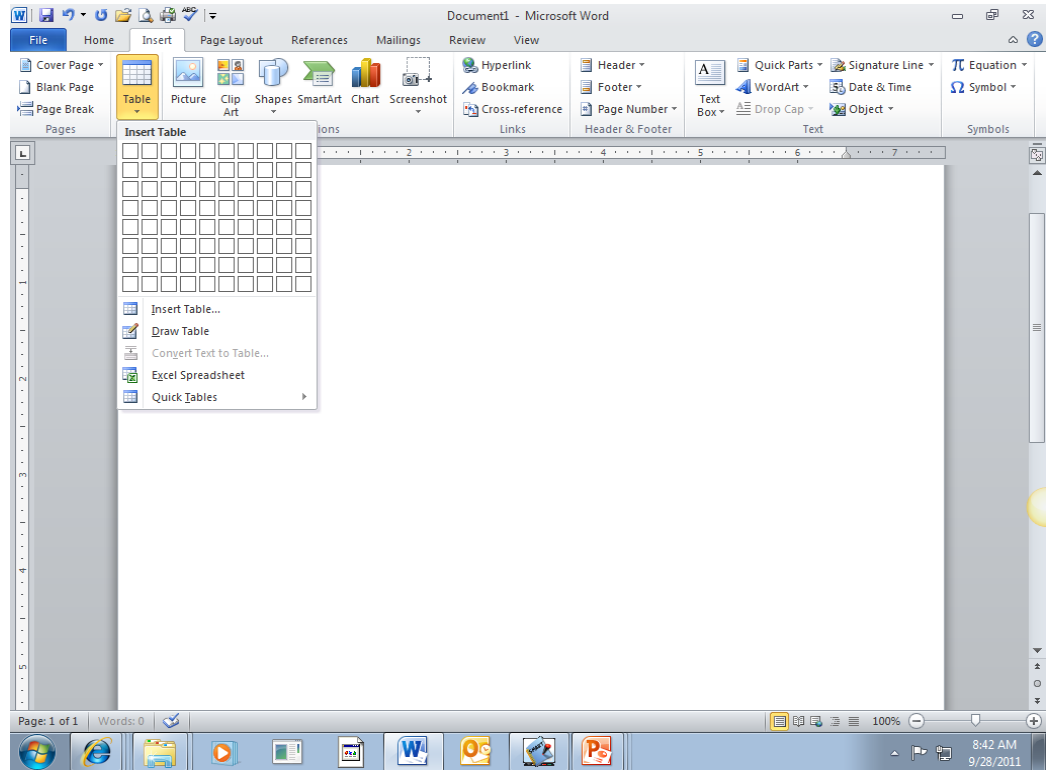


Tables and Charts

Word Unit

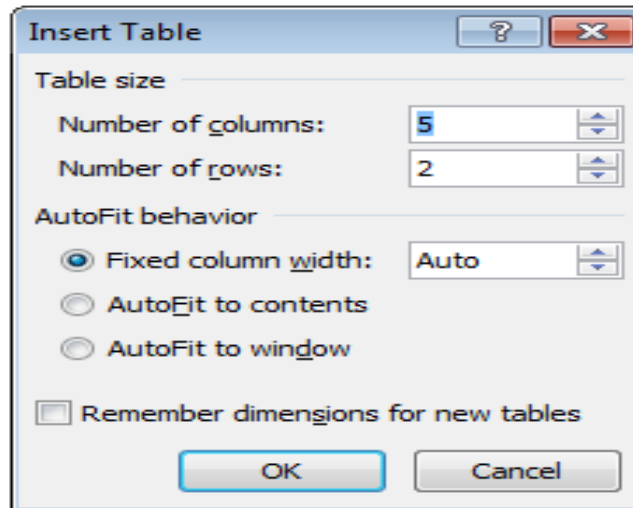
Insert a table

- Click here table button



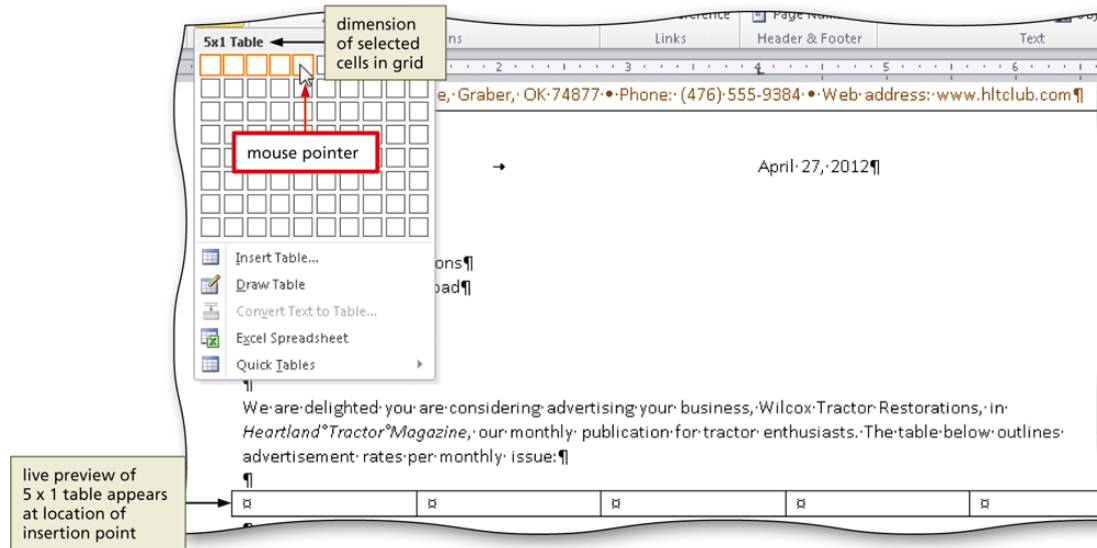
Creating a table

- ▣ Choose how many rows or columns from the