


# Creating and Using Tables


for Microsoft Word 97/98

Use tables to organize information and create interesting page layouts with side-by-side columns of text and graphics. The quickest way to create a simple table - for example, one that has the same number of rows and columns - is with the Insert Table  button.



With the new Draw Table feature, you can easily create a more complex table <sup>3</sup>/<sub>4</sub> for example, one that contains cells of different heights or a varying number of columns per row <sup>3</sup>/<sub>4</sub> similar to the way you use a pen to draw a table.

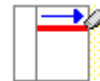
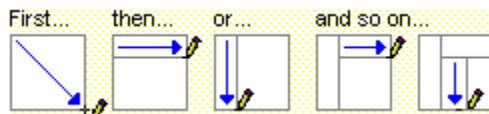
You can create a new blank table and fill in the empty cells, or you can convert existing paragraphs of text (separated by a character such as a tab) to a table. You can also create a table from an existing data source, such as a database or spreadsheet.


## Create a simple table

1. Click where you want to create a table.
2. Click Insert Table .
3. Drag to select the number of rows and columns you want.

## Create a complex table

1. Click where you want to create the table.
2. If the Tables and Borders toolbar is not displayed, click Tables and Borders . The toolbar appears, and the pointer changes to a pen.
3. If the Tables and Borders toolbar is displayed, click Draw Table . The pointer changes to a pen.
4. To define the outer table boundaries, draw (drag) from one corner to the diagonal corner of the table. Then draw the column and row lines.





5. To erase a line, click Eraser , and drag over the line.
6. When you finish creating the table, click a cell, and start typing or insert a graphic.

## Convert existing text to a table

1. Indicate where you want to divide text into columns and rows by inserting separators (characters you specify in step 4). For instance, insert tabs to divide columns, and insert paragraph marks to mark the ends of rows.
2. Select the text you want to convert.
3. On the Table menu, click Convert Text to Table.
4. Select the options you want.

For Help on an option, click the question mark  and then click the option.

## **Add rows or columns to a table**

1. Select the row below where you want to insert new rows, or select the column to the right of where you want to insert new columns. Select the same number of rows or columns as the number of rows or columns you want to insert.
2. Click Insert Rows  or Insert Columns .

### **Notes**

- You can also use the Draw Table tool to draw the row or column where you want.
- To add a row at the end of a table, click the last cell of the last row, and then press TAB.
- To add a column to the right of the last column in a table, click just outside the rightmost column. On the Table menu, click Select Column, and then click Insert Columns

## **Change the column width in a table**


1. Select the columns whose width you want to adjust.
2. On the Table menu, click Cell Height and Width, and then click the Column tab.
3. To specify an exact measurement, enter a number in the Width of column box.  
To make the column width fit the contents, click AutoFit.

### **Notes**

- To make multiple columns or cells the same width, select the columns or cells, and then click Distribute Columns Evenly on the Table menu.
- You can also change column widths by dragging the column boundaries in the table itself or by dragging the Move Table Column markers on the horizontal ruler.
- Holding down ALT while you drag the markers on the ruler causes Word to display column width measurements. Holding down SHIFT while you drag the ruler markers or the column boundaries also changes the table width.

## **Change the row height in a table**

In Word documents, the height of each row in a table depends on the contents of the cells in that row and the paragraph spacing you add before or after text, unless you specify otherwise.

1. Select the rows you want to change.
2. On the Table menu, click Cell Height and Width, and then click the Row tab.
3. Select the options you want.  
For Help on an option, click the question mark  and then click the option.

### **Notes**

- To make multiple rows or cells the same height, select the rows or cells, and then click Distribute Rows Evenly on the Table menu.
- You can also change row height by dragging the row boundaries on the table or the row markers on the vertical ruler in page layout view.
- Holding down ALT while you drag the markers on the ruler causes Word to display row height measurements.

## ***Perform calculations in a table***

1. Click the cell in which you want the result to appear.
2. On the Table menu, click Formula.
3. If Word proposes a formula that you do not want to use, delete it from the Formula box.
4. In the Paste function box, click a function. For instance, to add numbers, click SUM.

To reference the contents of a table cell, type the cell references in the parentheses in the formula. For instance, to add the numbers in cells A1 and B4, the formula would read =SUM(a1,b4)

5. In the Number format box, enter a format for the numbers. For example, to display the numbers as a decimal percentage, click 0.00%.

**Note** Word inserts the result of the calculation as a field in the cell you selected. If you change the referenced cells, you can update the calculation by selecting the field and then pressing F9.

## **Referencing cells in a table**

Table cells are referenced as A1, A2, B1, B2, and so on, with the letter representing a column and the number representing a row.

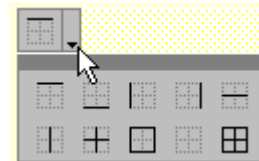
To reference cells in formulas, use a comma to separate references to individual cells and a colon to separate the first and last cells in a designated range (as shown in the following examples).

	A	B	C
1	A1	B1	C1
2	A2	B2	C2
3	A3	B3	C3

## ***Add Borders***

All tables have a ½-point black, single solid-line border by default. To change or remove borders, click Tables and Borders on the Standard toolbar. Select the new border type on the Tables and Borders toolbar ¾ including line weight, line style, and border color - and then draw the new border onto the existing border with the Draw Table tool.

To quickly apply the new border type to or remove borders from blocks of selected cells, use the Borders palette on the Tables and Borders toolbar.



## ***Add shading to a table, a paragraph, or selected text***

You can use shading to fill in the background of a table, a paragraph, or selected text.

1. To add shading to a table, click anywhere in the table. To add shading to specific cells, select only those cells, including the end-of-cell marks.
2. On the Format menu, click Borders and Shading, and then click the Shading tab.
3. Select the options you want.

For Help on an option, click the question mark  and then click the option.

4. Under Apply to, click the part of the document you want to apply shading to. For example, if you clicked a cell without selecting it in step 1, click Cell. Otherwise, Word applies the shading to the entire table.

**Note** You can use the Table AutoFormat command to add borders and shading to a table automatically.

## ***Automatically format a table***

1. Click the table.
2. On the Table menu, click Table AutoFormat.
3. In the Formats box, click the format you want.
4. Select the options you want.