

# Word Tables 2

## Large Tables and Table Formatting



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1.0 Hour

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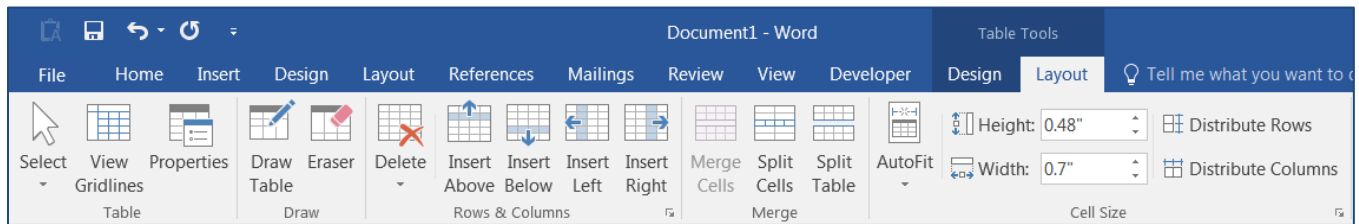
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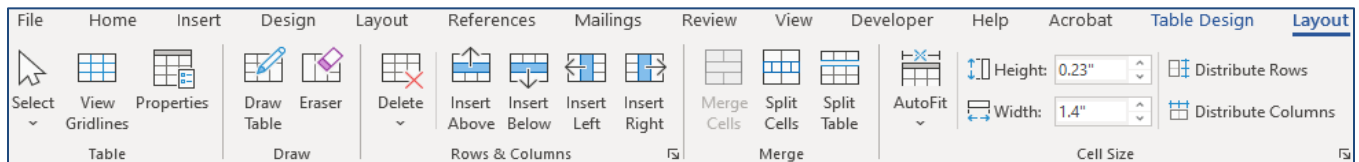
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## Table Layout Tab

### Office 2016



### Office 365



*While the icons have been slightly changed the Table Layout tab is the same across versions.*

**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.

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

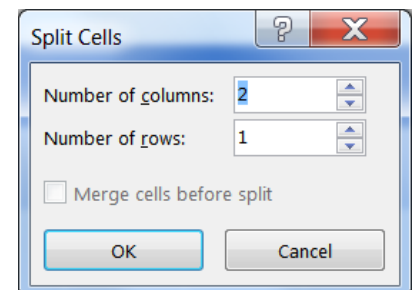
**Insert** - Insert above and below will create a new row, insert left and right will insert a new column. Insert is also available on the right-click menu. For other Insert options, choose the More (⌵) button in the bottom right corner of the Rows & Columns.

**Merge 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.

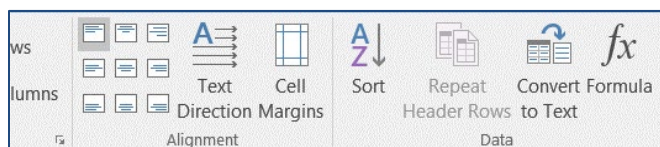
**Split Table** - Breaks the table into two tables by placing a paragraph mark between the tables. Delete the paragraph (blank line) between the two tables to join the tables into one.

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

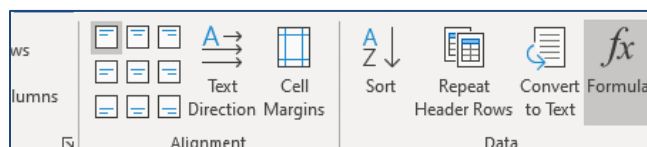


The cell height and width can be adjusted by dragging the borders of the table or by changing the settings in the properties window, or by using the **Height** and **Width** options.