table dialogue box with the behaviors



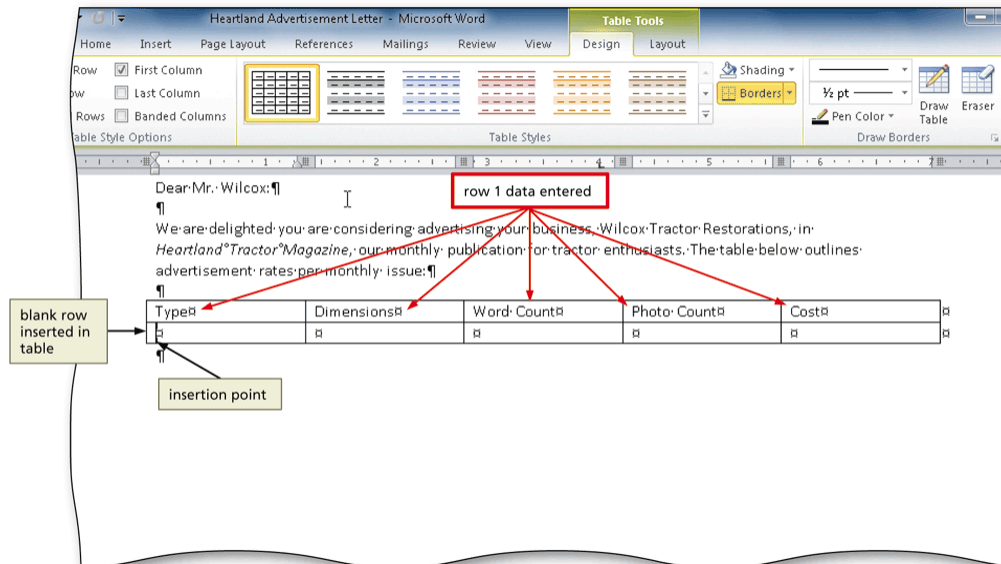
Inserting an Empty Table

- Click the Table button on the Insert tab to display the Table gallery
- Click the cell representing the desired number of rows and columns in the table



