

Tables in Word contain many features that you can apply to improve the format and layout of your documents. As such, you can use tables for a wide range of documents, such as invoices and forms.

**In this session you will:**

- ✓ learn how to create a table from text
- ✓ learn how to change cell alignments
- ✓ learn how to insert formulas into a table
- ✓ learn how to update formulas in a table
- ✓ learn how to sort table data
- ✓ learn how to merge cells in a table
- ✓ learn how to split table cells
- ✓ learn how to display and hide table guidelines
- ✓ gain an understanding of table properties
- ✓ learn how to align tables on the page
- ✓ learn how to change the direction of text in a table
- ✓ learn how to create repeating heading rows in tables
- ✓ learn how to convert a table to text.

# CREATING A TABLE FROM TEXT


You can convert a list into a table. This is useful if you have rows and columns of text that you would like to place into a table to make it easier to manage the list. When you convert text into a

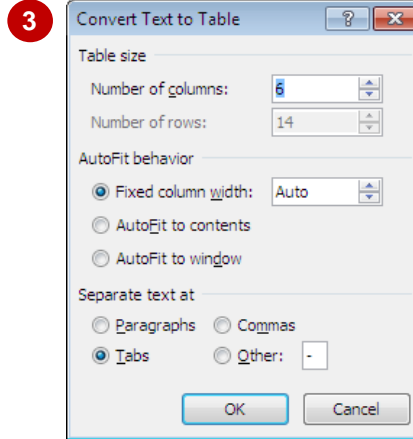
table, Word will by default use the paragraph marks to determine the number of rows and will use the tab marks to determine where text should be split into cells.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W820 Table Features\_1.docx...*

- 1 Select all data below the **Paris Telephone Listing** heading
- 2 Click on the **Insert** tab, then click on **Table**  in the **Tables** group to open the **Insert Table** grid and drop-down menu
- 3 Select **Convert Text to Table** to open the **Convert Text to Table** dialog box  
*Word has recognised that six columns are required based on the number of tabs set in the text...*
- 4 Click on **AutoFit to window** under **AutoFit behaviour**  
*We will leave the default setting as Tabs for Separate text as, as this is how the text is currently separated...*
- 5 Click on **[OK]** to convert the text into a table with borders applied  
*You will now adjust the column width for Telephone...*
- 6 Deselect the text and then double-click the border between the **Telephone** and **Salary** columns twice to auto-adjust the column width
- 7 Save the document



6


### Alpheius Global Enterprises

*Paris Telephone Listing*

First Name	Surname	Department	Email	Telephone	Salary (€)
Henriette	Lacombe	Marketing	hlacombe@alpheiusge.fr	33 1 35 66 02 56	52,500
Chantelle	Poiret	Sales	cpoiret@alpheiusge.fr	33 1 35 66 02 57	49,275
Jean	Gerierre	Sales	jgerierre@alpheiusge.fr	33 1 35 66 02 58	51,500
Pierre	Kras	Marketing	pkras@alpheiusge.fr	33 1 35 66 02 59	51,500
Juliette	Vasmeule	Executive	jvasmeule@alpheiusge.fr	33 1 35 66 02 60	101,500
Gaston	DeLaMare	Sales	gdelamare@alpheiusge.fr	33 1 35 66 02 61	49,275
Susi	Lacombe	Finance	slacombe@alpheiusge.fr	33 1 35 66 02 62	75,600
Katerina	Castalova	Finance	kcastalova@alpheiusge.fr	33 1 35 66 02 63	35,750
Nerida	Arameus	Administration	narameus@alpheiusge.fr	33 1 35 66 02 64	35,750
Victor	Brounson	Administration	vbrounson@alpheiusge.fr	33 1 35 66 02 65	49,275
Xanthea	Maurice	Executive	xmaurice@alpheiusge.fr	33 1 35 66 02 66	98,250
Chantelle	Renousse	Administration	crenousse@alpheiusge.fr	33 1 35 66 02 67	35,750
Hugo	Castille	Administration	hcastille@alpheiusge.fr	33 1 35 66 02 68	35,750

## For Your Reference...

To **create** a **table** from **text**:

1. Select the text to convert
2. Click on **Table**  in the **Tables** group on the **Insert** tab
3. Select **Convert Text to Table**
4. Select the desired options and click on **[OK]**

## Handy to Know...

- It is important to check that the **Number of columns** is correct in the **Convert Text to Table** dialog box. If the number in this field isn't as expected, you may have forgotten to insert a separator character in one or more lines of text.

