

Microsoft Word 2010 : Tables

- * A table is a structure of vertical columns and horizontal rows. Each column and row will have a heading.

[illegible]

At the intersection of each column and row is a *cell* in which data (numeric or text) is stored.

Name	A	B	C	D	E	F	G	H	I	J	K	L	M
1								DATA				DATA	
2			DATA										
3					DATA			DATA					
4													
5	DATA				DATA			DATA			DATA		

Can you located E-5? What color is the box?

Tables are used to organize, increase readability, summarize and emphasize information of a document.

Ex. Letters, reports, long documents.

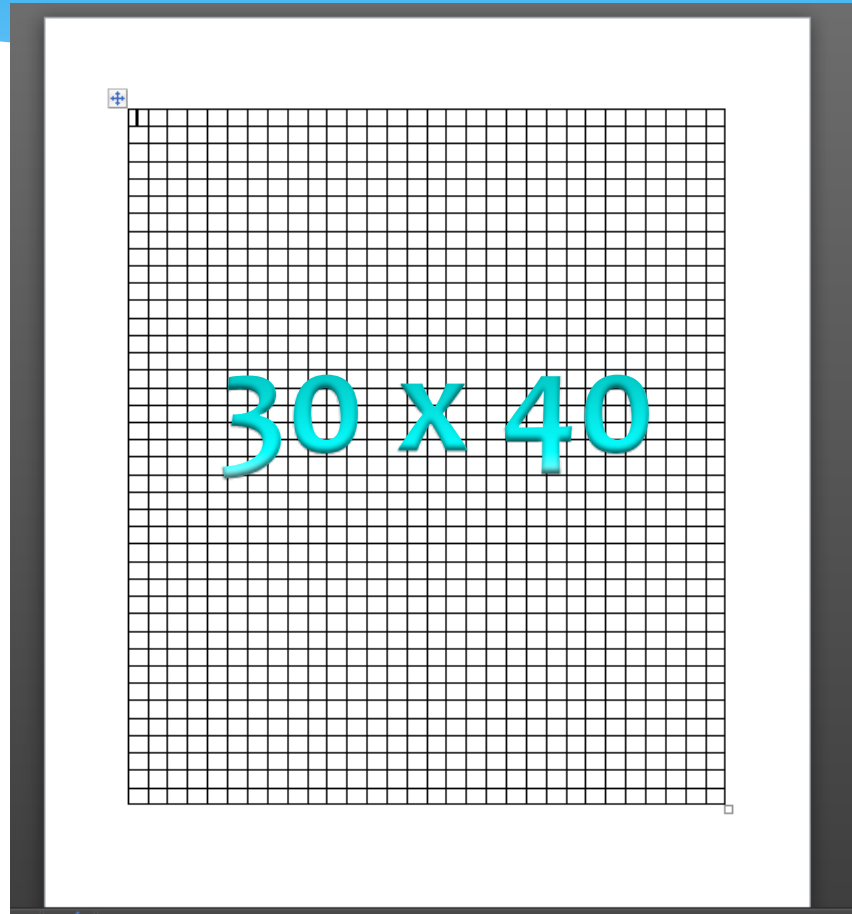
	Budget	Actual	Variance
Salaries and wages	\$20,000	\$19,345	\$655
Stationery	\$3,000	\$3,125	(\$125)
Rent and cleaning	\$5,200	\$5,250	(\$50)
Other expenses	\$1,800	\$750	\$1,050
Total expenses	\$30,000	\$28,470	\$1,530

Organize

Characters in the story	One fox, one dog.
Action in this story	Jumping
Number of different letters used in the story	26

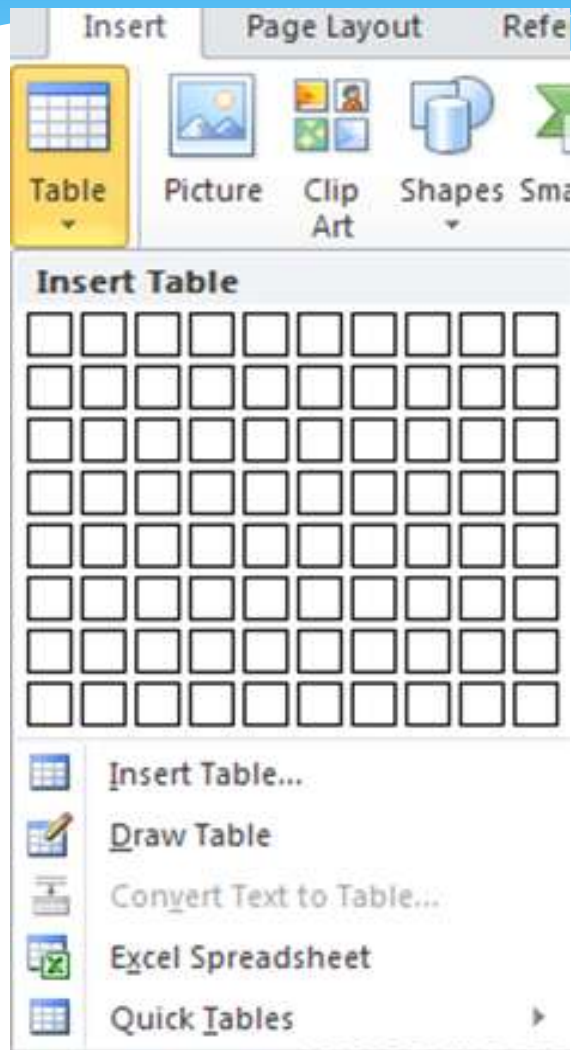
EMPHASIZE

Word 2010 allows for 63 columns and unlimited number of rows (table size also depends on page orientation and margins). Tables can be customized to need or liking but Word 2010 will automatically adjust the column width to allow the table to fit within the given margins.



