Creating a Table with Word 2003

1   Introduction

This document explains the different options available for creating tables with *Microsoft Office 2003* and explains how to create and format a table using *Microsoft Word for Windows 2003*

2   Choosing the right *Microsoft Office* program

You can create tables using various programs from the *Microsoft Office 2003* suite of programs. This is the advice given by *Microsoft* in the *Word for Windows* 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* table. Search the help for information on **performing calculations in a table**.

Some useful terms to know when working with tables:
➢ *Rows* go across the page
➢ *Columns* go down the page
➢ *Cells* are the intersection of the row and column

3   Creating a table with Word 2003

3.1   Insert a table

Exercise 1 Insert a table

- If you have not logged in and started *Word for Windows* 2003 please do so now
- In a new document window 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
- From the menus, choose Table – Insert – Table
- A dialogue box appears. Change the numbers to create a **4 X 4** table (as below)

Figure 3-1 Insert Table
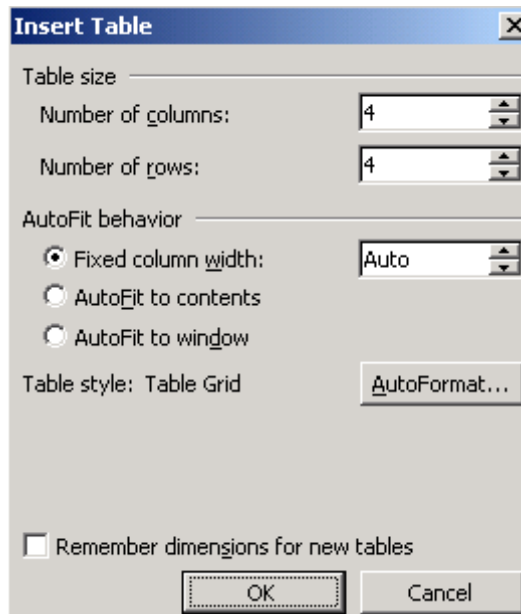
- Type the data shown in Figure 3-2, using the TAB key to move between fields

Figure 3-2 Sid's Table

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

3.2   Formatting a table

➢ You can use the **Table** menu to select parts or the entire table. (See Figure 3-3). 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 **Table Autoformat** from the **Table** menu

Figure 3-3 Table menu
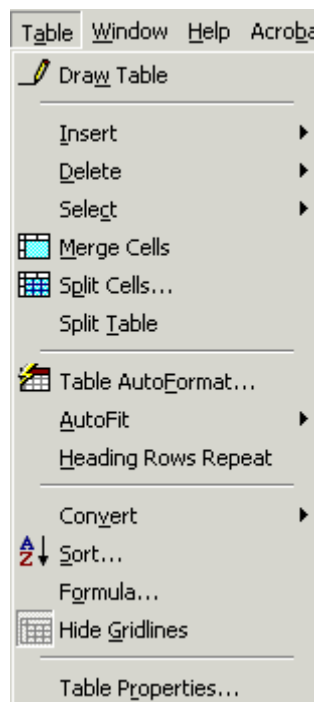
Exercise 2 Format a table

