

# Word 2016: Organizing Tables, Tabs, and Columns



# Word 2016: Organizing with Tables, Tabs, and Columns

## 2.0 hours

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In this workshop we will work with multiple tools to properly align our text. We will learn the behavior of the different tab stops; create and modify columns; and explore the table tools. We will insert new tables; convert existing data into tables; format alignment, borders, and shading; insert, delete, merge and split cells; and AutoFit the columns, rows, and tables within the document margins. This workshop assumes some experience with Microsoft Word.

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Tabs .....	1
Tabs Window.....	2
Columns.....	3
Creating Tables.....	4
Insert Table by Selecting Rows and Columns.....	4
Insert Table through the Window.....	4
Insert Table by Drawing the Table .....	4
Insert Table as an Excel Spreadsheet.....	4
Insert Table with a Quick Table.....	4
Table Tools Tabs .....	5
Layout tab .....	5
Layout Tab.....	7
Table Properties .....	9
Table.....	9
Row .....	10
Column .....	10
Cell.....	10
Alt Text .....	10
Using the Mouse to Adjust the Table .....	11
Table Tips and Tricks .....	11
Tabs .....	11
Pages .....	11
Resizing .....	11
Deleting.....	11



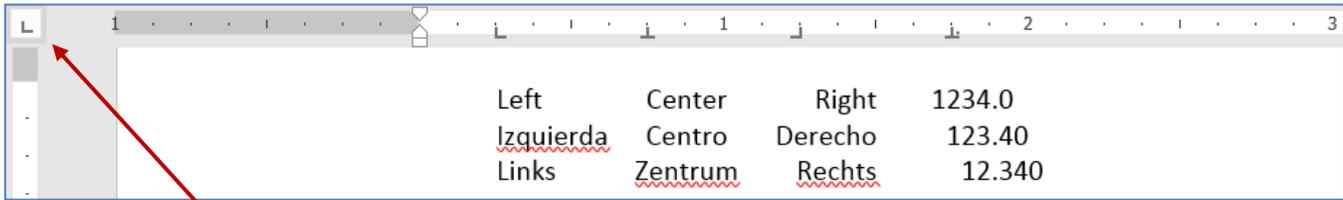
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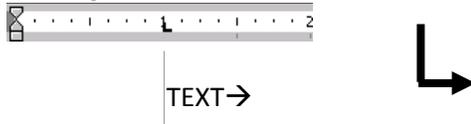
## Tabs

The **tab** button on the keyboard creates a tab character (→), which pushes text to the closest "tab stop". Microsoft Word sets default tabs at every half-inch (0.5"), but you can set your own default, and custom build your own. There are four basic tab stop alignments.

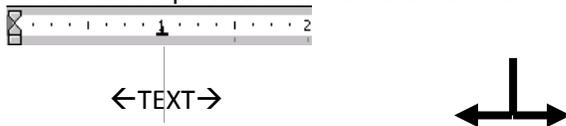


The **Tab Stop Indicator** (L) on the far left of your horizontal ruler (just above the vertical ruler) contains many text flow options. Each click of the mouse button will show a different setting.

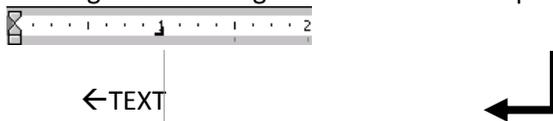
**Left Tab Stop** - When you press tab, the cursor jumps to the tab stop and text flows to the right of the tab stop. Text is aligned on the left side of this tab stop. ⇒



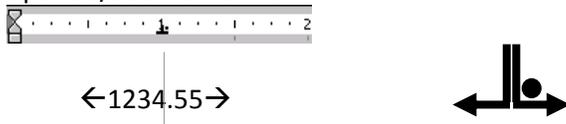
**Center Tab Stop** - When you press tab, the cursor jumps to the tab stop and text flows to the right and then left of the tab stop. Text is centered on this tab stop. ⇔



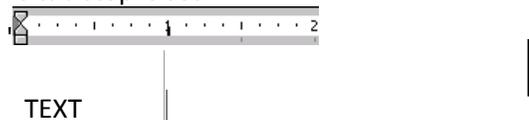
**Right Tab Stop** - When you press tab, the cursor jumps to the tab stop and text flows to the left of the tab stop. Text is aligned on the right side of this tab stop. ⇐



**Decimal Tab Stop** - When you press tab, the cursor jumps to the tab stop and text flows to the left of the tab stop, until the period/decimal (.) is pushed, then text flows to the right of the tab stop. Text is aligned along the period/decimal. ⇐.⇒



**Bar Tab Stop** - This tab stop does not affect the flow of the text, but allows you to place a vertical line where this tab stop is set.



### Adding Tabs

Click the tab stop indicator box until you have the desired tab stop showing. Then click on the horizontal ruler where you want to set the tab stop. Aim for the bottom half of the ruler. Click in each location you want the tab stop to be set.

### Deleting Tabs

To remove a tab stop, drag it out of the ruler.

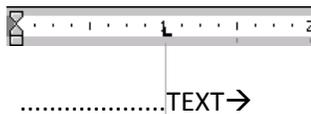
### Editing Tabs

To move the tab stop drag it to the new location.

If you want to change the tab stop type or add a leader, you will need to open the Tab Window. You can do this by double-clicking on a set tab, or by clicking the more (☰) button in the Paragraph Section on the Home or Layout menus, the Tabs button is in the bottom left of the paragraph window.