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



Office 2016



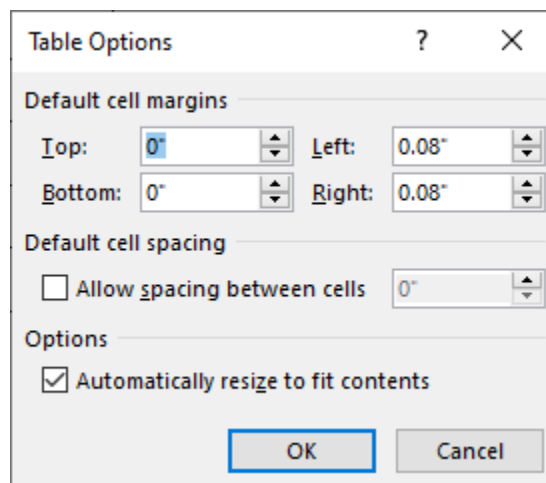
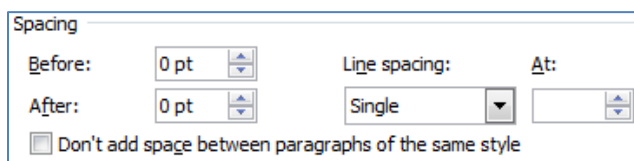
Office 365

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.

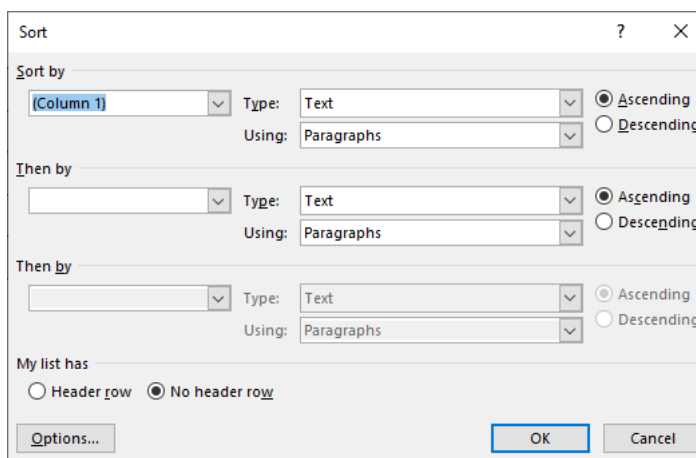
Sometimes changing these settings does not seem to work, so you may also consider using the paragraph settings to adjust the indent and the spacing. You can find these settings in the **Paragraph** group and on the **Layout** tab.



**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.



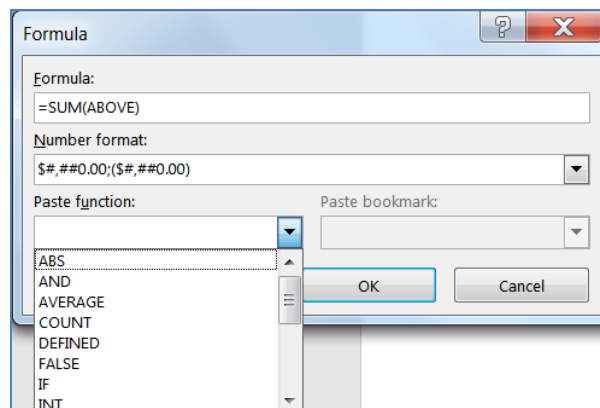
**Repeat Header Rows** - The "header row" will be repeated at the top of every page the table appears.

**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.

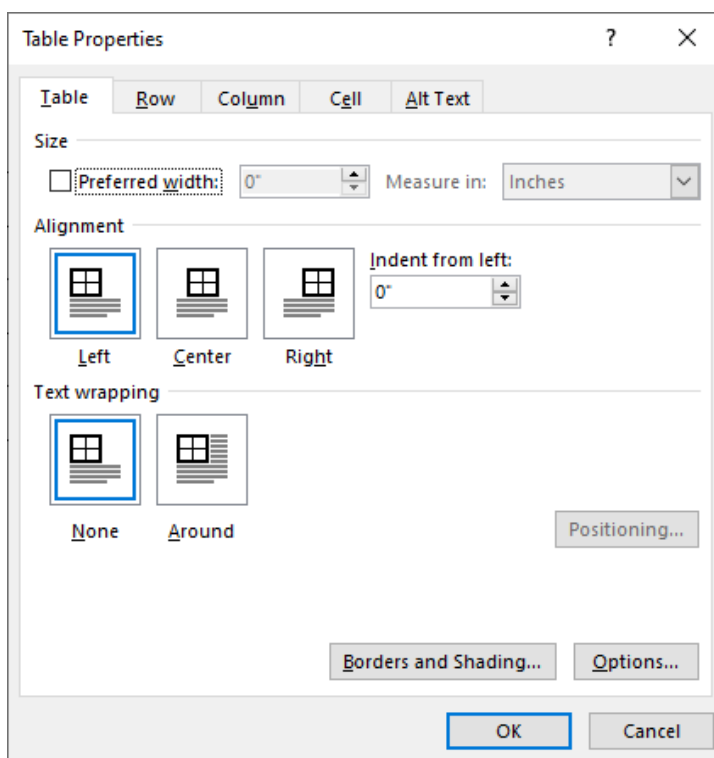
- Table Tools Layout tab, in the first group - Table, push the button **Properties**
- Right-click anywhere inside the table and choose **Table Properties**
- Click on the **more** (⌵) button in the **Cell Size** group

