

# 1 Advanced tables

**By the end of this section you will be able to:**

- Move and copy table rows and columns
- Split a table
- Change table size and alignment
- Merge and split table cells
- Sort table data
- Add formulae to tables
- Draw tables

## Moving and copying

Rows and columns in a table can be moved using the same procedures as text within a document. However, the position of the insertion point when pasting or dragging rows and columns is important as it can alter the final result.

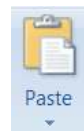
### Using Cut/Copy & Paste

#### ► To move or copy a row/column:

##### Mouse



1. Select the row to be moved/copied or select the column to be moved/copied.
2. Click on the **CUT/COPY** button.
3. Select the row where you want to paste (Word pastes above) or select the column where you want to paste (Word pastes to the left).



4. Click on the **PASTE** button

### Using Drag & Drop

Rows and Columns can also be moved or copied using standard drag and drop techniques.

#### ► To Move the selection:

##### Mouse

1. Click on the middle of the selected area and drag it to the new location

#### ► To Copy the selection:

##### Mouse

1. Click on the middle of the selected area and hold down the **CTRL** while you drag the selection to where you want to copy it. Release the mouse button *before* the **CTRL** key

## Splitting A Table

Sometimes you need to split a table between rows to add text in-between.

### ► To split a table in two at the current cursor position:

#### Mouse

1. Select the table at the point you wish to split it.
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT TABLE** button.

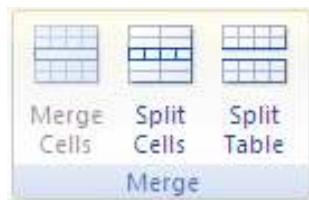
#### Or

#### Keyboard

1. Press **CTRL SHIFT ENTER**
  - *To rejoin tables that have been split, simply delete the paragraph marker between them.*

## Merging And Splitting Cells

When you have inserted your table there may be times in a number of cells that you would want them as one cell and not several and similarly you may wish for one cell to be split into several. In 2010 this feature is easy to do. Not only can you split cells but you can split a whole table into multiple tables if the need arises



### ► To split cells

#### Mouse

1. Select the cell(s) you wish to split
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT CELLS** button.

### ► To merge cells

#### Mouse

1. Select the cells you wish to merge.
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **MERGE CELLS** button.

► To split Table

Mouse

1. Click in the row that you wish to be the first row of the split table.
2. Go to the **MERGE** group on the **LAYOUT** ribbon and click the **SPLIT TABLE** button.
3. The table will split above the row your cursor is in.

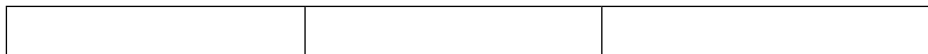
## Table sizes and alignment

The columns, rows and positioning of a table on the page are all adaptable. Some of the techniques for getting the best results when changing these options are outlined below.

### Advanced Column Width Techniques

When you adjust the width of a column, Word proportionately resizes the other columns to the right so that the overall table width does not change. However it is possible to be more precise about how the remaining columns should be affected.

- *The **SHIFT** key allows the width of a column to be altered and increases the overall width of the table accordingly.*



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To increase the width of column 1, click over the column boundary and drag it with the mouse...



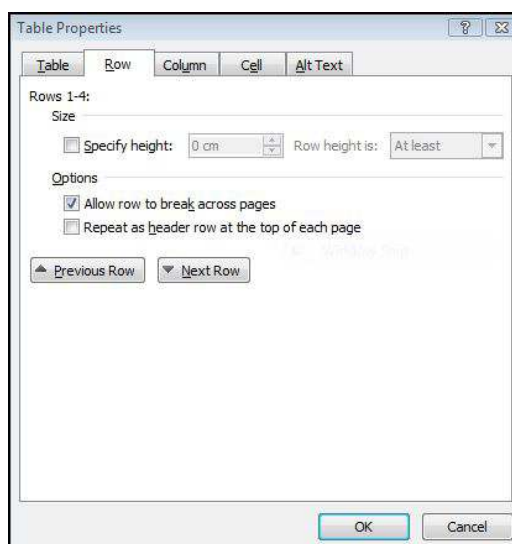
Column 2 becomes narrower

To increase the width of column 1 without altering the width of column 2, click over the column boundary, hold down the **SHIFT** key and drag it with the mouse...



Column 1 width increases and so does the overall width of the table

## Row Height



The height of the rows in a Word table is usually controlled by the contents of the cell. If the text in a cell is too wide, Word will wrap the text within the cell. Using the **ENTER** key to insert blank lines within a cell can also alter the height of rows.

