

# 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 OFFICE BUTTON and select OPEN.
- 3 Access the WORD 2007 SUPPORT FILES folder, open the CHAPTER 14 folder and load the file:

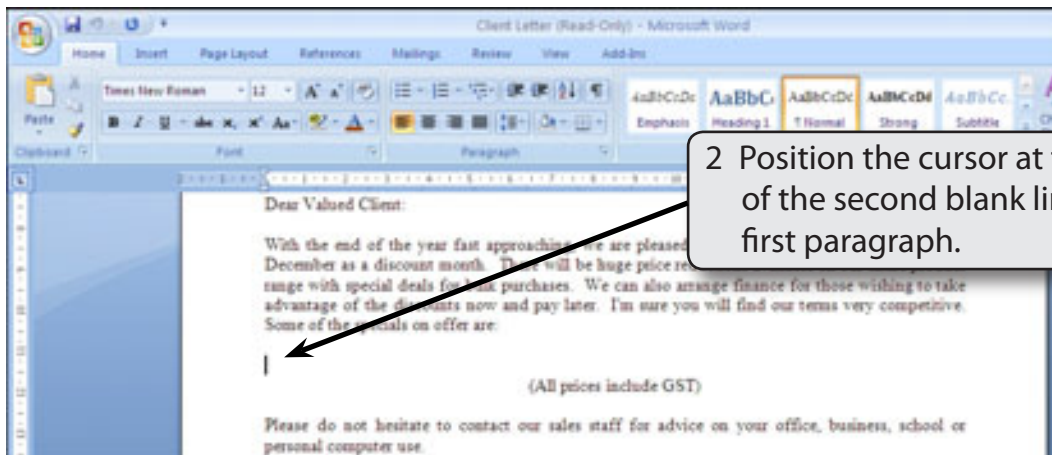
Client Letter

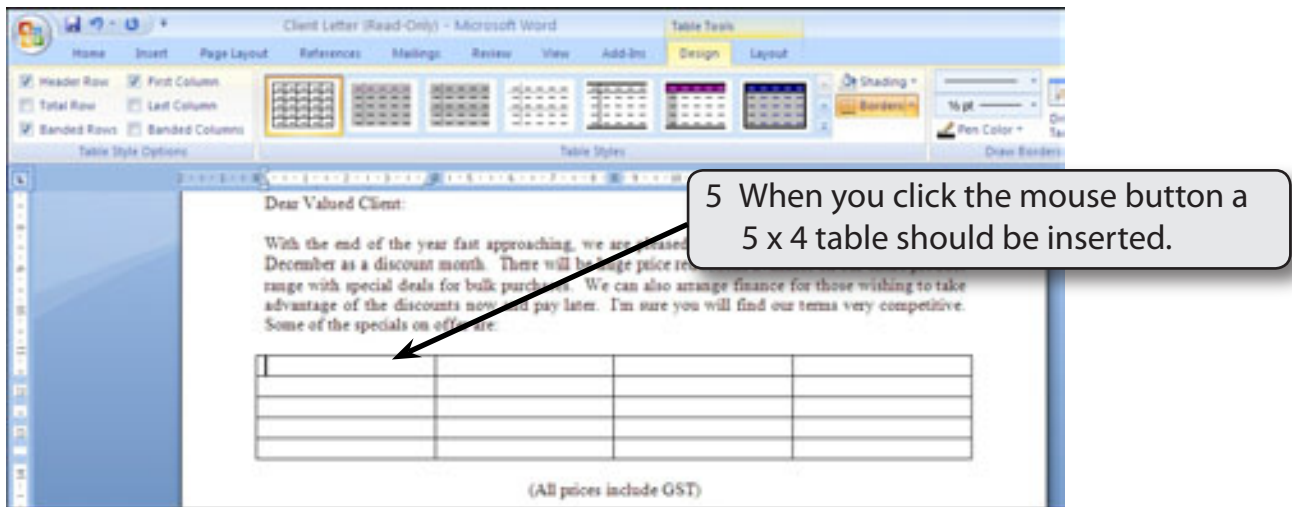
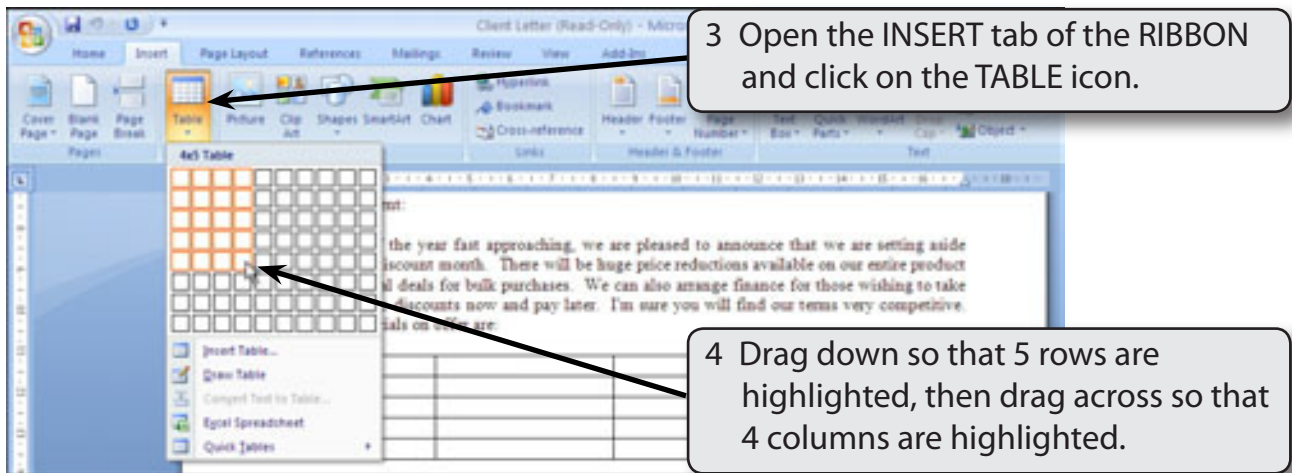
as a READ-ONLY document.