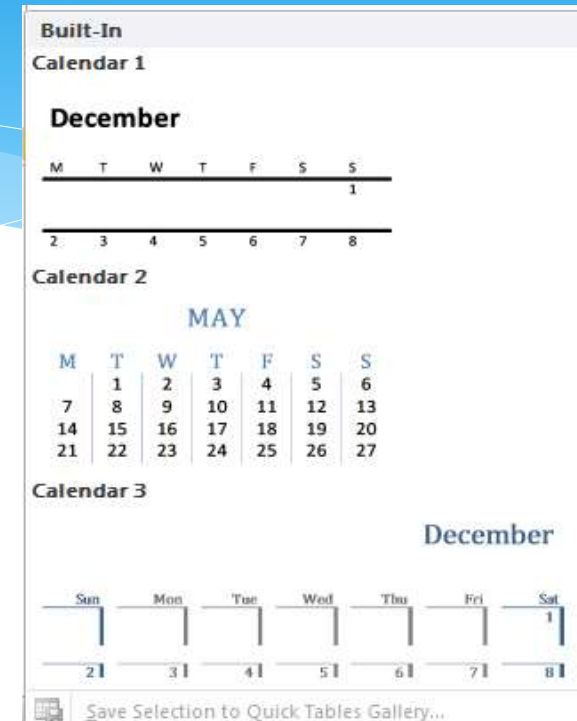
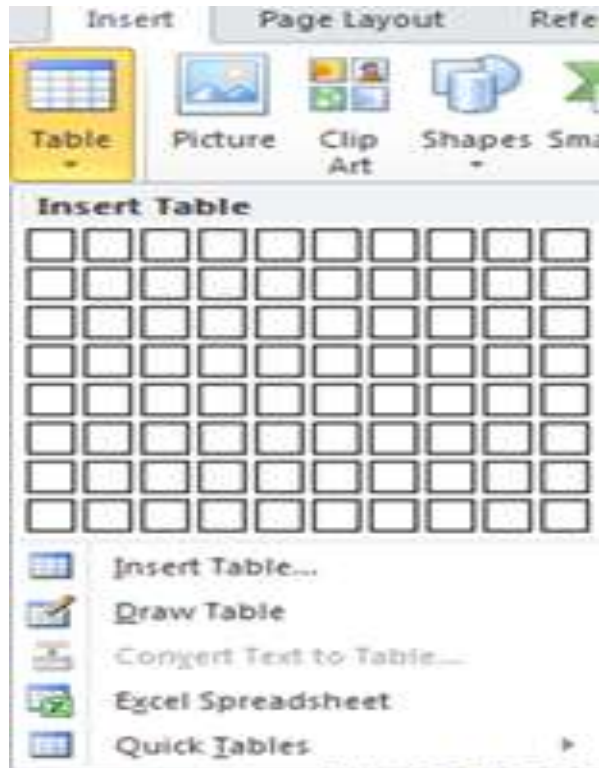
To adjust page margins: Page Layout, Margins, Select Desired Size

Insert Tab –Table Group –Displays grid – Select desired columns and rows




Draw Table vs. Quick Tables

- **Draw Table** - allows you to draw each section of a table with a pencil controlling the size and spacing of the rows and columns.



- * **Quick Tables** - a predefined style (template) of a data that can be replaced with your own information.