In a situation where a cell's height needs to be set precisely there is an option on the layout ribbon that allows you to input a specific measurement. This is particularly useful if tables are being used to create forms and space should be left for people to fill the form in.

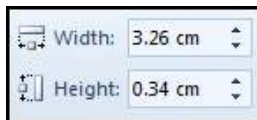
### ► To change the row height:

#### Mouse

1. Select the rows where the height is to be changed
2. Choose **PROPERTIES** from the **LAYOUT** ribbon

3. Select the **ROW** Tab in the dialog
4. Use the **ROW HEIGHT IS:** field to set a precise size

Or



1. Change the cell height in the **CELL SIZE** group by entering the height you wish  
The options in the **HEIGHT** drop-down list are outlined next:

Option	Result
Exactly	This sets a specific height that will not adjust
At Least	Enables specification of a minimum height, but will still fit rows around text that is taller

- You can also use the **BEFORE** and **AFTER** options in the **PARAGRAPH FORMAT** dialog box to space out text within cells in a table.

### Table Alignment

Tables can be aligned to the left, right or centre of the page. The default for tables is left aligned. Individual rows can be aligned - but if the whole table is to be affected, ensure that the entire table is selected before issuing the command.

- This is **NOT** text alignment but **TABLE** alignment to the page

#### ► To change table alignment:

##### Mouse

1. Select the row(s) to align or the whole table.
2. Choose **PROPERTIES** from the **LAYOUT** ribbon.
3. Click on the **TABLE** tab, and select the required alignment.

### Indenting The Table

The whole table may be indented from the margin, this is useful to do if you wish to align your table with any indented text within a document

► To indent table rows:

Mouse

1. Select the table.
2. Choose **PROPERTIES** from the **LAYOUT** ribbon.
3. Click on the **TABLE** Tab.
4. Set the indent in the **INDENT FROM LEFT:** field
  - *To indent text within cells, use the indent options within the Paragraph format dialog box.*

## Sorting your data

### Sorting Cells

You can quickly sort cells, arranging the entries in alphabetic, numeric or date order. Word changes the order of rows based on the first column unless you specify otherwise.

COUNTRY	YEAR	INVESTMENT
Albania	1998	£1,867,659.00
Bulgaria	1999	£657,948,945.00
Romania	1998	£867,482,475.00
Turkmenistan	1999	£768,958,372.00

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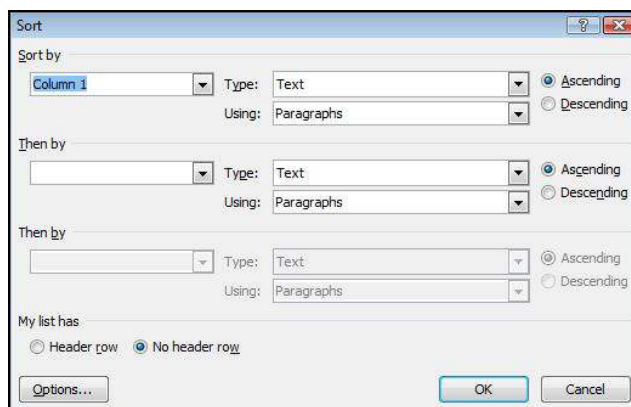
The table above is currently in alphabetical order by Country. Supposing you wanted to sort the table by Year, and where the year is the same, you want it sub-sorted by Investment.

► To sort the table:

Mouse



1. Select the table.
2. Under **TABLE TOOLS**, on the **LAYOUT** ribbon, in the **DATA** group, click **SORT**.
3. In the **SORT** dialog box, select the options that you want.



4. Choose the main **SORT BY** column from the drop-down list.
5. Select the **TYPE** of information in that column (Text, Number or Date).
6. Choose the **SORT ORDER** (Ascending or Descending).
7. Repeat this process in the **THEN BY** field if you are sub-sorting.

The table from the previous page would now appear like this:

COUNTRY	YEAR	INVESTMENT
Albania	1998	£1,867,659.00
Romania	1998	£867,482,475.00
Bulgaria	1999	£657,948,945.00
Turkmenistan	1999	£768,958,372.00



### Header Row

- *The first row in the table will not be included in the sort, and the text in the cells of that row will appear as choices in the Sort by/Then by fields.*

### No Header Row

- *All the rows will be included in the sort, and you select the column number to sort by (rather than the names). The choice here depends on whether your table has headings in the first row:*

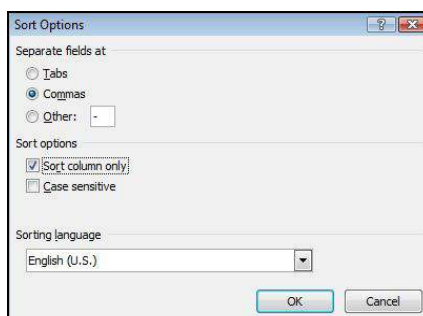
### Sort A Single Column In A Table

If you just wish to sort the data in one column while leaving the data in all other columns unchanged then we need to select that column and change a setting.

