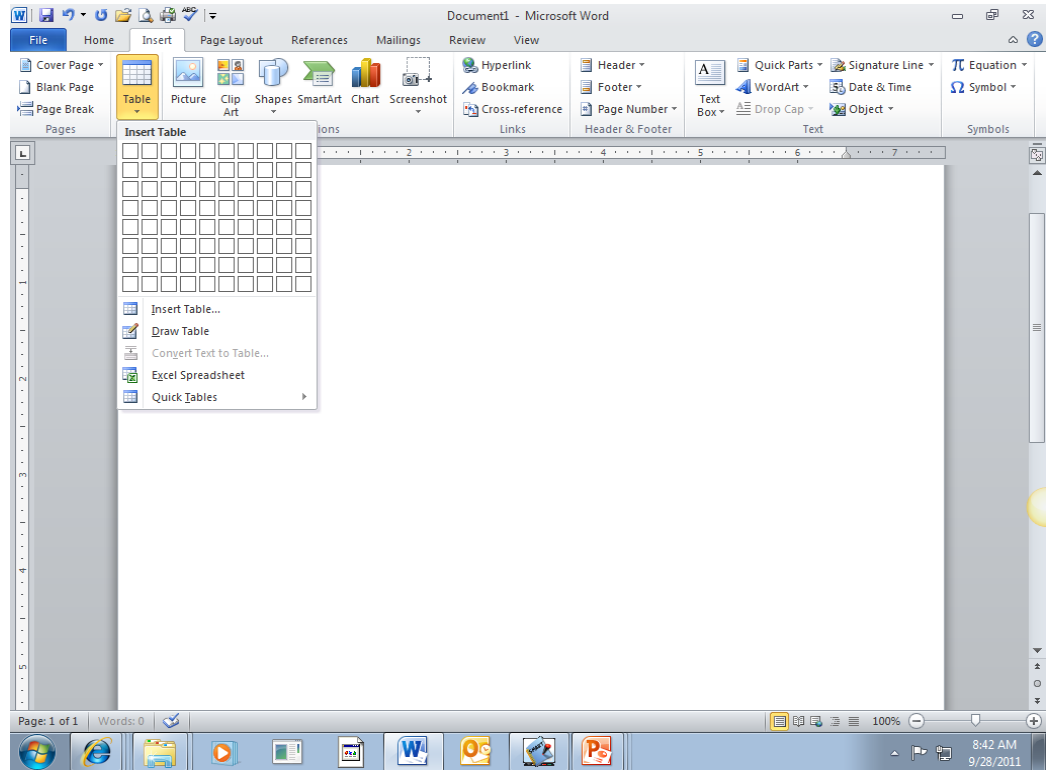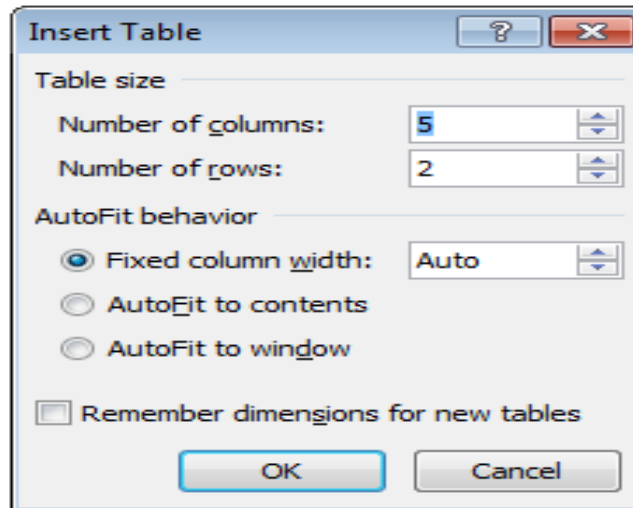# Tables and Charts

