

Lecture 5

TABLES

Many engineering reports and documents use tables to present data. We will now see how to use tables in Word.

The Draw Table command enables you to set up a table the same way you would set one up by hand. This command is especially good when there are an uneven number of columns or rows.

To activate – Tables and Borders button on std toolbar

Word will switch to the page layout view and display the tools and borders toolbar. Most functions will be dimmed until you create the table.

Move the mouse pointer to the location in the document where you want to draw the table (pointer looks like pencil). Drag the mouse pointer down and to the right until the outline you see is the approximate size you want.

When you release the mouse button, notice the insertion point is inside the table. When you first draw the table—it is one large cell. To create additional cells, you can draw additional lines inside, creating multiple cells.

The toolbar has the following icons:

- draw table
- erase borders in a table
- specify type of line used when drawing
- specify wt of line
- specify color of line
- specify a border style
- specify cell shading color

2nd row

- merge selected cells
- split cells
- align text along top of cell
- center text vertically in cell
- align text along bottom
- distribute space evenly among selected rows
- distribute space evenly among selected columns
- automatically format a table
- change text direction in cell
- sort selected entries in ascending order
- sort selected entries in descending order
- sum values above or to left of cell

You can draw with pencil to get # columns and rows you wish to have. Draw partway across and lines will form or Table SPLIT CELLS.

Editing a Table

Can modify either the structure or the information. Let's start with structure that is joining or splitting cells.

To select an entire column—move cursor until black arrow downward appears.

To select a row—move to left edge until ↗ appears in white in left cell—click twice.

Cell—white arrow then click

Multiple cells—drag cursor across

(from original cell creation—press split on one big cell—you get dialog box for rows and columns)

< Put in header after merging cells in first row.

Controlling Column Dimensions

You may want to make a column wider or narrower or change the size of a row. The quick and easy way to change the size of a row or column is to drag its border or drag the row marker. Row marker is small gray box on ruler, or can use edge marker to adjust cells.

Row border on side for rows in page layout view.

NOTE: if you hold down shift key while dragging a column border, you will adjust width of selected column and table size. If you hold down **CTRL**, you will redistribute the width to all columns to the right.

You may set row and column dimensions exactly

TABLE
CELL HEIGHT and WIDTH

Can also use toolbar keys to select multiple rows and columns and make them the same width or height—most useful after all merging

< Enter in text >

Applying formatting

Choose cells by highlighting, then choose formatting to apply –

Do example for underlines and border.

Use indent buttons on format toolbar to shift table horizontally—do not reset margins.

The Word table can also act like a simple spreadsheet. (Larger tables that are spreadsheets can be imported from Excel and pasted in).

Commands:

AVERAGE ()	MAX ()	} listed in text
COUNT ()	SUM ()	}
MIN ()		

Click on Σ autosum after placing cursor in appropriate box.

To see the formula that was generated

Table

Formula – notice says sum of (above) which is correct

But what if the first header had a year, it would have added it in also.

We can set the amount to be operated on by saying in formula = sum (C4:C8)

Note columns labeled **A,B,C..** & rows numbered **1,2,3...**from upper left side.

You can also set the number format you want for the answer from the number format, and you can check all the available functions from PASTE FUNCTION.

Sorting

You may have a large table that you wish to sort:

Table

SORT

-choose column to sort by

-can't sort merged cells so highlight area to be sorted

Controlling Page Breaks

Long tables can present problems in that they may cross several pages. In such cases it would be nice to have the heading at the top of each page.

To manually break a page **CTRL ENTER** with cursor on line to be broken by page break.

The line the cursor is on will be the top table line of the next page.

To capture headings – select the rows you wish to have as headings by highlighting them.

TABLE

HEADINGS – to see, you must be in page VIEW layout.

This occurs only after automatic page breaks and not after manual page breaks.

You can use cut, copy, paste or drag and drop within a table— however, has trouble across several cells.