

MODIFYING TABLES


Moving Around a Table

Once a table has been created, text is entered into a cell the same way as it is entered into a paragraph. The one difference is that pressing the Tab key will move the insertion point to a different cell. To enter text into a table cell, it is necessary to move around in the table. The following table provides a list of keyboard keys that may be used to move around a table or to enter text into a table. If there is text already in the cell, when the tab key is pressed, the text in the cell will be highlighted. Once the text is highlighted, new text may be entered into the cell. It is also possible to select the text in the table and then input new text over the top of it.

| Press | To |
|---|---|
| The Tab key anywhere in a table except at the end of the last row | Move to the next cell in the table. |
| The Tab key at the end of the last row | Add a new row at the bottom of the table. |
| Shift + Tab | Move to the preceding cell. |
| Ctrl + Tab | Insert a tab within a cell. |
| Up Arrow or Down Arrow | Move to the preceding or next row. |
| Alt + Home, or Alt+7 on the numeric keypad (NUM LOCK must be off) | Move to the first cell in the row. |
| Alt + End, or Alt+1 on the numeric keypad (Num Lock must be off) | Move to the last cell in the row. |
| Alt + Page Up, or Alt+9 on the numeric keypad (Num Lock must be off) | Move to the first cell in the column. |
| Alt + Page Down, or Alt+3 on the numeric keypad (Num Lock must be off) | Move to the last cell in the column. |
| Enter | Start a new paragraph within a cell. |
| Enter at the beginning of the first cell | Add text before a table at the beginning of a document. |
| Arrows | <ul style="list-style-type: none">▪ If the cell has text in it, the arrow key will move the insertion point around in a cell.▪ If a cell is empty, the arrow keys will move the insertion point to a new cell.▪ Arrow keys move the insertion point from one row to another in a table. |

Selecting Table Elements

It is essential to understand how to select rows, columns, cells, or the whole table in order to enter text, to modify text, and to format the table. Once a cell has been selected, text is entered into it in the same way that you would enter text in a regular Word document.

| To Select | Do this |
|---|---|
| The Entire Table | <ul style="list-style-type: none">➤ Click  next to the Table or click anywhere in the table.➤ Click the Table menu, point to Select, and then click Table. |
| One or more rows | <ul style="list-style-type: none">➤ Click in the left margin next to the first row that is to be selected.➤ Drag to select the rows that are needed. |
| One or more columns | <ul style="list-style-type: none">➤ Move the insertion point just above the column until the mouse pointer turns to a downward pointing arrow.➤ Click and Drag with the mouse pointer to select the columns needed. |
| The column or row with the insertion point | <ul style="list-style-type: none">➤ While in the table, click the Table Tools Contextual Tab.➤ In the Table Group, click the Select button.➤ Click the appropriate option in the list that appears. |
| A single cell | <ul style="list-style-type: none">➤ Triple click within the cell.➤ Click and Drag across the text. |
| More than one cell | <ul style="list-style-type: none">➤ Click and Drag across the cells to be selected. |