#### ► To sort a single column

##### Mouse

1. Select the column that you want to sort.
2. Under **TABLE TOOLS**, on the **LAYOUT** ribbon, in the **DATA** group, click **SORT**.



3. Under **MY LIST HAS**, click **HEADER ROW** or **NO HEADER ROW**.
4. Click **OPTIONS**.
5. Under **SORT OPTIONS**, select the **SORT COLUMN ONLY** check box.
6. Click **OK**.

### Sort By More Than One Word Or Column Inside A Table.

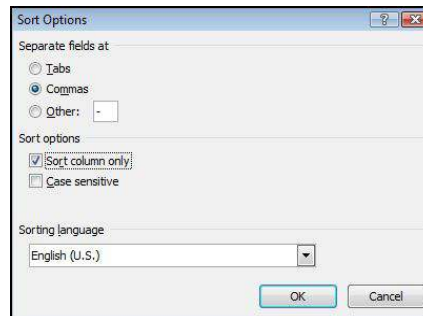
To sort the data in a table that is based on the contents of a column where it includes more than one word, you must first use characters to separate the data — including data in the header row.

- *E.G. if the cells in a column contain both last and first names, you can use commas to separate the names.*

► To sort a table by multiple columns

Mouse

1. Select the column that you want to sort.
2. Under **TABLE TOOLS**, on the **LAYOUT** ribbon, in the **DATA** group, click **SORT**.
3. Under **MY LIST HAS**, click **HEADER ROW** or **NO HEADER ROW**.



4. Click **OPTIONS**.
5. Under **SEPARATE FIELDS AT**, click the type of character that separates the words or fields that you want to sort.
6. Click **OK** to close dialog
7. In the **SORT** dialog under **SORT BY**, in the **USING** list, select which word or field you want to sort by.

“I studied English for 16 years but...  
...I finally learned to speak it in just six lessons”  
Jane, Chinese architect

ENGLISH OUT THERE

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8. In the first **THEN BY** list, enter the column that contains the data that you want to sort by, and then in the **USING** list, select which word or field you want to sort by.
9. If you want to sort by an additional column, repeat this step in the second **THEN BY** list.
10. Click **OK** to apply sort

## Table formulas

You can write formulae inside table cells to perform common calculations. You can use **A1**, **B1**-style references as you might in an Excel spreadsheet. However, you are not able to create relative cell references, therefore formulas cannot be copied across a row or down a column.

P & L Account	
Sales	£100,000.00
Costs	£64,000.00
Profits	£36,000.00

Formula used to work out profit

### ► To create a formula:

#### Mouse



1. Position the mouse in the cell you wish to create a formula.

2. Under **TABLE TOOLS**, on the **LAYOUT** ribbon, in the **DATA** group, click **FORMULA**.
3. Word may automatically suggest a formula, which you can overwrite. Use the = sign to begin the formula and the same mathematical operators as are used in Excel ( , -, \*, / ).

4. Use **A1** style references to cells within the table - you will have to work out which reference will apply to each cell you are referring to. In the example above, the profit has been worked out using the formula =**B2-B3**, and assigning a currency number format to get the £ sign.

### Formatting Numbers

You can format a formula's results by using the drop-down list of Number Formats in the formula dialog. The available formats are similar to those in Excel, such as Comma, Currency and Percentage.

### Updating The Formula

If the figures in the table change, the formula result only updates when you print the document. If you want to see the new result on the screen, you will need to manually update the formula.

#### ► To update a formula's result:

##### Keyboard

1. Click on the cell containing the result
2. Press **F9**.

##### OR

##### Mouse

1. Right click on the formula
2. Click on **UPDATE FIELD**

### Paste Function

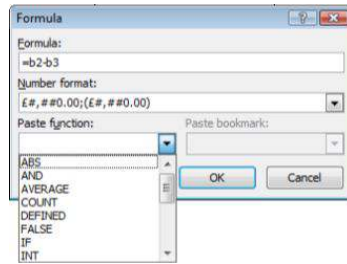
When you use the **PASTE FUNCTION** tool into a cell, Word will detect numbers in the cells above and to the left of the current cell and may offer to sum them for you.

