

Microsoft Word 2010 – Level 1

10 – Tables



TABLES

InFocus

Tables are the perfect solution for creating documents where you want to present information in a grid structure. For example, you could use tables to create order forms, invoices, price lists, and much more.

In this booklet you will:

- ✓ gain an understanding of tables and how to insert and format them
- ✓ learn how to create a table
- ✓ learn how to add data to a table
- ✓ learn how to select table components using the ribbon
- ✓ learn how to select text and cells in a table using the mouse
- ✓ learn how to insert columns and rows
- ✓ learn how to delete columns and rows from a table
- ✓ learn how to change column widths
- ✓ learn how to change row heights
- ✓ learn how to use the column autofitting feature
- ✓ learn how to apply shading to cells
- ✓ learn how to modify table borders
- ✓ learn how to modify border styles
- ✓ learn how to apply a table style to a table

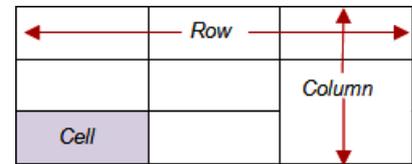
UNDERSTANDING TABLES

A table lets you present information in a grid-like format. Consider a roster – it may show the days of the week across the top of the table, one day per column; list the employees down the left side of the table,

one person per row; and show who is rostered on each day by the number of rostered hours in the cell beneath the relevant day.

What is a Table?

A table comprises one or more horizontal **rows** and one or more vertical **columns**. The rectangle where a row and column intersects is called a **cell**. Each cell can be filled with text, pictures or other objects.



Inserting Tables

Depending upon the type and style of table you require, there are several ways in which you can insert tables into a document. Access to each of these functions is via the **Table** tool  which is found on the **Insert** tab on the ribbon.

If you want to quickly insert a formatted table into your document, you can choose from one of Microsoft Word's **Quick Tables**, such as the example on the right. **Quick Tables** are tables that are preformatted with shading, column and row layout, and so on. They also contain sample information which you can use to help visualise the way your data will appear. After inserting a quick table, you can then replace the sample data with your own. You can also modify the table – such as deleting or inserting rows or columns – just like any other table.

DEC						
M	T	W	T	F	S	S
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		

If you want to add a simple, unformatted table, you can drag to select the number of rows and columns that you require on the **Insert Table** grid.

Alternatively, you can also insert a simple table, specifying the desired number of rows and columns, using the **Insert Table** dialog box. This method also lets you specify additional settings such as fixed column width and autofit.

If you want to add a more complex table – for example, you may require a varying number of columns per row – you can quickly draw a table like the example on the right.

Tools		Use to...
Font Tools		Bold selected text
		Italicise selected text
		Underline selected text

Formatting Tables

After inserting a table into your document, Word offers you many ways in which you can format it.

If you want to change the look of the entire table, you can use **Table Styles**. The advantage of using **Table Styles** is that as you hover over the various styles included in the gallery, Word automatically changes the appearance of your table so you can see how it will appear if you select the style.

You can also format many other aspects of your table using the various tools on the **Table Tools Design** and **Layout** tabs. For example, you can apply shading and borders; specify headers and total rows; split and merge cells; insert and delete rows, columns and cells; alter the alignment within the cells; plus much, much more.

City	Average Annual Meteorological Data		
	Rainfall (mm)	Maximum (°C)	Minimum (°C)
Melbourne	600	18	6
Sydney	1,500	24	9
Adelaide	650	21	9

This table had a table style applied to it. It then had various other formatting applied, including borders, header cells, cell merging, and font size.

CREATING A TABLE

One of the simplest ways of creating a plain, unformatted table is by using the **Insert Table** command. This command opens the **Insert Table** dialog box from which you can specify the number of

columns and rows that you require as well as the column width. When you use this command, Word will create a table with equally spaced columns and rows based on your settings.

