January to December. **Descending** order sorts text from the end to the beginning, such as from Z to A, 10 to 1, and December to January. In this exercise, you practice sorting data in a Word table using the Sort dialog box, which you access through the Sort command on the Layout tab in the Data group.

Take Note You can sort by up to three columns of data in the Sort dialog box. Before beginning the sort process, you must select the column (or columns) to be sorted.

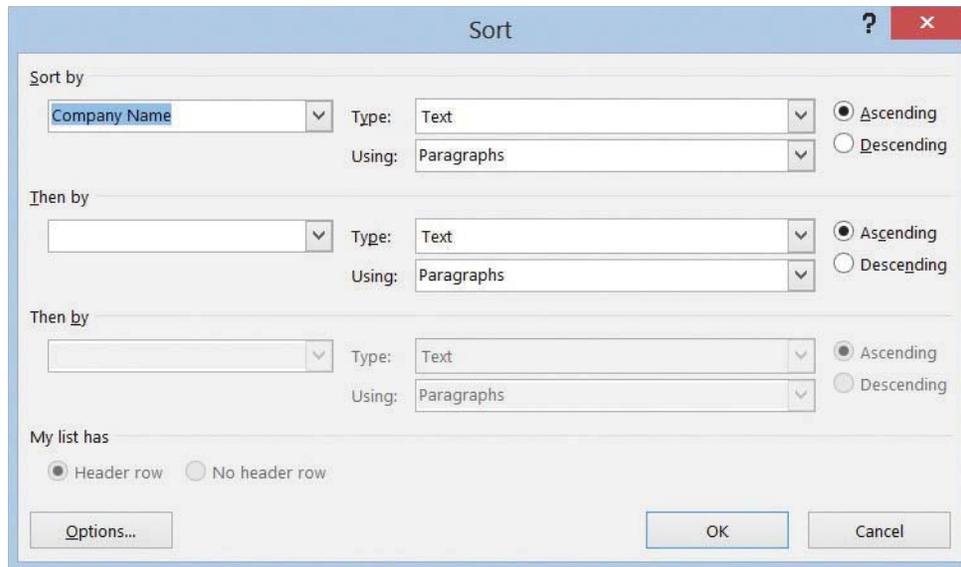
STEP BY STEP

Sort a Table's Contents

USE the document that is open from the previous exercise.

1. Place the insertion point on the first column to select the **Company Name** column. On the Table group of the Layout tab, click the **Select button** and **Select Column**.
2. On the Layout tab, in the Data group, click the **Sort button**. The *Sort* dialog box appears, as shown in Figure 6-15. Because you selected the *Company Name* column, the Company Name data is listed in the Sort by text box, with Ascending order selected by default. The column contains text; therefore, the type was listed as Text. The other options under type are Number and Date.

Figure 6-15
Sort dialog box



3. Click **OK**. Note that the table now appears sorted in ascending order by company name.
4. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** 3.2.3

How would you sort the data in a table?

Merging and Splitting Table Cells

The ability to merge and split table cells provides flexibility in customizing tables. To **merge cells** means to combine two or more cells into one. Merging cells is useful for headings that extend over several columns. To **split cells** means to divide one cell into two or more cells. Cells might be split when more than one type of data needs to be placed in one cell. The Split Cells dialog box enables you to split a cell into columns or rows. In this lesson, you practice using commands in the Merge group on the Layout tab to merge and split cells.

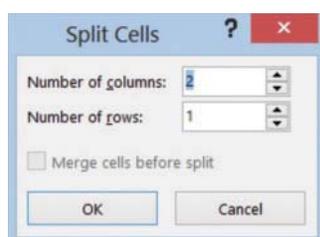
STEP BY STEP

Merge and Split Table Cells

USE the document that is open from the previous exercise.

1. Position the insertion point on the header row located on page 1. Select the cell that contains the *Contact Person* heading and the empty cell to the right of it.
2. On the Table Tools Layout tab, in the Merge group, click the **Merge Cells** button. The selected cells merge into one cell.
3. In the Position Title column, on the Lucerne Publishing row, select the cell that contains the text *Director Marketing VP Public Relations*.
4. On the Table Tools Layout tab, in the Merge group, click the **Split Cells** button to open the *Split Cells* dialog box as shown in Figure 6-16.

Figure 6-16
Split Cells dialog box



5. Click **OK** to accept the settings as they are. A new column is inserted within the cell.
6. Select the text *VP Public Relations* and drag and drop text to the new column.
7. In the *Company Name* column, select the *Woodgrove Bank* cell.
8. Click the **Split Cells** button. The default setting for the Number of columns is 2, whereas the Number of rows is 1. The Merge cells before split check box is checked. The single cell will be split into two columns.
9. Change the Number of columns setting to **1** and the Number of rows setting to **2** to split the cell into a single column containing two rows, as shown in Figure 6-17. Click **OK**.

