

MS Office 2010



Word Tabs & Tables Manual

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Tabs

Tabs allow you to create simple tables of data that line up along a particular vertical position. You can also use advanced tab settings to create paper forms for print outs, or basic tables of contents. Generally, these items contain dotted or solid lines for you to sign on or to indicate a page number for a topic - these lines can be generated with leader tabs.

Basic tabs with alignment

There are several different kinds of alignments with tabs we will explore some of them here:

	A LEFT TAB stop sets the start position of text that will then run to the right as you type.
	A CENTER TAB stop sets the position of the middle of the text. The text centers on this position as you type.
	A RIGHT TAB stop sets the right end of the text. As you type, the text moves to the left.
	A DECIMAL TAB stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)
	A BAR TAB stop doesn't position text. It inserts a vertical bar at the tab position.

Default Tab stop

To change default tab stop

- On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER** 
- In the **PARAGRAPH** dialog box, click **TABS**
- In the **DEFAULT TAB STOPS** box, enter the amount of spacing that you want between the default tab stops

When you press the TAB key, your tab will stop across the page at the distance that you specified.

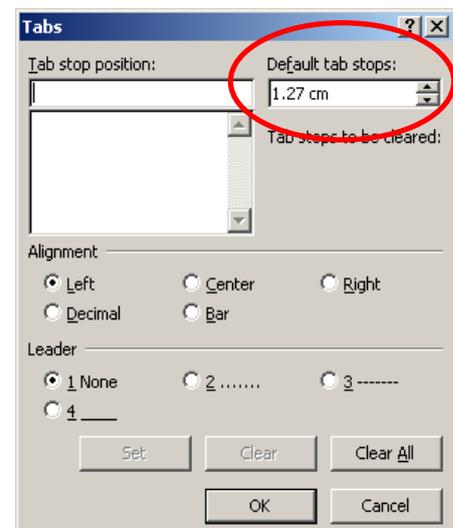


Figure 1 – The Tabs dialog box

Set manual tab stops with ruler

You might want to use the ruler to set manual tab stops at the left side, middle, and right side of your document. If you don't see the horizontal ruler that runs along the top of the document, click the **RULER** check box on the **VIEW RIBBON**.

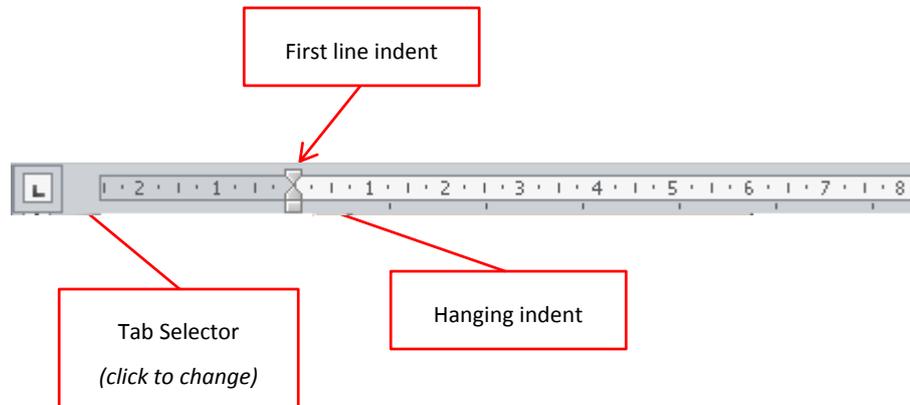


Figure 2 – setting manual tab stops with the ruler

You can quickly set tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab that you want and then clicking the ruler at the location you want.

To use the horizontal ruler to set tab stops:

- By default, there are no tab stops on the ruler when you open a new blank document.
- To set indents click and drag the **FIRST LINE INDENT** to the position on your ruler where you require the first line of your paragraph to be indented to
- Click and drag the **HANGING INDENT** marker to where you want the second and all following lines of a paragraph to begin.
- When you set a **BAR TAB STOP**, a vertical bar line appears where you set the tab stop (you don't need to press the **TAB** key). A bar tab is similar to strikethrough formatting, but it runs vertically through your paragraph at the location of the bar tab stop. Like other types of tabs, you can set a bar tab stop before or after you type the text of your paragraph.
- You can remove a tab stop by dragging it (up or down) off the ruler. When you release the mouse button, the tab stop disappears.
- You can also drag existing tab stops left or right along the ruler to a different position.

When multiple paragraphs are selected, only the tabs from the first paragraph show on the ruler. If you set manual tab stops, the default tab stops are interrupted by the manual tab stops that you set. Manual tab stops that are set on the ruler override the default tab stop settings.

