

Word 2007

Creating & Using Tables

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Table of Contents

Introduction	1
Anatomy and Sizing a Table.....	1
Creating a Basic Table	2
Default Table Size	4
Set Formatting Marks	4
Getting Around Your Table.....	5
Entering Information.....	5
Adding Text.....	5
Adding a Graphic.....	6
Formatting the Graphic.....	8
Add Summary and Caption	8
Adding Alternative Text to Graphics	9
Editing a Table	10
Inserting Columns, Rows & Cells	10
Deleting Columns, Rows & Cells	13
Heading Row.....	13
Where to Learn More	14
Help within Word	14
Microsoft on the Web	15
Training and Support.....	15
IT Training.....	15

INTRODUCTION

A table is a container for information which consists of horizontal rows and vertical columns. It provides a separate space for each of your important items so things are easy to find. Word tables are about displaying and managing content in your documents. Keep your table simple.

When you decide to use a table in Word, it should be created with accessibility in mind. Tables can be a useful tool to relay a sequence or categories of data. Anything other than a simple table can create challenges for assistive technology users.

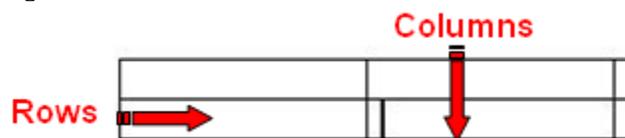
This course documentation covers the new look and feel in Office 2007 and best practices for making basic tables accessible.

Anatomy and Sizing a Table

Tables are made up of cells, rows and columns, much like an Excel spreadsheet. Word tables have several types of handles and mouse pointers that enable you to manipulate them. Handles allow you to select and move a table or resize rows and columns by dragging.

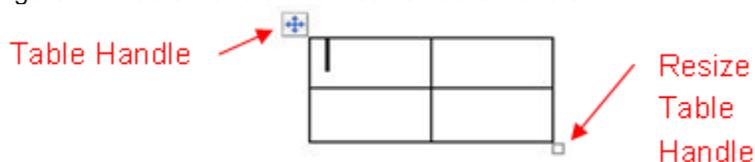
- **Columns** run up and down the table and **Rows** run across the table (see Figure 1).

Figure 1 – Columns and Rows



- The **Table Handle** box (Figure 2), appears when the mouse pointer is positioned over the table. By selecting the handle and holding down the left mouse button, the table can be moved.

Figure 2 – Table Handle and Resize Table Handle

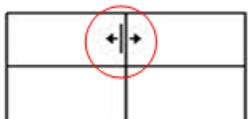


- The **Resize Table Handle** box located on the lower-right, bottom corner of the table (see Figure 2, above) also appears when the pointer is positioned over the table. Select, hold and drag this box to resize the entire table.

Caution: If the **Table Move Handles** are used to move a table, it enables text to wrap around your table. The table is turned into a floating object which can make the table and the document complex to manage. It is recommended that you use the **Cut and Paste** method for moving your table.

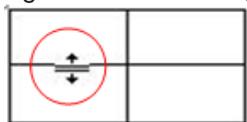
- Placing the mouse pointer over any column line will activate the **Column Sizing Handle** (Figure 3, below). Select, hold and drag the left mouse button to resize the columns.

Figure 3 – Column Sizing Handle



- Place the mouse pointer over a row line until you see the **Row Sizing Handle** (Figure 4). Select, hold and drag the row to make it larger or smaller.

Figure 4 – Row Sizing Handle

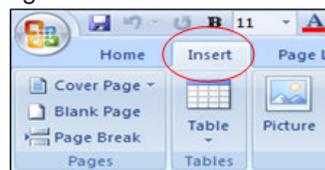


CREATING A BASIC TABLE

To insert a table into your document:

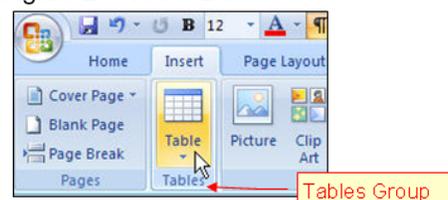
1. Place your cursor where you want your table to be inserted, and then select that spot.
2. Select the **Insert** tab (see Figure 1, below).