Word Unit
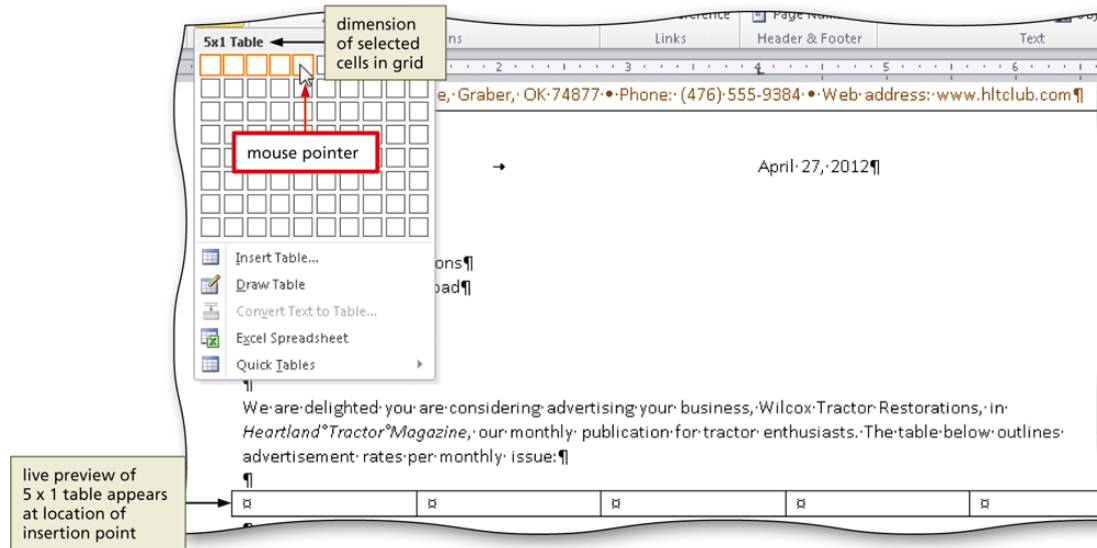
Insert a table

- Click here table button

Creating a table

▫ Choose how many rows or columns from the table dialogue box with the behaviors
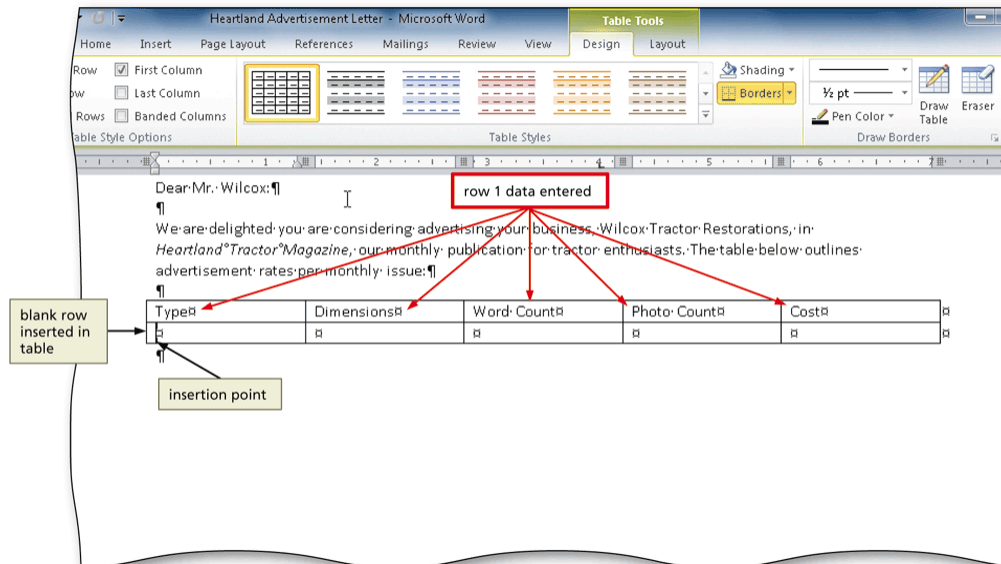
Inserting an Empty Table

