

Word: Tables 1

Tabs, Columns, and Intro to Tables



Word: Tables 1 - Tabs, Columns, and Intro to Tables

1.0 Hour

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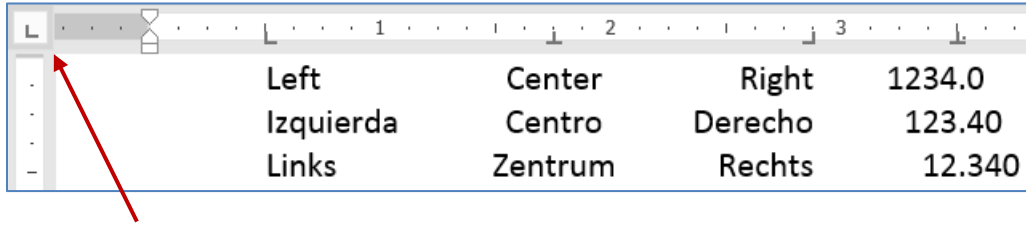
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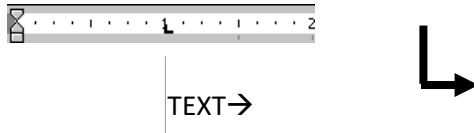
Tabs

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.

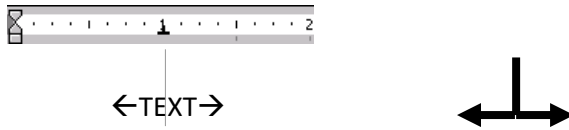


The **Tab Stop Indicator** (L) on the far left of your horizontal ruler (just above the vertical ruler) contains many text flow options. Each click of the mouse button will show a different setting.

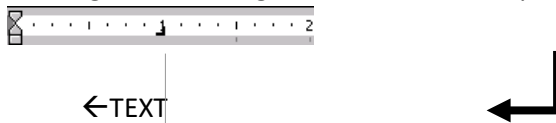
Left Tab Stop - When you press tab, the cursor jumps to the tab stop and text flows to the right of the tab stop. Text is aligned on the left side of this tab stop. ⇒



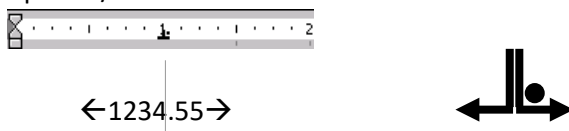
Center Tab Stop - When you press tab, the cursor jumps to the tab stop and text flows to the right and then left of the tab stop. Text is centered on this tab stop. ⇔



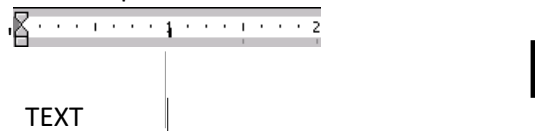
Right Tab Stop - When you press tab, the cursor jumps to the tab stop and text flows to the left of the tab stop. Text is aligned on the right side of this tab stop. ⇐



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.

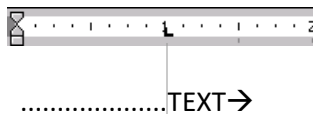
Editing Tabs

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.

Tabs 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

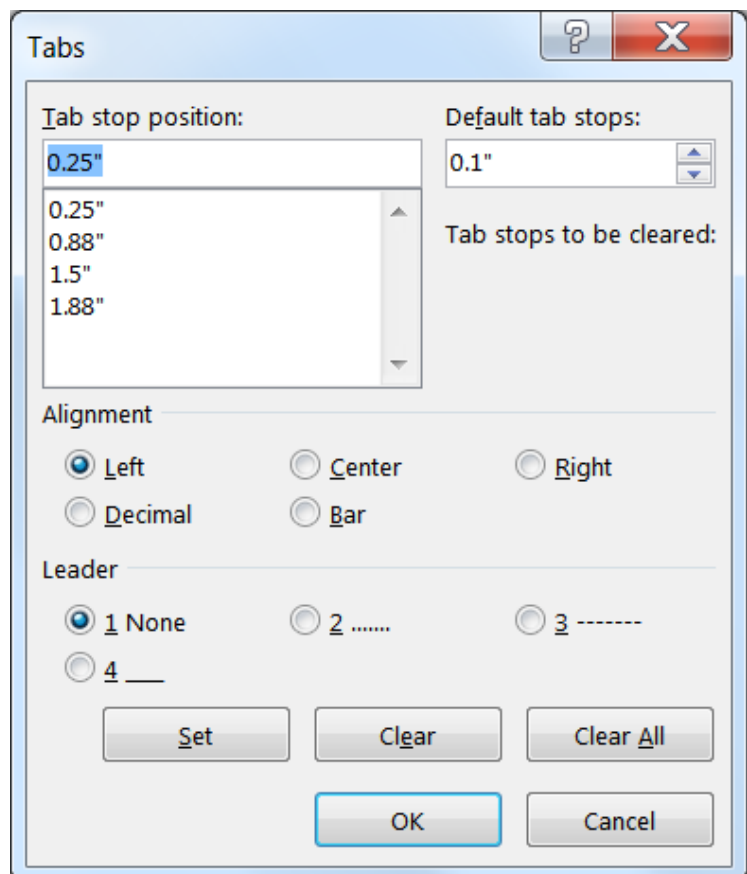
To set a tab in the **Tab**s window, type the location into the **Tab stop position:**, choose an **Alignment**, and a **Leader**, and then click **Set** if you want to add more tabs or click **OK** to finish.

