

**Word 2000 Cellular Tables**  
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Version

1

# CELLULAR TABLES

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# Word 2000



Ministry of Education Headquarters  
Lusaka, Zambia

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# Introduction

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This in-house course has been developed to increase your knowledge of popular applications software and to provide you with the skills to accomplish your day-to-day work activities more efficiently. The design of the course is based on the assumption that you have completed the course prerequisites.

This manual has been compiled to support and to enhance the instructor's lecture during class as well as to serve as your personal reference when you return to your office.

## Manual Conventions

Throughout this manual reference is made to various components of the software. Command buttons, menus, and menu options appear in boldface type, for example, **OK** and **File**. Keystrokes appear in boldface italic type, for example, ***Ctrl + V*** and ***Enter***. When possible, the words *select* and *choose* have been used in this manual to allow you the option of using either the mouse or keyboard.

For your assistance, ample space along the left margin has been provided to allow room for notes relevant to the topic discussed. We also include notes of importance () , mouse-based shortcuts () , keyboard shortcuts () , cautionary notes () , and work notes () .





# Course Objectives

*After this course, you will have the skills necessary to:*

- ✓ *Create a standard table using Word's table function.*
- ✓ *Reset the default margins and page size.*
- ✓ *Plan and format a cellular table.*
- ✓ *Insert and edit table data.*
- ✓ *Align and underline headings using standard formatting.*
- ✓ *Edit a cellular table.*
- ✓ *Change column width.*
- ✓ *Modify horizontal position of a cellular table.*
- ✓ *Work with lines and borders.*
- ✓ *Insert an Excel table into a Word document.*



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# Understanding and Preparing to Create Cellular Tables

*In this lesson, you will learn the skills necessary to:*

- ✓ *Describe cellular tables.*
- ✓ *Define the components of a table.*
- ✓ *Plan a table.*
- ✓ *Insert different types of section breaks.*
- ✓ *Set page margins.*
- ✓ *Adjust page orientation.*
- ✓ *Use the Landscape macro for landscape pages.*

## Definition of a Cellular Table

A *cellular table* is an arrangement of rows and columns of data that can be displayed with or without a grid. The table feature in Word is a much more flexible way to present information than the traditional tabular format that uses tab stops.

If you have ever used a spreadsheet program such as Excel, you will notice a great deal of similarity between spreadsheets and Word cellular tables.

## Purpose of a Cellular Table

Cellular tables are used to arrange information effectively, and can contain text, numbers, formulas, and graphics. The text wraps within each cell. Calculations can be done with numbers or by referring to cell addresses in the formulas. If changes are made to the data, the formulas can be recalculated on the basis of the new data.

You can create tables within tables, which are called nested tables, to help format the layout of a document. Nested tables are primarily used in creating web pages, but you can also use nested tables to control the appearance of your table, by allowing you to more precisely control where information in your table appears.

# Cellular Table Terms

Before creating a table, it is important to understand some of the terms used in conjunction with tables.

A **column** is a vertical arrangement of data. A table can have up to 63 columns. Columns are lettered from A through Z, AA through AZ, and BA through BK.

A **row** is a horizontal arrangement of information. Rows are numbered consecutively from 1 through 32,767. Each row can contain multiple lines of information.

A **cell** is the intersection of a column and a row. It is represented on the screen as a rectangle with borders on all sides. Cells can contain words, numbers, or formulas. A **cell address** is a combination of the column letter (which always is displayed first) and the row number.

	Column A	Column B	Column C
Row 1	Cell A1	Cell B1	Cell C1
Row 2	Cell A2	Cell B2	Cell C2
Row 3	Cell A3	Cell B3	Cell C3

A **nested table** is a table within a table. The following example shows a table within a box, which was created as a one-cell cellular table.

Box 1. Price Effects

The impact of price increases on poverty will be greatest if mean real consumption of households declines by the average annual price increases projected for 1998.

**Table 1. Price Increases**

	1997	1998	1999
General price increases	60.0	8.0	9.7
Specific price increases	35.0	15.6	18.0

However, households that work in the agricultural sector and produce more than they consume are affected differently by price increases; their net earnings would increase, although higher input costs would, to some extent, offset these gains. Agricultural households probably account for more than 25 percent of the Thai population and tend to be concentrated at the lower end of the income distribution; the likely increase in their earnings will therefore cushion the impact of price increases on poverty.

Nested Table →

# Planning a Table

Documents may contain tables made up of numbers, text, or a combination of both. Numerical tables display quantitative data, while text tables (boxes) display descriptive or comparative data in text form. In preparing tables, care should be taken to ensure that the presentation is clear and easy to understand.

## General Table Guidelines

- Use cellular tables (as opposed to tabular) whenever possible.
- Include titles, sources, notes, and footnotes in the table structure.
- Center titles, sources, and notes across the full table width.
- Center higher-level column headings.
- Center-align data column headers; left align row headers (stubs).
- Avoid footnoting data cells; footnote the stub instead.

Develop a plan before beginning each new table. Determine whether the number of columns in the table will fit on the page using the current default values for margins, fonts, and page orientation. Estimate how much space is needed between columns and how wide the columns must be. If a table is too wide or too long for the page, consider making the following changes:

- **Change Font Size**—Reduce the size of the font to a minimum of 8 points. Where possible, use Times New Roman font, regular, 10-point size except for the title, which must be 12 point. Readability, however, remains the primary criterion for judging table compression. Do not vary point sizes within a table; that is, use the same point size for the column heading, table data, and footnotes.
- **Change Margins**—All margins can be set to a minimum of 0.25".
- **Change Page Orientation**—Change to a landscape orientation. This requires that the table be placed on a separate page. Be sure that the right margin of the landscape page leaves enough blank space for the page number to appear correctly.

# Using Fonts

Fonts are measured vertically in *point size*. The standard font and font size is Times New Roman 12 point. When working with tables, the font size should be as follows: the table title should be in 12 point and table data should be in 10 point. If the table does not fit on one page, you may reduce the point size of the table data to 8 point in order to fit all data on one page.

## How to Change the Font Using the Font Dialog Box

- Step 1. Select the text whose font should change.
- Step 2. From the **Format** menu, choose **Font**.
- Step 3. From the **Font** list, choose the desired **font** if it is different from the default.
- Step 4. From the **Size** list, select the desired **font size**.
- Step 5. Choose the **Font style** and **Effects** options as appropriate.
- Step 6. Select **OK**.

## How to Change the Font Using the Standard Toolbar

- Step 1. Select the text whose font should change.
- Step 2. From the **Formatting** toolbar, choose the desired font and point size from the font and point size drop-down lists.

# Setting Page Margins

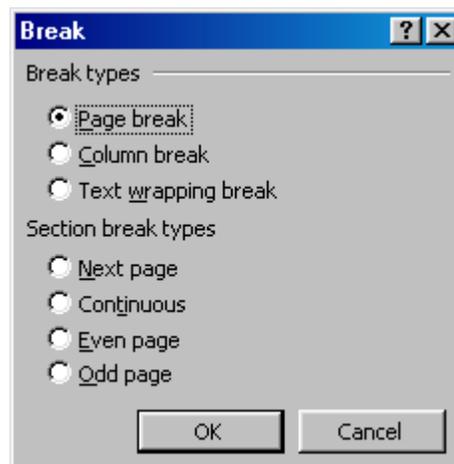
The standard margin settings are 1.25" for left, 1.35" for top, and 1.0" for right and bottom. When working with tables, however, you may need to alter these default settings to accommodate a large table on the page. When changing margins in Word, you must insert a Section Break where the margin change is to begin and end; otherwise, the margins will change for the entire document.

## How to Insert a Section Break

Step 1. Position your cursor where you would like the section break to appear.

Step 2. From the **Insert** menu, choose **Break**.

A dialog box similar to the following will appear:



STEPS CONTINUE ON NEXT  
PAGE



## Insert Break Options

Option	Description
<b>Insert Page Break</b>	Inserts a hard page break at the cursor location. Pressing <b>Ctrl + Enter</b> can also do this.
<b>Insert Column Break</b>	Inserts a hard column break at the cursor location and positions your cursor in the next column.
<b>Section Breaks: Next Page</b>	Inserts a combined section break to begin a new section and a page break to begin a new page.
<b>Section Breaks: Continuous</b>	Inserts a section break to begin a new section but allows the text to continue on the current page. Does not insert a page break.
<b>Section Breaks: Even Page</b>	Inserts a combined section break to begin a new section and a page break to begin a new page on the next even numbered page.
<b>Section Breaks: Odd Page</b>	Inserts a combined section break to begin a new section and a page break to begin a new page on the next odd numbered page.

Step 3. Select the desired option from the Breaks dialog box.

Step 4. Choose **OK**.

## How to Set Page Margins

Step 1. Place the insertion point in the section where you want to change the margins.

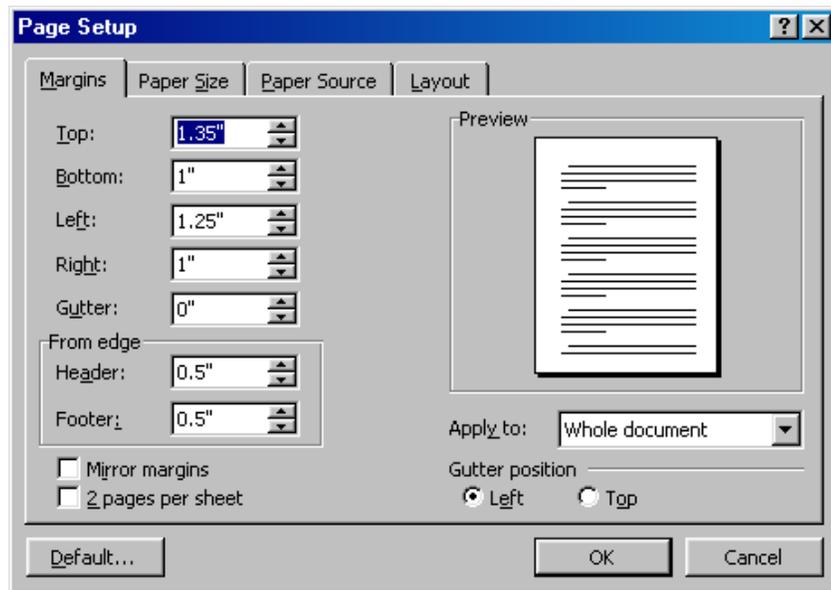
Step 2. From the **File** menu, choose **Page Setup**

or

Select the **Page Setup** button on the Standard toolbar.



Step 3. From the **Page Setup** dialog box, choose the **Margins** tab, if necessary.



### Page Setup—Margins Tab Options

Option	Description
<b>Top</b>	Specifies the top margin in inches from the top edge of the paper to the first line of text.
<b>Bottom</b>	Specifies the bottom margin in inches from the bottom edge of the paper to the last line of text.
<b>Left</b>	Specifies the left margin in inches from the left edge of the paper to the start of each line of text.
<b>Right</b>	Specifies the right margin in inches from the right edge of the paper to the end of each line of text.

## Page Setup—Margins Tab Options

Option	Description
<b>Gutter</b>	Specifies the extra space in inches at the top or side of the margin to accommodate binding.
<b>Header</b>	Specifies the header margin in inches from the top edge of the paper to the first line of text in the header.
<b>Footer</b>	Specifies the footer margin in inches from the bottom edge of the paper to the last line of text in the footer.
<b>Mirror margins</b>	Adjusts the left and right margins to match for printing double-sided pages.
<b>2 pages per sheet</b>	Prints the second page of a document on the first page; used when the printed page is folded in half with the two pages on the inside.
<b>Apply to</b>	Specifies what portion of the document to apply the change to: <b>whole document, this section, or this point forward.</b>
<b>Gutter position</b>	Allows you to set the gutter position at the top or the side of the page.

- Step 4. In the **Top, Bottom, Left, and Right** text boxes, enter the appropriate margin, in inches.
- Step 5. In the **Apply To** drop-down list, choose **This Section** to change the margins for the current section only, if necessary.
- Step 6. Choose **OK**.