Set manual tab stops with dialog

If you want your tab stops at precise positions that you can't get by clicking the ruler, or if you want to insert a specific character (leader) before the tab, you can use the **TABS** dialog box. To display this dialog box, double-click any tab stop on the ruler.

To set manual tab stops

- On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH DIALOG BOX LAUNCHER**
- In the **PARAGRAPH** dialog box, click the **TABS** button. The following dialog appears.
- In the **DEFAULT TAB STOPS** box, enter the amount of spacing that you want between the default tab stops.

*When you press the **TAB** key, your tab will stop across the page at the distance that you specified.*

Tab stop position	Type the position on the ruler where you want to create a new tab stop, or select an existing tab stop from the list to modify its properties.
Default tab stops	Specifies amount of spacing that is applied each time you press the TAB key.
Tab stops to be cleared	Displays tab stops that have been marked for deletion from the TAB STOP POSITION list. Cleared tabs are deleted from the list when you click OK.
Alignment	<p>LEFT Sets a left start position of text that will then run to the right as you type.</p> <p>CENTER Sets the position of the middle of the text. The text centres' on this position as you type.</p> <p>RIGHT Sets a right start position of text that will then run to the left as you type.</p> <p>DECIMAL Aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)</p> <p>BAR Inserts a vertical bar at the tab position. Not used for positioning text.</p>

Figure 3 – Setting Tabs

Creating Leader Tabs

Use this feature to fill the empty space before a tab stop with dotted, dashed or solid lines. This effect is most commonly seen in a table of contents. The right aligned tab for the numbers in the example below has a dotted leader tab:

Chapter 1.....	1
Chapter 2.....	12
Chapter 3.....	20

Figure 4 – example of dot leader tabs

To create a leader from an existing tab:

- On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH** dialog box launcher
- In the **PARAGRAPH** dialog box, click the **TABS** button. The **TABS** dialog appears
- Select the tab stop in the **TAB STOP POSITION:** list
- Choose one of the 4 Leader types
- Click on the **SET** button to save the tab.
- Click on **OK** to return to the document.

You can also create the Tab from scratch in the Tab dialog box

To create a new tab and assign a leader:

- On the **PAGE LAYOUT** Ribbon, click the **PARAGRAPH** dialog box launcher
- In the **PARAGRAPH** dialog box, click the **TABS** button. Type in the new tab position in the **TAB STOP POSITION:** field
- Choose the **ALIGNMENT** and optionally choose the **LEADER** (the default is None)
- Click on the **SET** button to save the tab
- Choose **OK**

The CLEAR button removes the selected tab, whilst CLEAR ALL removes all the tabs in the selected paragraph(s). Note - tabs are a paragraph format and as such will display differently when you click in different paragraphs

Tables

Tables give you the ability to lay information out in columns and rows. An example of a table is shown below:

Item	Action
Word 2010 manual was discussed – deadline has now been set for end of next week.	AM to complete manual and give a draft copy to HB for proof reading and revisions.

Creating Tables

When a table is created, Word will make the table as wide as the current page orientation allows. Therefore, if you know your table is going to be quite wide, you may want to switch to landscape before creating it. Your table is made up of rows and columns. Where the rows and columns intersect to form boxes, Word refers to those as cells.

To create a table:

- Position the cursor where you want to insert the table
- Click the table button on the **INSERT** ribbon, **TABLES** group
- Do not click but move your mouse over the grid that appears, to highlight the number of columns and rows that you want your table to have. These will appear in your document and will continually adjust until you have all the rows and columns you need
- Click the mouse - the table will appear in your document at the cursor position
- Enter text into your table

