

Adding Tables to Documents

Tables in Microsoft Word are basically a simplified spreadsheet that can be inserted anywhere in a Word document. To illustrate this a table will be added to a prepared document about discounts offered by a computer sales company.

Loading the Prepared Document

A sample letter has been prepared for you. Your task will be to insert a TABLE into it.

- 1 Load Microsoft Word or close the current document.
- 2 Display the FILE menu and select OPEN.
- 3 Access the WORD SUPPORT FILES folder, pen the CHAPTER 14 folder and load the file:

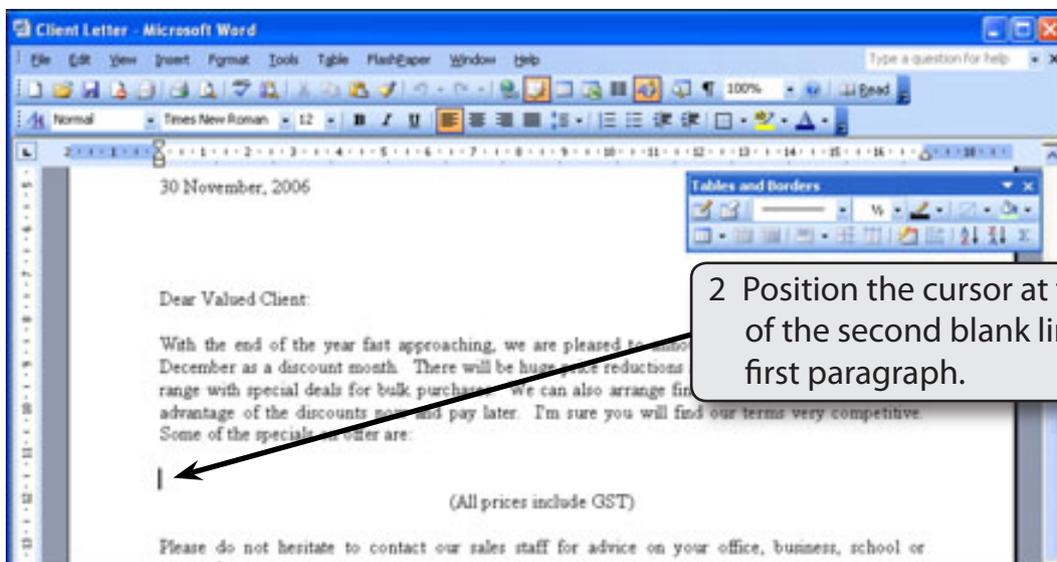
Client Letter

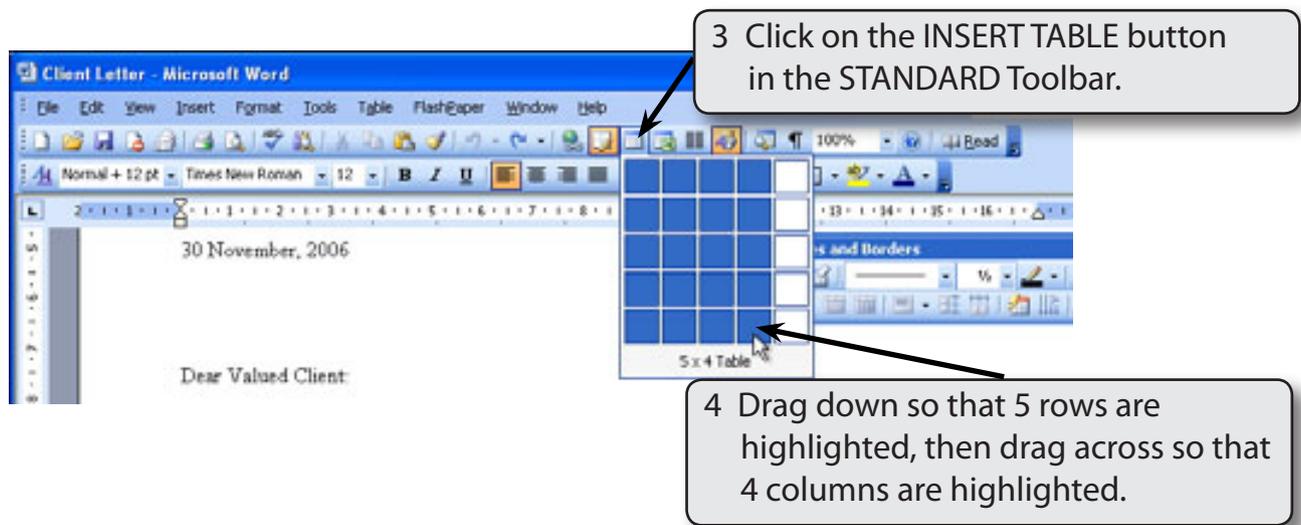
as a READ-ONLY document.