# Adjusting Page Orientation

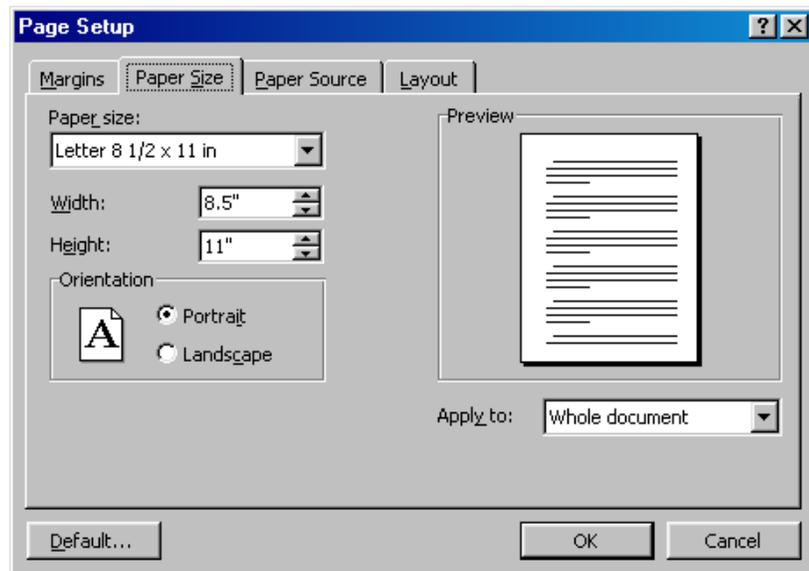
Page orientation refers to which side of a page is considered the top. The shorter side of the paper is considered the *portrait* side while the longer side of the paper is considered the *landscape* side.

BTS has created a **Landscape/Portrait** macro to create a landscape page with the page number placed on the right margin of the page. The page number is rotated to the proper portrait appearance when printed and combined with the rest of the document.

## How to Change the Orientation of a Page Manually

- Step 1. If your page does not need to meet normal standards, insert the necessary section breaks as explained on page 6).
- Step 2. Position your cursor in the section that will become landscaped.
- Step 3. From the **File** menu, choose **Page Setup**.
- Step 4. From the **Page Setup** dialog box, choose the **Paper Size** tab.

A dialog box similar to the following will appear:



- Step 5. From the **Paper Size** drop-down list, choose the appropriate paper size.
- Step 6. From the **Orientation** area, choose **Portrait** or **Landscape**.

Step 7. From the **Apply To** drop-down list, choose **This Section**, if necessary.

Step 8. Choose **OK**.



# Creating Cellular Tables

*In this lesson, you will learn the skills necessary to:*

- ✓ *Follow a common sequence in creating cellular tables.*
- ✓ *Create cellular tables.*
- ✓ *Navigate within tables.*
- ✓ *Select columns, rows, and cell contents.*
- ✓ *Enter, edit, and delete cell content.*
- ✓ *Copy and move columns, rows, and cell contents.*

# Common Approach to Table Creation

Creating a cellular table in Word is relatively simple if you go about it in a systematic way. General guidelines to follow when creating cellular tables are listed below.

## Process of Creating Cellular Tables

- Step 1. Determine the number of columns and rows required to accommodate the data.
- Step 2. Access the appropriate template or open the appropriate file in which to create the table.
- Step 3. Change the page orientation, if necessary.
- Step 4. Change the page margins, if necessary.
- Step 5. Create the table structure.
- Step 6. Enter the table title, spanned column headings, column headings, and table data.
- Step 7. Change the font for the data area of the table.
- Step 8. Format the numeric data to normal standard.
- Step 9. Change the column widths. Keep data columns equal widths. Adjust blank columns to separate spanned column headings.
- Step 10. Join the cells containing the table title, spanned column headings, source, notes, and footnotes.
- Step 11. Change the alignment for the table title, spanned column headings, column headings, row headings, and data.
- Step 12. Remove all lines.
- Step 13. Add the necessary lines to the table.
- Step 14. Change the table position to center.

# Creating a Cellular Table

When you want to create a table, you can either (1) create the structure and then enter the data or (2) enter the data and then create the structure. Microsoft Word provides three methods for creating a table:

- The **Insert Table** button on the toolbar;
- The **Insert, Table** command on the **Table** menu; and
- The **Draw Table** (Table Drawing) tool on the **Table** menu.

The **Insert Table** button on the toolbar and the **Insert, Table** command on the Table menu allow you to create standard tables—tables with the same number of columns in every row and the same number of rows in every column.

With the **Table Drawing** tool, you can create tables with varying numbers of columns in each row and varying numbers of rows in each column.



**Warning:** Using the Table Drawing tool to create tables can cause problems in standard tables because the number and size of rows and columns can vary greatly within a single table.

With any type of table, you are able to insert or delete rows and columns as necessary.



You cannot create a table from existing text using the **Table Drawing** tool.

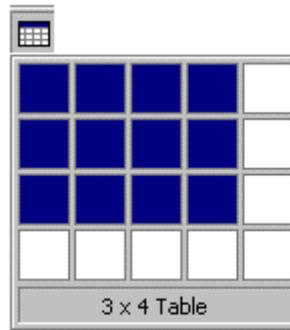
## How to Create a Table Using the Insert Table Button on the Toolbar

Step 1. Position the cursor where the table should be placed.

Step 2. Click and hold the **Insert Table** button.



Step 3. Set the table size by dragging your mouse to the appropriate table size on the grid.



The first number represents the number of rows while the second number represents the number of columns.

Step 4. When the appropriate table size has been reached, release the left mouse button to create the table.



If you decide not to create a table, you can cancel the creation process by dragging the mouse outside of the grid or back to the toolbar button.



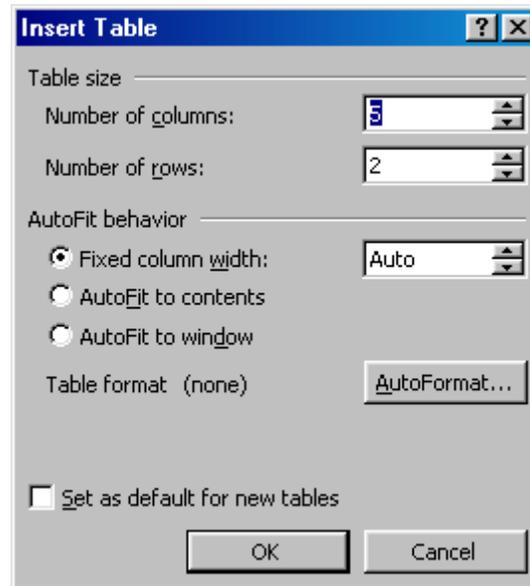
Tables can be 63 columns by 32,767 rows. When using the **Insert Table** button from the toolbar, the number of columns and rows are limited to the available screen space. To create larger tables, use the **Insert Table** command in the **Table** menu.

## How to Create a Table Using the Insert Table Option in the Table Menu

Step 1. Position the cursor where the table should be placed.

Step 2. From the **Table** menu, choose **Insert**, then choose **Table**.

A dialog box similar to the following will appear:



Option	Description
<b>Number of columns</b>	Specifies the number of columns up to 63.
<b>Number of rows</b>	Specifies the number of rows up to 32,767.
<b>Fixed column width</b>	Set the width for all columns by entering a measurement in the text box. The <b>Auto</b> option sets the width of each column evenly.
<b>AutoFit to contents</b>	Sets the width of the columns automatically based on the amount of text you type.
<b>AutoFit to window</b>	Sets the width of the table automatically so that it fits within the window of a web browser; when the size of the window changes, the table automatically adjusts to fit within the window.

STEPS CONTINUE ON NEXT  
PAGE



<b>Option</b>	<b>Description</b>
<b>Table format</b>	Displays the name of the AutoFormat applied to the table.
<b>AutoFormat</b>	Select a preset format to apply to your table.
<b>Set as default for new tables</b>	Saves the current settings (number of rows and columns, AutoFit settings, and formats) and applies them when you create a new table.

- Step 3. In the **Number of columns** text box, enter the desired number of columns.
- Step 4. In the **Number of rows** text box, enter the desired number of rows.
- Step 5. Choose **OK**.

# Displaying and Using the Tables and Borders Toolbar

The **Tables and Borders** toolbar contains items that will help you format and align tables, columns, and rows.



## Tables and Borders Toolbar

Button	Description
<b>Draw Table</b>	Turns on the Draw Table feature and changes your mouse cursor to a pencil. Inserts a table where you drag in a document. After you drag to insert the table, drag to create cells, rows, and columns.
<b>Eraser</b>	Changes your mouse cursor to an eraser and erases table lines. Drag over the table lines that you don't want.
<b>Line Style</b>	Changes the style and thickness of the border for the selected object.
<b>Line Weight</b>	Changes the width of the border for the selected object.
<b>Border Color</b>	Changes the color of the border for the selected object.
<b>Border</b>	Adds or removes borders from the selected object.
<b>Shading Color</b>	Adds or removes the fill color or effect from the selected object.
<b>Insert Table</b>	Displays the Insert Table dialog box.
<b>Merge Cells</b>	Combines selected cells into a single cell.
<b>Split Cells</b>	Splits the selected cell into a desired number of rows or columns.
<b>Align</b>	Aligns text within the cell; options include aligning text both vertically and horizontally.
<b>Distribute Rows Evenly</b>	Changes the selected rows or cells to equal row height.
<b>Distribute Columns Evenly</b>	Changes the selected columns or cells to equal column width.

STEPS CONTINUE ON NEXT PAGE



## Tables and Borders Toolbar

Button	Description
<b>Table AutoFormat</b>	Automatically applies formats, including predefined borders and shading to a table.
<b>Change Text Direction</b>	Changes the direction of text in a text box, cell, or frame to vertical and then back to horizontal.
<b>Sort Ascending</b>	Sorts the selected object in ascending order.
<b>Sort Descending</b>	Sorts the selected object in descending order.
<b>AutoSum</b>	Adds numbers automatically with the SUM function.

### How to Display the Tables and Borders Toolbar

- Step 1. From the **View** menu, choose **Toolbars**.
- Step 2. From the **Toolbars** submenu, choose **Tables and Borders**.



You can also select the Tables and Borders button from the Standard toolbar (). However, selecting this button will turn on the Draw Table feature and will display the mouse cursor as a pencil. You will need to turn the Draw Table feature off to perform any formatting to your table.

# Moving Around in a Table

Before you can begin to enter text into a table, reformat a table, or reformat the contents of a table, you need to know how to move around a table.

## How to Use the Mouse to Move within the Table

Step 1. Position the mouse pointer I-beam over the appropriate cell.

Step 2. Click in the cell to position the insertion point in the cell.

## How to Use the Keyboard to Move within the Table

To Move To:	Press
Previous character or one empty cell to the left	<i>Left arrow</i>
Next character or one empty cell to the right	<i>Right arrow</i>
Up one empty cell or up one line of text within a cell	<i>Up arrow</i>
Down one empty cell or down one line of text within a cell	<i>Down arrow</i>
Beginning of the previous word	<i>Ctrl + Left arrow</i>
Beginning of the next word	<i>Ctrl + Right arrow</i>
Right one cell	<i>Tab</i>
Left one cell	<i>Shift + Tab</i>
Beginning of the current cell	<i>Home</i>
End of the current cell	<i>End</i>
Last column in the table	<i>Alt + End</i>
First column in the table	<i>Alt + Home</i>
Beginning of the first cell in the current column	<i>Alt + Page Up</i>
Beginning of the last cell in the current column	<i>Alt + Page Down</i>

# Selecting Parts of a Table

Before you can begin to reformat a table or the contents of a cell, you need to know how to select text within a table.

Within a cell, you can select text in the same way you would if the text were outside a table. A different approach is used to select entire cells, columns, rows, or the entire table.

## How to Select Parts of a Table with the Mouse

<b>Table Part</b>	<b>How To Select</b>
<b>Cell Contents</b>	Point inside the left border of the cell and the mouse will change to a black, right-diagonal pointing arrow. Click when the arrow is in view.
<b>Entire Row</b>	Point outside the left border of the first cell in the row and the mouse will change to a white, right-diagonal pointing arrow. Click when the arrow is in view.
<b>Entire Column</b>	Point to the top border of the first cell in the column and the mouse will change to a black, down-pointing arrow. Click when the arrow is in view.
<b>Block of Cells</b>	Point inside the left border of the starting cell and drag the mouse to the ending cell.