### **Tab Window**

- **Tab stop position** - Location of the existing tab stops.
- **Default Tab Stops** - Increments of where the tab character stops if there are no tab stops
- **Alignment** - Determines direction of text at the tab stop position.
- **Leader** - Characters that will fill in the whitespace of tab character.



- **Set** - Save changes of current tab stop.
- **Clear** - Delete current tab stop.
- **Clear All** - Delete all tab stops.

### Adding Tabs

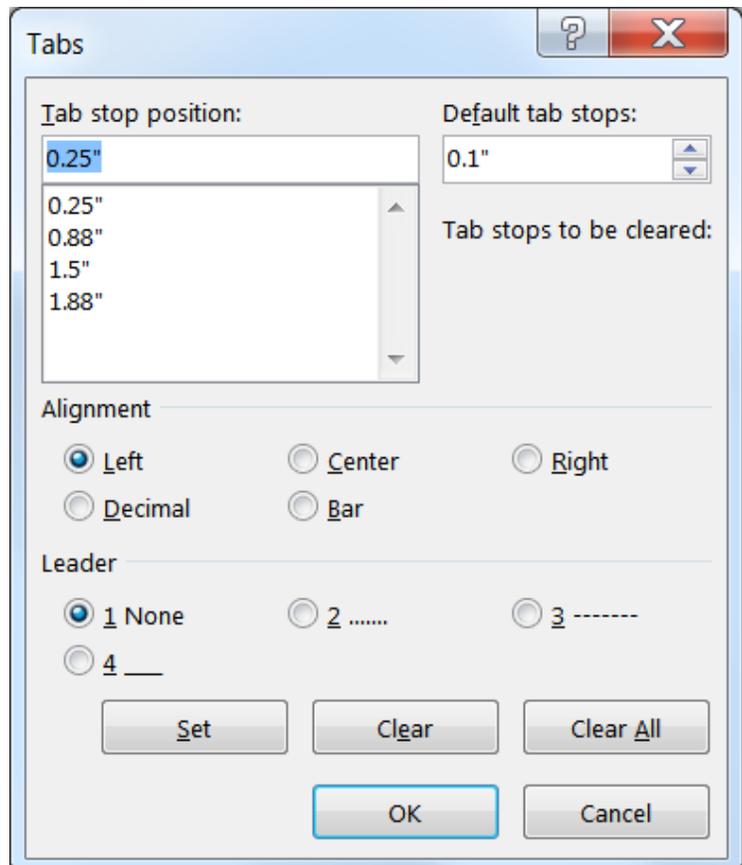
To set a tab in the **Tab** window, type the location into the **Tab stop position:**, choose an **Alignment**, and a **Leader**, and then click **Set** if you want to add more tabs or click **OK** to finish.

### Deleting Tabs

To remove a tab, in the **Tab...** window, choose the tab from the list and click the **Clear** button. To remove all tabs, use the **Clear All** button.

### Editing Tabs

To edit an existing tab stop, choose it from the **Tab Stop Position** list and make the modifications. Click **Set** or **OK**.



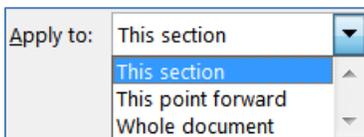
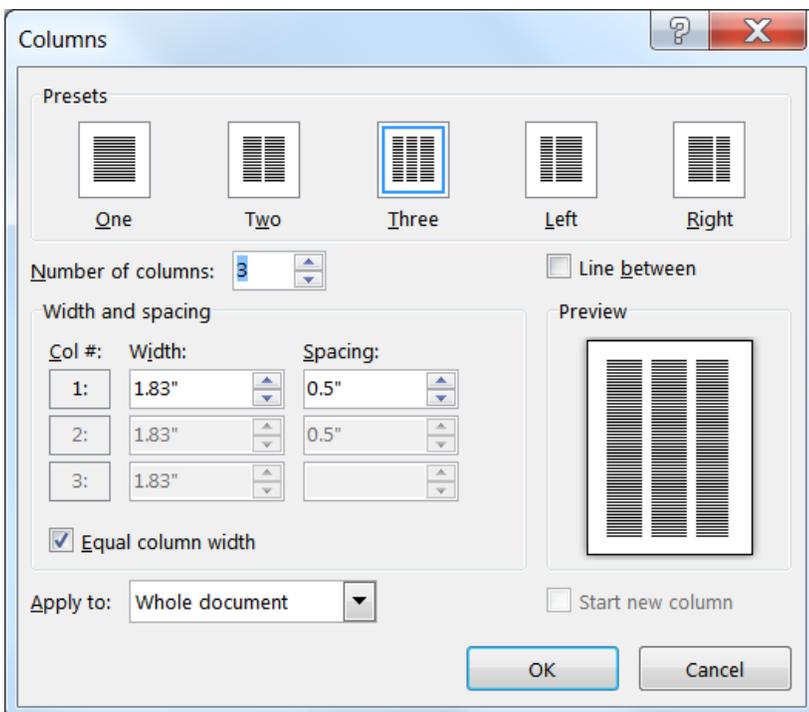
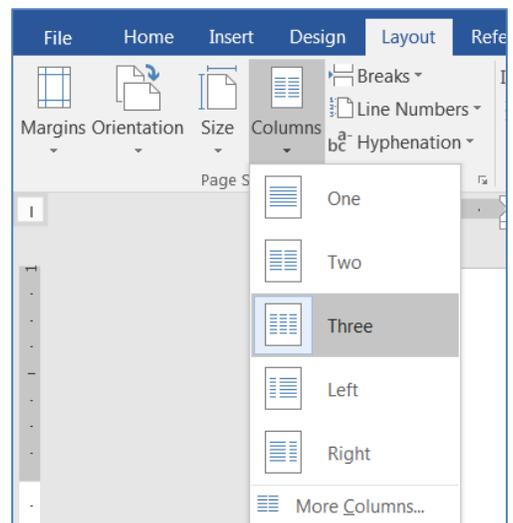
## Columns

When you create columns in Word it changes the layout of the page. Notice the change in the ruler; it's as if the page has been split into several separate skinny pages.