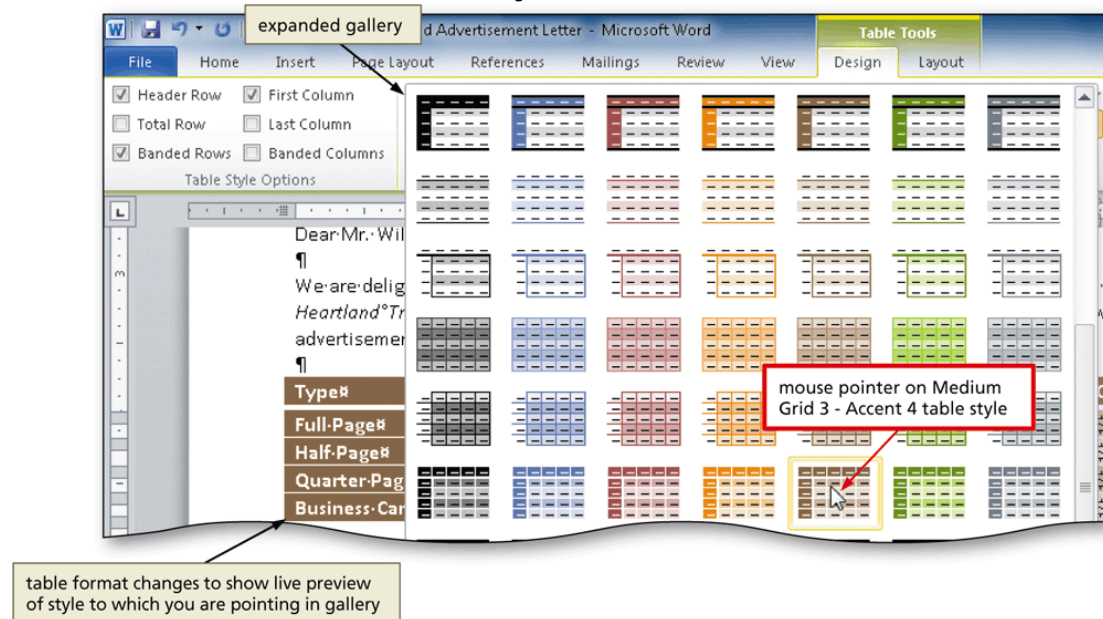
Entering Data in a Table

- Click the cell in which you want to enter data, and type the data
- Press the TAB key to advance the insertion point to the next cell



Applying a Table Style

- Place the insertion point in the table
- Click the More button in the Table Styles gallery on the Table Tools Design Tab to expand the gallery
- Click the desired table style



Applying a Table Style

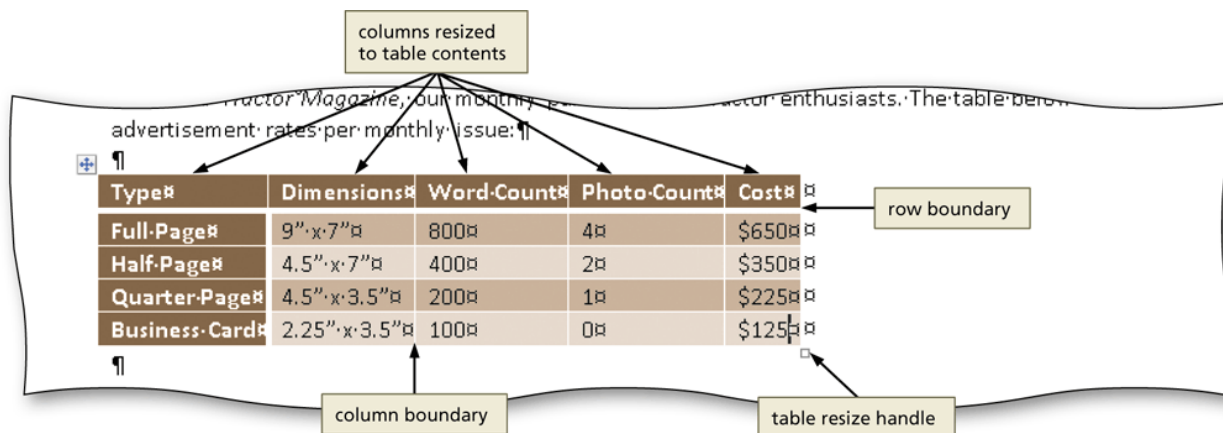
Dear Mr. Wilcox:

are delighted you are considering advertising your business, *Heartland Tractor Magazine*, our monthly publication for tractor enthusiasts. Please see the following advertisement rates per monthly issue:

Type	Dimensions	Word-Count	Photo-Count	Cost
Full-Page	9" x 7"	800	4	\$650
Half-Page	4.5" x 7"	400	2	\$350
Quarter-Page	4.5" x 3.5"	200	1	\$225
Business Card	2.25" x 3.5"	100	0	\$125