## How to Select Parts of a Table with the Keyboard

<b>To Select</b>	<b>Press</b>
Previous characters or previous empty cells	<i>Shift + Left arrow</i>
Next characters or next empty cells	<i>Shift + Right arrow</i>
Up one empty cell or up one line of text within a cell	<i>Shift + Up arrow</i>
Down one empty cell or down one line of text within a cell	<i>Shift + Down arrow</i>
Beginning of the previous word	<i>Shift + Ctrl + Left arrow</i>
Beginning of the next word	<i>Shift + Ctrl + Right arrow</i>
Beginning of the current cell	<i>Shift + Home</i>
The current cell	<i>Shift + End</i>
Current location to the last column in the current row	<i>Shift + Alt + End</i>
Current location to the first column in the current row	<i>Shift + Alt + Home</i>
Current location to the first cell in the column	<i>Shift + Alt + Page Up</i>
Current location to the last cell in the column	<i>Shift + Alt + Page Down</i>
Turn on the Select mode allowing arrow keys to select text	<i>F8</i>

## How to Select Parts of a Table with the Table Menu

- Step 1. Position the cursor in the table.
- Step 2. From the **Table** menu, choose **Select**.
- Step 3. Choose **Table**, **Column**, **Row**, or **Cell** to select the desired part of the table.



If you select cells in more than one row, the **Select Row** command selects all the cells in all the rows that contain the selected cells. The same will occur if you select cells in more than one column.



You can easily browse from table to table or to a specific table in your document by using the **Go To** command or the **Browse by Object** option.

# Entering Cell Content

Text can be typed in a cell by placing the insertion point in the cell of the table where text or data is needed. When entering text in a cell, remember the following guidelines:

- Text will wrap within the cell.
- Do not press **Enter** unless you intend to create blank lines within cells.
- Press **Ctrl+ Tab** to place a tab within a cell.



Insert, Delete, Overtyping, Cut, Copy, Replace, Move, Paste, and Spell Check work in tables as they do in documents.

## How to Enter Cell Content

- Step 1. Position the insertion point in the appropriate cell.
- Step 2. Type the appropriate data.
- Step 3. Press the **Tab** key to move to the next cell in the table.
- Step 4. Continue with Steps 1 through 3 until all data has been entered into the table.



Editing the contents of a cell follows the same procedures as editing text outside a table.

# Editing and Deleting Cell Content

Cell content can be edited using the same techniques that are used on text outside a table. Selecting the appropriate information and pressing the *Delete* key removes the contents of a cell.

If the selected area includes part or all of a table as well as text outside the table, the *Delete* key will remove the selected rows as well as their contents.

## How to Delete Selected Cell Contents

Step 1. Select the text or data to be removed.

Step 2. Press the *Delete* key.



You may also use the *Backspace* key to remove unwanted text and data.

# Copying and Moving Cell Contents, Columns, and Rows

When using cellular tables it is often helpful to copy or move columns, rows, and selected text to new locations.

## Points on Copying and Moving

- When pasting text, it is recommended to position the cursor where the pasting should begin rather than selecting a group of cells in the table. Placing the cursor in a single cell allows Word to determine the correct number of columns and rows needed to paste the data.
- When pasting entire rows or columns, the pasted row will appear above the row that contains the cursor. The pasted column will appear to the left of the column that contains the cursor.
- If the cursor is outside the table when pasting the copied information, Word will create a new table with the same structure as the copied cells.
- When pasting cells (not entire rows or columns) into an existing table, the destination cells will be overwritten by the copied contents.
- If the copied area is larger than the destination area, Word will add columns and rows as necessary during the paste process.
- The Shortcut menu will contain **Paste Cells**, **Paste Columns**, or **Paste Rows** depending on what was originally copied.

## Cell-Pasting Possibilities

Clipboard Contents	Insertion Point	Result
<b>Individual Cells</b>	Anywhere in the table	Replaces cell contents; adds rows and columns as needed.
<b>Entire Row(s)</b>	First column or selected row	Inserts the row(s) above the row containing the insertion point.
<b>Entire Rows(s)</b>	Anywhere except the first column	Replaces cell contents from the cursor location on; adds rows and columns as needed.
<b>Entire Column(s)</b>	First row or selected column	Inserts the column(s) to the left of the column containing the insertion point.
<b>Entire Column(s)</b>	Anywhere except the first column	Replaces cell contents from the cursor location on; adds rows and columns as needed.

## How to Copy or Move Cell Content

- Step 1. Use the mouse or keyboard to select the cell.
- Step 2. From the **Edit** menu, choose **Copy** or **Cut**
- or
- From the toolbar, choose the **Copy** or **Cut** button.
- Step 3. Position the insertion point where you want the text to appear.
- Step 4. From the **Edit** menu, choose **Paste**
- or
- From the toolbar, choose the **Paste** button.

## How to Copy or Move Columns and Rows

Step 1. Select the column(s) or row(s).

Step 2. From the **Edit** menu, choose **Copy** or **Cut**

or

From the toolbar, choose the **Copy** or **Cut** button.

Step 3. Position the insertion point where you want the column or row to appear.

Step 4. From the **Edit** menu, choose **Paste**

or

From the toolbar, choose the **Paste** button.



# Formatting Cellular Tables

*In this lesson, you will learn the skills necessary to:*

- ✓ *Format text and data.*
- ✓ *Align cell content.*
- ✓ *Adjust column width and row height.*
- ✓ *Insert tabs into cells.*
- ✓ *Set table position.*
- ✓ *Set row headings to repeat on multiple pages.*
- ✓ *Mark a table title for the table of contents.*

# Formatting Cell Contents

Cell contents can be formatted using the same techniques as formatting text outside a table.

## How to Adjust the Font of Characters in a Table

Step 1. Select the characters to format.

Step 2. From the toolbar, select the appropriate options

or

From the **Format** menu, choose **Font**, and then select the appropriate options.

## How to Adjust the Font of Characters while Typing

Step 1. Position the insertion point where you wish to type the formatted text.

Step 2. From the toolbar, select the appropriate options. As you type, the new text appears with the selected format attributes

or

From the **Format** menu, choose **Font**, and then select the appropriate options. As you type, the new text appears with the selected format attributes.

Step 3. When you have completed typing the text, de-select or turn off the format attributes using the process outlined in Step 2.

# Aligning Cell Content

According to Redbook guidelines, the stubs, or row headings, in tables are always left aligned and data is always right aligned. There are instances when the vertical alignment of a cell may need to be adjusted in order to keep headings balanced.

Examples of horizontal alignment:

<b>Left Align</b>	<b>Center Align</b>	<b>Right Align</b>
-------------------	---------------------	--------------------

Examples of vertical alignment:

<b>Top Align</b>	<b>Center Align</b>	<b>Bottom Align</b>
------------------	---------------------	---------------------

## How to Align Content in a Cell Horizontally

- Step 1. Select the cells whose alignment must be changed.
- Step 2. From the toolbar, choose the **Align Left**, **Center**, **Align Right**, or **Justify** buttons.



## How to Align Content in a Cell both Horizontally and Vertically

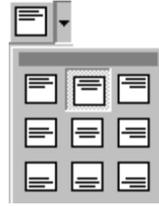
- Step 1. Select the cells whose alignment must be changed.
- Step 2. From the **Tables and Borders** toolbar, select the **Align** button:



STEPS CONTINUE ON NEXT  
PAGE



Step 3. Choose the desired alignment option from the menu:



<b>Option</b>	<b>Description</b>
<b>Align Top Left</b>	Aligns text along the top of the cell with left justification.
<b>Align Top Center</b>	Aligns text along the top of the cell with center justification.
<b>Align Top Right</b>	Aligns text along the top of the cell with right justification.
<b>Align Center Left</b>	Aligns text between the top and bottom borders of the cell with left justification.
<b>Align Center</b>	Aligns text between the top and bottom borders of the cell with center justification.
<b>Align Center Right</b>	Aligns text between the top and bottom borders of the cell with right justification.
<b>Align Bottom Left</b>	Aligns text along the bottom of the cell with left justification.
<b>Align Bottom Center</b>	Aligns text along the bottom of the cell with center justification.
<b>Align Bottom Right</b>	Aligns text along the bottom of the cell with right justification.

# Adjusting Column Width

When you initially create a table, all column widths are equal. As data is entered into the table, you will see that some columns must be wider or narrower than Word originally assigned. The width of a column can be adjusted by using the mouse or the Set Width command.



Before setting column widths, turn on the Ruler bar using the View menu.



If a cell is selected, only the width of that cell will be adjusted. To adjust the width of the entire column, make sure your cursor is resting in a cell and a cell is not selected.

## How to Use the Mouse to Adjust the Width of One Column and the Column to Its Right

- Step 1. Position the mouse pointer on the right border of the column you want to adjust. The mouse pointer will change to a vertical bar with left and right pointing arrows.
- Step 2. Drag the column border to the left to decrease the column's width or to the right to increase the column's width.

## How to Use the Mouse to Adjust the Width of One Column and All Columns to Its Right

By adding the *Ctrl* key to the click and drag, you can adjust the current column to the desired width, and all the columns to the right of the current column will adjust proportionately to the amount of space remaining in the table.

- Step 1. Position the mouse pointer on the right border of the column you want to adjust. The mouse pointer will change to a vertical bar with left and right pointing arrows.
- Step 2. Hold down the *Ctrl* key.
- Step 3. While holding down the *Ctrl* key, drag the column border to the left to decrease the column's width or to the right to increase the column's width.

## How to Use the Mouse to Adjust the Width of a Single Column

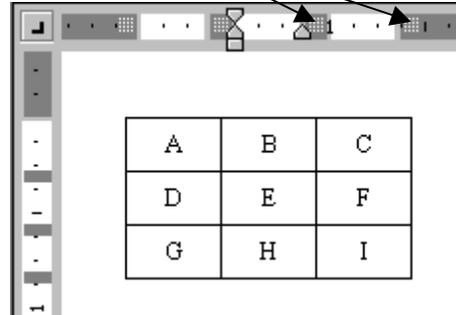
By adding the *Shift* key to the click and drag, you can adjust the current column to the desired width while maintaining the original (or modified) width of all the columns to the right.

- Step 1. Position the mouse pointer on the right border of the column you want to adjust. The mouse pointer will change to a vertical bar with left and right pointing arrows.
- Step 2. Hold down the *Shift* key.
- Step 3. While holding down the *Shift* key, drag the column border to the left to decrease the column's width or to the right to increase the column's width.

## How to Use the Ruler to Set Column Width

- Step 1. Ensure that the Ruler bar is displayed.
- Step 2. On the **Ruler** bar, drag the column markers (as indicated in the diagram below) to the desired width.

**Column Markers**



If you hold down the **Alt** button as you drag column borders (using any of the previously stated methods), the **Ruler** bar will display the column width measurements.

## How to Set Equal Fixed Column Widths

Step 1. Position the insertion point in the column whose width you wish to adjust

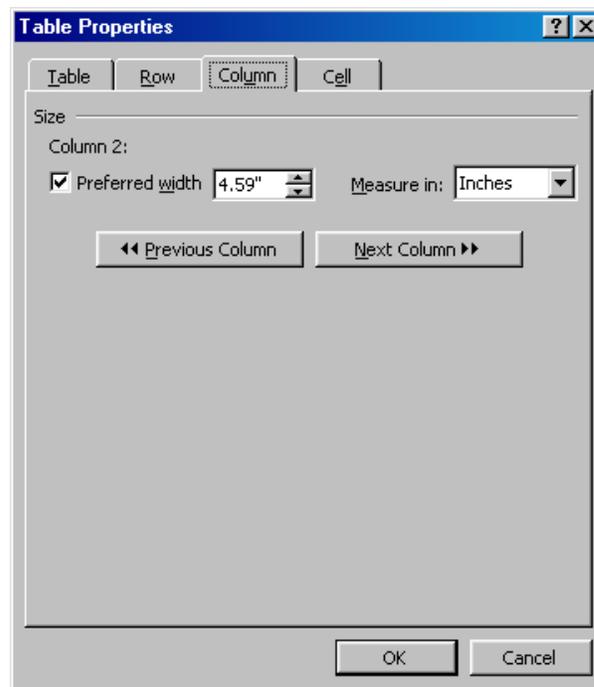
or

Select the columns whose widths you wish to adjust.

Step 2. From the **Table** menu, choose **Table Properties**.

Step 3. From the **Table Properties** dialog box, choose the **Column** tab.

A dialog box similar to the following will appear:



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PAGE



Step 4. In the **Preferred Width** text box, enter the new column width in inches

or

If you would like to enter a measurement as a percent of the table, enter the desired width, then change the **Measure in** box to **Percent**.

Step 5. From the **Column** tab, choose the **Previous Column** button to adjust the width of the column to the left of the current column

or

Choose the **Next Column** button to adjust the width of the column to the right of the current column.

