UNIVERSITY OF BRADFORD

MAKING KNOWLEDGE WORK

# Creating Tables in Microsoft® Word 2003

*This document describes how to create and modify simple and complex tables using Microsoft® Word 2003. Familiarity with the basic editing operations in Word is assumed.*

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## INTRODUCTION

Tables are made up of rows and columns of cells, which can be filled with text and graphics.  They eliminate the need to use tabs or spaces and are particularly useful for creating CVs, side-by side paragraphs (as in a précis), or where text needs to be arranged next to graphics.

Word 2003 has two table features – one for simple tables and a more complex one for individual customisation.  Both of these are covered in this document.

Many actions associated with creating tables can be carried out in different ways and this guide attempts to introduce the user to a variety of them.

## CREATING A SIMPLE TABLE

1.  In your document, position the cursor where the table is to be inserted.

2.  From the menu bar, choose **Table**, **Insert, Table**.

3.  In the Insert Table dialog box, enter the number of columns and rows required.

4.  Choose one of the following AutoFit behaviour options:

    **Fixed column width:**
    If Auto is selected, Word will insert columns of equal size between the document margins. To set precise column widths, click on the arrows to insert specific values.

    **AutoFit to contents:**
    This will expand the columns to fit the amount of text entered.

    **AutoFit to window:**
    This automatically resizes a table to fit within a web browser window.
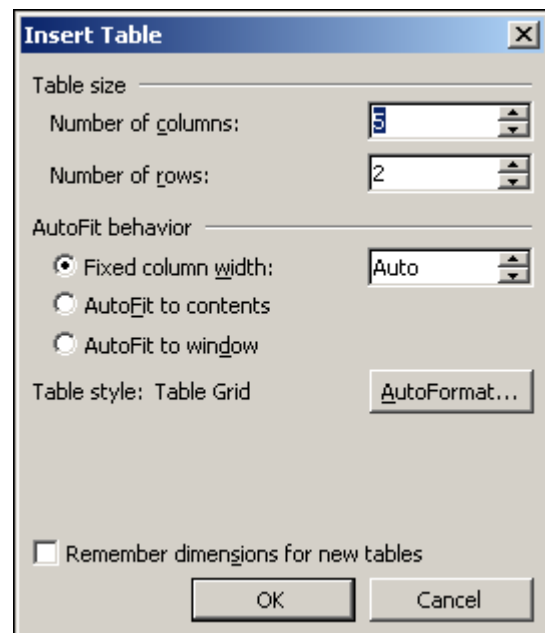
5.  Click on **OK**.  Word then inserts an empty table with a black border into your document.

| End-of-cell mark | | | | | End-of-row mark |
|---|---|---|---|---|---|
| ¤ | ¤ | ¤ | ¤ | ¤ | ¤ |
| ¤ | ¤ | ¤ | ¤ | ¤ | ¤ |
| ¤ | ¤ | ¤ | ¤ | ¤ | ¤ |
| ¤ | ¤ | ¤ | ¤ | ¤ | ¤ |
| ¤ | ¤ | ¤ | ¤ | ¤ | ¤ |

If the end-of-cell or end-of-row marks are not displayed, click on the **Show/Hide** button on the standard toolbar.

6. Type your information in the table, pressing the tab ⬑ or arrow ← → ↑ ↓ keys to move between the cells. (Pressing the ENTER key will increase the number of lines in each cell.)

7. To move to a tab stop in a cell press the CTRL + TAB keys together.

## CREATING A COMPLEX TABLE

You can design a table to your own specifications, eg cells can be any height or width, and rows may have a varying number of columns. Tables may also be created inside one another (ie nested). Cell contents may be aligned at the top, middle, bottom, or vertically and their walls removed to merge the contents together. A wide range of borders is also available to enhance a table's appearance.

1. On the Table menu, click on **Draw Table**.

   The cursor will now change into a pencil ✏ shape, and the Table and Borders toolbar will appear.