Try This Yourself:

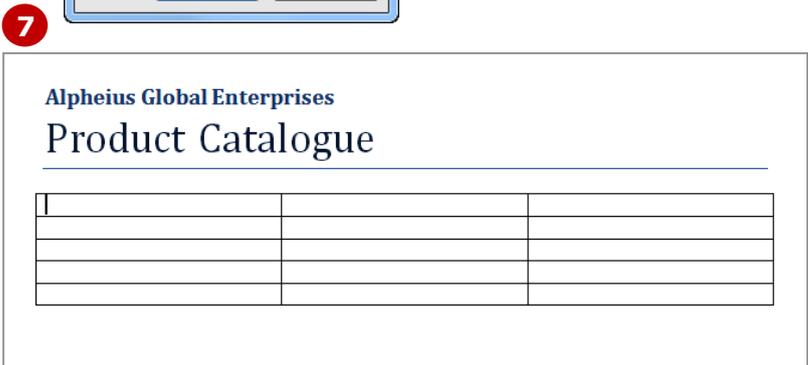
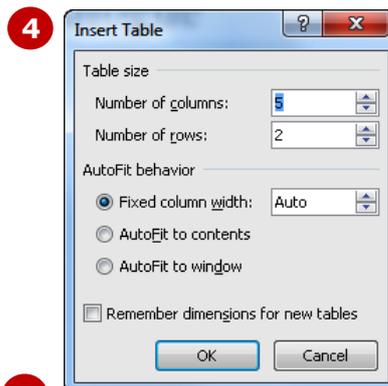
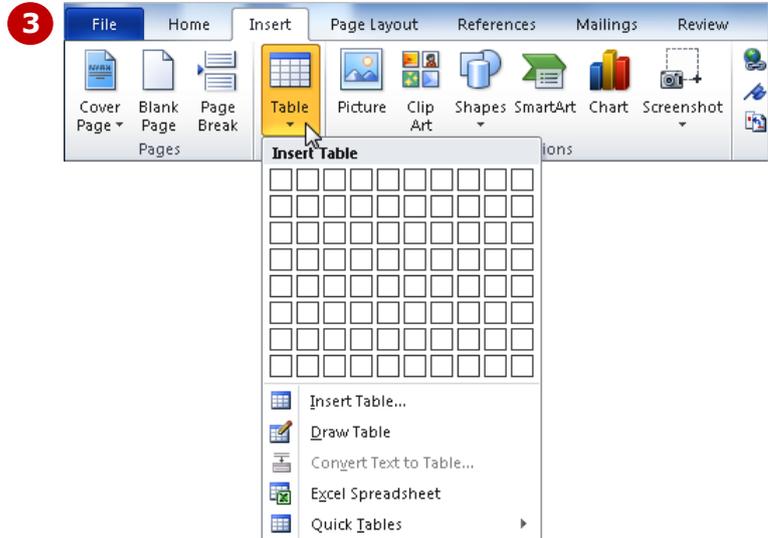
Open
File

Before starting this exercise you **MUST** open the file *W819 Creating Tables_1.docx...*

- 1 Press **Ctrl** + **End** to move to the end of the document
- 2 Click on the **Insert** tab on the ribbon
- 3 Click on **Table**  in the **Tables** group to open the **Insert Table** grid and drop-down menu
- 4 Select **Insert Table** to open the **Insert Table** dialog box
- 5 Type **3** in **Number of columns**
- 6 Press **Tab** to jump to **Number of rows** and type **5**

The **Insert Table** dialog box also gives you the opportunity to specify column width and to set your choices as the default values for future tables...

- 7 Click on **[OK]** to create the table in your document



For Your Reference...

To **create** a **simple table**:

1. Click on **Table**  in the **Tables** group
2. Select **Insert Table**
3. Type the **Number of columns** and **rows**, and specify other options as desired
4. Click on **[OK]**

Handy to Know...

- You can also insert a plain, unformatted table using the **Insert Table** grid. To do this, click on **Table**  in the **Tables** group, then point to the square representing the number of columns and rows that you need for your table (e.g. **5x4 Table**). Click on the square to insert the table.

ADDING DATA TO A TABLE

There's no real rocket science here – to enter text or data into a table you simply click in the cell and type. The text you enter into a table follows virtually the same rules as for the text that you type into

another part of the document. The text is based on a style. It can be formatted in the same way as normal text. It can also be aligned in the same way as a normal paragraph.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_2.docx...*

- 1 Click in the top left cell of the table to ensure the insertion point is located at the start of the table
- 2 Type **Catalogue No**, then press **Tab** to jump to the next column
- 3 Type **Model**, then press **Tab** to jump to the next column
- 4 Type **Country**, then press **Tab** to jump to the first column in the second row
- 5 Repeat the above steps to complete the table as shown
If you press **Tab** when you get to the end of the last row in the table, Word will automatically create a new row for you

1

Alpheius Global Enterprises Product Catalogue

Catalogue No		

4

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Country

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 223	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM00014	Home Blaster 700	Italy

5

For Your Reference...

