

Microsoft Word for OSX: Tables

Tables allow you to organize information in rows and columns, which can be useful to display data in an easy-to-read format.

Social Studies Software		
Title	Publisher	Number
Neighborhood Map Machine	Tom Snyder	216
Time Trip USA	Davidson	150
Timeliner 4.0	Tom Snyder	318

Diagram labels: "cell" points to a single cell, "column" points to a vertical column, and "row" points to a horizontal row.

You can display tables with the grid lines displayed or hidden. Tables help to create an organized page layout.

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Title	Publisher	Number
Neighborhood Map Machine	Tom Snyder	216
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Timeliner 4.0	Tom Snyder	318

To create a table:

- From the Table Menu, select Insert > Table
- Type the number of columns and rows you need.
- You may wish to click on autofit contents to make the cells of the table fit the text
- Click OK to create the table.

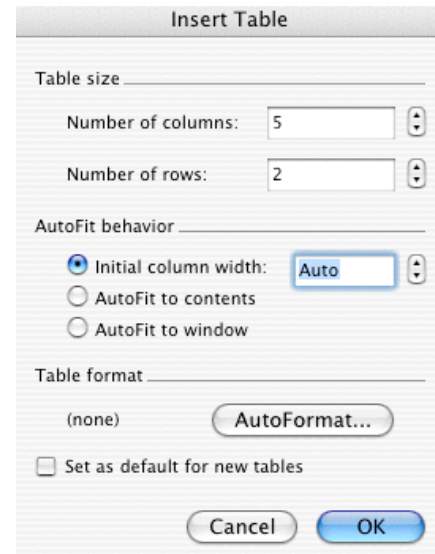
Change size of columns or rows.

- To make the column or row wider or shorter, move the cursor over the grid line until it looks like a two headed arrow.
- Drag the grid line left or right, up or down.
- Make the size of columns (or rows) distribute evenly from Table Menu > Autofit > distribute columns evenly

Add columns or rows.

- Move the cursor to a column or row.
- From the Table Menu, choose Select > Row (or column) It will highlight.
- From the Table Menu, choose Insert > Row (or Column)
- OR At the end of a table you can place the cursor outside the end of the last row and press return to add one row to the table.

Delete columns or rows by highlighting it, then select Delete Row (or column) from the Table Menu.



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Entering or editing text in a Table:

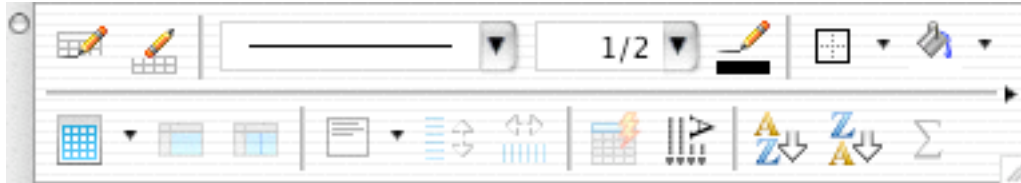
- Click in the desired cell and start typing
- Use the tab key to move to the next cell in the same row
- Use the mouse to click in the next row.

To Delete the Entire Table:


- Highlight the entire table from one line above the table to one line below.
- Press Delete.

Tables and Borders Toolbar:

- From the View Menu, select Toolbars > Tables and Borders
- From the toolbar you can erase or change grid lines, use the pencil to add lines, merge cells, split cells, distribute row and columns evenly, sort alphabetically, and sum a column of numbers.




To Erase Lines in a table:

- Use the eraser  from the Toolbar and “erase” the unwanted lines.
- This can be used to merge cells too. See Math Textbooks cell below:

Math Textbooks		
Title	Location	Grade Level
Math 1	Mrs. Smith	4
Math 2	Mr. Jones	5


Add grid lines in a table:

- Use the pencil tool  in the Toolbar and draw in additional lines to split cells.

Math Textbooks			
Title	Location	Grade Level	Number
Math 1	Mrs. Smith	4	43
Math 2	Mr. Jones	5	67

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Sum a column of numbers:

- The sum function works on a column of numbers. You must have a number in each row of the column for it to sum correctly. Use a zero if necessary to ensure a number in each cell.
- Click in the cell where you want the total to appear.
- Click on the sum tool  in the toolbar. The sum will automatically appear in the cell.
- If you change the numbers in the column, you will need to do the sum again.

Math Textbooks			
Title	Location	Grade Level	Number
Math 1	Mrs. Smith	4	43
Math 2	Mr. Jones	5	67
			110

Alphabetize a column:

- Highlight the column
- Click on the Sort Ascending Button  to alphabetize the column



Andy	Mr. Smith
Brenda	Ms. Jones
Cullen	Mrs. Bey
Denise	Mr. Smith



Denise	Mr. Smith
Cullen	Mrs. Bey
Brenda	Ms. Jones
Andy	Mr. Smith



Cullen	Mrs. Bey
Brenda	Ms. Jones
Andy	Mr. Smith
Denise	Mr. Smith

Shade a Row

- Highlight the row.
- From the Formatting Palette, go to the Borders and Shading Menu. Change the pattern.

Math Textbooks			
Title	Location	Grade Level	Number
Math 1	Mrs. Smith	4	43
Math 2	Mr. Jones	5	67

Heading Rows

- By identifying a row as a header row, it will automatically appear on each page that contains a portion of the same table.
- Highlight the row.
- From the Table Menu, select Heading Rows Repeat