# ALIGNING DATA IN CELLS




When you enter data into a table, the data will be left-aligned in each cell by default. While this alignment usually works well, there will be times when the table design will be improved if the cell

alignment is changed. For example, if you have cells containing numbers of different lengths, they will appear neater if they are right-aligned to the cell.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W820 Table Features\_2.docx...*

- 1 Select the top row of the table, then click on the **Layout** tab
- 2 Click on **Align Top Centre**  in the **Alignment** group to change the cell alignment for the heading row to centre-aligned
- 3 Click to the left of the first salary **52,500**, hold down  and click to the right of the bottom salary to select all salaries
- 4 Click on **Align Top Right**  in the **Alignment** group to change the cell alignment for the salaries to right-aligned
- 5 Click in the heading to deselect the text
- 6 Save and close the document

2

Paris Telephone Listing

First Name	Surname	Department	Email	Telephone	Salary (€)
Henriette	Lacombe	Marketing	hlacombe@alpheiusge.fr	33 1 35 66 02 56	52,500
Chantelle	Poiret	Sales	cpoiret@alpheiusge.fr	33 1 35 66 02 57	49,275
Jean	Gerrierre	Sales	jgerrierre@alpheiusge.fr	33 1 35 66 02 58	51,500
Pierre	Kras	Marketing	pkras@alpheiusge.fr	33 1 35 66 02 59	51,500
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Xanthea	Maurice	Executive	xmaurice@alpheiusge.fr	33 1 35 66 02 66	98,250
Chantelle	Renousse	Administration	crenousse@alpheiusge.fr	33 1 35 66 02 67	35,750
Hugo	Castille	Administration	hcastille@alpheiusge.fr	33 1 35 66 02 68	35,750

4

Paris Telephone Listing

First Name	Surname	Department	Email	Telephone	Salary (€)
Henriette	Lacombe	Marketing	hlacombe@alpheiusge.fr	33 1 35 66 02 56	52,500
Chantelle	Poiret	Sales	cpoiret@alpheiusge.fr	33 1 35 66 02 57	49,275
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Hugo	Castille	Administration	hcastille@alpheiusge.fr	33 1 35 66 02 68	35,750

### For Your Reference...

To **change cell alignment**:

1. Select the cells to be changed
2. Click on the **Layout** tab
3. Click on the desired alignment option in the **Alignment** group

### Handy to Know...

- If a table has rows that are significantly higher than the text – perhaps you have manually increased the **Table Row Height** – the content will appear neater if you use the three tools that centre the text vertically within the cell: **Align Centre Left**, **Align Centre** and **Align Centre Right**.

# INSERTING FORMULAS INTO A TABLE



Word can calculate table data, such as subtracting or multiplying table data, using **formulas**. A formula is an instruction that you insert that tells Word what data to calculate and


how to calculate that data. Word uses a **function** name to identify the calculation (such as **SUM** for addition), and uses the cells as references (such as cell **C4**) to determine what data will be calculated.

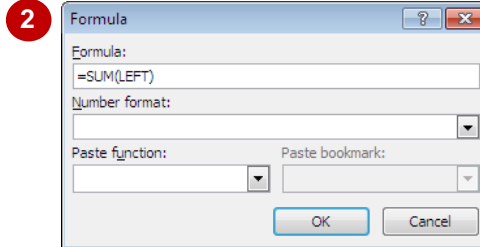
## Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *W820 Table Features\_3.docx*...