Inserting a Table

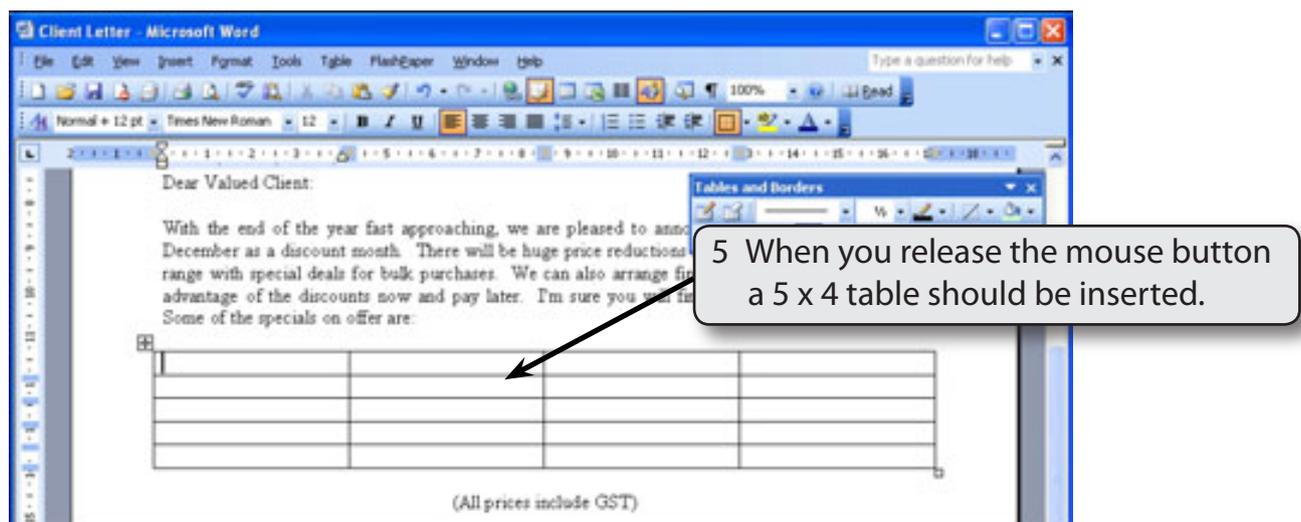
A TABLE will be placed in the centre section of the letter.

- 1 Scroll through the letter and read it to become familiar with it.