You can set columns from the **Layout** tab.

- If nothing is selected and you have not set up sections, the entire document will change.
- If nothing is selected and you have set up sections, the entire section will change.
- If you have a selection of text, Word will create continuous section breaks before and after the selected text and put only that text inside the column structure.

If you want more control in setting up the columns, you can choose **More Columns...** from the bottom of the menu.



The **Apply to:** menu allows you to decide where to apply these column settings.

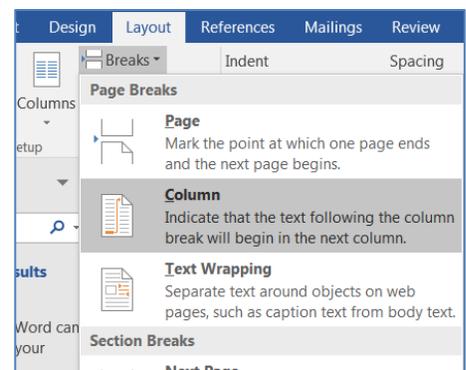
REMEMBER: To turn off columns, set your document to "one column", in a new section or from *this point forward*.

Column and Section breaks can be inserted with Shift-Ctrl-Enter, or from the Breaks button on the Layout tab.

There are several preset columns listed at the top of the screen. You can choose any one of these, or customize your own. You can set the **Number of columns:** and decide if you want a **Line between** each of the columns.

By default, the columns are set to **Equal column width**. As you change the column widths and spacing, Word adjusts all the matching columns. Uncheck the box, to custom set each column and spacing.

Word will adjust the other columns as you make changes so your columns will fit within your margins. If you need more room than the window is allowing you, change your Page Setup options for margins, paper size, and orientation.



## Creating Tables

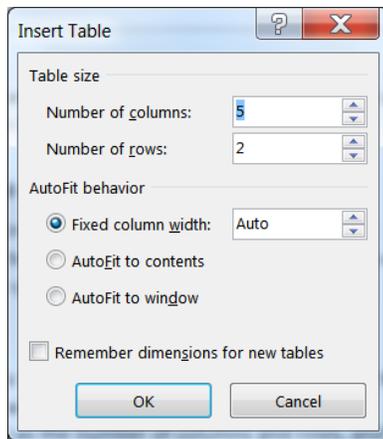
You can create a table from the Insert tab. You can choose the selection, or use one of the many options offered on the menu.

### Insert Table by Selecting Rows and Columns

To use **Insert Table** button, drag across the white boxes. They will highlight across and down. The top bar will tell you how many rows and columns you are creating. Release the mouse when you have reached your desired size.

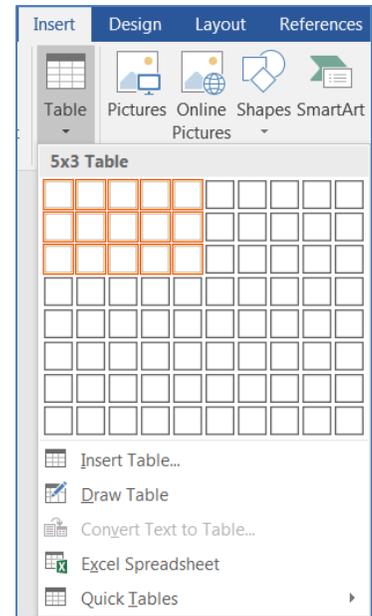
### Insert Table through the Window

You can choose the number of cells to create your table, or you can choose the **Insert Table...** option. This option will open a window and offer you more choices in creating your table, such as the number of columns and rows, and the AutoFit behavior



### AutoFit Behaviors

- **Fixed column width:** will set the columns to a specified size, usually in inches. Type or click the column width you want in the Auto box. If you leave it set to Auto, Word will insert columns of equal width.
- **AutoFit to contents:** will automatically adjust the width of the columns based on the amount of text entered.
- **AutoFit to window:** will resize the table so it fits within the designated area (usually the margins).



### Insert Table by Drawing the Table

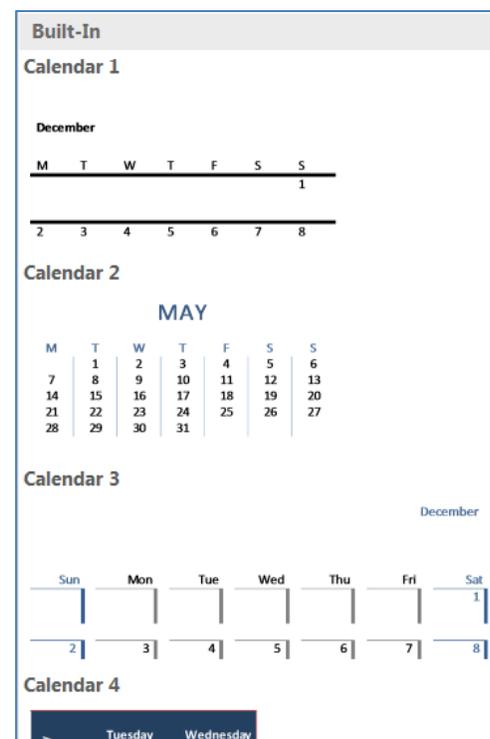
You can also insert a table by choosing **Draw Table**. The mouse pointer will show as a pencil. When you click and drag the pencil across the page, it will draw a single celled table. You can then continue to draw in column and row walls with the pencil. The **Shift** key on the keyboard will change the pencil to an eraser that can be used to remove unwanted lines.