- 1 Click in the **Line Total** cell for the **2500lt** tank
- 2 Click on the **Layout** tab, then click on **Formula**  in the **Data** group to open the **Formula** dialog box  
*Word proposes a formula but you will need to multiply the values, not add them...*
- 3 Triple-click in **Formula** and type **=C3\*D3**  
*This tells Word to multiply cell C3 (3) by cell D3 (\$890.00)...*
- 4 Click on the drop arrow  for **Number format** and select **#,##0.00;(\$#,##0.00)**  
*This will format the result as Currency...*
- 5 Click on **[OK]**
- 6 Repeat steps 1 – 5 to enter the following formulas:  

5000lt tank	=C4*D4
750lt tank	=C5*D5
600 pump	=C7*D7
45 pump	=C8*D8
800 pump	=C9*D9
- 7 Click in the empty **Total** cell, click on **Formula** , type **=SUM(E3:E9)** in **Formula**, then click on **[OK]**



Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1350.00	
750lt	D: 650mm, H: 2230mm	1	\$520.00	
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	
				<b>Total</b>


5

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1350.00	\$2,700.00
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
				<b>Total</b>
				\$8,807.00

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## For Your Reference...

To **insert** a **formula** into a table:

1. Click in the cell, then click on the **Layout** tab
2. Click on **Formula**  in the **Data** group
3. Type the **formula** including the relevant cell addresses
4. Select a **Number format**, then click on **[OK]**

## Handy to Know...

- The **Formula** dialog box has a list of built-in **functions** – such as **Average**, **Maximum** and **If** – that you can paste into the **Formula** field. Using this feature will help to ensure that you type the formula correctly.

# UPDATING FORMULAS IN A TABLE

A significant drawback when using **formulas** in Word is that the formula does not update automatically if the data in one of the dependent cells changes. For example, if you change the

**quantity** of an item, the **line total** for that item will not update automatically. You can, however, instruct Word to refresh all formulas in a table after changing any data.


## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W820 Table Features\_4.docx...*

**1** Triple-click on **\$1350.00** in **Unit Price** for the **5000lt** tank  
We mistyped the Unit Price for this tank...

**2** Type **\$1,390.50** and press **Tab**  
Notice that the **Line Total** has not updated – it is still **\$2,700.00**. For the correct value to appear, the formulas need to be recalculated...

**3** Click on the **table move handle**  to select the entire table

**4** Press **F9** to perform a recalculation – every formula in the table will recalculate – then click outside the table to deselect the table

Notice how the line total for the **5000lt** tank has increased to **\$2,781.00** and the **Total** at the bottom of the table has increased to **\$8,888.00...**

**5** Save the document

**2**

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,700.00
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,807.00

**3**


Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,700.00
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,807.00

**4**

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,781.00
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,888.00

## For Your Reference...

To **update formulas**:

1. Make the desired changes to the cell values
2. Click on the **table move handle**  to select the table
3. Press **F9**

## Handy to Know...

- To update a formula once you've made changes to its dependent data, right-click on the formula and select **Update Field**. This will recalculate the cells and update the formula value.

# SORTING TABLE DATA



The **Sort** function lets you sort data in a table. Data can be sorted alphabetically, numerically or by date, in either ascending or descending order. So whether you want to organise an address

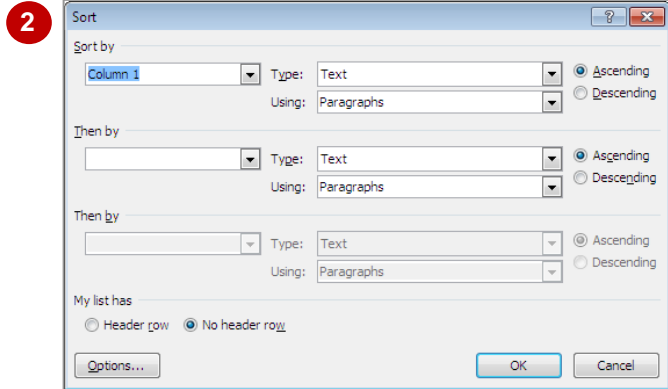
book or know at a glance which product is selling best, you can present the data in a table and then sort it.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W820 Table Features\_5.docx...*