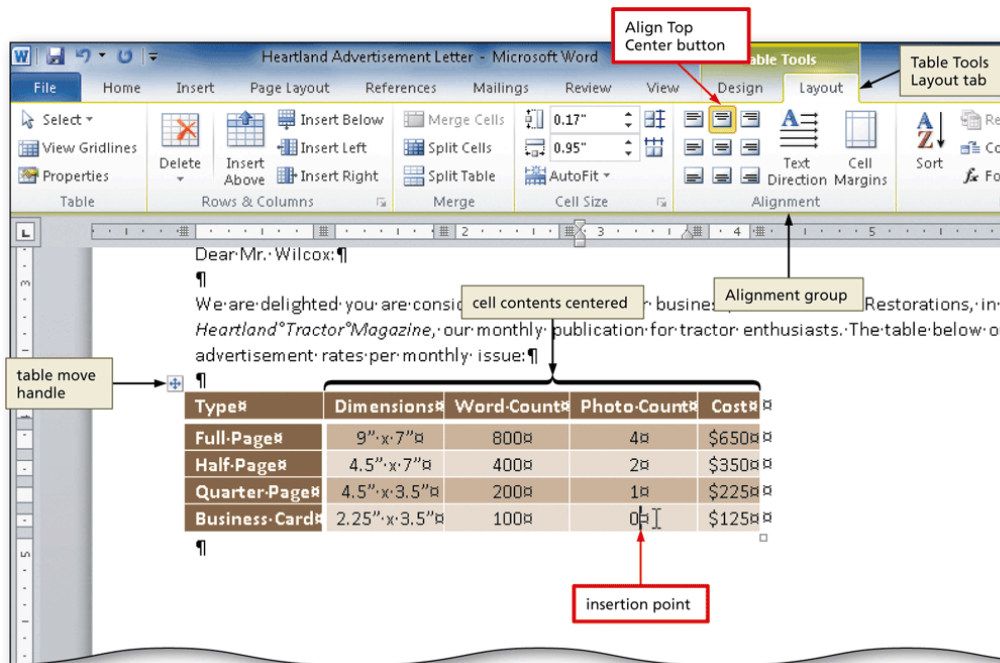
Resizing Table Columns to Fit Table Contents

- With the insertion point in the table, display the Table Tools Layout tab
- Click the AutoFit button to display the AutoFit menu
- Click AutoFit Contents on the AutoFit menu, so that Word automatically adjusts the widths of the columns based on the text in the table



Aligning Data in Cells

- Select the cells containing data to align
- Click the desired alignment option on the Table Tools Layout tab to apply the alignment option



Centering a Table

- Position the mouse pointer in the table so that the table move handle appears
- Click the table move handle to select the entire table
- Move the mouse pointer into the Mini toolbar, so that the toolbar changes to a bright toolbar. Click the Center button on the Mini toolbar to center the selected table between the left and right margins

Centering a Table

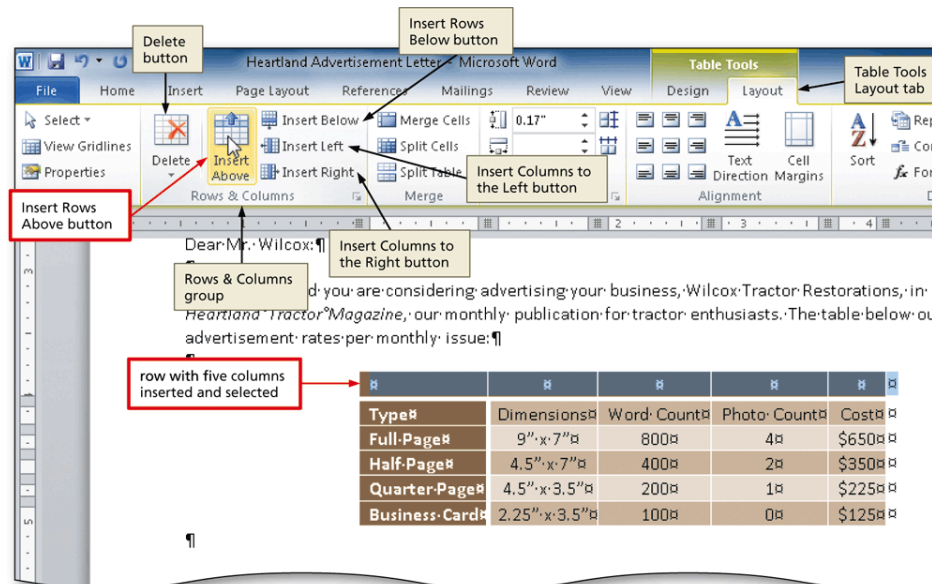
Dear Mr. Wilcox:

Centering advertising your business, Wilcox Tractor Restoration, is the focus of the new monthly publication for tractor enthusiasts. The table below shows the details for each issue:

Type	Dimensions	Word-Count	Photo-Count	Cost
Full-Page	9" x 7"	800	4	\$650
Half-Page	4.5" x 7"	400	2	\$350
Quarter-Page	4.5" x 3.5"	200	1	\$225
Business-Card	2.25" x 3.5"	100	0	\$125

Inserting a Row in a Table

- Click the Insert Rows Above button on the Table Tools Layout Tab to insert a row above the row containing the insertion point and then select the newly inserted row



Merging Cells

- With the cells to merge selected, click the Merge Cells button on the Table Tools Layout tab to merge the cells into one cell

The screenshot shows the Microsoft Word interface with the Table Tools Layout tab selected. The Merge Cells button is highlighted with a red box. The document text includes a salutation and a paragraph about advertising. A table below shows advertising rates per monthly issue. A callout box points to the Merge Cells button, stating 'Merge group'. Another callout box points to the table, stating 'cell has only one end-of-cell mark (instead of five)'. A third callout box points to the first row of the table, stating 'five cells merged into one cell'.

Type	Dimensions	Word Count	Photo Count	Cost
Full-Page	9" x 7"	800	4	\$650
Half-Page	4.5" x 7"	400	2	\$350
Quarter-Page	4.5" x 3.5"	200	1	\$225
Business-Card	2.25" x 3.5"	100	0	\$125

