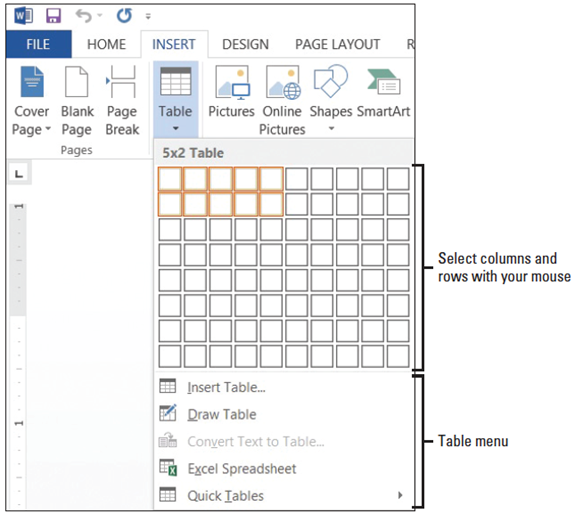
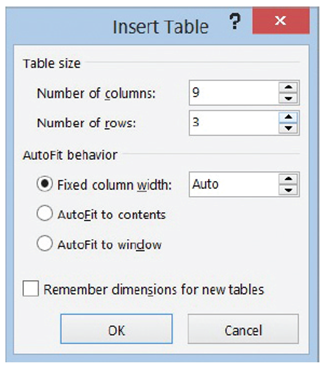
Step by Step 1: Insert a Table by Dragging

* **GET READY.** Before you begin these steps, **LAUNCH** Microsoft Word and **OPEN** a new blank Word document.
  1. On the Inserttab, in the **Tables**group, click the **Table** button.   
     The Insert Table menu appears.
  2. Point to the cell in the fifth   
     column, second row. The menu   
     title should read *5x2 Table*, as   
     shown at right. Click the mouse   
     button to create the table. Once   
     the table is inserted in the   
     document screen, you are ready   
     to begin entering text. Later in   
     this lesson, you enter data into the table.

1. Click below the table and press **Enter** twice to insert blank lines. When you insert more than one table in a document, you should separate them with a blank line to avoid joining the tables.
2. **SAVE** the document as ***Tables*** in the lesson folder on your desktop.

* **PAUSE. Leave** the document open to use in the next exercise.

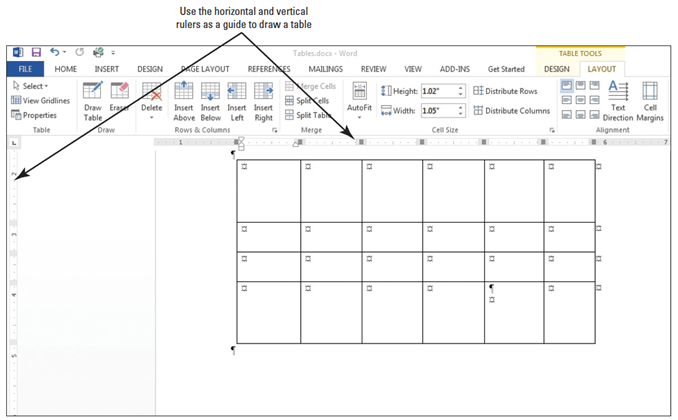
Step by Step 2: Use the Insert Table Dialog Box

* **USE** the document that is open from the previous exercise.
  1. On the Inserttab, in the Tables group, click the **Table** button to open the Insert Table menu.
  2. On the menu, just below the rows and columns, select **Insert Table**. The *Insert Table* dialog box appears.
  3. In the Numberofcolumns box, click the up arrow until **9** is displayed.

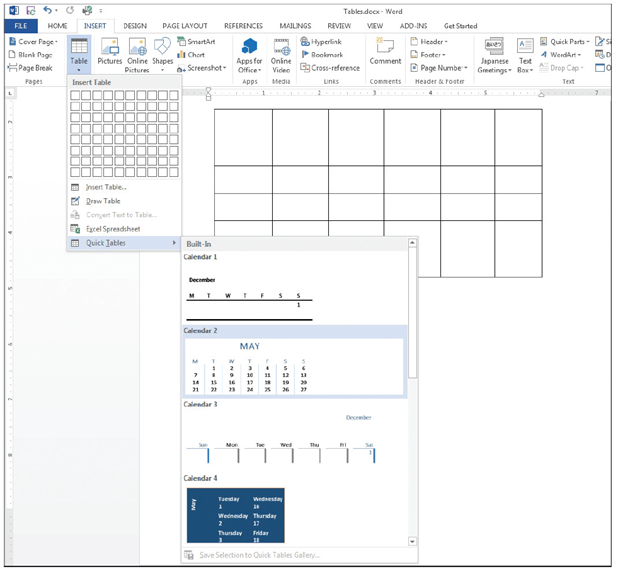
1. In the Number of rows box, click the up arrow until **3** is displayed, as shown   
   at right. The AutoFit behavior is shown in the dialog box and is discussed later   
   in the lesson.
2. Click **OK** to insert the table. You inserted a new table with 9 columns   
   and 3 rows.
3. Click below the table and press **Enter** twice to insert blank lines.
4. **SAVE** the document in the lesson folder on your desktop.

* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 3: Draw a Table

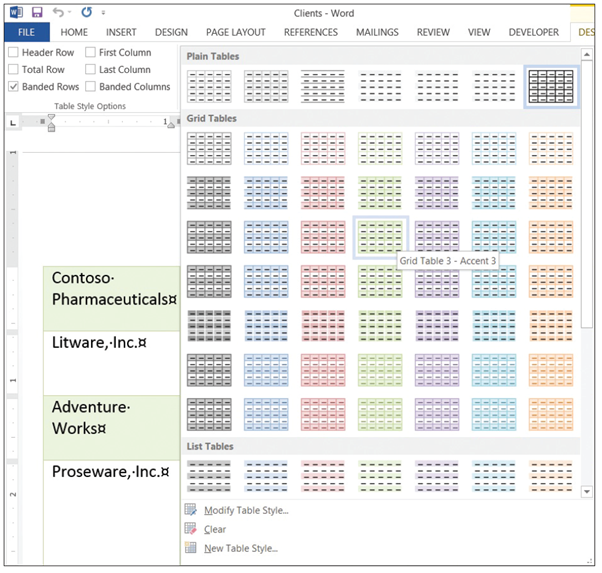
* **USE** the document that is open from the previous exercise.
  1. If your ruler is not displayed, on the View tab, in the Show group, click the check box to display the Ruler.
  2. Make sure your insertion point is at the bottom of the document; then use the scroll bar to scroll down, so the insertion point is at the top of the screen.
  3. On the Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
  4. On the menu, just below the rows and columns, select **Draw Table** from the menu. The pointer becomes a pencil tool.
  5. To begin drawing the table shown at right,click at the blinking insertion point and drag down and to the right until you draw a rectangle that is approximately **3** inches high and **6** inches wide. Notice that the Tables Tools contextual Design and Layout tabs automatically appears with the Layout tab active.
  6. Starting at about 1 inch down from the top border, click and drag the pencil from the left border to the right border to draw a horizontal line. Use your ruler as your guide.
  7. Draw two more horizontal lines about 0.5 apart.
  8. Starting at about 1 inch from the left border, click and drag the pencil from the top of the table to the bottom of the table to create a column.
  9. Move over about 1 inch and draw a line from the top of the table to the bottom. If you drew a line in the wrong position, click the **Eraser** on the Draw group and begin again. The Draw group is located in the Layout tab.
  10. Draw three more vertical lines about 1 inch apart from the first horizontal line to the bottom of the table to create a total of six columns. Your table should look similar the figure shown previously.
  11. Click the **Draw Table** button on the Draw group to turn the pencil tool off.
  12. Click below the table and press **Enter** twice to create blank lines. If necessary, place your insertion point outside the last cell, and then press **Enter**.
  13. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 4: Insert a Quick Table

* **USE** the document that is open from the previous exercise.
  1. On the Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
  2. On the menu, just below the rows and columns, select **Quick Tables** from the menu. A gallery of built-in Quick Tables appears, as shown at right.
  3. Select **Calendar 2**. The data in the calendar can be edited to display the current month and year.
  4. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 5: Insert Data in a Table

* **USE** the document that is open from the previous exercise.
  1. Place your insertion point in the first cell of the first table that you created previously in the lesson.
  2. Type **Inserting Tables** in the first cell.
  3. Press the **Tab** key to move to the second column in the first row.
  4. Type **Using the Insert Table dialog box** in the second column. Notice how the text wraps around the cell.
  5. Press the **Tab** key to move to the third column in the first row.
  6. Type **Drawing Tables** in the third column.
  7. Press the **Tab** key to move to the fourth column in the first row.
  8. Type **Quick Tables** in the fourth column.
  9. You have now entered data in a table and advanced to the next cell by pressing the **Tab** key. Press **Shift+Tab** three times to move to the previous cell until you are positioned at the first cell. Using the keyboard command allows you to move through the table quickly. Note, you can also use your mouse to point and click in the cell to enter text.
  10. Place your insertion point in the Calendar 2 Quick Tables that you inserted previously.
  11. Select **May** and replace with **June 20XX**. Inserting a table using Quick Tables also provides you an option to replace text.
  12. **SAVE** the document in the lesson folder on your desktop, and then **CLOSE** the file.
* **PAUSE. Leave** Word open to use in the next exercise.