### Insert Table as an Excel Spreadsheet

The Excel Spreadsheet option will imbed a Microsoft Excel worksheet into your Word Document. From here you will have all the Excel Tabs and buttons. This is a good option if you need to have formulas in your table, but it will make the file size bigger.

### Insert Table with a Quick Table

**Quick Tables** offers a list of built in table formats such as Calendars, Matrices, and Subheadings. The tables are created with data inside.



## Table Tools Tabs

When you create a table, or click inside a table, Word will turn on the Contextual Tabs, the Table Tools: **Design** and **Layout**. These tabs only appear when you are inside a table.

### Layout tab

#### Table Styles and Options



The Table Style Options group sets the preferences for the Table Styles.

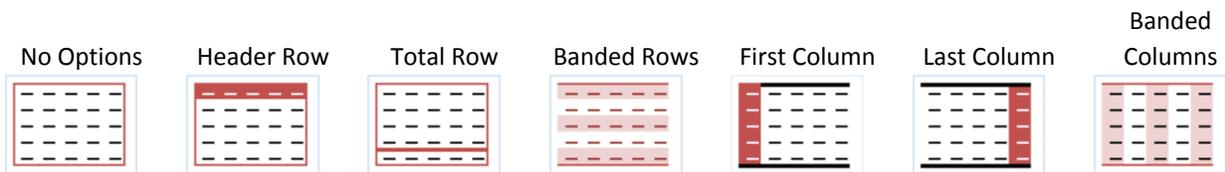
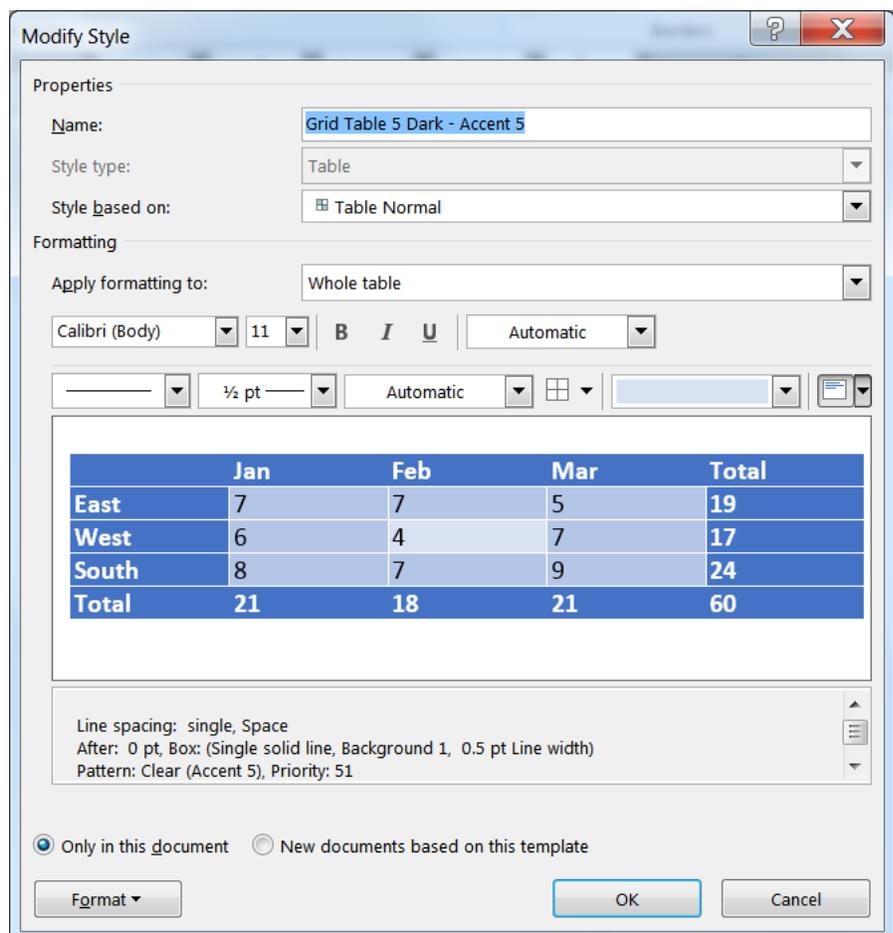


Table Styles has different formatting choices depending on the Table Options chosen above. There is a scroll bar at the end of the last choice, and the more button (☰) will open the Table Styles menu so you can see all the offered options.

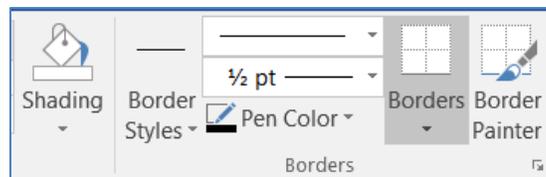
The Table Styles menu has three options at the bottom. *Modify Table Style*, *Clear*, and *New Table Style*. The Clear option will set the current table to the **Plain Table** option.

The Modify and New Table Styles allow you to set most of the table formatting features. From this window you can give your style a name, set the Font, the borders, the cell colors, and the cell alignments.

The bottom of the window allows you to choose if you want this new/modified style to be available in the current Word document, or in all new Word documents.