## Inserting a Table

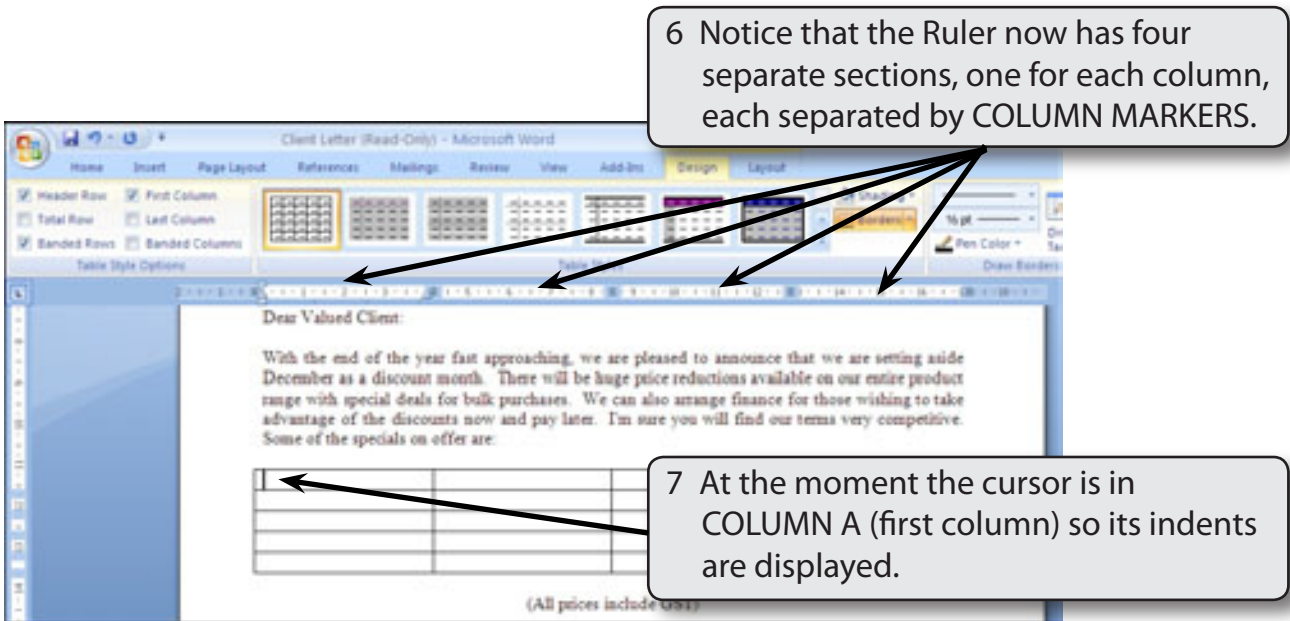
A table will be placed in the centre section of the letter.

