

PART 9

Using Columns and Tables

In this part, you learn two different ways of arranging columns of text on the page. Word's Columns feature lets you create "newspaper-style" columns, in which the text wraps from one column to the next. You might use columns for your office newsletter or a brochure. The Tables feature, in contrast, is great for creating columns of text that do not wrap. Tables are useful for creating everything from simple charts to resumes and invoices.

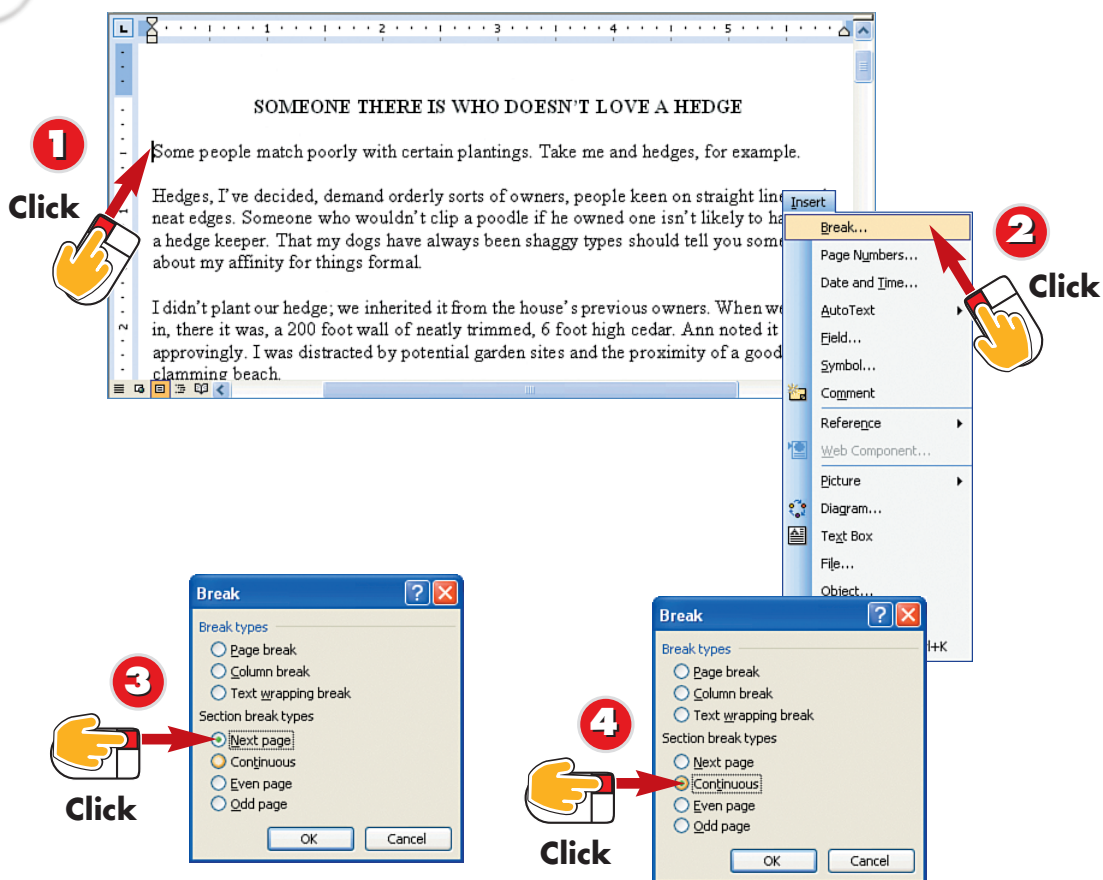
A Word Table

Diagram illustrating a table structure with annotations:

- Column:** Points to the header row.
- Shading:** Points to the first column (rowspan=10).
- Row:** Points to the first row of data.
- Border:** Points to the table border.
- Merged and centered cells:** Points to the footer row.

Prepared by Jan Steele	Butterflies and the Flowers and Plants That Attract Them		
	Butterfly	Nectar Plants	Host Plants
	Black Swallowtail	Butterflyweed, Phlox, Clover, Thistle	Parsley, Queen Anne's Lace
	Checkered White	Aster, Butterflyweed, Centaury	Mustard, Turnip, Cabbage
	Clouded Sulfur	Aster, Goldenrod, Phlox, Clover	Clover, Alfalfa, Pea Family
	Small Copper	Butterflyweed, Goldenrod, Yarrow	Sheep Sorrel, Curled Dock
	Gray Hairstreak	Goldenrod, Clover, Milkweed	Hibiscus, Vetch, Clover, Mallow
	Spring Azure	Buckeye, Violet, Dandelion	Dogwood, New Jersey Tea, Blueberry
	Painted Lady	Aster, Cosmos, Thistle, Buttonbush	Thistle, Mallow, Hollyhock
	Buckeye	Aster, Coreopsis, Chicory	Plantain, Snapdragon, Toadflax
	Monarch	Milkweed, Lantana, Lilac, Zinnia	Milkweed family
Wild Birds Unlimited, 3711 Harbor View Drive, Gig Harbor, WA 98332			

Creating Columns

Start


- 1** Make sure that you're using Print Layout view (open the **View** menu and choose **Print Layout**), and move the insertion point to where you want the columns to begin.
- 2** Open the **Insert** menu and choose **Break** to open the Break dialog box.
- 3** To make the columns begin at the top of a new page, choose **Next page**.
- 4** To keep the columns on the same page as the text above them, choose **Continuous**.

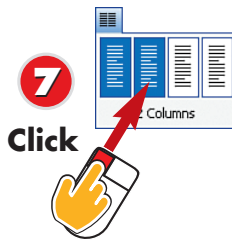
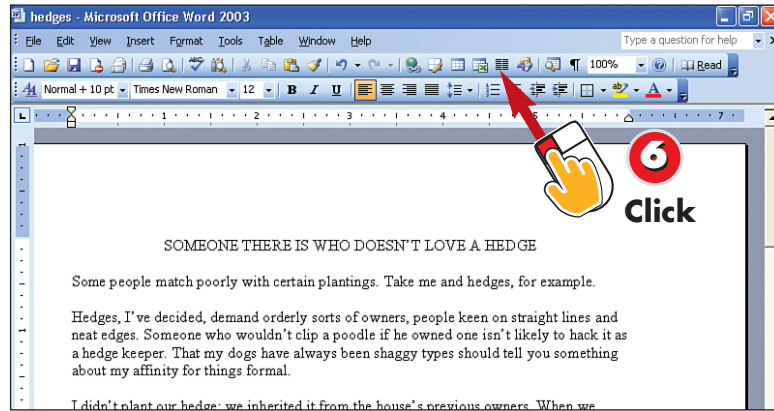
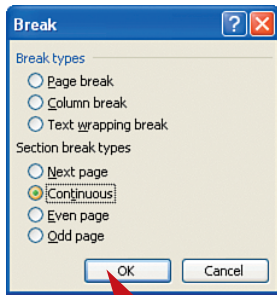
INTRODUCTION

If you would like to produce newsletters, bulletins, journal articles, and so on, you'll appreciate Word's ability to format text in multiple columns. When you use this feature, the text snakes from column to column. If you want to create columns of text that *do not* wrap from one column to the next, use either custom tabs (see Part 6) or a table (see the last four tasks in this part). If you don't want columns in part of your document, follow steps 1 through 5 to insert a *section break*. Otherwise, begin with step 6.

