

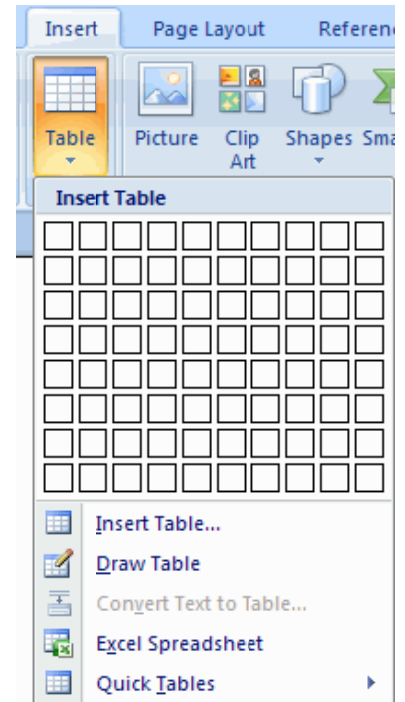
4. Word 2007 Tables

Tables are used to display data in a table format.

Create a Table

To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
 - Highlight the number of row and columns
 - Click **Insert Table** and enter the number of rows and columns
 - Click the **Draw Table**, create your table by clicking and entering the rows and columns
 - Click **Quick Tables** and choose a table



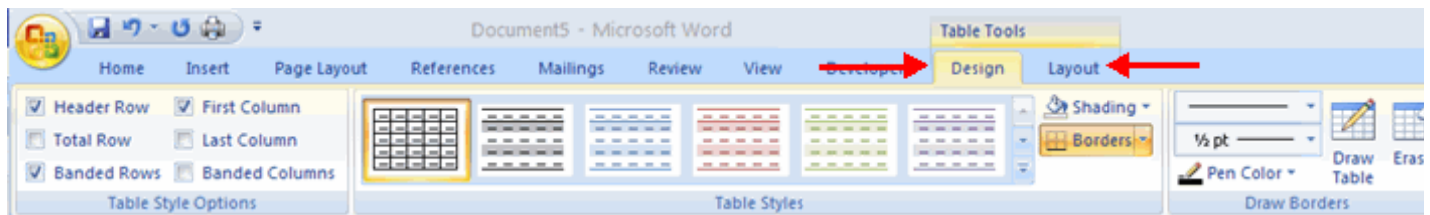
Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.

Modify the Table Structure and Format a Table

To **modify** the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.



On the Design Tab, you can choose:

- Table Style Options**
- Table Styles**
- Draw Borders**

To **format** a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- View Gridlines and Properties** (from the Table Group)
- Insert Rows and Columns** (from the Rows & Columns Group)
- Delete the Table, Rows and/or Columns** (from the Rows & Columns Group)
- Merge or Split Cells** (from the Merge Group)
- Increase and Decrease cell size** (Cell Size Group)
- Align text within the cells and change text directions** (Alignment Group)