Deleting Tabs

To remove a tab, in the **Tab**s... 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**.



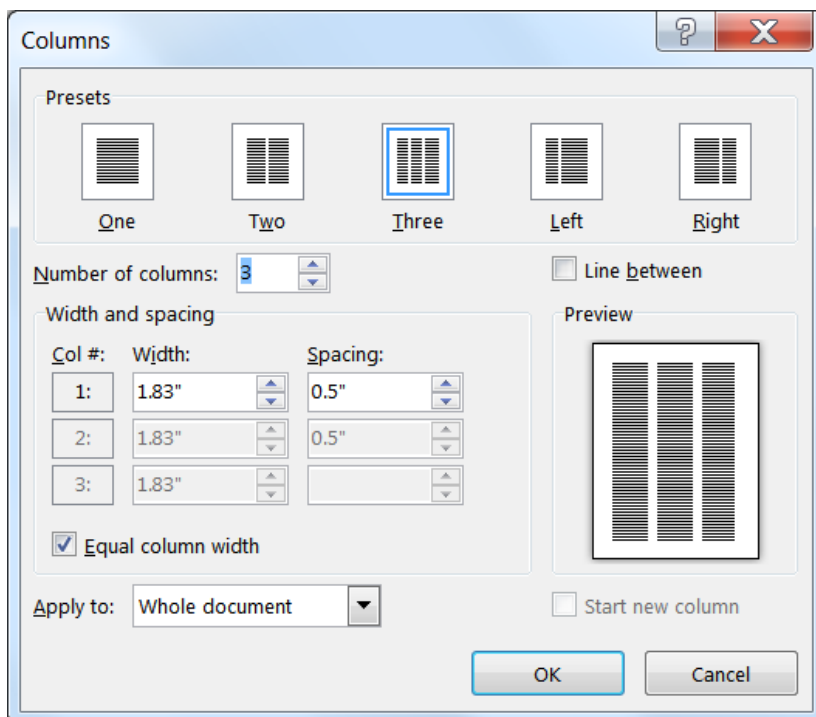
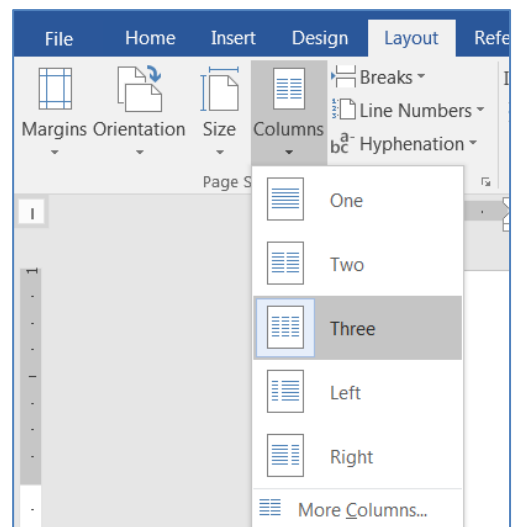
Columns

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.

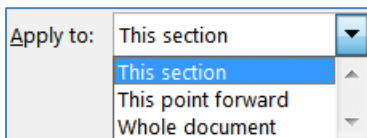
If you want more control in setting up the columns, you can choose **More Columns...** from the bottom of the menu.