Figure 6-17

Cell split into two rows

| <i>Company Name</i> | <i>Contact Person</i> | | <i>Phone Numbers</i> | <i>Number of Current Open Positions</i> | <i>Position Title</i> | <i>Date Posted</i> | <i>Notes</i> |
|-----------------------------|-----------------------|-------|----------------------|---|-----------------------|--------------------|---------------------|
| <i>Trey Research</i> | Tiano | Mike | 469-555-0182 | 0 | | | |
| <i>Wide World Importers</i> | Culp | Scott | 469-555-0141 | 0 | | | |
| <i>Wingtip Toys</i> | Baker | Mary | 972-555-0167 | 1 | VP-Direct-Marketing | June-1 | 50%-Travel-required |
| <i>Woodgrove Bank</i> | Nash | Mike | 972-555-0189 | 0 | | | |



Another Way

You can access the Merge Cells command on the shortcut menu. The Merge Cells command is visible only when you have multiple cells selected in a table.

10. Place the insertion point in front of *Woodgrove Bank*. Press and hold the mouse button to select the two rows within the column. **Right-click**, and then select **Merge Cells**. The cell is now a single row.
11. Click the **Undo**  button.
12. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CERTIFICATION READY? 3.2.7

How do you merge cells?

Changing Cell Margins

Word provides an option to change the cell margins and spacing between cells—you can set the margins for an individual cell or for selected cells. When changes are made in the cell, the appearance of the cell in the table also changes. In this lesson, you practice changing the cell margins and adding spacing between the cells.

STEP BY STEP

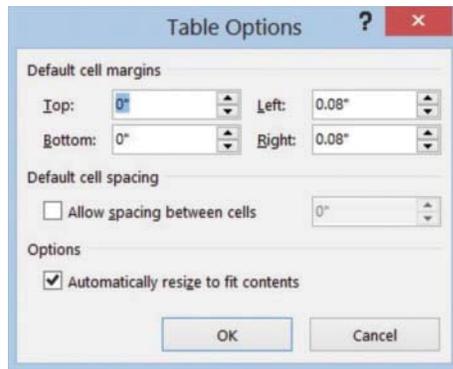
Change Cell Margins

USE the document that is open from the previous exercise.

1. Position the insertion point in the *Phone Numbers* column. In the Table group, click the **Select** button, and click **Select Column**.
2. In the Alignment group, click the **Cell Margins**  button. The *Table Options* dialog box opens as shown in Figure 6-18.

Figure 6-18

Table Options dialog box



3. Change the top and bottom margins to **0.03"** by clicking the **up arrow** to change the dimensions.
4. Click **OK**. The phone numbers no longer fit on one line.
5. With the *Phone Numbers* column still selected, click the **Cell Margins**  **button**.
6. Change the left and right margins to **0.03"** by clicking the **down arrow**.
7. Click **OK**. By Changing the left and right margins automatically adjusted the phone numbers, and now they fit on one line.
8. With the *Phone Numbers* column still selected, click the **Cell Margins**  **button**.
9. Click the **Allow spacing between cells check box** and increase the cell spacing to **0.09"**. You have changed the default cell spacing.
10. Click **OK**. Notice the difference in the spacing between the cells. By default the Automatically resize to fit contents option is turned on.
11. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** 3.2.4

How do you change the margins in a cell?

**CERTIFICATION
READY?** 3.2.4

How do you increase the spacing between the cells?

Changing the Position of Text in a Cell

Word provides you with nine options for aligning text in a cell. These options enable you to control the horizontal and vertical alignment of cell text, such as Top Left, Top Center, and Top Right. To change cell text alignment, select the cell or cells you want to align, and click one of the nine alignment buttons in the Alignment group on the Layout tab. In this exercise, you practice changing the text alignment within a cell.

STEP BY STEP

Change the Position of Text in a Cell

USE the document that is open from the previous exercise.

1. Select the table's header row on page 1. On the Layout tab in the Table group, click the **Select button**, and then click **Select Row**.
2. In the Alignment group, click the **Align Center**  **button**. The header row is centered horizontally and vertically within the cells.
3. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Changing the Direction of Text in a Cell

Rotating text in a cell provides additional options for creating interesting and effective tables. Changing the direction of text in a heading can be especially helpful. To change the direction of text in a cell, click the button three times to cycle through the three available directions. In this exercise, you practice changing the direction of text in a cell.

STEP BY STEP**Change the Direction of Text in a Cell**

USE the document that is open from the previous exercise.

1. Select the cell that contains the *Company Name* heading.
2. On the Layout tab, in the Alignment group, click the **Text Direction button** three times to rotate the text direction to align to the right cell border, the left cell border, and then back to the top cell border. As you click the **Text Direction button**, the button face rotates to match the rotation of the text direction in the selected cell.
3. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE Word open to use in the next exercise.

Splitting a Table

Previously, you learned to split cells where you divided one cell into two or more cells. Splitting a table is dividing one table into two separate tables. In this exercise, you practice separating the table into two tables.

STEP BY STEP**Split Table Cells**

USE the document that is open from the previous exercise.

1. Position the insertion point on page 2, and locate *The Phone Company*.
2. On the Layout tab, in the Merge group, click the **Split Table button**. The table is now split and remains in the current page.
3. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE Word open to use in the next exercise.

Adding Alternative Text to a Table

Alternative text is a useful interpretation for tables, diagrams, images, and other objects. Alternative text is also used by web browsers—when you hover over the object, text appears describing the object. The title and description that is added can be read to the individual with a disability. In this exercise, you learn to add alternative text to a table.

