

USING TABLES IN WORD FOR WINDOWS

1. Open a new or existing document in Word.
2. Put the cursor where you want the table to start. If you are creating a new document, and want to insert text above the table later (such as a heading), leave a blank space by pressing the enter key.
3. Under the **Insert** tab at the top of the screen, select **“Table.”**
4. Select **“Insert Table.”**
5. Choose the number of columns and rows you need.

The table will automatically default to a standard grid. If you want some other type format, you can view options by selecting “AutoFormat. This is the option you use to turn off the lines of your table by selecting “none” (first option).

6. If you do not want to change the format, click “OK.”
7. The table will appear in your document.

Example:

8. To make changes to the Table, place the cursor where you wish to make the change and right click to get a **change menu**.
9. **COLUMN WIDTH:** You can adjust the column widths by moving your cursor onto the line of a column, and “dragging” the line to your desired location. (When the double lines appear over the line, it is ready to be dragged; an arrow pointing to the space will highlight it.)
10. **COMBINE CELLS:** You can combine cells within a table. To do this, first highlight the cells you wish to combine, then with the cursor still at the point of change access the change menu as described above. Select **“Merge Cells.”** You need to merge or split cells **before** you enter text.

Example:

11. **DIVIDE CELLS:** You can divide cells within a table. To do this, first highlight the cells or column you wish to divide, then with the cursor still at the point of change access the **change menu** as described above. Select **“Split Cells,”** and indicate how many columns you want to have. You need to merge or split cells **before** you enter text.

Example:

11. **FONT:** You can change the font within a table, cell by cell, or in the entire table, by highlighting the desired areas and choosing the font and size you want from the **change menu**.
12. **ALIGNMENT:** You can center or right justify text in an individual cell or in the whole column or row by highlighting the areas and choosing the font and size you want.
13. **DELETE CELLS:** To delete a row or column, highlight the areas you want to eliminate, then with the cursor still at the point of change, access the change menu as described above. Select **“Delete Cells,”** and specify what you want deleted.
14. **UNDO A MISTAKE:** If you accidentally delete something, the **“Undo arrow”** at the top of the page can undo the previous keystrokes.
15. **COPY A TABLE:** If you want to copy a table, highlight the entire table, select **“Copy,”** then **“Paste”** it in the desired location. You also can use **“Control C”** for copy and **“Control V”** for paste.
16. **DELETE AN ENTIRE TABLE:** To delete an entire table, highlight it, select **“Table”** then press the delete button.
17. **SHADING:** If you want to shade a cell, highlight the area to be shaded, select the area to be shaded. With the cursor still at the point of change, access the **change menu** as described above. Choose **“Borders and Shading,”** then choose the level of shading you want.