Figure 1 – Insert Tab



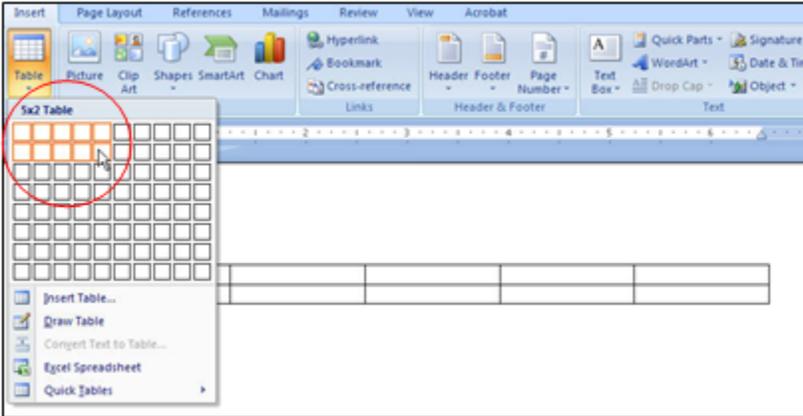
3. From the **Tables** group, select the **Table** command button (see Figure 2).

Figure 2 – Table Button



4. Select the desired table size by highlighting the number of squares representing the columns and rows, and then release the mouse button. The table appears (see Figure 3).

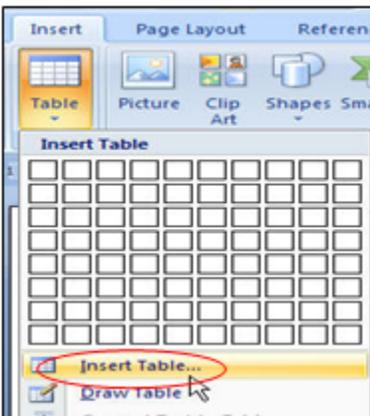
Figure 3 – Table (Size 5 x 2)



OR

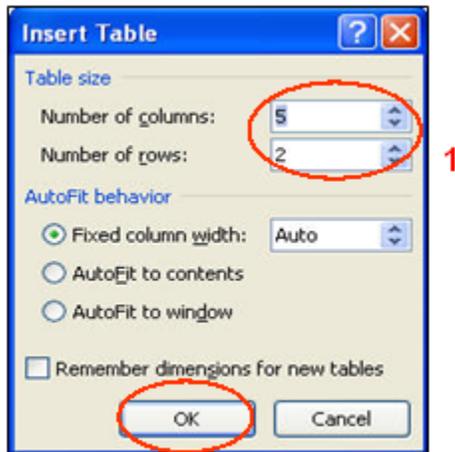
5. Select the **Insert Table** menu option (see Figure 4).

Figure 4 – Insert Table Menu Option



6. If the **Insert Table** option is chosen, the **Insert Table** dialog box displays. In the **Table Size** section, enter the number of columns and rows (see Figure 5, #1).

Figure 5 – Insert Table Dialog Box



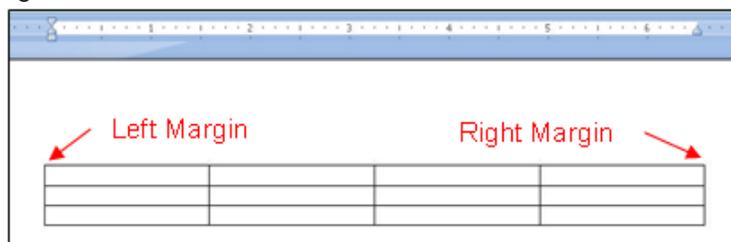
7. Select the **OK** button (Figure 5, #2) at the bottom of the window. A table appears in the place of your cursor. Shown below, is a 5 x 2 table.