STEP BY STEP**Add Alternative Text to a Table**

USE the document that is open from the previous exercise.

1. Place the insertion point anywhere in the table on page one. On the Tables Tools Layout tab, in the Table group, click **Select**, and then click **Select Table**.
2. Click the **Properties button** in the Tables group.
3. Click the **Alt Text tab** and in the Title box, type **Listing by Company**. In the Description box, type **Contact listing of individuals by company. The listing includes phone numbers, current positions that are open and titles for the contact person**. Click **OK**.
4. **SAVE** the document as *Clients Table Final* in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

**CERTIFICATION
READY?** 3.1.6

How would you add a title and description as an alternative text?

Converting Text to Table or Table to Text

Text separated by a paragraph mark, tab, comma, or other character can be converted from text to a table or from a table to text. To convert text to a table, first select the text, click the *Insert tab*, click the *Table* button, and finally select *Convert Text to Table*. The Convert Text to Table dialog box appears, and Word determines the number of rows and columns needed based on how the text is separated. After text is converted to a table, the Convert to Text button will be available in the Layout tab in the Table Tools Ribbon. In this exercise, you practice using this technique to convert Word text into a table.

STEP BY STEP

Convert Text to Table

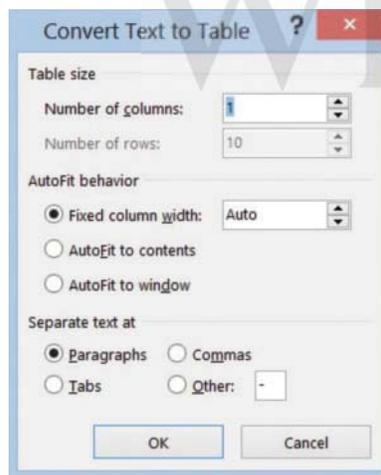


OPEN the *Part Numbers* document in your lesson folder.

1. Select the whole document.
2. On the Insert tab, in the Tables group, click the **Table** button. The Table menu appears.
3. Click **Convert Text to Table**. The *Convert Text to Table* dialog box opens. Word recognizes the number of columns and rows and places the number 10 in the Number of rows box—notice that it is shaded gray, making it unavailable to change (see Figure 6-19). Keep the default settings.

Figure 6-19

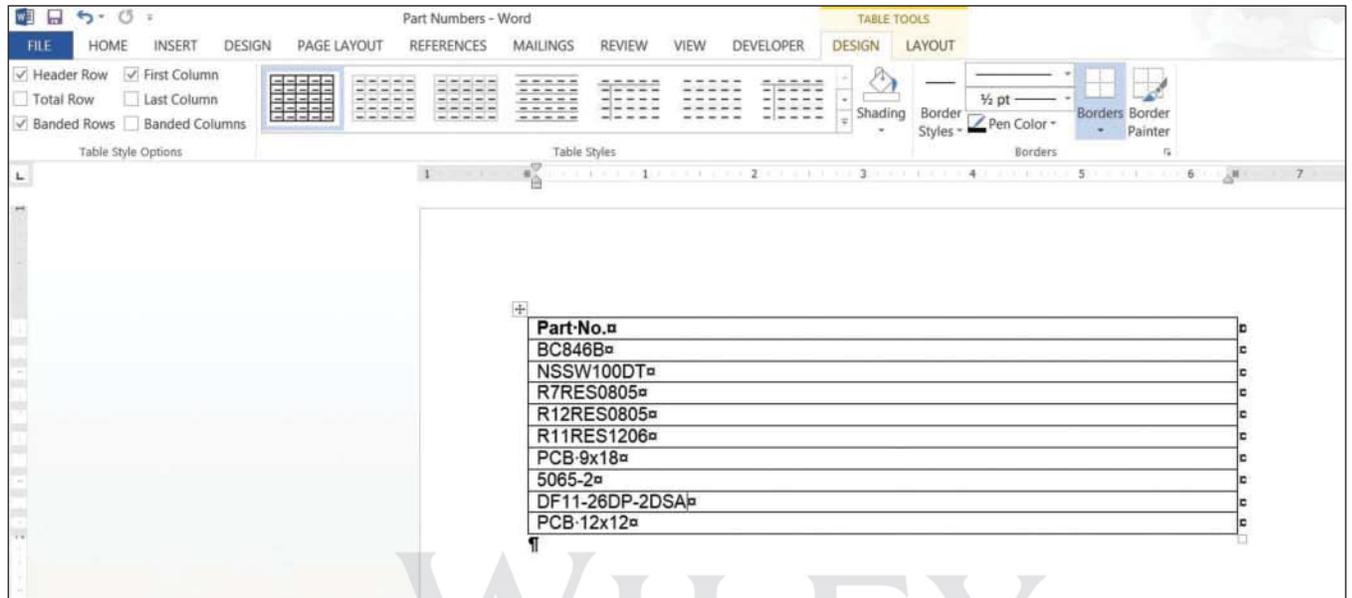
Convert Text to Table dialog box



4. Click **OK**. The selected text was separated by paragraph marks, and by selecting the default of **one column**, Word converts the text to a table as shown in Figure 6-20. The Table Tools automatically opens.

