

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 company selling computer equipment.

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 click on OPEN or close the current file, display the FILE menu and select OPEN.
- 2 Navigate to the WORD 2019 SUPPORT FILES folder, open the CHAPTER 14 folder and load the file:

Client Letter

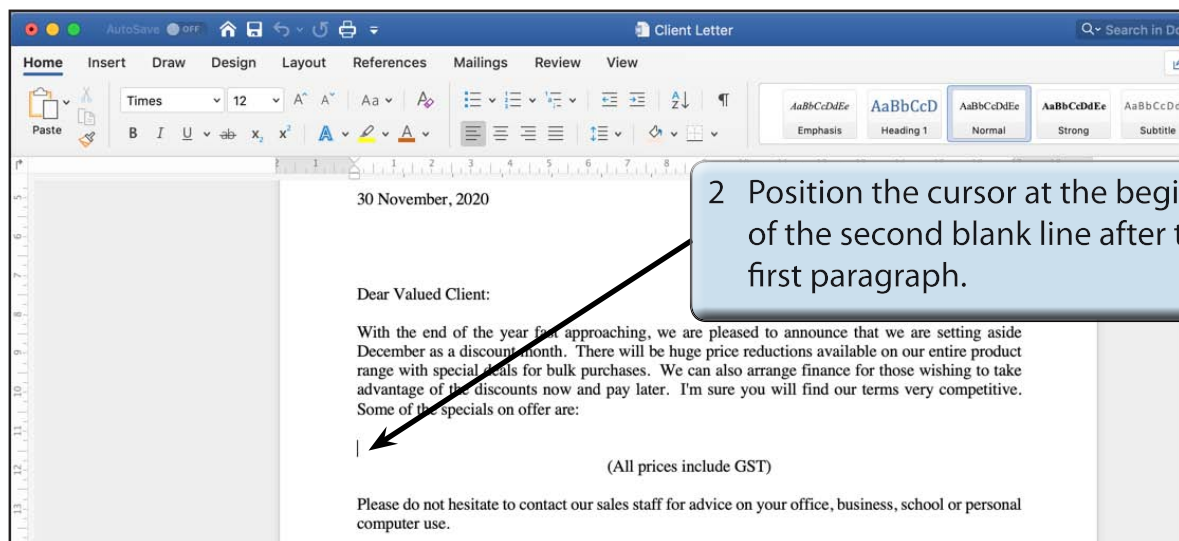
as a READ-ONLY document.

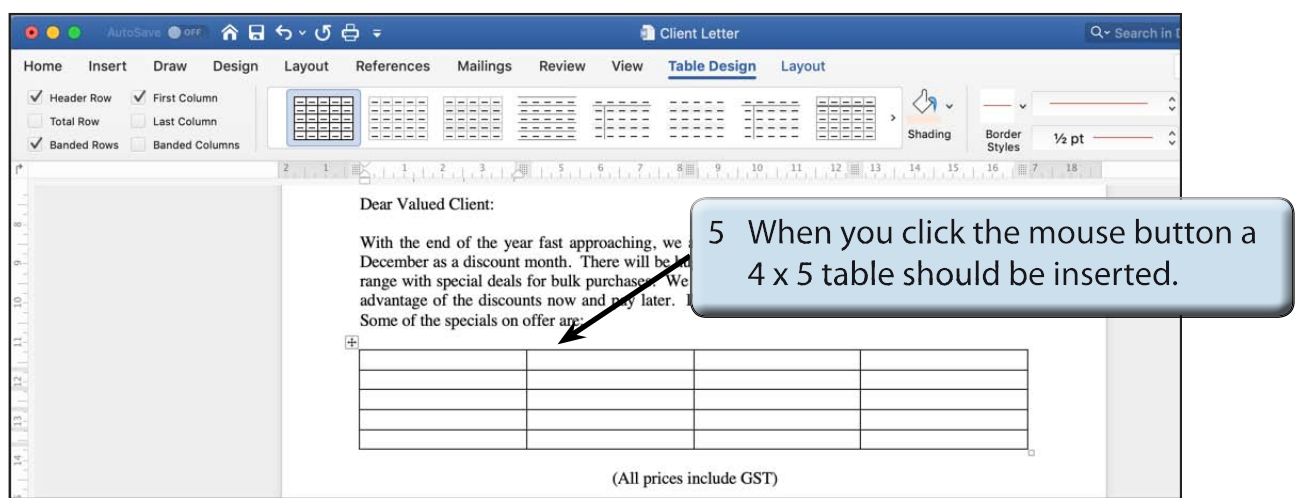
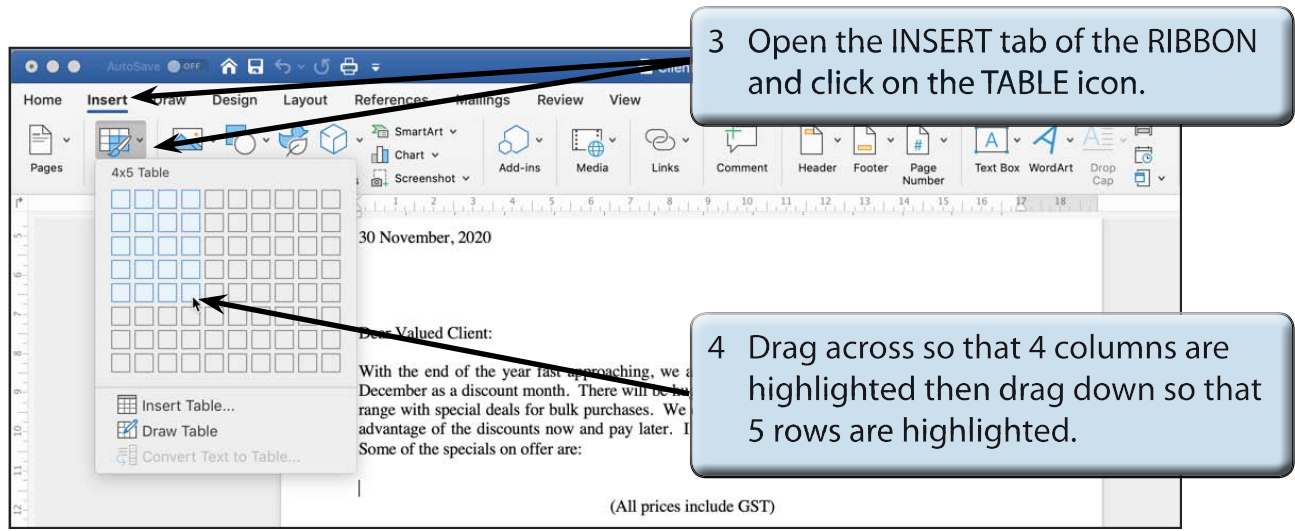
- 3 DUPLICATE the file and save it in your WORD PROCESSING folder.

