


FORMATTING TABLES

There are many different formatting features that may be applied to a table, such as adjusting the width and height of columns and rows, deleting and inserting columns and rows, moving columns and rows, realigning text in cells, changing the direction of text in selected cells, resizing the entire table, and adding borders and shading to selected portions of the table.

- ❖ Click the **Show/Hide** button on the **Standard** toolbar to turn on the **Show/Hide** feature (see illustration at right). 
- ❖ Make sure the insertion point is somewhere in the table.
- ❖ The End of Cell Markers and End of Row Markers will be displayed. The markers only display when the Show/Hide feature is selected.
 - **End of Cell Markers** - These markers indicate the end of each cell in a table.
 - **End of Row Markers** - These markers are located to the right of the gridline of each row in a table. They are used to indicate the end of each row in a table.



Deleting/Inserting Cells, Rows, and Columns

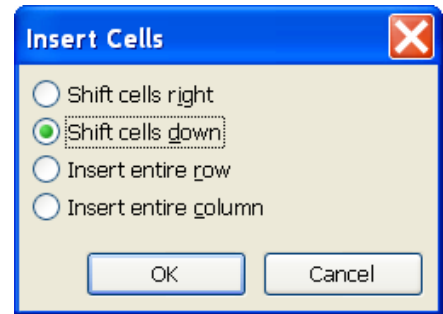
It is possible to delete the contents of a cell by selecting the text and pressing Delete. However, when the Delete key is pressed, the column or row that contains the text is not deleted.

Columns and rows are removed from the table using the **Delete Columns** or **Delete Rows** features. When this is done, the column to the right of the deleted row will move to fill in the column that was removed. In the same way, rows move up to fill in the space where the row was located. There are different ways to delete a column or row. One of these methods is described in the following steps:

Inserting Cells, Rows, or Columns

- ❖ Click in a table where the cell or column is to be inserted.
- ❖ Select **Table** on the **Menu Bar**.
- ❖ Select **Insert** from the list of options.
- ❖ Click the **Cells** option.
- ❖ The **Insert Cells** dialog box will appear.
- ❖ This menu provides four options:
 - **Columns to the Left** - This option is used to insert a new blank column to the left of the insertion point.
 - **Columns to the Right** - To insert a new blank column to the right of the insertion point, choose this option.
 - **Rows Above** - This option is used to insert a new blank row above the insertion point.
 - **Rows Below** - To insert a new blank row below the insertion point, choose this option.

- **Cells** – Use the Cells option to insert cells according to the options listed in the dialog box at the right.
 - **Shift Cells Right** – This option is used to insert a new cell and to shift all the cells to the right of the insertion point
 - **Shift Cells Down** – To insert a new cell and shift all the cells below the insertion point down, use this option. When this option is used, a new row may be added to the bottom of the table.
 - **Insert Entire Row** – This option is used to insert a new row above the row where the insertion point is located.
 - **Insert Entire Column** – Use this option to insert a new column to the left of the column where the insertion point is located.

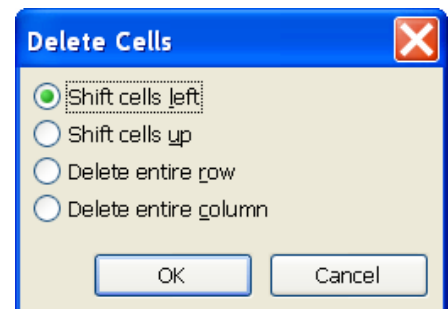


NOTE: To insert more than one row or column, select the number of columns or rows to insert. Follow the above procedures to insert the columns or rows.

NOTE: To insert a new row at the bottom of the table, move the cursor to the last cell in the Table and press Tab.

Deleting Cells, Rows, or Columns

- ❖ Place the insertion point in the Column, Row, or Cell that is to be deleted.
- ❖ Click **Table** on the **Menu Bar**.
- ❖ Choose **Delete** from the list of options that appears.
- ❖ Click one of the following options:
 - **Columns** – This option is used to delete the entire column.
 - **Rows** – Select this option to delete the entire row.
 - **Cells** – This option is used to delete the specified cells. The **Delete Cells** dialog box will appear (see illustration at right).
 - This menu provides four options:
 - **Shift Cells Left** – To delete the cell where the insertion point is located and to move all the cells in that row to the left, use this option.
 - **Shift Cells Up** – Use this option to delete the cell where the insertion point is located and to move all the cells in that column up.
 - **Delete Entire Row** – To delete the row where the insertion point is located, click this option.
 - **Delete Entire Column** – Click this option to delete the column where the insertion point is located.



Moving Columns and Rows

Columns may be moved from one area of the table to another either by using **Cut and Paste** or the **Drag and Drop** method.

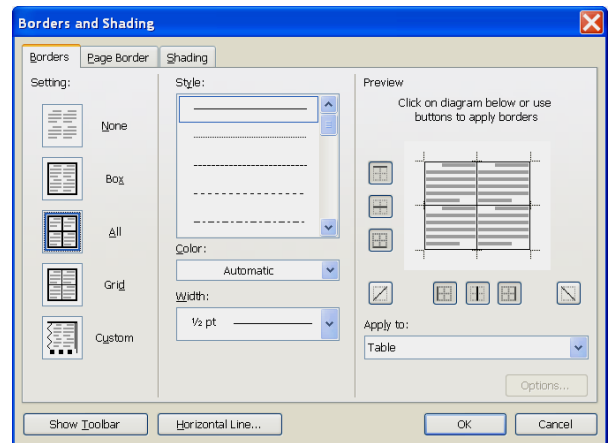
- ❖ Choose the column that is to be moved.
- ❖ Click the **Cut** button on the **Standard** toolbar.

