Creating a Table with Word 2000

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1 Introduction

This document explains the different options available for creating tables with *Microsoft Office 2000* and explains how to create and format a table using *Microsoft Word for Windows 2000*

2 Choosing the right *Microsoft Office 2000* program

You can create tables using various programs from the *Microsoft Office 2000* suite of programs. This is the advice given by *Microsoft* in the *Word for Windows 2000* on-line help.

'Before you create a table, you must determine which Office program is best suited to your task. To create a table, you can use Word, Microsoft Excel, or Microsoft Access. Microsoft Excel and Word can automatically format the table for you. In Microsoft Access, you can format an entire datasheet.

➢ *For a table that includes complex graphics formatting such as bulleted lists, custom tabs, numbering, hanging indents, individual cell formatting, and cells split diagonally, use Word.*
➢ *For a table that includes complex calculations, statistical analysis, or charts, use Microsoft Excel.*
➢ *For powerful sorting and searching capabilities, use Microsoft Access or Microsoft Excel.*
➢ *If you need full relational database capabilities, create your tables in Microsoft Access.*
➢ *For a table that you can easily include in a PowerPoint presentation, use Word.'*

You can also perform simple spreadsheet operations using a *Microsoft Word for Windows 2000* table. See **Help Contents, Advanced Tasks and Troubleshooting** for information on **using a table as a spreadsheet**.

3 Creating a table with Word 2000

Exercise 1 Insert a table

- If you have not logged in and started *Word for Windows* 2000 please do so now.
- Type the following text
- `Sid Pruner's Garden Megastore is a thriving business, as you will see from the table of profits shown below.`
- Press the ENTER key twice
- Use *Hover Help* to locate the **Insert Table** button on the *Standard Toolbar*
- Click on the button. When the table template drops down drag to create a **4 X 4** table (Figure 1)

Figure 1 Insert Table

- Type the data shown in Figure 2, using the TAB key to move between fields.

Figure 2 Sid's Table

Month	Spades	Wheelbarrows	Gnomes
Jan	£1000	£990	£2489
Feb	£876	£754	£1765
March	£2000	£1000	£3456

☞   ***For more information on moving around in a table look in the Help Contents. Double click on 'Working with Tables', then on 'Moving around in a Table'.***

1.1   Formatting a table

➢ You can use the **Table** menu to select parts or the entire table. (See Figure 3) You must position the cursor in the table, otherwise the **Table** menu options will be unavailable (*greyed out*).

➢ You can also select table objects by clicking & dragging, just as you would for normal text.

➢ You can format the text in your table by selecting the text, then applying formatting (for example *bold, italic, underline,* different *fonts*) just as you would in any document.

➢ You can use one of the predefined *AutoFormats* by choosing **Autoformat** from the **Table** menu.

Figure 3 Table menu
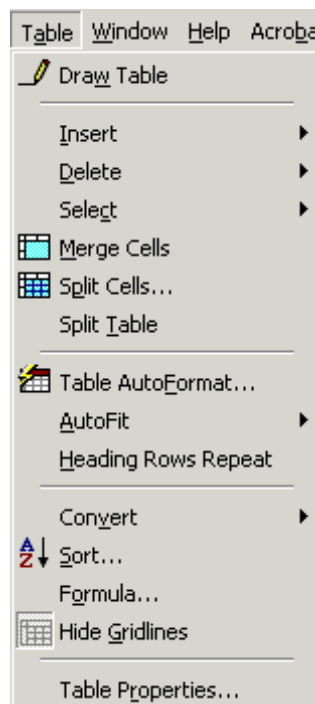
Exercise 2 Format a table

- Make sure that the cursor is positioned in the table
- Choose **Table Autoformat** from the **Table** menu
- In the **Table Autoformat** dialogue box (Figure 4) select a suitable autoformat. The one shown in the diagram is **3D Effects 3** from the **format** list. (scroll through the list if you cannot see it)
- Click on **O.K**