To **enter data** into a table:

1. Click in a table cell and type
2. Press **Tab** to jump to the next cell

Handy to Know...

- If you want to indent or align text within a cell, press **Ctrl** + **Tab** to move the insertion point to the next tab stop. If you press **Tab** the insertion point will move to the next cell.

SELECTING IN TABLES

After inserting a table and entering content, the next thing you'll want to do is to format the table. But before you can do this, you must first learn how to select the various table components. If you want to

select standard components, such as a cell, column, row, or the entire table, you can quickly select these using the **Select** tool, which is found on the **Layout** tab on the ribbon.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_3.docx...*

- 1 Click anywhere on **Italy** in the table – this is the active cell
Notice that two additional **Table Tools** tabs have appeared in the ribbon: **Design** and **Layout...**
- 2 Click on the **Table Tools: Layout** tab on the ribbon
- 3 Click on **Select**  in the **Table** group, then click on **Select Cell** to select the active cell
- 4 Click on **Select**  in the **Table** group, then click on **Select Column** to select the column containing the active cell
- 5 Click on **Italy** again, click on **Select**  in the **Table** group, then click on **Select Row** to select the row containing the active cell
- 6 Click on **Select**  in the **Table** group, then click on **Select Table** to select the entire table

3

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 223	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM00014	Home Blaster 700	Italy

4

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 223	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM00014	Home Blaster 700	Italy

5

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 223	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM00014	Home Blaster 700	Italy

6

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 223	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM00014	Home Blaster 700	Italy

For Your Reference...

To **select** in tables using the **ribbon**:

1. Click in the cell, then click on **Select** 
2. Click on **Select Cell** to select the cell, or
Click on **Select Column** to select the column, or
Click on **Select Row** to select the row

Handy to Know...

- You can also select table components using the keyboard. For example, to select a cell position the cursor anywhere in a cell and press **Ctrl** + **Shift** + .

SELECTING USING THE MOUSE

You can only select standard table components using the ribbon. But, using the mouse, you can select all aspects of a table. For example, you can select text in a single cell, or in a contiguous or non-

contiguous range of cells. You can also select a single cell, as well as a contiguous and non-contiguous range of cells, rows and columns. And, of course, you can select the entire table.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_3.docx...*

- 1 Click on the word **Electric**, then drag to the right end of the cell to select both words
- 2 Click anywhere in **TEL00001**, then drag down to **COM00014** to select the text in the range of cells
- 3 Double-click on **Model**, hold down **Ctrl**, then double-click on both **1660** and **Italy** to select text in a non-contiguous range
- 4 Hover outside the table to the left of **TEL00015** – the pointer will change to a white right-pointing arrow  – click then drag down to the next row to select both rows
*Hold down **Ctrl** and click to select non-contiguous rows...*
- 5 Hover just above the top of the **Model** column – the pointer will change to a black downwards-pointing arrow , then click to select the column
- 6 Hover anywhere over the table – the **table move handle**  will appear – then click on it to select the entire table

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Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 223	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM00014	Home Blaster 700	Italy

2

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 223	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM00014	Home Blaster 700	Italy

3

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Country
TEL00001	Communicator 223	Brazil
TEL00011	Electric Document	Brazil
TEL00015	Sat-Direct 1660	Brazil
ELEC00001	Home View 260	Mexico
COM00014	Home Blaster 700	Italy

5

For Your Reference...

To **select** in tables using the **mouse**:

- Click just outside the table to the left of a row to select the row
- Click just outside the table above a column to select the column
- Click on the **table move handle**  to select the entire table

Handy to Know...

- You can select text in a cell by double-clicking on the first word and then dragging to the end of the cell.
- To select a single cell, hover over the left border of the cell until the pointer appears as a small black right-pointing arrow , then click.