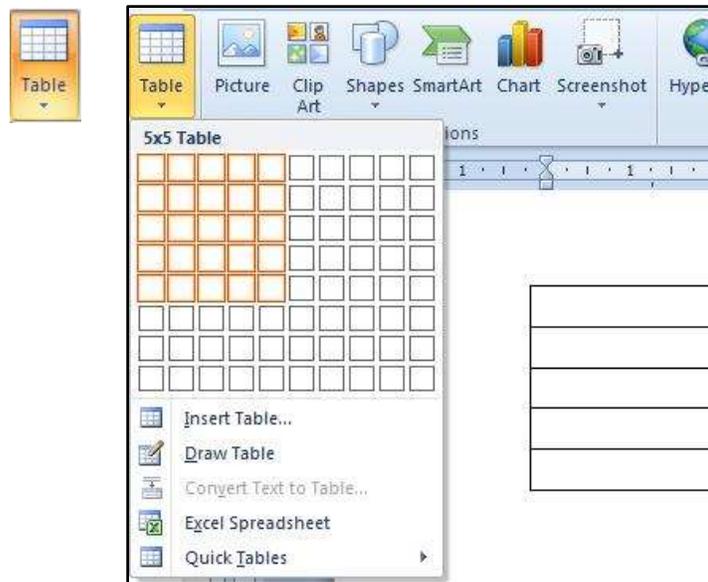


Figure 5 – using the Table button

Or

- Position the cursor where you want to insert the table.
- Click the **TABLE** button on the **INSERT** ribbon, **TABLES** group and click on **INSERT TABLE** from the menu.
- Under **TABLE SIZE**, select the number of columns and rows.
- Under **AUTOFIT BEHAVIOUR**, choose options to adjust table size.
- If you will use this table size regularly then tick the **REMEMBER DIMENSIONS FOR NEW TABLES** checkbox
- Click **OK** - enter text into your table

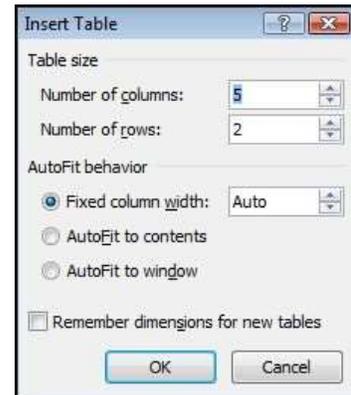


Figure 6 - insert Table dialog box

You can add new rows by pressing TAB when the cursor is in the last cell if you don't know precisely how many rows your table will need.

Table Navigation

When you are entering data into your table, you can simply click into different cells with your mouse to move your cursor around. This will allow you to enter text into different cells.

However, you may find it faster to move around using the keyboard. The table below outlines some keyboard techniques for moving in a table:

To	Press
Move to the next cell	TAB (If the insertion point is in the last cell of a table, pressing TAB adds a new row.)
Move to the preceding cell	SHIFT TAB
Move to the preceding or next row	⌘ or ⌘
Move to the first cell in the row	ALT HOME, or ALT 7 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the row	ALT END, or ALT 1 on the numeric keypad (NUM LOCK must be off.)
Move to the first cell in the column	ALT PAGE UP, or ALT 9 on the numeric keypad (NUM LOCK must be off.)
Move to the last cell in the column	ALT PAGE DOWN, or ALT 3 on the numeric keypad

To	Press
	(NUM LOCK must be off.)
Start a new paragraph	ENTER
Add a new row at the bottom of the table	TAB at the end of the last row
Add text before a table at the beginning of a document	ENTER at the beginning of the first cell

Enter Data in a Table

You can enter text into each cell in your table – your text can even run to multiple lines within one cell. Working within a cell is almost like working on a very small page your text will wrap you can insert objects, set indents and numbering and the text can be formatted as usual.

To enter data in a table:

- Position the cursor in the cell where you want the information, and type it in.
- Press ENTER to start a new paragraph within the same cell or SHIFT ENTER to start a new line.

Or

- Press TAB to move to the next cell.

Select Items in a Table

The table below outlines some methods for selecting table components:

To	Do this
Select a cell	Click the left edge of the cell.
Select a row	Click to the left of the row.
Select a column	Click the column's top gridline or border.
Select multiple cells, rows, or columns	Drag across the cell, row, or column; or select a single cell, row, or column, and then hold down SHIFT while you click another cell, row, or column.
Select text in the next cell	Press TAB
Select text in the previous cell	Press SHIFT TAB

To	Do this
Extend a selection to adjacent cells	Hold down SHIFT and press an arrow key repeatedly
Select a column	Click in the column's top or bottom cell. Hold down SHIFT and press ← or → repeatedly
Extend a selection (or block)	CTRL SHIFT F8, and then use the arrow keys; press ESC to cancel selection mode
Reduce the selection size	SHIFT F8
Select an entire table	ALT 5 on the numeric keypad (with NUM LOCK off)

Or

- You can also select rows, columns, or the entire table by clicking on the table and then using the SELECT commands from the SELECT button on the LAYOUT ribbon, TABLE group

Format Table Data

You can apply the same character and paragraph formats to table data as to standard text.

To format data in a table:

- Select the data to format.
- Click the buttons to apply formatting from the HOME ribbon as discussed in earlier sections

Word treats each cell in a table as a separate document. Be sure if you have used the enter key in a cell and are applying paragraph formatting to select the appropriate paragraphs. This means that when you use alignment options for example, the data lines up between the edges of the CELL according to the selected alignment.