Figure 6 – 5 x 2 Table

Default Table Size

When you first create a table, the table extends from the left margin to the right margin with the rows and columns evenly distributed (see Figure 7).

Figure 7 – Default Table Size



Set Formatting Marks

When working with tables, it might be easier to display the formatting marks. Format marks help

you see the structure of the table for easier editing. To display formatting marks:

1. Select the **Home** tab.
2. From the **Paragraph** group, select the **Show/Hide** command button (see Figure 8).

Figure 8 – The Show/Hide Command Button



Getting Around Your Table

Point and click in any cell in the table to navigate through the table. The keyboard can be used as well to navigate. The **Tab** key will move to the right one cell at a time and **Shift +Tab** will move backward one cell at a time.

ENTERING INFORMATION

Adding Text

When text (or an image) is entered in a cell, the row height will automatically increase as necessary to accommodate the data.

To add text:

1. Select a cell. The flashing cursor should be inside the selected cell.
2. Begin typing.
3. Use the **Tab** key to move to the next cell.

Note: Format text in a table just as you do in the body of a document (see Figure 1).

Figure 1 – Adding Text to a Table

Any text you can place in the body of the document can be placed in a table...	...in fact, text can even be formatted just as you do in the body of the document.	

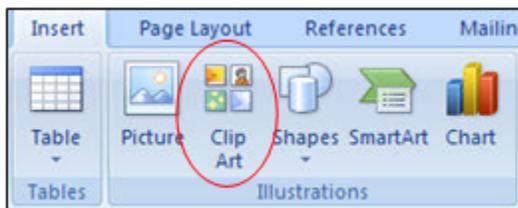
Adding a Graphic

Graphics can be inserted into an individual table cell by using the options on the **Insert tab > Illustrations group**. Consider your audience. Graphics in a table will make it more difficult for assistive technology users. For this reason, use caution if you decide to add a graphic. Is there an alternative way to convey the information? Best practices would be to have the graphic outside the table with an explanation of the graphic.

Inserting a graphic:

1. Select the cell.
2. From the **Insert** tab, in the **Illustrations** group, select **Clip Art** (see Figure 2). Other options in the **Illustrations** group are **Pictures**, **Shapes**, **SmartArt** and **Chart**.

Figure 2 – Clip Art Option



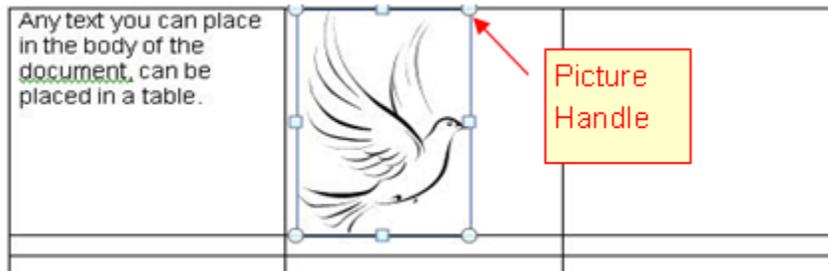
3. The **Clip Art** window displays. In the **Search for** field, enter a subject to search for (see Figure 3).