- 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
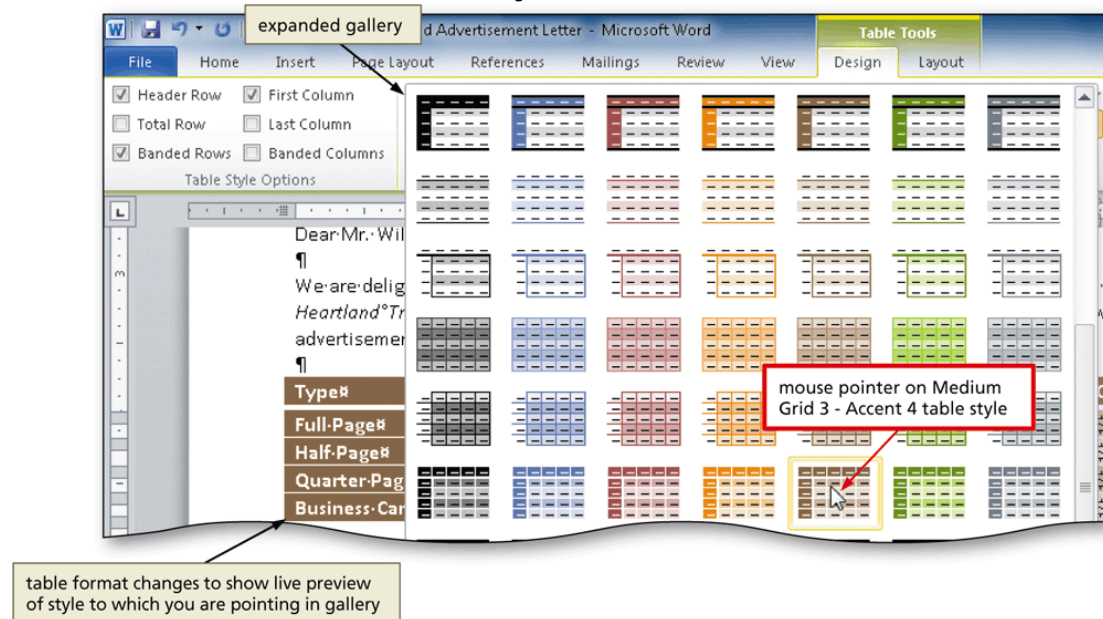
Entering Data in a Table

- 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
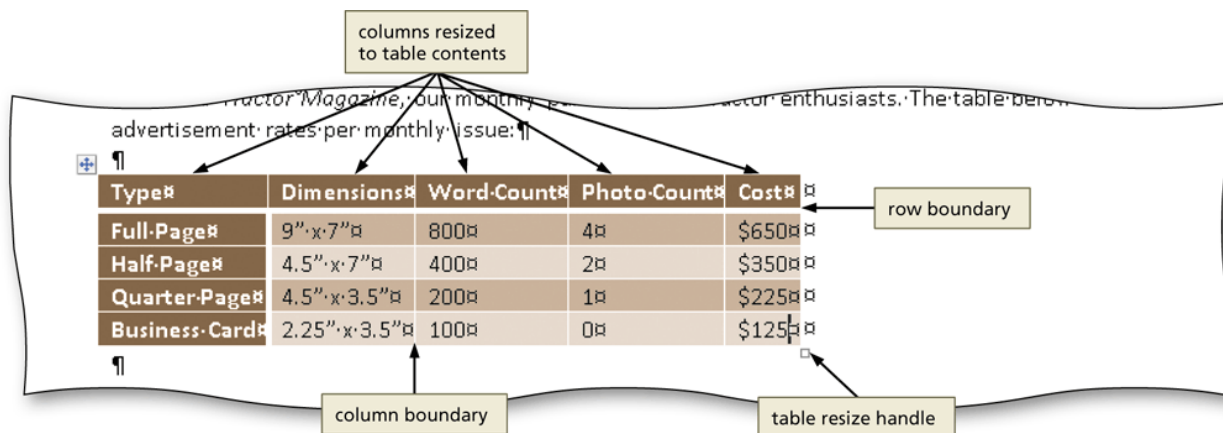
Applying a Table Style