Step 6. Repeat Steps 4 and 5 until all column widths have been set.

Step 7. Choose **OK**.

## How to Set Column Widths to Automatically Fit the Column Contents

Step 1. Position the insertion point in the column whose width you wish to adjust

or

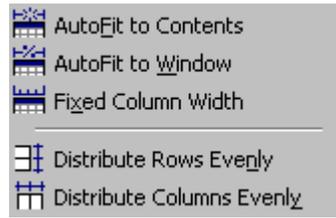
Select the columns whose width you wish to adjust.

Step 2. From the **Table** menu, choose **AutoFit**.

STEPS CONTINUE ON NEXT  
PAGE



A menu similar to the following will appear:



Step 3. Choose the desired options based on the descriptions in the following table:

Menu Option	Description
<b>AutoFit to Contents</b>	Sets the width of the columns automatically based on the amount of text you type.
<b>AutoFit to Window</b>	Sets the width of the table automatically so that it fits within the window of a web browser; when the size of the window changes, the table automatically adjusts to fit within the window.
<b>Fixed Column Width</b>	Set the width for the columns to the exact width of the columns selected. This option does not allow the column to increase in width based on the content of the cell unless the first word is longer than the width of the column.

### How to Distribute Column Widths Evenly

Step 1. Select the columns whose width you wish to adjust.

Step 2. From the **Table** menu, choose **AutoFit** and choose **Distribute Columns Evenly**

or

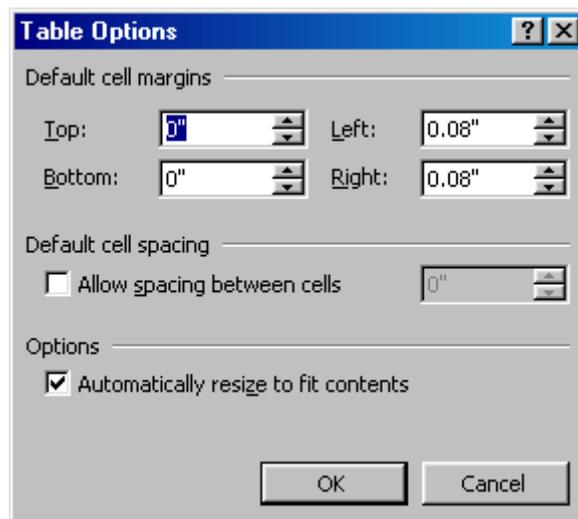
From the **Tables and Borders** toolbar, choose the **Distribute Columns Evenly** button.



## How to Specify Space Between Column Borders and Text

- Step 1. Select the columns you wish to adjust.
- Step 2. From the **Table** menu, choose **Table Properties**.
- Step 3. From the **Table** tab of the **Table Properties** dialog box, choose the **Option** button.

A dialog box similar to the following will appear:



- Step 4. In the **Default cell margins** section, enter the desired amount of space in the **Top**, **Bottom**, **Left**, or **Right** text boxes.
- Step 5. Choose **OK**.

# Adjusting Row Height

By default, each row in a table adjusts its height for the tallest cell in the row. You can change the setting for row height rather than using blank rows or unnecessary hard returns to create spacing between table content.



Before setting row height, be sure you are in Print Layout View and turn on the Ruler bar using the View menu.

## How to Use the Mouse to Adjust the Height of a Single Row

- Step 1. Position the mouse pointer on the bottom border of the row you want to adjust. The mouse pointer will change to a horizontal bar with up and down pointing arrows.
- Step 2. Drag the row border up to decrease the row height or down to increase the row height.



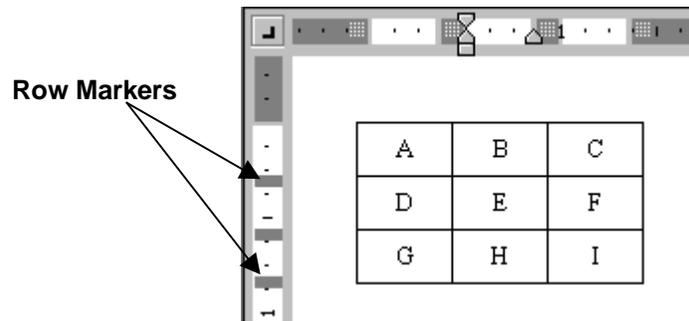
If a cell in a row contains a hard return, the height of the row cannot be adjusted.



If you hold down the **Alt** button as you drag row borders, the **Ruler** bar will display the row height measurements.

## How to Use the Ruler to Set Row Height

- Step 1. Ensure that the Ruler bar is displayed.
- Step 2. Position the insertion point in a cell in the row you want to adjust.
- Step 3. On the **Ruler** bar, drag the row markers (as shown in the following diagram) to the desired height.



## How to Set Equal Fixed Row Heights

- Step 1. Select the rows whose height you wish to adjust  
or

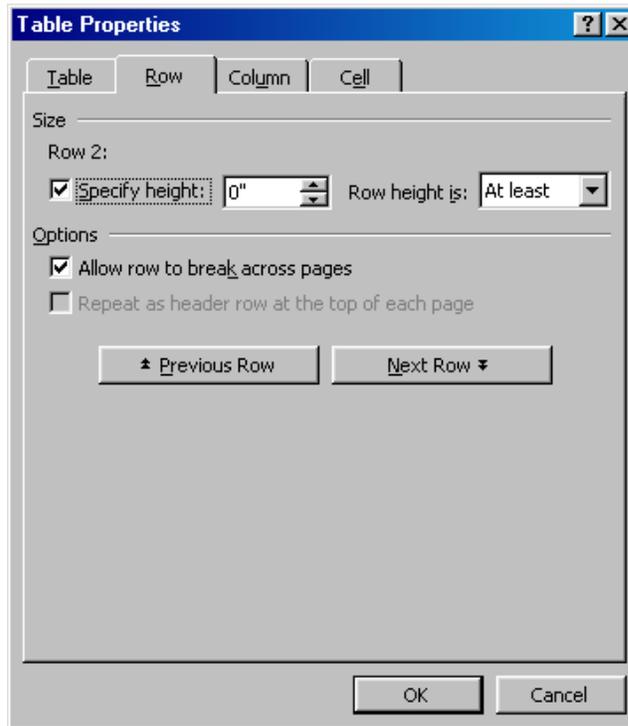
If you want to adjust all rows of the table, position your cursor in any row of the table.

- Step 2. From the **Table** menu, choose **Table Properties**.
- Step 3. From the **Table Properties** dialog box, choose the **Row** tab.
- Step 4. In the **Size** section, select the **Specify height** check box.

STEPS CONTINUE ON NEXT  
PAGE



The dialog box will look similar to the following:



- Step 5. In the **Specify height** text box, enter the new row height in inches.
- Step 6. In the **Row height is** box, select **At Least** to specify a minimum row height
- or
- Select **Exactly** to specify a fixed row height.
- Step 7. From the **Row** tab, choose the **Previous Row** button to adjust the height of the row above the current row
- or
- Choose the **Next Row** button to adjust the height of the row immediately below the current row.
- Step 8. Repeat Steps 5 through 7 until all row heights have been set.
- Step 9. Choose **OK**.

## How to Distribute Row Heights Evenly

- Step 1. Select the rows whose height you wish to adjust.
- Step 2. From the **Table** menu, choose **AutoFit** and choose **Distribute Rows Evenly**

or

From the **Tables and Borders** toolbar, choose the **Distribute Rows Evenly** button.



# Creating and Inserting Tabs in Table Cells

At times, it may be necessary to insert a tab in a table cell. You may need to align a number on the decimal instead of using the right alignment; to do this, you will need to create a decimal tab in the cell.

## How to Create a Tab in a Table Cell

Step 1. Select the cell or cells where you wish to create a tab stop

or

Select the columns where you wish to create a tab stop.

Step 2. From the Ruler bar, choose the type of tab you want to create by selecting the **Tab Type** button.

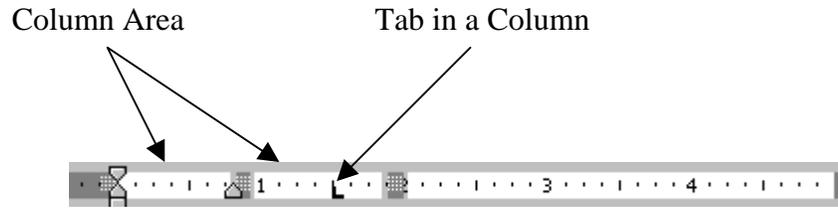


Button	Tab Type	Description
	<b>Left</b>	Sets a left tab and aligns the tabbed line at the left.
	<b>Center</b>	Sets a center tab and centers the tabbed line at the tab position.
	<b>Right</b>	Sets a right tab and aligns the tabbed line at the right.
	<b>Decimal</b>	Sets a decimal tab and aligns the tabbed line on the decimal point.
	<b>Bar</b>	Sets a bar tab and inserts a vertical bar separator line at the tab position.
	<b>First Line Indent</b>	Sets the indentation of the first line of all selected paragraphs; takes the place of pressing tab to indent a paragraph.
	<b>Hanging Indent</b>	Sets the indentation of all lines of a paragraph except the first so that the first line begins farther left than the remaining lines of the paragraph. Commonly used with a numbered or bulleted list.

STEPS CONTINUE ON NEXT  
PAGE



- Step 3. In the column area of the Ruler bar, position your mouse where you want the tab to be set and click the left mouse button to set the tab.



### How to Insert a Tab in a Cell

- Step 1. Position your cursor in the cell where you want to insert a tab.
- Step 2. Press ***Ctrl + Tab***.

# Adjusting a Table's Position

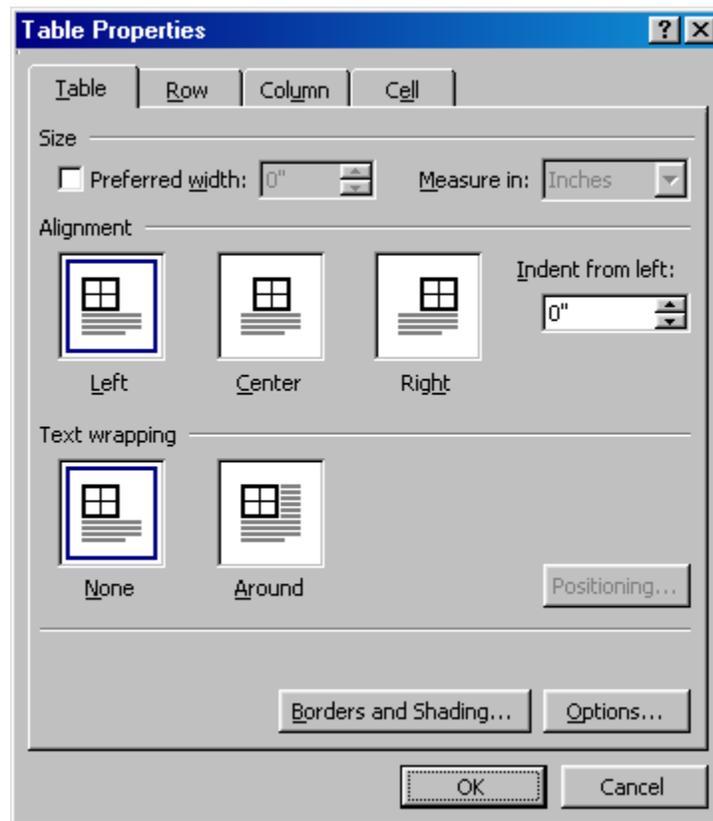
By default, tables are left aligned. For tables that are narrower than the margins, the table should be centered between the left and right margins.

## How to Center a Table Between the Left and Right Margins

Step 1. Position the cursor in the table whose position needs to be adjusted.

Step 2. From the **Table** menu, choose **Table Properties**.

A dialog box similar to the following will appear:



Step 3. From the **Alignment** section of the **Table** tab, choose **Center**.

Step 4. Choose **OK**.

# Setting Rows to Repeat on Multi-Page Tables

When the table appears on subsequent pages, the header row or column headings should continue to appear on subsequent pages to indicate the continuation of the table. The title of the table should be repeated on continuation pages.

## How to Set Rows to Repeat at the Top of Subsequent Pages

- Step 1. Select the rows to be used as repeating header rows.
- Step 2. From the **Table** menu, choose **Heading Rows Repeat**.