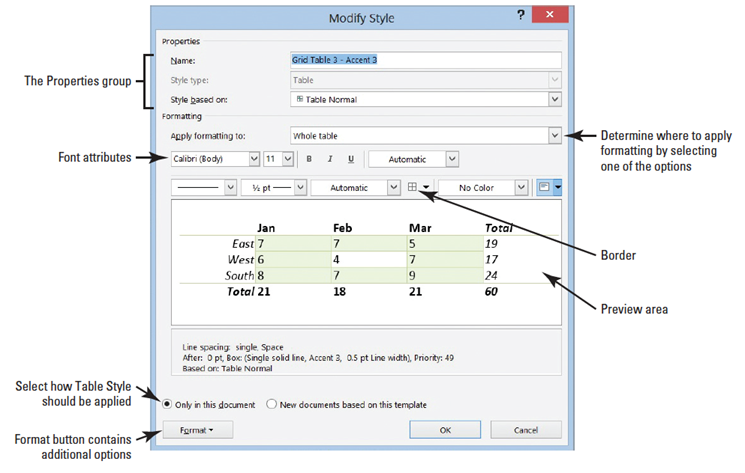
Step by Step 6: Apply a Style to a Table

* **OPEN** ***Clients*** from the data files for this lesson.
  1. Position the insertion point anywhere in the table.
  2. On the Design tab, in the Table Styles group, click the **More**  button to view a gallery of Table Styles. There are three options available: Plain Tables, Grid Tables, and List Tables.
  3. Scroll through the available styles. Notice that as you point to a style, Word displays a live preview, showing you what your table will look like if you choose that style.
  4. Scroll down to the third row under the Grid Tables and select the **Grid Table 3   
     – Accent 3** style, as shown at right.
  5. **SAVE** the document as ***Clients Table*** in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

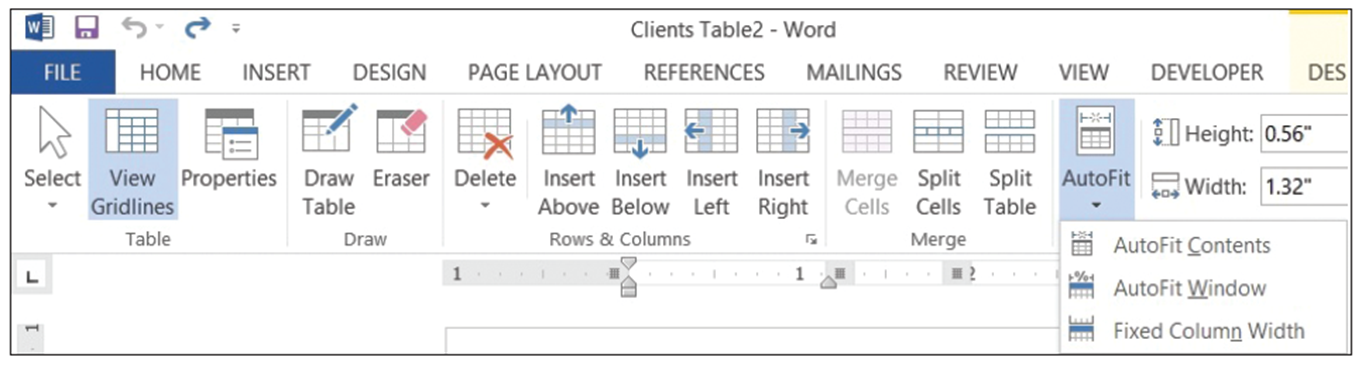
Step by Step 7: Turn Table Style Options On or Off

* **USE** the document that is open from the previous exercise.
  1. The insertion point should still be in the table. If you click outside the table, the Design and Layout tabs will not be available.
  2. On the Design tab, in the Table Style Options group, click the **First** **Column** check box. Notice that the format of the first column of the table changes and text is right-aligned in the cell. Also, the Table Styles in the gallery changes when you select one of the options within the group.
  3. Click the **Banded** **Rows** check box to turn the option off. Color is removed from the rows.
  4. Click the **Banded** **Rows** check box to turn it on again. Color is reapplied to every other row.
  5. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