Sorting Table Contents

- Sort dialog box

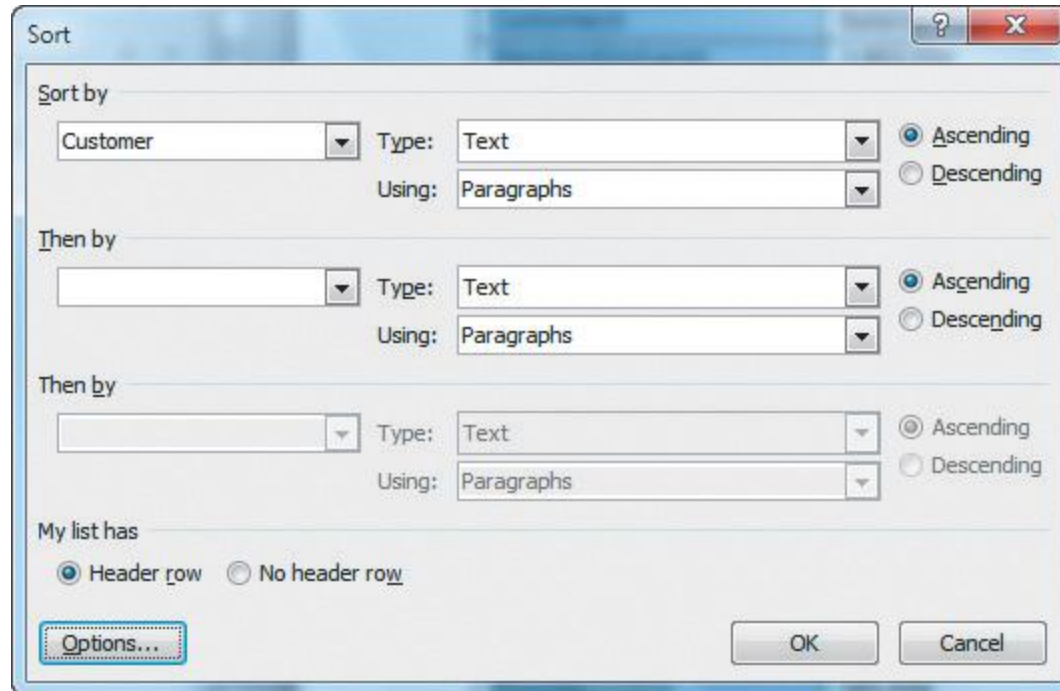


Table Toolbar - layout

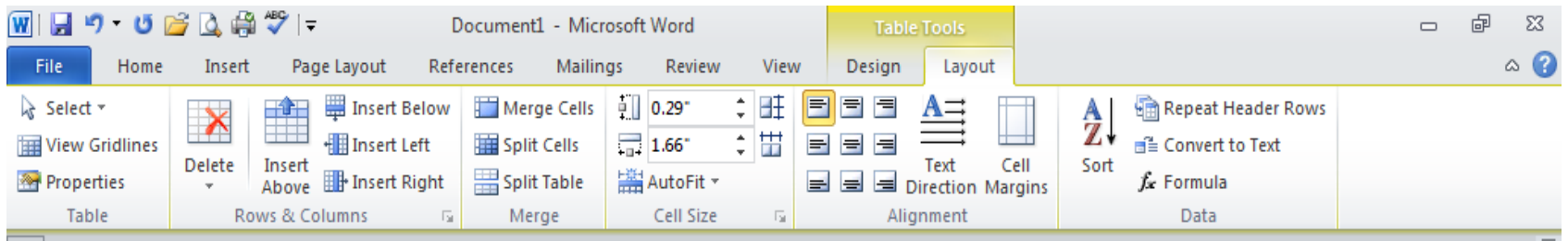
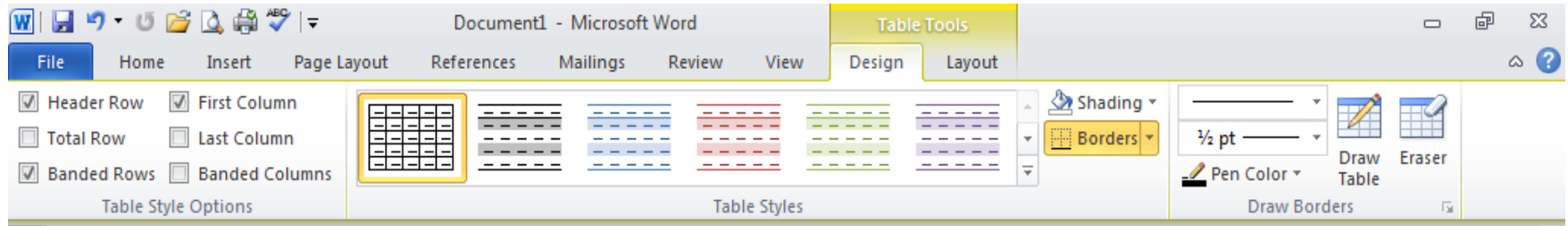
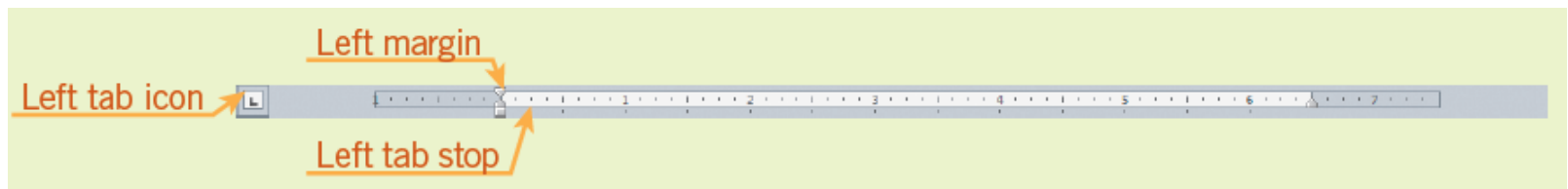


Table Toolbar - design



Modifying Table Structure and Formats

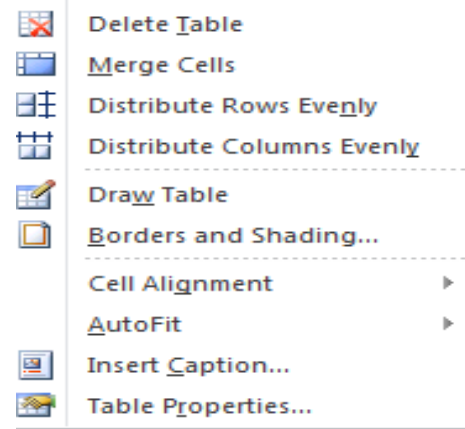
- **Adjusting Column and Row Spacing:**
- Word offers several options for controlling column and row spacing.
- You can set a tab stop.