Text and Graphics - Tab

Type Here				Now Here
		Or Here	Tab >	

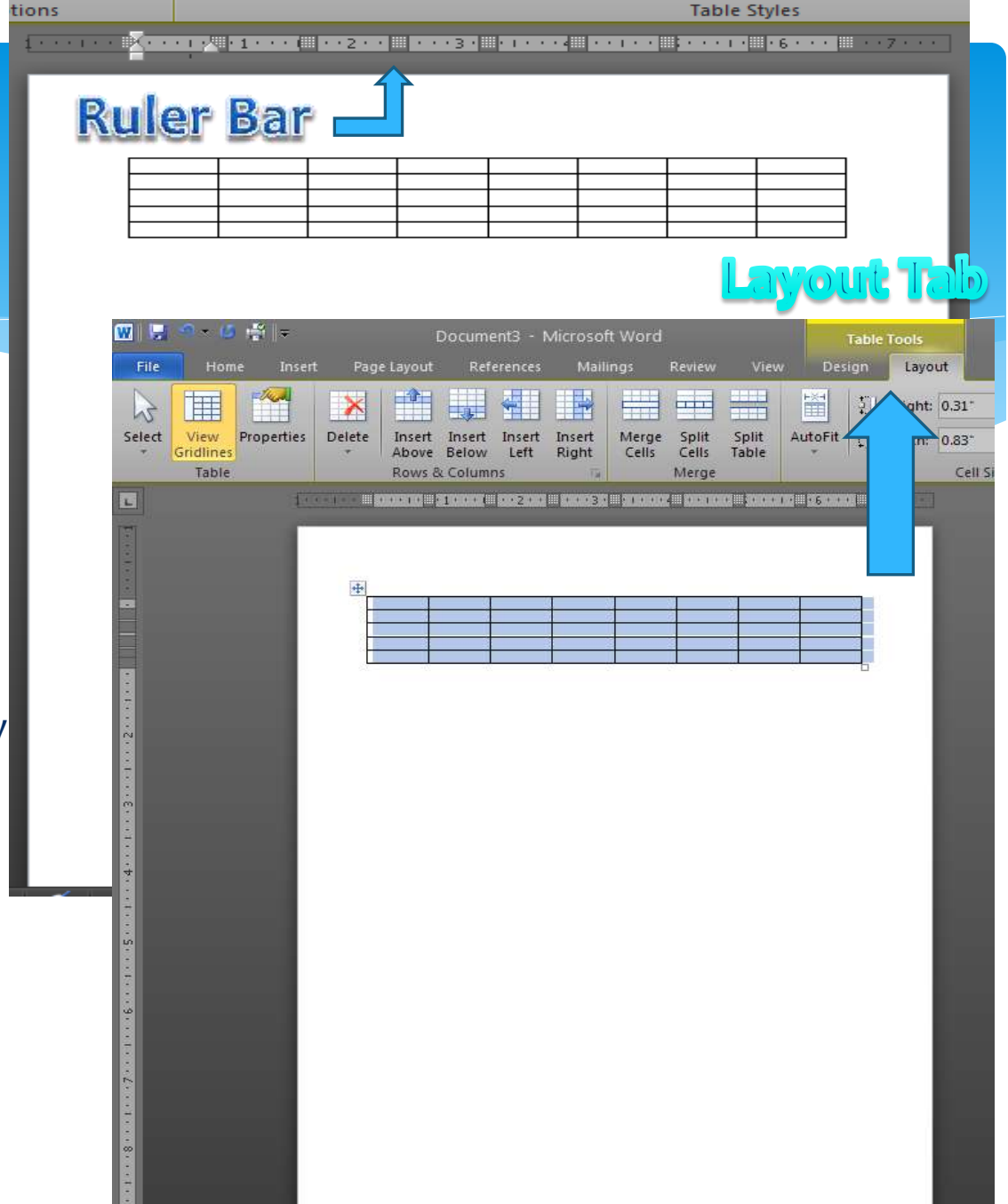
- * Text and graphics may be placed in table cells by clicking in the desired location and begin typing. Text will automatically wrap within the cell.
- * The insertion point may advance to the next cell by using the tab key or the right arrow key.

Ruler Bar

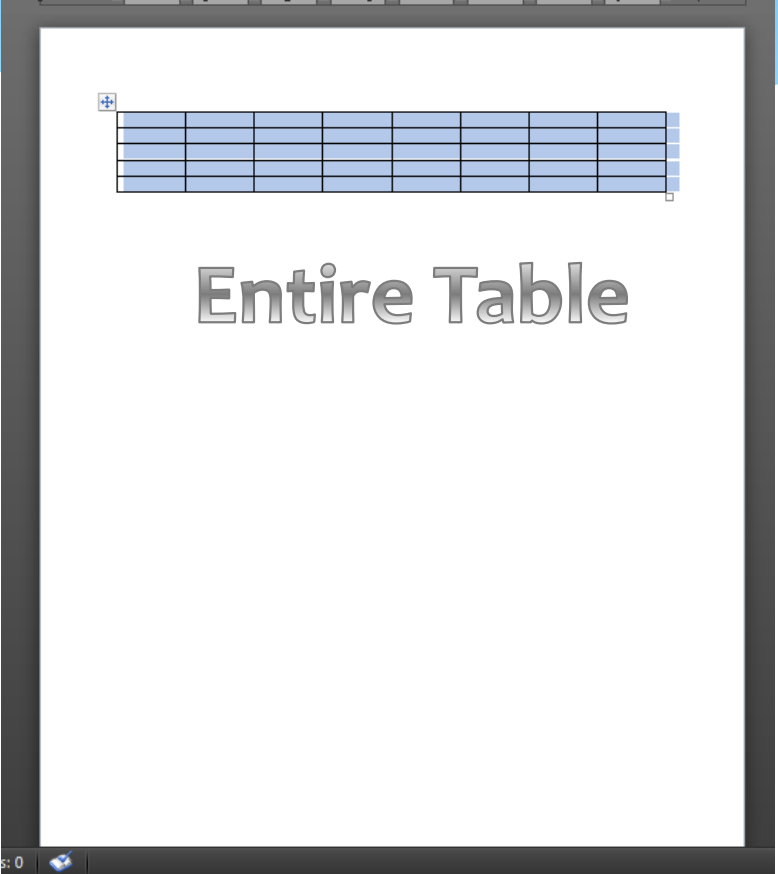
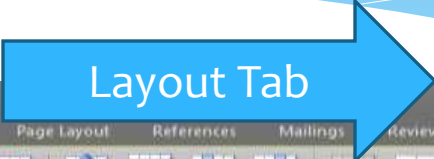
*Each table column has its own margin settings which are displayed on the Ruler Bar.