2. Position the pointer where the table is to be placed, and then hold down the left mouse button. Drag the pen shape diagonally to create the outer boundaries of the table – dotted lines are displayed as the outline is formed. These can be manipulated horizontally and vertically, provided the left mouse button is not released. Once the mouse is released, the table's outline becomes static.

   *If the table is to be placed within the document text, rather than in a paragraph on its own, hold down the CTRL key while dragging to apply text wrapping.*

3. If the shape is not satisfactory, click on the **Undo** button on the Standard toolbar and try again.

4. Vertical, horizontal, or diagonal lines may now be drawn across the table.

   Position the pen pointer on the table boundary; hold down the left mouse button and drag to produce the columns and cells.
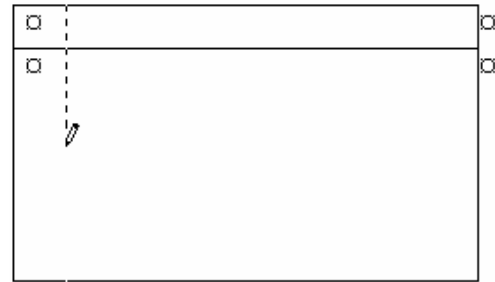
   *To wipe out a line, click on the **Eraser** tool ⬚ on the **Tables and Borders** toolbar. Hold down the left mouse button and drag the eraser over the line(s) to be removed. The partition(s) disappear when the mouse is released.*

5. When the structure is complete, press the ESC key to return the cursor to normal.

6. Type your information in the table. Press the tab ⬚ or arrow ← → ↑ ↓ keys to move between the cells; pressing the ENTER key will increase the number of lines in each cell. To move to a tab stop in a cell press the CTRL + TAB keys together.

# FORMATTING TABLES

The contents of a table may be formatted in the same way as normal text, ie after selecting the cell(s), rows or columns, they can have enhancements and alignments applied to them. They can also be sorted and have calculations performed on them.

## *Selecting a Table*

1. Ensure you are working in **Print Layout** View - if not select it from the **View** menu.

2. Move the mouse over the table and wait for the **Table move handle** to appear in the top left-hand corner.

| Monday¤ | Tuesday¤ | Wednesday¤ | ¤ |
| --- | --- | --- | --- |
| £51.99¤ | .50¤ | £7.99¤ | ¤ |
| £4.50¤ | £1.75¤ | £4.50¤ | ¤ |
| £102.99¤ | £12.00¤ | £1.00¤ | ¤ |

3. Click once to select the complete table.

   Alternatively, click anywhere inside the table and choose **Table, Select, Table**.

## *Selecting Cells, Rows or Columns*

1. To select a cell, position the mouse on the left-hand edge of the cell. Wait until it changes into an arrow shape ◤ , and then click to select the cell.

   | Monday¤ |
   | --- |

2. To select a complete row, position the mouse to the left of the row and click.

   | Monday | Tuesday | Wednesday |
   | --- | --- | --- |
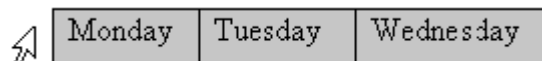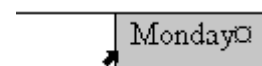
3. To select a column, place the mouse at the top edge. When it changes into a downwards pointing arrow ⬇, click to select the column. To highlight further columns, keep the mouse depressed and drag over them.

| Monday¤ | Tuesday¤ | Wednesday¤ |
|---|---|---|
| £51.99¤ | .50¤ | £7.99¤ |
| £4.50¤ | £1.75¤ | £4.50¤ |
| £102.99¤ | £12.00¤ | £1.00¤ |

## *Aligning Cell Contents*

If the Tables and Borders toolbar is not displayed, click on **View, Toolbars, Tables and Borders**.

1. To change the alignment of horizontal text, select the cell.

2. On the **Tables and Borders** toolbar, click on the arrow next to the alignment button.

   Cell contents can be vertically aligned at the top, centre or bottom of a cell; and horizontally to the left, right or centre.

