

# 16 Tables

## Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks such as presenting text information and numerical data. In Word, you can create a **blank** table, **convert text** to a table, and apply a variety of **styles** and **formats** to existing tables.

Play the video by clicking the link below:



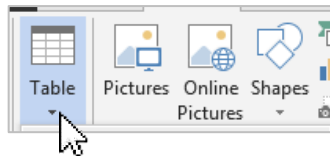
## Exercise 16

Using the sample as a guide, follow the directions below to complete the exercise.

- Open a file on your computer:  
UNIT 5 WORD > 16 WORD EXERCISE >  
**Word 16 Template TABLES**
- Save the file in your Documents Folder:  
**File > Save As > My Documents**
- Name your file by typing in the *File Name* box:  
**Word 16 YourFirstNameLastInitial TABLES**  
Save as type: Word Document  
Click **Save**

## Page 1, Table 1

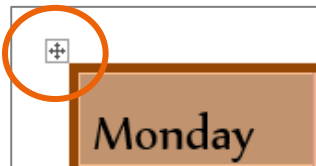
- Insert a blank table.  
Click your **cursor** at the **top of page 1** then select the **Insert Tab**.
- Click the arrow on the **Table** command.



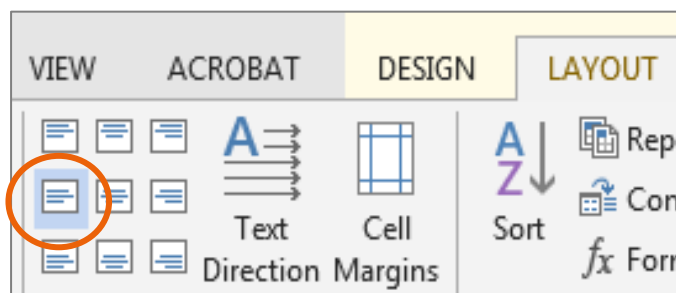
- A drop-down menu containing a grid of squares will appear.  
Hover and drag your mouse over the grid to select **7 columns** and **4 rows**.

7x4 Table							
	1	2	3	4	5	6	7
1							
2							
3							
4							

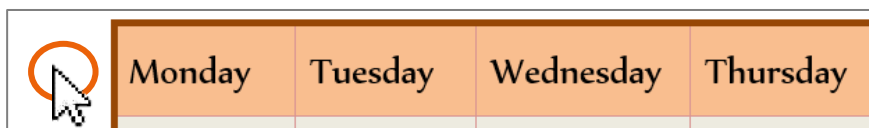
- When the appropriate number of squares are selected, **left click your mouse** and the table will appear in the document.
- Place your cursor in the **top left cell**.  
**Type: Monday** then press the **Tab key** to move to the next cell  
**Type: Tuesday tab,**  
**Wednesday tab,**  
**Thursday Tab,**  
**Friday tab,**  
**Saturday tab,**  
**Sunday**
- In the Home Tab, choose a font style.
- Choose a **font size** between **12** and **16**.
- Type all of the **food menu text** as shown in the exercise sample.  
 Use the **Tab key** to advance to the next cell.
- Choose any **font style** and **size**.
- Click the **small square on the top left corner** of the table to select all the cells.



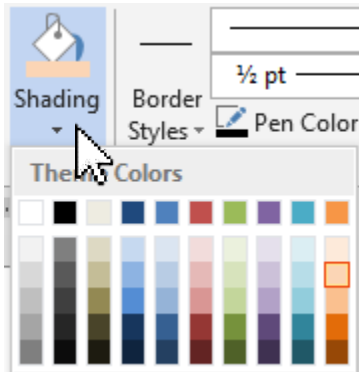
- Click the Table Tools Layout Tab and choose **Align Center Left**.



- Select the top row of cells by **clicking to the left of the** row you want to highlight **OR** click hold and drag your mouse through the cells you want to select.