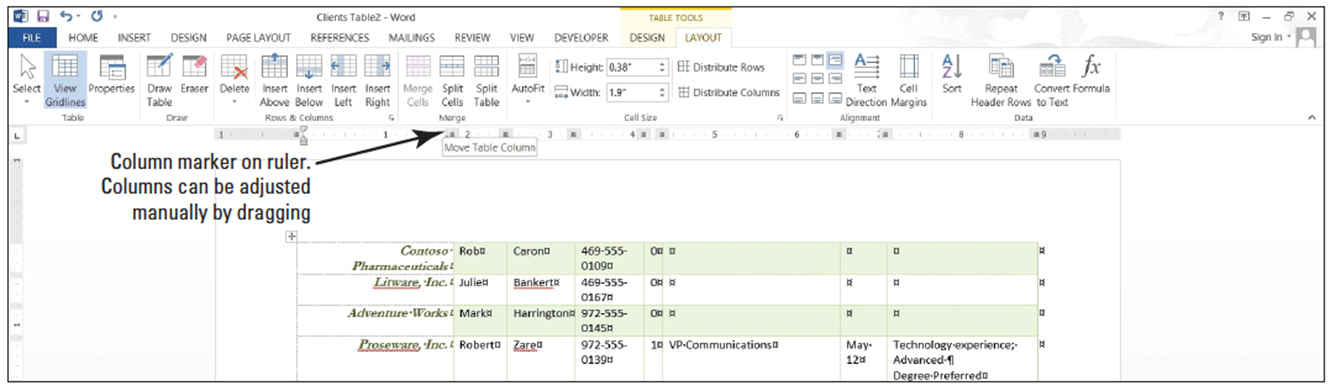
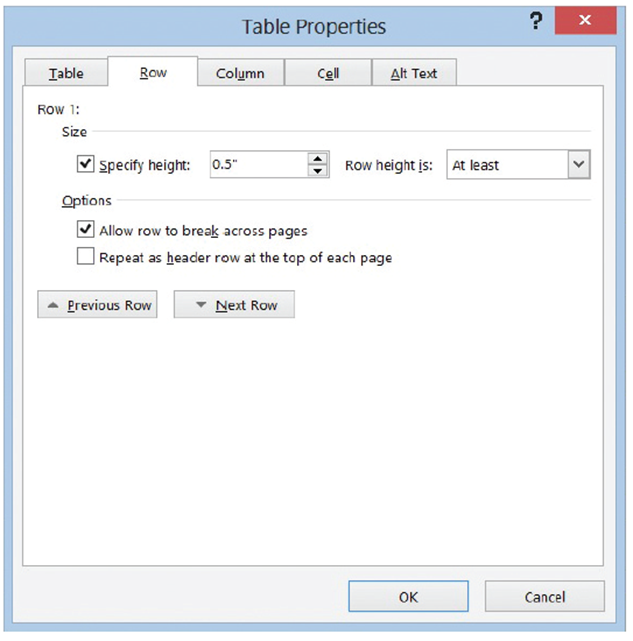
Step by Step 8: Modify the Table Styles

* **USE** the document that is open from the previous exercise.
  1. The insertion point should still be in the table. If you click outside the table, the Design and Layout tabs will not be available.
  2. In the Tables Styles group, click the **More**  button.
  3. Click **Modify Table Style** to open the *Modify Style* dialog box (right). Notice that in the Name box, Grid Table 3 – Accent 3 is applied from a previous exercise.
  4. In the Apply formatting to box, click the drop-down arrow and select **First column**. For this exercise, you apply changes only to the first column.
  5. Click the **Format** button in the *Modify Styles* dialog box and select **Font** to open the *Font* dialog box. The Format button displays the menu of available options. Each menu opens its own dialog box.
  6. With the Font dialog box open, type **Garamond** in the font box. Notice that when you type the first three characters, Word displays available fonts. Select **Garamond**.
  7. In the Font Style group, select **Bold Italic**, **12** pt for size, and **Olive Green, Accent 3, Darker 50%**.
  8. Click **OK** to close the *Font* dialog box. Changing the attributes affect only the first column. You should be able to preview the changes before accepting.
  9. Click **OK** to close the *Modify Style* dialog box.
  10. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 9: Use AutoFit

* **USE** the document that is open from the previous exercise.
  1. On the Table Tools Layouttab, in the Table group, click the **View Gridlines** button to hide the gridlines. The gridlines are no longer displayed.
  2. Click the **View Gridlines** button again to display gridlines and enable more precise editing.
  3. On the Layout tab, in the Cell Size group, click the **AutoFit** button to open the drop-down menu, as shown below. On the drop-down menu, click **AutoFit Contents**. Each column width changes to fit the data in the column.
  4. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