## How to Remove Repeating Rows

- Step 1. Select the rows that should no longer be used as a repeating header rows.
- Step 2. From the **Table** menu, choose **Heading Rows Repeat** to turn the option off.



**Note:** You are not able to edit the repeated rows on subsequent pages. To meet Redbook guidelines, it is recommended to copy and paste the necessary rows at the top of each subsequent page. For detailed steps on inserting rows, see page 53.

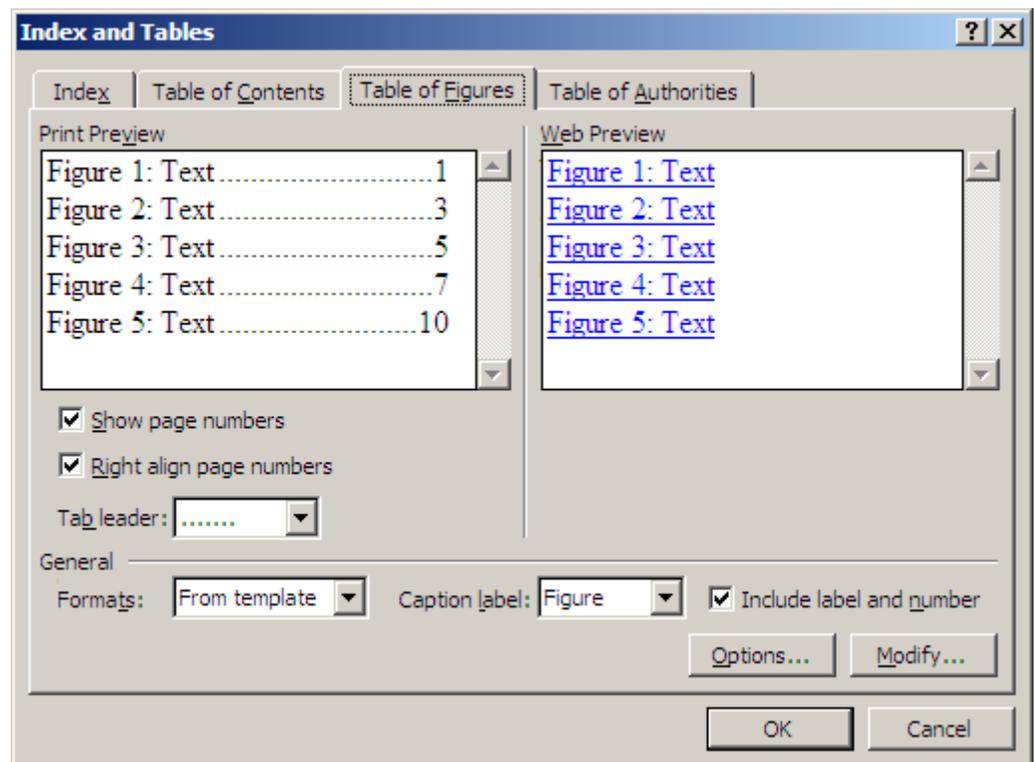
# Marking a Table Title for the Table of Contents

When a table has been created in your document, you can mark the title of the table so that it appears in the document's table of contents.

## How to Mark a Table Title for the Table of Contents

- Step 1. Position the cursor in the title of the table.
- Step 2. From the **Insert** menu, choose **Index and Tables**.
- Step 3. Choose the Tables of Figures tab.

A dialog box similar to the following will appear:



- Step 4. Choose OK.

# Reshaping a Table

*In this lesson, you will learn the skills necessary to:*

- ✓ *Add and remove cells, columns, and rows.*
- ✓ *Merge and split cells.*
- ✓ *Apply table borders and shading.*

# Inserting Columns, Rows, and Cells

Columns and rows can be inserted by using the **Insert** command on the Table menu. Cells can be added to your table by using the **Insert...Cells** option on the Table menu.

New rows can be inserted above or below the existing row and columns can be inserted to the left or right of the existing column. Newly inserted rows and columns will take on the formatting of the row or column that contains the insertion point.

## How to Insert a Single or Multiple Columns

Step 1. Position the insertion point in the column where you would like the new column to appear

or

Select cells that span where the new columns should appear.

Step 2. From the **Table** menu, choose **Insert**, then choose **Columns to the Left** to insert a column before the current column

or

Choose **Columns to the Right** to insert a column after the current column.

## How to Insert Single or Multiple Rows

Step 1. Position the insertion point in the row where you would like the new row to appear

or

Select cells that span where the new rows should appear.

Step 2. From the **Table** menu, choose **Insert**, then choose **Rows Above** to insert a row above the current row

or

Choose **Rows Below** to insert a row below the current row.

## How to Add a Row at the Bottom of a Table

Step 1. Place the insertion point in the last cell in the table.

Step 2. Press the **Tab** key.



You may also place your cursor on the first line beneath your table (outside of the table) and select **Table, Insert, Rows Above**. A dialog box will appear prompting you to enter the number of rows to append to the table.

## How to Insert a Single or Multiple Cells

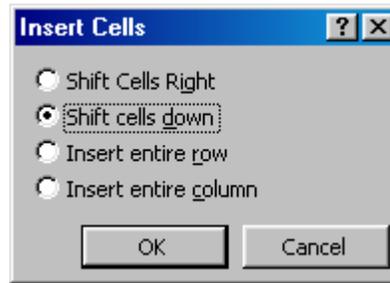
Step 1. Select the cells that span the area where the new cells should appear.

Step 2. From the **Table** menu, choose **Insert**, then choose **Cells**.

STEPS CONTINUE ON NEXT  
PAGE



A dialog box similar to the following will appear:



Option	Description
<b>Shift cells right</b>	Moves the existing cells to the right and places the new cell(s) in the selected area.
<b>Shift cells down</b>	Moves the existing cells down and places the new cell(s) in the selected area.
<b>Insert entire row</b>	Moves the rows with the selected cell(s) down and inserts entire rows in the selected area.
<b>Insert entire column</b>	Moves the columns with the selected cell(s) to the right and inserts entire columns in the selected area.

Step 3. From the **Insert Cells** dialog box, choose the appropriate option.

Step 4. Choose **OK**.

# Deleting Cells, Rows, Columns

When you select cells or entire rows or columns, you can **Delete Cells**, **Delete Rows**, or **Delete Columns** using options on the **Table** menu. To remove the contents of a selected row or column, use the *Delete* key.

## How to Delete Rows and Columns

Step 1. Position the insertion point in the row or column that you would like to delete

or

Select cells that span the rows or columns that should be deleted.

Step 2. From the **Table** menu, choose **Delete**, then choose **Columns**

or

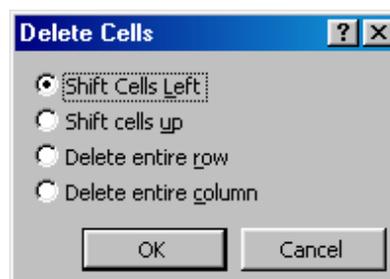
From the **Table** menu, choose **Delete**, then choose **Rows**.

## How to Delete a Cell or Multiple Cells

Step 1. Select the cells that you wish to remove.

Step 2. From the **Table** menu, choose **Delete**, then choose **Cells**.

A dialog box similar to the following will appear:



STEPS CONTINUE ON NEXT  
PAGE



**Delete Cells Options**

<b>Option</b>	<b>Description</b>
<b>Shift cells left</b>	Deletes the selected cells and moves the existing cells to the left.
<b>Shift cells up</b>	Deletes the selected cells and moves the existing cells up.
<b>Delete entire row</b>	Deletes the selected row(s) and moves the existing rows up.
<b>Delete entire column</b>	Deletes the selected column(s) and moves the existing columns to the left.

Step 3. From the **Delete Cells** dialog box, choose the appropriate option.

Step 4. Choose **OK**.

# Merging and Splitting Cells

Several cells may be merged into a single cell. For example, if the top row of a table contains the table title, you can merge all the cells in the top row into one cell. This allows you to format the cell to center text across the columns. Cells can also be split to create additional cells.



Cell merging should be one of the last things done as part of the table's final formatting. If cells are merged before the table data is finalized, you may have problems inserting and deleting columns.

## How to Merge Multiple Cells into a Single Cell

Step 1. Select the cells that should be combined into a single cell.

Step 2. From the **Table** menu, choose **Merge Cells**

or

From the **Tables and Borders** toolbar, choose the **Merge Cells** button.



## How to Split a Single Cell into Multiple Cells

Step 1. Place the insertion point in the cell that should be split

or

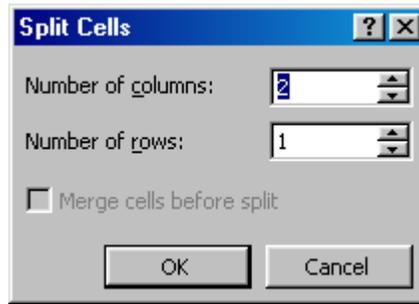
Select the cells that should be split into smaller cells.

Step 2. From the **Table** menu, choose **Split Cells**.

STEPS CONTINUE ON NEXT  
PAGE



A dialog box similar to the following will appear:



- Step 3. In the **Number of columns** text box, enter the number of columns that the cell should be divided into, if necessary.
- Step 4. In the **Number of rows** text box, enter the number of rows that the cell should be divided into, if necessary.
- Step 5. If multiple cells were selected, choose the **Merge cells before split** to combine the selected cells into a single cell before splitting into smaller cells.
- Step 6. Choose **OK**.

### Points on Merging and Splitting Cells

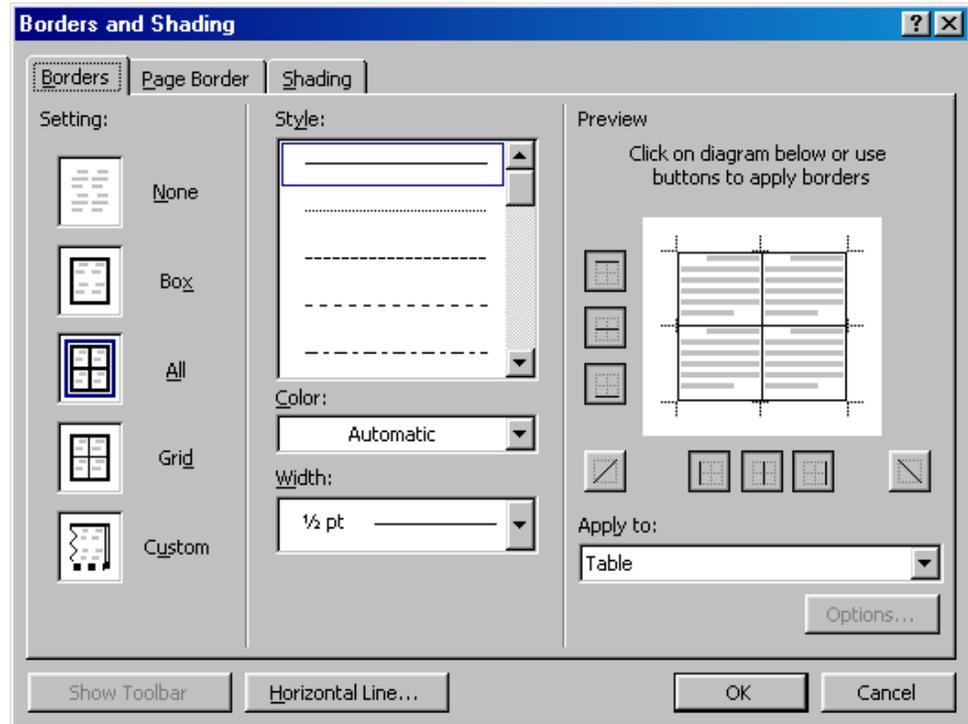
- When splitting cells, you are limited to a table with a total of 63 columns.
- When splitting cells, if the selected area is within a single row, the maximum number of rows you can set is 11.
- When you split a cell, Word divides the cell into a number you specify and divides the text by placing one paragraph in each cell.



**Caution:** Make sure to adjust the column widths and insert any additional columns *before* you merge cells!

# Changing Table Borders

When you create a table, Word automatically places a 1/2-point black border around each cell. You can change the left, right, top, and bottom borders of a cell, a selection of cells, or a table using the **Borders and Shading** dialog box.