- 1 Select the three rows below the **Round Tank** row
- 2 Click on the **Layout** tab, then click on **Sort**  in the **Data** group to open the **Sort** dialog box
- 3 Ensure that **Column 1** is selected in **Sort by**, click on the drop arrow  for **Type** and select **Number** and ensure that **Ascending** is selected
- 4 Click on **[OK]** to sort the three tank rows in ascending order of volume  
*Let's sort the Pump rows but this time the entries in the first column are textual...*
- 5 Select the three Pump rows, repeat the above steps to sort the rows using the default settings in the dialog box, and then click outside the table to deselect the table
- 6 Save the document



4


Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,781.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
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Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
<b>Total</b>				\$8,888.00

5

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,781.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
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Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
<b>Total</b>				\$8,888.00

## For Your Reference...

To **sort table data**:

1. Select the cells containing the data to be sorted
2. Click on **Sort**  in the **Data** group on the **Layout** tab
3. Select the desired sort criteria, then click on **[OK]**

## Handy to Know...

- To sort data in descending order, alphabetically, numerically or by date, select **Descending** in **Sort by** in the **Sort** dialog box.



# MERGING TABLE CELLS

You can merge two or more cells in a table. When you merge cells, all selected cells will become a single cell. This is useful for headings that span across several columns, for example.


To merge two or more cells, select the cells to merge and then apply the **Merge Cells** command to the selection.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W820 Table Features\_6.docx...*

**1** Click in the **Description** cell, hold down the left mouse button and click in the next cell to select both cells

**2** Click on the **Layout** tab, then click on **Merge Cells**  in the **Merge** group

You can see that the cells are merged as the dotted line has disappeared between the two cells...

**3** Repeat step 1 to select the four cells as shown

**4** Repeat step 2 to merge the four cells into one, then click outside the table to deselect the cell

Because the word *Total* is right-aligned, it remains in the same position. If the word had been left-aligned, it would have moved to the left of the merged cell...

**5** Save the document

**1**

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
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**2**

Description		Quantity	Unit Price	Line Total
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750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
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**3**


Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
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<b>Total</b>				\$8,888.00

## For Your Reference...

To **merge cells**:

1. Select the cells to be merged
2. Click on **Merge Cells**  in the **Merge** group on the **Layout** tab

## Handy to Know...

- To merge several cells into two or more cells (such as merging 8 cells into 4 cells), select the cells, click on **Split Cells**  in the **Merge** group to open the **Split Cells** dialog box, ensure that **Merge cells before split** is ticked, then enter the desired number of columns or rows.

# SPLITTING TABLE CELLS



The **Splitting Cells** tool lets you select one or more cells and split them into several cells. This feature is particularly useful where you need more cells in a particular row. For example, if you

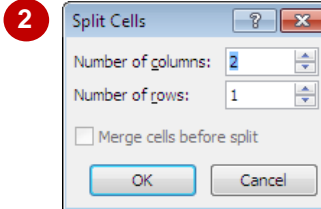
have created a form, you might split two cells into six cells so that you can include several fields of data on the same row.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *W820 Table Features\_7.docx...*

- 1 Click in the **Description** cell, then click on the **Layout** tab  
*You will add a new heading between Description and Quantity – Description will need to be split into two cells...*
- 2 Click on **Split Cells**  in the **Merge** group to open the **Split Cells** dialog box
- 3 Ensure that **2** appears in **Number of columns**, then click on **[OK]** to create two equal-sized cells –  
*You will now make the new heading cell the same width as the other cells in the column...*
- 4 Hover over the gridline between the two heading cells until the pointer changes to a pair of parallel lines with arrows , hold down **[Alt]** and drag to the left until the gridline lines up with the column gridline
- 5 Click in the new heading cell, press **[Ctrl] + [B]** for bold, and then type **Details**
- 6 Save the document



3

Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
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2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
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<b>Total</b>				\$8,888.00

