Quick Tip: Press the TAB key or SHIFT and TAB to move through the cells of a table. When you press TAB at the end of the table, Word adds a new row.

Module Seven: Adding Tables

This module will explain how to work with tables. You'll learn how to add tables to your document and add text to the table. You'll also learn about the Table Tools tab. This module explains how to modify rows and columns and how to format a table, so that it looks just like you want it to. Finally, you'll learn about Quick tables, an easy way to get a table that is already formatted into your document.

Inserting a Table

To insert a table, use the following procedure.

- 1. Select the Insert tab from the Ribbon.
- 2. Select Table.
- 3. Highlight the number of rows and columns that you want to insert.



Word inserts the table in the document at the current cursor position. You can also see a preview before you insert the table.

Adding Text to a Table

To add text to a table, use the following procedure.

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- 1. Click on the table cell you want to change.
- 2. Begin typing.
- 3. To enter text in another cell, click on that cell.

| ++ | | | |
|----|---------------|-----------------|-----------------|
| | Sample Header | Sample Header 2 | Sample Header 3 |
| | Sample Text | Column 2 | Column 3 |
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About the Table Tools Tabs

The Tools tabs for working with tables.

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| Gridlines Table | Above Below Left Right Cells Cells Table | Distribute columns E Direction Margin | is fx Formula |

The Design tab has several options to help you apply style to your table, including borders and shading. The Layout tab has other tools to modify your table.

We'll investigate many of these options in the rest of this module.

Altering Rows and Columns

To modify rows and columns, use the following procedure.

1. Hover your mouse over a row or column divider. The mouse changes to a divider with arrows pointing to the left and to the right.

| Sample Header | + + Sample Header 2 | Sample Header 3 | |
|---------------|---------------------|-----------------|--|
| Sample Text | Column 2 | Column 3 | |
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2. Drag the column to the new size.

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|---|---------------|-----------------|-----------------|
| 5 | Sample Header | Sample Header 2 | Sample Header 3 |
| 5 | Sample Text | Column 2 | Column 3 |
| | + | * | |
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To insert a row, use the following procedure.

- 1. Select the row below where you want the new row to appear.
- 2. Make sure that the **Table Tools/Layout** tab is selected.
- 3. Select Insert Above.



Word inserts the new row.

| Sam | nple Header | Sample Header 2 | Sample Header 3 | |
|-----|-------------|-----------------|-----------------|---|
| | | | | |
| Sam | nple Text | Column 2 | Column 3 | |
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To delete a column, use the following procedure.

- 1. Select the column you want to delete.
- 2. Make sure that the **Table Tools/Layout** tab is selected.
- 3. Select **Delete**.
- 4. Select DeleteColumns.



Applying a Table Style

To format a table, use the following procedure.

- 1. Select the table you want to format.
- 2. Use the **Table Style** options to add special formatting to the Header Row, Total Row (last row), First Column, or Last Column. The Banded Rows and Banded Columns alternates the shading.
- 3. Select a Table style to create a new look for the table. You can see a preview by hovering the mouse over the option before selecting it.

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| | Grid Tables | | | 1 . | ······································ |
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About Quick Tables

To insert a Quick Table, use the following procedure.

- 1. Select the **Insert** tab from the Ribbon.
- 2. Select Table.
- 3. Select QuickTables.
- 4. Select the table you want to insert.

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| PAGE 9 OF 11 893 WORDS R FIGUISH (UNITED ST | Image: Save Selection to Quick Tables Gallery |

To save a table as a Quick Table selection, use the following procedure.

- 1. Highlight the table that you have inserted and customized.
- 2. Select the **Insert** tab from the Ribbon.
- 3. Select Table.
- 4. Select **QuickTables**.
- 5. Select Save Selection to QuickTables Gallery.

Word displays the Create New Building Block dialog box.

| Create New Building Block ? | | | | | | |
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| Options: | Insert content in its own paragraph | ~ | | | | |
| | OK Cancel | | | | | |

- 6. Enter a name for the table or leave the default heading.
- 7. Select **OK** to save the table.