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
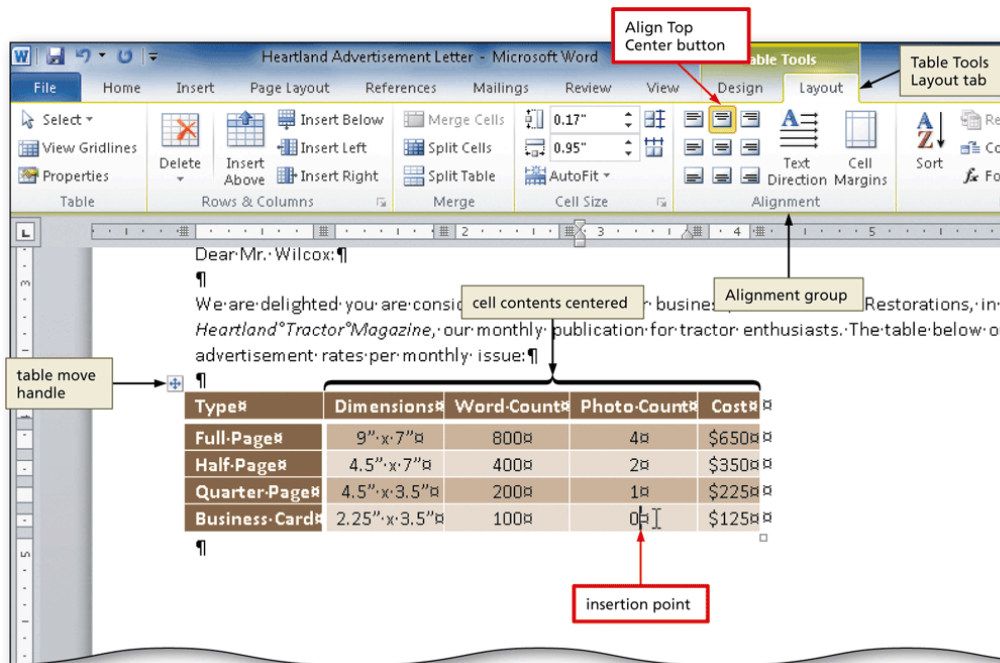
Centering a Table

- 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
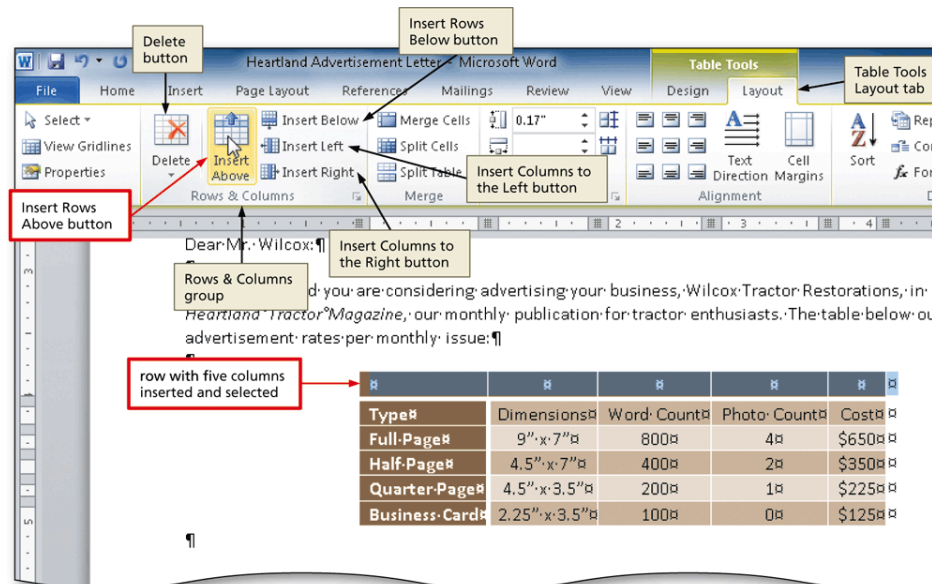
Centering a Table