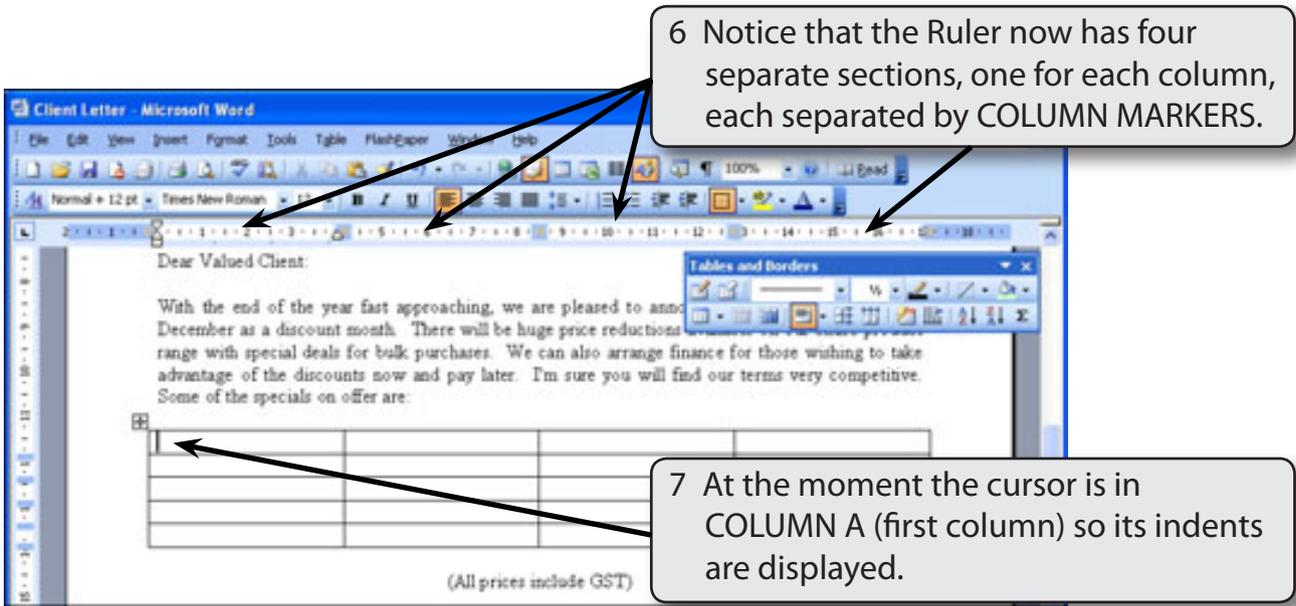




NOTE: You can also select INSERT TABLE from the TABLE menu to place a TABLE in a document.



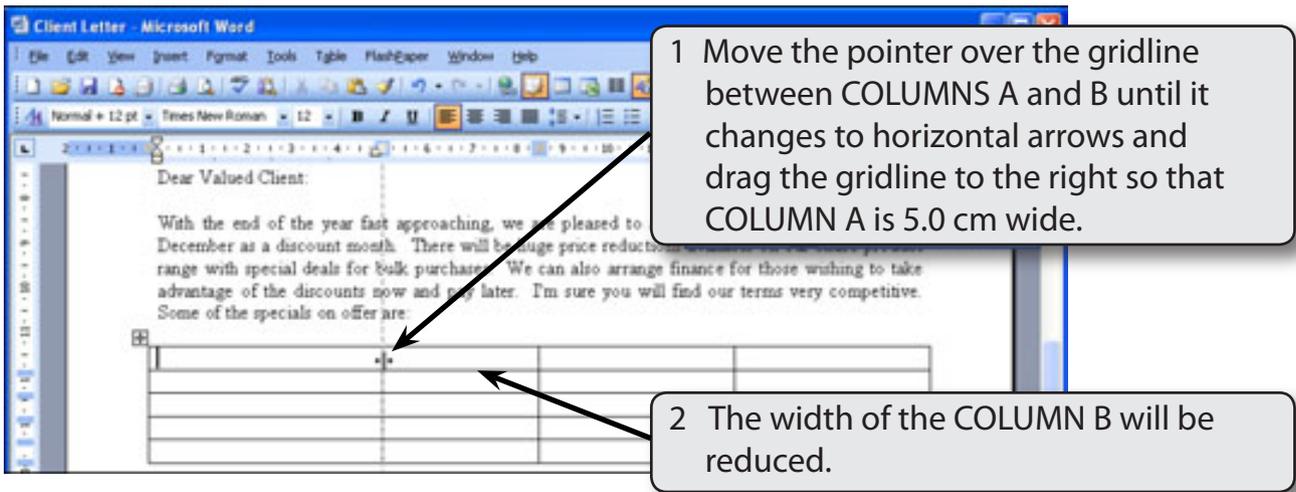
NOTE: COLUMNS are usually referred to by a letter, A, B, C, etc. ROWS are referred to as numbers, 1, 2, 3, etc. The rectangles in the TABLE are called CELLS and they are labelled with the COLUMN then ROW labels. For example, the first cell is A1, the cell directly below it is A2, the cell directly to the right of it is B1.