Left-aligned tab stop on the Ruler

Modifying Table Structure and Formats (continued)

- Adjusting Column and Row Spacing (cont):
- You can use the following options:
 - Distribute Rows
 - Distribute Columns
 - AutoFit Contents
 - AutoFit Window
 - Fixed Column Width



Rearranging Table Contents

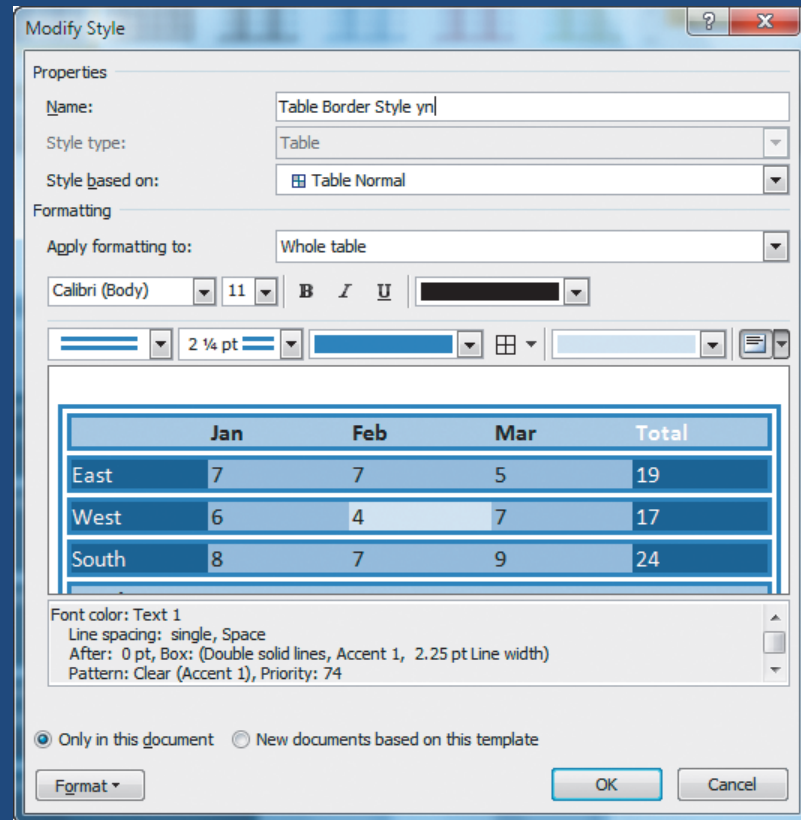
- You can rearrange the contents in a table.
 - Move table contents.
 - Copy table contents.
 - Paste table contents.

Modifying Table Structure and Formats (continued)

- **Modifying Table Styles and Creating a New Table Style:**
- Word offers many built-in table styles that are already formatted.
- Table **gridlines** are the lines that distinguish the cell boundaries.
- A **caption** is a label that identifies or describes an illustration, a table, or a picture.

Modifying Table Structure and Formats (continued)

- **Modifying Table Styles and Creating a New Table Style (cont):**
- Modify Style dialog box

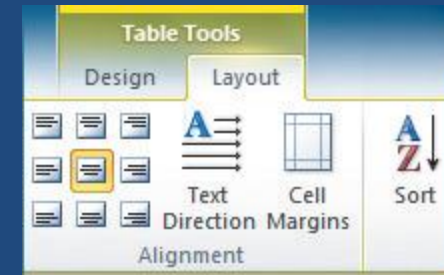


Modifying Table Structure and Formats (continued)

- **Drawing a Table and Splitting Cells:**
- Draw Table tool allows you to:
 - Use a pen pointer to draw a table boundary.
 - Draw column and row lines within the boundary, creating cells of various sizes.
- You can split a cell into two or more rows and/or into two or more columns.

Modifying Table Structure and Formats (continued)

- **Changing Alignment and Rotating Text:**
- You can change the settings for horizontal and vertical alignment of contents in a cell.
- Direction of text in a cell can be changed by rotating the text.



Options in the Alignment group on the Table Tools Layout tab

Modifying Table Structure and Formats (continued)

- **Changing Alignment and Rotating Text (cont):**
- You can reposition the table anywhere in the document.
- You can change the table alignment settings.