*View gridlines for table by using the Show Gridlines Options on the Table Tools Layout Ribbon

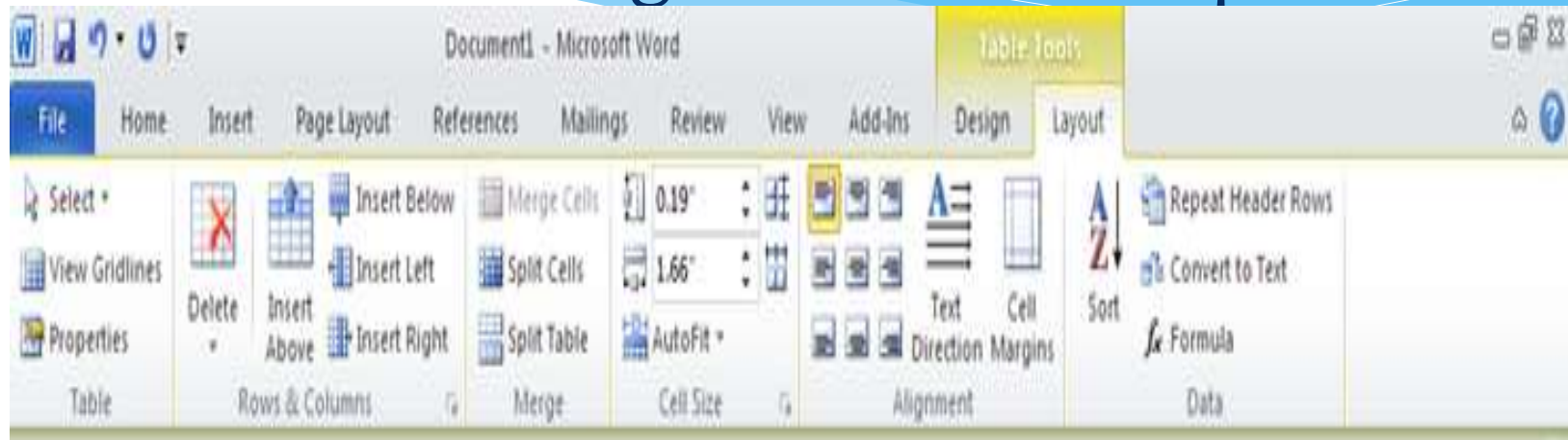
The Layout Ribbon becomes visible only when a table is selected.



Select adjacent row or columns by clicking and dragging the mouse or from the Select command in the Table Layout Ribbon or nonadjacent rows by holding down the CTRL key and making the selections

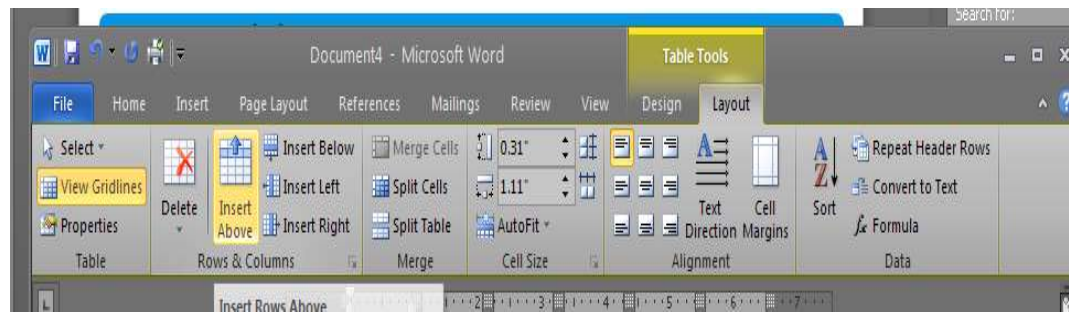


Sort - alphabetize selected text or sort numeric data. Select the sort command and the Sort dialog box for more options

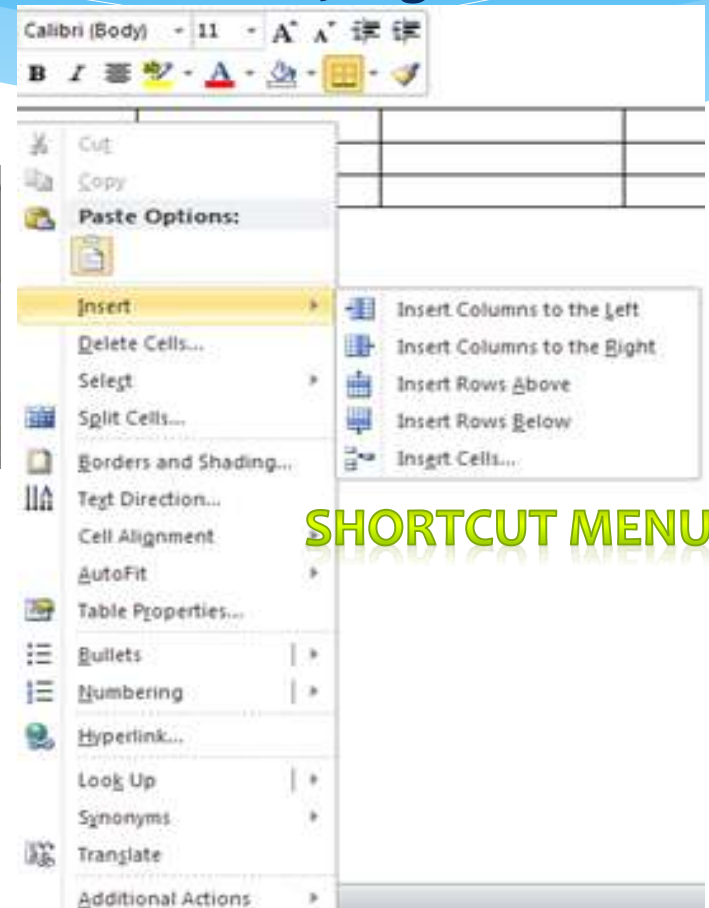


Insert or delete rows or columns by using the commands in the rows and columns groups in the Table Tools Layout Ribbon or from the shortcut menu.