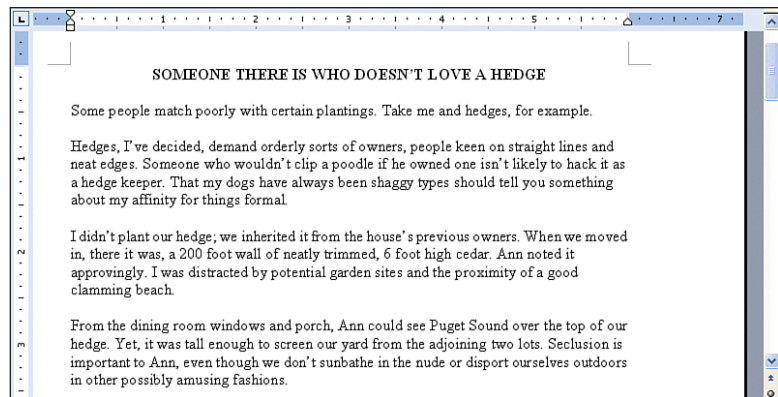
TIP

Inserting a Column Break

To force text to the next column, move the insertion point to the place where you want the text to break, and choose **Insert**, **Break**. In the **Break** dialog box, click the **Column Break** option button, and click **OK**.



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- 5 Click **OK**, and then double-check to make sure that your insertion point is in the section where you want the columns to begin.
- 6 Click the **Columns** button on the Formatting toolbar.
- 7 In the grid that appears, click the desired number of columns.
- 8 Word creates the number of columns that you specified.

End

TIP

What If I Have Text at the End of the Document That I Don't Want in Columns?

If you have text at the end of your document that you do not want in columns, select the text that you want in step 1 (instead of placing your insertion point where you want the columns to begin). Word will only format the selected text in columns, leaving the text outside of the selection as is.

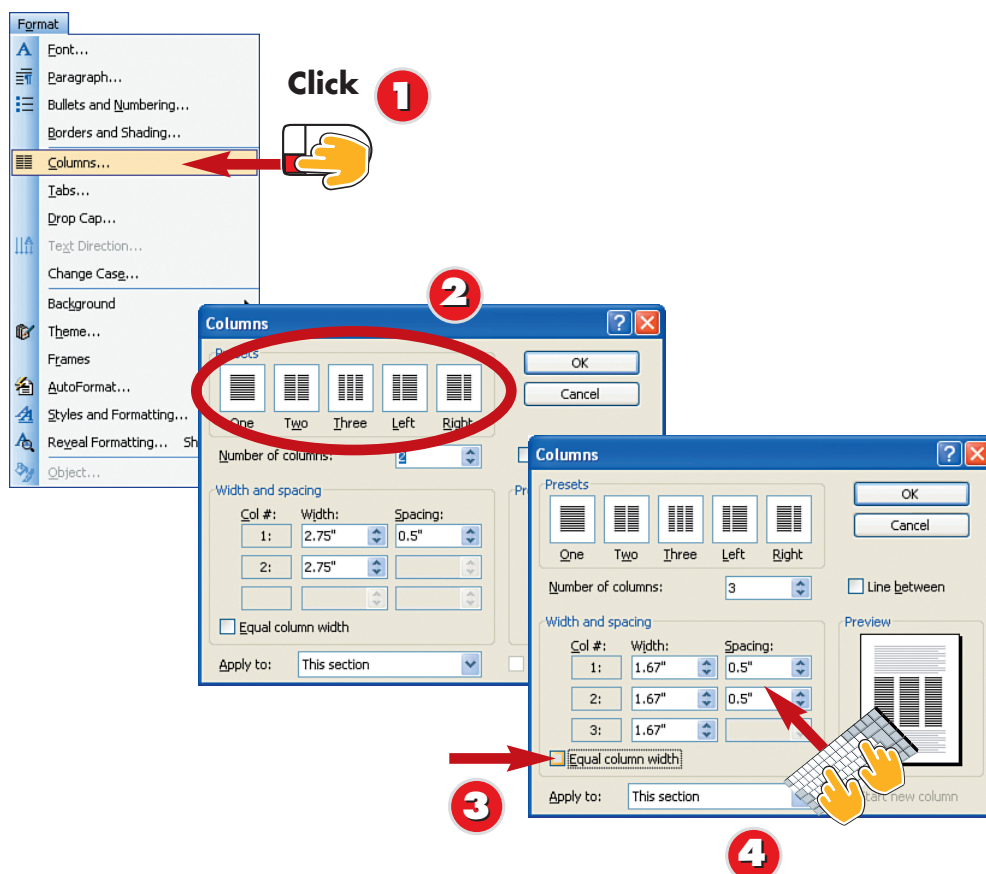
TIP

Changing the Number of Columns

If you decide to change the number of columns in your document, simply repeat steps 6–8. If you want no columns, click the leftmost column in the grid in step 7.

Start

Formatting Columns



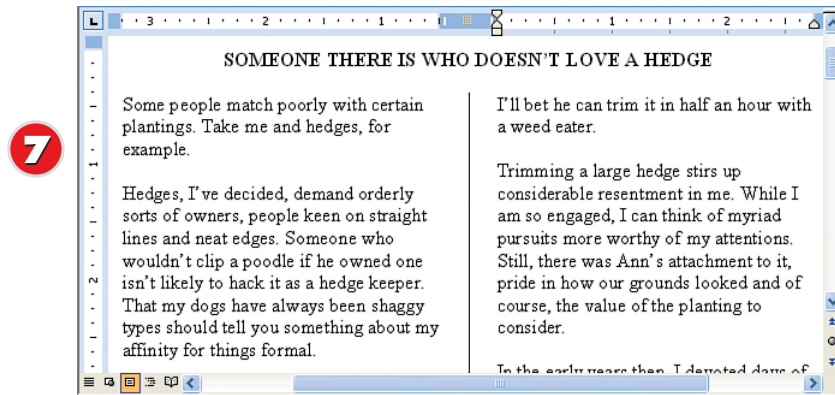
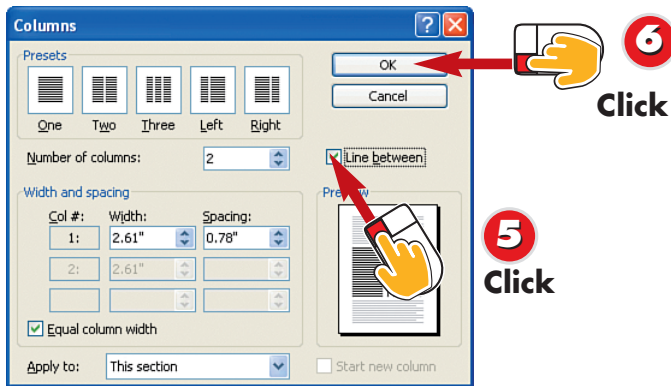
- 1 Click anywhere in the multiple-column text, open the **Format** menu, and choose **Columns** to open the Columns dialog box.
- 2 If you like, click a preset format under **Presets** at the top of the dialog box.
- 3 If you have specific requirements for column widths, first make sure that the **Equal column width** check box is not marked.
- 4 Then enter the desired settings for each column under **Width and spacing**.