3. Click on the most suitable alignment.
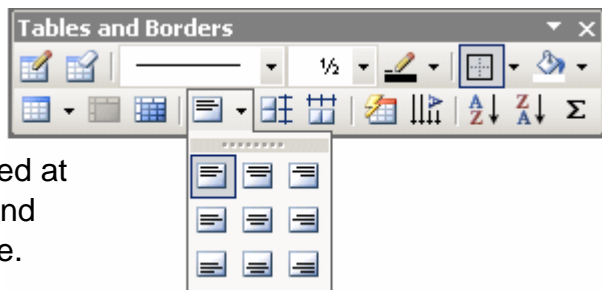
## *Aligning Tables on a Page*

1. To reposition a table, rest the cursor over the table until the table move handle appears in the top left-hand corner.

2. Position the cursor over the move handle. When it changes into a four-headed arrow, click and drag the table to the new position.

3. For more precise positioning, click the **right** mouse button on the table and choose **Table Properties**.

4. Select the **Table** tab and then choose left, centre or right alignment.

Note: If Left alignment is selected, you can specify the exact amount of indent required in the **Indent from Left** box.

## *Changing the Orientation of Text in a Cell*

Horizontal text can be changed to vertical (and vice versa) by selecting the cell contents, and then clicking on the **Change Text Direction** button on the Tables and Borders toolbar. Repeated clicking on the button will rotate the contents.

Note: When the cell contents are vertically aligned, the alignment buttons on the toolbar change to the following display.
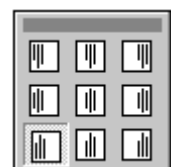
## Merging and Splitting Cells

Adjacent cells may be combined together by selecting the relevant cells, and then clicking on the **Merge Cells** button on the Table and Borders toolbar. Alternatively, select the **Eraser** tool and drag over the partitions to be removed.

A single cell may be split into columns and rows by clicking on the **Split Cells** button. You will then be prompted to enter the number of columns and rows required.

# ADDING AND DELETING COLUMNS AND ROWS

## Adding Columns

1. Select the same number of columns that you wish to insert.

2. On the **Tables and Borders** toolbar, click the arrow next to the **Insert Table** button to display the list of options.

3. Choose **Insert Columns to the Left**, or **Insert Columns to the Right**, as required.
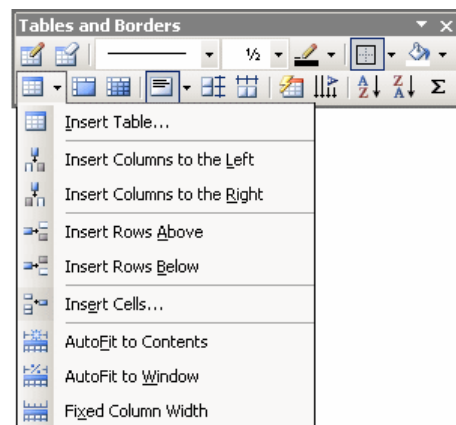
## Adding Rows

1. Select the same number of rows you wish to insert.

2. On the **Tables and Borders** toolbar, click the arrow next to the **Insert Table** button to display the list of options.

3. Choose **Insert Rows Above**, or **Insert Rows Below**, as required.

## Deleting Columns, Rows or Cells

1. Select the column(s), row(s) or cell(s) to be deleted.

2. On the Menu bar click on **Table, Delete** and choose the relevant option from the list.

If you are deleting cells, you will need to choose one of the following options:

**Shift Cells Left**  this deletes the contents and moves the remaining cells over to the left.

**Shift Cells Up**  this deletes the contents of the selected cell(s) and then moves up the contents of cells from below, leaving empty cells at the bottom.
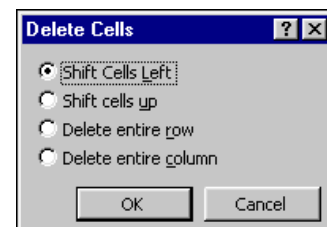
There is also the option to delete an entire row or column of cells.