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.

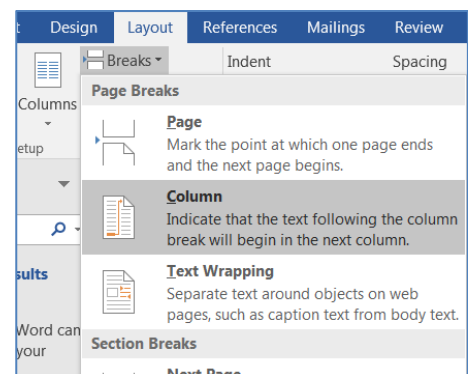
Word will adjust the other columns as you make changes so your columns will fit within your margins. If you need more room than the window is allowing you, change your Page Setup options for margins, paper size, and orientation.



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.



Creating Tables

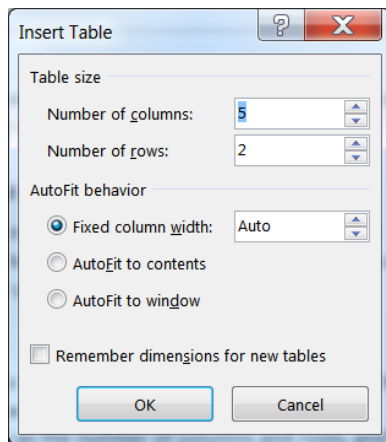
You can create a table from the Insert tab. You can choose the selection, or use one of the many options offered on the menu.

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.

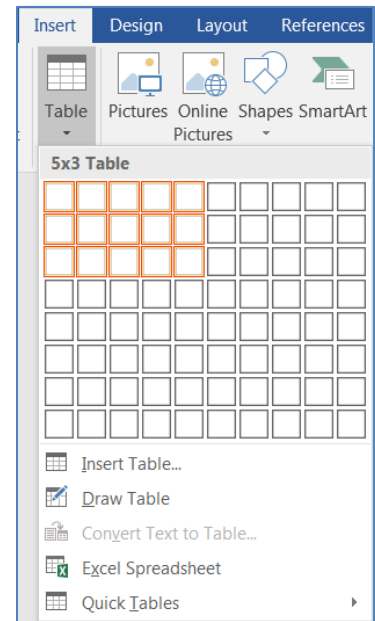
Insert Table through the Window

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.

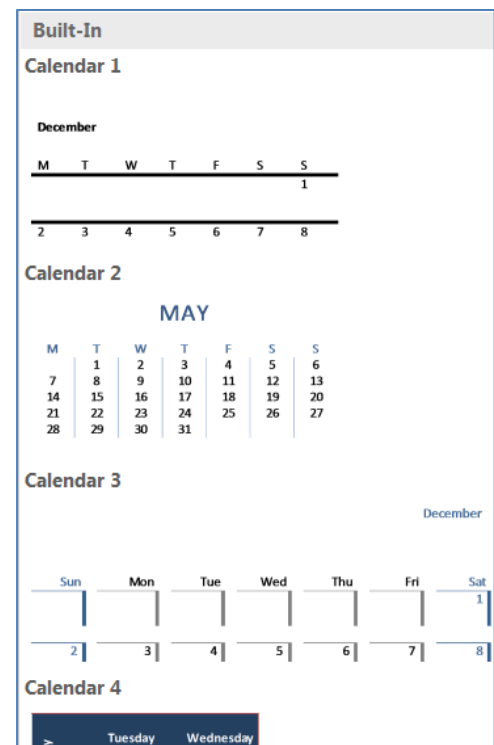


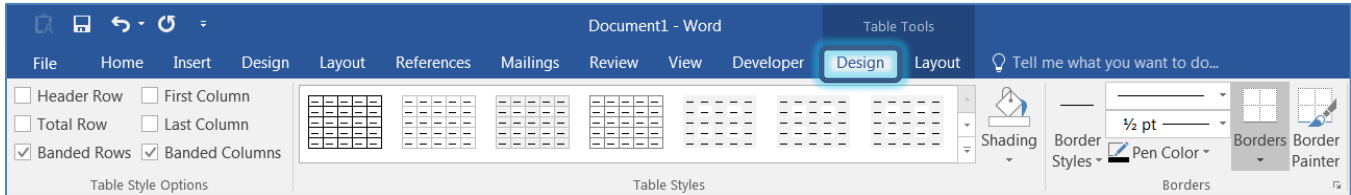
Table Tools Tabs

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.

