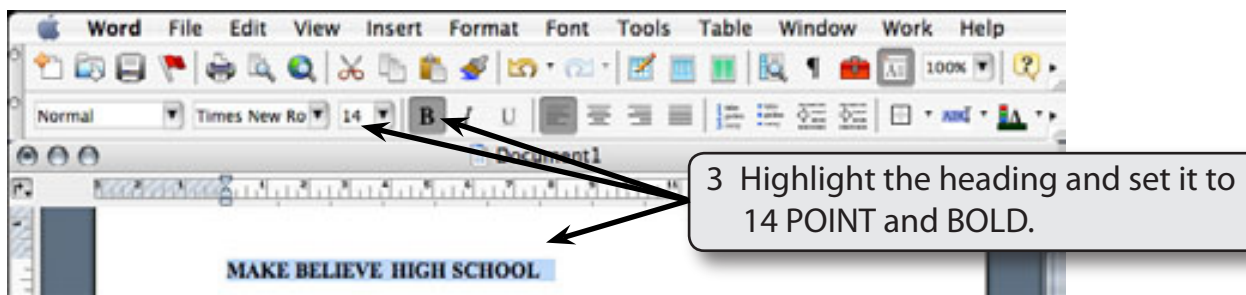# Using the Table Tools

In the last chapter you used TAB STOPS to create simple tables. When more detailed tables are required, Microsoft Word's TABLE TOOLS can be used. Basically the TABLE feature is a simplified spreadsheet that can be inserted anywhere in a Word document. Its use for this can save you having to set margins and indents using the Ruler. Let's create a simple roster to illustrate the use of the table tools.
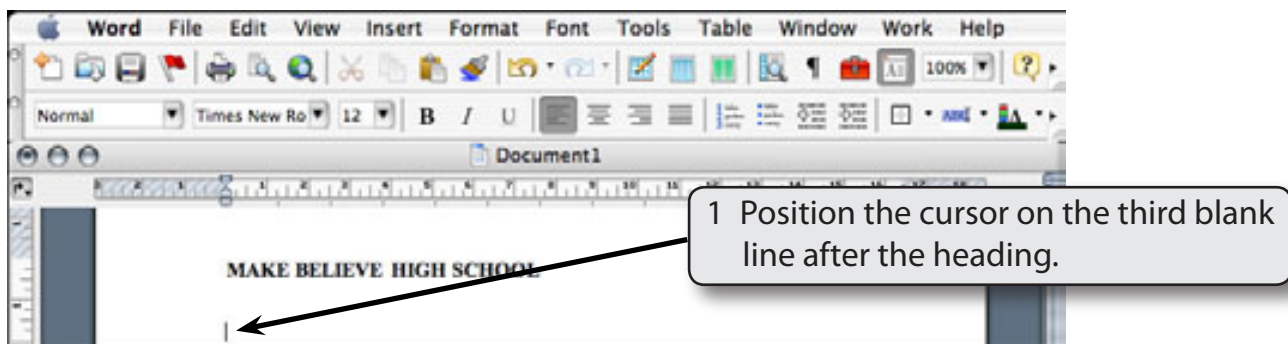
Entering the Heading

1   Load Microsoft Word, or close the current file and start a NEW BLANK DOCUMENT.
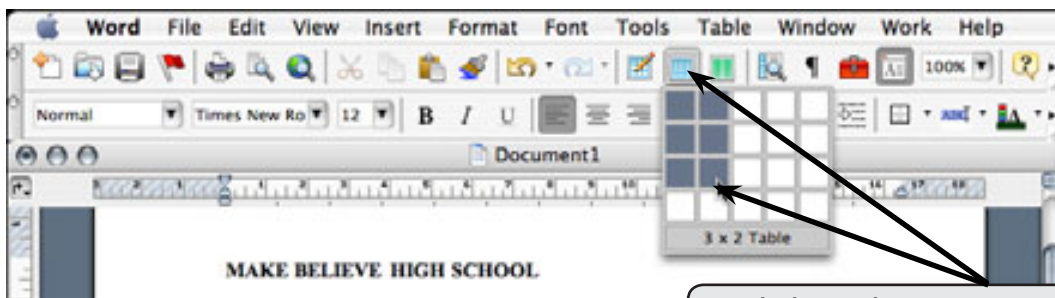
2   Enter the heading:

MAKE BELIEVE HIGH SCHOOL

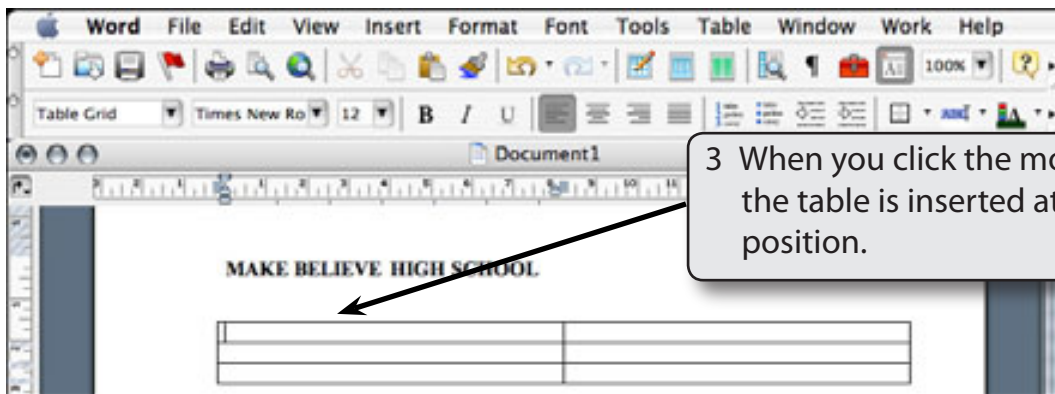and press the <return> key 3 times to add some blank lines after it.

3 Highlight the heading and set it to 14 POINT and BOLD.

Inserting the Table

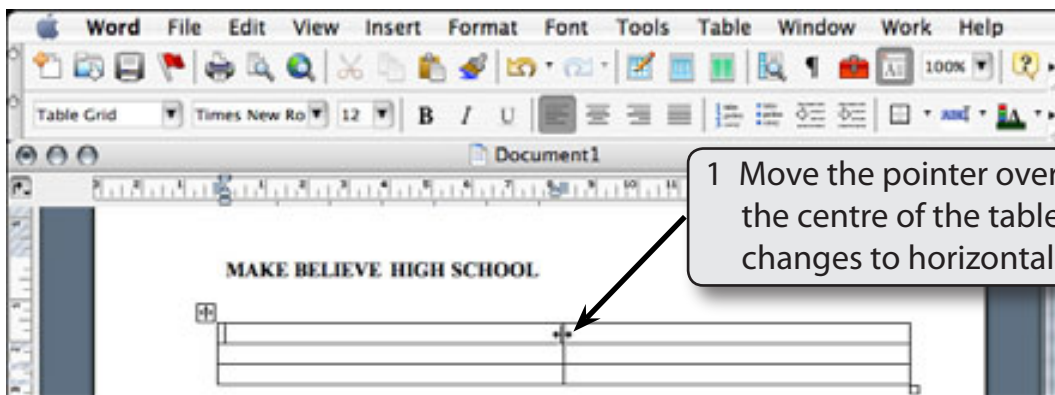1 Position the cursor on the third blank line after the heading.

2 Click on the INSERT TABLE button in the STANDARD Toolbar. Move the pointer down 3 rows and across 2 columns to highlight a 3 x 2 table.
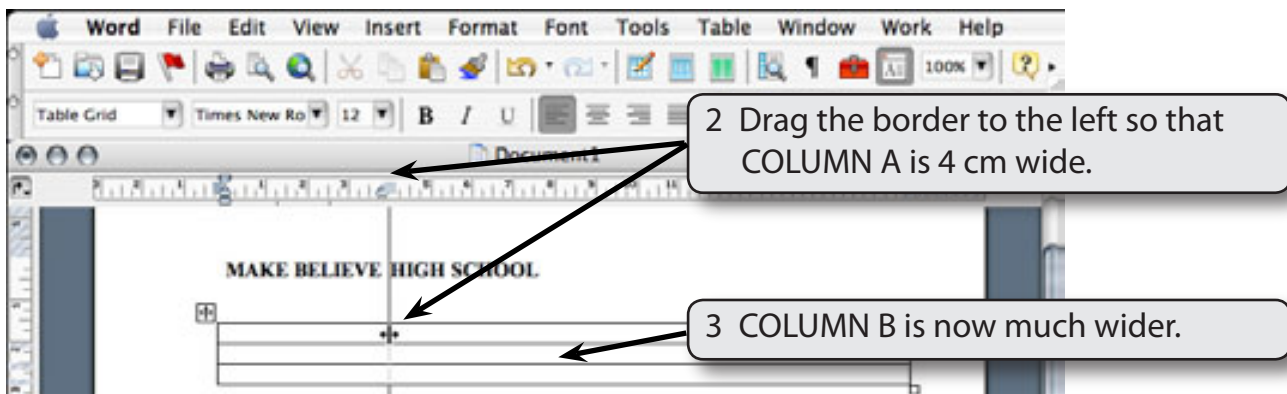