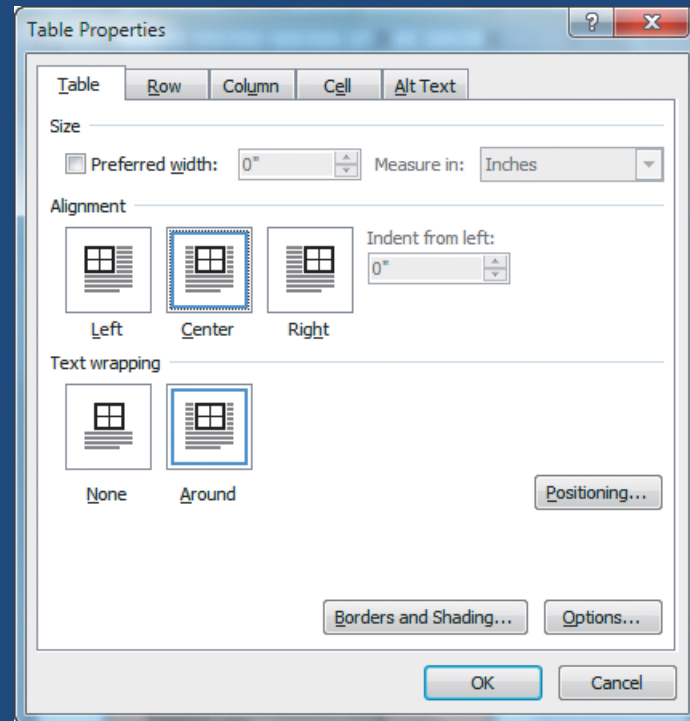


Table Properties dialog box

Modifying Table Structure and Formats (continued)

- Using Quick Tables:
- You can create a professional-looking table quickly by using a Quick Table.

The screenshot shows the Microsoft Word interface. The 'Table' tab is active, and the 'Insert Table' dropdown menu is open. The 'Quick Tables' option is highlighted. The 'Quick Tables' gallery displays several pre-designed table templates:

- Calendar 4**: A calendar for the month of May, showing dates 1 through 18.
- Double Table**: A table titled 'The Greek alphabet' with columns for Letter name, Uppercase, Lowercase, Letter name, Uppercase, and Lowercase. The data is as follows:

Letter name	Uppercase	Lowercase	Letter name	Uppercase	Lowercase
Alpha	A	α	Nu	Ν	ν
Beta	B	β	Xi	Ξ	ξ
Gamma	Γ	γ	Omicron	Ο	ο
Delta	Δ	δ	Pi	Π	π
Epsilon	Ε	ε	Rho	Ρ	ρ
Zeta	Ζ	ζ	Sigma	Σ	σ
- Matrix**: A table with columns for City or Town, Point A, Point B, Point C, Point D, and Point E. The data is as follows:

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—	—	—	—	—
Point B	87	—	—	—	—
Point C	64	56	—	—	—
Point D	37	32	91	—	—
Point E	93	35	54	43	—

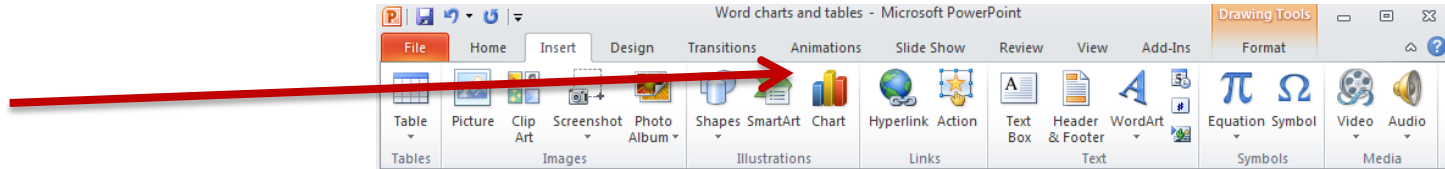
Built-In quick tables

Creating Charts

- Charts provide a visual display of data and make the material easier to understand.
- Word offers several options for chart types.
- When you use the Insert Chart feature, a sample chart is embedded in the Word document and an Excel worksheet opens.

Creating Charts (continued)

- Click here chart button



Insert Chart dialog box

