

MANAGING TABLES

Table Tools – Layout Tab

When a table is inserted into a document, it will need to be managed so that you end up with the 'look' that you require.

To Start:

- Insert a table into a document
- Turn on the **Table Tools, Layout Tab**
- Check the **Groups** across the bottom of the ribbon.

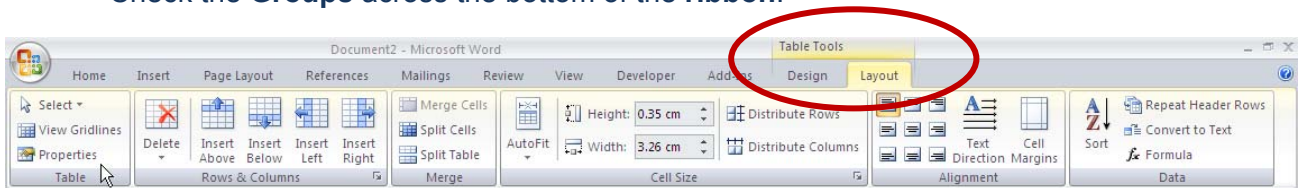


Table Group

Select ▼

Left click the down arrow.

Select cell, row, column or whole table.

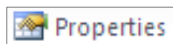
View Gridlines

Turn off/on the gridlines on the screen. When turned on this allows the user to see the table borders even if the borders have been turned off for printing.



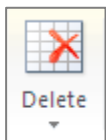
Tip ➔ it is advisable to have gridlines turn on.

Table Properties



Left click the **Properties** button to access the **Table Properties Dialog Box**.
(See handout on **Table Properties**)

Rows and Columns Group



Delete

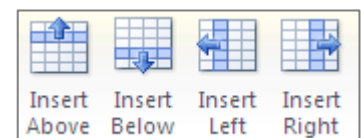
Select the appropriate section on the table.

Left click the **Delete ▼**

Choose delete option required - **cells, columns, rows, table**

Rows and Columns

Left click the appropriate option to insert rows and columns indicated by the picture on the buttons.



Merge Group

Merge Cells

Select the cells to be merged on the table
Left click the **Merge Cells** button to join the cells together as one.

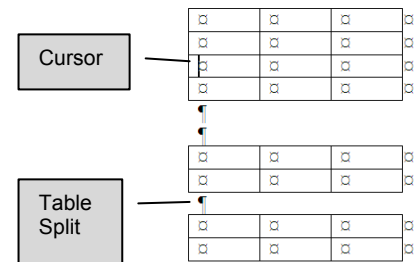
(merge three cells into one cell)					
(split	row	into	six	cells)	

Split Cells

Select the cell(s) to be split.
Left click the **Split Cells** button.
Enter the numbers for columns and rows required in the Split Cells dialogue box.
OK

Split Table

Left click at the beginning of a row where you wish the table to be split.
Left click the **Split Table** button.



Cell Size Group

Left click the **Launcher** for this group to open Table Properties

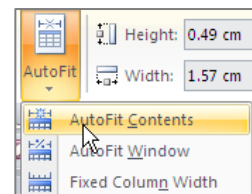
AutoFit

Left click the button and choose the option to suit requirements -

AutoFit Contents: adjusts column width to fit the contents

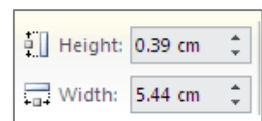
AutoFit Window: adjusts column width to fit the size of the window

Fixed Column Width: forces the column to remain at a fixed width



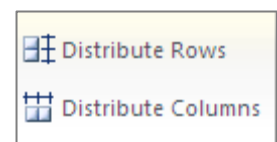
Height/Width

Select the rows/columns to be adjusted
Adjust the measurement to alter the height/width of the rows and columns



Distribute Rows

Select the rows to be adjusted
Left click the **distribute rows** button – the rows within the table will adjust evenly throughout the table without altering the outside border of the table.

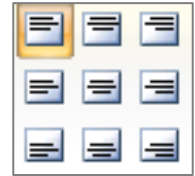


Distribute Columns

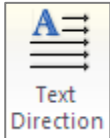
Select the columns to be adjusted
Left click the **distribute columns** button – the columns within the table will adjust evenly throughout the table without altering the outside border of the table.

Alignment Group

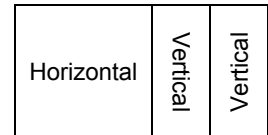
There are nine different options to allow text to be displayed in cells of a table. Left Click the option that best suits the text to be inserted.



Text Direction

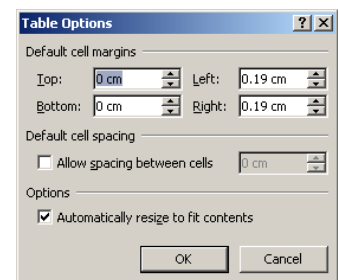


There are three different options available. Left click the option which best suits the text to be inserted.