In addition to the standard formatting options described in Parts 6 and 7 of this book, Word gives you a few other choices for formatting text in multiple columns. For example, you can adjust the column widths, add vertical lines between columns, and so on. Try some of the options described here and see what works well in your documents.

TIP

Balancing Lengths

To balance the length of your columns on the last page of a document, press **Ctrl+End** to move to the end of the document, and then open the **Insert** menu and choose **Break**. Click the **Continuous** option button, and click **OK**.



- 5** To add vertical lines between your columns, click the **Line between** check box to mark it.
- 6** When you have made all of your selections, click **OK**.
- 7** Word applies the settings you chose to your text.

End

TIP

Hyphenating Words

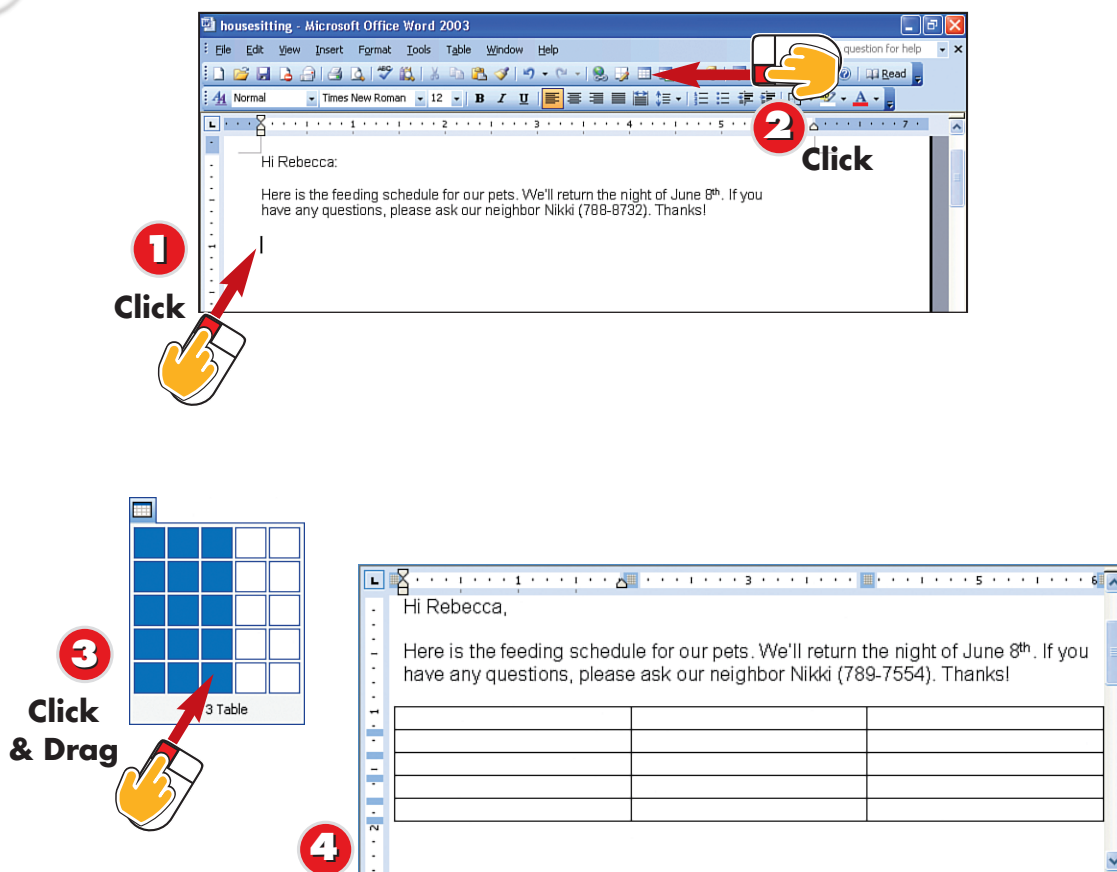
If you are using narrow columns, you might want to hyphenate your text so that it fills the columns more evenly. Hyphenation also reduces the gaps between words in justified text. To do so, open the **Tools** menu, choose **Language**, and select **Hyphenation**. In the dialog box that appears, click the **Automatically hyphenate document** check box to select it, and click **OK**.

TIP

Justifying Column Text

Columns often look better if the text is justified, giving the column a straight right edge. To justify the text, select the column text, and click the **Justify** button on the Formatting toolbar.

Creating a Table

Start


- 1** Move the insertion point to the place where you want to insert the table.
- 2** Click the **Insert Table** button on the Standard toolbar.
- 3** The squares in the grid that appears represent cells. Drag through the approximate number of rows and columns that you want, and then release the mouse button.
- 4** A table with the number of rows and columns you specified appears in the document.

End

Word's table feature gives you a wonderfully flexible way of aligning text in a grid of rows and columns. You enter text into the individual boxes in the grid, which are referred to as *cells*. In this task, you learn to create a table using the **Insert Table** button on the Standard toolbar.