# CHANGING THE WIDTH OF A COLUMN

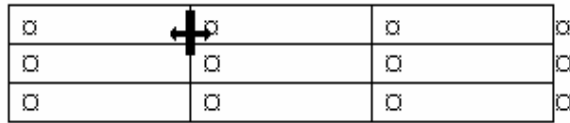1. To increase/decrease the width of any column, position the mouse pointer on the column border until a double-headed arrow forms.

2. Hold down the left mouse button. This displays a vertical dotted line. Drag the line to the left or right, to change the column size.

   For a more precise column width, select the column and then choose **Table, Table Properties.** Select the **Column** tab, and then enter your preferred width.
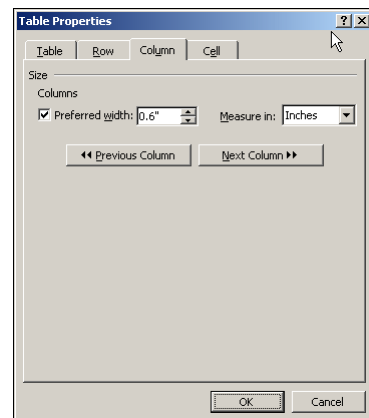
## *Adjusting the Column Widths Automatically*

The **AutoFit to Contents** option automatically adjusts column widths to fit the longest entry in each column. Ensure the table is selected and then select **Table**, **AutoFit**, **AutoFit to Contents.**

## *Changing the Cell Margins*

You can increase the space between the cell contents and the cell boundary by changing the cell margin – this is known as "cell padding".

1. Click inside the table, and then select **Table Properties** from the **Table** menu.

2. Select the **Table** tab, and then click on the **Options** button.

3. Enter the desired values in the boxes under **Default cell margins**.
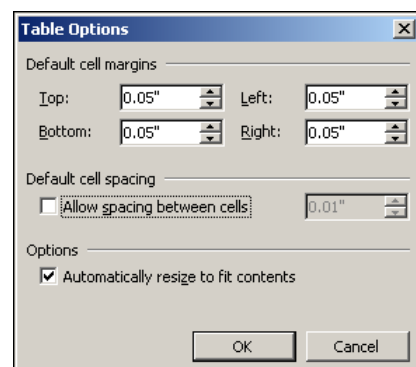
   Further spacing can be added by clicking in the **Add spacing between cells** box and entering a value.

## CREATING A TABLE WITHIN A TABLE

1. To create a table within a table (nested table), click the **Draw Table** tool on the **Tables and Borders** toolbar.

2. Position the pointer inside an existing cell and draw a rectangle to create the nested table boundary.

3. Release the mouse and then add the column and/or row lines.

4. To reposition the nested table within the cell, move the mouse over the **table move handle**. Wait until a four-headed arrow appears, and then drag to the desired position.
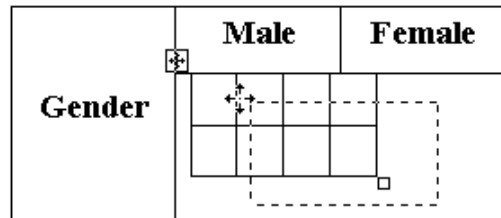
   *Alternatively, for more accurate positioning, click the **right** mouse button inside the nested table and choose **Table Properties**. Select the **Table** tab, and choose an alignment.*

## DELETING A TABLE

The entire table can be deleted by clicking the mouse inside the table and then choosing **Table, Delete, Table**.

To remove all the table contents while leaving the cells intact, select the whole table by clicking on the table move handle and then press the DELETE key.

Note: If you want to delete only some of the table contents, select the relevant cells, row or columns before pressing the DELETE key.

## BORDERS AND SHADING

By default, the table will be printed with a ½ point solid border. This may be removed, or changed using the options in the Borders and Shading box.

1. To change the borders, select the table (or relevant cells) and then choose **Format, Borders and Shading.**

2. Ensure the **Borders** tab is selected, and then make your selection from the **Setting, Style, Color, and Width** boxes.