Figure 6-20

Document converted from text
to a table



5. In the Table group, select the **Table**. Then in the Cell Size group, click the **AutoFit** button and select **AutoFit Contents**.
6. On the Layout tab, click the **Properties** button in the Table group, and then select the **Table tab**. Center the table. Click **OK**.
7. **SAVE** the document as **Part Numbers Table** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY? 3.1.1**

How would you convert text
to a table?

STEP BY STEP

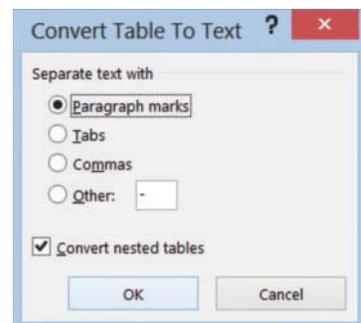
Convert Table to Text

USE the document that is open from the previous exercise.

1. Position the insertion point anywhere in the table and click the **Layout tab**.
2. In the Table group, click the **Select** button, and then click **Select Table** to select the entire table.
3. In the Data group, click **Convert to Text**. The *Convert Table to Text* dialog box opens. The default setting in the *Convert Table to Text* dialog box is Paragraph marks. A table can be converted to text and separated by paragraph marks, tabs, commas, and other characters (see Figure 6-21).

Figure 6-21

Convert Table to Text
dialog box



**CERTIFICATION
READY? 3.1.2**

How would you convert
a table to text?

4. Click **OK**. The document is converted to text separated by paragraph marks.
5. **SAVE** the document as **Part Numbers Text** in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

Inserting and Deleting a Column or Row

The Table Tools Layout tab in the Rows & Columns group makes it easy to modify a table by inserting or deleting a row or column. In the exercise, you learn to insert a column and row and delete a row.

STEP BY STEP

Insert and Delete a Column or Row

OPEN the **Part Numbers Table** document in your lesson folder.

1. Place the insertion point on the fourth row.
2. On the Layout tab, in the Rows & Columns group, click the **Insert Above**  button; a blank row is inserted above the fourth row.
3. The blank row is selected. Click the **Delete** button in the Rows & Columns group; then click **Delete Rows** from the drop-down menu. The blank row is deleted from the table.
4. Place your insertion point anywhere in the table, and in the Rows & Columns group, click the **Insert Right**  button. A new column is inserted to the right.
5. With the column still selected, move the insertion point to the right along the top border of the table to the plus symbol.
6. Click the **plus**  symbol to insert a new column between the two original columns. This is a *new* table feature for Word 2013. The plus symbol also appears if you need to insert a new row.
7. **Right-click** on the selected column and click **Delete Columns**.
8. Type the text as shown in Figure 6-22.

Figure 6-22

Sample of table document

| Part-No.α | Cost-Per-Unitα |
|-----------------|----------------|
| BC846Bα | 12.50α |
| NSSW100DTα | 84.00α |
| R7RES0805α | 46.00α |
| R12RES0805α | 78.00α |
| R11RES1206α | 15.00α |
| PCB-9x18α | 65.00α |
| 5065-2α | 45.00α |
| DF11-26DP-2DSAα | 102.00α |
| PCB-12x12α | 23.00α |

9. **SAVE** the document as **Part Numbers Table Update** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open to use in the next exercise.

Using Formulas in a Table

As you learned previously, you can create tables in Word that contain data and numbers. Word provides options to use **formulas** to calculate a total, calculate an average, determine the highest/lowest number, and count values. These are simple functions that are used in Excel and can also be used in Word. Just like in Excel, formulas begin with an equal symbol followed by the function that you want to perform, such as SUM, AVERAGE, MAX, MIN, and COUNT. You can also use the math operators to perform addition, subtraction, division, and multiplication by the **cell range**. A cell range is identified by two or more cells within the table. The same rules that you learned in your math class also apply here when using formulas in your table. If you want to perform a certain action first, set the order of operation.

Formulas in a table can also be written by cell address location. For instance, columns are identified by letters beginning with *A* and rows are identified with numbers beginning with *1*. See the sample table with column and row headings in Table 6-1. To begin a formula, you first place your insertion point in the cell location where you want the formula to appear. In Table 6-1, the first formula begins in a blank cell, E1, and the formula is written by cell address location where the values appear =B1+C1+D1. The SUM function can be used to obtain the same result, and it is displayed as =SUM(LEFT). Two different approaches can be used to add the values in the cell range and get the same result. See Table 6-2 for descriptions of types of formulas and functions.

A number format can be applied to a selected cell. The available format options consists of a pound symbol (#), zero decimal places, a comma, a currency system (\$), two-decimal places, percentage symbol (%), and parentheses (). Selecting any one of these changes the format of the number for that cell.

Sometimes it is necessary to edit a value and update the field with the new total, average, or another function that was applied. To update a field, select the field, right-click, and then select *Update Field*.

A **field code** is a placeholder where the function appears—it appears as {=SUM(ABOVE)}. When applying functions, only the result appears—by default, the field codes are not displayed. The field codes can be turned on in Backstage, Options, and then select *Advanced*; in the Show document content section, click the check box by Show field codes instead of their values. There are three options on how a field code appears in the table: Never, Always, and When Selected. Note that the function is enclosed with curly brackets.