4


Description		Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,781.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
<b>Total</b>				\$8,888.00

5

Description	Details	Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,781.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
<b>Total</b>				\$8,888.00

## For Your Reference...

To **split cells** in a **table**:

1. Select the cell/s to split
2. Click on **Split Cells**  in the **Merge** group on the **Layout** tab
3. Specify the number of columns and/or rows that you want to split the cell/s into, then click on **[OK]**

## Handy to Know...

- If you have multiple cells selected (for example, 8 cells in one column), you can split them into numerous columns (say 4) and merge them into a reduced number of rows (say, 2) simultaneously using the **Split Cells** dialog box.



# DISPLAYING TABLE GRIDLINES

Table **gridlines** are turned on by default in Word. Gridlines help you to identify the borders of each cell when entering and formatting data. Gridlines appear as dotted lines and do not print. If you

have applied borders to your table you won't see the gridlines, but they remain hidden behind the borders.

## Try This Yourself:

Same File


Continue using the previous file with this exercise, or open the file *W820 Table Features\_8.docx...*

1

Click on the **Layout** tab and then click anywhere in the table

*The gridlines show the columns, but as borders are applied to the rows you will not see the row gridlines...*

2

Click on **View Gridlines**  in the **Table** group to hide the gridlines

*Notice that the horizontal and outside borders still appear, but the gridlines have disappeared. This is how the table would print...*

3

Click on **View Gridlines** in the **Table** group

*The gridlines will reappear...*

4

Save and close the document

Description	Details	Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,781.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
<b>Total</b>				\$8,888.00


2

Description	Details	Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,781.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$350.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1370.00
<b>Total</b>				\$8,888.00

3

## For Your Reference...

To **display** or **hide gridlines**:

1. Click in the table
2. Open the **Layout** tab
3. Click on **View Gridlines**  in the **Table** group

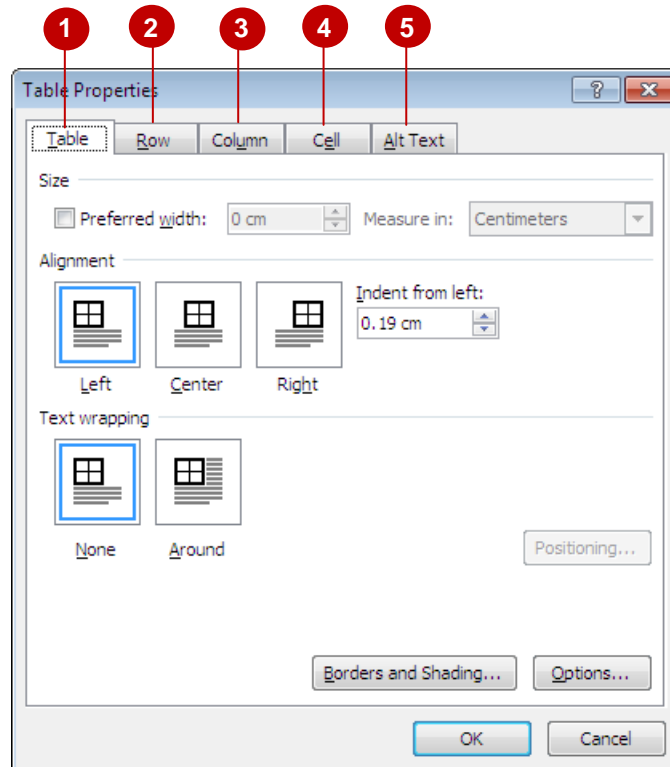
## Handy to Know...

- Gridlines will not appear if you view the document in **Print Preview** or in a web browser.

# UNDERSTANDING TABLE PROPERTIES

Tables offer much more flexibility than simply allowing you to create a grid of columns and rows. Many of the extra features that you may require for your table can be found in the **Table**

**Properties** dialog box. You can access this dialog box via the **Layout** tab on the ribbon.



## 1 Table

Use the settings in the **Table** tab to specify how wide the table should be (Preferred width), its alignment on the page, how text should be wrapped around the table, how far the table should be indented from the left margin, borders and shading options for the table, and via **[Options]** to set default cell margins and cell spacing.