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
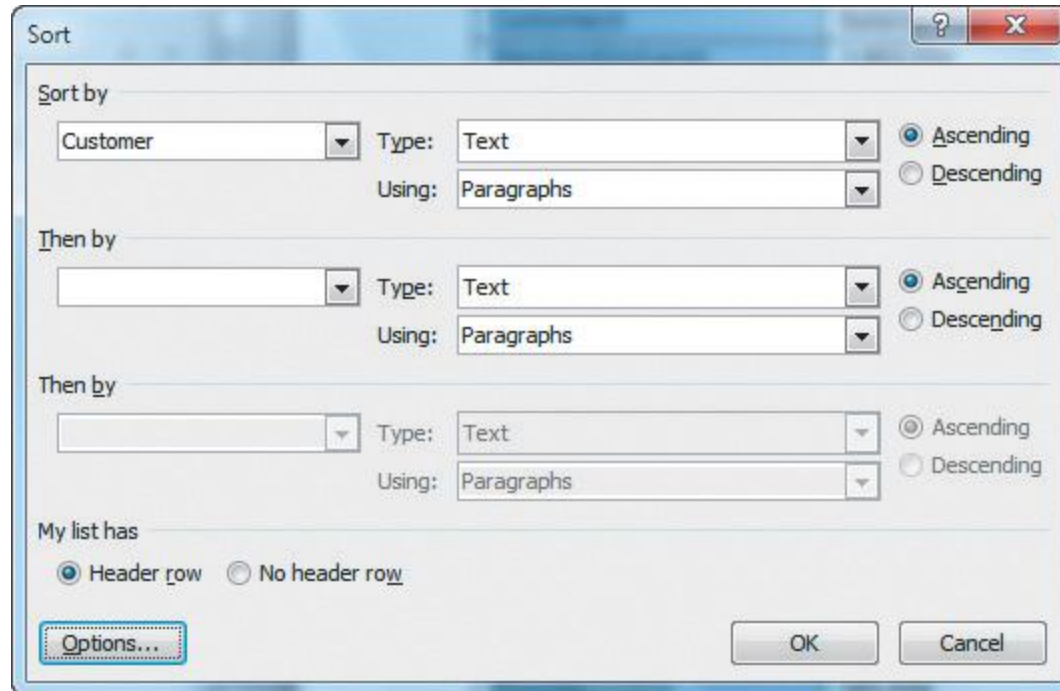
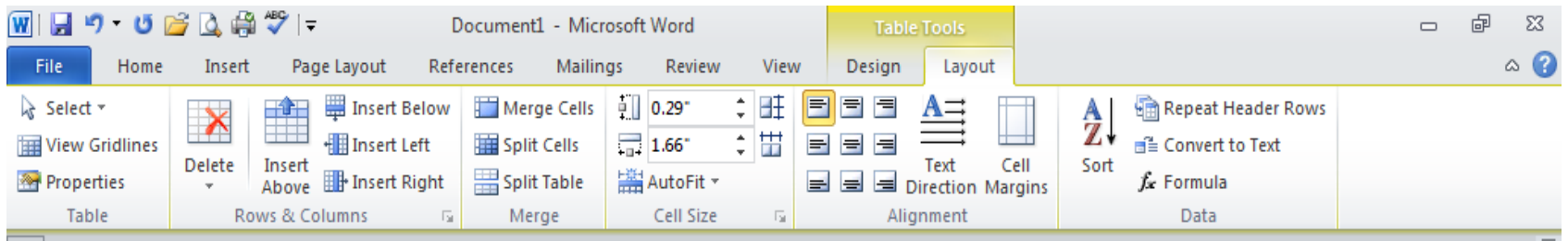# Sorting Table Contents