INSERTING COLUMNS AND ROWS

In an ideal world you would have correctly determined the numbers of **rows** and **columns** required before you created your table. But in the real world, you will often find that you underestimate the number of

columns and/or rows that you really need. Fortunately, Word makes it easy to insert new rows and columns into your table.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_3.docx...*

- 1 Click on **Country**, then ensure that the **Table tools: Layout** tab is active
 - 2 Click on **Insert Left**  in the **Rows & Columns** group to insert a new column to the left of the **Country** column
 - 3 Click on **Model**, then click on **Insert Right**  in the **Rows & Columns** group to insert a new column to the right of the **Model** column
 - 4 Enter the details, as shown, into the new columns
- Let's create a new row...*
- 5 Click on **ELEC00001**, then click on **Insert Below**  in the **Rows & Columns** group to insert a new row below the cell containing **ELEC00001**
 - 6 Enter the details in the new row, as shown

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Product Catalogue

Catalogue No	Model		Country
TEL00001	Communicator 223		Brazil
TEL00011	Electric Document		Brazil
TEL00015	Sat-Direct 1660		Brazil
ELEC00001	Home View 260		Mexico
COM00014	Home Blaster 700		Italy

2

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Category	Plant	Country
TEL00001	Communicator 223	Communications	Salvador	Brazil
TEL00011	Electric Document	Communications	Salvador	Brazil
TEL00015	Sat-Direct 1660	Communications	Salvador	Brazil
ELEC00001	Home View 260	Electronics	Guadalajara	Mexico
COM00014	Home Blaster 700	Computer	San Marino	Italy

4

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Category	Plant	Country
TEL00001	Communicator 223	Communications	Salvador	Brazil
TEL00011	Electric Document	Communications	Salvador	Brazil
TEL00015	Sat-Direct 1660	Communications	Salvador	Brazil
ELEC00001	Home View 260	Electronics	Guadalajara	Mexico
COM00004	E-Reader 80	Computer	Bordeaux	France
COM00014	Home Blaster 700	Computer	San Marino	Italy

6

For Your Reference...

To **insert** a new **column** or **row**:

1. Click on the desired table cell, then activate the **Table tools: Layout** tab
2. From the **Rows & Columns** group, click on **Insert Left** or **Insert Right** to insert a new column, or click on **Insert Above** or **Insert Below** to insert a new row

Handy to Know...

- An alternative method for inserting a column is to split an existing column into two (or more). To do this, select the entire column, then click on **Split Cells**  in the **Merge** group to open the **Split Cells** dialog box. If you want to keep the entries in the selected cells, deselect **Merge cells before split**.

DELETING COLUMNS AND ROWS

Occasionally you will find that you need to delete columns or rows from your table – perhaps circumstances have changed and you no longer need the information. In Word, it is almost as easy to **delete**

columns and rows from a table as it is to insert them. But just as a note, if the columns or rows to be deleted contain data, this data will be deleted along with the columns or rows.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file W819 Creating Tables_4.docx....

The AGE Marketing Department has decided to remove the Country from the catalogue...

- 1 Click on **Country**, then ensure that the **Table Tools: Layout** tab is active
- 2 Click on **Delete**  in the **Rows & Columns** group, then select **Delete Columns**

The column and its contents will be deleted – no questions asked.

The Electric Document is no longer being produced so we must remove this from the catalogue as well...

- 3 Click on **Electric Document**
- 4 Click on **Delete**  in the **Rows & Columns** group, then select **Delete Rows**

The row and its contents will be deleted and the rows below will move up to take its place

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Category	Plant	Country
TEL00001	Communicator 223	Communications	Salvador	Brazil
TEL00011	Electric Document	Communications	Salvador	Brazil
TEL00015	Sat-Direct 1660	Communications	Salvador	Brazil
ELEC00001	Home View 260	Electronics	Guadalajara	Mexico
COM00004	E-Reader 80	Computer	Bordeaux	France
COM00014	Home Blaster 700	Computer	San Marino	Italy

1

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00011	Electric Document	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

2

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

4

For Your Reference...

To **delete** a **row** or **column**:

1. Click on the desired table cell, then activate the **Table Tools: Layout** tab
2. From the **Rows & Columns** group, click on **Delete**  and select **Delete Rows** to delete a row, or select **Delete Columns** to delete a column

Handy to Know...

- You can also use **Delete**  in the **Rows & Columns** group to delete a selected cell or the entire table.