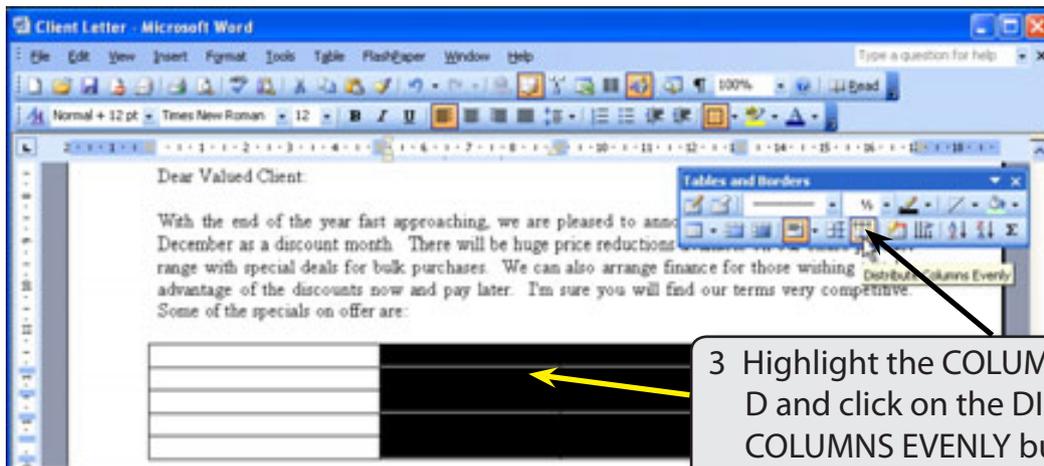


NOTE: You can use the Ruler to adjust the indents for any column, add TABS or alter the width of the column.

Adjusting the Column Widths

The first column will contain equipment names and as such it will need to be wider than the other columns.





3 Highlight the COLUMNS B, C and D and click on the DISTRIBUTE COLUMNS EVENLY button in the TABLES AND BORDERS Toolbar.

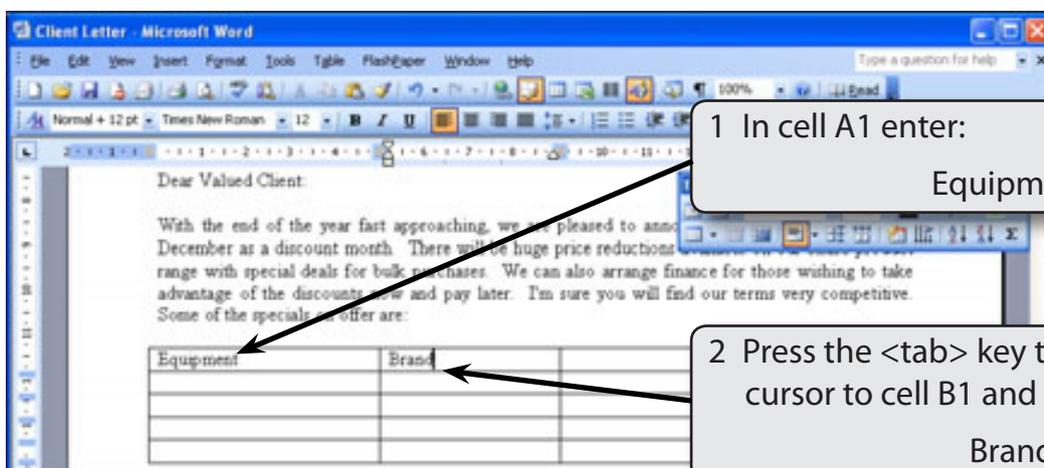
NOTE:

- i You can also adjust a column's width by moving the pointer over the centre 'bar' of the TABLE COLUMN MARKER in the Ruler and dragging the 'bar' to the required width.
- ii Row heights can be adjusted using the vertical Ruler at the left of the screen.