Option	Description
<b>Setting</b>	Selects the type of border to apply to the selected area. Options are <i>None</i> , <i>Box</i> , <i>All</i> , <i>Grid</i> , and <i>Custom</i> .
<b>Style</b>	Specifies the type of border line to apply to the selected area. Options include <i>solid border</i> , <i>dashed border</i> , <i>dotted border</i> , etc.
<b>Color</b>	Specifies the color to apply to the border line for the selected area.
<b>Width</b>	Specifies the width or thickness of the border line for the selected area.
<b>Preview</b>	Displays how the options chosen in the Borders and Shading dialog box will affect the selected area.
<b>Apply To</b>	Specifies where to apply the settings. Options include <i>Paragraph</i> , <i>Cell</i> , and <i>Table</i> .

## How to Remove Table Borders

- Step 1. Position the cursor in the table whose borders you wish to remove.
- Step 2. From the **Table** menu, choose **Table Properties** and then choose the **Borders and Shading** button  
  
or  
  
From the **Format** menu, choose **Borders and Shading**.
- Step 3. From the **Borders and Shading** dialog box, choose the **Borders** tab.
- Step 4. From the **Settings** area, select **None**.
- Step 5. From the **Apply to** drop-down list, choose **Table**.
- Step 6. Choose **OK**.

## How to Add Borders for Selected Cells

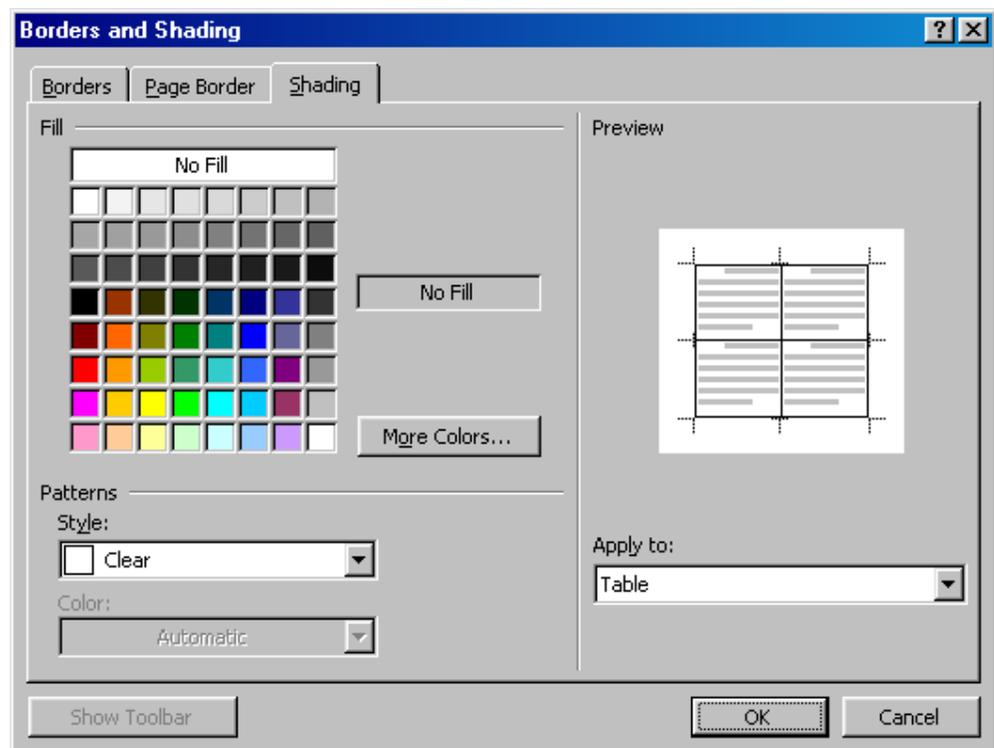
- Step 1. Select the cells whose borders you wish to adjust.
- Step 2. From the **Table** menu, choose **Table Properties** and then choose the **Borders and Shading** button  
  
or  
  
From the **Format** menu, choose **Borders and Shading**.
- Step 3. From the **Borders and Shading** dialog box, choose the **Borders** tab.
- Step 4. From the **Borders** tab, select the appropriate options.
- Step 5. From the **Apply to** drop-down list, choose **Cell**.
- Step 6. In the **Preview** area, verify the selected settings and make any additional changes as necessary.
- Step 7. Choose **OK**.

## How to Add Borders to the Entire Table

- Step 1. Position the cursor in the table whose borders you wish to add.
- Step 2. From the **Table** menu, choose **Table Properties** and then choose the **Borders and Shading** button  
  
or  
  
From the **Format** menu, choose **Borders and Shading**.
- Step 3. From the **Borders and Shading** dialog box, choose the **Borders** tab.
- Step 4. From the **Settings** area, select **All**.
- Step 5. From the **Apply to** drop-down list, choose **Table**.
- Step 6. Choose **OK**.

# Applying Shading to Tables and Cells

Applying shading to a table or a portion of a table is often helpful when information needs to stand out. For example, in large tables using small font sizes that also have very narrow columns, applying shading to every other data column helps a reader's eyes separate one column from another. The standard for shading is the five percent darkness similar to the following:



STEPS CONTINUE ON NEXT  
PAGE



## Shading Options

Option	Description
<b>Fill</b>	Specifies the color applied to the background of the selected area.
<b>Style</b>	Specifies the percent shading or pattern for the selected fill color.
<b>Color</b>	Specifies the color for the selected pattern or fill.
<b>Preview</b>	Displays how the options chosen in the Borders and Shading dialog box will affect the selected area.
<b>Apply to</b>	Specifies where to apply the settings. Options include <i>Text</i> , <i>Paragraph</i> , <i>Cell</i> , and <i>Table</i> .

### How to Add Shading to a Table

- Step 1. Position the cursor in the table whose shading you wish to adjust.
- Step 2. From the **Table** menu, choose **Table Properties** and then choose the **Borders and Shading** button  
or  
From the **Format** menu, choose **Borders and Shading**.
- Step 3. From the **Borders and Shading** dialog box, choose the **Shading** tab.
- Step 4. From the **Style** drop-down list, choose **5%**.
- Step 5. From the **Apply to** drop-down list, choose **Table**.
- Step 6. Choose **OK**.

## How to Remove Shading from a Table or a Portion of a Table

- Step 1. Position the cursor in the table whose shading you wish to adjust
- or
- Select the cells whose shading you wish to remove.
- Step 2. From the **Table** menu, choose **Table Properties** and then choose the **Borders and Shading** button
- or
- From the **Format** menu, choose **Borders and Shading**.
- Step 3. From the **Borders and Shading** dialog box, choose the **Shading** tab.
- Step 4. From the **Style** drop-down list, choose **Clear**
- or
- From the **Fill** options, choose **None**.
- Step 5. From the **Apply to** drop-down list, choose **Table** to remove shading from the entire table
- or
- Choose **Cell** to remove shading from the selected cells in the table.
- Step 6. Choose **OK**.

## How to Add Shading to a Portion of a Table

- Step 1. Select the cells whose shading you wish to adjust.
- Step 2. From the **Table** menu, choose **Table Properties** and then choose the **Borders and Shading** button
- or
- From the **Format** menu, choose **Borders and Shading**.
- Step 3. From the **Borders and Shading** dialog box, choose the **Shading** tab.
- Step 4. From the **Style** drop-down list, choose **5%**.
- Step 5. From the **Apply to** drop-down list, choose **Cell**.
- Step 6. Choose **OK**.

## How to Remove Shading from a Table or a Portion of a Table

- Step 1. Position the cursor in the table whose shading you wish to adjust
- or
- Select the cells whose shading you wish to remove.
- Step 2. From the **Table** menu, choose **Table Properties** and then choose the **Borders and Shading** button
- or
- From the **Format** menu, choose **Borders and Shading**.
- Step 3. From the **Borders and Shading** dialog box, choose the **Shading** tab.

STEPS CONTINUE ON NEXT  
PAGE



Step 4. From the **Style** drop-down list, choose **Clear**

or

From the **Fill** options, choose **None**.

Step 5. From the **Apply to** drop-down list, choose **Table** to remove shading from the entire table

or

Choose **Cell** to remove shading from the selected cells in the table.

Step 6. Choose **OK**.

# Inserting Excel Tables into a Word Document

*In this lesson, you will learn the skills necessary to:*

- ✓ *Copy an Excel table into a Word document.*
- ✓ *Link an Excel table to a Word document.*

# Copying an Excel Table into a Word Document

There are three methods for copying Excel tables into a Word document. They are explained in detail in the following tables:

## Simple Copy/Paste

---

<b>Characteristics</b>	A copy of the table is placed into Word. The table becomes a Word table and is edited by using Word features. There is no connection to the original Excel table.
<b>Use</b>	Provides a simple way to place a table into Word. Because it becomes part of Word, this is a good method for circulating a document for review.
<b>Issues</b>	<ol style="list-style-type: none"> <li>1) The copied table may require reformatting in Word.</li> <li>2) If the table in Excel is changed, it must be recopied into Word. Therefore, any earlier formatting of the table in Word must be redone.</li> <li>3) This method must be used when working with multi-page tables.</li> </ol>

---

## Embed—Edit/Paste Special/Paste Microsoft Excel Worksheet Object

---

<b>Characteristics</b>	A snapshot of the Excel table is placed into Word. Double-clicking on the table will invoke Excel and a <i>copy</i> of the original table can be edited <i>in place</i> using Excel features. Any changes made to the original Excel table will not affect the embedded table in Word.
<b>Use</b>	Provides the functionality of Excel for editing and, like copy, it is a good method for circulating a document for review because the table is embedded in Word.
<b>Issues</b>	<ol style="list-style-type: none"> <li>1) The table must be re-embedded into Word if the original Excel table is changed.</li> <li>2) Embedding greatly increases the size of the document.</li> <li>3) This method can only be used for single-page tables.</li> </ol>

---

## Embed Link—Edit/Paste Special/Paste Link Microsoft Excel Worksheet Object

---

<b>Characteristics</b>	A snapshot of the Excel table is placed into Word. Double-clicking on the table will invoke Excel and the <i>original</i> table can be revised from within Excel. Any changes made by either double-clicking on the table in Word or those changes made directly to the table in Excel will be reflected in the table in Word.
<b>Use</b>	Provides the functionality of Excel for editing. Link also provides a way to have an assembled document for printing and reviewing purposes and the ability to have revisions to the table take place automatically every time the Word document is retrieved.
<b>Issues</b>	<ol style="list-style-type: none"> <li>1) The person editing the table must have the appropriate access to the original table.</li> <li>2) The table cannot be modified from Word unless a copy of Excel is available.</li> <li>3) When a document becomes “final,” the link should be broken to prevent accidental updating.</li> <li>4) The embed (Microsoft Excel Worksheet Object) method can only be used for single-page tables. If you want to link a multi-page table, choose Formatted Text (RTF) in the Paste Special dialog box.</li> </ol>

---

### Points on Copying Excel Tables into Word Documents

- It is recommended that page margins and orientation be adjusted before pasting the Excel table into the Word document.
- Excel tables are placed in Word tables and those tables can be adjusted using any of the previously discussed features.
- The **Shrink to Fit** option in Excel must be turned off when pasting tables into Word documents.

## Using the Simple Copy/Paste Method

Using the Simple Copy/Paste Method to copy an Excel spreadsheet into Word in effect creates a Word table. Once the Excel data is copied into Word, it no longer has any connection to the original spreadsheet—it is now just a Word table and can be edited by using Word's table features. This may not be a preferred method of bringing Excel data into a Word document because the table may need some reformatting; it also loses all connection to the original data and if the data changes it has to be re-pasted into the document. At that point, any formatting done to the table previously must be redone. This method is recommended mostly for importing small tables.

### How to Copy and Paste an Excel Table into a Word Document

- Step 1. In **Excel**, select the area that should be placed into a Word document.
- Step 2. From the toolbar, choose **Copy**.
- Step 3. Switch to **Word** and open the appropriate file.
- Step 4. Position the cursor where the Excel table should be placed.
- Step 5. From the toolbar, choose **Paste**.

# Using the Embed as Microsoft Excel Worksheet Object Method

Using the Embed Method to copy an Excel spreadsheet into Word places a *copy* of the original spreadsheet into Word. When you double-click on the embedded object, Excel opens a *copy* of the original spreadsheet. Embedding would generally be used if the owner of the document is also the one who does all the assembling and formatting. For example, you want the spreadsheet data in the Word document, but don't want the original changed. If changes are made to the original spreadsheet in Excel, no changes will occur in the embedded spreadsheet in Word because the embedded spreadsheet is only a copy.