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





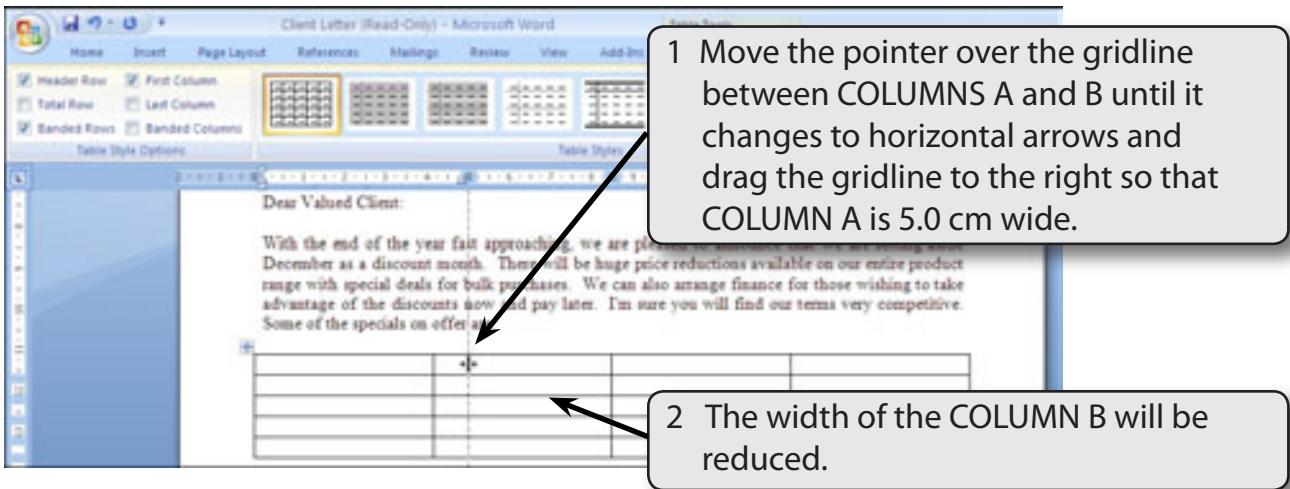
**NOTE:** COLUMNS are usually referred to by a letter, A, B, C, etc. ROWS are referred to as numbers, 1, 2, 3, etc. The rectangles in the TABLE are called CELLS and they are labelled with the COLUMN then ROW labels. For example, the first cell is A1, the cell directly below it is A2, the cell directly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