The **Shading** and **Borders** buttons in the Table styles group, can also be found on the **Home** Tab in the **Paragraph** group.

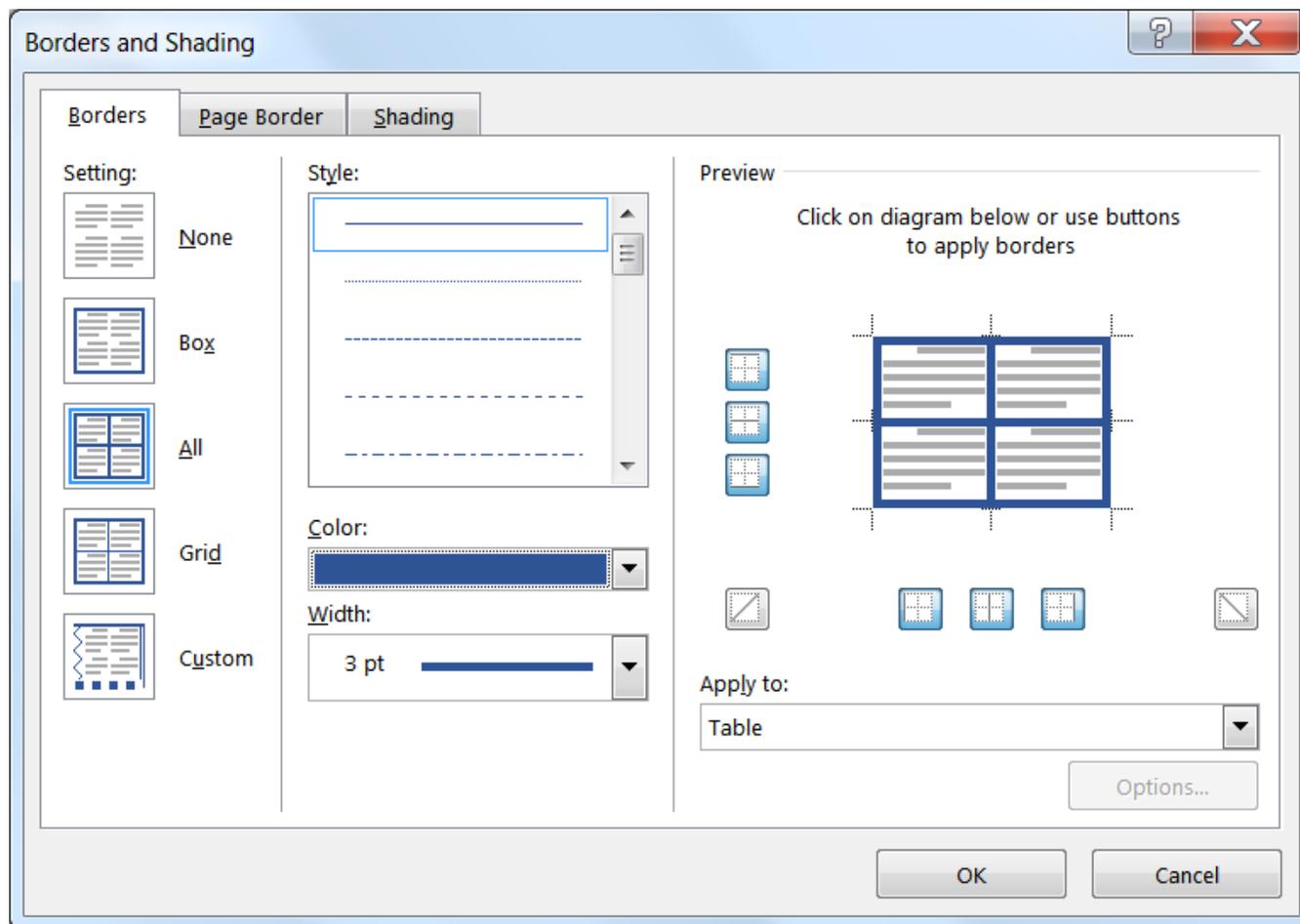


The **Shading** button changes the fill color of the cell. If you don't like the theme colors you can choose the **More Colors....**, or you can change the **Theme** on the **Layout** Tab.

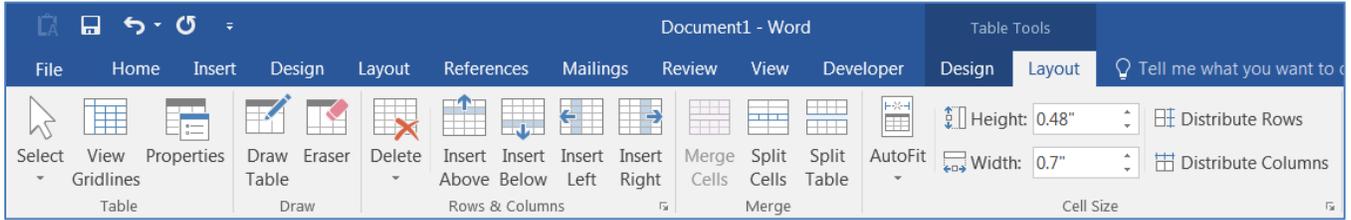
You can set the border style, line style, line weight (width) and line color. The Borders button and the Border Painter will create border lines that match those settings.

For more Border options, choose the More (📄) button in the bottom right corner of the Draw Borders group.

The **Borders and Shading** window can also be opened from the list of possible borders found in the **Table Styles**. The **Apply to:** option in the bottom left of the window lets you choose where to make your changes. The table, the cell, or the paragraph.