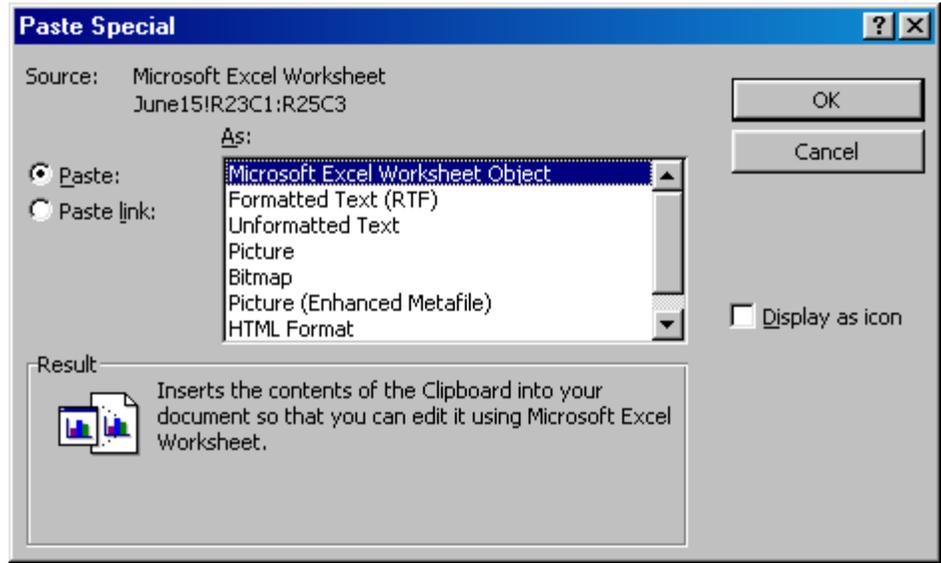
## How to Copy and Paste an Excel Table into a Word Document as an Object

- Step 1. In **Excel**, select the area that should be placed into a Word document.
- Step 2. From the toolbar, choose **Copy**.
- Step 3. Switch to **Word** and open the appropriate file.
- Step 4. Position the cursor where the Excel table should be placed.
- Step 5. From the **Edit** menu, choose **Paste Special**.

STEPS CONTINUE ON NEXT  
PAGE



A dialog box similar to the following will appear:



Step 6. Choose **Microsoft Excel Worksheet Object**.

Step 7. Choose **OK**.

 If you will be marking the table title to be included in the table of contents, do not select the table title in Excel when copying the table. Once you paste the table in Word, you will need to type the title and mark it for the table of contents.

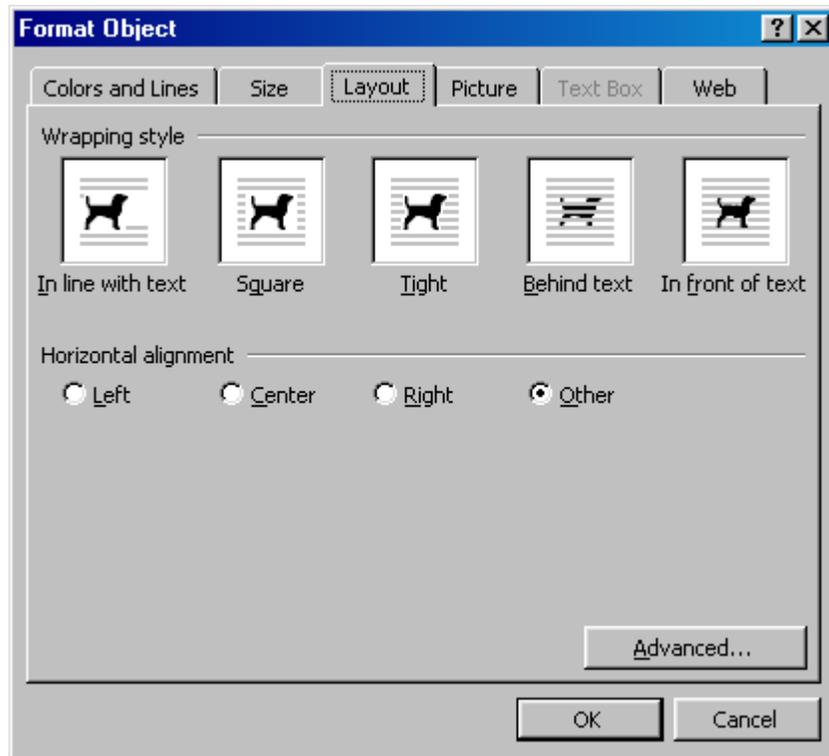
 **Caution:** You cannot paste a multi-page table as a Microsoft Excel Worksheet Object! A multi-page table must be pasted as **Formatted Text (RTF)**.

## How to Make the Object an In-Line Graphic

When you paste an Excel table into Word as a Microsoft Excel Worksheet Object, it is pasted as a floating object. You want to change this to an in-line object so that the object doesn't float, or jump, all over your document.

- Step 1. Paste the table into Word using the previous steps.
- Step 2. Right-click on the table to display a shortcut menu.
- Step 3. Choose **Format Object**.
- Step 4. Select the **Layout** tab.

A dialog box similar to the following will appear:



- Step 5. From the **Wrapping style** section, choose **In line with text**.
- Step 6. Choose **OK**.

## How to Turn On Wrapping so that Text Flows Around the Table

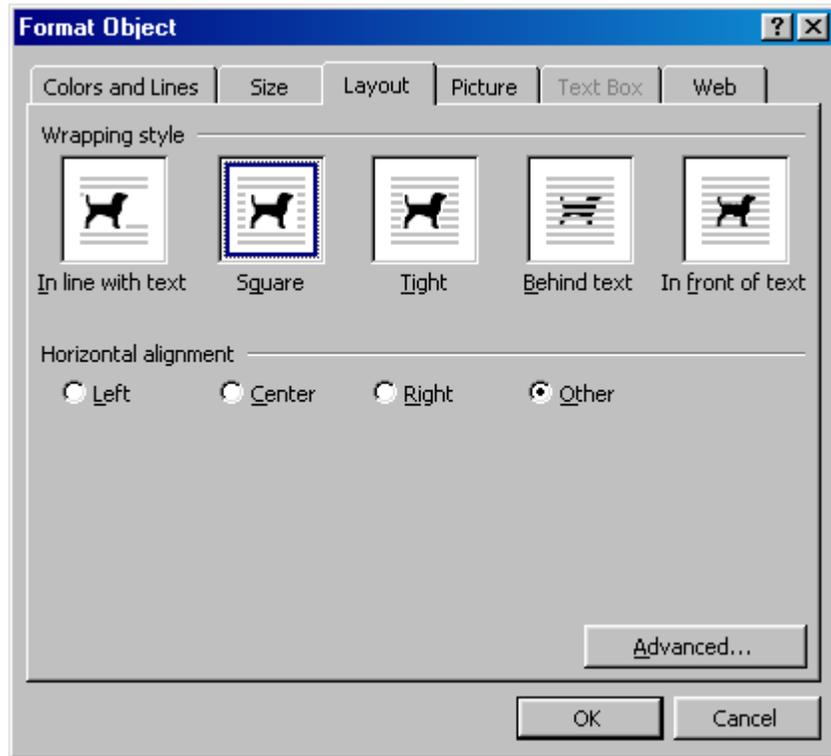
There may be times when you need to have text flow around a small table. This can be done by setting the wrapping style to the desired wrap setting and leaving the table as a floating object. The following example shows the square wrapping style and left horizontal alignment.

The authorities' medium-term economic program is centering on fiscal adjustment and structural reform and is expected to allow the			
Brazil: Selected Economic Indicators			resumption of sustained
	1995	1996	1997
	(percent)		
Change in real GDP	4.2	2.2	3.2
Change in consumer prices	17.2	9.2	7.2
	(percent of GDP)		
Public sector borrowing requirement	7.2	5.9	6.1
Primary balance of the federal government	0.6	0.4	-0.2
Net public debt	30.2	32.2	34.2
Data: Brazilian authorities and IMF staff estimates			
medium term. The main elements of the program are:			
●	A strong and front-loaded fiscal adjustment effort – with most of the fiscal adjustment expected to occur in the first half of 1999-aimed at arresting quickly the rapid growth of the public sector debt;		

- Step 1. Paste the table into Word as detailed on page 71.
- Step 2. Right-click on the table to display a shortcut menu.
- Step 3. Choose **Format Object**.
- Step 4. Select the **Layout** tab.



A dialog box similar to the following will appear:



### Format Object—Layout Options

Option	Description
<b>In line with text</b>	Places the object at the insertion point in a line of text in the document. The object remains on the same layer as the text.
<b>Square</b>	Wraps text around all sides of the object maintaining the square bounding box for the selected object.
<b>Tight</b>	Wraps text tightly around the edges of the actual images (instead of the object's bounding box).
<b>Behind text</b>	Removes text wrapping and places the object behind the text in the document. The object floats on its own layer.
<b>In front of text</b>	Removes text wrapping and places the object in front of the text in the document. The object floats on its own layer.
<b>Left</b>	Aligns the left edge of the object with the left margin of the document.

STEPS CONTINUE ON NEXT PAGE



### Format Object—Layout Options

Option	Description
<b>Center</b>	Aligns the center of the object with the center of the document.
<b>Right</b>	Aligns the right edge of the object with the right margin of the document.
<b>Other</b>	Aligns the object using the measurements you specify by choosing the <b>Advanced</b> button or by clicking and dragging the image to a new location.

- Step 5. Choose the desired **Wrapping Style** setting as described in the previous table. The **Square** option will give you the best results.
- Step 6. Choose the desired **Horizontal Alignment** setting as described in the previous table.
- Step 7. Choose **OK**.

# Linking an Excel Table into a Word Document

Using the Link Method to copy an Excel spreadsheet into Word places a snapshot of the *original* spreadsheet into Word. If you double-click on the spreadsheet, Excel opens the *original* spreadsheet file and any changes made there are then reflected in the snapshot of the table in Word. The main advantage to this method is that the economist can continue to work on the original spreadsheet even while it is linked in Word. When the Word document containing the link is opened, Word notifies you that the document contains linked objects and offers to update the links for you automatically. Once that is done, the linked spreadsheet in Word synchronizes itself with the original spreadsheet in Excel. This process repeats every time the document containing the links is opened until the link(s) to the original spreadsheet are broken. The links to the spreadsheet should be broken when the document is deemed “final.” If the links are not broken, then further changes to the original spreadsheet would continue to update in the document every time it is opened.

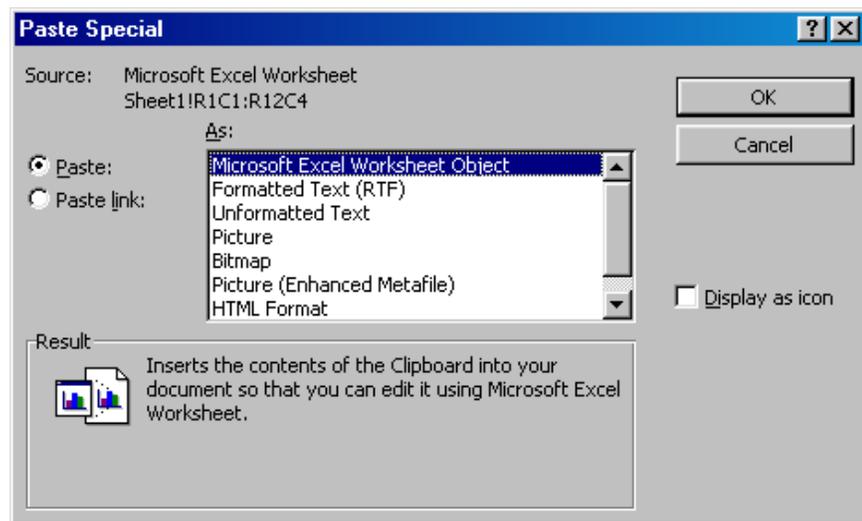
## Points on Linking Excel Tables into Word Documents

- It is recommended that page margins and orientation are adjusted before linking the Excel table into the Word document.
- Excel tables are placed into graphic boxes when linked into Word documents.
- The **Shrink to Fit** option in Excel must be turned off when linking tables into Word documents.
- When a document containing a linked table is ready to be distributed for review or finalized, it is important to break the link to the Excel file.

