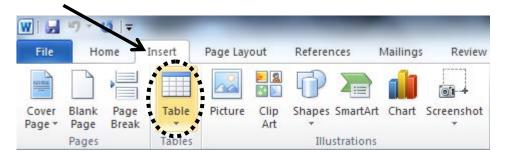


Inserting a table – plus all related tips on the table

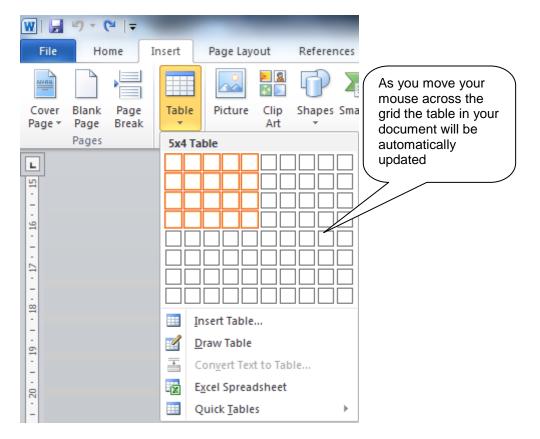
Microsoft Word

This would be the quickest way of inserting a table.

- 1. One click in the location where you wish to insert a table
- 2. Click the **Insert** tab > **Table**.



3. Move the mouse down and across the drop-down table grid to create the desired size of your table.



- 4. Left click the mouse when **X x Y table** indicates your number of rows and columns.
- 5. A table is inserted.



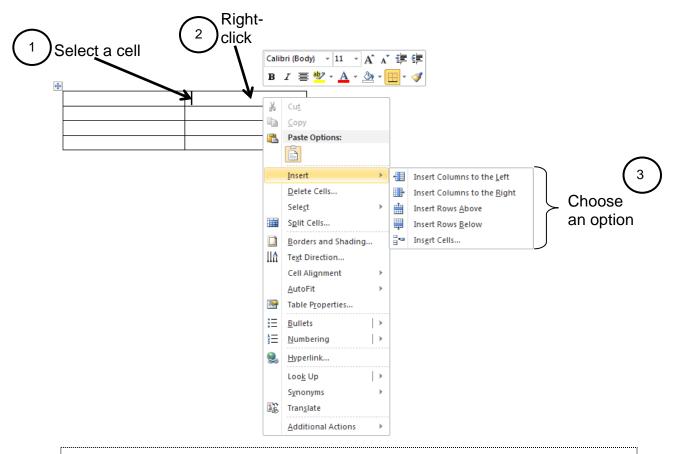
Inserting columns or rows

- 1. Put your cursor in the cell where you want to insert a column or row.
- 2. Table Tools> Layout> Insert Below/Insert Right/Insert Above/Insert Right

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Alternatively you can right click in the table where you want to insert columns or rows

- 1. Select a cell in the table where you wish to insert a column or row
- 2. Right click and go to Insert
- 3. Choose from the available options



Tip: To quickly add a **row** at the end of a table, click the **last cell** of the **last row** > press the **Tab** key.

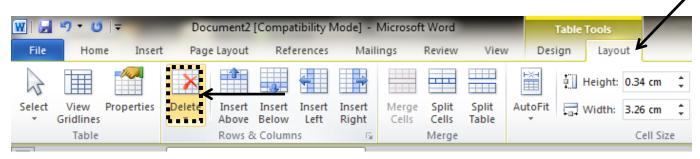
Tip: *Multiple rows / columns at once*

If you wish to insert several rows at once, select that number of rows from the existing rows before, then insert as in step 2 above. Perform similar task for columns.



Deleting columns / rows or tables

- 1. Click in the table for the position of row or columns to delete
- 2. Table Tools >Layout

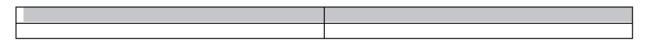


- 3. Click on Delete
- 4. Select a option from the drop down box

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Merge Cells

1. Highlight the cells that you want to combine together



2. Table Tools > Layout (or RIGHT click on the selected area) > Merge Cells

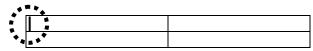
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3. Two cells are merged



Split Cells

1. Put your cursor in the cell that you want to split



2. Table Tools > Layout (or, RIGHT click on the cell that you want to split) > Split Cells

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3. Decide how many rows or columns you wish to create from the one cell > Click **OK**