## Layout Tab



### Table

**Select** - The select menu lets you select the current cell, column, row, or table. Selections can be made by clicking on particular parts of the table.

- ⇒ Cell: Click in the space between the cell border and the text
- ⇒ Columns: Click above the column
- ⇒ Rows: Click outside the left side of the table
- ⇒ Table: Click on the four-way arrow that appears in the upper left corner of the table

**View Gridlines** - Show or hide the non-printing borders

**Properties** - Open the Table Properties Window, talked about later in this handout.

### Rows & Columns

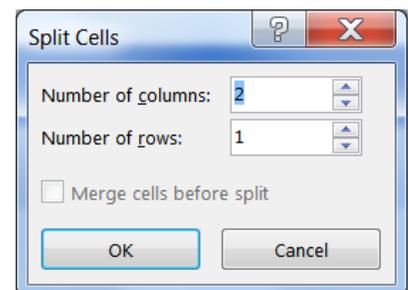
**Delete** - Remove cells, rows, columns or the whole table. Selected parts of the table can also be removed from the right-click menu.

**Insert** - Insert above and below will create a new row, insert left and right will insert a new column. Insert is also available on the right-click menu. For other Insert options, choose the More (⌵) button in the bottom right corner of the Rows & Columns.

### Merge

**Merge Cells** - This button is only active when more than one cell is selected. It merges the selected cells into one. Word puts all the information from the multiple cells into one as separate paragraphs.

**Split Cells** - This button will break the cell(s) into the number of columns and rows you set in this window. If you are trying to split a set of cells you will have the option to be able to merge the cells before split.



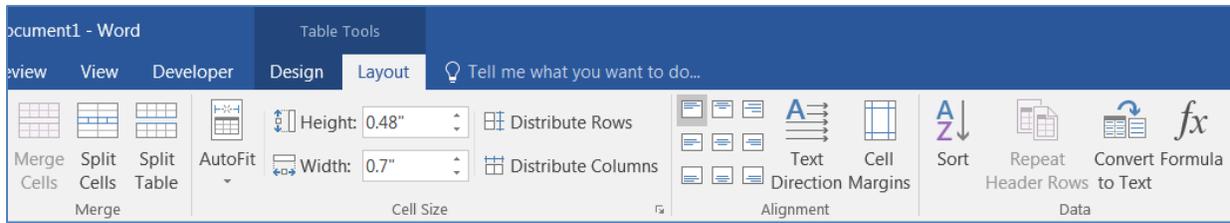
**Split Table** - Breaks the table into two tables by placing a paragraph mark between the tables. Delete the paragraph (blank line) between the two tables to join the tables into one.

### Cell Size

**AutoFit** - Automatically adjust the columns to fit the contents, the window, or set them to be manually adjusted.

The cell height and width can be adjusted by dragging the borders of the table or by changing the settings in the properties window, or by using the **Height** and **Width** options.

**Distribute Rows** will make the selected rows equal height and **Distribute Columns** will make the selected columns equal width.



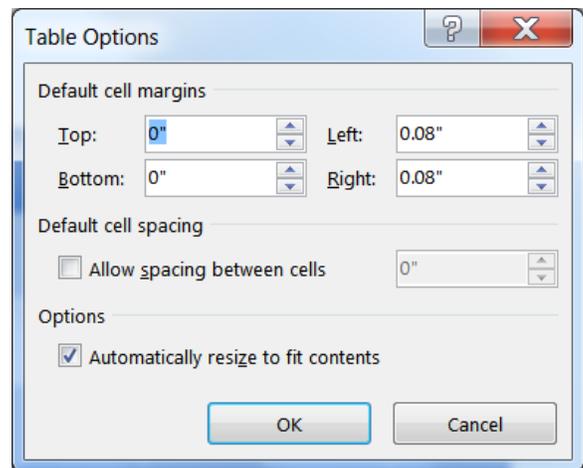
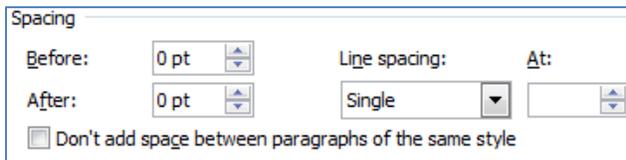
**Alignment**

Horizontal alignment can be set from the **Home** tab, or using the shortcut keys. Vertical alignment can be set in the Cell page of the Table Properties window. Both **horizontal** and **vertical** alignments can be set in the **Alignment** group on the **Layout** tab.

**Text Direction** - This button will rotate the text in selected cells up (90°) or down (-90°). Text cannot be rotated upside down. If you want text that you can free rotate at any angle, use the **WordArt** option on the **Insert** tab.

**Cell Margins** - The cell margin is the space between the words and the cell walls. By default, Word has a 0.08" left and right cell margins and zero top and bottom margins.

Sometimes changing these settings doesn't seem to work, so you may also consider using the paragraph settings to adjust the indent and the spacing. You can find these settings in the **Paragraph** group and on the **Layout** tab.

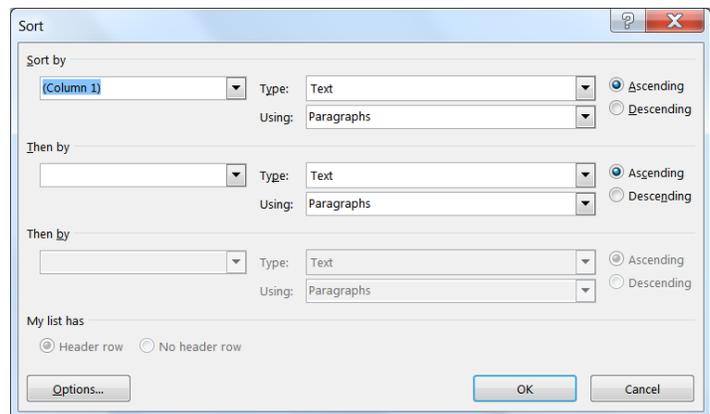


**Data**

**Sort** - This button opens the sort window, where you can choose which columns to sort by, the sort method, and type of data (text, numbers, or dates).