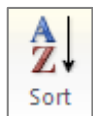


Cell Margins

Left click **Cell Margins** to open **Table options** dialog box. Alter cell margins as required.



Data Group



Sort

Left click **Sort button** to sort data ascending (a-z) or descending z-a, or sort numerically (number order) or sort chronologically (date order). (See [Sorting Text](#) handout)

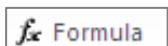
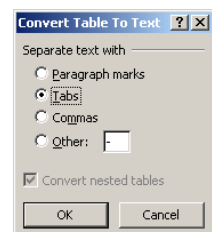
Repeat Header

When tables extend over more than one page this option allows the header row (heading row) to be repeated at the top of every table on every page, so that the information can be read clearly.



Convert to Text

Left click **Convert to Text** button to open **Convert Table to Text** dialog box. Choose the separator required



Formula

Left Click the **Formula** button to open the Formula dialog box. Formulas can be inserted in this window to help the user to calculate and format numerical data. (See [Mathematical Calculations](#) handout)

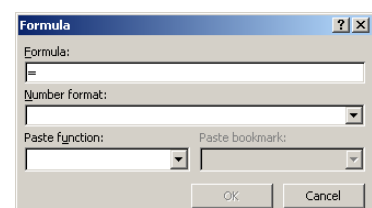


Table Tools – Design Tab

When a table is inserted into a document, it will need to be formatted so that you end up with the 'look' that you require.

To Start:

- **Insert a table into a document**
- Turn on the **Table Tools, Format Tab**
- Check the **Groups** across the bottom of the **ribbon**.

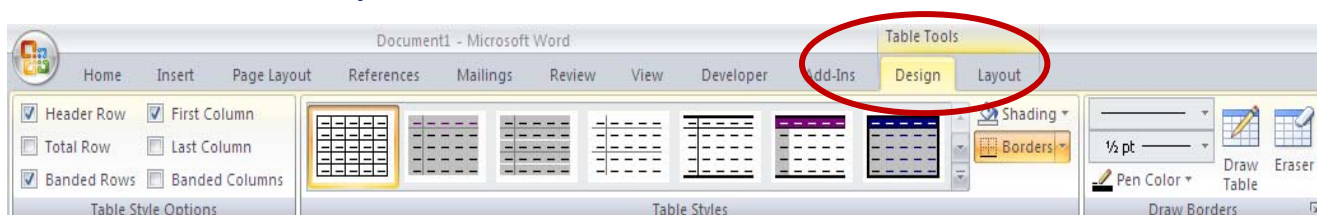
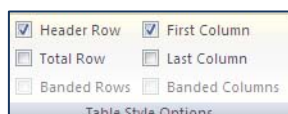


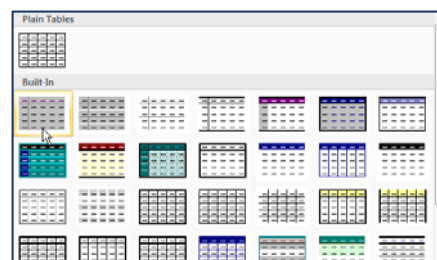
Table Style Options



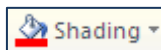
The **tick boxes control the table styles**. When ticked on/off they will format the table options available under the table styles.

Table Styles

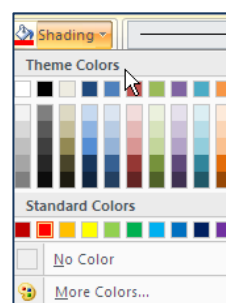
1. Use the scroll bar to choose the table style required.
2. Move the cursor over the options - the preview will change on the screen.
3. Left mouse click the table style required.



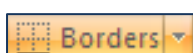
Shading



1. **Select the cells** to be shaded.
2. **Left click the arrow beside the bucket** to access colour shades
3. **Left click the colour** of choice



Borders



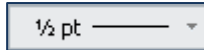
1. **Select the cells** to have borders added/changed
2. **Left click the arrow beside the Border** button.
3. **Left click the border** of choice

Draw Borders



Line Style

Click on the ▼ beside the line style. Choose the option which best suits your purpose.



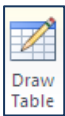
Line Weight

Click on the ▼ beside the line weight. Choose the option which best suits your purpose.



Pen Colour

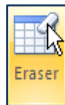
Click on the ▼ beside the pen colour. Choose the option which best suits your purpose.



Draw table

This feature allows the user to draw table lines where required.

1. Left click once to turn on the drawing pencil.
2. Left click, hold and drag the pencil through the table to draw a table line.
3. Release the mouse button to generate the line.
4. Left click the draw table button to turn the pencil off.



Eraser

This feature allows the user to merge cells and remove lines.

1. Left click to turn on the eraser.
2. Left click the line to be removed with the eraser to erase a single line.
3. To erase more than one line - left click, hold and drag the eraser through the lines to be erased.
4. Left click the eraser button to turn the eraser off.

If the outside of a border is erased the border line will be removed and not print (it will not be merged).