



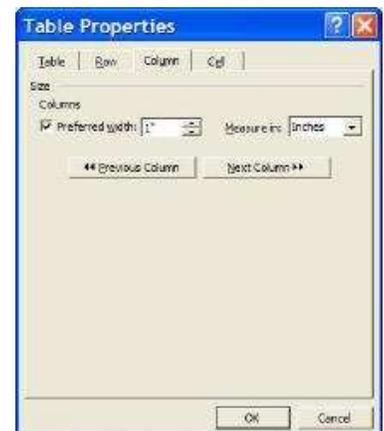
Changing a Table in a Word Document

Introduction

You must have already have a document with a table already added to follow these instructions. If not, follow the instructions in *Starting Word, Creating a Simple Document and Saving It* and/or *Putting a Table in a Word Document*. Start the **Word** program then load the document in which you wish to change a table to. If you need instructions on how to do this see *Loading the Document in the Changing Text Style, Colour, Font Face and Size* instruction sheet.

Once you have created a table in a document you may wish to change it by adding or deleting rows or columns or adding a title, by forcing the table lines to show or not show and so forth. The following provides instructions on how to do these.

Add a Title to the Table: To add a title to the table put the cursor at the beginning of the blank line above the table, depress the **Enter** key to create a new line. (Or put the cursor at the beginning of the blank line below the table, depress the **Enter** key and then depress the **Up Arrow** key once.) Type the desired title, then highlight it, click on the **Bold (B)** button and then on the **centre icon** (☰).



Change a Column Width: To change the width of a column in the table highlight all cells in that column by moving the mouse cursor to be in and near the left of the top cell of the column, holding the left mouse button down and moving the cursor down and to the right to be in and near the right side of the bottom cell in the column. Then click on **Table** in the menu across the top of the **Word** window and then on **Table Properties** to get the *Table Properties* window. In that window click on the **Column** tab. Then make sure the **Preferred width** checkbox is checked and use the little up or down arrow to change the width to the desired value. Click on **OK** You can also just type the numeric value instead of using the up/down arrows.

Change a Row Height: To change the height of a row in the table highlight all cells in that row by moving the mouse cursor to be in and near the left of the left cell of the row, holding the left mouse button down and moving the cursor to the right to be in and near the right side of the right cell in the row. Then click on **Table** in the menu across the top of the **Word** window and then on **Table Properties** to get the *Table Properties* window. In that window click on the **Row** tab. Then make sure the **Specified height** checkbox is checked and use the little up or down arrow to change the height to the desired value. Click on **OK** You can also just type the numeric value instead of using the up/down arrows.

Inserting a New Column: To insert a new column in a table put the cursor somewhere in the column that is to be to the left of the new column. Then click on **Table** then on **Insert Columns to the Right**. Or you can put the cursor in a column that is to be to the right of the new column and click on **Table** then on **Insert Columns to the Left**.

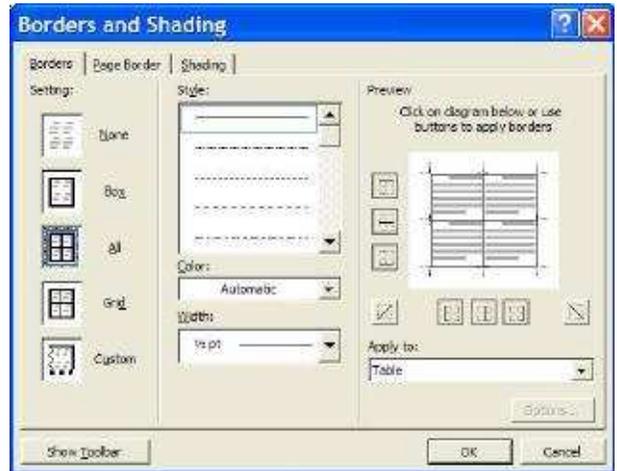


Inserting a New Row: To insert a new row in a table put the cursor somewhere in the row that is to be above the new row. Then click on **Table** then on **Insert Rows Below**. Or you can put the cursor in a row that is to be below the new row and click on **Table** then on **Insert Rows Above**.

Delete a Column: To delete a column in a table put the cursor somewhere in the column that is to be deleted then click on **Table** then on **Delete Columns**.

Delete a Row: To delete a row in a table put the cursor somewhere in the row that is to be deleted then click on **Table** then on **Delete Rows**.

Making Table Lines Invisible: To cause the table lines to become invisible make sure the cursor is somewhere within the table then click on **Table**, then on **Table Properties** and click on the **Table** tab. Then at the bottom of the **Table Properties** window, click on the **Borders and Shading...** button. In the **Borders and Shading** window click on the **Borders** tab then click on the icon to the left of the word **None** under **Setting** and then on **OK**. Then in the **Table Properties** window click on **OK**. The lines in the table will now show in gray instead of black. However, when the table is printed, these lines will not show.



Making Table Lines Visible: To cause the table lines to become visible, make sure the cursor is somewhere within the table then click on **Table**, then on **Table Properties** and click on the **Table** tab. Then at the bottom of the **Table Properties** window, click on the **Borders and Shading...** button. In the **Borders and Shading** window click on the **Borders** tab then click on the icon to the left of the word **All** under **Setting** and then on **OK**. Then in the **Table Properties** window click on **OK**. The lines in the table will now show in black and will show when the table is printed.