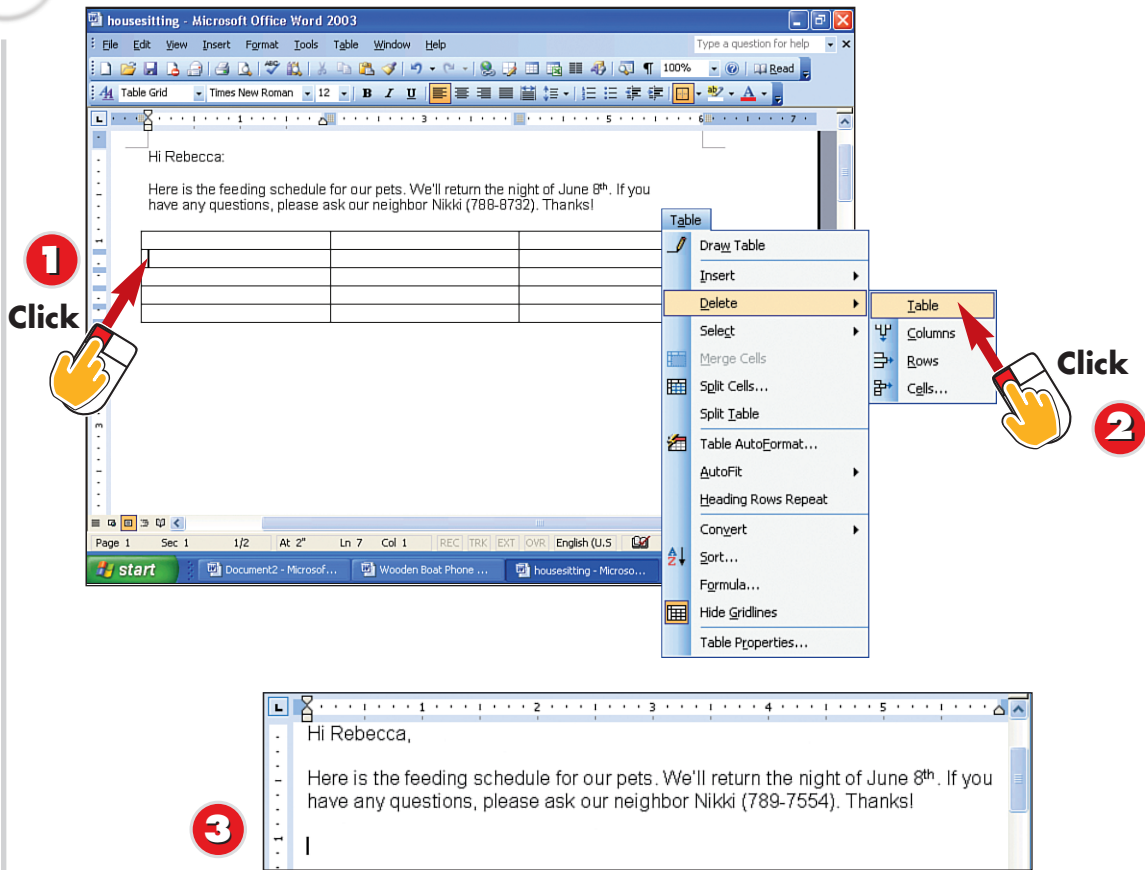
TIP

Drawing a Table

You can also draw a table "by hand" by using the **Draw Table** button on the Tables and Borders toolbar. See "Drawing a Table" and "Adjusting the Appearance of Your Table" later in this part to learn more about this method.

Deleting a Table

Start



- 1 Place the insertion point in the table.
- 2 Open the **Table** menu, choose **Delete**, and select **Table**.
- 3 The table is deleted from your document.

End

INTRODUCTION

If you've inserted a table that's not quite right and want to start over, or if you've decided you don't want to use a table to arrange your text after all, follow these simple steps to delete the table from your document.

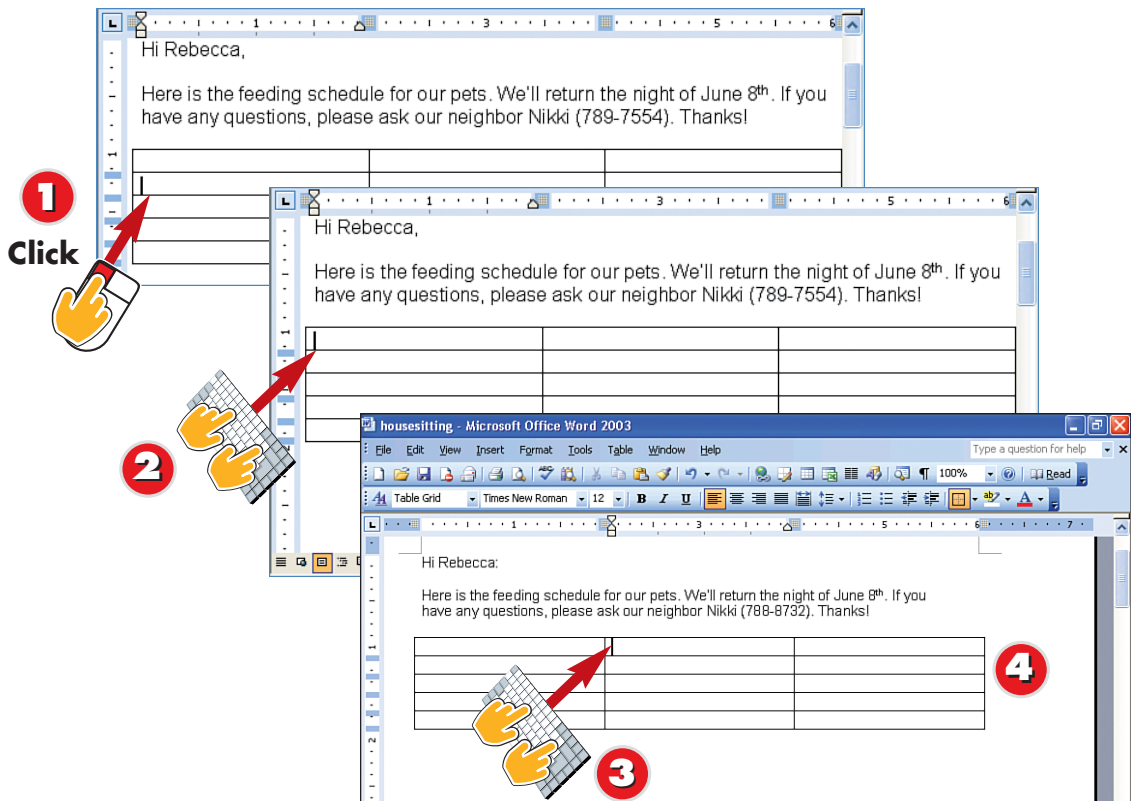
TIP

Pressing the Delete Key Doesn't Delete a Table

You might expect to be able to select a table (by opening the Table menu, choosing Select, and clicking Table) and then press the Delete key to delete it. This, however, simply removes all of the text from the table without deleting the table itself.

Navigating a Table

Start



- 1** To use the mouse to move to a particular cell, just click in the cell.
- 2** To move to the row above or below, press the **up-** or **down-arrow** key on your keyboard.
- 3** To move to the cell to the right or left, press the **right-** or **left-arrow** key on your keyboard. (If there is text in a cell, these arrow keys move the insertion point through the text.)
- 4** You can also press the **Tab** key to move into the cell to the right, or press **Shift+Tab** to move to the left. (If the destination cell contains text, it will be selected.)

Typing text in a table is much like typing in a regular document, but navigating within a table is somewhat different. In this task, you first learn how to move the insertion point from cell to cell within a table, and then you get a few pointers about entering text.

TIP

Adding Text Above a Table

If you start a table at the very top of a document and then decide that you want to insert text above the table, click the far left edge of the upper-left cell in the table and press **Enter**. Word inserts a blank line above the table, and you can now click in the blank line and type your text.