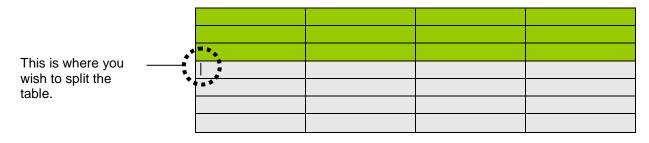
Split Cells 🔹 👔 🏹	
Number of columns: 2	Type your table size
Number of rows:	** **
Merge cells before split	
OK Cancel	

4. One cell is now divided into two columns.



Split Table

1. Put your cursor in the table where you want to start the second table



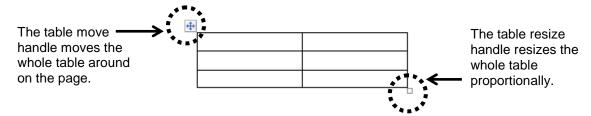


2. Table Tools > Layout > Split Table

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					Split the table i	nto two tables.							
2					The selected ro first row of the	w will become the new table.							

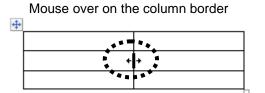
3. The table is now divided to two tables.

Moving / Resizing a Table



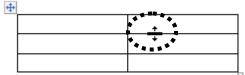
Resizing a column / row

1. Mouse over your table and watch how your cursor changes. As you move over the row or column **border** you will turn into a double arrow.



2. Use this to adjust the row / column

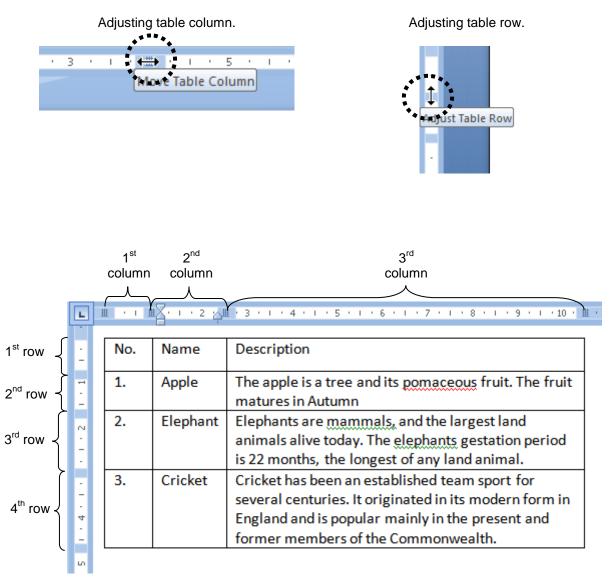
Mouse over on the row border





Alternatively, you can adjust the size of row / column by using ruler.

- 1. Mouse over the row / column adjusters in the ruler.
- 2. Adjust the width and height when the cursor changes to resizing point



Tips

- When adjusting row height with the ruler, only the row border you move will change size.
 When adjusting row height with the ruler, you have to be in Print Layout view. (View > Print Layout)
- ✤ If you don't see the ruler, View > Ruler



Distribute rows / columns evenly

When resizing, the rest of the columns also move. Have you found it annoying? The table below is an example of how to make column A-E widths even.

This column is resized.	←		her columns m g column widt		>
Unit	A	В	С	D	Ε
Unit 1					
Unit 2					
Unit 3					

1. Highlight rows or columns that you wish to resize to the same width

Unit	А	В	С	D	E
Unit 1					
Unit 2					
Unit 3					

Tip: Where should your mouse cursor be? - Selecting row / column
Select the row by clicking its left margin.
Select the column by clicking its top gridline or top border

- 2. Perform one of the following:
 - **Right** click on the shadow part > **Distribute Columns Evenly**
 - Table Tools > Distribute Columns

3. Done

Unit	А	В	С	D	Ε
Unit 1					
Unit 2					
Unit 3					

Columns A – E have the same width.