   (To remove all borders, select **None**.)
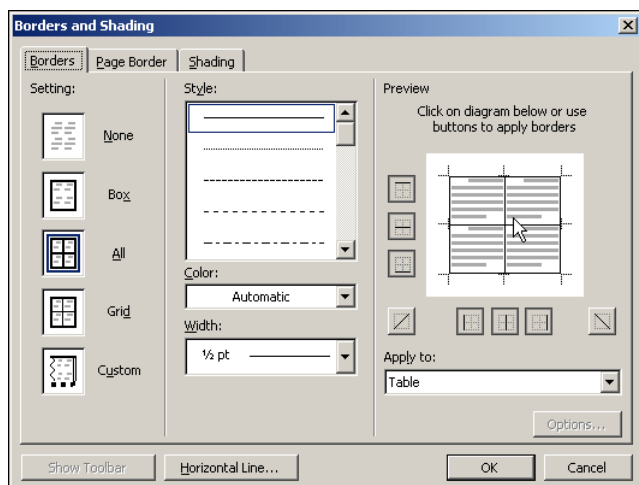
3. Observe the results in the **Preview** section.

*Colours, shading and patterns can also be used to give emphasis.*

1. Ensure you have selected the table (or cells) which you want to alter. In the **Borders and Shading** window, click on the **Shading** tab, and choose a colour from the **Fill**: box.

2. To display the full range of shades and patterns, scroll through the **Style**: list using the arrows. Highlight your choice and observe the effect in the **Preview** section.

3. To return to the default settings, click on **No Fill** in the Fill box and set the Style: to **Clear**.

4. When finished click **OK**.
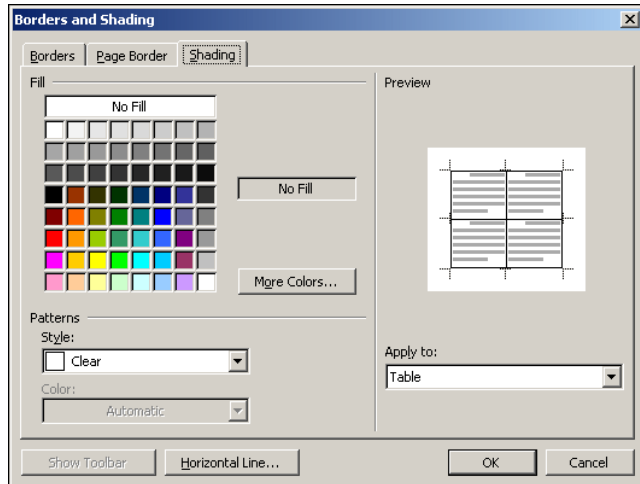
## AUTOMATICALLY FORMATTING A TABLE

Instead of creating your own borders, shading and colours, you can use one of Word's built-in formats to give a table a professional finish.

1. Click inside the table and then choose **Table, Table Autoformat**.

2. Work through the styles while observing the result in the preview window and then click on **Apply** to implement the format.

## GRIDLINES

By default, all tables are produced with ½ point, black border, which is automatically printed. Even if you remove the borders, light gridlines will still be visible on screen, but these are for guidance only and will not print. To remove the gridlines from the screen, click on **Table, Hide Gridlines**.

## SPLITTING THE TABLE

A table may be split into two sections by positioning the insertion point in the row beneath where you wish to make a break, then choosing **Table, Split Table**.

To add text above a table, which is already positioned at the top of a page, click the first row of the table and choose **Table, Split Table.**

## CONVERTING TEXT INTO A TABLE

You can automatically convert text into a table, provided it contains separator characters to indicate where the columns should begin. Commas, or tab characters are suitable separators or you can use another character. Paragraph marks are used to begin new rows.