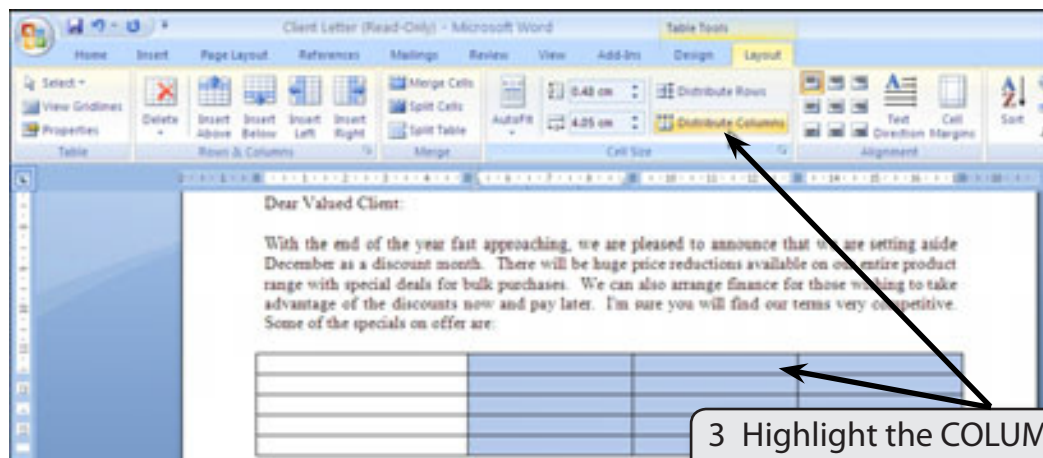


**NOTE:** You can use the Ruler to adjust the indents for any column, add TABS or alter the width of the column.

### 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 icon in the TABLE TOOLS - LAYOUT tab.

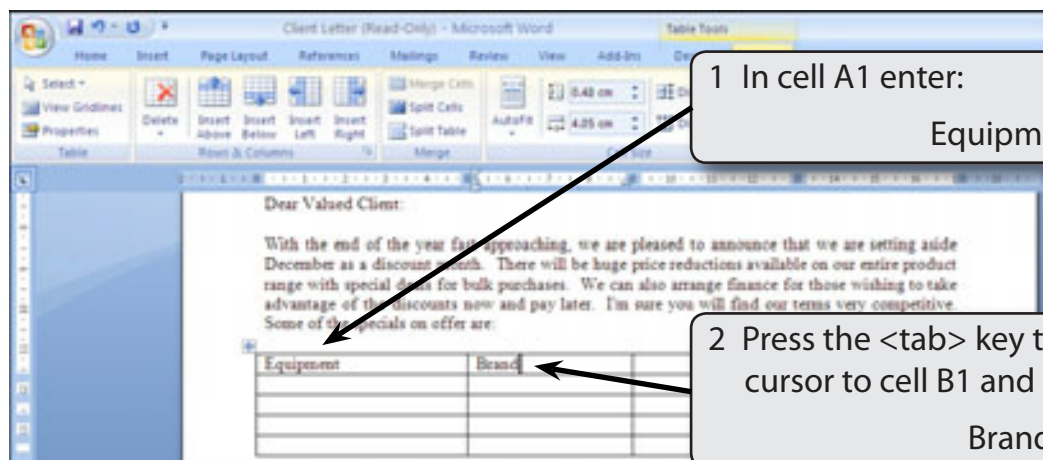
**NOTE:**

- 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>

Equipment	Brand	Normal Price	December Price

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

December                      <enter>  
Price

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

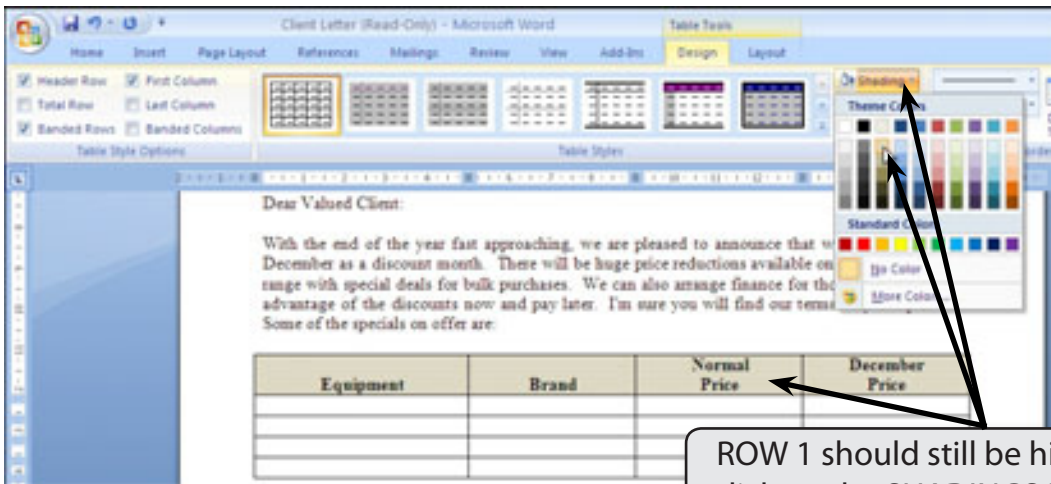
Equipment	Brand	Normal Price	December Price

6 Click on the ALIGN BOTTOM CENTRE icon in the ALIGNMENT group of the TABLE TOOLS - LAYOUT tab.

- 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 and choosing **SELECT ROW** from the **SELECT** icon in the **TABLE TOOLS - LAYOUT** tab.

## B Shading the Headings

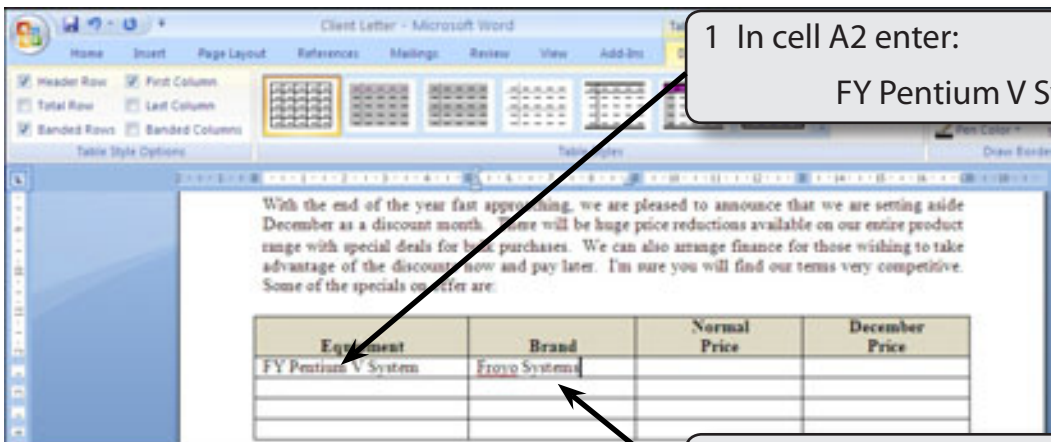
The cells in the table can be shaded. Let's shade the headings.



ROW 1 should still be highlighted, click on the SHADINGS icon in the TABLE TOOLS - DESIGN tab and select a light fill colour.

## C Adding the First Equipment Item

The other cells in the table will contain details about the equipment.



1 In cell A2 enter:  
FY Pentium V System

2 In cell B2 enter:  
Froyo Systems