Table 6-2 describes each of the functions. Word provides many more functions—not all functions are listed. In the exercise, you learn to apply a simple function to calculate values, apply a number format, and display the field codes.

Table 6-1

Sample of table columns and rows

| | A | B | C | D | E |
|---|----------|----------|----------|----------|----------|
| 1 | Dresses | 123 | 87 | 456 | |
| 2 | Pants | 456 | 659 | 456 | |
| 3 | Skirts | 987 | 456 | 78 | |

Table 6-2
Formula Functions

| File Type | Description |
|-----------------|---|
| =SUM(ABOVE) | Adds the values in the range above cell. |
| =SUM(LEFT) | Adds the values in the range to the left of the cell. |
| =A1+A2+A3+A4 | Adds values by cell address location. |
| =SUM(A1:A4) | Adds the value by using the range arguments. The cell address to the left of the colon is the beginning of the range, and the cell address to the right of the colon is the last cell in the range. |
| =AVERAGE(ABOVE) | Averages values in the range above the cell. |
| =AVERAGE(LEFT) | Averages values in the range to the left of the cell. |
| =MAX(ABOVE) | Displays the highest value in the range above the cell. |
| =MAX(LEFT) | Displays the highest value in the range to the left of the cell. |
| =MIN(ABOVE) | Displays the lowest value in the range above the cell. |
| =MIN(LEFT) | Displays the lowest value in the range to the left of the cell. |
| =COUNT(ABOVE) | Counts values above the cell. |
| =COUNT(LEFT) | Counts values to the left of the cell. |

STEP BY STEP

Use Formulas in a Table

USE the document that is open from the previous exercise.

1. Place the insertion point on the last row.
2. In the Rows & Columns group, click **Insert Below** . A new row is inserted below the last row.
3. Type **Total Cost** in the first column, last row. Bold the text and align right.
4. Position the insertion point in the second column, last row. You will calculate the total using the *Formula* dialog box.
5. On the Table Tools Layout tab, in the Data group, click the **Formula**  button. The *Formula* dialog box opens (see Figure 6-23). If you are familiar with Excel, then you will notice the similarities in the Formula button. Refer to Table 6-2 for the formula functions.

Figure 6-23

Formula dialog box



6. By default, the =SUM(Above) formula displays. This function totals the values listed previously in the second column. Word automatically detects values in a table when using the Formula button.
7. Click **OK** to accept the default and close the *Formula* dialog box.
8. **SAVE** the document as **Part Numbers Update** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** 3.2.5

How do you add a formula to a table?

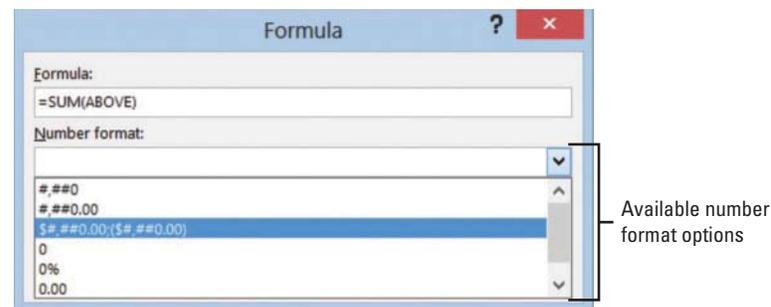
STEP BY STEP**Apply a Number Format**

USE the document that is open from the previous exercise.

1. Place the insertion point in the 470.5 value. By default, the cell value is shaded in gray. This value appears with one decimal place. To change the formatting of the decimal places, open the **Formula** dialog box again by clicking on the **Formula** button.
2. Click the drop-down arrow in the Number format section and select the third option, **#,##0.00;(\$#,##0.00)** as shown in Figure 6-24.

Figure 6-24

Number format options



3. Click **OK**. This option inserts a currency symbol, a comma (the thousand place separator), and two decimal places.
4. Select all values in the second column and select **Align Center Right** from the Alignment group on the Layout tab.
5. **SAVE** the document as **Part Numbers First Update** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP**Update Fields**

USE the document that is open from the previous exercise.

1. Select the 12.50 value and change the value to 15.40.
2. Place the insertion point in the \$470.50 value, **right-click**, and then click **Update Field**. Notice that the total cost value has been updated.
3. **SAVE** the document as **Part Numbers Final** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP**Display Field Codes**

USE the document that is open from the previous exercise.

1. Click the **File** tab, and then click **Options**.
2. Click **Advanced**.
3. Under the section, *Show document content*, click the **check box** by *Show field codes instead of their values*. By the Field shading area, *When selected* is showing—leave the default settings. The other options available are Never and Always.
4. Click **OK** to close the dialog box and accept the settings.
5. Your insertion point should be in the second column. In the Table group, click **Select**, and then click **Select Column**. Change the width to 2.7" in the Cell Size group (see Figure 6-25).