Inserting a Table

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

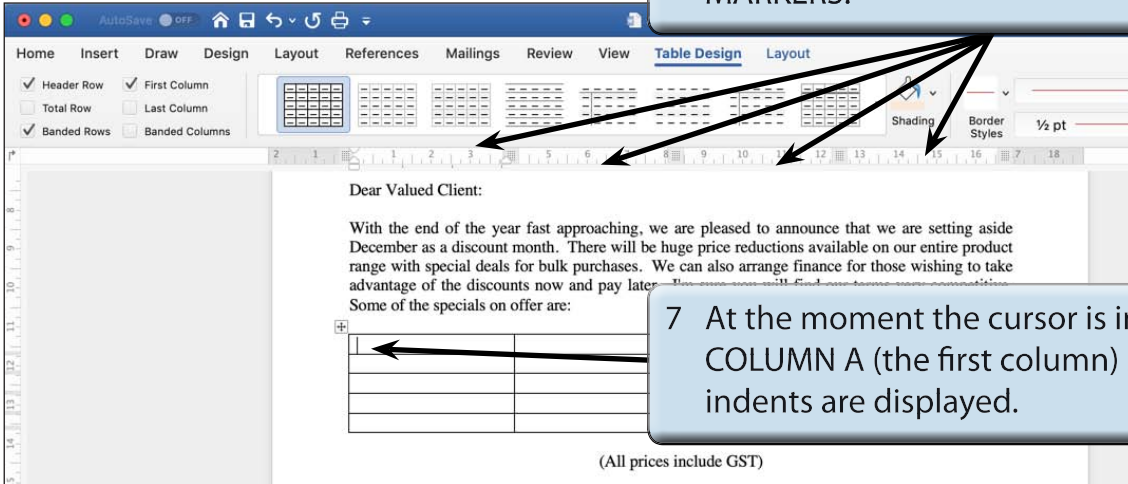
- 1 Read through the letter to become familiar with it.





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.



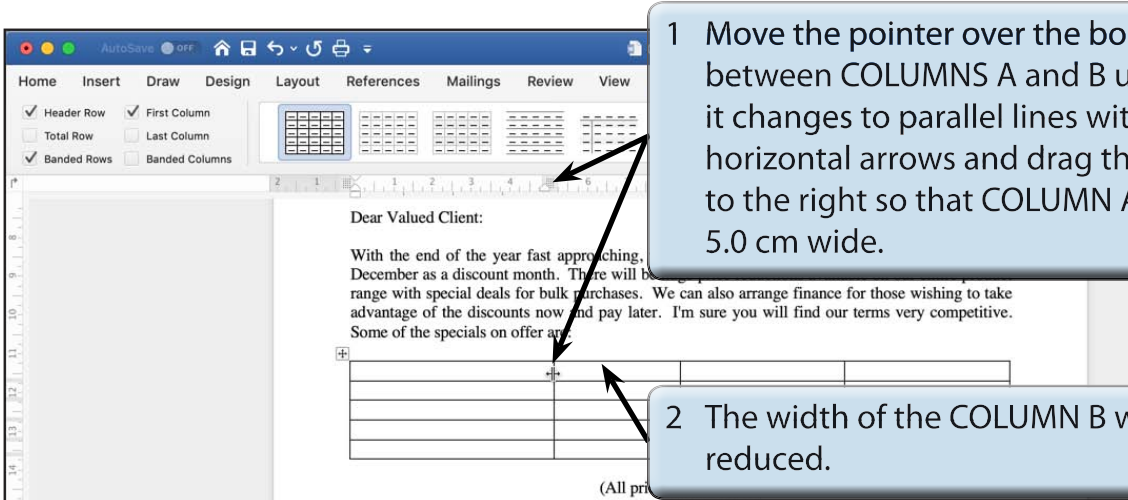
7 At the moment the cursor is in COLUMN A (the first column) so its indents are displayed.