5

	Morning	Evening
Joss (black male Standard Poodle)	1 ½ cups of adult Innova	1 ½ cups of adult Innova
Sneaker (white male Standard Poodle)	1 ½ cups of adult Innova	1 ½ cups of adult Innova
Sapphire (white and gray cat)	Bowl full of senior cat Innova	A few scratches under the chin
Trouper (tabby cat)	¼ cup of adult cat Innova	¼ cup of adult cat Innova

6

	Morning	Evening
Joss (black male Standard Poodle)	1 ½ cups of adult Innova	1 ½ cups of adult Innova
Sneaker (white male Standard Poodle)	1 ½ cups of adult Innova	1 ½ cups of adult Innova
Sapphire (white and gray cat)	Bowl full of senior cat Innova	A few scratches under the chin
Trouper (tabby cat)	¼ cup of adult cat Innova	¼ cup of adult cat Innova

7

	Morning	Evening
Joss (black male Standard Poodle)	1 ½ cups of adult Innova	1 ½ cups of adult Innova
Sneaker (white male Standard Poodle)	1 ½ cups of adult Innova	1 ½ cups of adult Innova
Sapphire (white and gray cat)	Bowl full of senior cat Innova	A few scratches under the chin
Trouper (tabby cat)	¼ cup of adult cat Innova	¼ cup of adult cat Innova

- 5** When you type text in a cell, if the entry is too wide to fit in the cell, Word automatically wraps the text to the next line and increases the row height.
- 6** Press **Enter** in a cell to end the paragraph and add a blank line to that row.
- 7** If you accidentally press Enter in a cell and want to remove the blank line, just press the **Backspace** key.



TIP

Inserting a Tab Within a Cell

If you want to insert a tab within a cell, press **Ctrl+Tab** instead of **Tab**. (Pressing the **Tab** key by itself just selects the contents of the cell to the right.)

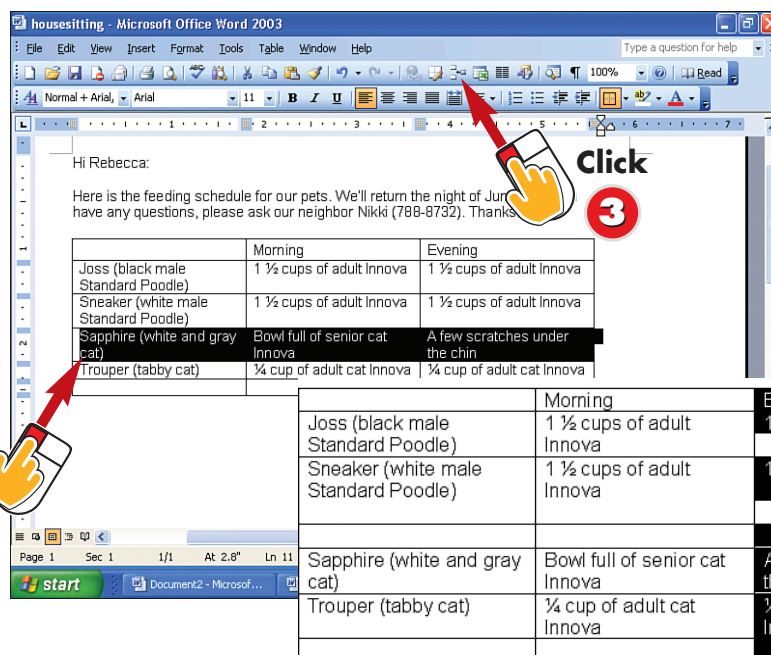


Start

Adding, Deleting, and Resizing Rows and Columns

	Morning	Evening
Joss (black male Standard Poodle)	1 ½ cups of adult Innova	1 ½ cups of adult Innova
Sneaker (white male Standard Poodle)	1 ½ cups of adult Innova	1 ½ cups of adult Innova
Sapphire (white and gray cat)	Bowl full of senior cat Innova	A few scratches under the chin
Trouper (tabby cat)	¼ cup of adult cat Innova	¼ cup of adult cat Innova

1
Click



- 1** To add a row at the end of the table, click anywhere in the lower-right cell in the table, and press the **Tab** key.
- 2** To add a row in the middle of the table, first select the row below the location of the new one by clicking to its left.
- 3** Click the **Insert Rows** button on the Standard toolbar to insert the row. (The Insert Table button turns into Insert Rows when a row is selected.)
- 4** To insert a column, first select the column to the right of where the new one will go by clicking at the top of the column when the mouse pointer changes to a black arrow.

As you enter text in a table, you will almost certainly need to change its structure. This task describes the most common adjustments you'll need to make. As you experiment with these techniques, keep in mind that Word does not prevent you from making a table too wide to fit on the page. If you're adding columns and increasing column widths, check Print Preview periodically to make sure that the table isn't running off the page.

TIP

Table Off the Page?

If you have widened your table too much, open the **Table** menu, choose **AutoFit**, and select **AutoFit to Window**.

Click

5

Click & Drag

6

Click & Drag

7

Click & Drag

	Morning		Evening
Joss (black male Standard Poodle)	1 ½ cups of adult Innova		1 ½ cups of adult Innova
Sneaker (white male Standard Poodle)	1 ½ cups of adult Innova		1 ½ cups of adult Innova
Sapphire (white and gray cat)	Bowl full of senior cat Innova		A few scratches under the chin
Trouper (tabby cat)	¼ cup of adult cat Innova		¼ cup of adult cat Innova

- 5** Click the **Insert Columns** button on the Standard toolbar. (The Insert Table button turns into Insert Columns when a column is selected.)
- 6** To adjust a column's width, point to its right border and drag it to the desired location.
- 7** To resize a row, point to its bottom border and drag it to the desired location.

End

TIP
Why Are All the Table Menu Commands Dim?