Figure 4 – Clip Art Window



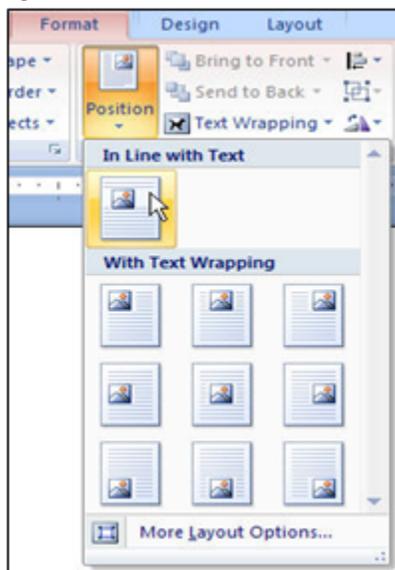
4. Select the **Go** button.
5. Select the image you want to use by clicking on it.
6. The image can be resized by grabbing any of the picture handles. Just select and hold the handle while dragging to the desired size, and then release the mouse button (see Figure 5).

Figure 5 – Insert Graphic



7. An **On Demand** tab appears when the object is active (see **Format** tab, in Figure 6).
8. From the **Format** tab, **Arrange** group, select the **Position Command** button (see Figure 6). Choose the layout option for formatting the graphic.

Figure 6 – Format Tab & Position Command Button



9. The **In Line with Text** option will automatically set text to wrap around the object. This option allows the graphic to act like a text character so it can be formatted by using the font and paragraph formatting.

Formatting the Graphic

There are many graphic formatting options to choose from. The options can be viewed and chosen from the **Picture Tools** tab, **Format** tab (see Figure 7). Select the graphic to activate the **On Demand** tab.

Figure 7 – Picture Tools Format Tab



The following groups display in the **Ribbon**:

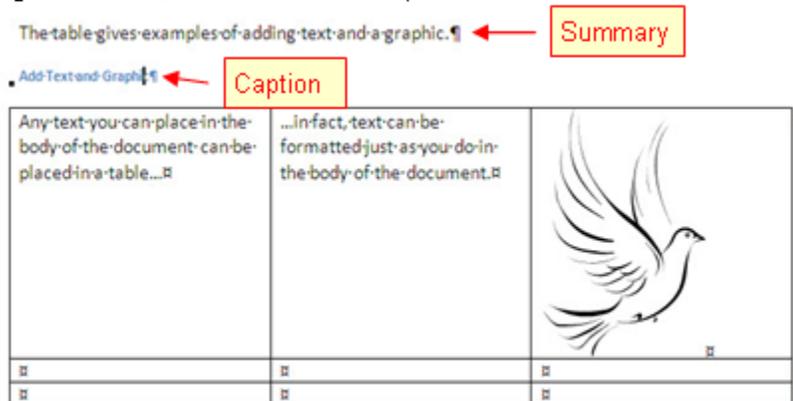
1. **Adjust** – six tools for adjusting picture attributes.
2. **Picture Styles** – provides a live preview of pre-defined styles to enhance your picture. Mouse-over a style to see its effect.
3. **Arrange** – provides commands to position the selected object on the page.
4. **Size** – features commands to crop the object as well as change the height and width of the object.

Experiment with these formatting options.

Add Summary and Caption

Provide a summary before a table structure describing the way the table is laid out. This allows a person using a screen reader to get an overview of the table layout before he/she starts to read the table. Also, just above the table, provide a label or caption (see Figure 8).

Figure 8 – Adding a Summary and Caption to a Graphic



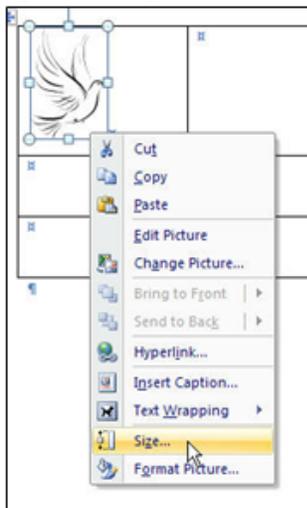
ADDING ALTERNATIVE TEXT TO GRAPHICS

Alternative text (Alt text) is a textual description of an image. It is important to add Alt text to each graphic image so people who do not have graphics enabled on their systems, can see what the image represents. For example, if you insert a picture of a dove, the alternative text would be “Picture of a Dove”.