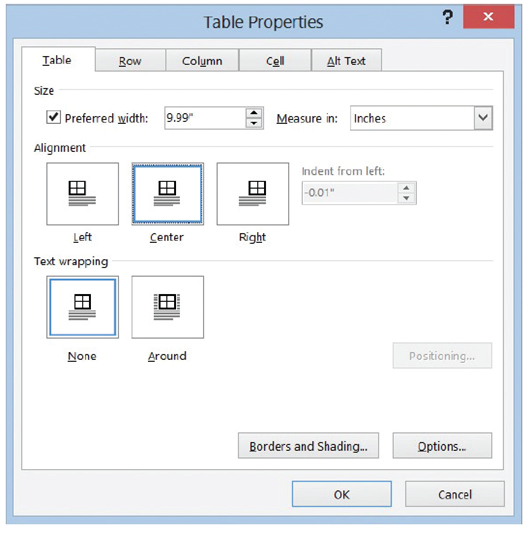
Step by Step 10: Resize a Row or Column

* **USE** the document that is open from the previous exercise.
  1. Click in the first column and position the mouse pointer over the horizontal ruler on the first column marker. The pointer changes to a double-headed arrow along with the ScreenTip *Move Table Column*, as shown below.
  2. Click and drag the column marker to the right until the contents in the cell extend in a single line along the top of the cell. On the Table Tools Layout tab, in the Cell Size group, the width automatically adjusts to 2.19". As the column is manually extended so is the width. Just as columns can be adjusted manually, so can rows—the vertically ruler is used to adjust the row markers.
  3. Position the insertion point in the phone number column of the table. In the Table group, of the Layout tab, click the **Select** button, and choose **Select Column** from the drop-down menu.
  4. On the Layout tab, in the Cell Size group, click the up arrow in the Width box until it reads **1.1**" and the column width changes. The phone numbers now fit on a single line.
  5. Place the insertion point anywhere in the first row. In the Table group, click the **Select** button again, and then click **Select Row** from the drop-down menu. The first row is selected.
  6. On the Layout tab, in the Cell Size group, click the dialog box launcher. The *Table Properties* dialog box appears.
  7. Click the **Row** tab in the dialog box.
  8. Click the **Specify height** check box. In the Heightbox, click the up arrow until the box reads **0.5**", as shown at right.
  9. Click the **Next Row** button and notice that the changes are applied only to the first row. By clicking the **Next Row**, the selection moves down one row.
  10. Click **OK**. In the Cell Size group, notice that the height for row 2 is at .19" and row 1 is at 0.5". You can also adjust the height of a row individually or by selection.
  11. Click in any cell to remove the selection.
  12. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

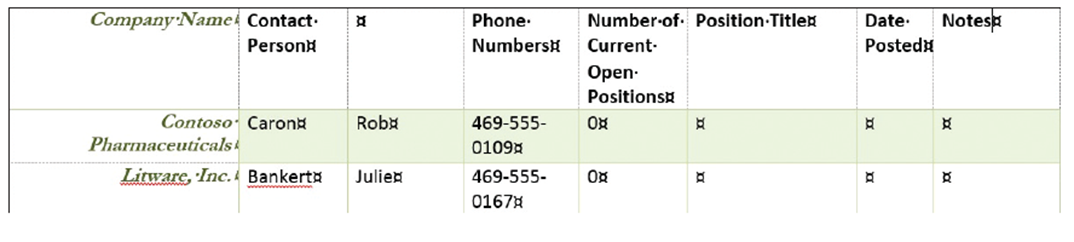
Step by Step 11: Move a Row or Column

* **USE** the document that is open from the previous exercise.
  1. In the table, click in the fourth row of data, which contains the information for *Proseware, Inc.*
  2. The insertion point is positioned on the selected row. Hold down the mouse button. Notice the mouse pointer changes to a move pointer with a rectangular-shaped insertion point.
  3. Drag the rectangular-shaped insertion point down and position it before the *W* in *Wingtip Toys*.
  4. Release the mouse button and click in the table to deselect. The row is moved to above the *Wingtip Toys* row.
  5. Place the insertion point in the second column of the table, which contains first names. Click the **Select** button, in the Table group, and then **Select Column** from the drop-down menu.
  6. Position the pointer inside the selected cells and right-click to display the shortcut menu.
  7. Select **Cut** to delete that column of text and move the remaining columns to the left.
  8. Place the insertion point on the phone numbers column.
  9. Right-click to display the shortcut menu under the Paste Options section. A new Paste Options menu is displayed with the options Insert as New Column, Nest Table, Insert as New Row, and Keep Text Only.
  10. Select the first option, **Insert as New Column**; the first name column is pasted to the left of the phone number column.
  11. Click anywhere in the table to deselect.
  12. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 12: Set a Table’s Horizontal Alignment

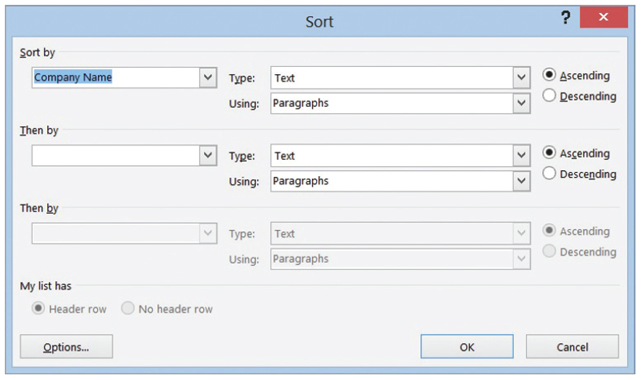
* **USE** the document that is open from the previous exercise.
  1. Position the insertion point anywhere inside the table.
  2. On the Layout tab, in the Table group, click the **Select** button, and then click **Select** **Table**.
  3. On the Layout tab, in the Table group, click the **Properties** button. The *Table Properties* dialog box appears.
  4. Click the **Table** tab to make it the active tab.
  5. In the Alignmentsection, click **Center**, as shown at right.
  6. Click **OK**. The table is centered horizontally on the page.
  7. Click anywhere within the table to deselect.
  8. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 13: Create a Header Row