- ❖ Move to the beginning of the first word in the column where the column is to be inserted.
- ❖ Click the **Paste** button on the **Standard** toolbar to insert the column in a new location.
- ❖ The copied column should now appear before selected column.
- ❖ Click the **Undo** button to return the column to its original position.

Adding a Border to a Table

Table borders can sometimes add emphasis to a particular cell, row, or column in a table. Borders can also make the table look more attractive and easier to read.

- ❖ Do one of the following to add borders to a table:
 - To add a border to a table, click anywhere in the table.
 - To add borders to specific cells, select the cells, including the end-of-cell mark.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Borders and Shading** from the list.
- ❖ Click the **Borders** tab.
 - When a table is inserted into a document, it has a black 1/2-pt solid single-line border by default.
 - Use the **Style**, **Color**, and **Width** options to add a different border.
- ❖ Make sure the correct option – **Table** or **Cell** – is selected under **Apply to**.
- ❖ Select the desired options. For Help on an option, click the question mark and then click the option.
- ❖ To specify that only particular sides get borders, click **Custom** under **Setting**.
- ❖ Under **Preview**, click the diagram's sides, or use the buttons to apply and remove borders.
- ❖ To specify the exact position of the border relative to the text:
 - Click **Paragraph** under **Apply to**.
 - Click **Options**. Select the options that are needed to complete the table.



Align Text Within Cells

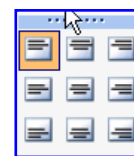
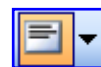
There are several ways that text may be aligned in a table cell. The table below illustrates each of these options.

| | | |
|-------------------|---------------------|--------------------|
| Align Top Left | Align Top Center | Align Top Right |
| Align Center Left | Align Center | Align Center Right |
| Align Bottom Left | Align Bottom Center | Align Bottom Right |

- ❖ Click the **Tables and Borders** button on the **Standard** toolbar (see illustration at right).
- ❖ The **Tables and Borders** toolbar will display.
- ❖ Select the cells, rows, or columns to be aligned.



- ❖ Click the **Cell Alignment** button drop-down arrow on the **Tables and Borders** toolbar (see illustration at right).
- ❖ Click one of the nine alignment buttons (see illustration at right).
- ❖ It is also possible to use the **Table Properties** dialog box to vertically align text in cells. To do this:
 - Click **Table** on the **Menu Bar**.
 - Select **Table Properties** from the list of options.
 - Click the **Cell** tab.
 - Click the **Top**, **Center** or **Bottom** button under **Vertical alignment**.



Changing Text Direction

When working with tables, it is possible to change the direction in which the text is displayed in each cell. For instance, the text can appear vertically, rather than horizontally in a cell. When the text direction is changed, the cell will resize to accommodate the change. To do this:

- ❖ Click the **Tables and Borders** button on the **Standard** toolbar (see illustration at right).
- ❖ The **Tables and Borders** toolbar will display.
- ❖ Select the cells to be changed.
- ❖ Click the **Change Text Direction** button on the **Tables and Borders** toolbar (see illustration at right).
- ❖ Continue clicking this button until the text reaches the desired direction.



Resizing the Entire Table Proportionally

A new feature with Word is the ability to select a table and resize or move it within the document. Using the resize handles in the lower-right corner of the table does this. To resize a table complete the following steps:

- ❖ Click to place the insertion point in the table.
- ❖ Position the pointer over the **Table Resize Handle**.
- ❖ This is a little white box that is located in the lower-right corner of the table.
- ❖ Drag the resize handle until the table is the desired size.

Hiding or Displaying Gridlines

Table gridlines may be displayed in a window or they may be hidden. By default, cell gridlines are displayed. Having the gridlines displayed makes it easier to work with the table.

- ❖ To hide the gridlines:
 - Click **Table** on the **Menu Bar**.
 - Click **Hide Gridlines**.
- ❖ To redisplay the gridlines:
 - Click **Table** on the **Menu Bar**.
 - Click **Show Gridlines**.

Using the AutoFit Feature

This feature is used to automatically fit the contents of a cell to the width of the column. With this option, the program will look at the longest entry in the column and then fit the text to that width. It is also possible to Distribute Columns and Rows Evenly to make them all the same height or width when using this feature. In addition, it is possible to have the Column fit the width of a window. This is a good option to use when working with tables that are going to be saved as a Web page. To use this option:

- ❖ Click **Table** on the **Menu Bar**.
- ❖ Select **AutoFit** from the list of options.
- ❖ The following list will appear:
 - **AutoFit to Contents** - Select this option to fit the column width to the longest entry in the column.
 - **AutoFit to Window** - This option automatically refits the table to the width of the browser window when the table is being saved as a Web page and viewed on the Web.
 - **Fixed Column Width** - Use this option to fit the column to a specified width.
 - **Distribute Rows Evenly** - This option is used to make all the rows or selected rows in the table the same height.
 - **Distribute Columns Evenly** - Select this option to make all the columns or selected columns the same width.