CHANGING COLUMN WIDTHS

Once you start entering data into a table you may find that some columns are not wide enough for the data while others are too wide. So to make the best use of available space and to make the table look

as neat as possible, you may need to **change column widths**. This is easy to do using the **Table Column Width** tool on the ribbon.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_5.docx...*

- 1 Select the **Catalogue No** column, then ensure that the **Table Tools: Layout** tab is active

Currently the column is 3.53 cm, as shown in *Table Column Width* in the *Cell Size* group...

- 2 Click on the down spinner arrow  for **Table Column Width** in the **Cell Size** group until the column's width reduces to **2.7 cm**

- 3 Repeat steps 1 and 2 to alter the widths of the remaining columns to the following

Model **4 cm**
 Category **3.8 cm**
 Plant **3.2 cm**

2

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

3

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

For Your Reference...

To **change a column's width**:

1. Select the desired table column, then activate the **Table Tools: Layout** tab
2. Click on the up or down spinner arrow for **Table Column Width** in the **Cell Size** group

Handy to Know...

- You can also change the width of adjacent columns using the mouse. To do this, hover over the border between the columns until the pointer appears as a pair of vertical lines with a double-headed arrow , then drag left or right as desired.

CHANGING ROW HEIGHTS

If you create a table on a new, blank document the text in the cells will appear with very little 'white space' above and below it. By default, the text is aligned to the top left corner of the cells so if you

increase the row heights, you will increase the white space below the text. To even out this white space and ensure the table is aesthetically pleasing, you simply alter the cell alignment.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_6.docx...*

1

Select the **Catalogue No** row, then ensure that the **Table Tools: Layout** tab is active

Currently the row is 0.48 cm high, as shown in *Table Row Height in the Cell Size group...*

2

Click on the up spinner arrow  for **Table Row Height** in the **Cell Size** group until the row's height increases to **0.7 cm**

Let's adjust the cell alignment to centre the text vertically within the cells...

3

Click on **Align Centre Left**  in the **Alignment** group

4

Select the **TELO0001** row, then hold down the mouse button and drag down until the remaining five rows are selected

5

Repeat steps 2 and 3 to increase the height of the remaining rows to **0.5 cm** and then centre the text vertically within the rows

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Category	Plant
TELO0001	Communicator 223	Communications	Salvador
TELO0015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

2

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Category	Plant
TELO0001	Communicator 223	Communications	Salvador
TELO0015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

3

Alpheius Global Enterprises

Product Catalogue

Catalogue No	Model	Category	Plant
TELO0001	Communicator 223	Communications	Salvador
TELO0015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

5

For Your Reference...

To **change** a row's height:

1. Select the desired table row, then activate the **Table Tools: Layout** tab
2. Click on the up or down spinner arrow for **Table Row Height** in the **Cell Size** group

Handy to Know...

- If you have specified different heights for different rows, a quick way to ensure that they all have the same height is to select them and click on **Distribute Rows**  in the **Cell Size** group.

AUTOFITTING COLUMNS

By default, when you create a table using the **Insert Table** command, it will automatically fit the window and the column widths will be equal but not fixed – that is, their widths will change if you add

or delete columns. Using the **Autofitting** features you can change a table so that the column widths remain fixed, or you can reduce all column widths so that they just fit their largest entry.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_7.docx...*

- 1 Select the entire table, then ensure that the **Table Tools: Layout** tab is active
- 2 Click on **AutoFit**  in the **Cell Size** group and select **AutoFit Contents**
The width of the columns will automatically reduce to fit...
- 3 Click on **AutoFit**  in the **Cell Size** group and select **Fixed Column Width**
Nothing will appear to have happened. But let's see what happens when you insert a new column...
- 4 Select the **Plant** column and insert a column to the right
The Table width will increase by the width of the new column (whose width will be identical to the Plant column)...
- 5 Select the table again, then click on **AutoFit**  in the **Cell Size** group and select **AutoFit Window**
The width of each column will increase so that the table will be as wide as the window

Alpeheus Global Enterprises Product Catalogue

Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

1

Alpeheus Global Enterprises Product Catalogue

Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

4

Alpeheus Global Enterprises Product Catalogue

Catalogue No	Model	Category	Plant	
TEL00001	Communicator 223	Communications	Salvador	
TEL00015	Sat-Direct 1660	Communications	Salvador	
ELEC00001	Home View 260	Electronics	Guadalajara	
COM00004	E-Reader 80	Computer	Bordeaux	
COM00014	Home Blaster 700	Computer	San Marino	

5

For Your Reference...