#### **AutoSum**

Positioning at the bottom of a column of numbers automatically creates a =SUM(ABOVE) function. Positioning to the right of a row of numbers automatically creates a =SUM(LEFT) function. You can also use BELOW and RIGHT to refer to adjacent cells below or to the right of formulas.

#### **Functions**

You can paste in an Excel function, such as **AVERAGE**, **COUNT** or **IF** from a list contained in the Formula dialog.



- E.G. to count the number of entries in a column above the cell where the cursor is positioned, choose:

**=COUNT(ABOVE)**

### Nesting Functions

Once the function is pasted in, you can use cell references as earlier to edit the function if necessary. You can also ‘nest’ functions inside others using the Paste function: list.

- E.G. to add a different rating depending on the highest value in the column above, enter:

**=IF(MAX(ABOVE)>50000,“WELL DONE”,“TRY HARDER”)**

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 groningen**





“The perfect start  
 of a successful,  
 international career.”

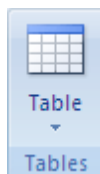
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## Other features

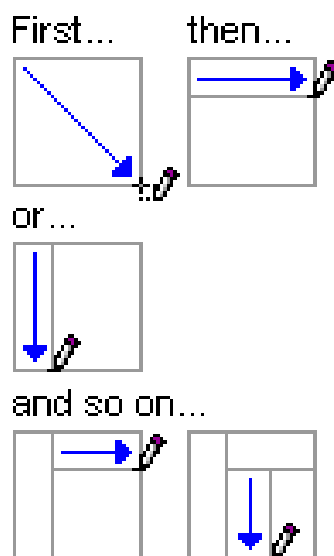
### Draw A Table



You can draw a complex table — E.G. one that contains cells of different heights or a varying number of columns per row.

#### ► To draw a table

##### Mouse



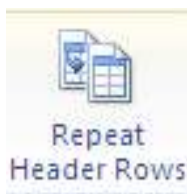
1. Click where you want to draw the table.
2. On the **INSERT** ribbon, in the **TABLES** group, click **TABLE**.
3. Click **DRAW TABLE**.
4. The pointer changes to a pencil.
5. To define the outer boundaries of the table, draw a rectangle.
6. Draw column and row lines inside the rectangle.
7. To erase a line or block of lines, under **TABLE TOOLS**, on the **DESIGN** ribbon, in the **DRAW BORDERS** group, click **ERASER**.



8. Click the line that you want to erase. When you are finished, click **DRAW TABLE** to continue drawing the table.
9. When you finish drawing the table, click in a cell and start typing or insert a graphic.

### Repeating Table Headings

When a table spreads across more than one page, it can be useful to automatically repeat the first row(s) of the table on each page as the first row(s) will often contain headings that apply to the columns of the table. If you choose to repeat table headings, the rows you have chosen will automatically be inserted at the top of each new page the table spreads onto. To edit the heading rows or make formatting changes, you must go back to the top of the table as it is simply an image of the first row(s) on the other table pages.



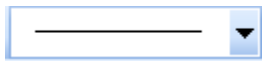
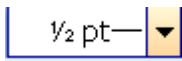







#### ► To repeat table headings:

##### Mouse

1. Select the row(s) that you wish to repeat at the top of each page that the table prints on.
2. Go to the **DATA** group on the **LAYOUT** ribbon and click the **REPEAT HEADER ROWS** button  
*You will only see the repeating headings when you are in Print Layout or Print preview*

Layout Options

Icon	Function	Ribbon & group
	Draw Table - Inserts a table where you drag in the document. After creating the outside of the table, drag inside to create columns and rows.	Design, draw borders
	Eraser - Removes a table cell line and merges the contents of the adjacent cells.	Design, draw borders
	Line Style - Choose the line style and thickness to draw your table with.	Design, draw borders
	Line Weight - Choose the width of the border you require.	Design, draw borders
	Border Colour - Choose the colour of the border you require.	Design, draw borders
	Borders - Allows you to add a border of some type to the table or individual cells.	Design, Table styles
	Shading Colour - Allows you to select a colour to fill the table or individual cells.	Design, Table styles
	Merge Cells - Combines the contents of selected adjacent cells into a single cell.	Layout, Merge
	Split Cells - Splits the selected cells into the number of rows or columns you specify.	Layout, Merge