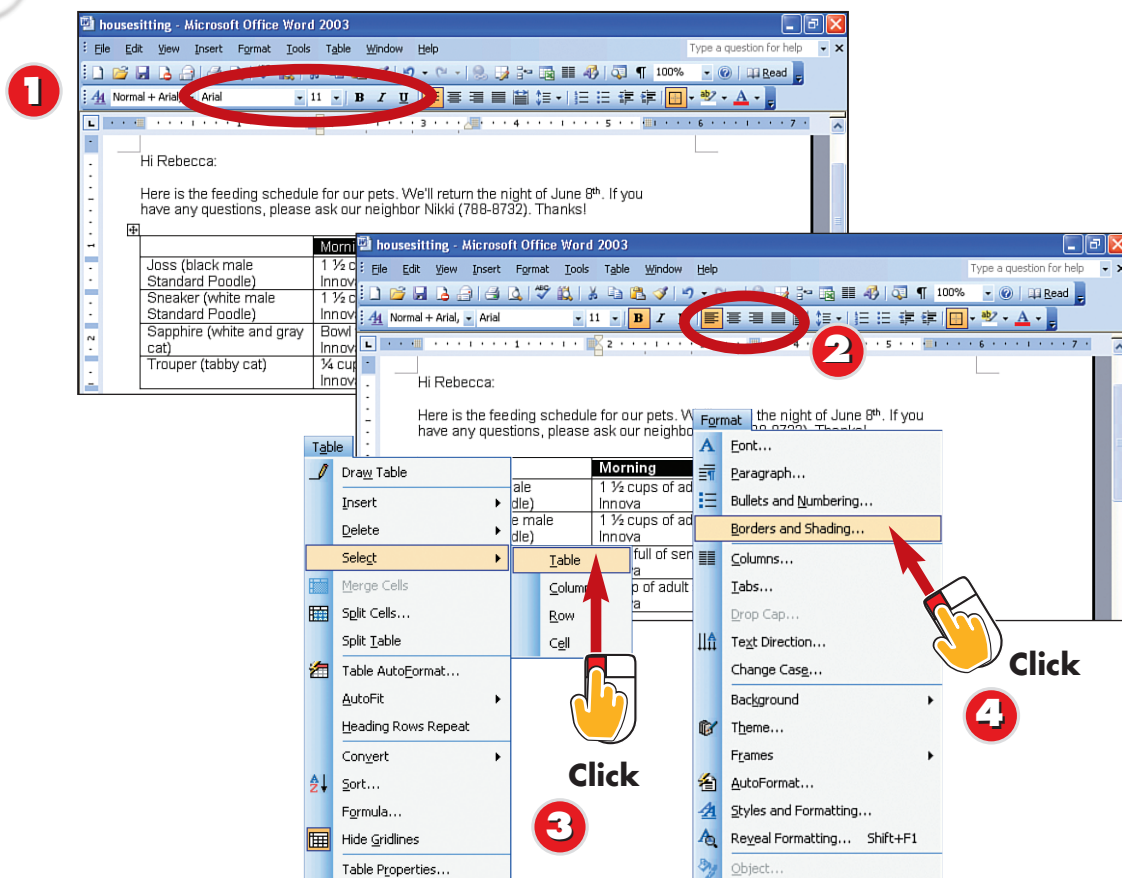
Most of the commands in the Table menu are active only when the insertion point is in a table. If you notice that the commands are dim, it's a sign that you accidentally clicked outside the table. Simply click inside the table and then display the Table menu again.

TIP
Deleting a Row or Column

To delete a row or column, select it first (see steps 2 and 4), and then open the **Table** menu, choose **Delete**, and choose **Rows** or **Columns**.

Start

Formatting a Table



- 1** To change text formatting, select the cells you want to change (or some text within a single cell) and then use the various familiar buttons on the Formatting toolbar.
- 2** To change the horizontal alignment of text within cells, select the cells and then click the desired alignment button on the Formatting toolbar.
- 3** To change the border around the outside of the table, first select the entire table by opening the **Table** menu, choosing **Select**, and choosing **Table**.
- 4** Next, open the **Format** menu and choose **Borders and Shading**.

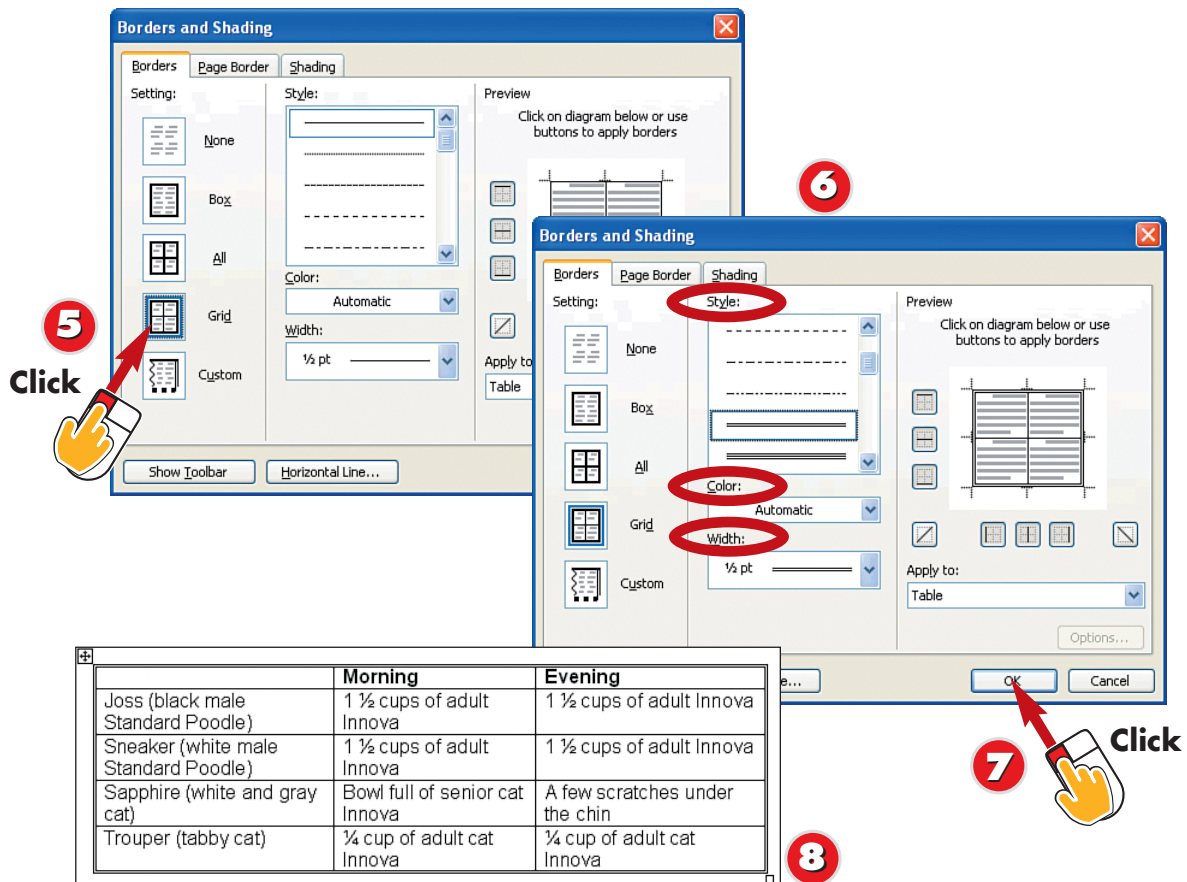
INTRODUCTION

Formatting a table involves changing the appearance of the text and adding borders and shading. Be careful to select the exact cells that you want to format before using the commands described in this task, and remember that you can always click the Undo button in the Standard toolbar if you make a change you don't like. To learn more ways to format a table, see "Adjusting the Appearance of Your Table" later in this part.

TIP

Adding Shading to Cells

If you want to add shading to some of the cells in your table, select the cells, and then open the **Format** menu and choose **Borders and Shading**. Click the **Shading** tab, click the color you'd like to use, and click **OK**.



