

## How to Insert a Table

Tables are used to display data and there are several ways to build them in Word. Begin by placing the cursor where you want the table to appear in the document and choose one of the following methods.

### Insert a Table:

There are two ways to add a table to the document using the Insert feature:

- Click the **Insert Table** button on the standard toolbar. Drag the mouse along the grid, highlighting the number of rows and columns for the table.
- Or, select **Table|Insert|Table** from the menu bar. Select the number of rows and columns for the table and click OK.

### Draw the Table

A table can also be drawn onto the document:

- Draw the table by selecting **Table|Draw Table** from the menu bar. The cursor is now the image of a pencil and the **Tables and Borders** toolbar has appeared.
- Draw the cells of the table with the mouse. If you make a mistake, click the Eraser button and drag the mouse over the area to be deleted.
- To draw more cells, click on the **Draw Table** button

### Inserting Rows and Columns

Once the table is drawn, insert additional rows by placing the cursor in the row you want to be adjacent to. Select **Table|Insert|Rows Above** or **Rows Below**. Or, select an entire row and right-click with the mouse. Choose **Insert Rows** from the shortcut menu. Much like inserting a row, add a new column by placing the cursor in a cell adjacent to where the new column will be added. Select **Table|Insert|Columns to the Left** or **Columns to the Right**. Or, select the column, right-click with the mouse, and select **Insert Columns**.

### Moving and Resizing a Table

A four-sided moving arrow and open box resizing handle will appear on the corners of the table if the mouse is placed over the table. Click and drag the four-ended arrow to move the table and release the mouse button when the table is positioned where you want it. Click and drag the open box handle to resize the table. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.

## Tables and Borders Toolbar

The Tables and Borders toolbar allows you to add border styles, shading, text effects, alignment, and more options to your table. Access the toolbar by clicking **Table|Draw Table** or **View|Toolbars|Tables and Borders**. You will need to highlight the cells of the table you want to format. Click and drag the mouse over the cells, or use the following shortcuts:

<b>Selection</b>	<b>Menu Method</b>	<b>Mouse Method</b>
One cell	Table Select Cell	Click the bottom, left corner of the cell when a black arrow appears
One row	Table Select Row	Click outside the table to the left of the row
One column	Table Select Column	Click outside the table above the column when a black arrow appears
Several rows	(none)	Click outside the table to the left of the row and drag the mouse down
Several columns	(none)	Click outside the table above the column
Entire table	Table Select Table	Triple-click to the left of the table

## Table Properties

Use the Table Properties dialog box to modify the alignment of the table with the body text and the text within the table. Access the box by selecting **Tables|Table|Properties**.

- **Size** - Check the Preferred width box and enter a value if the table should be an exact width.
- **Alignment** - Highlight the illustration that represents the alignment of the table in relation to the text of the document.
- **Text wrapping** - Highlight "None" if the table should appear on a separate line from the text or choose 'Around' if the text should wrap around the table.
- **Borders and Shading** - Select from a number of border styles, colors, and widths. Click the Shading tab to change the background color and pattern.
- **Options** - Click the Options button on the Table Properties window. To change the spacing between the document text and the table borders under Default cell margins. Check the Allow spacing between cells box and enter a value to add space between the table cells.