

Word 2016: Working with Tables

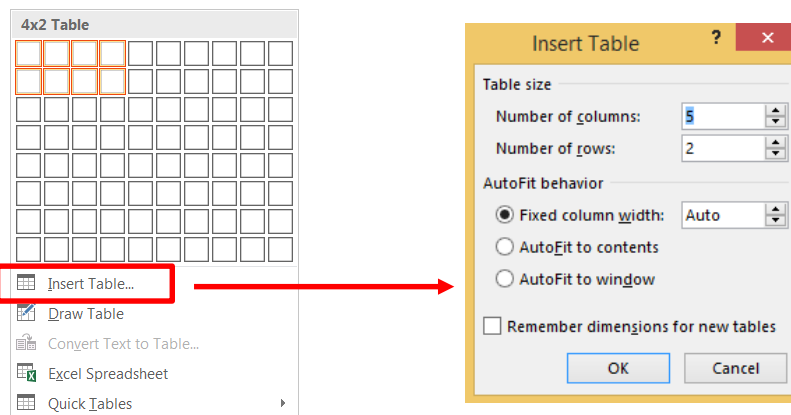
A table is made up of rows and columns. The intersection of a row and column is called a cell. Tables are often used to organize and present information, but they have a variety of uses as well. You can use tables to align numbers and create interesting page layouts.

Creating a Table

- 1) Click the **Insert** tab on the Ribbon
- 2) Click on **Table**
- 3) Highlight the number of columns and rows you'd like

OR

- 4) Click **Insert Table**



- 5) Click the arrows to select the desired number of columns
- 6) Click the arrows to select the desired number of rows
- 7) Click **OK**

Navigating in a Table

Please see below to learn how to move around within a table.

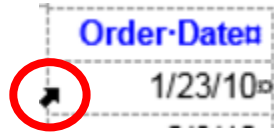
Action	Description
Tab key	To move from one cell in the table to another. When you reach the last cell in a table, pressing the Tab key will create a new row.
Shift +Tab keys	To move one cell backward in a table.
Arrow keys	Allow you to move left, right, up and down.

Selecting All or Part of a Table

There are times you want to select a single cell, an entire row or column, multiple rows or columns, or an entire table.

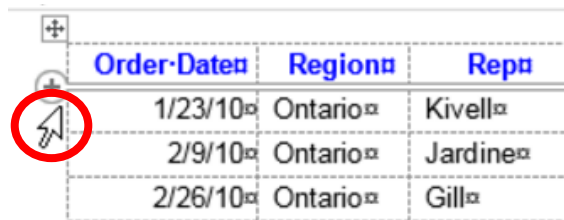
Selecting an Individual Cell

To select an individual cell, move the mouse to the left side of the cell until you see it turn into a black arrow that points up and to the right. Click in the cell at that point to select it.



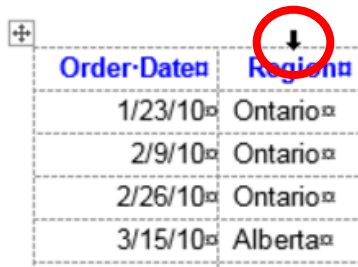
Selecting Rows and Columns

To select a row in a table, move the cursor to the left of the row until it turns into a white arrow pointing up and to the right, as shown below. To select multiple rows this way, drag the mouse down over the other rows once you've selected one row.



Order-Daten	Region	Repr
1/23/10	Ontario	Kivell
2/9/10	Ontario	Jardine
2/26/10	Ontario	Gill

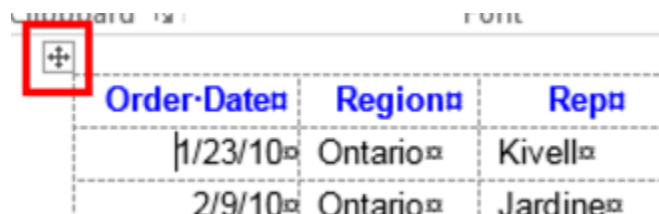
To select a column, move the mouse over the column until you see a black down arrow and then click to select that column. To select multiple columns, hold the mouse down when you click in the first column to be selected using the black arrow cursor and drag over the other columns to select them.



Order-Daten	Region
1/23/10	Ontario
2/9/10	Ontario
2/26/10	Ontario
3/15/10	Alberta

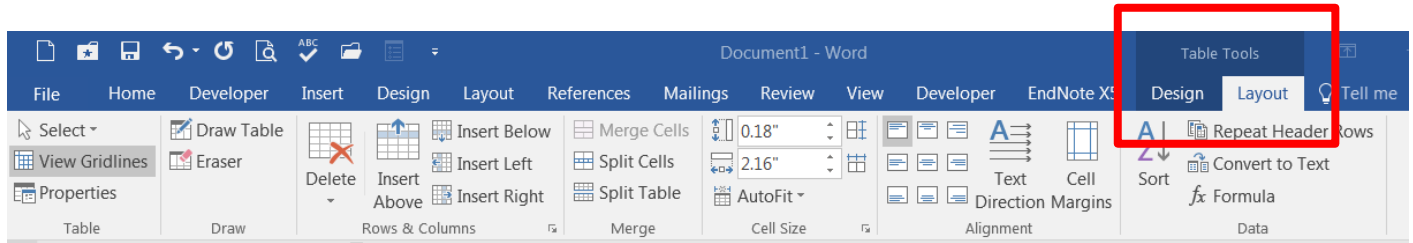
Selecting an Entire Table

To select an entire table, move your mouse over the table until you see the table selection icon in the upper-left corner of the table and click on it to select the table.



Order-Daten	Region	Repr
1/23/10	Ontario	Kivell
2/9/10	Ontario	Jardine

When working within a table, the **Table Tools** tab appears in the Ribbon, and includes the **Design** and **Layout** tabs.