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	Distribute Rows - Alters the height of the selected cells to make them equal.	Layout, Cell size
	Distribute Columns - Alters the width of the selected cells to make them equal.	Layout, Cell size
	Change Text - Changes direction of the selected text in a cell horizontally, left or right.	Layout, alignment
	Sort Ascending - Sorts the selected items alphabetically from the beginning of the alphabet.	Home, paragraph
	Sort Opens the sort dialog box	Layout, data
	Formula - Allows calculations to be entered into a cell.	Layout, data
	Align Top Left, Centre & Right - Aligns the text contained within the selected table or cells at the top of the cell.	Layout, alignment
	Align Centre Left, Centre & Right - Aligns the text contained within the selected table or cells in the centre of the cell.	Layout, alignment
	Align Bottom Left, Centre & Right, - Aligns the text contained within the selected table or cells at the bottom of the cell.	Layout, alignment

## TableStyles

After you create a table, you can format the entire table by using Table Styles. By resting your pointer over each of the preformatted table styles, you can preview what the table will look like.

### ► To use table styles to format an entire table

#### Mouse

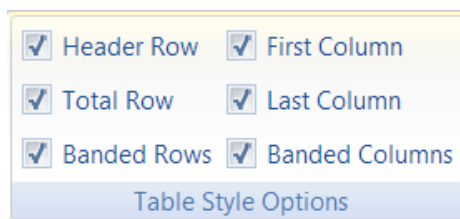
1. Click in the table that you want to format.
2. click the **DESIGN** ribbon. In the **TABLE STYLES** group, rest the pointer over each table style until you find a style that you want to use.



3. To see more styles, click the **MORE** arrow .
4. Click the style to apply it to the table.

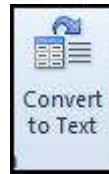


5. In the **TABLE STYLE OPTIONS** group, on the **DESIGN** ribbon select or clear the check box next to each of the table elements to apply or remove them from the selected style.



### Converting Table To Text

At times you may have data in a table that you wish was normal text to allow you to arrange it in other ways or do other things with it. So we need to remove the table from around the data and leave the data intact. Some form of delimiting character (separator) needs to replace the cell walls so that it can be turned back into a table if necessary at some later date.



► To convert table to text

Mouse



An advertisement for Alcatel-Lucent. The top part has a purple background with the text "www.alcatel-lucent.com/careers" and the Alcatel-Lucent logo. Below this is a photograph of a modern city street at night with tall buildings and light trails from traffic. Overlaid on the left side of the photo is a yellow circular graphic with the text "What if you could build your future and create the future?". At the bottom right of the photo, there is a quote: "One generation's transformation is the next's status quo. In the near future, people may soon think it's strange that devices ever had to be 'plugged in.' To obtain that status, there needs to be 'The Shift'."



1. Select the table or select the rows/columns of data you wish to convert.
2. Go to the layout ribbon in the data group and click the convert to text button a dialog will appear.
3. Select a delimiter type from the choices presented.
  - If **OTHER**, then manually type character you wish as a delimiter in the box provided.
4. Click **OK** to convert.

Title	→	FirstName	→	LastName	→	Company
Mr.	→	Tim	→	Granus	→	Virginia Conservation
Mr.	→	Carlos	→	Santos	→	Santos Inc.
Ms.	→	Rachel	→	Tagon	→	EGS
Mr.	→	William	→	Moore	→	Diversified Corporation
Mrs.	→	Anne	→	Smolkovich	→	Shelburne Schools

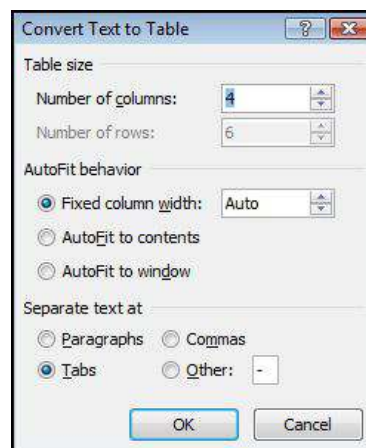
## Text To Table

### ► To convert text to table

#### Mouse



1. Turn on **SHOW/HIDE** characters from the **HOME** ribbon **PARAGRAPH** group to identify the kind of delimiter separating your text.



2. If none exist then you will have to manually create the delimiters within your data
3. Select the text you wish to convert

4. Go to the **INSERT** ribbon **TABLES** group and click on **TABLE**
5. From the menu select **CONVERT TEXT TO TABLE** a dialog will appear
6. Make a choice on how the data has been separated if different from Tabs (tabs are default) the number of rows and columns should then appear automatically, if you wish different amounts then enter new values.
7. Click on **OK** to convert your data