1. Ensure the text contains separator characters.

2. Select the text and then click on **Table**, **Convert, Text to Table**.

3. Word proposes a number of columns based on the original text. If this is incorrect, insert the required number.

4. Select the correct option under **Separate text at**. If your text is separated by characters other than paragraphs, tabs or commas, insert the relevant character in the **Other** box.
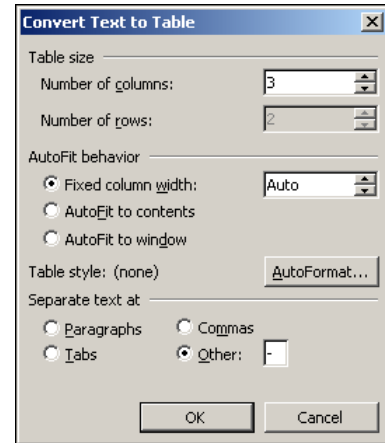
## CONVERTING A TABLE INTO TEXT

To convert an existing table (or parts of a table) into text, select the rows to be changed and then choose **Table**, **Convert, Table to Text.** You will then need to choose a character to use as a separator instead of a column marker.

## SORTING A TABLE

Information in a table can be sorted alphanumerically, numerically or by date order. Individual columns may also be sorted without affecting the rest of the table.

1. Select the table, and then click on **Table, Sort.**

2. In the Sort window, choose which **Column** you want to sort by.

3. Select the type of sort you require - **Text, Number or Date**.

4. Choose either **Ascending** or **Descending** order.

5. Click on **OK**.
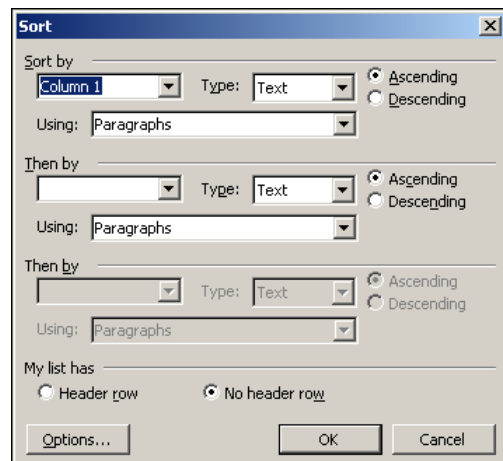
   Word then adjusts the rows to their new position. If additional rows are added to the table later, simply re-sort the column to update the information.

### *Sorting a Single Column in a Table*

1. Select the column or cells to be sorted and then click on **Table, Sort**.

2. Select the type of sort you require - **Text, Number or Date** and then choose either **Ascending** or **Descending** order.

3. Click on the **Options** button and select **Sort column only**.

4. Click on **OK** to return to the document.

   Word then adjusts the rows to their new position.

# CALCULATIONS

Simple calculations can be made in tables quickly and easily.  However, all the cells must contain an entry otherwise the total will be incorrect.  If the table contains any blank cells, enter a zero before calculating.

## *To Sum a Column of Numbers*

1. Position the cursor in the cell where the calculation is to be displayed (eg at the bottom of the column).

2. On the Tables and Borders toolbar click on the **AutoSum** $\boxed{\Sigma}$ button or alternatively choose **Formula** from the **Table** menu.

   The result of the calculation is inserted as a field in the cell.

## *Updating Calculations*

If you make alterations to the cell contents after a calculation has been performed, the result is not automatically changed.  To update the calculation, select the calculation field and then press **F9**.

For more information on performing other mathematical calculations, call up **Microsoft Word Help** and type:

```
Perform Calculations in a Table
```

# REPEATING A TABLE HEADING ON SUBSEQUENT PAGES

When a long table extends onto the next page you can arrange to have the table headings repeated at the top of each page.

1. Select the heading row(s) - this must include the first row in the table.

2. From the Table menu, select **Heading Rows Repeat**.

Note:  Repeated table headings are only visible in Print Layout or when the page is printed.

# PREVENTING ROWS FROM BREAKING ACROSS PAGES

Where a page break occurs in part of a table row, by default, Word will divide the row across pages.  To keep all the information in the table row together, make the following adjustment:

1. Click in the row which has been divided.

2. Click on **Table**, **Table Properties**, and then select the **Row** tab.

3. Clear the **Allow row to break across pages** check box.

Note:  selecting the whole table before making the adjustment will prevent any subsequent rows from breaking across pages.