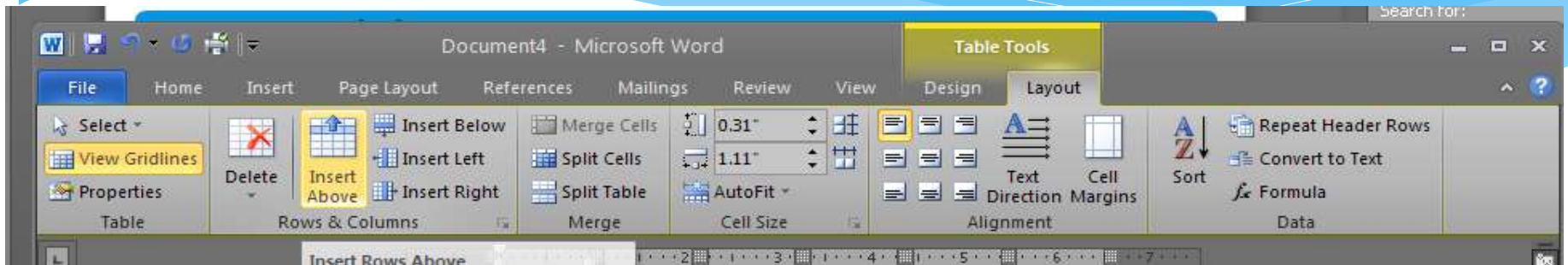
Shortcut menu : Access the Shortcut menu by right clicking in the table.



Layout Tab – Delete Cell

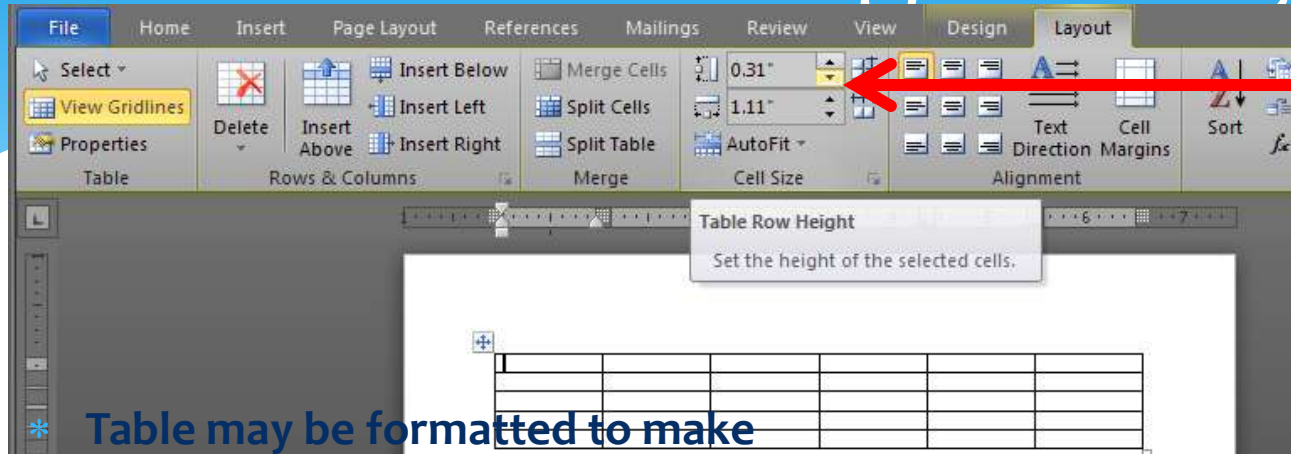


Delete Continued.



- * Use the delete command after selecting the areas you wish to be deleted.

Formatting and Styles

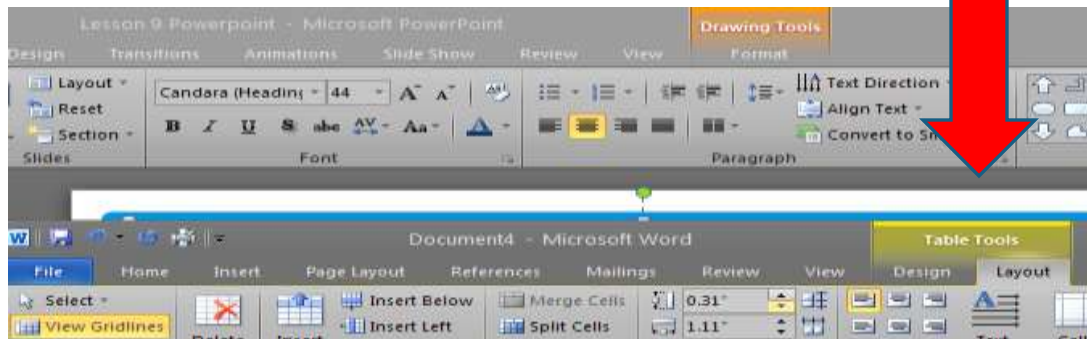


Adjust row height or width

Table may be formatted to make the appearance more appealing.

