

TABLE MENU

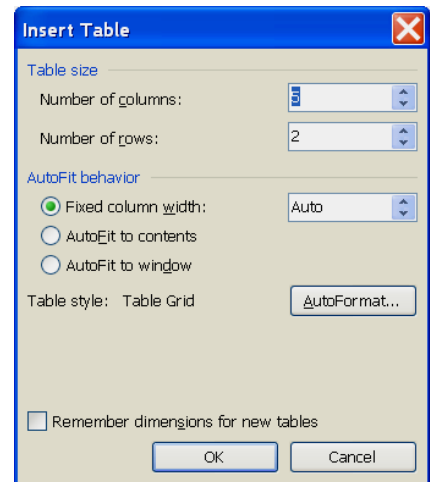
The Table Menu is used to create and format a table. The following information describes each of the components in the Table Menu. Each of these features can be used to manipulate a table so that it meets your particular needs. To access this menu, click **Table** on the **Menu Bar**.

❖ **Draw Table**

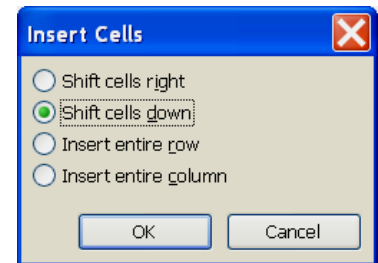
- Use this option to draw the table border and cells within a table.
- This option is used to make a customized table.
- After the outside border for the table is created, cells can be drawn anywhere within the table and in any direction.

❖ **Insert**

- **Table** – This option is used to insert a table into the document. A dialog box appears offering the following options:
 - **Table Size** – This option is used to specify the number of columns and rows in a table.
 - **Number of Columns** – Use this option to input the number of columns for the table. Columns may be added after the table is created, but it is best if the total number of columns is specified when the table is created.
 - **Number of Rows** – Use this option to input the number of rows for the table. The exact number of rows doesn't have to be specified. When the insertion point is located in the last cell of the table, press the tab key to insert a new row at the end of the table.
 - **AutoFit Behavior** – This option determines the width of each column in a table.
 - **Fixed Column Width** – This option is used to specify the width of the column. The width that is specified will remain static; it will not change as data is entered.
 - **AutoFit to Contents** – To make the column width the size of the longest entry in the column, use this option. As text is entered into the column, the width will expand to size of the entry.
 - **AutoFit to Window** – This option automatically changes the width of a table to fit a Web page so it will fit in a Window browser. This is the best option to use if you plan to convert the document to a Web page. The column width that is displayed in the Word document, may not be the same as when the document is displayed on the Web.
 - **Table Style (Table Grid) – Auto Format** – This option is used to display the Table Auto Format dialog box. When this button is clicked, the **Table AutoFormat** dialog box will display. This dialog box displays a list of pre-defined formats that may be used for a table.

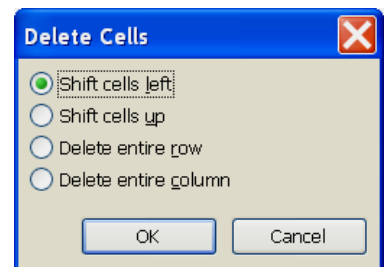


- **Remember dimensions for new tables** – To save the dimensions selected in the **Insert Table** dialog box, click the check box beside this option. All new tables will be created using these dimensions.
- When all the changes have been made, click the **OK** button.
- **Columns to the Left** – To insert a column to the left of the one where the insertion point is located, use this option.
- **Columns to the Right** – Use this option to insert a column to the right of the one where the insertion point is located.
- **Rows Above** – To insert a row above the one where the insertion point is located, use this option.
- **Rows Below** – This option is used to insert a row below the one where the insertion point is located.
- **Cells** – When this option is chosen, a dialog box appears offering the following choices:
 - **Shift Cells Right** – Click this option to insert a new cell and 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. It also may add a new row to the bottom of the table
 - **Insert Entire Row** – Use this option to insert a new row above the row where the insertion point is located.
 - **Insert Entire Column** – to insert a new column to the left of the column where the insertion point is located, use this option.



❖ Delete

- **Table** – Click this option to delete the whole table.
- **Columns** – To delete the column where the insertion point is located, click this option.
- **Rows** – Use this option to delete the row where the insertion point is located.
- **Cells** – When this option is chosen, a dialog box appears offering the following options:
 - **Delete Cells Left** – This option is used to delete the cell where the insertion point is located and to move all the cells in that row to the left.
 - **Delete Cells Up** – To delete the cell where the insertion point is located and move all the cells in that column up, click this option.
- **Delete Entire Row** – Use this option to delete the row where the insertion point is located.
- **Delete Entire Column** – To delete the column where the insertion is located, click this option.