- 5** Click the **Grid** option in the **Setting** area to change only the outside border, or **All** to change all of the borders in the table.
- 6** Choose the desired options from the **Style**, **Color**, and **Width** lists.
- 7** Click the **OK** button, and then click to deselect the table.
- 8** Word applies the border options you chose.

End

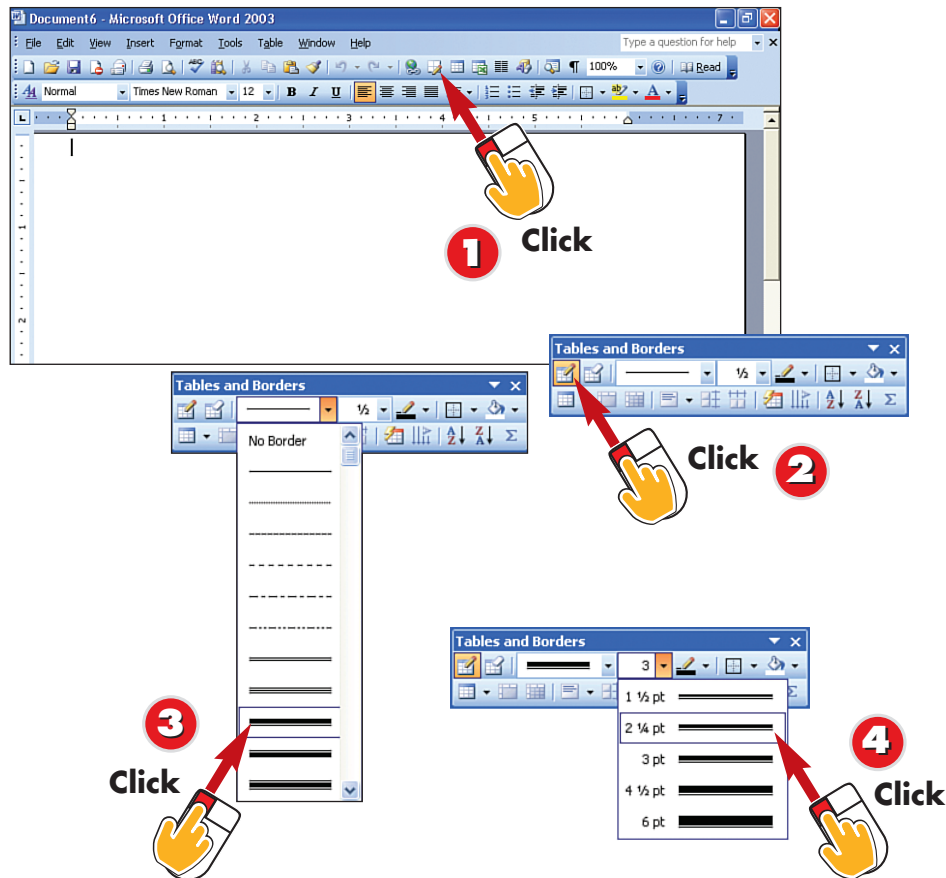
TIP

Moving and Resizing a Table

To move your table around on the page, use the small square that contains a four-headed arrow, located just outside the upper-left corner of the table (see the figure for step 1). Click on this square and drag the table to the desired location. To resize your table, point to the small square just outside the lower-right corner, and drag diagonally up and to the left to shrink the table, or down and to the right to enlarge it.

Drawing a Table

Start



- 1** Click the **Tables and Borders** button on the Standard toolbar to display the Tables and Borders toolbar.
- 2** Click the **Draw Table** button if it isn't already selected (pushed in). Your mouse pointer will now look like a small pencil when it's over your document.
- 3** Click the **down arrow** next to the **Line Style** field and choose a line style for the outside border of your table.
- 4** Click the **down arrow** next to the **Line Weight** field and choose a line weight for the outside border of your table.

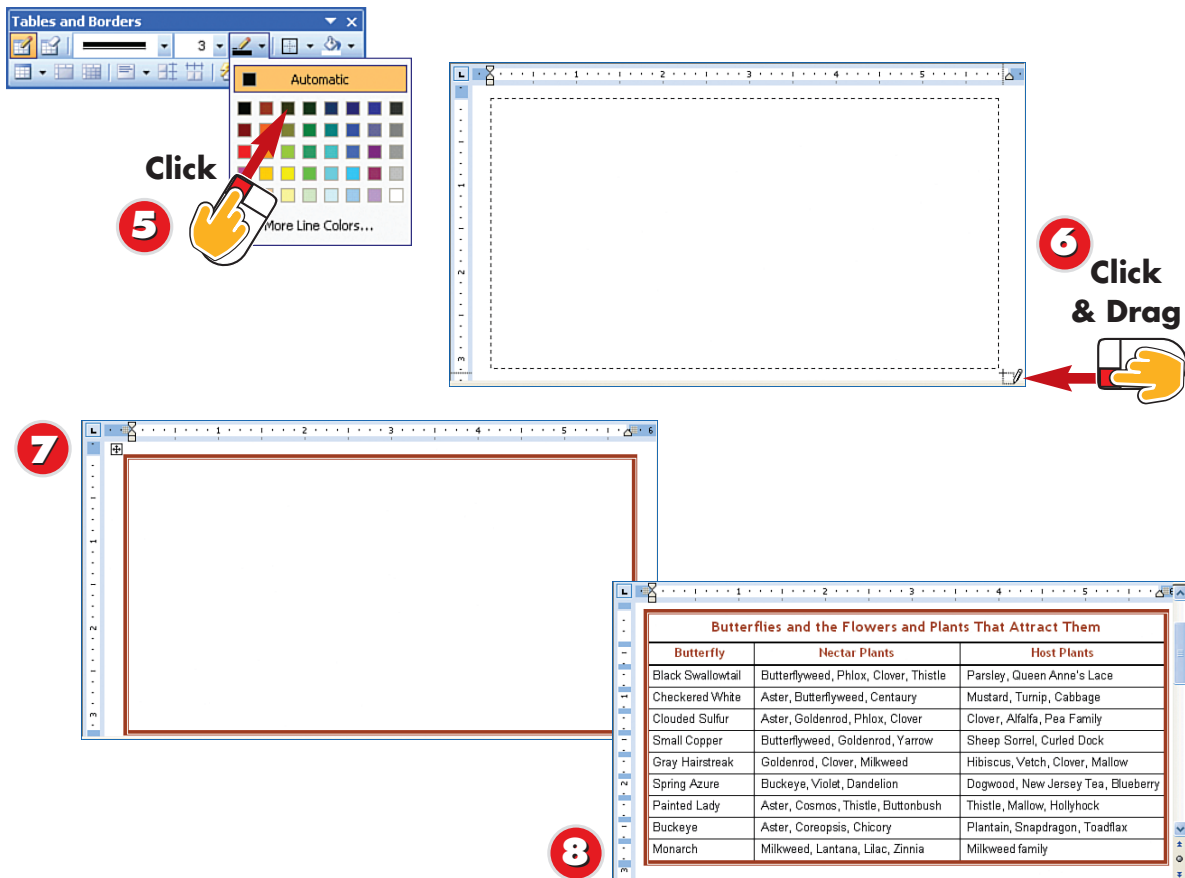
INTRODUCTION

If you want to make a complex table, you'll probably find it easier to "draw" the table with your mouse than to use the Insert Table toolbar button. In this task, you use the **Draw Table** button in the Tables and Borders toolbar to draw the outline of a table and then fill in the rows and columns. This method of creating a table is extremely flexible: If you can envision a design for your table, you can almost certainly create it.