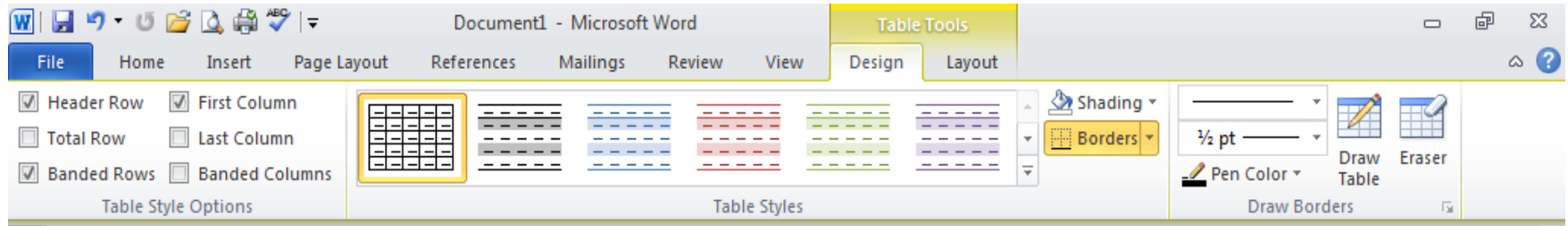- Sort dialog box

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.
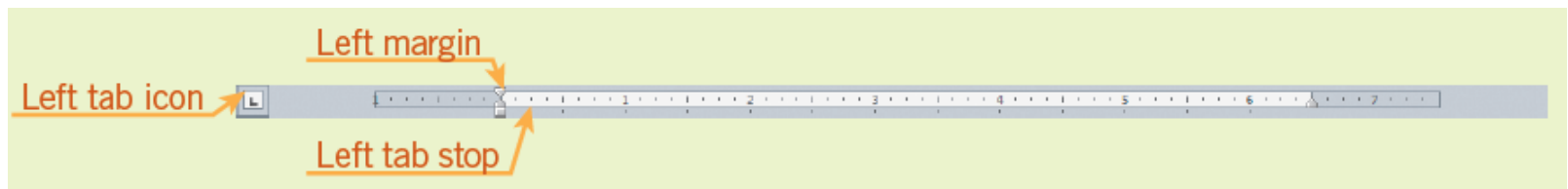
Left-aligned tab stop on the Ruler
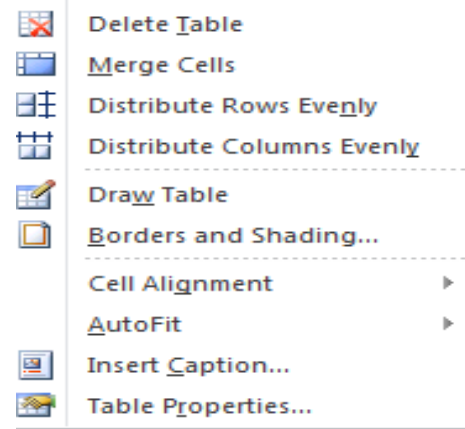
Modifying Table Structure and Formats (continued)

- **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
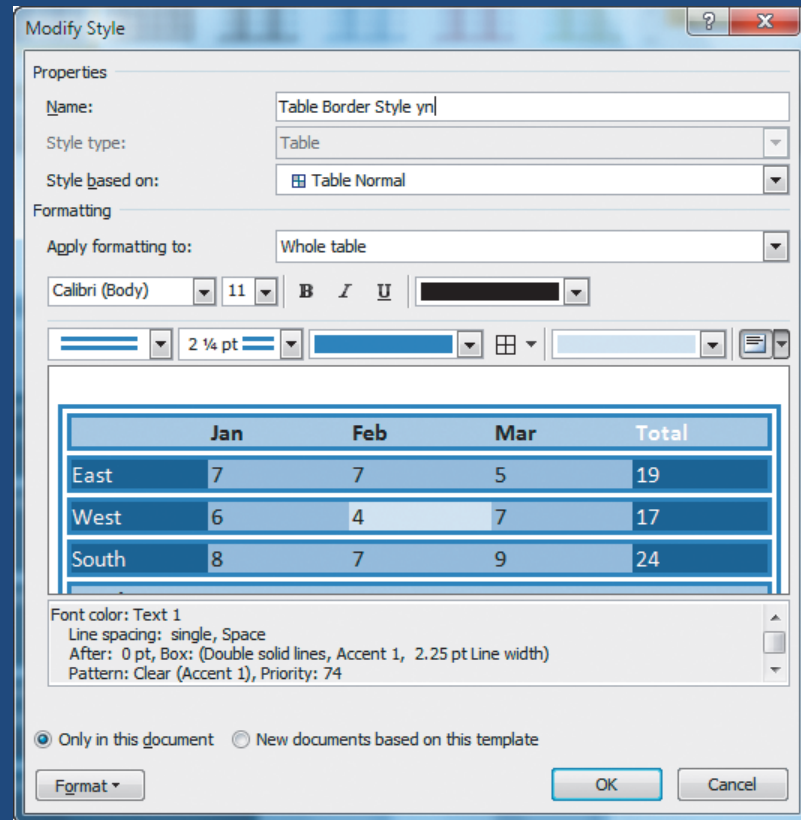
Modifying Table Structure and Formats (continued)