Entering Data into the Table

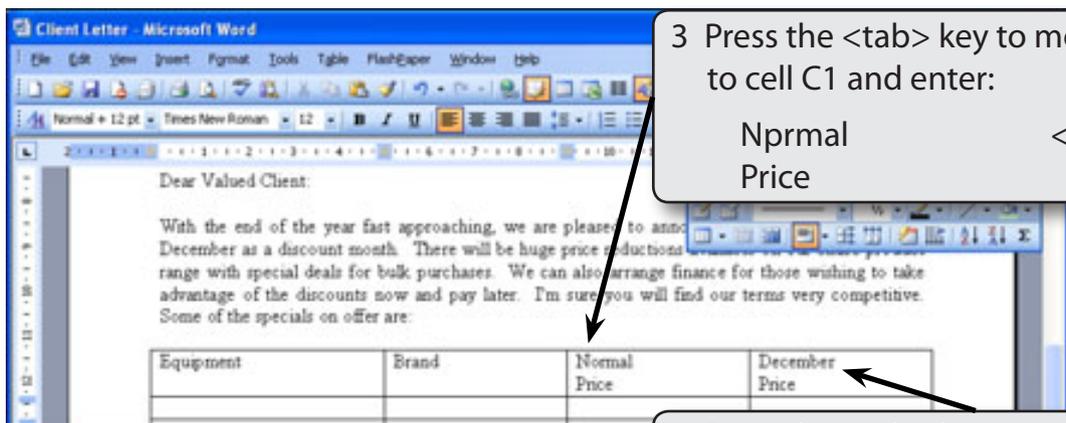
We are now ready to enter data into the table.

A The Headings



1 In cell A1 enter:
Equipment

2 Press the <tab> key to move the cursor to cell B1 and enter:
Brand



3 Press the <tab> key to move the cursor to cell C1 and enter:

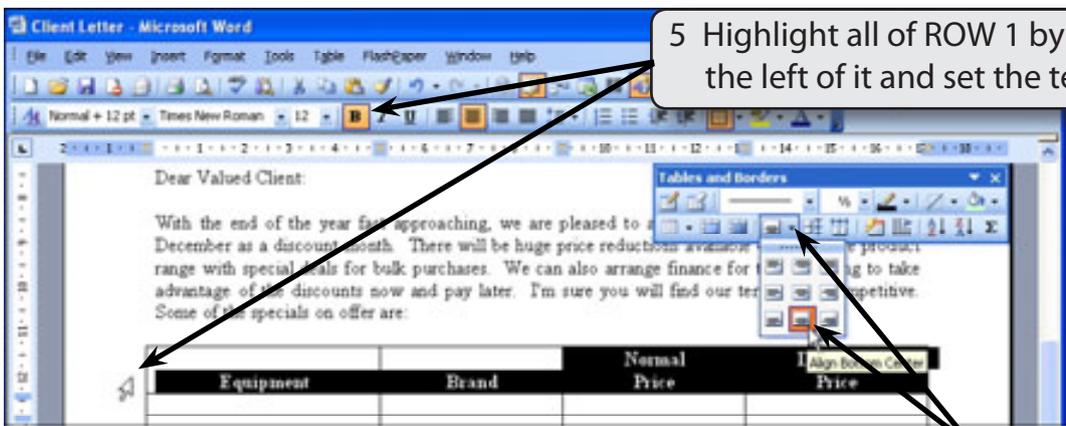
Normal
Price

<enter>

4 Press the <tab> key to move the cursor to cell D1 and enter:

December
Price

<enter>



5 Highlight all of ROW 1 by clicking to the left of it and set the text to BOLD.

6 Click on the ALIGNMENT button arrow in the TABLES AND BORDERS Toolbar and select ALIGN BOTTOM CENTRE.

- NOTE:**
- i **ALIGN BOTTOM CENTRE** places the text at the bottom of the cell and horizontally centres it.
 - ii You can also highlight a ROW by dragging the I-BEAM across the cells or by clicking on a cell in the ROW and choosing **SELECT ROW** from the TABLE menu.