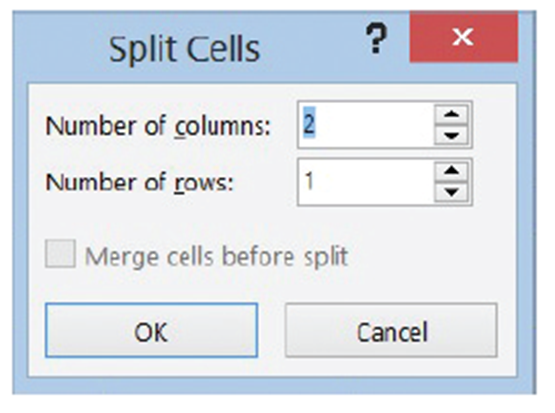
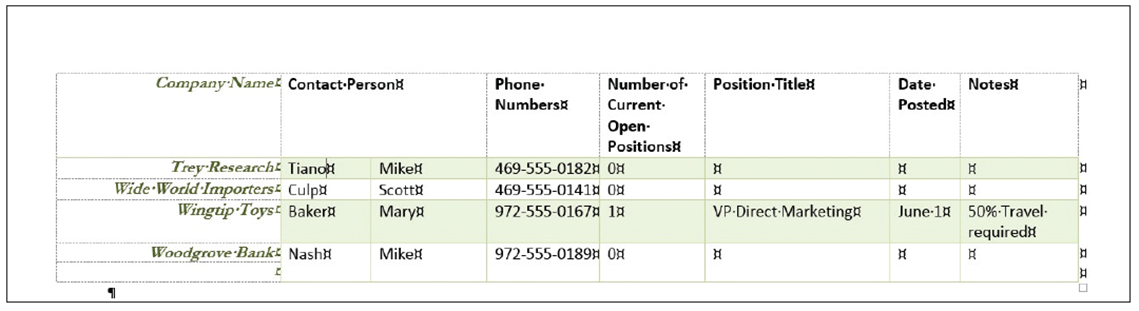
* **USE** the document that is open from the previous exercise.
  1. Position the insertion point anywhere inside the table. On the Layout tab, in the Table group, click the **Select** button, and then click **Select** **Table**.
  2. Change the font size to **14** pt. By changing the font size in the table, the data extends to the next page.
  3. Place the insertion point on the first row of the table.
  4. On the Layout tab, in the Rows & Columns group, click **Insert** **Above**  . A new blank row is inserted.
  5. On the Design tab, in the Table Style Options group, click the **Header** **Row** check box to apply a distinctive format to the header row.
  6. Type headings in each cell within the first row of the table, as shown below.
  7. On the Table group of the Layout tab, click the **Select** button and **Select Row**.
  8. On the Layout tab, in the Data group, click the **Repeat** **Header** **Rows** button. Scroll down and view the headings on the second page.
  9. Click anywhere in the table to deselect.
  10. Position the insertion point anywhere inside the table. On the Layout tab, in the Table group, click the **Select** button, and then click **Select** **Table**.
  11. Change the font size to **12** pt. As long as the content extends to a new page, the headings will appear regardless of the font size.
  12. **SAVE** the document in the lesson folder on your desktop.

**PAUSE. Leave** the document open to use in the next exercise.

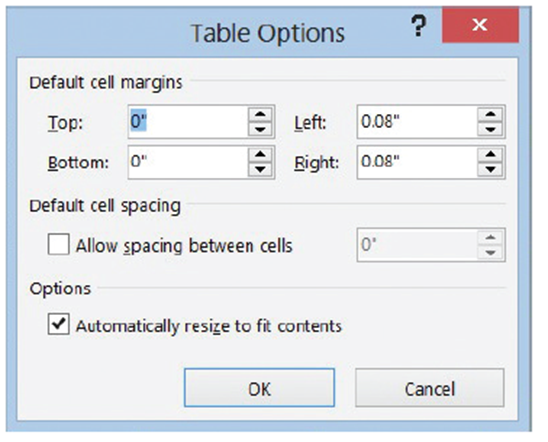
Step by Step 14: Sort a Table’s Contents

* **USE** the document that is open from the previous exercise.
  1. Place the insertion point on the first column to select the **Company Name** column. On the Table group of the Layout tab, click the **Select** button and **Select Column**.
  2. On the Layout tab, in the Data group, click the **Sort** button. The *Sort* dialog box appears, as shown at right. Because you selected the *Company Name* column, the Company Name data is listed in the Sort By text box, with Ascending Order selected by default. The column contains text; therefore, the type was listed as text. The other options under type are Number and Date.
  3. Click **OK**. Note that the table now appears sorted in ascending alphabetical order by company name.
  4. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 15: Merge and Split Table Cells

* **USE** the document that is open from the previous exercise.
  1. Position the insertion point on the header row located on page 1. Select the cell that contains the *Contact Person* heading and the empty cell to the right of it.
  2. On the Table Tools Layout tab, in the Merge group, click the **Merge Cells** button. The selected columns merge into one cell.
  3. In the Position Title column, on the Lucerne Publishing row, select the cell that contains the text *Director Marketing VP Public Relations*.
  4. On the Table Tools Layout tab, in the Merge group, click the **Split Cells** button to open the *Split Cells* dialog box as shown at right.
  5. Click **OK** to accept the settings as they are. A new column is inserted within the cell.
  6. Select the text *VP Public Relations* and drag and drop text to the new column.
  7. In the *Company Name* column, select the *Woodgrove Bank* cell.
  8. Click the **Split Cells** button. The default setting for the Number of columns is 2, whereas the Number of rows is 1. The Merge cells before split check box is checked. The single column will be split into two columns.
  9. Change the Number of columns setting to **1** and the Number of rows setting to **2** to split the cell into a single column containing two rows, as shown below. Click **OK**.
  10. Place the insertion point in front of *Woodgrove Bank*. Press and hold the mouse button to select the two rows within the column. Right-click, and then select **Merge Cells**. The cell is now a single row.
  11. Click the Undo [Prod: insert MA0603.jpg here] button.
  12. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 16: Change Cell Margins