- * Table formatting tools are found on the Table Tools Design Ribbon
- * A predefined list of Table Styles is available on the Design Ribbon and can be altered after applied.

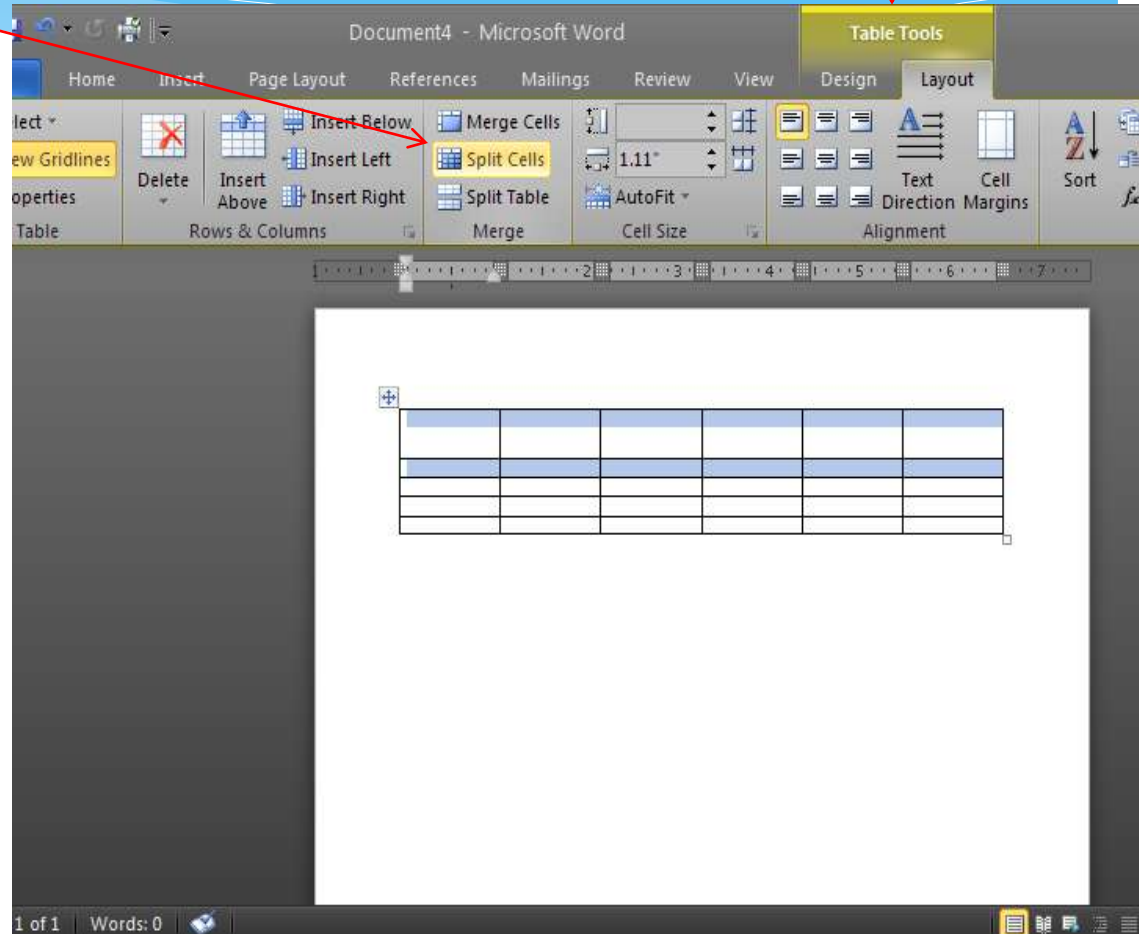
- * Alter the row height and columns width using the Table Layout Ribbon, using the column and row markers on the Ruler Bar, or using the Properties command on the Table Tools Layout Ribbon



Merging and Splitting

Table Tools

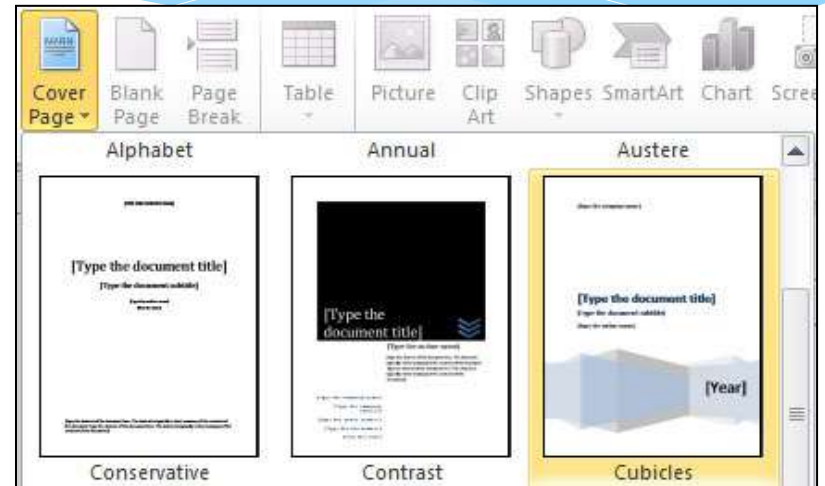
Merge, Split Cells, Split Table



- * **Merge Cells** - Merges the cell together to one - right click - Merge cells
- * **Split Cells** - Separates merged cell back into individual cells - right click - split cells