To Insert a Row:

- 1) Position the cursor in the table where you would like to insert a row
- 2) Select the **Layout** tab under **Table Tools**
- 3) Click either the **Insert Above** or **Insert Below** row buttons in the **Rows & Columns** group

To Insert a Column:

- 1) Position the cursor in the table where you would like to insert a column
- 2) Select the **Layout** tab under **Table Tools**
- 3) Click either the **Insert Left** or **Insert Right** column buttons in the **Rows & Columns** group

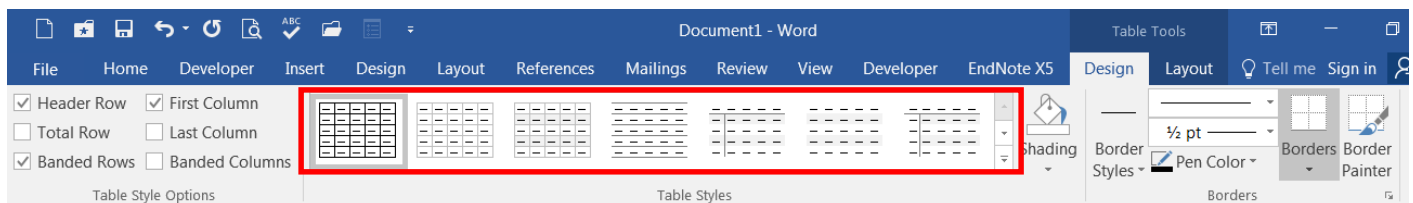
To Delete Columns or Rows:

- 1) Position your cursor in the row or column you would like to delete
- 2) Select the **Layout** tab under **Table Tools**
- 3) Click the **Delete** button in the **Rows & Column** group
- 4) Select either **Delete Columns** or **Delete Rows**

Formatting a Table

Adding a Table Style:

- 1) Position your cursor in the table
- 2) Click the **Design** tab under **Table Tools**
- 3) Choose a style from the **Table Styles** group



To Shade the Cells/Table:

- 1) Position your cursor in the table, column or row
- 2) Click the **Design** tab under **Table Tools**
- 3) Click the **Shading** button in the **Table Styles** group
- 4) Choose a color

To Add a Border to Cells/Table:

- 1) Position your cursor in the table, column or row
- 2) Click the **Design** tab under **Table Tools**
- 3) Click the arrow on the **Borders** button in the **Borders** group
- 4) Choose a border

To Merge Cells in a Table:

- 1) Select the cells that you would like to merge in the table
- 2) Click on the **Layout** tab under **Table Tools**
- 3) Click the **Merge Cells** button in the **Merge** group

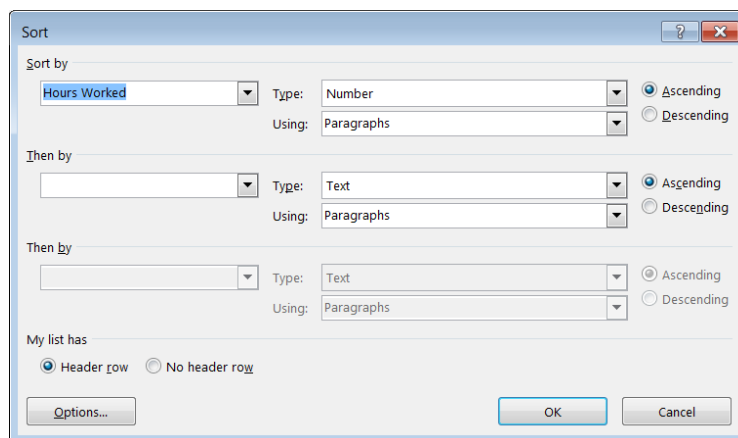
Sorting Data in a Table

You can easily sort data in a table in either ascending or descending order.

To Sort Data in a Table:

- 1) Position your cursor in the table
- 2) Select the **Layout** tab under **Table Tools**
- 3) Click the **Sort** button in the **Data** group
- 4) Select the field to sort by
- 5) Select the order (ascending, descending)
- 6) Choose if your table has a header row (in the example below, the table has a header row)

Name	Hours Worked
Mike	10
Ann	16
Steve	25
Michele	50

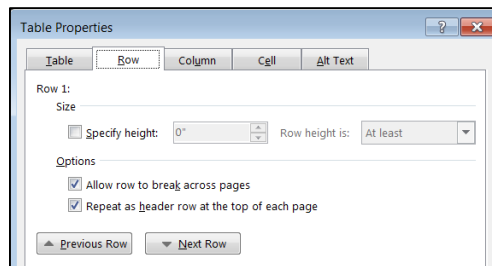


- 7) Click **OK**

Repeat a Table Heading on Subsequent Pages

When you work with a very long table, it will be divided into several pages. You can make adjustments to the table so that the table headings appear on each page. Repeated table headings are visible only in Print Layout view or when you print the document.

- 1) Select the **Layout** tab under **Table Tools**
- 2) Click **Repeat Header Rows** in the **Data** group
- 3) In the table, right-click the row that you want to repeat, and then click **Table Properties**
- 4) In the **Table Properties** dialog box, on the **Row** tab, select the **Repeat as header row at the top of each page**.
- 5) Click **OK**



Split a Table

Once you have a table in Word, you might decide to split that table into two or more tables. This way, you can create smaller tables, or add text in between two tables.

- 1) Put your cursor on the row that you want as the first row of your second table. In the example table, it's on the third row.

1	A
2	B
3	C
4	D

- 2) Select the **Layout** tab under **Table Tools**
- 3) Click **Split Table** in the **Merge** group

The table splits into two tables.

1	A
2	B
3	C
4	D