Word 2013: Creating Tables

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.

To Create a Table:
1) Click the Insert tab on the Ribbon
2) Click on Table
3) Highlight the number of columns and rows you’d like
   OR
4) Click Insert Table

5) Click the arrows to select the desired number of columns
6) Click the arrows to select the desired number of rows
7) Click OK

Navigating in a Table:
Please see below to learn how to move around within a table.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab 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 + Tab keys</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>
When working within a table, the Table Tools tab appears in the Ribbon, and includes the Design and Layout tabs.

To Insert a Row:
1) Position the cursor in the table where you would like to insert a row
2) Select the Layout tab under Table Tools
3) Click either the Insert Above or Insert Below row buttons 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 under Table Tools
3) Click either the Insert Left or Insert Right column buttons in the Rows & Columns group

To Delete Columns or Rows:
1) Position your cursor in the row or column you would like to delete
2) Select the Layout tab under Table Tools
3) Click the Delete button in the Rows & Column group
4) Select either Delete Columns or Delete Rows

Formatting a Table:

Adding a Table Style:
1) Position your cursor in the table
2) Click the Design tab under Table Tools
3) Choose a style from the Table Styles group
To Shade the Cells/Table:
1) Position your cursor in the table, column or row
2) Click the Design tab under Table Tools
3) Click the Shading button in the Table Styles group
4) Choose a color

To Add a Border to Cells/Table:
1) Position your cursor in the table, column or row
2) Click the Design tab under Table Tools
3) Click the arrow on the Borders button in the Table Styles group
4) Choose a border

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 under Table Tools
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 under Table Tools
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>Hour 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