



## Putting a Table in a Word Document

### Introduction

You must have already created a document to follow these instructions. If not, follow the instructions in *Starting Word, Creating a Simple Document and Saving It*. Start the **Word** program then load the document you wish to add 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.

Often in a document you might wish to create a table. That is, show information in rows and columns. For example you may wish to create a table with months of the year along the top and expense items down the left side and then have the dollar figures for each month/item shown in the table cell representing each month and item. You could also use a table to have a document with, say, two columns of text.

### Adding a Table

To add a table, say, between two paragraphs in a document do the following.




1. Move the mouse cursor to be at the beginning of the blank line between the two paragraph and click. This puts the document cursor there. Depress the **Enter** key, click on the **Up Arrow** key once, then click on the **Enter** key again. This puts the cursor at the beginning of a blank line between the two paragraphs with a blank line above and below it.
2. Click on the item **Table** (red arrow) at the top of the **Word** window, then on the dropdown menu click on **Insert** (green arrow) and then click on **Table** (blue arrow) as shown in the figure above. The **Insert Table** window will appear.
3. Use the up/down arrows for **Number of columns:** and **Number of row:** to select, say, 3 columns and 4 rows. You can also just type the numbers instead of using the arrows. Click on **OK**. The table with the specified number of columns and rows will appear with the document cursor appearing in the top, left cell (as shown below but without anything in the cells).

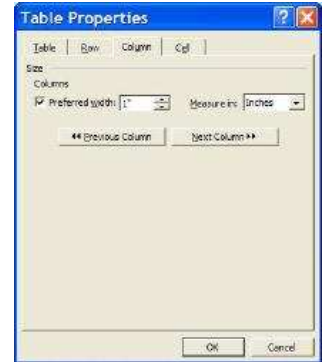
	2008	2009
Club Members	256	321
Males	133	149
Females	123	172




4. Text, pictures and other items are treated within each table cell just as they are anywhere else in the document. That is, you can change the font, text size and colour and so forth. Move the mouse cursor to be somewhere within the cell in the first column and second row and click to put the document cursor there. Type *Club Members* then highlight it and click on the **Bold** (B) button. Repeat for the first column, second and third rows with the text *Males* and *Females*.

5. Move the mouse cursor to be somewhere within the cell in the second column and first row and click. Type *2008* then highlight it and click on the **Bold** (B) button and then on the **centre icon**, . This will make the text bold and centre it within the cell. Repeat for the third column, first row cell with *2009*.
6. Move the mouse cursor to be somewhere within the cell in the second column and second row and click. Type *256*. Repeat for all the cells in columns 2 and 3 for rows 2, 3 and 4, using the numbers as shown in the table above.

**Reduce Column Width:** To reduce the width of column 2 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 down arrow to change the width to, say, 1 inch. Click on **OK**. Column 2 will now have a width of 1 inch. Repeat for the column 3.



**Centring the Table:** To centre the table, highlight the whole table by moving the mouse cursor to be in and near the left side of the cell in the first row, first column then while holding down the left mouse button moving the cursor to be in and near the right side of the cell in the last row and column. Then click on the **centre icon** ().