#### **Table tab**

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.

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.

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 tab

### 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.

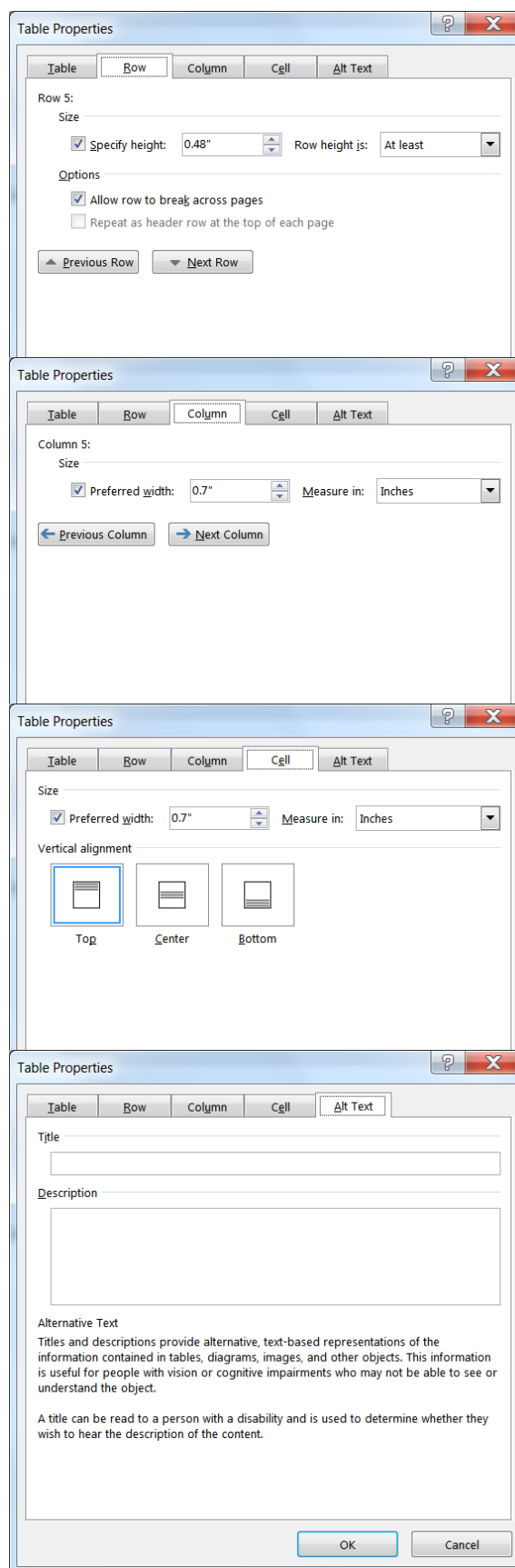
If you need multiple different row heights, you will need to split the cells to make new rows.

### 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.

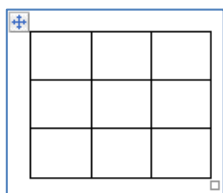
## Alt Text

Provide Alternative text for screen readers. Keep these descriptions brief and informative. There is no spell check here, so you may want to write it out in the document to check for spelling and grammar errors and copy paste into the title and description boxes.



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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.