3 When you click the mouse button the table is inserted at the cursor's position.

Changing Column Widths

The widths of columns can be adjusted.

1 Move the pointer over the border at the centre of the table. The pointer changes to horizontal arrows.

2 Drag the border to the left so that COLUMN A is 4 cm wide.

3 COLUMN B is now much wider.

Merging Cells

A heading will be entered in the top row, but it will need to extend across the top of the table, so the top two cells will be merged into one.

1 Drag the I-BEAM across the top two cells to highlight them.
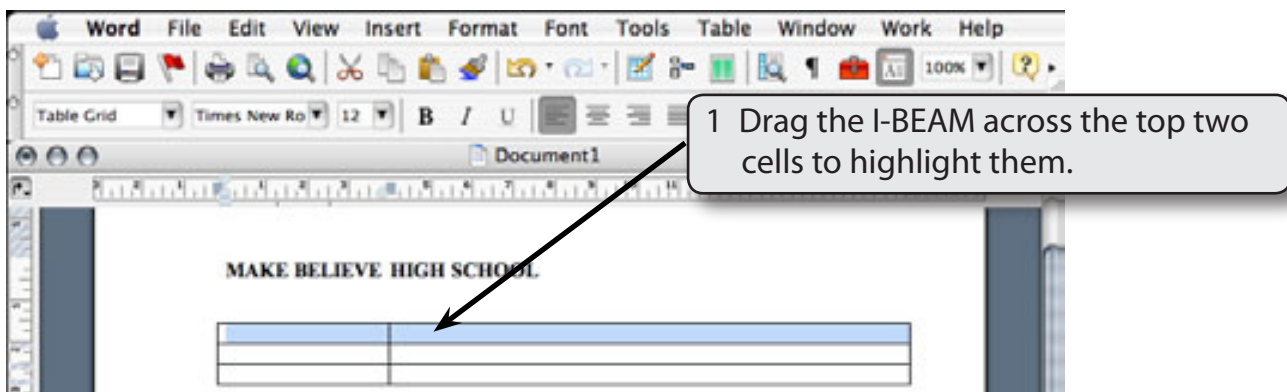
2   Display the TABLE menu and select MERGE CELLS to convert the two cells into one.

3 Click in the top cell and enter:

Yard Duty Roster, 15 March 2007
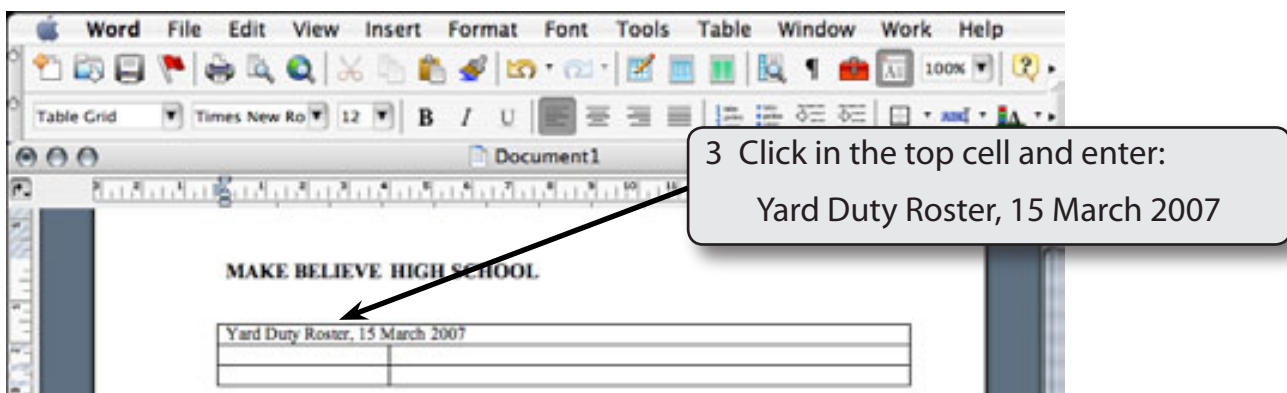
NOTE: You can also select the MERGE button in the TABLE panel of the FORMATTING PALETTE to merge cells.