❖ Select

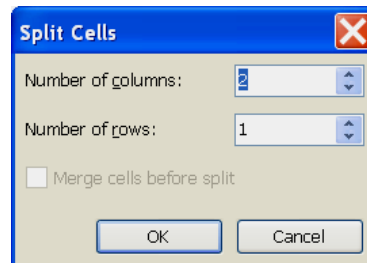
- **Table** – When this option is chosen, the entire table is highlighted (selected).
- **Columns** – To highlight (select) the column that the insertion point is located in, click this option.
- **Rows** – To highlight (select) the row that the insertion point is located in, click this option.
- **Cells** – Click this option to highlight (select) the cell that the insertion point is located in.

❖ Merge Cells

- This feature is used to combine a selected group of cells to make them into one cell.
- This is a good option to use to center text over the columns of a table.
- To merge the cells, select the table cells that are to be combined and then choose this option.

❖ Split Cells

- Use this feature to divide a selected cell into more than one column or row.
- A dialog box will appear allowing a choice to be made as to the number of columns or rows into which the cell will be divided.
- Use the spinner arrows to specify the number of columns or the number of rows.
- When the numbers have been specified, click the **OK** button.



❖ Split Table

- This feature is used to split the table into more than one table at the location of the insertion point.
- One table will become two separate tables.
- Once a table is split, separate formatting may be applied to each table.

❖ Table AutoFormat

- To display a list of formats for a table, click on this feature.
- To make changes to the table style, click the **Modify** button.
- While in the **Modify Style** dialog box, make any changes to the table style that you feel are appropriate.
- Once the style is selected it can then be applied to other tables.
- After changes have been made to the table, click the **Default** button to make all tables created in Word formatted with this table style.
- Under **Apply Special Formats To**, click one of the options; Heading Rows, Last Row, First Column, Last Column.

❖ AutoFit

- **AutoFit to Contents** - This feature is used to fit the contents of the columns in a table to the width of the longest entry in each column.
- **AutoFit to Window** - Select this feature to spread the table so it fits between the left and right margins of the page.
- **Fixed Column Width** - This feature is used to keep the column at the width specified.
- **Distribute Rows Evenly** - Click this option to make all the rows in a table the same height. The rows that are to be changed have to be selected. To change the width of all the rows, select the whole table.
- **Distribute Columns Evenly** - To make all the columns in a table the same width, select this option. The columns that are to be changed have to be selected. To change the width of all the columns, select the whole table.

❖ Heading Rows Repeat

- This feature is used when a table is longer than one page.
- It is used to repeat the selected rows at the top of each page so that the table will show a header on each page.

❖ Convert

- **Text to Table** – Use this feature to convert text that contains tabs, commas, hyphens, or other symbols to a table. In order for this feature to work properly, each row has to have the same number of symbols specified.
- **Table to Text** – To convert a table to text with paragraph marks, tabs, commas, or some other mark inserted, click this option.

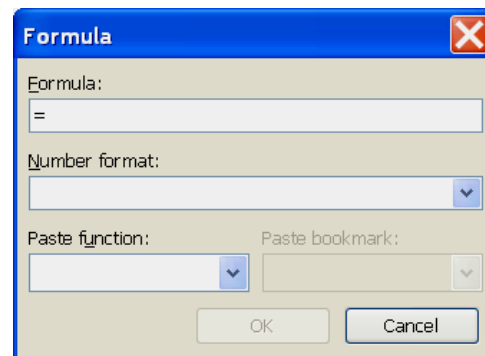
❖ Sort

- When this feature is selected, a dialog box displays.
- The dialog box is used to sort the table according to specified columns.
- It is possible to specify up to three criteria to sort by.
- It is also possible to choose whether the table has a header row or not.
- If the table has a header row; the name of the titles in the header row will appear in the Sort by box.
- Click the list arrow to specify which heading to use for the sort.
- Each criterion can be sorted in ascending or descending order.



❖ Formula

- This option is used to create a formula for numerical columns.
- When this option is chosen, the **Formula** dialog box will display.
- In this box, under **Formula** input which cells are to be calculated.
- Click the list arrow for **Number Format** to specify how the numbers are to display.
- The **Paste Function** option provides a list of functions that can be used for the formula.
- Once all the items have been specified, click the **OK** button.



❖ Hide/Show Gridlines

- This option provides the choice of having the gridlines of the table show in the window or not to show in the window while you are working on the table.
- The default is having the gridlines show.