* **USE** the document that is open from the previous exercise.
  1. Position the insertion point in the *Phone Number* column. In the Table group, click the **Select** button, and click **Select Columns**.
  2. In the Alignment group, click the **Cell Margins** button. The *Table Options* dialog box   
     opens as shown at right.
  3. Change the top and bottom margins to **0.03**" by clicking the up arrow to change the   
     dimensions.
  4. Click **OK**. The phone numbers no longer fit on one line.
  5. With the *Phone Number* columns still selected, click the **Cell Margins** button.
  6. Change the left and right margins to **0.03**" by clicking the down arrow.
  7. Click **OK**. By changing the left and right margins automatically adjusted the phone number, and now they fit on one line.
  8. With the *Phone Number* column still selected, click the **Cell Margins** button.
  9. Click the **Allow Spacing Between Cells** check box and increase the cell spacing to **0.09**". You have changed the default cell spacing.
  10. Click **OK**. Notice the difference in the spacing between the cells. By default the Automatically Resize to fit contents is turned on.
  11. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

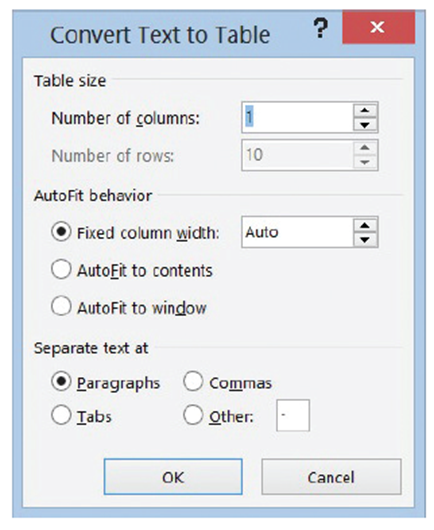
Step by Step 17: Change the Position of Text in a Cell

* **USE** the document that is open from the previous exercise.
  1. Select the table’s header’s row on page 1. On the Layout tab in the Table group, click the **Select** button, and then click **Select Row**.
  2. In the Alignment group, click the **Align** **Center** button. The header row is centered horizontally and vertically within the cell.
  3. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

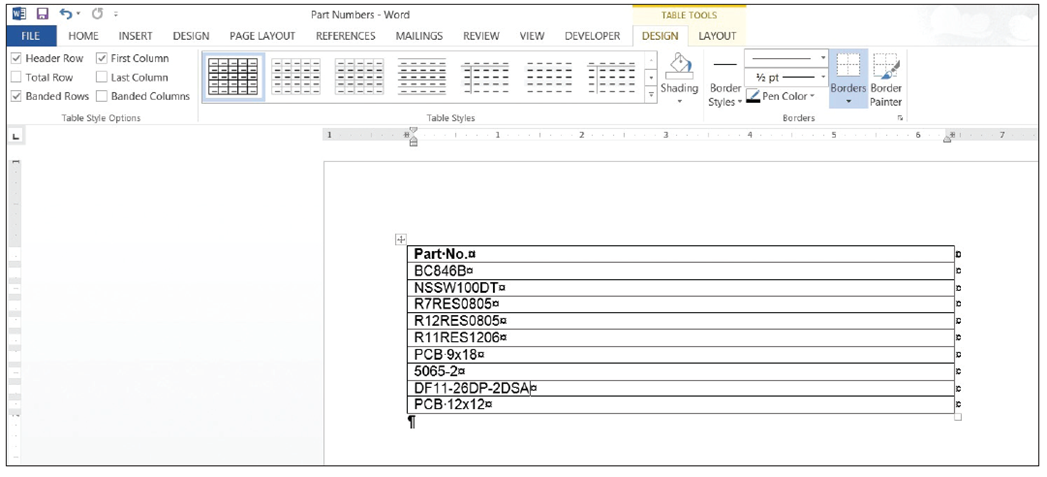
Step by Step 18: Split Table Cells

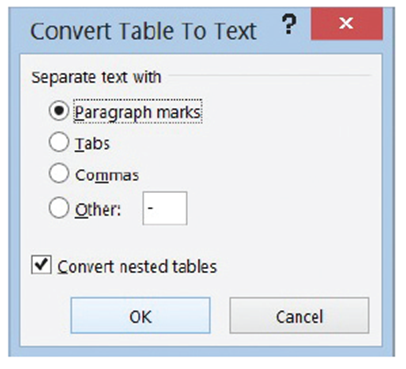
* **USE** the document that is open from the previous exercise.
  1. Position the insertion point on page 2, and locate *The Phone Company.*
  2. On the Layout tab, in the Merge group, click the **Split Table** button. The table is now split and remains in the current page.
  3. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** Word open to use in the next exercise.