• Make sure that the cursor is positioned in the table
• Choose **Table Autoformat** from the **Table** menu
• In the **Table Autoformat** dialogue box (Figure 3-4) select a suitable format. 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 3-4 Autoformat Dialogue box
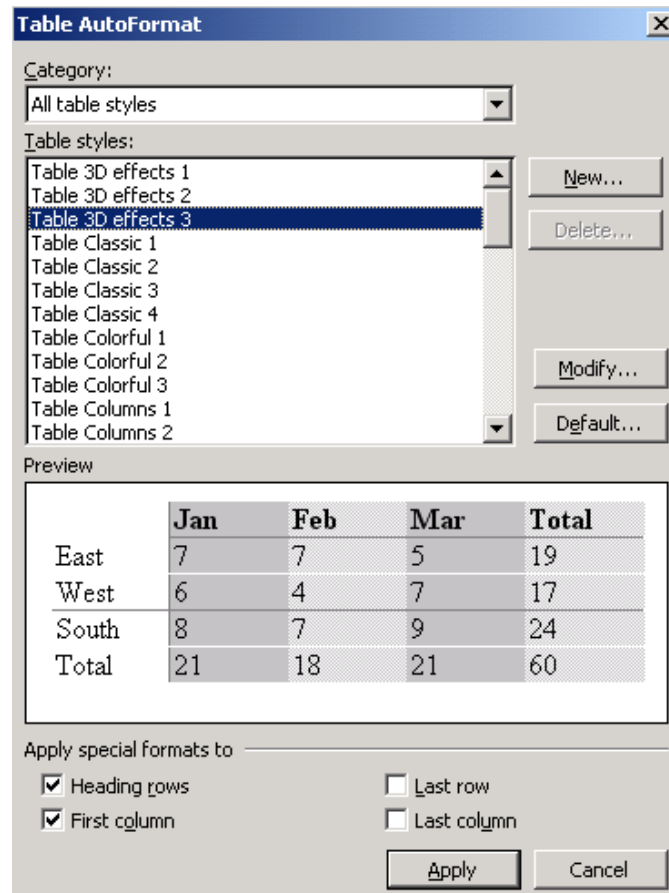
☞   *You can position the table using the text justification buttons on the formatting tool bar. You will need to select the table first by choosing* Select Table *from the* Table *menu*

☞ *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.*

3.3   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. The help topic, **Add a cell, row, or column to a table** 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 2003* 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 2003* has so many features that it would be impossible to cover them all.

Exercise 3 Edit the structure of a table.

- Choose **Microsoft Office Word Help** from the **Help** menu.
- In the search box, type **add row**
- Click on the link to **Add a cell, row, or column to a table**
- In the Help screen that appears follow the instructions to add a row for **Total Sales** to the end of the table and a column to the right of the last column for **Father Xmas**
- Save your file as **sid.doc**. If you are using a CCS workstation then you should save it in **N:\My Documents**
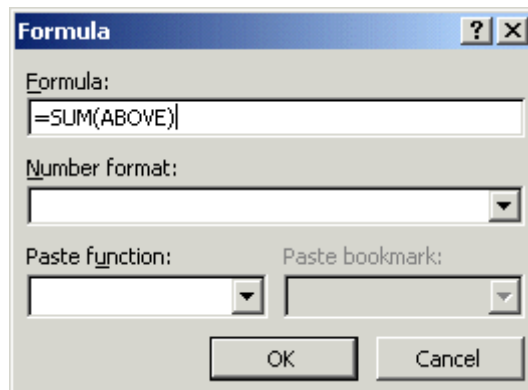
3.4 Total a column

Microsoft Word for Windows 2003 also allows you to perform simple calculations in a table.

Exercise 4 Sum a column

- Click in the cell at the intersection of the **Spades** column and the **Total Sales** row.
- Choose **Formula** from the **Table** menu. You should see the formula **=SUM(ABOVE)**. (Figure 3-5)
- Click on **OK**

Figure 3-5 Sum a column

3.5   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 3-6

Figure 3-6 Section Break

<div align="center">·····················Section Break (Next Page)·····················</div>

☞***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 2003 window.***

Exercise 5 Set up Word 2003 Page in Landscape Orientation

- Position the cursor in front of the table
- From the **File** menu choose **Page Setup**
- Click on the **Paper Size** tab
- Select **Landscape Orientation** by clicking on the **Landscape** *option box*
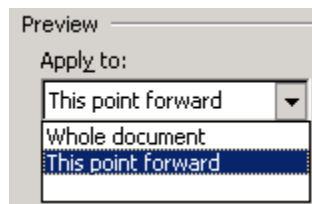

Figure 3-7

- In the drop-down under Apply to: (Figure 3-7), select **This point forward**
- Click on **OK**
- Save your file as **sid.doc**
- Click on the **Print Preview** button. You 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**