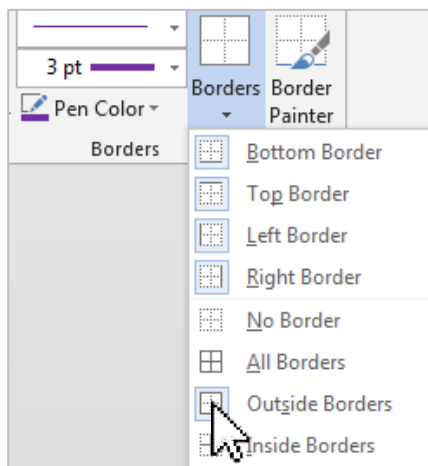
- Click the **Table Tool Design Tab**. In the Shading Command, **choose a colour** to shade the days of the week.



- Select the **3 rows** of menu items.
- Click the **Table Tool Design Tab**. In the Shading Command, **choose a colour** to shade the 3 rows of menu items.

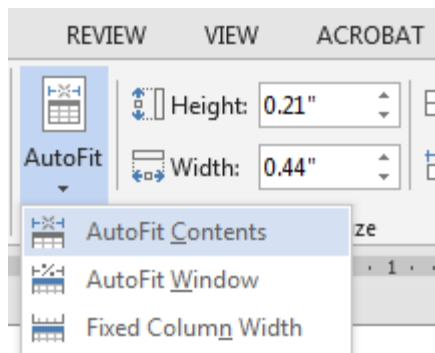
***Change Outside Borders:***

- Click the **small square on the top left corner** of the table to select all the cells.
- Click the **Table Tool Design Tab**.  
Click the **Pen Colour** command.  
Choose a colour from the drop down menu.
- In the same tab, click the **Line Weight** command.  
Choose **3 pt** from the drop down menu.
- In the same tab, click the **Borders** command.  
Choose **Outside Borders** from the drop down menu.



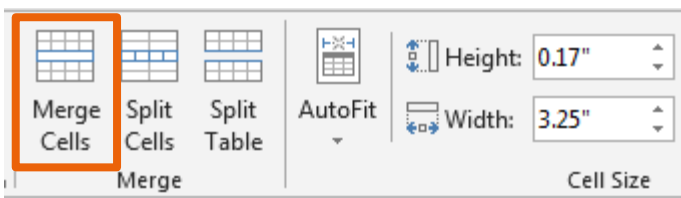
### ***Change Inside Borders:***

- Click the **small square on the top left corner** of the table to select all cells.
- Click the **Table Tool Design Tab**.  
Click the **Pen Colour** command.  
Choose a colour from the drop down menu.
- In the same tab, click the **Line Weight** command.  
Choose **1 pt** from the drop down menu.
- In the same tab, click the **Borders** command.  
Choose **Inside Borders** from the drop down menu.
- With the cells all still selected, click the **Table Tool Layout Tab**.  
Click the **Auto Fit** Command and choose **Auto Fit Contents**.



### **Page 1, Table 2**

- Insert a blank table.** Click your cursor below the menu table then select the **Insert Tab**.
- Click the **Table** command.
- A drop-down menu containing a grid of squares will appear.  
Hover the mouse over the grid to select **2 columns** and **4 rows**.
- Left **click** the mouse, and the table will appear in the document.
- Select** the 2 cells in the top row.
- Click the Table Tools Layout Tab. Click the **Merge Cells** command.

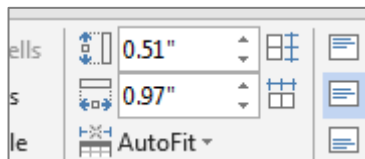


- In the cell you just merged, **type:** *Word Keyboard Shortcuts*  
In the remaining cells, type:  
(Use the **tab key** to move from one cell to the next)

*Copy the selected text or object*      **Ctrl + c**  
*Cut the selected text or object*      **Ctrl + x**  
*Paste text or object*      **Ctrl + v**

Choose a **font style** and **font size**.

