Creating a Table in Microsoft Word 2007

A table is made up of rows and columns. The intersection of a row and column is called a cell. Tables are often used to organize and present information, but they have a variety of uses as well. You can use tables to align numbers and create interesting page layouts.

Click the New File icon to create a new document if necessary.

To Create a Table:
1) Click the Insert tab on the Ribbon
2) Click the Table button
3) Select Insert Table
4) Click the arrows to select the desired number of columns
5) Click the arrows to select the desired number of rows
6) Click OK

Navigating in a Table

Please see below to learn how to move around inside a table.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key</td>
<td>To move from one cell in the table to another. When you reach the last cell in a table, pressing the Tab key will create a new row.</td>
</tr>
<tr>
<td>Shift+</td>
<td>To move one cell backward in a table</td>
</tr>
<tr>
<td>Arrow Keys</td>
<td>Allow you to move left, right, up and down</td>
</tr>
</tbody>
</table>
To Insert a Row:
1) Position the cursor in the table where you would like to insert a row
2) Select the **Layout** tab on the Ribbon
3) Click either the **Insert Row Above** or the **Insert Row Below** button in the **Rows & Columns** group

To Insert a Column
1) Position the cursor in the table where you would like to insert a column
2) Select the **Layout** tab on the Ribbon
3) Click either the **Insert Columns to Left** button or the **Insert Columns to Right** button in the **Rows & Columns** group

To Delete a Row
1) Position your cursor in the row that you would like to delete
2) Select the **Layout** tab on the Ribbon
3) Click the **Delete** button in the **Rows & Column** group
4) Select **Delete Rows**

To Delete a Column
1) Position your cursor in the column that you would like to delete
2) Select the **Layout** tab on the Ribbon
3) Click the **Delete** button in the **Rows & Column** group
4) Select **Delete Columns**

Formatting a Table

Using Microsoft Word you are able to format a table by changing table lines and colors, shading tables, adjusting row and column size as well as alignment.

To Shade the Cells/Table:
1) Position your cursor in the table
2) Click the **Layout** tab on the Ribbon
3) Click the **Select** button in the Table group
4) Choose the item you wish to format
5) Click the Design tab on the Ribbon
6) Click the Shading button
7) Select a shading color

To Adjust the Line Style of a Cell/Table:
1) Position your cursor in the table
2) Click the Layout tab on the Ribbon
3) Click the Select button in the Table group
4) Choose the item you wish to format
5) Click the Design tab on the Ribbon
6) Select the Line Style drop-Down Arrow
7) Select a style
8) Click your mouse in the table where you want to apply the line style to
9) Press ESC key on the keyboard when you are finished applying the style

Note: You are able to format data in a table the same way you format it in a document

To Merge Cells in a Table
1) Select the cells that you would like to merge in the table
2) Click on the Layout tab on the ribbon
3) Click the Merge Cells button in the Merge group

Sorting Data in a table

You can easily sort data in a table in either ascending or descending order.

To Sort Data in a Table:
1) Position your cursor in the table
2) Select the Layout tab
3) Click the Sort button in the Data group
4) Select the field to sort by
5) Select the order (ascending, descending)
6) Choose if your table has a header row (In the example below, the table has a header row)

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike</td>
<td>10</td>
</tr>
<tr>
<td>Ann</td>
<td>16</td>
</tr>
<tr>
<td>Steve</td>
<td>25</td>
</tr>
<tr>
<td>Michele</td>
<td>50</td>
</tr>
</tbody>
</table>
7) Click **OK**

*Note: You are able to sort by more than one level in a table.*