To Add Alt Text

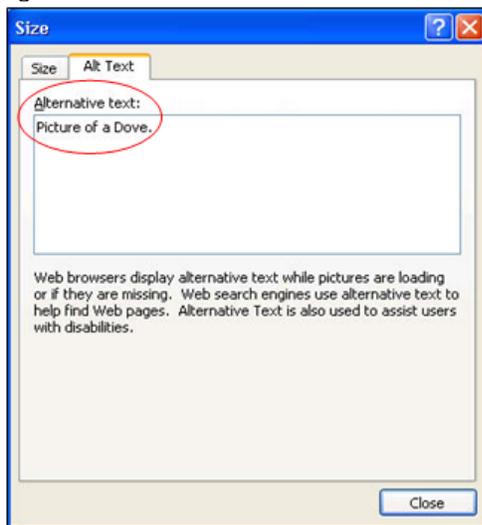
1. Right-click on the graphic (see Figure 1).

Figure 1 – Right-Click Menu on Dove Graphic



2. Select **Size** from the menu.
3. The **Size** dialog box displays.
4. Select the **Alt Text** tab (see Figure 2).

Figure 2 – Alt Text Tab



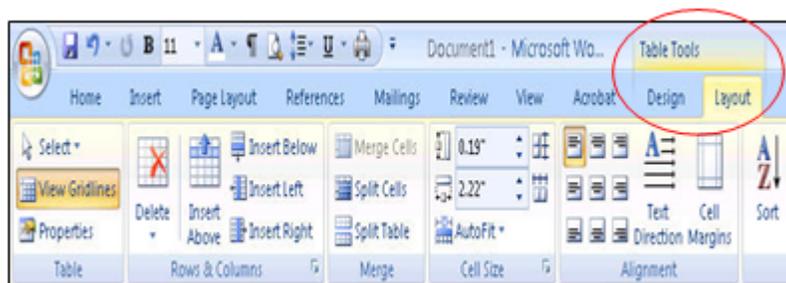
5. Enter a brief description in the **Alternative text** field. If the file name is displayed, delete it and enter the description.
6. Select the **Close** button when finished.

EDITING A TABLE

When the table is the active object, an on-demand tab called **Table Tools** (yellow) displays (see Figure 1). It contains the **Design** and **Layout** tabs. Each tab displays its ribbon of commands. The tabs disappear when the table is not active.

To copy, move or perform a variety of easy editing tasks, first select the table or part of the table that will be affected.

Figure 1 – Editing a Table

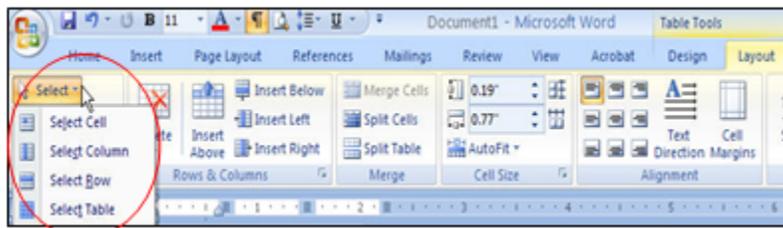


Inserting Columns, Rows & Cells

To select parts of a table:

1. Select any cell, row or column.
2. From the **Table Tools** tab, select **Layout** tab.
3. In the **Table** group, select the **Select** button (see Figure 2).
4. From the **Select** menu, make the appropriate selection, **Select Cell**, **Column**, **Row**, or **Table** from the menu.

Figure 2 – Select Part of a Table



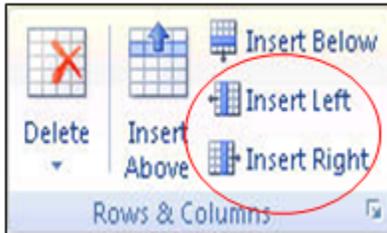


Tip: Selecting the **Table Handle** once, also selects the table.