## 2 Row

Use the settings in the **Row** tab to specify how high a row, several rows or all rows should be, whether a row should act as a header row, and whether the row can break across pages.

## 3 Column

Use the settings in the **Column** tab to specify how wide a column, several columns or all columns should be.

## 4 Cell

Use the settings in the **Cell** tab to specify how wide an individual cell should be and how the text within the cell should be vertically aligned (top, centre or bottom of the cell). The **[Options]** allow you to specify the default internal margins for an individual cell.

## 5 Alt Text

In the event that the table will be uploaded onto the web and visitors to the web page are waiting for the table to load or cannot see the table, you can insert alternative text that will be displayed in place of the table. Here you might enter the name or description of the table.

# ALIGNING TABLES


You can align tables on the page, such as left-, centre- or right-aligning a table on the page. This is useful if the width of the table doesn't extend across the page, or to improve the layout of your

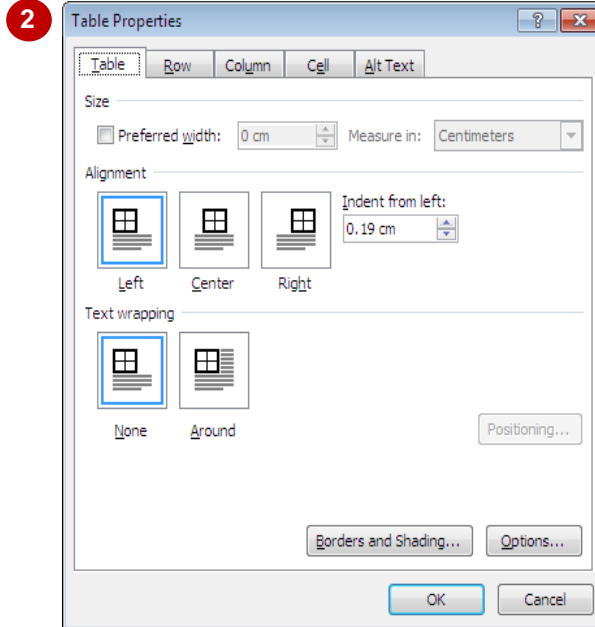
document. Word has several table alignment options in the **Table Properties** dialog box.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W820 Table Features\_9.docx...*

- 1 Click anywhere in the table to activate the table
- 2 Click on the **Layout** tab, then click on **Properties**  in the **Table** group to open the **Table Properties** dialog box
- 3 Click on the **Table** tab, click on **Centre** under **Alignment**, then click on **[OK]** to centre-align the table
- 4 Save and close the document



Dear Sir/Madam

Could I please order the following rain water tanks to be delivered to the above address? Please contact me on the above telephone number to confirm delivery date.

Description	Details	Quantity	Unit Price	Line Total
<b>Round Tanks</b>				
750lt	D: 650mm, H: 2230mm	1	\$520.00	\$ 520.00
2500lt	D: 1260mm, H:2120mm	3	\$890.00	\$2,670.00
5000lt	D: 1830mm, H:2080mm	2	\$1,390.50	\$2,781.00
<b>Pumps</b>				
Alpheius 600	2-3 taps, 50l/min	1	\$350.00	\$ 350.00
Alpheius 800	3-4 taps, 53l/min	3	\$399.00	\$1,197.00
Alpheius Silent 45	5-6 taps, 85l/min	2	\$685.00	\$1,370.00
<b>Total</b>				<b>\$8,888.00</b>


Please find enclosed cheque.

Yours faithfully,


3

## For Your Reference...

To **align tables** on the page:

1. Select the table
2. Click on the **Layout** tab
3. Click on **Properties**  in the **Table** group
4. Select the desired **Alignment** option
5. Click on **[OK]**

## Handy to Know...

- You can open the **Table Properties** dialog box by right-clicking on a table and selecting **Table Properties** or by clicking on the **dialog box launcher**  for the **Cell Size** group.