To **autofit columns**:

1. Select the table, then click on **AutoFit** 
2. Select **AutoFit Contents** to reduce the column widths to fit the content, or Select **Fixed Column Width** to fix the column width, or Select **AutoFit Window**

Handy to Know...

- If a table is set to **AutoFit Window** and you insert a new column, the size of the existing columns in the table will reduce so that the final table width (with the new column) still fits the window.

SHADING CELLS

Word allows you to apply **shading** to selected cells in a table. For instance, you may want to highlight cells containing important information. The shading can be

any colour supported by your computer and Word. You apply shading to cells via the **Shading** tool on the **Table Tools: Design** tab on the ribbon.

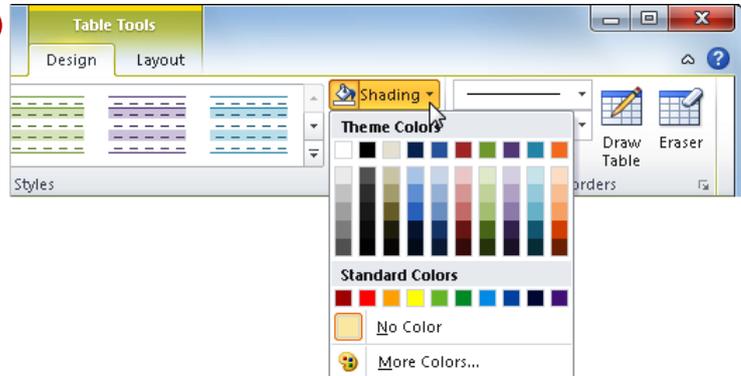
Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file *W819 Creating Tables_8.docx...*

- 1 Select the heading row of the table, then click on the **Table Tools: Design** tab on the ribbon
- 2 Click on the drop arrow for **Shading**  in the **Table Styles** group. A gallery of available colours will appear...
- 3 Click on **Dark Blue, Text 2, Lighter 40%** (4th row, 4th column) to apply the colour to the row
- 4 Click outside the table so you can see the shading more clearly

2



4

Alpheius Global Enterprises Product Catalogue

Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

For Your Reference...

To **apply shading** to **cells**:

1. Select the table cells
2. Click on the drop arrow for **Shading** 
3. Click on the desired colour

Handy to Know...

- The shading gallery includes numerous shades of the selected theme colours plus ten standard colours. If you want to choose a different colour, click on **More Colours**, drag the marker around the larger **Colours** box plus the vertical colour ramp as desired, and then click on **[OK]**.

MODIFYING BORDERS

When you insert a table in Word, it appears with a border by default. This gives a matrix-like appearance to the table. You can change any or all of the lines in a table to suit your own tastes and

to add more visual effects and appeal to the table. For example, you could place a thicker line around the outside of the table and a thinner line below the heading row.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_9.docx...*

1 Select the entire table, then ensure that the **Table Tools: Design** tab is active

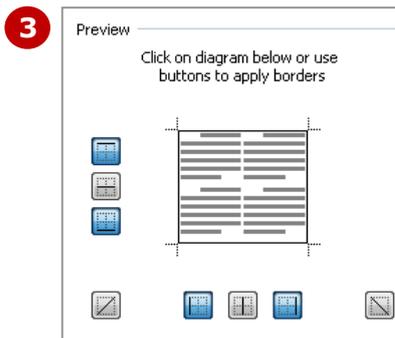
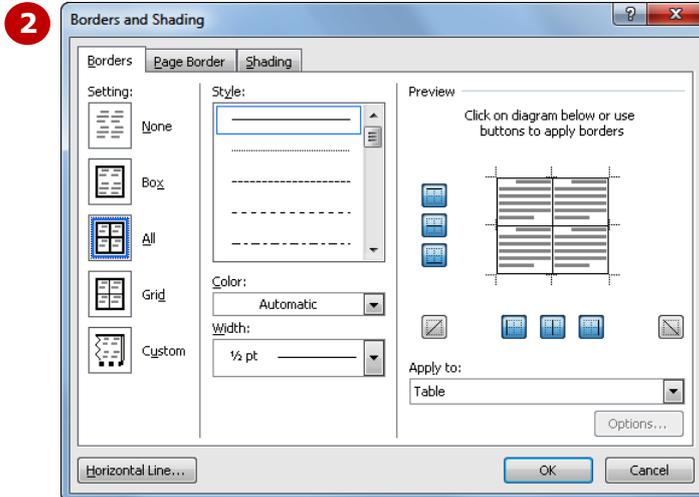
2 Click on the drop arrow for **Borders** in the **Table Styles** group, then select **Borders and Shading** to open the **Borders and Shading** dialog box