Using Building Blocks

- * Insert predesigned content into documents
 - * Insert > Pages
- * Choose a Word building block or design your own
- * Modify existing blocks or create, save and/or delete your own
- * Sort the list



Using Building Blocks

- * Preformatted text blocks
 - * A kind of building block
 - * A text box that has been formatted already; you enter your own text
 - * Insert > Text > Quick Parts
 - * Resize, reformat, customize, and save

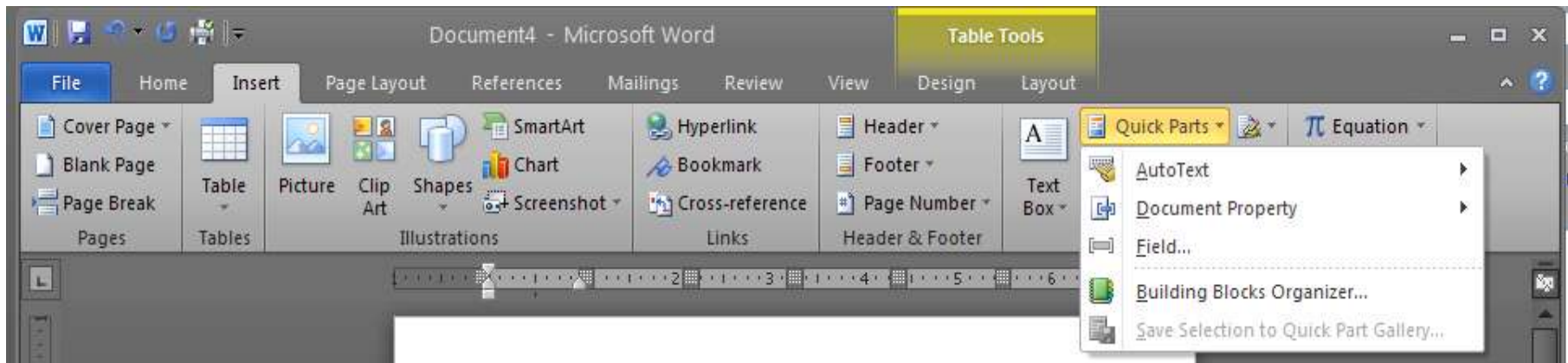


Quick Parts

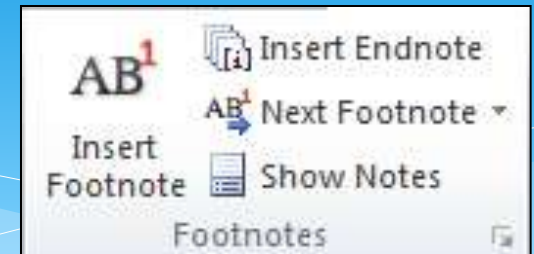
- * **Quick Parts** - elements that may be saved and reused to save time in a document.

-----Insert Ribbon - Text Group - Quick Parts

- * **Building Blocks Organizer**– views all Quick Parts



Working with Footnotes and Citations



- * Inserting footnotes
 - * Comment on the text
 - * References tab on the Ribbon

overhead are several more factors that are driving Internet commerce.³

Internet commerce will be a driving force in the global economy of the twenty-first century.

There are still obstacles to overcome, but technology and market forces will propel this new commercial medium forward at a rapid pace.

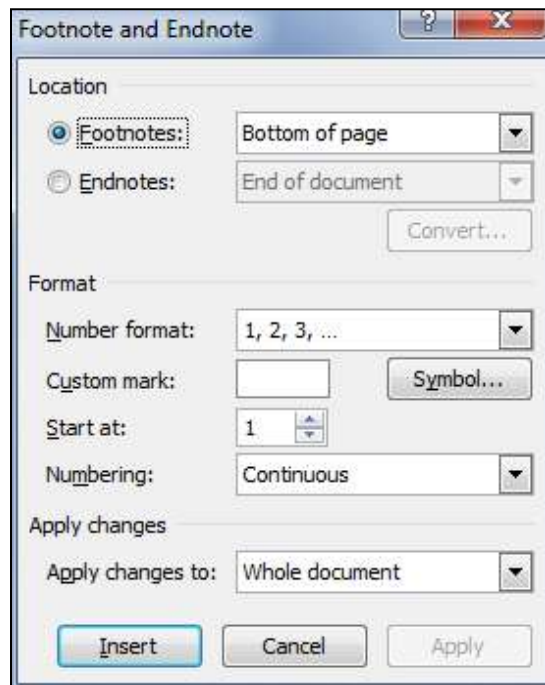
¹ This is the opinion of many business leaders.

² This is true in the United States, but some nations still have high rates due to limited competition among Internet service providers.

³ These factors depend upon the capabilities of individual companies.