# CHANGING THE DIRECTION OF TEXT




You can change the direction of text in tables so that it appears vertically rather than horizontally. Changing text direction is a useful feature for specialised tables such as price lists, reports,

invoices, and the like. Click repeatedly on **Text Direction** on the **Layout** tab to cycle through some of the available styles and select the style you want.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W820 Table Features\_10.docx...*

- 1 Click in the top empty cell in the first column
- 2 Type **Round Tanks**, press  and type **Pumps** in the second empty cell
- 3 Click on the **Layout** tab, then click on **Text Direction**  in the **Alignment** group  
*The text will become vertical. We will keep clicking on Text Direction to cycle through some of the available styles until we find the style we want...*
- 4 Click on **Text Direction**  again to apply the next available style
- 5 Repeat steps 3 and 4 for **Round Tanks**
- 6 Select both cells, click on the **Layout** tab and then click on **Align Centre Left**  in the **Alignment** group to centre-align the text along the left of the cell
- 7 Deselect the text, then save and close the document

2

Description	
Round Tanks	750lt
	2500lt
	5000lt
Pumps	Alpheius 600
	Alpheius 800
	Alpheius Silent 45

3

Description	
Round Tanks	750lt
	2500lt
	5000lt
Pumps	Alpheius 600
	Alpheius 800
	Alpheius Silent 45

4

Description	
Round Tanks	750lt
	2500lt
	5000lt
Pumps	Alpheius 600
	Alpheius 800
	Alpheius Silent 45

5


Description	
Round Tanks	750lt
	2500lt
	5000lt
Pumps	Alpheius 600
	Alpheius 800
	Alpheius Silent 45

6


Description	
Round Tanks	750lt
	2500lt
	5000lt
Pumps	Alpheius 600
	Alpheius 800
	Alpheius Silent 45

## For Your Reference...

To **change text direction** in a **table**:

1. Select the text to be rotated
2. Click on the **Layout** tab, then click on **Text Direction**  in the **Alignment** group, or
4. Click on an **alignment** option in the **Alignment** group

## Handy to Know...

- When you click repeatedly on **Text Direction** , Word will cycle through three of the alignment settings. To select a specific alignment setting, click on an alignment option in the **Alignment** group.

# REPEATING HEADING ROWS



When large tables spill over to one or more pages, it is generally best to have the heading row appear at the top of each page that the table appears on to help the reader navigate the table.

You can apply a **repeating header row** in Word to a table so that the heading row appears as the first row of each additional page on which the table appears.

## Try This Yourself:


**Open File**


Before starting this exercise you **MUST** open the file *W820 Table Features\_11.docx...*

**1** Click on the **Next Page** button  and the **Previous Page** button  to scroll through the document – notice that the heading for each column appears only once at the start of the table



**2** Return to the top of the document and click in the blue heading row

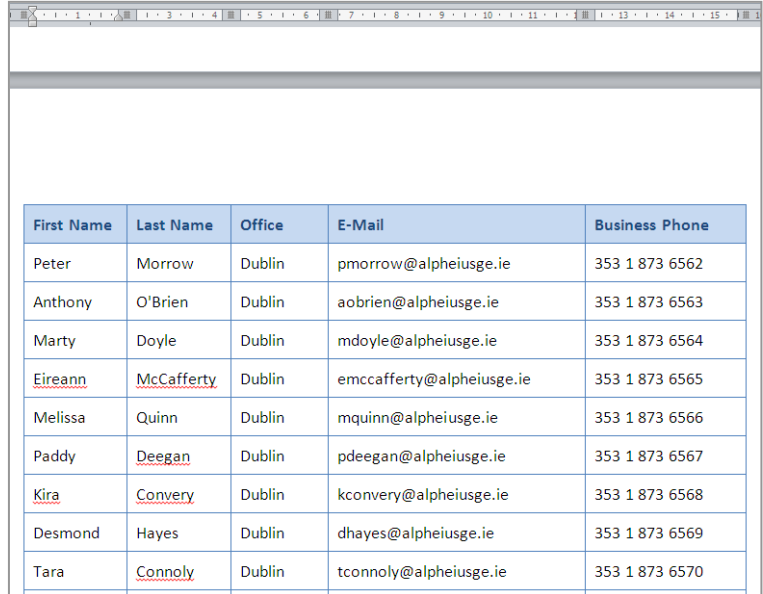
*This row contains the column headings that we want to repeat on every page...*