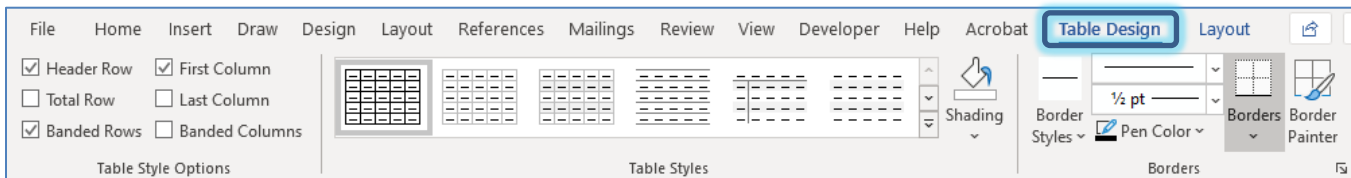
Design tab

Table Styles and Options

Office 2016



Office 365



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

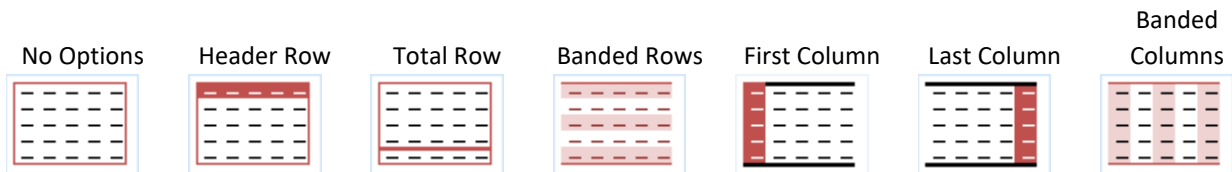
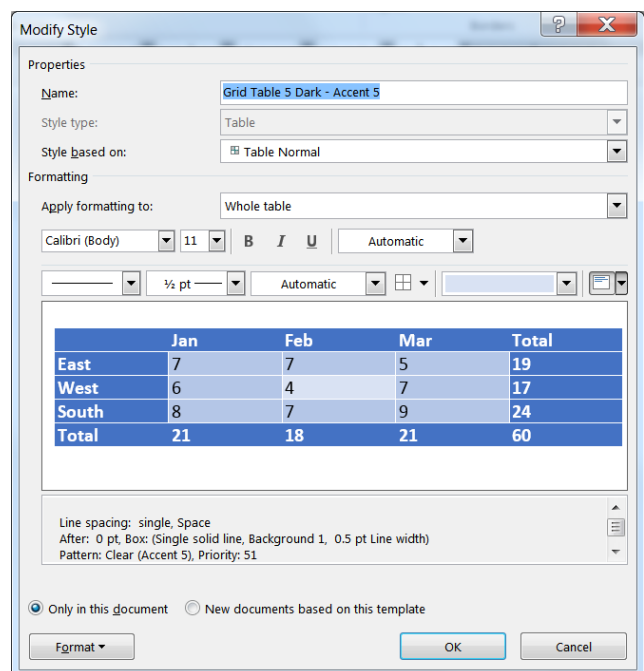


Table Styles has different formatting choices depending on the Table Options chosen above. There is a scroll bar at the end of the last choice, and the more button (☰) will open the Table Styles menu so you can see all the offered options.

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.

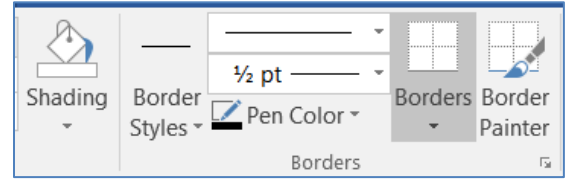
The *Modify* and *New Table Styles* allow you to set most of the table formatting features. From this window you can give your style a name, set the Font, the borders, the cell colors, and the cell alignments.

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.



Borders and Shading

On the Table Design tab, you modify the borders you are creating. The **Borders** button and the **Border Painter** will create border lines that match the line settings - border style, line style, line weight (width) and line/pen color.



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

The **Borders and Shading** window can also be opened from the list of possible borders found in the **Table Styles**, and from the Home tab in the Paragraph group.

The **Apply to:** option in the bottom right of the window lets you choose where to make your changes. The table, the cell, or the paragraph.

Shading 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 **Design Tab**.