TIP

Changing Line Appearance

To change the appearance of a line after you've already drawn it, select the desired options in the **Line Style**, **Line Weight**, and **Border Color** lists in the Tables and Borders toolbar, and draw the line again with the Draw Table tool.



- 5** Click the **down arrow** next to the **Border Color** button and click a color for the outside border of your table.
- 6** Starting in the upper-left corner, drag diagonally down and to the right; release when the outline is the right size.
- 7** Word creates the outline of your table. Repeat steps 3–5 to choose what kind of lines you want, and draw the internal lines in the table.
- 8** Click the **Draw Table** button to turn it off, and enter the text in the table. For tips on improving the appearance of the text in your table, see the next task.

End

TIP

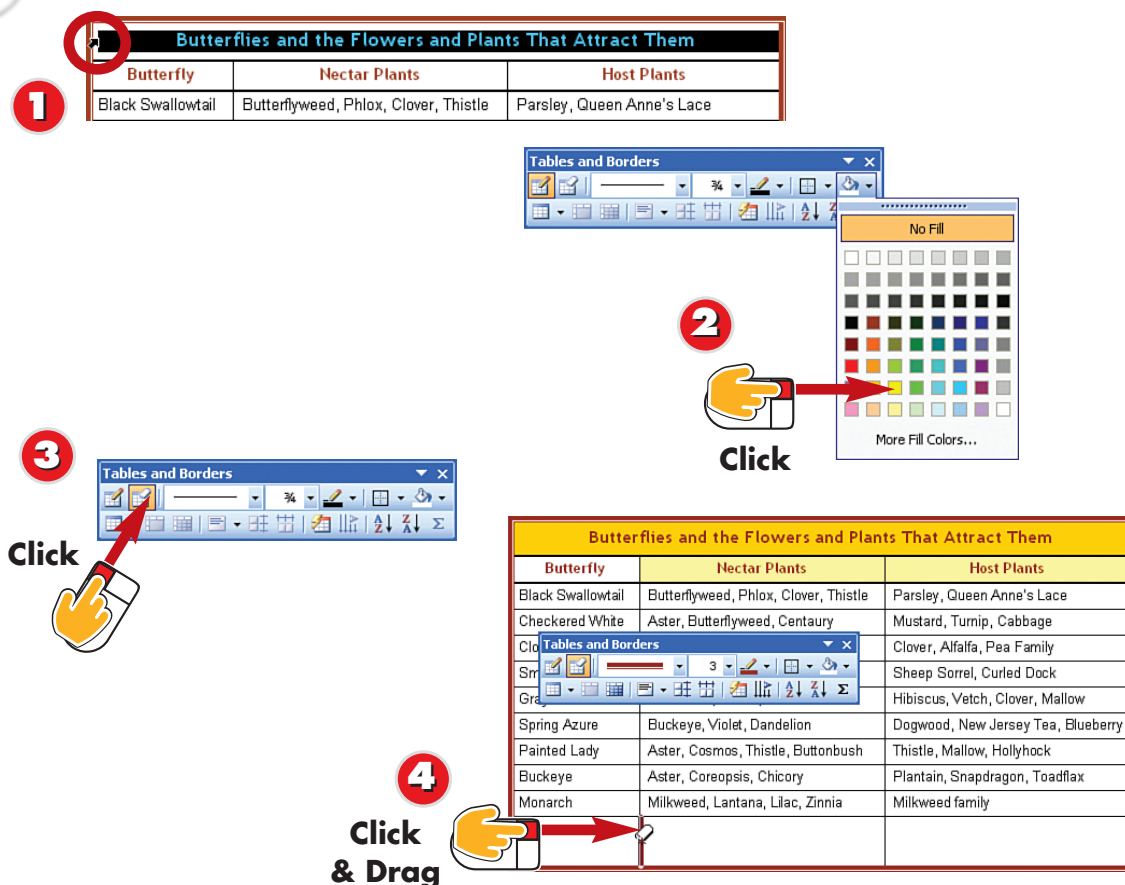
Hiding Lines

To hide a line in a table, first display the Line Style list and choose the **No Border** option. Then click the **Draw Table** button and drag over the line. If you want to actually *remove* a line, merging the cells that were on either side of it, see the next task.



Start

Adjusting the Appearance of Your Table



- 1** To select a cell, point just inside the left edge of the cell. When the mouse pointer becomes a black arrow, click once (or drag to select multiple cells).
- 2** To add shading to a cell, select the cell, click the **down arrow** to the right of the **Shading Color** button on the Tables and Borders toolbar, and click the desired color.
- 3** To remove a line in a table and merge the cells on either side of the line, first click the **Eraser** button in the Tables and Borders toolbar.
- 4** The mouse pointer becomes an eraser. Drag over the line to highlight it, and then release the mouse button.

Regardless of whether you create your table with the **Insert Table** button or you draw it with the **Draw Table** button, you can easily adjust the table and the text it contains with tools in the Tables and Borders toolbar. In this task, you first learn how to select a single cell or group of cells—an essential part of formatting cells in your table—and then you practice using some of the most useful tools in the Tables and Borders toolbar.

TIP

No Tables and Borders Toolbar?

Remember that you can display the Tables and Borders toolbar at any time by clicking the **Tables and Borders** button in the Standard toolbar.

5 Click

6 Click

7

Butterflies and the Flowers and Plants That Attract Them		
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Monarch	Milkweed, Lantana, Lilac, Zinnia	Milkweed family

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- 5** To change the vertical/horizontal alignment of text in your table, select the cell, click the **down arrow** to the right of the **Align** button, and click the desired option.
- 6** To change the direction of text from left-to-right to either bottom-to-top or top-to-bottom, select the cell and then click the **Change Text Direction** button one or more times.
- 7** Word applies the changes you've made. Make any further adjustments to your table until you're satisfied with its appearance.

End

TIP

Making Rows the Same Height or Columns the Same Width

If you want to make multiple rows the same height or multiple columns the same width, select the rows or columns (see steps 2 and 4 of "Adding, Deleting, and Resizing Rows and Columns" earlier in this part), and then click the **Distribute Rows Evenly** or **Distribute Columns Evenly** button on the Tables and Borders toolbar.