Figure 4 Autoformat Dialogue box
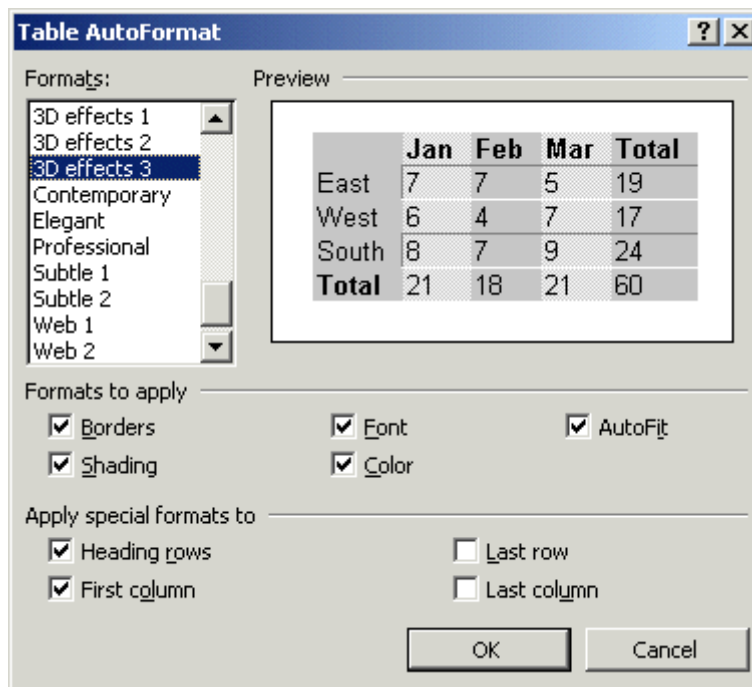
☞   *You can position the table using the text justification buttons on the formatting tool bar. You will need to select the table first by choosing Select Table from the Table menu*

☞ *A quick way to adjust column widths is by positioning the cursor on the column boundary. The cursor shape will change to ←‖→. You can then drag the columns to the width you require.*

1.2   Editing the structure of a table

If you make a mistake, and do not allow enough rows or columns in your table, it is very easy to add more rows and columns. **Help Contents, 'Working with Tables', Changing** covers this topic well, and the **Tables** menu offers various options for inserting rows and columns. In our example, it would be useful to have another row at the end of the table, where we could put total sales. Also Sid has acquired a number of Father Christmas's to add to his product range, so we need another column. We will practice using the *Word for Windows 2000* on-line help to add a row and a column to the table. Using on-line help is a useful skill, as *Word for Windows 2000* has so many features that it would be impossible to cover them all.

Exercise 3 Edit the structure of a table.

- Choose **Contents and Index** from the **Help** menu.
- If the **Contents** tab is not on top, click on it to bring it on top.
- Double click on **Working with Tables**.
- Double click on **Changing**
- Double click on **Add rows or columns to a table.**
- In the Help screen that appears follow the instructions to add a row to the end of the table and a column to the right of the last column. (You can use the scroll bars if you cannot see all the instructions).
- Save your file as **sid.doc**. If you are using a CCS student workstation then you should save it in **N:\My Documents**

3.1   Printing a table

☞   ***Portrait orientation means that the shortest sides of the paper are at the top and bottom.***

☞   ***Landscape orientation means that the longest sides of the paper are at the top and bottom***

As tables are often too wide to fit on a normal (*portrait orientation)* page we will see how to format the page containing the table so that it is rotated into *landscape orientation.* If you need to have different page orientations in a document, then you need to divide the document into sections. Inserting section breaks in the document does this. When you view your document in **Normal** view using the **View** menu, a section break will appear as shown in Figure 5

Figure 5 Section Break

⸻⸻⸻Section Break (Next Page)⸻⸻⸻

☞**You can select the view either from the view menu or from the view toolbar in the bottom left corner of the Word for Windows 2000 window.**

Exercise 4 Set up Word 2000 Page in Landscape Orientation

- Position the cursor in front of the caption **Sid Pruner's Garden Megastore Profits**
- From the **Insert** menu choose **Break**
- In the **Break** dialogue box, under **Section Break**, select the **Next page** *option box* by clicking on it.
- Click on **O.K**
- Make sure that you are in **Normal** view, the section break will appear in your document
- Position the cursor after the section break
- From the **File** menu choose **Page Setup**.
- Click on the **Paper Size** tab.
- Select **Landscape Orientation** by clicking on the **Landscape** *option box*.
- Make sure that **Apply to this section** is selected. (If **This Section** is *not* selected then select it from the pull down menu by clicking on the down arrow on the right of the box.)
- Click on **O.K**
- Save your file as **sid.doc**
- Click on the **Print Preview** button. Iou can use hover help to locate it on the toolbar. You will see that there is a landscape page in your document.
- Close **sid.doc**