5. From the **Rows & Columns** group:

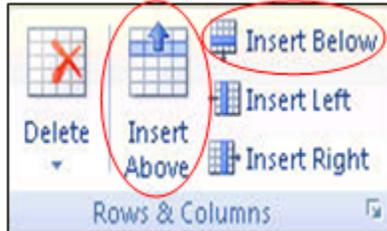
- To insert a column, select the **Insert Left** or **Insert Right** command (see Figure 3).

Figure 3 – Insert Column Commands



- To insert a **Row**, select the **Insert Below** or **Insert Above** command (see Figure 4).

Figure 4 – Insert Row Commands

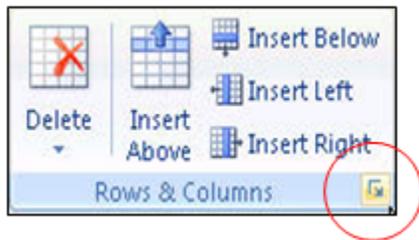


Tip: To add a new row to the end of an existing table, click once in the bottom right cell and press the **Tab** key.

- To insert a **Cell**:

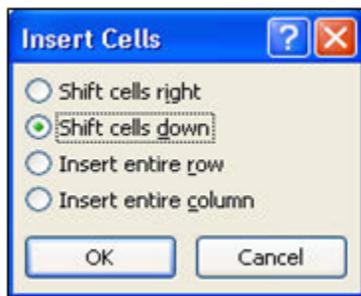
1. Click on the **Rows & Columns Launcher** located in the lower, right corner of the group shown (see Figure 5).

Figure 5 – Rows & Columns Launcher



2. The **Insert Cells** dialog box opens. Make your selection, and then select **OK** (see Figure 6).

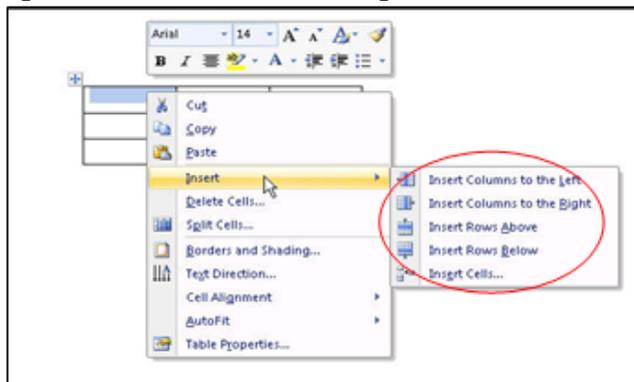
Figure 6 – Insert Cells Dialog Box



Shortcut Tips:

- Right-click on the table after you've selected your column, row or cell. The following sub-menu appears for insert (see Figure 7).

Figure 7 – Short-cuts for Inserting Columns, Rows and Cells



- Use the **Shift** key, plus the **Arrow** key (for example, SHIFT + LEFT ARROW) to select cells, rows, columns or a table.

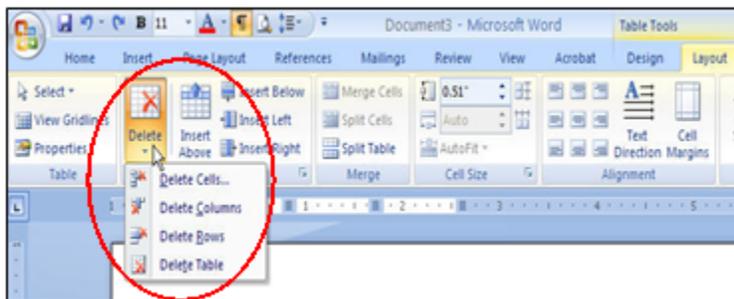
Deleting Columns, Rows & Cells

1. Select one or more columns, rows or cells in the table.
2. Select the **Backspace** key on your keyboard.

OR

3. From the **Table Tools** tab, select the **Layout** tab.
4. In the **Rows & Columns** group, select **Delete** and then select your choice (see Figure 8).