Working with Footnotes and Citations

* Footnote and Endnote dialog box



* Inserting footnote links

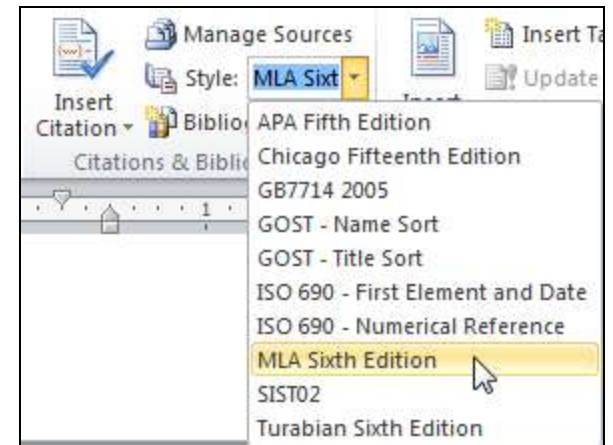
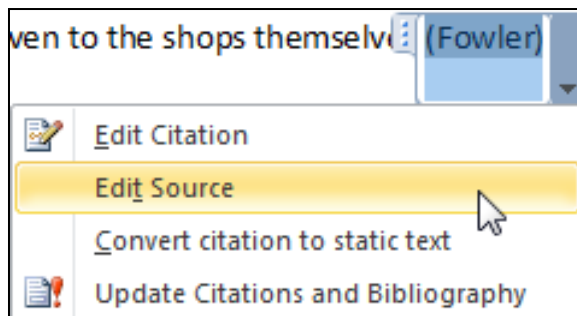
Working with Bibliographies, Footnotes and Citations

- * Bibliography

- * Lists all sources for the report

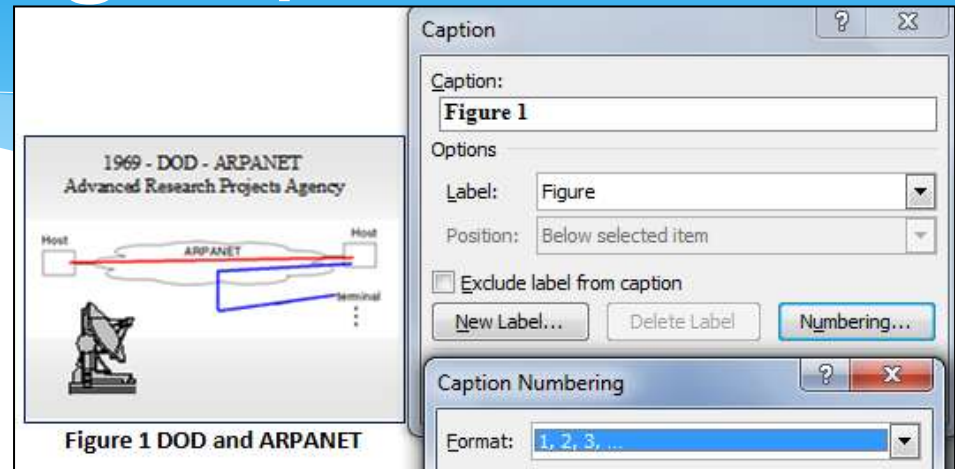
- * Citations

- * Outside sources for material
 - * Click citations to edit them



Inserting Captions

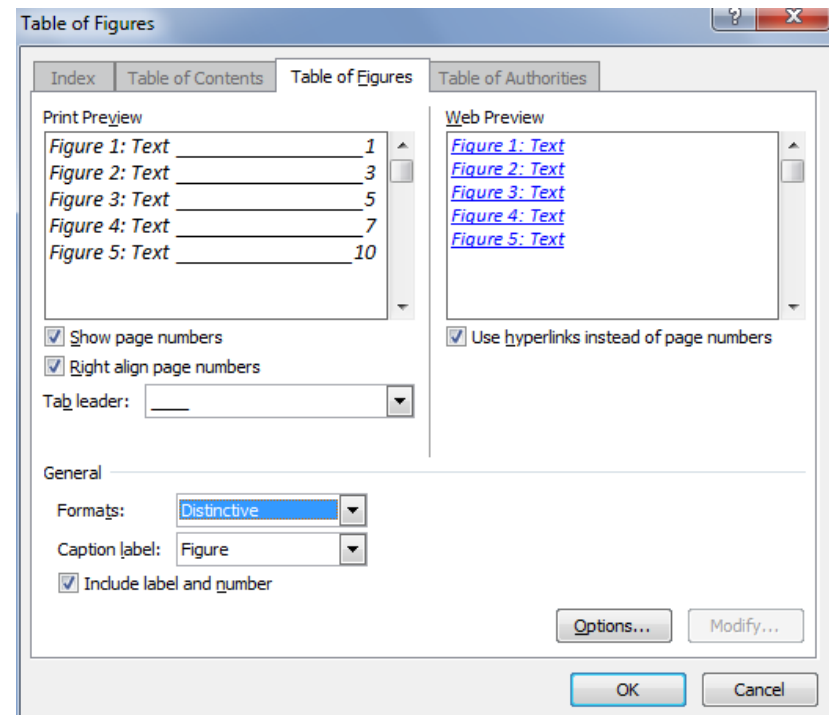
- * Inserting captions
 - * Labels for graphics, charts, etc.
 - * Automate or insert manually
 - * References > Insert Caption



Inserting a Table of Figures

- * Table of figures
 - * Like a table of contents for figures
 - * References > Caption > Insert Table of Figures
 - * Update by right-clicking the table

Figure 1 DOD and ARPANET	3
Figure 2 National Science Foundation	3
Figure 3 MIL NET and TCP/IP	3
Figure 4 First Graphical Browser	4
Figure 5 Netscape	4



Other Vocabulary

- * **References** - includes Table of Contents, Footnotes, Citations, Bibliography, Captions, Index, and Table of Authorities
- * **Captions** - a line of text that appears below an object to describe it
- * **Table of Authorities** - lists the cases, statutes, and other authorities cited in a document