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

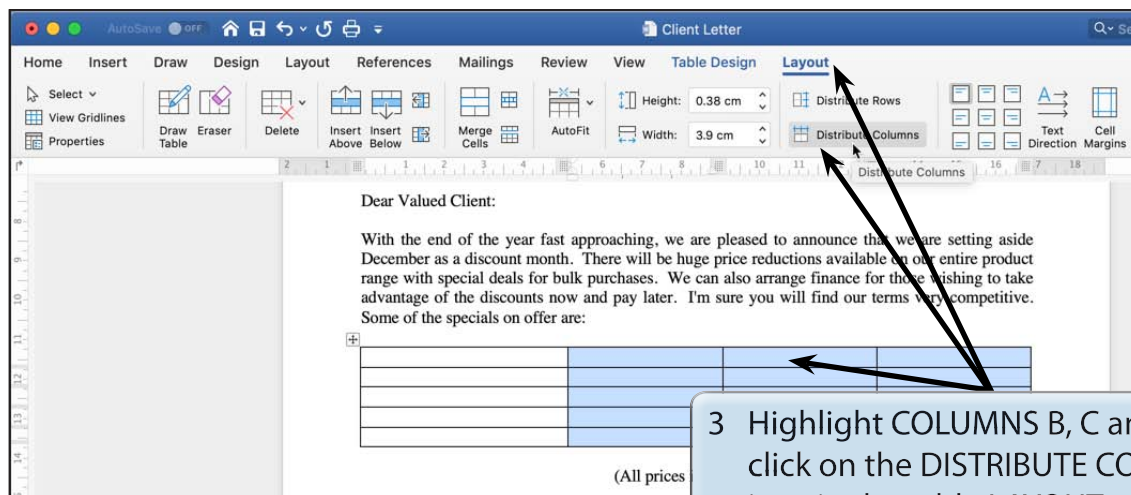
Adjusting the Column Widths

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



2 The width of the COLUMN B will be reduced.



3 Highlight COLUMNS B, C and D and click on the DISTRIBUTE COLUMNS icon in the table LAYOUT tab.

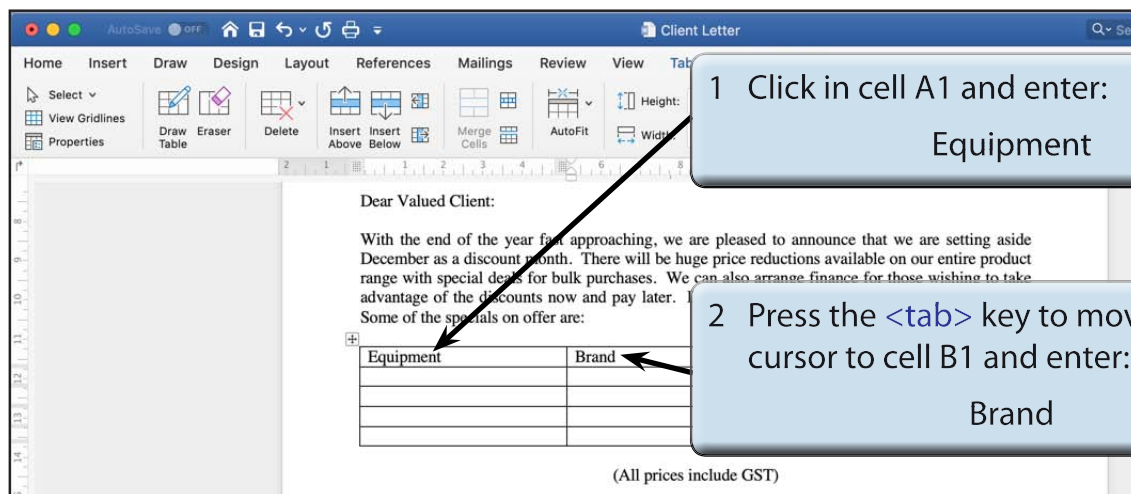
NOTE:

- 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

The data can now be entered into the table.

A The Headings



1 Click in cell A1 and enter:
Equipment

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