3 Click on **Box** under **Setting**
All internal lines will disappear from the Preview pane...

4 Click on the drop arrow for **Colour** and select **Dark Blue, Text 2** (1st row, 4th column)

5 Click on the drop arrow for **Width** and select **1 ½ pt**

6 Click on **[OK]** to apply the changes, then click outside the table to see the changes



6

Alpheius Global Enterprises Product Catalogue			
Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

For Your Reference...

To **modify borders**:

1. Select the table
2. Click on the drop arrow for **Borders** and select **Borders and Shading**
3. Change the settings as desired
4. Click on **[OK]**

Handy to Know...

- If you had just wanted to change the border weight for the table, you could have selected the cells, selected the desired **Line Weight** in the **Draw Borders** group, and then selected the appropriate **Borders** menu option (such as **Outside Borders**) in the **Table Styles** group.

MODIFYING BORDER STYLES

By default, when you display borders on a table they appear as single black lines. You can alter the style used ranging from a single line to a dotted, dashed, double,

triple, or even wavy line. You can modify border styles using the **Borders and Shading** dialog box.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_10.docx...*

1

Select the table, then ensure that the **Table Tools: Design** tab is active

2

Click on the drop arrow for **Borders** in the **Table Styles** group, then select **Borders and Shading** to open the **Borders and Shading** dialog box

3

Scroll half way down the **Style** box and click on the style as shown – the new line style will appear in **Width**

Now you need to apply the new border style to the table and you do this in the **Preview** pane...

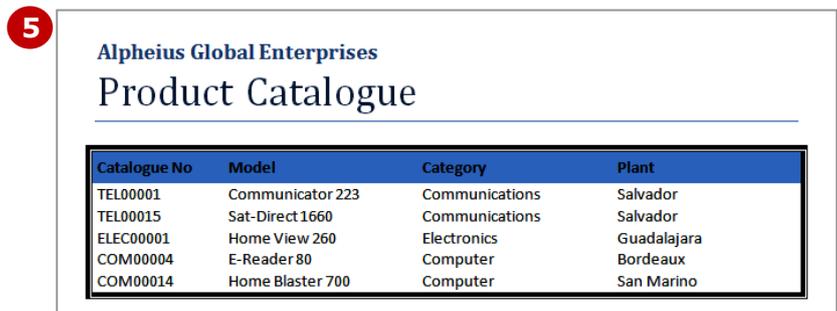
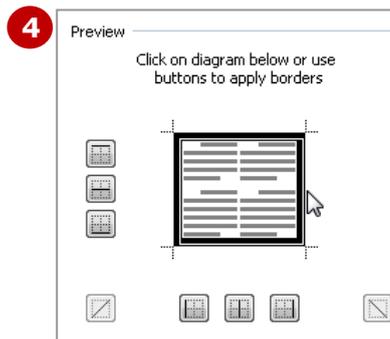
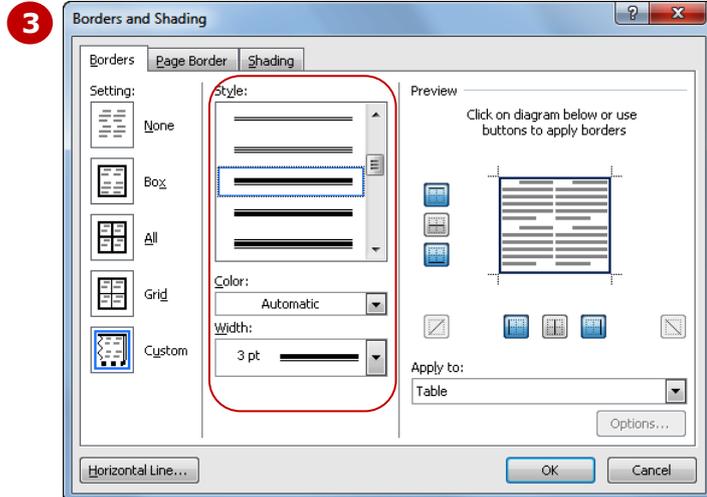
4

Click on each of the four borders that currently appear under **Preview**

Notice that the new border style replaces the single border line style...