Step by Step 19: Add Alternative Text to a Table

* **USE** the document that is open from the previous exercise.
  1. Place the insertion point anywhere in the table on page one. In the Tables Tools Layout tab group, click **Select Table**.
  2. Click the **Properties** button in the Tables group.
  3. Click the Alt Text tab and in the Title box, and type Listing by Company. In the Description box, type Contact listing of individuals by company. The listing includes phone numbers, current positions that are open and titles for the contact person. Click OK.
  4. **SAVE** the document as ***Clients Table Final*** in the lesson folder on your desktop, and then **CLOSE** the file.
* **PAUSE. LEAVE** Word open for the next exercise.

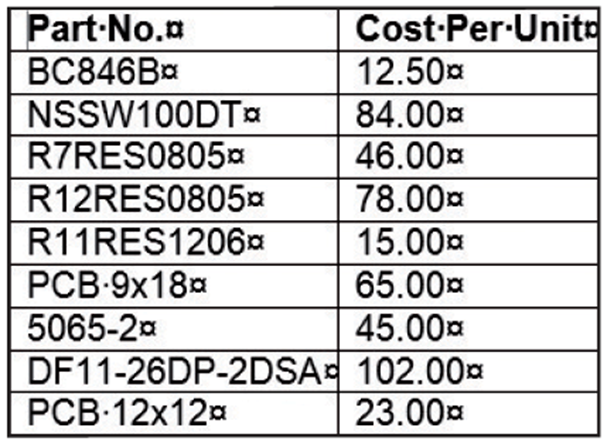
Step by Step 20: Convert Text to Table

* **OPEN** the ***Part Numbers*** document in your lesson folder.
  1. Select the whole document.
  2. On the Insert tab, on the Table group, click the **Table** button. The Table menu appears.
  3. Click **Convert Text to Table**. The *Convert Text to Table* dialog box opens. Word recognizes the number of columns and rows and places the number 10 in the Number of rows box—notice that it is shaded gray, making it unavailable to change (above). Keep the default settings.
  4. Click **OK**. The selected text was separated by paragraph marks, and by selecting the default of **one column**, Word converts the text to a table as shown below. The Table Tools automatically opens.
  5. In the Table group, select the **Table**. Then in the Cell Size group, click the **AutoFit** button and select **AutoFit Contents**.
  6. On the Layout tab, click the **Properties** button in the Table group, and then select the **Table** tab. Center the table.
  7. **SAVE** the document as ***Part Numbers Table*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 21: Convert Table to Text

* **USE** the document that is open from the previous exercise.
  1. Position the insertion point anywhere in the table and click the **Layout** tab.
  2. In the Table group, click the **Select** button, and then click **Select Table** to select the entire table.
  3. In the Data group, click **Convert to Text**. The *Convert Table to Text* dialog box opens. The default setting in the *Convert Table to Text* dialog box is Paragraph marks. A table can be converted to text and separated by paragraph marks, tabs, commas, and other characters (above).
  4. Click **OK**. The document is converted to text separated by paragraph marks.
  5. **SAVE** the document as ***Part Numbers Text*** in the lesson folder on your desktop, and then **CLOSE** the file.
* **PAUSE. Leave** Word open to use in the next exercise.

Step by Step 22: Insert and Delete a Column or Row

* **OPEN** the ***Part Numbers Table*** documents in your lesson folder.
  1. Place the insertion point on the fourth row.
  2. On the Layout tab, in the Rows & Columns group, click the **Insert Above **  button; a blank row is inserted above the fourth row.
  3. The blank row is selected. Click the **Delete** button in the Rows & Columns group; then click **Delete Rows** from the drop-down menu. The blank row is deleted.
  4. Place your insertion point anywhere in the table, and in the Row & Columns group, click **Insert** **Right **button. A new column is inserted to the right.
  5. With the column still selected, move the insertion point to the right along the top border of the table to the plus symbol.
  6. Click the **plus**  symbol to insert a new column between the two original columns. This is a *new* table feature for Word 2013. The plus symbol also appears if you need to insert a new row.
  7. Right-click on the selected column and click **Delete Columns**.
  8. Type the text as shown below.
  9. **SAVE** the document as ***Part Numbers Table Update*** in the lesson folder on your desktop.
* **PAUSE. Leave** Word open to use in the next exercise.

Step by Step 23: Use Object Zoom

* **USE** the document that is open from the previous exercise.
  1. Click the **View** tab and select **Read Mode** to change the page layout of the document.
  2. **Double-click** the table to zoom in on the table. The table appears with a magnifier beside it and a shadow background of the document appears behind the table.
  3. Click the **magnifier** button to zoom in to the table. The table fills up the screen, which makes it easier for reading.
  4. Click the **magnifier** button again to zoom out.
  5. Click anywhere outside of the table to exit the object zoom feature and return to the document in read mode.
  6. Click **View** on the menu, and then select **Edit Document** to return to the document screen.
  7. **SAVE** the document with the same filename in the lesson folder on your desktop.
* **CLOSE** Word.