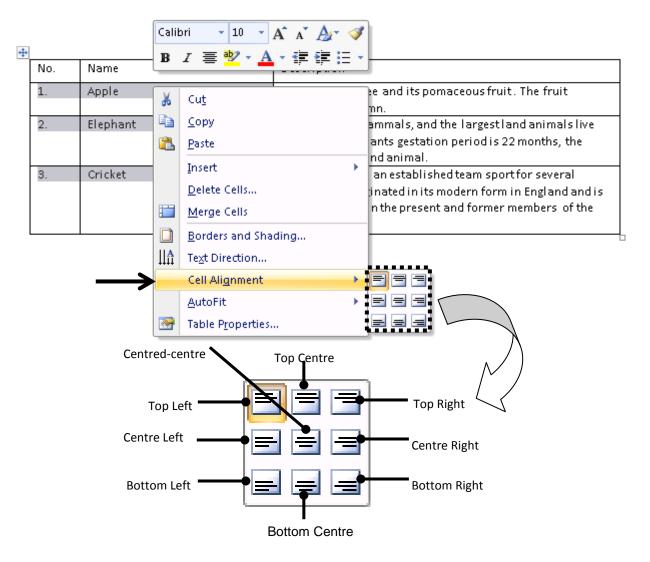


Table cell alignment

1. Select cells that you wish to format the cell alignment.

No.	Name	Description
1.	Apple	The apple is a tree and its pomaceous fruit . The fruit matures in Autumn.
2.	Elephant	Elephants are mammals, and the largest land animals live today. The elephants gestation period is 22 months, the longest of any land animal.
3.	Cricket	Cricket has been an established team sport for several centuries. It originated in its modern form in England and is popular mainly in the present and former members of the Commonwealth.

2. **RIGHT** click on the highlighted cells > **Cell Alignment** > Choose the alignment you wish.





3. Done (Centred-Centre and Left centre for this example).

No.	Name	Description
1.	Apple	The apple is a tree and its pomaceous fruit . The fruit matures in Autumn.
2.	Elephant	Elephants are mammals, and the largest land animals live today. The elephants gestation period is 22 months, the longest of any land animal.
3.	Cricket	Cricket has been an established team sport for several centuries. It originated in its modern form in England and is popular mainly in the present and former members of the Commonwealth.

Converting text to table

You can convert text to a table. However a comma, paragraph marker, or tab will be required to separate the text into columns.

1. Highlight text that you wish to put into a table

First, Last, Address, City, State, Xip Julia, Rosenberger, 1462 W. Trolley St, Moonville, CA, 31239 Fred, Doss, 139 North Carey Avenue, Chipato, ND, 34987 Bubba, Jones, 55 Grizzly Peak Rd, Butte, MT, 59801 Suzanna, Ortex, 2817 Milton Dr, Albuquerque, NM, 87110 Tia, Horcana 89, Chiaroscuro Rd, Portland, OR 97219 Joseph, Grano, 722 Da Vinci Blvd, Kirkland, WA, 98034 Amy, Fandagel, 2743 Bering St, Anchorage, AK, 95508

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2. Insert >Table > Convert Text to Table

-



3. Set the table information up > Click **OK**

Convert Text to Table	?	
Table size		
Number of <u>c</u> olumns:	6	2
Number of rows:	8	
AutoFit behavior		
• Fixed column <u>w</u> idth:	Auto 🚖	
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		_
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4. Done!

++

First	Last	Address	City	State	Xip
Julia	Rosenberger	1462 W. Trolley	Moonville	CA	31239
		St			
Fred	Doss	139 North	Chipato	ND	34987
		Carey Avenue			
Bubba	Jones	55 Grizzly Peak	Butte	MT	59801
		Rd			
Suzanna	Ortex	2817 Milton Dr	Albuquerque	NM	87110
Tia	Horcana 89	Chiaroscuro Rd	Portland	OR 97219	
Joseph	Grano	722 Da Vinci	Kirkland	WA	98034
		Blvd			
Amy	Fandagel	2743 Bering St	Anchorage	AK	95508

Another example:

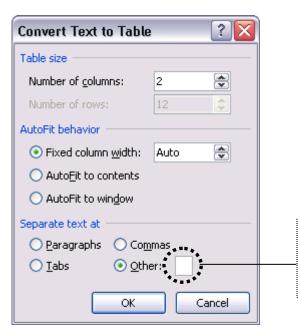
You have a list of first and last names, and wish to put them into a table.

1. Highlight text

Diango Reinhardt Joe Vraven Brian Sutton Alison Brown Chris Thile DaleAnn Bradley Sam Bush Stephane Gapelli JonLuc Ponte David Grier Darol Anger Mike Marshall



2. Set the table information up > Click **OK**



Tip: Put one space (press **SPACE** key) because names above are separated with a space between first name and last name.

3. Done!

Diango	Reinhardt
Joe	Vraven
Brian	Sutton
Alison	Brown
Chris	Thile
DaleAnn	Bradley
Sam	Bush
Stephane	Gapelli
JonLuc	Ponte
David	Grier
Darol	Anger
Mike	Marshall

Converting table to text

You can do the opposite when you convert a table to text.

- 1. Highlight a table
- 2. Table Tools > Layout > Convert to text
- 3. Set the separate text option > Click OK

Convert Table To Text 🛛 🔀	
Separate text with	
O Paragraph marks	
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◯ Co <u>m</u> mas • • • •	
⊙ <u>O</u> ther:	
Convert nested tables	
OK Cancel	

e.g. You can choose **Other** and press one SPACE key so your text will be separated with one space after converting a table to text.