

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 and CANCEL the WORD DOCUMENT GALLERY dialogue box, or close any open documents.
- 2 Display the FILE menu and select OPEN.
- 3 Access the WORD 2011 SUPPORT FILES folder, open the CHAPTER 14 folder and load the file:

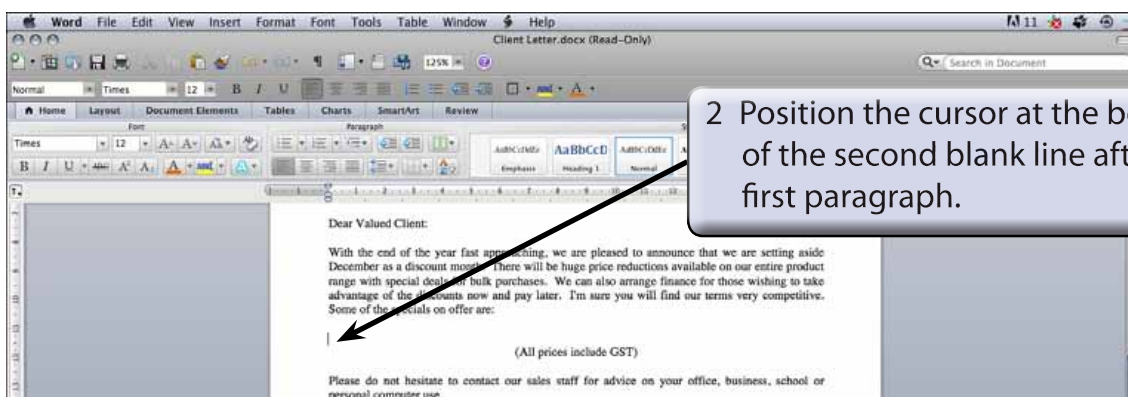
Client Letter

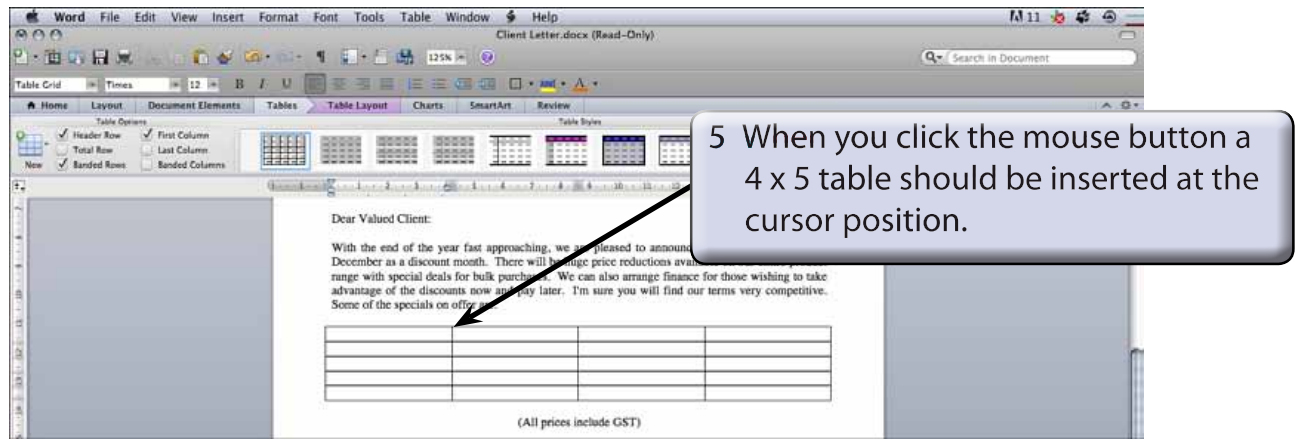
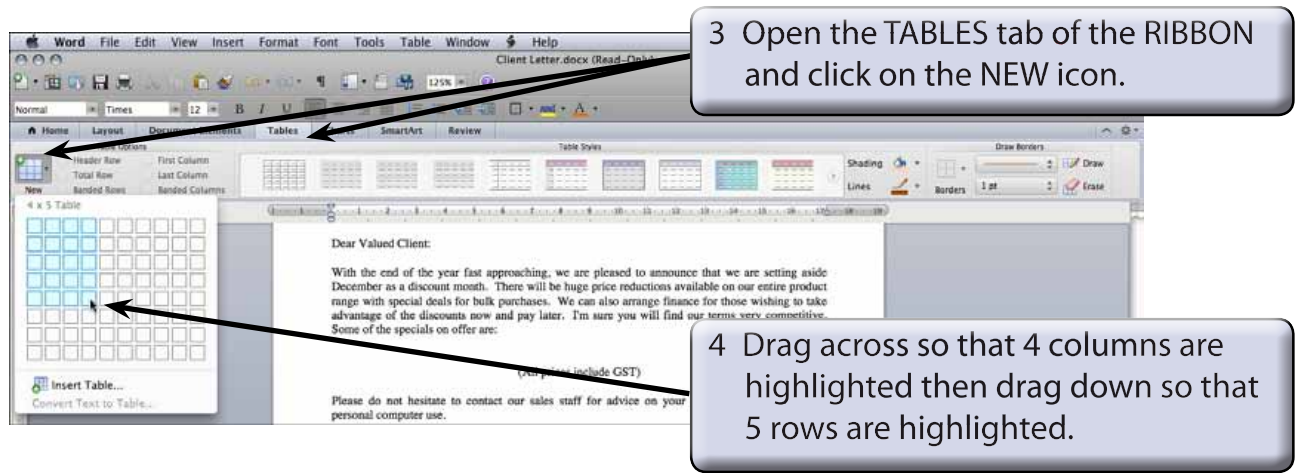
as a READ-ONLY document.