Figure 8 – Delete Feature



Heading Row

Data tables should have a **Heading Row** to distinguish the heading text from the data area. It is best practice to establish heading rows. It assists screen readers in associating the cell content with the headers. Heading rows are also important if the table spans more than one page.

To repeat a heading row:

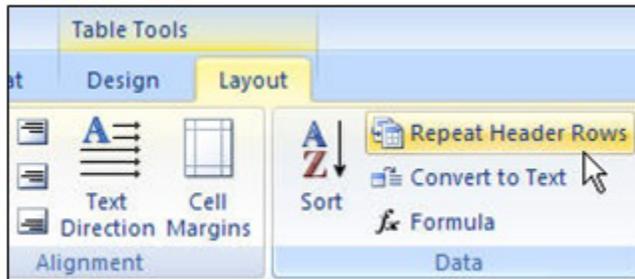
1. Select the first row of the table:

Figure 9 – Heading Row

Fruit	Sept Total	Oct Total
Apples	300	400
Oranges	250	300

2. From the **Table Tools** tab, select **Layout** tab.
3. In the **Data** group, select **Repeat Header Rows** (see Figure 10).

Figure 10 – Repeat Header Rows



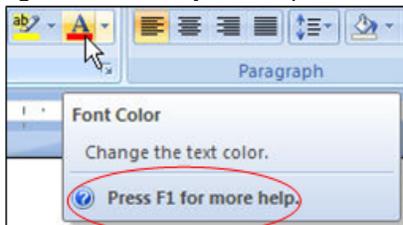
4. Select **OK**.

WHERE TO LEARN MORE

Help within Word

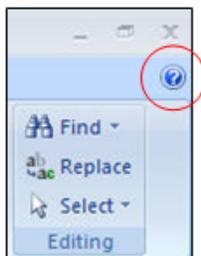
Some commands offer more help by hitting the **F1** key. See example below. Press **F1** and a dialog box opens. Click on the **X** in the top right corner to exit.

Figure 1 – F1 Key for Help



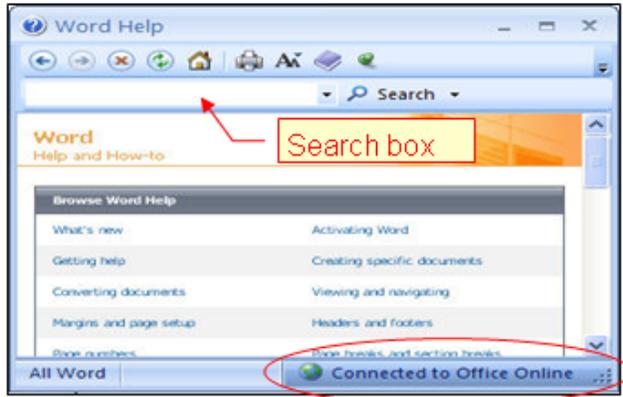
Word also provides help by clicking on the question mark located on the top right edge of the **Home** bar (see Figure 2) In the search field, type in a command or ask how to do something.

Figure 2 – Word Help



By default, Word's **Help Office Online** system is accessed (see Figure 3).

Figure 3 – Online Help Feature



Scroll down and select a topic or type in your keywords to search for.

Microsoft on the Web

Microsoft on the Web (<http://www.microsoft.com>) provides links to web locations where you can find out more about Microsoft Word. It is a great source for learning; it provides a wealth of on-line training.

TRAINING AND SUPPORT

IT Training

Contact Us:

IT Training & Development
Phone: (818) 677-1700 or x1700 (on campus)
Email: training@csun.edu

Troubleshooting and Support

If you experience problems getting started with Office 2007 contact the Help Center at x1400 or helpcenter@csun.edu.

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