## How to Link an Excel Table into a Word Document

- Step 1. In **Excel**, select the area that should be placed into a Word document.
- Step 2. From the Toolbar, choose **Copy**.
- Step 3. Switch to **Word** and open the appropriate file. Position the cursor where the Excel table should be placed.
- Step 4. From the **Edit** menu, choose **Paste Special**.

A dialog box similar to the following will appear:



- Step 5. From the **Paste Special** dialog box, choose the **Paste link** radio button.
- Step 6. From the **As** list box, choose **Microsoft Excel Worksheet Object**.
- Step 7. Choose **OK**.
- Step 8. Change the object to an in-line object as detailed on page 73.



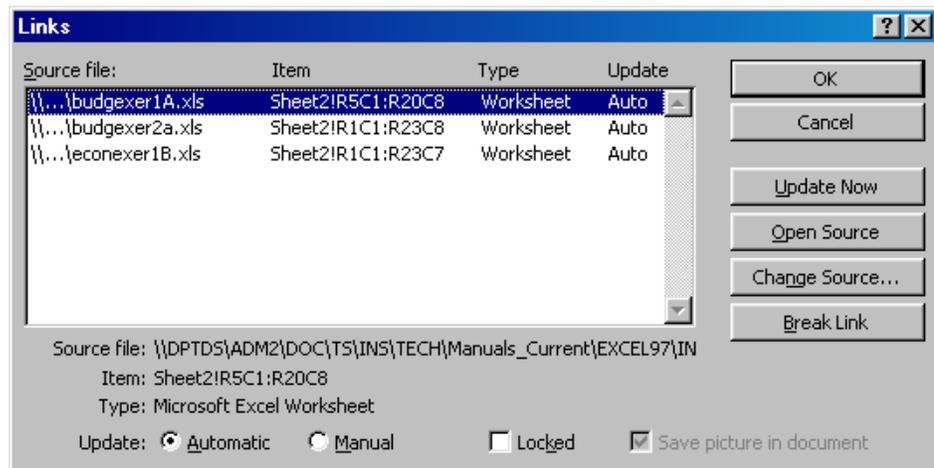
**Caution:** You cannot paste a multi-page table as a Microsoft Excel Worksheet Object! A multi-page table must be pasted as **Formatted Text (RTF)**.

## How to Break a Link to an Excel Table

It is very important to break any links to Excel tables before distributing a document for review. If a document contains links when distributing or finalizing, the information distributed may not be correct if the linked Excel file changes.

Step 1. From the **Edit** menu, choose **Links**.

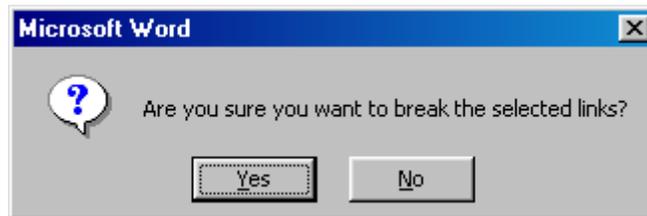
A dialog box similar to the following will appear:



Button	Description
<b>Update Now</b>	Updates the selected links.
<b>Open Source</b>	Opens the original source file in the original application for editing.
<b>Change Source</b>	Changes the source file for the selected link to a different file.
<b>Break Link</b>	Breaks the link between the source file and your document. Data for the broken link is no longer updated if the source file changes.



- Step 2. Choose the desired link from the **Source file** area.
- Step 3. Choose the **Break Link** button.
- Step 4. Answer **Yes** to the following dialog box to break the link.



- Step 5. Repeat Steps 2 through 5 for all links that should be broken.

# Converting Existing Text into a Table

*In this appendix, you will learn the skills necessary to:*

- ✓ *Convert text into a table.*
- ✓ *Convert a table into text.*

# Converting Text into a Table

Word provides you with several ways of converting existing text into a table. Which method you use depends on how the columns of data are separated. If tabs separate the columns of data, use the **Insert Table** command to convert the text. If paragraph markers, tabs, commas, or other symbols separate the columns of data, use the **Convert Text to Table** command to convert the data. Both of the methods require that you select the area to convert first.

## Points on Converting Text into a Table

- When converting text into a table, Word designates a row for each paragraph of text and a column for each column-separator character in the longest row of text.
- Word recognizes both *tabs* and *commas* as column-separators. If your selection contains both, use the **Convert Text to Table** dialog box to specify which one should be used as the column-separator.
- Ensure that a single column-separator separates each column of data. If multiple column-separators appear, your table will have unnecessary cells and need to be reformatted.
- After converting text into a table, some reformatting may be required.

## How to Convert Tab Separated Columns into a Table

Step 1. In the area to be converted, ensure that a single tab separates each column of data.

Step 2. Select the text to be converted.

Step 3. From the **Table** menu, choose **Insert Table**

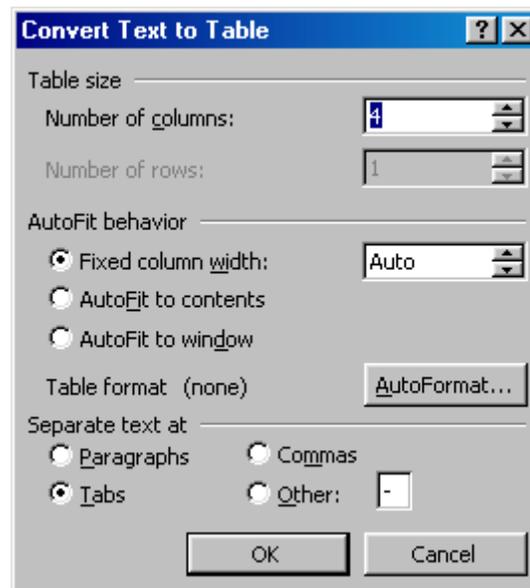
or

From the toolbar, choose the **Insert Table** button.

## How to Convert Columns of Text into a Table

- Step 1. In the area to be converted, ensure that a single column-separator appears between each column of data.
- Step 2. Select the text to be converted.
- Step 3. From the **Table** menu, choose **Convert**, then choose **Text to Table**.

A dialog box similar to the following will appear:



- Step 4. In the **Separate text at** area, select the character used to separate the columns of data.
- Step 5. Choose other options as desired.
- Step 6. Choose **OK**.

# Converting Tables into Text

After adding text to a table, you may find the content better suited to standard paragraph text or to tabular text.

## How to Convert Tables into Text

- Step 1. Select the table or rows within the table that you want to convert into text.
- Step 2. From the **Table** menu, choose **Convert**, then choose **Table to Text**.

The following dialog box will appear:



- Step 3. From the **Separate text with** area, choose the appropriate separator character.
- Step 4. Choose **OK**.



Word replaces the cell dividers with the character selected in Step 3.

# Using Formulas in Tables

*In this appendix, you will learn the skills necessary to:*

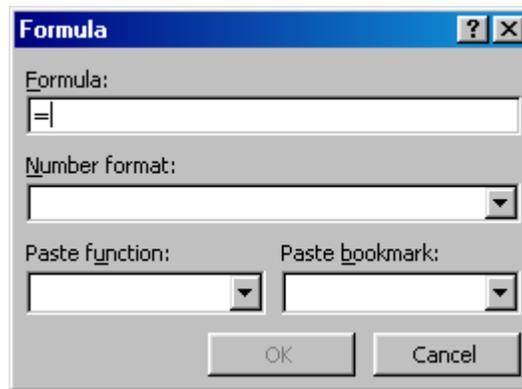
- ✓ *Perform calculations in a Word table.*
- ✓ *Identify formula functions.*
- ✓ *Identify cell references.*
- ✓ *Use the AutoSum function.*
- ✓ *Update formulas.*

# Performing Calculations Using Tables

Word can perform calculations on numbers that have been entered into a table. The **Table, Formula** command allows you to perform the following types of calculations:

- Calculations that are limited to a single cell.
- Calculations that refer to another cell in the same table.
- Calculations that refer to a cell in another table.

The **Formula** dialog box is shown below:



Option	Description
<b>Formula</b>	Displays the calculation being performed in the selected cell. All formulas begin with an equals sign.
<b>Number format</b>	Specifies the format of the numbers calculated in the selected cell.
<b>Paste function</b>	Lists the available functions Word can perform in the selected cell.
<b>Paste bookmark</b>	Lists pre-defined, or bookmarked ranges of cells.



You can use the **Table, Formula** command to *insert formula fields* anywhere in a document, not just in tables.

# Identifying Formula Functions

Formulas are made up of *values*, which are numbers or addresses of cells that contain numbers and *operators*. Operators are symbols representing mathematical or logical instructions. The basic mathematical operators are as follows:

	<b>Mathematical Operator</b>	<b>Operation</b>
+	<b>Plus Sign</b>	Addition
-	<b>Minus Sign</b>	Subtraction
*	<b>Asterisk</b>	Multiplication
/	<b>Forward Slash</b>	Division

To simplify some of the calculations that use cell references, you can use one of the 18 built-in mathematical functions. All the functions operate on a list of numbers or cell references inside a set of parentheses.

<b>Commonly Used Functions</b>	
<b>Function</b>	<b>Description</b>
<b>AVERAGE</b>	Calculates the average of the numbers in the list by summing all the numbers and then dividing the result by the number of numbers.
<b>MAX</b>	Finds the highest number in the list.
<b>MIN</b>	Finds the lowest number in the list.
<b>PRODUCT</b>	Multiplies the numbers in the list.
<b>SUM</b>	Adds the numbers in the list.

# Identifying Cell References in Formulas and Functions

Calculations, which use numbers from other cells in the table, are similar to those performed in spreadsheet applications such as Excel.

Each cell in a table has a specific address that is a combination of the column letter and row number.

	Column A	Column B	Column C
Row 1	Cell A1	Cell B1	Cell C1
Row 2	Cell A2	Cell B2	Cell C2
Row 3	Cell A3	Cell B3	Cell C3

In formulas, individual cell references are listed separated by the calculation operator.

**Sample Formula:** =A1+A2

**Result:** Sum of cells A1 and A2

**Sample Formula:** =B1\*B2

**Result:** Product of cells B1 and B2

In functions, cell references should be placed after the function (i.e., =SUM, =AVERAGE, etc.) and between the parentheses. Formulas also accept designations for rows, columns, and blocks of cells.

## Cell References

Reference	Description
(A:B)	Refers to all cells in rows A and B.
(1:2)	Refers to all cells in columns 1 and 2.
(A1:B2)	Refers to all cells inside a range that has the two cell addresses at opposite corners. A1 represents the upper left-hand corner cell and B2 represents the lower right-hand corner of the range of cells.

**Sample Function:** =SUM(A:B)

**Result:** Sum of all cells in columns A and B

**Sample Function:** =AVERAGE(1:2)

**Result:** Average of all cells in rows 1 and 2

**Sample Function:** =SUM(A1:C3)

**Result:** Sum of all cells in the range from cell A1 to cell C3

# Performing a Calculation within Cells

## How to Build a Formula within a Single Cell

- Step 1. Position the cursor in the cell that should display the result of the formula.
- Step 2. From the **Table** menu, choose **Formula**.
- Step 3. In the **Formula** text box, type an equal sign (=) followed by the formula (cell reference, operator, cell reference).
- Step 4. Choose **OK**.

## How to Build a Formula Using Values in Multiple Cells

- Step 1. Position the cursor in the cell that should display the result of the formula.
- Step 2. From the **Table** menu, choose **Formula**.
- Step 3. In the **Formula** text box, remove the contents, except the equals (=) sign.
- Step 4. From the **Paste Function** drop-down list, select the desired function.
- Step 5. In the **Formula** text box, insert the appropriate values or cell references between the parentheses.
- Step 6. From the **Number format** drop-down list, choose the appropriate number format for the result of the formula.
- Step 7. Choose **OK**.



If a cell above or to the left of the cell containing the formula has numbers, you'll see =SUM() with ABOVE or LEFT between the parentheses. Simply delete everything except the equals sign.

# Using the AutoSum Function

To perform quick totals, Word provides an *AutoSum* function. The AutoSum function will automatically total all values in the column above the cursor's position or all values in the row to the left of the cursor's position.

## How to Use the AutoSum Function

- Step 1. Position the cursor in the cell that should display the formula result.
- Step 2. From the **Tables and Borders** toolbar, choose the **AutoSum** button.



# Updating Formulas

Formulas must be updated if numbers in a cell change.

## How to Update a Formula

- Step 1. With the mouse, point to the formula result.
- Step 2. Press the right-mouse button and select **Update field**.

## How to Update All Formulas

- Step 1. Press **F9**.

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