4 Highlight the text and set it BOLD and ALIGN CENTRE to centre the text across the two columns.
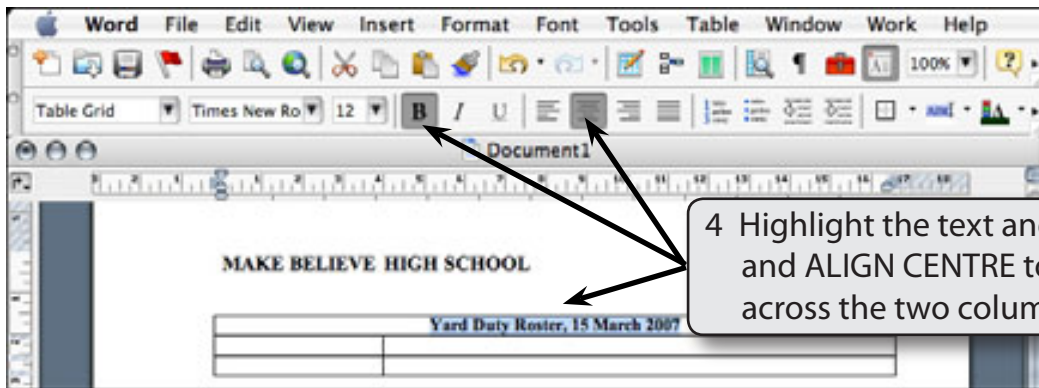
NOTE: You can click to the left of a row to highlight the whole row.
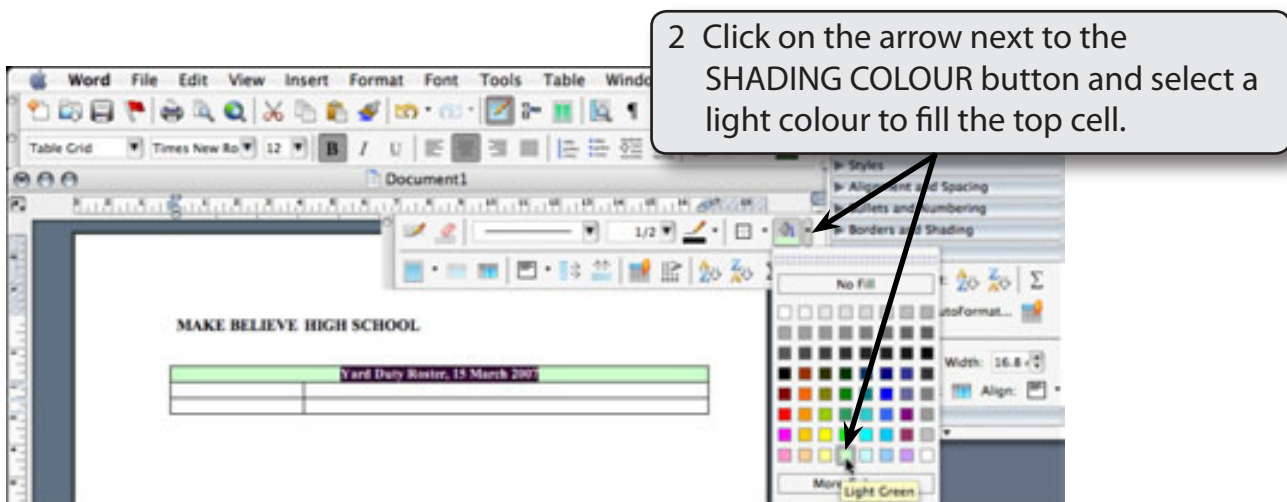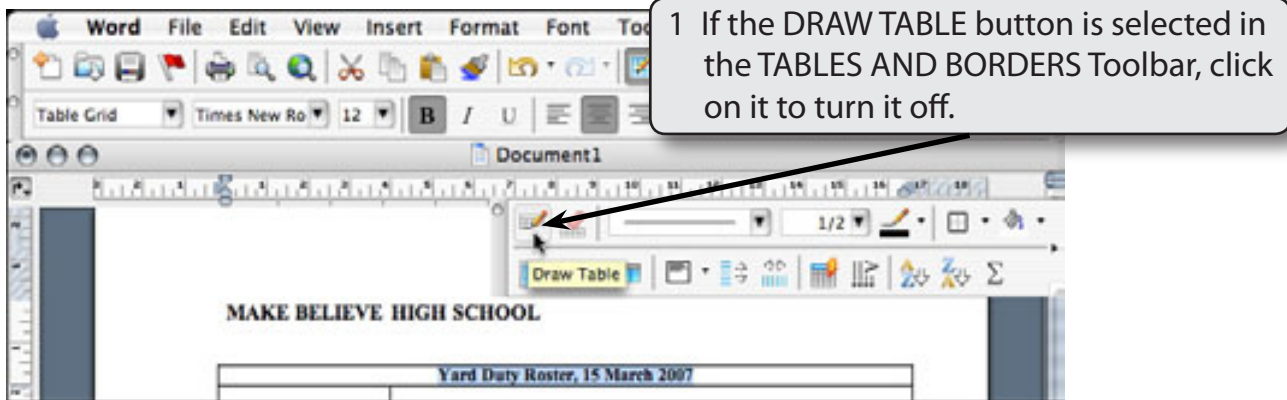
The Tables and Borders Toolbar