The **sort by** option will show column numbers. If your table has headers, you can turn on the **Header Row** option at the bottom of the window. The Type option allows you to set the column as paragraphs, numbers, or dates.

This tool is also found on the **Home** tab, in the **Paragraphs** group.



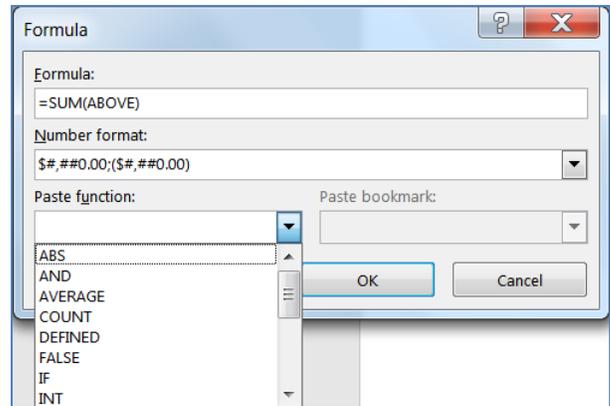
**Repeat Header Rows** - The "header row" will be repeated at the top of every page the table appears.

**Convert to Text** - Convert the selected table to plain text. You can choose to separate the text with any character, such as tabs, and paragraphs.

**Formula** - This button opens a window where you can build a mathematical expression. If the current cell is below a list of numbers, you will get a formula like the one shown here.

Although there are no row and column headings in a Word table, as there are in an Excel spreadsheet, Word still sees the rows as numbers 1, 2, 3 and the columns as letters A, B, C. Formulas can be written to express basic functions; for example, =A1+B1.

The formula usually picks up the format of the numbers used in the equation, but the **Number Format** can be chosen from this Formula window.



The **Paste Function** option gives a list of functions available in Word, such as Sum, Average, Count, and If.

Word is not made for complex mathematical functions, and will not automatically update these formula fields. If you change the numbers that are being calculated, right-click on your formula and tell it to **Update Field**, or select the cell(s) and press **F9** on the keyboard.

If you need more complex equations insert an Excel sheet (see Page 4). This will embed an Excel worksheet within your Word Document. It will appear to be a table, but you will have all the Excel formulas available.

### **Table Properties**

The table properties window can be opened from many locations.

- Table Tools Layout tab, in the first group - Table, push the button **Properties**
- Right-click anywhere inside the table and choose **Table Properties**
- Click on the **more** (☰) button in the **Cell Size** group

### **Table**

#### **Size**

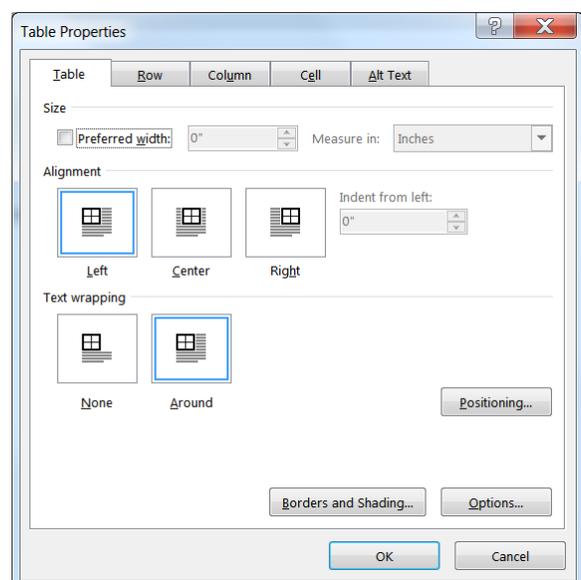
By default, the table will be set by the AutoFit options chosen when it was created or from the **Layout tab**. The table is usually set to be the width of the margins available. If you check the **Preferred width** option, you can set a specific value.

#### **Alignment**

This is the alignment of the entire table. This can also be set by selecting the entire table and using the horizontal alignment tools from the **Paragraph** group on the **Home** tab, or by using the shortcuts.

#### **Text Wrapping**

It is possible to have text wrap around the entire table, as you might a clip art or picture. You can set the text wrapping ability here. If you grab the table selector button in the upper left of your table, you can manually drag the table to a different location. Usually dragging the table will set the document to wrap around the table.



## Row

### Size

Row heights can be manually adjusted by dragging the borders, or set on the **Layout** tab. However, adjusting the row height here has the added benefit of setting it to be an **Exact** value instead of **At Least**. By default, a row grows as your text does, but an **exact** setting will lock the row into that specific height.

### Options

When you get to the bottom of a page, Word will move the entire row to the next page. If you check the option **Allow row to break across pages**, Word will stretch the row across both pages.

**Repeat as header row** can be set here or from the **Layout** tab. It will keep the titles at the top of the table when it spreads to more than one page.

## Column

### Size

Row heights can be manually adjusted by dragging the borders, or set on the **Layout** tab.

## Cell

### Size

Cell widths can be manually adjusted by dragging the borders, if the cell is selected. This means the entire cell is highlighted, otherwise Word will adjust the column width for the entire table.