**3** Click on the **Layout** tab and then click on **Repeat Header Rows**  in the **Data** group to mark this row as the repeating row

**4** Click on the **Next Page** button 

*You will notice that the table on page 2 now contains a header row...*

**5** Click on the **Next Page** button  and the **Previous Page** button  to scroll through the document, then save and close the document




First Name	Last Name	Office	E-Mail	Business Phone
Peter	Morrow	Dublin	pmorrow@alpheiusge.ie	353 1 873 6562
Anthony	O'Brien	Dublin	aobrien@alpheiusge.ie	353 1 873 6563
Marty	Doyle	Dublin	mdoyle@alpheiusge.ie	353 1 873 6564
Eireann	McCafferty	Dublin	emccafferty@alpheiusge.ie	353 1 873 6565
Melissa	Quinn	Dublin	mquinn@alpheiusge.ie	353 1 873 6566
Paddy	Deegan	Dublin	pdeegan@alpheiusge.ie	353 1 873 6567
Kira	Convery	Dublin	kconvery@alpheiusge.ie	353 1 873 6568
Desmond	Hayes	Dublin	dhayes@alpheiusge.ie	353 1 873 6569
Tara	Connolly	Dublin	tconnolly@alpheiusge.ie	353 1 873 6570

4

## For Your Reference...

To **insert** a **repeating header row**:

1. Click in the row that contains the headings
2. Open the **Layout** tab
3. Click on **Repeat Header Rows**  in the **Data** group

## Handy to Know...

- Note that the **repeating header row** feature will not work on a table that has been split over two pages with a manual page break. When inserting a page break between a table, Word recognises the tables as two separate tables.

# CONVERTING A TABLE TO TEXT

Word lets you convert tables to paragraphs of text. You can choose to convert the whole table or a range of contiguous rows anywhere within the table. You cannot convert selected cells. As

part of the conversion, you can specify the separator character that will be used in place of the column boundaries, such as tabs or spaces, while each row will be separated with paragraph marks.

## Try This Yourself:


**Open File**

Before starting this exercise you **MUST** open the file *W820 Table Features\_12.docx...*

**1**

Click anywhere in the table  
You will convert all data in the table to text...

**2**


Click on the **Layout** tab and then click on **Convert to Text**  in the **Data** group to open the **Convert Table to Text** dialog box

**3**

Ensure that **Tabs** is selected, click on **[OK]**, then click in the heading to deselect the text

The table will be converted to text, where each cell in a row is separated by a tab mark and each row has become a new paragraph...

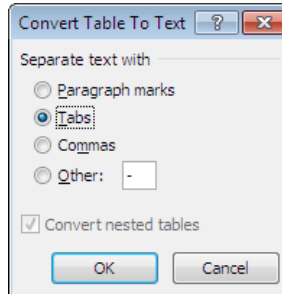
**4**

Click on the **Home** tab and then click on **Show/Hide**  to display the tab and paragraph marks that have been inserted to separate the text

**5**

Save and close the document

**2**




**4**



## For Your Reference...

To **convert a table to text**:

1. Click in the table, then click on the **Layout** tab
2. Click on **Convert to Text**  in the **Data** group
3. Choose the appropriate separator
4. Click on **[OK]**

## Handy to Know...

- Although separating the text using tab marks produces a pleasing effect when converting a table to text, you can choose other separator characters. For example, if you want each cell entry to be converted to a new paragraph, click on **Paragraph marks** in the **Convert Table to Text** dialog box.