Figure 6-25

Display of field codes in table

| Part-No. | Cost-Per-Unit |
|-------------------|---------------------------|
| BC846B | 15.40 |
| NSSW100DT | 84.00 |
| R7RES0805 | 46.00 |
| R12RES0805 | 78.00 |
| R11RES1206 | 15.00 |
| PCB-9x18 | 65.00 |
| 5065-2 | 45.00 |
| DF11-26DP-2DSA | 102.00 |
| PCB-12x12 | 23.00 |
| Total-Cost | =SUM(ABOVE) |
| | "\$#,##0.00;(\$#,##0.00)" |

6. **SAVE** the document as **Part Numbers Displaying Field Codes** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

STEP BY STEP

Disable Field Codes

USE the document that is open from the previous exercise.

1. Click the **File tab**, and then click **Options**.
2. Click **Advanced**.
3. Under the section, *Show document content*, click the **check box** by *Show field codes instead of their values* to remove the check mark.
4. Click **OK** to close the dialog box. When disabling field codes in a table, the value where the formula was entered appears.

PAUSE. LEAVE the document open to use in the next exercise.

Using Object Zoom

In Lesson 2, you learn about the Zoom group and the new Read Mode view. Microsoft has enhanced reading documents using the Object Zoom. **Object Zoom** is *new* in Read Mode and allows you to zoom in on objects such as tables, charts, and images. In this exercise, you practice using the Object Zoom in Read Mode.

STEP BY STEP

Use Object Zoom

USE the document that is open from the previous exercise.

1. Click the **View tab** and select **Read Mode** to change the page layout of the document.
2. **Double-click** the table to zoom in on the table. The table appears with a magnifier beside it and a shadow background of the document appears behind the table.
3. Click the **magnifier button** to zoom in to the table. The table fills the screen, which makes it easier for reading.
4. Click the **magnifier button** again to zoom out.
5. Click anywhere outside of the table to exit the object zoom feature and return to the document in Read Mode.



Another Way

You can also exit from the object zoom feature by pressing the *Esc* key once, and exiting the Read Mode by pressing the *Esc* key again.

6. Click **View** on the menu, and then select **Edit Document** to return to the document screen.
7. **SAVE** the document with the same filename in the lesson folder on your flash drive.

CLOSE Word.

SKILL SUMMARY

| In This Lesson, You Learned To: | Exam Objective | Objective Number |
|---------------------------------|---|------------------|
| Create a Table | Define table dimensions. | 3.1.3 |
| | Demonstrate how to use Quick Tables. | 3.1.5 |
| Format a Table | Apply styles to tables. | 3.2.1 |
| | Modify fonts within tables. | 3.2.2 |
| Manage Tables | Set AutoFit options. | 3.1.4 |
| | Modify table dimensions. | 3.2.6 |
| | Sort table data. | 3.2.3 |
| | Merge cells. | 3.2.7 |
| | Configure cell margins | 3.2.4 |
| | Set a table title. | 3.1.6 |
| | Convert text to tables. | 3.1.1 |
| Convert tables to text. | 3.1.2 | |
| Use Formulas in a Table | Demonstrate how to apply formulas to a table. | 3.2.5 |
| Use Object Zoom | | |

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. Using the Sort feature in a table sorts selected content in what order?
 - a. Ascending
 - b. Descending
 - c. Alphabetical order
 - d. All of the above
2. Combining two or more cells into one cell uses a Word feature called:
 - a. Split Cells.
 - b. Merge Cells.
 - c. Merge All Cells.
 - d. Merge Selected Cells.
3. An arrangement of data made up of horizontal rows and vertical columns is called a:
 - a. menu.
 - b. heading.
 - c. table.
 - d. merge.
4. Built-in preformatted tables that can be inserted and used in your documents are called:
 - a. Table Style Options.
 - b. Tables.
 - c. Quick Tables.
 - d. Insert Tables.
5. The rectangles that are formed when rows and columns intersect are known as:
 - a. cells.
 - b. merged cells.

- c. split cells.
 - d. tables.
6. Which sort order sorts text from the end to the beginning?
- a. Descending
 - b. Ascending
 - c. Plunging
 - d. Downward
7. Sorted data can consist of:
- a. text.
 - b. numbers.
 - c. dates.
 - d. All of the above
8. Which option would you choose to arrange data alphabetically, numerically, or chronologically?
- a. Filter
 - b. Group
 - c. Sort
 - d. Category dialog box
9. When you create a table in Word, two new Ribbon tabs appear. Which of the following is in the Table Tools tab?
- a. Page Layout
 - b. Design
 - c. Insert
 - d. Merge Cells
10. The first row of a table that is formatted differently than the rest of the table and contains information to identify the data in the column is called a:
- a. total row.
 - b. banded column.
 - c. header column.
 - d. header row.

True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. When you know how many rows and columns you need in a table, the quickest way to create the table is by dragging over the grid in the Table menu.
- T F 2. A formula can be applied by using only the functions that are available in Word.
- T F 3. When Word converts text to tables, it uses paragraph marks, tabs, and commas to determine how to organize the data within the table.
- T F 4. You can move a column or row using Cut and Paste.
- T F 5. Sorting can only sort one column of data at a time.
- T F 6. If a hyphen exists within a section of text, and you are converting that text to a table, the hyphen will create a new column.
- T F 7. Text can be aligned both horizontally and vertically in a cell.
- T F 8. Word provides four options for changing the direction of text in a cell.
- T F 9. You can sort single-level lists, such as bulleted or numbered lists in a table.
- T F 10. The Repeat Header Rows button is used for tables that extend to multiple pages.

