Word 2016: Working with Tables

Table of Contents
Creating a Table ............................................................................................................................... 1
Navigating in a Table .......................................................................................................................... 2
Selecting All or Part of a Table ......................................................................................................... 2
Formatting a Table ............................................................................................................................ 3
Sorting Data in a Table ..................................................................................................................... 4
Repeat a Table Heading on Subsequent Pages ............................................................................... 5
Split a Table...................................................................................................................................... 5

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.

Creating 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>

**Selecting All or Part of a Table**

There are times you want to select a single cell, an entire row or column, multiple rows or columns, or an entire table.

**Selecting an Individual Cell**

To select an individual cell, move the mouse to the left side of the cell until you see it turn into a black arrow that points up and to the right. Click in the cell at that point to select it.

**Selecting Rows and Columns**

To select a row in a table, move the cursor to the left of the row until it turns into a white arrow pointing up and to the right, as shown below. To select multiple rows this way, drag the mouse down over the other rows once you’ve selected one row.

To select a column, move the mouse over the column until you see a black down arrow and then click to select that column. To select multiple columns, hold the mouse down when you click in the first column to be selected using the black arrow cursor and drag over the other columns to select them.
Selecting an Entire Table
To select an entire table, move your mouse over the table until you see the table selection icon in the upper-left corner of the table and click on it to select the 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 Borders 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>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

**Repeat a Table Heading on Subsequent Pages**

When you work with a very long table, it will be divided into several pages. You can make adjustments to the table so that the table headings appear on each page. Repeated table headings are visible only in Print Layout view or when you print the document.

1) Select the **Layout** tab under **Table Tools**
2) Click Repeat Header Rows in the Data group
3) In the table, right-click the row that you want to repeat, and then click **Table Properties**
4) In the Table Properties dialog box, on the Row tab, select the Repeat as header row at the top of each page.
5) Click **OK**

**Split a Table**

Once you have a table in Word, you might decide to split that table into two or more tables. This way, you can create smaller tables, or add text in between two tables.

1) Put your cursor on the row that you want as the first row of your second table. In the example table, it’s on the third row.
2) Select the **Layout** tab under **Table Tools**
3) Click **Split Table** in the **Merge** group

The table splits into two tables.