5

Click on **[OK]** to apply the changes, then click outside the table to view the changes



For Your Reference...

To **modify border styles**:

1. Select the table
2. Click on the drop arrow for **Borders** and select **Borders and Shading**
3. Change the **Style** as desired
4. Click on **[OK]**

Handy to Know...

- You can also change border styles for specific cells in the table. To do this, select the desired cells before altering the settings in the **Borders and Shading** dialog box.

CHOOSING A TABLE STYLE

Table styles provide you with a series of stylistic templates that can be applied to a table. These styles control the type and nature of the borders, colours, shading, banding, style of text, alignment,

paragraph spacing, and the like. There are many styles from which you can choose and you can even customise the existing settings of a style to suit your own tastes.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W819 Creating Tables_11.docx...*

1

Click in the table, then ensure that the **Table Tools: Design** tab is active

2

Click on the **More** button  for **Table Styles** to open the table styles gallery

3

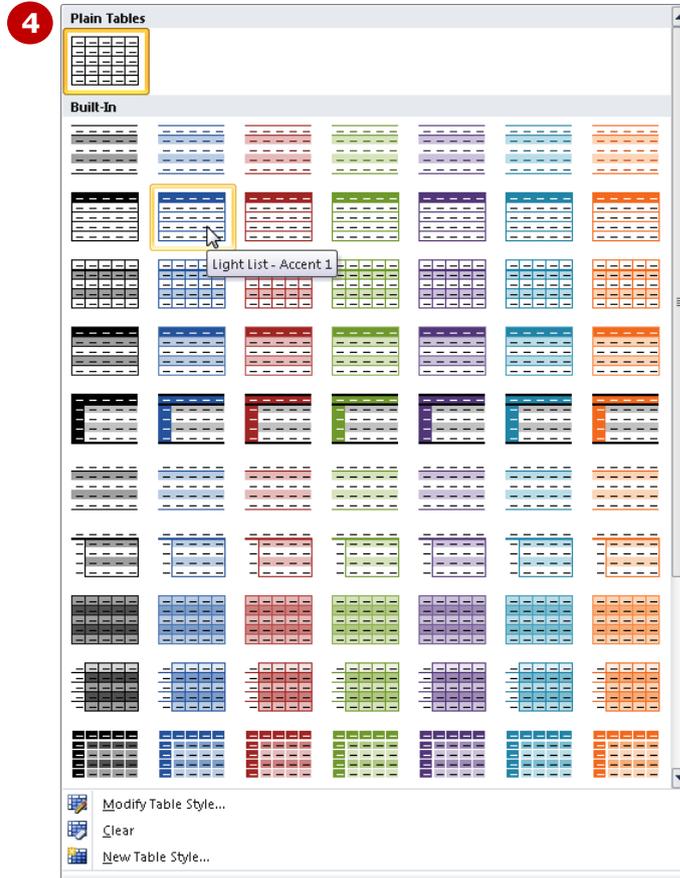
Roll over several options to see a live visual preview of the table using different table styles

4

Click on **Light List – Accent 1** (this is a medium blue style located near the top of the gallery)

5

Click outside the table to deselect it and view the change



5

Alpheus Global Enterprises
Product Catalogue

Catalogue No	Model	Category	Plant
TEL00001	Communicator 223	Communications	Salvador
TEL00015	Sat-Direct 1660	Communications	Salvador
ELEC00001	Home View 260	Electronics	Guadalajara
COM00004	E-Reader 80	Computer	Bordeaux
COM00014	Home Blaster 700	Computer	San Marino

For Your Reference...

To **apply** a **table style**:

1. Click in the table
2. Click on the **More** button  for **Table Styles**
3. Select the desired style

Handy to Know...

- After you have applied a **table style** to a table, you can modify it as desired. To do this, click on the **More** button  for **Table Styles** and select **Modify Table Style**. From the **Modify Styles** dialog box you can change all features including font, banding, paragraph spacing, borders, plus more.

CONCLUDING REMARKS

Congratulations!

You have now completed the **Tables** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**