

# How to Create Tables in Word

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## Creating a Table

1. Place the cursor where you would like your table to be inserted. (If it is at the top of the page remember to leave room for a title if you want one.)
2. On the Menu Bar, **select Table**, slide down and **select Insert Table**.
3. Enter the number of columns and rows you would like and **click OK**.

## Entering Text into a Table

1. Place the cursor into the first cell of the table.
2. Enter the text you want displayed in the cell.
3. **Press Tab** to move to the next cell (you can use the mouse and arrow keys to move between cells also).
4. Continue to enter text until you have completed your table.

## To Delete Space in a Cell

1. If you press the enter key while working in a cell it will give you extra space.
2. Use either **Backspace** or **Delete** depending on where you are in the cell to get rid of extra space. *In order to get rid of the extra space you must be in the correct cell.*

## Formatting Text

1. Highlight the information you want to format.
2. Use the Formatting Toolbar like you would on other text to format it.

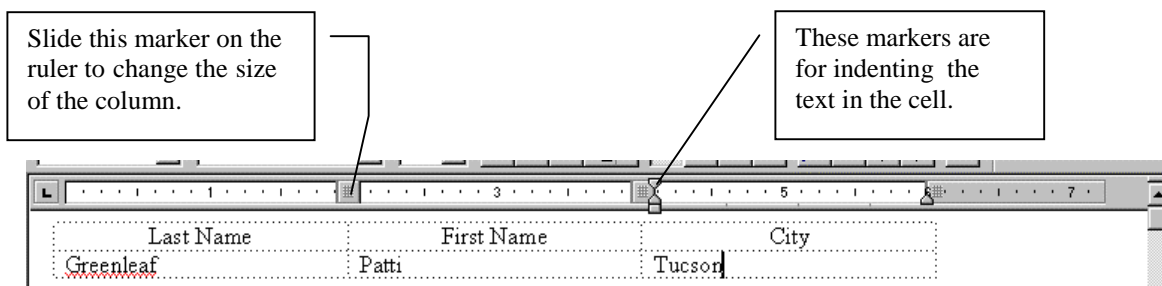
## To Insert a New Column or Row

1. Select the column (to the right of) or the row (below) where you want the new column or row.
2. **Click Table** on the Menu Bar.
3. **Click Insert Column** or **Insert Row**.

## To Delete a Column or Row

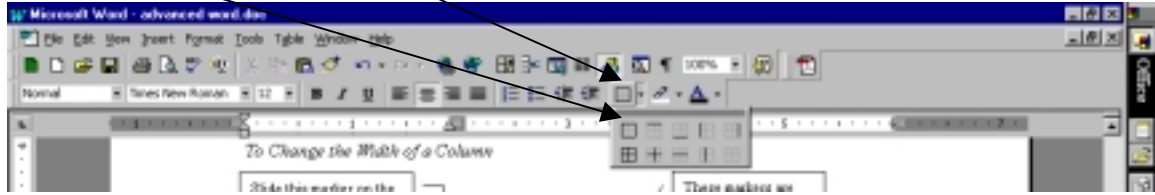
1. Select the column or row.
2. **Click Table** on the Menu Bar.
3. **Click Delete Column** or **Delete Row**.

## To Change the Width of a Column



### ***To Add or Remove Borders to Your Table***

1. Highlight the entire table.
2. **Click the Border icon** on the Formatting Toolbar.
3. **Click** on the border option of your choice to add it to your table.



<b>Spreading Text Across Cells</b>		
Last Name	First Name	City
Greenleaf	Patti	Tucson

### ***Spreading Text across Cells***

1. Select the range of cells where the text will be spread across
2. **Click Table** from the Menu Bar.
3. **Select Merge Cells.**

Use the Formatting Toolbar to format the text

### ***To Draw Your Own Table***

1. **Click on Table** on the Menu Bar and slide down and **select Draw Table**. Or **click the Draw Table** icon on the Standard Toolbar.
2. Draw your table and enter the information.
3. You can make necessary formatting changes in the Table menu or on the Table and Borders Toolbar which will appear when you draw your table.

### ***Other Features of the Table***

In the Table menu or on the Tables and Borders Toolbar you can distribute your rows or columns evenly. This makes every row or column you highlight equal length.

In the Tables and Borders Toolbar, you can do the features mentioned above plus align text vertically in a cell. If you do not see the Tables and Borders Toolbar, **select View** on the Menu Bar, slide down to **Toolbars**, and **select Tables and Borders**.