Inserting a Table

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

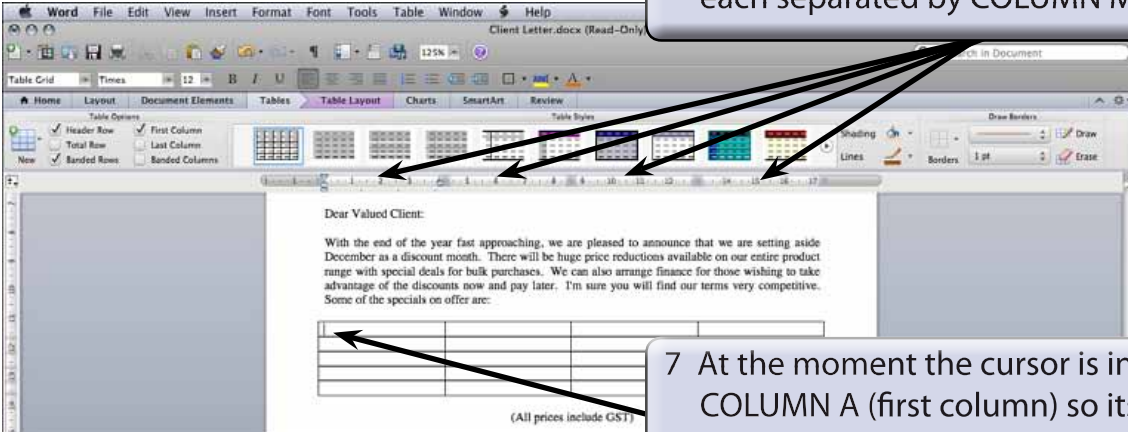
- 1 Read through the letter to become familiar with it.





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.

6 Notice that the Ruler now has four separate sections, one for each column, each separated by COLUMN MARKERS.

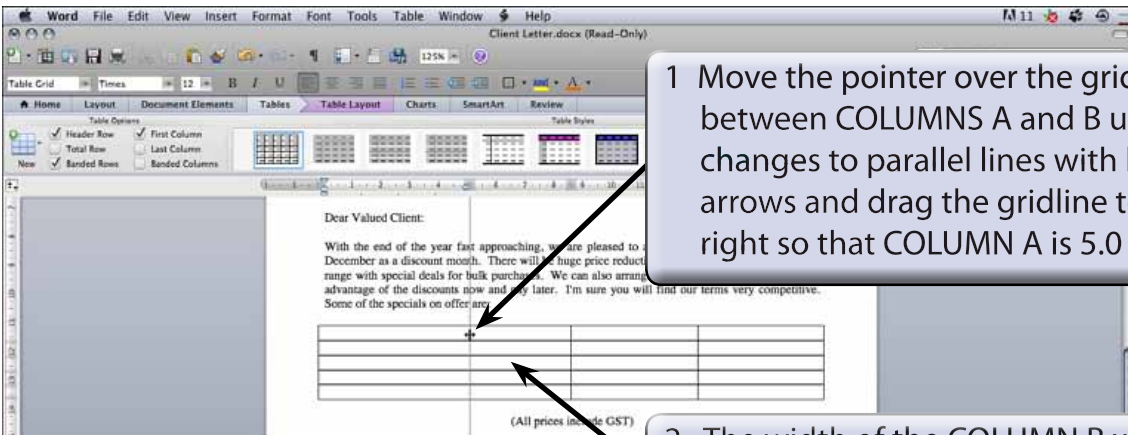


7 At the moment the cursor is in COLUMN A (first column) so its indents are displayed.

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

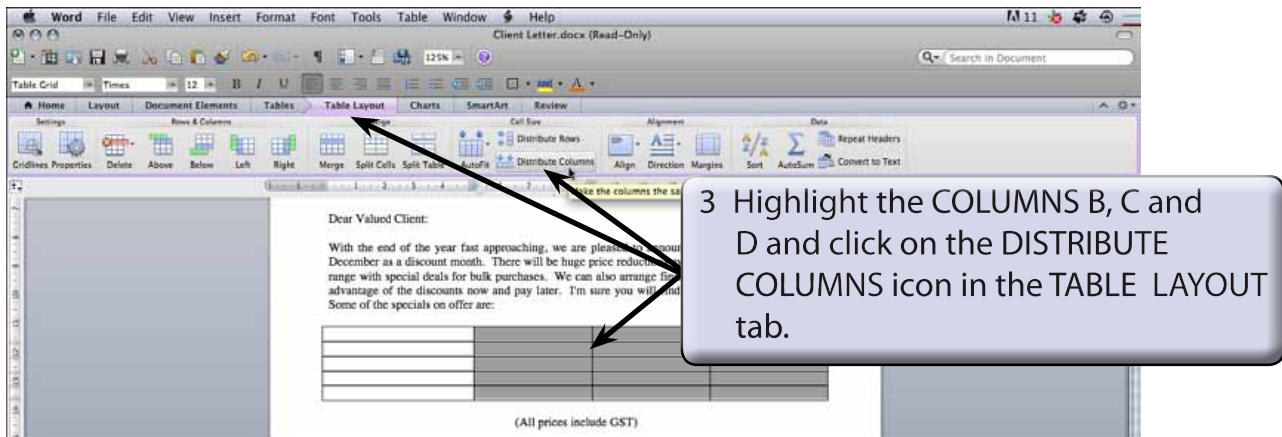
Adjusting the Column Widths

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



1 Move the pointer over the gridline between COLUMNS A and B until it changes to parallel lines with horizontal arrows and drag the gridline to the right so that COLUMN A is 5.0 cm wide.

2 The width of the COLUMN B will be reduced.



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