Change Column and Row Size

The initial width of the columns and height of your rows for your table will depend upon the page orientation and how many columns or rows you selected to insert. The standard widths that Word applies can be easily altered.

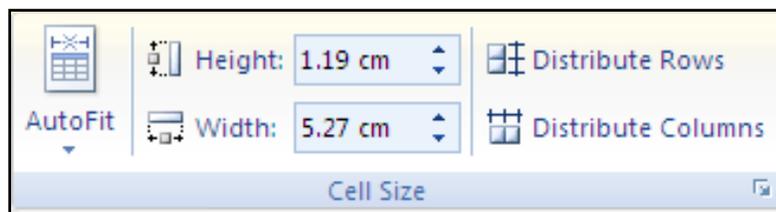


Figure 7 - Cell Size Options

To change column widths and row height

- Ensure that nothing in your table is highlighted (click away from any highlighting to remove it)
- Move the mouse over the right edge of the column whose width you want to change – the mouse pointer will change shape (*see below*)
- Click and drag the column edge to make the column wider or narrower as required. A vertical guide appears as soon as you start dragging allowing you to preview the new position of the column edge and its width
- Release the mouse. The column will “jump” to its new width



Or

- In the **CELL SIZE** group on the layout ribbon enter the row and column sizes you wish for the selected rows



Figure 8 - row and column height and width

Add Rows and Columns

A new row can be added to the bottom of a table by pressing the TAB key when the cursor is in the last cell. If you need to, you can choose where new rows and columns should be inserted or deleted from your table and add or remove them accordingly.

To add a row or column:

- Select the row above or below where you want to insert the new row left or right of where you would want a new column
- Select from the **ROWS & COLUMNS** Group on the **LAYOUT** ribbon where you would want to insert a row or column

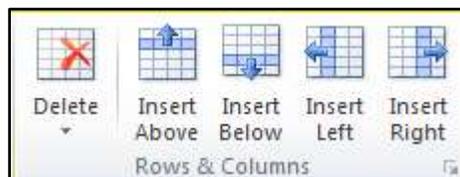


Figure 9 - adding rows and columns

- A new column or row will appear. Repeat for more.

Remove Rows and Columns

You can delete selected rows and columns from your table if they are no longer needed.

To remove rows:

- Select the cells, rows or columns that you want to delete
- Select the Delete button from the **ROWS & COLUMNS** Group on the **LAYOUT RIBBON**. Choose one of the options.

Text Alignment

Because your rows and columns may have different quantities of data in them it may be necessary to align certain textual elements to various parts of the cell. I.E. you may have a one word tile in a tall cell and wish to align it to the very centre of the cell.

To align text

- Select the cell or cells you wish to align the text for.
- Choose an alignment from the **ALIGNMENT** group on the **LAYOUT** tab.

If aligning the text does not put your text where you want it you may set the cell margins as you would for a document to line up your text perfectly

Or

- Select **CELL MARGINS** from the **ALIGNMENT** group on the **LAYOUT** tab a dialog will appear.
- Enter required margin sizes for selected cells.
- Click **OK** to apply

Table Borders and Shading

When you insert a table, Word automatically borders the outline and all the gridlines within – these will appear on a print out. You may want to change the border style and colour or even remove the borders altogether. You can also shade in parts of your table to emphasise them.

You can decide which borders should appear in parts of the table, or in the table as a whole.

To choose the bordered edges:

- Select the cell(s), row(s) or column(s) where you want to change which edges are bordered, or select the whole table.
- Click the drop down arrow on the right of the BORDERS button on the TABLE STYLES group on the DESIGN ribbon.
- From the palette that displays, click the button that displays the required option to control which edges of the selection will have borders and which will not.

Border Style

You can change the line style, thickness and colour that Word uses to border the elements that make up your table. We do this in Word 2010 by drawing the border around the cells.

To draw border

- Click within your table
- Click on the DESIGN ribbon.
- On the DRAW BORDERS group select a line style from the top left box (use drop down arrow) the DRAW TABLE button will be enabled
- Select a thickness for your border from the box beneath using the drop down arrow
- Finally choose a pen colour from the button marked.
- Click on the border of a cell and drag along the border of a cell and release. A border will be applied with your selections.
- Repeat step around cell or table to apply your border formatting

To apply border

- Select the drop down arrow to the right of the border tool button in the PARAGRAPH group and select BORDERS AND SHADING
- Click on the BORDERS tab and choose the required border style
- Select a thickness or colour for the border
- Select an option from the left on where to apply the border.