Competency Assessment

Project 6-1: Creating a Placements Table

Ms. Archer, the executive recruiter, asks you to start working on a placements table that will list the candidates that have been placed, the companies that hired them, and the date of hire.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Placements* from the data files for this lesson.
2. **SAVE** the document as *6-1 Placements Table* in the lesson folder on your flash drive.
3. Place the insertion point in the last column. On the Layout tab, in the Table group, click the **Select button** and **Select Column**.
4. On the Layout tab, in the Cell Size group, click the **up arrow** in the Width box until it reads **1.3"**.
5. Select the first column in the table.
6. On the Layout tab, in the Cell Size group, click the **down arrow** in the Width box until it reads **.9"**.
7. Select the **Company column** and change the width to **1.5"**.
8. On the Design tab, in the Table Style Options group, click the **Header Row check box** and **Banded Rows check box** to enable. Place your insertion point within the table.
9. On the Design tab, in the Table Styles group, select the **Grid Table 4 – Accent 4 style**.
10. Select the last column in the table.
11. On the Layout tab, in the Data group, click the **Sort button** to open the *Sort* dialog box.
12. Under the *My list has* section, make sure the **Header row option button** is selected. Click **OK**. This sorts the column by date.
13. With the table selected, on the Layout tab, in the Table group, click the **Properties button**.
14. In the *Table Properties* dialog box, click **Center alignment** in the Table tab.
15. Click the **Alt Text tab** and in the Title box, type **Employee Placements**. In the Description box, type **Employees date of employment**. Click **OK**.
16. Select the header row.
17. On the Layout tab, in the Alignment group, click **Align Center**.
18. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Project 6-2: Quarterly Sales Data

Create a table showing the quarterly sales for Coho Vineyard.

GET READY. LAUNCH Word if it is not already running.

1. Create a new blank document.
2. **SAVE** the document as *6-2 Quarterly Sales* in the lesson folder on your flash drive.
3. On the Insert tab, in the Tables group, click the **Table button**. Drag to create a table that has 5 columns and 6 rows.
4. Enter the following data in the table as shown: Note: Press **Shift+Enter** to insert a line break after typing *Vineyard*.

| Coho Vineyard 20XX | | | | |
|--------------------|---------------|----------------|---------------|----------------|
| | First Quarter | Second Quarter | Third Quarter | Fourth Quarter |
| Mark Hanson | 19,098 | 25,890 | 39,088 | 28,789 |
| Terry Adams | 21,890 | 19,567 | 32,811 | 31,562 |
| Max Benson | 39,400 | 35,021 | 19,789 | 21,349 |
| Cathan Cook | 34,319 | 27,437 | 28,936 | 19,034 |

5. Select the first row. On the Layout tab, in the Merge group, click the **Merge Cells button**.

6. With the row still selected, center the title by clicking the **Align Center button** in the Alignment group on the Layout tab.
7. On the Design tab, in the Table Style Options group, click the **Last Column check box** to enable. The Header Row, First Column, and Banded Rows options should be turned on already.
8. On the Design tab, in the Table Styles gallery, click the **More button** to display the gallery. Under the List Table group, select **List Table 1 Light - Accent 6**.
9. Insert a column after *Fourth Quarter* by placing the insertion point above the end of row markers, and then clicking the **plus**  **symbol**.
10. Merge the last column with the title by selecting the first row, right-click, and select **Merge Cells**.
11. Type **Total** in last column. In the Alignment group, select **Align Center**.
12. Position the insertion point in the blank cell below *Total*. In the Data group, select **Formula**. The Formula box displays =SUM(LEFT); this totals the values to the left.
13. In the Number format box, click the **drop-down arrow** and select the third option **#,##0.00;(\$,##0.00)**.
14. Click **OK**.
15. Position the insertion point in the next blank cell and in the Data group, select **Formula**. Edit the formula by double-clicking on the text **ABOVE** and typing **LEFT**. Make sure you type the function inside the parentheses.
16. Apply the same number format that you selected in step 13. Click **OK**.
17. Position the insertion point in the next blank cell and in the Data group, and select **Formula**.
18. In the Formula box, delete **SUM(ABOVE)**—do not delete the equal sign.
19. In the Paste function box, click the **drop-down arrow** and select **SUM**. Place the insertion point inside the parentheses and type **LEFT**.
20. Apply the same number format that you completed in step 13.
21. Click **OK**.
22. Position the insertion point in the last blank cell and in the Data group, select **Formula**.
23. Edit the formula by **double-clicking** on the text **ABOVE** and typing **LEFT**.
24. Apply the same number format that you completed in step 13.
25. Click **OK**.
26. **SAVE** the document with the same filename in the lesson folder on your flash drive.
27. On the Layout tab, click the **Select button** in the Table group, and then choose **Select Table** from the drop-down menu.
28. In the Data group, select **Convert to Text**, and then select **Tabs**. Click **OK**.
29. **SAVE** the document as **6-2 Quarterly Sales2** in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Proficiency Assessment

Project 6-3: Sales Table

Ms. Archer asks you to create a sales table including data from the past two years. She can use this table to set goals and project future income.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Sales* from the data files for this lesson.
2. **SAVE** the document as **6-3 Sales Table** in the lesson folder on your flash drive.
3. Select the column headings containing the months and change the text direction for all the months so that they begin at the bottom of the column and extend to the top.