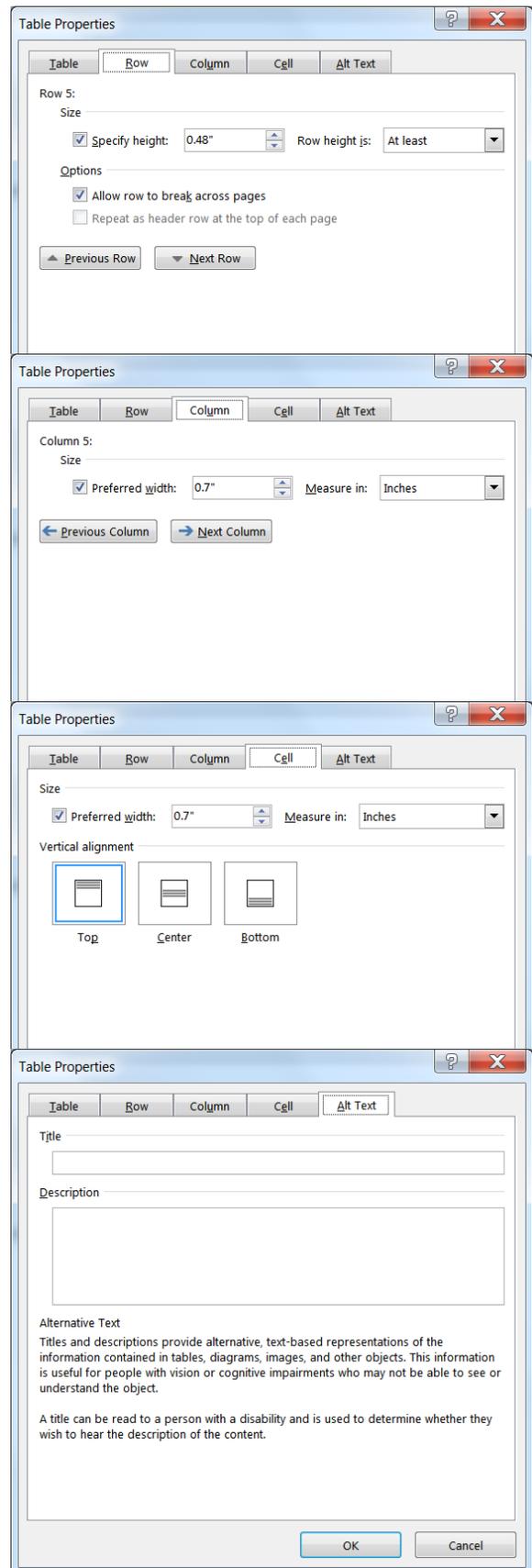
If you need multiple different row heights, you will need to split the cells to make new rows.

### Vertical alignment

The Top, Center, Bottom settings can be set here or from the **Layout** tab. The benefit of setting this option here is it will ignore the horizontal alignment.

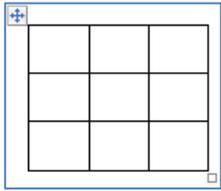
## Alt Text

If you are going to publish this document as a web page, you can set alternative text as a place holder if the table takes too long, or doesn't load. It's often used to assist disabilities as well.



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## Using the Mouse to Adjust the Table



When you hover your mouse over a table you will see two options appear, the four-way arrow in the upper left corner, and a small square in the lower right corner.

The four-way arrow is called the **Table Move Handle**. When you click on it, it will select the entire table. If you drag the handle, you can move the entire table to a new location. Once you manually move a table, you may need to adjust the text wrapping features in the **Table Properties** window.

The square in the bottom left is called the **Resize Handle**. When you drag this box you will adjust the size of the entire table, all rows and columns will change.

If you would like to resize an individual column or row, hover the mouse over the border. Once the mouse cursor changes to a two way arrow you can drag it to a new location. The **Distribute Rows** and **Distribute Columns** buttons from the **Layout tab** may be useful here.

If you want to resize the column width of an individual cell, you need to make sure the entire cell is selected. Here the "a" cell is select, the "b" cell only has the text selected. To grab the whole cell, move the mouse between the border and the text. The mouse will become a small black arrow, click to select the cell.



## Table Tips and Tricks

### Tabs

- The **Tab** key will move forward horizontally in a table, **Shift-Tab** will move backwards. If you are in the last cell of the table, the **Tab** key will make a new row.
- To put a **Tab** character inside the table, press **Ctrl-Tab**.
- To get the cell contents to align along the period (decimal), create a decimal tab stop (see the first few pages in this handout). You will not need to put in the tab character, the contents will automatically line up along the period/decimal place. Keep the text LEFT aligned for this to work.

### Pages

- When the table is the first thing in a document, you have trouble trying to put a paragraph in that first cell. Every time you press **Enter** it puts it above the table. To get around this type a **Space** before you press **Enter**.
- If the last thing in the document is a table, sometimes an extra page will appear. To get rid of this page, choose the line/paragraph under the table and change the font size to 1pt.

### Resizing

- Double-clicking on the border between columns will sometimes resize to the contents of the cells.
- When you remove the spacing between two tables the columns don't always line up. If the values are close, you can usually drag the borders until they line up. Once they do, Word will recognize it as one full column.

### Deleting

- If you select a table, row, or column with the mouse or using the **Select** button on the **Layout** tab, when you press the **Delete** key, you will only erase the text inside the cells, not the cell structure. To delete a table, row, or column use the **Delete** button on the **Layout** tab or right-click menu.