The TABLES AND BORDERS Toolbar is used to format the contents of tables. It can be turned on or off from the STANDARD Toolbar (or the VIEW menu -TOOLBARS). A number of its tools are also in the TABLE panel of the FORMATTING PALETTE.

Click on the TABLES AND BORDERS button in the STANDARD Toolbar if the TABLES AND BORDERS Toolbar is not on your screen.
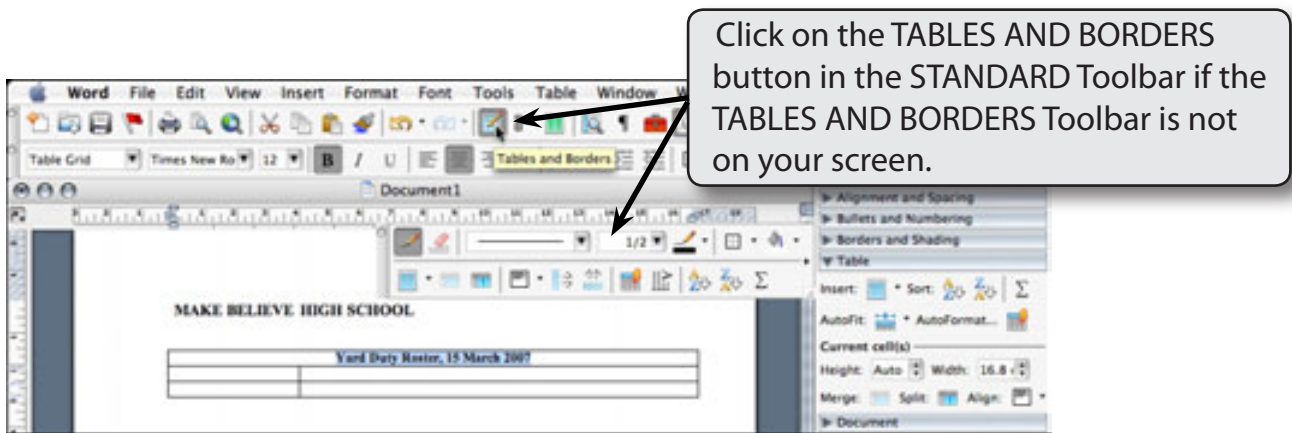
Shading Cells

Cells within the table can be shaded.

1 If the DRAW TABLE button is selected in the TABLES AND BORDERS Toolbar, click on it to turn it off.

2 Click on the arrow next to the SHADING COLOUR button and select a light colour to fill the top cell.

NOTE: You can set the text in the top cell to a different colour if you wish using the FONT COLOUR button in the FORMATTING Toolbar.