4. Increase the row height of the row containing the months to **0.9** inches so that the text all fits on one line.
5. Use the **AutoFit Contents** for the selected months.
6. Make sure the **Header Row**, **Banded Rows**, and **First Column** Table Style Options are the only ones turned on.
7. Merge all the cells in the first row and align center the heading.
8. Increase the row height to **0.6**.
9. Merge all the cells in the second row and align center the subheading.
10. Choose the **Grid Table 4 - Accent 2 Table Style format**.
11. If necessary, select the heading in the top row and align center again.
12. Center the table horizontally in the *Table Properties* dialog box.
13. Select all values including the blank cells. Increase the Cell Margins to **0.08"** for the top and bottom of the cells.
14. Increase the spacing between cells to **0.04"**.
15. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for the next exercise.

Project 6-4: Client Contact Table

Ms. Archer would like you to include the average projection in the project that you completed in Project 6-3. After you save the document with the field codes being displayed, return to Backstage and disable.

GET READY. LAUNCH Word if it is not already running.

1. **SAVE** the document as **6-4 Sales Table** in the lesson folder on your flash drive.
2. Replace the column heading *Totals* and type **Average**. Notice the column width automatically adjusts because it has been resized to fit content.
3. Press **Tab** to move the insertion point to the next blank cell.
4. Open the Formula dialog box and edit the formula in the Formula box, by deleting **SUM** and typing **AVERAGE**. Complete the same step for the remaining months.
5. **SAVE** the document in the lesson folder on your flash drive.
6. If necessary, display the field codes. Click **Advanced**, and then under the section *Show document content*, click the check box by Show field codes instead of their values. Leave the Field shading as the default. Click **OK**.
7. Select the table and change the page orientation to **Landscape**, font size **9** pt, alignment **left** from the Paragraph group, and **AutoFit Window**.
8. **SAVE** the document as **6-4 Field Codes in Table** in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Mastery Assessment

Project 6-5: Quarterly Sales Table Update

The Coho Winery's Quarterly Sales Table includes some formatting mistakes. Find and correct the four problems within this document.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** **Problem** from the data files for this lesson.
2. **SAVE** the document as **6-5 Fixed Quarterly Sales** in the lesson folder on your flash drive.

3. Find and correct four errors in the table.
4. Apply **AutoFit Contents** and center the table horizontally on the page.
5. Change the Table Styles and select **Grid Table 5 Dark**.
6. Insert a row after *Cathan Cook*.
7. Type **Highest Sales** in the first column, last row.
8. Use the MAX function to calculate the highest sale for each quarter and apply the number format by selecting the second option.
9. **SAVE** the document as **6-5 Fixed Quarterly Sales with Field Codes** in the lesson folder on your flash drive.
10. Turn the field codes off.
11. **SAVE** the document as **6-5 Fixed Quarterly Sales** in the lesson folder on your flash drive, and then **CLOSE** the file.

LEAVE Word open for the next project.

Project 6-6: Soccer Team Roster

As coach of your child's soccer team, you need to distribute a roster to all your players with contact information, uniform numbers, and assigned snack responsibilities. You received a rough list from the league, and you would like to convert it to table form. You haven't converted text to a table before, but you're confident you can do it.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** **Soccer Team** from the data files for this lesson.
2. **SAVE** the document as **6-6 Soccer Roster** in the lesson folder on your flash drive.
3. Select all the text.
4. Select **Convert Text to Table** from the menu in the Tables group.
5. In the *Convert Text to Table* dialog box, type **4** in the Number of columns box. Click the **Commas** button under the Separate text at section and click **OK**.
6. Use what you learned in this lesson to format the table as shown in Figure 6-26. Start by removing extra words, adjusting column widths for the last column to **1.82"**, and aligning text. Sort the table by snack date in ascending order, insert a header row with the following headings for each column (**Name**, **Uniform Number**, **Telephone Numbers**, **Snacks**) and choose the **List Table 6 Colorful – Accent 3** Table Style. Change the header row height to **0.5"**.

Figure 6-26

Soccer team roster

| Name | Uniform Number | Telephone Numbers | Snacks |
|----------------|----------------|-------------------|--------|
| Annette Hill | #4 | 806-555-0110 | 9/9 |
| Brian Groth | #3 | 806-555-0134 | 9/16 |
| Maria Hammond | #2 | 806-555-0175 | 9/23 |
| Russell King | #7 | 806-555-0161 | 9/30 |
| Lee Oliver | #8 | 806-555-0154 | 10/7 |
| Chris Preston | #6 | 806-555-0182 | 10/14 |
| Garrett Young | #9 | 806-555-0192 | 10/28 |
| Dylan Miller | #1 | 806-555-0149 | 11/4 |
| Eric Parkinson | #5 | 806-555-0170 | 11/11 |

7. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

STOP. CLOSE Word.