- **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.
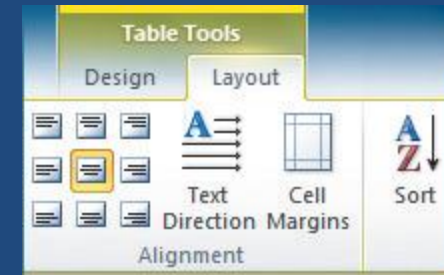
Options in the Alignment group on the Table Tools Layout tab

Modifying Table Structure and Formats (continued)

- **Changing Alignment and Rotating Text (cont):**

- You can reposition the table anywhere in the document.

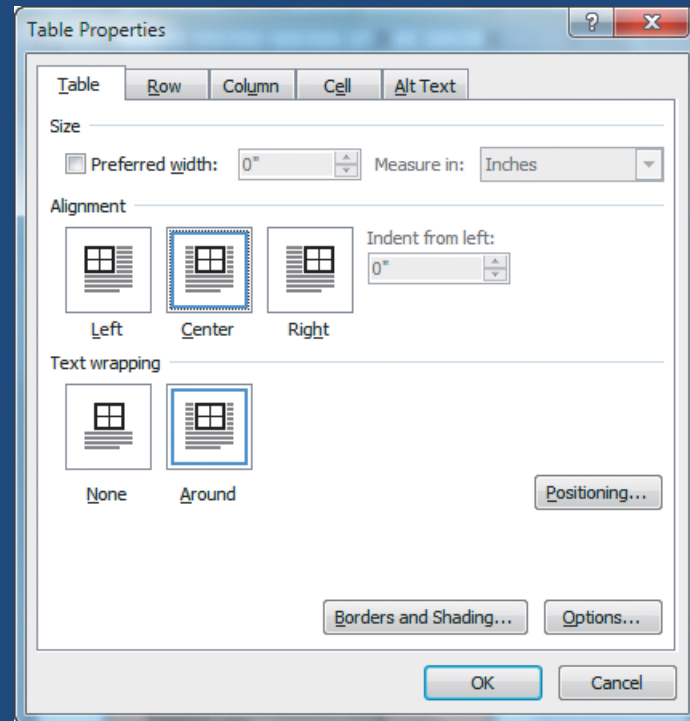- You can change the table alignment settings.

Table Properties dialog box

Modifying Table Structure and Formats (continued)

- **Using Quick Tables:**

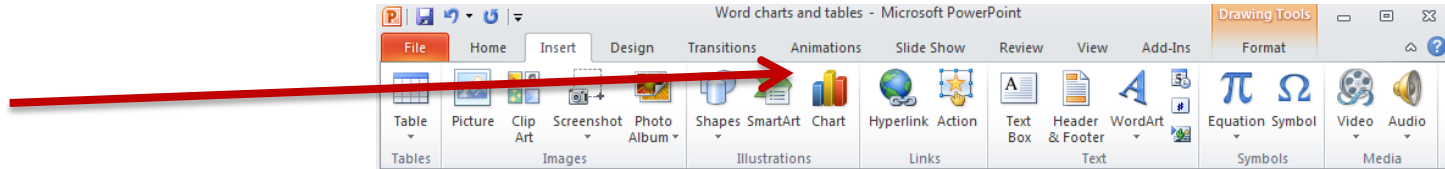- You can create a professional-looking table quickly by using a Quick Table.

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