- Select all the text.  
Click the Table Tools Layout Tab and choose Align Center Left.
- Place your cursor in the cell: *Paste text or object*  
Click the **Table Tools Layout Tab**. Click the **Insert Below** command twice to add two rows.
- In the new cells, **type:**  
Undo the last action      **Ctrl + z**  
Redo the last action      **Ctrl + y**
- Practice adjusting the **Table Row Height** and **Width** by selecting the cells you want to alter then enter the measurements in the Cell Size Boxes **OR**



Click the **cell border** until you see the **double headed arrow**.  
Hold down the mouse and **drag the cell borders** to adjust the width.


Word Keyboard Shortcuts	
Copy the selected text or object	CTRL + C
Cut the selected text or object	CTRL + X
Paste text or object	CTRL + V

Double Headed Arrow

### Page 2, Table 3 (*Green Service Invoice*)

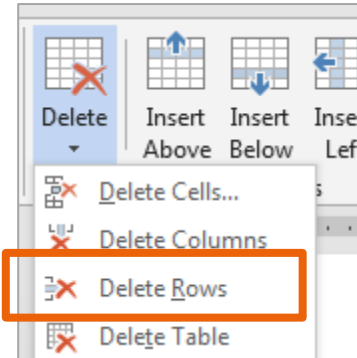
- Convert existing text to a table.** Select the text starting with the word *Category* down to *Total \$1,897.97*
- Click the **Insert Tab**. Click **Table**. Click **Convert text to Table**  
In the Pop out window, type the following:  
*Number of columns: 2*  
*Fixed Column Width: Auto*  
*Separate text at: Tabs*
- Click **OK**

- Select the *Service Fee* Row by clicking to the left of the row *OR* click, hold and drag your mouse through the cells you want to select.




Labor cost (3 servers and 1 preparer)	\$192.00
Service Fee (18% of menu items ordered)	\$149.12
Total	\$1,897.97

- Click the Table Tools Layout Tab. Click the Delete command. Click Delete Rows



- We deleted the *Service Fee* Row therefore, the total amount will change. Select the number \$1897.97 in the Total Amount cell. Change it to \$1748.85
- Click the **small square on the top left corner** of the table to select all cells.



Category
Menu Food Items
Beverage Items
Paper Items (Plates, silve

- Go to the Table Tools Design Tab. Click the **Table Styles** drop down menu.



- From the drop down menu, choose **Grid Table 4, Accent 3**



- **Adjust the width of the *Amount* column.** Click the cell border to the left of the *Amount Column* until you see the **double headed arrow**. Hold down the mouse and drag the cell borders to adjust the width.

Category	Amount
Menu Food Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Labor cost (3 servers and 1 preparer)	\$192.00
Total	\$1,748.85

- **Adjust the width of the Table** to match the width of the Invoice header. Click and hold the outside border of the Table until you see the **double headed arrow**. Drag your mouse to the left to align the table with the Invoice header.

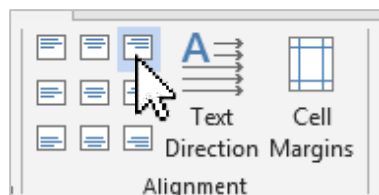
*Note: Try holding down the **Alt Key** when moving your mouse as allows for finer adjustments.*

Category	Amount
Menu Food Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Labor cost (3 servers and 1 preparer)	\$192.00
Total	\$1,748.85

- **Align the decimals** in the *Amount* column. **Select** the cells *Amount* down to \$1748.85.

Amount
\$828.45
\$315.50
\$135.15
\$277.75
\$192.00
\$1,748.85

- In the Table Tools Layout Tab, click **Align Top Right**.



## **Page 2, Table 4**

- Create your own table.** All table content (words), style, colour, fonts are your choice.
  
- Save your document and email it to your instructor.**