Or

- Use the buttons on the right hand side of dialog to apply different borders top, bottom, left or right
- Click OK to apply borders to selected cells

Table Shading

You can apply shading to tables using an option on the **TABLE STYLES** group on the **DESIGN** ribbon.

To apply shading:

- Select the cell(s), row(s) or column(s) where you want to apply shading or select the whole table if you want to shade the whole table.
- Click the drop down arrow to the right of the Shading colour button on the **TABLE STYLES** group on the **DESIGN** ribbon to display a list of different colours.
- Click the required colour to apply it to your selection



Figure 10 - Table shading

You can remove shading by selecting the items that are shaded, clicking the Shading Colour button and choosing the No colour option

Table Styles

There are many predefined styles available to enable you to create a consistently formatted table quickly and easily that looks professional.

To Apply a Table Style:

- Click anywhere on the table. The **Design** tab will appear on the Ribbon.
- Select the **Design** tab and locate the **Table Styles**.

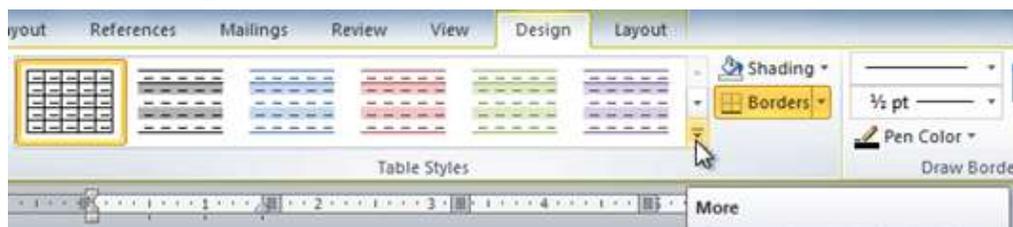


Figure 11 - viewing table styles

- Click the **More** drop-down arrow to see all of the table styles.
- Hover the mouse over the various styles to see a live preview.
- Select the desired style. The table style will appear in the document.

Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

Figure 12 –after applying a style

To Change the Table Style Options:

Once you've chosen a table style, you can turn various options **ON** or **OFF** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

- Click anywhere on the table. The **Design** tab will appear.
- From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.

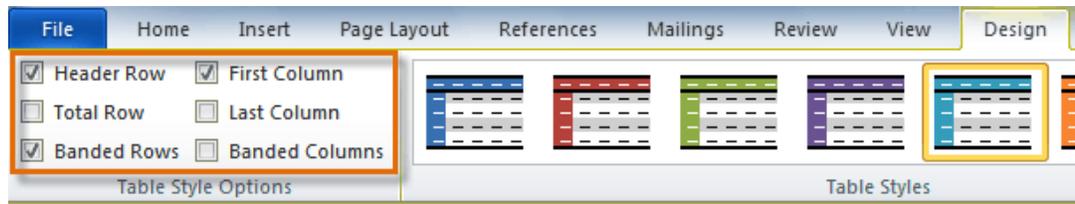


Figure 13 - Table Style Options

*Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to **experiment** to get the exact look you want.*

Merging and Splitting

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

- Select the cell(s) you wish to split
- Go to the **MERGE** group on the **LAYOUT RIBBON** and click the Split Cells button.

To merge cells

- Select the cells you wish to merge.
- Go to the **MERGE** group on the **LAYOUT RIBBON** and click the **MERGE CELLS** button.

To split Table

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

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:

- Select the rows that you want to repeat at the top of each page the table prints on.
- 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

Converting Existing Text to a Table

How to Convert Existing Text to a Table:

- Select the text you wish to convert
- Select the **INSERT** tab
- Click the **TABLE** command
- Select **CONVERT TEXT TO TABLE** from the menu

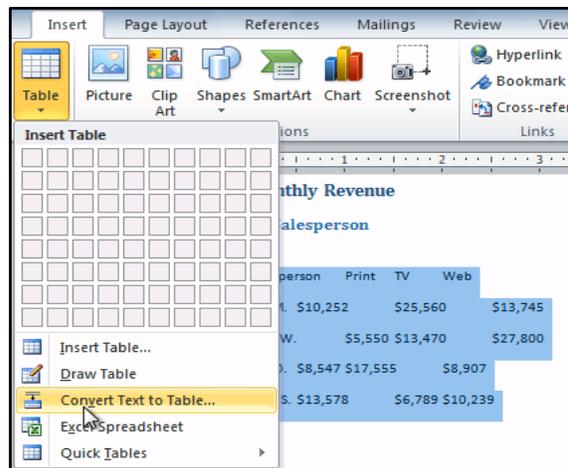


Figure 14 - Convert text to table

- Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column

- Click **OK**. The text appears in a table

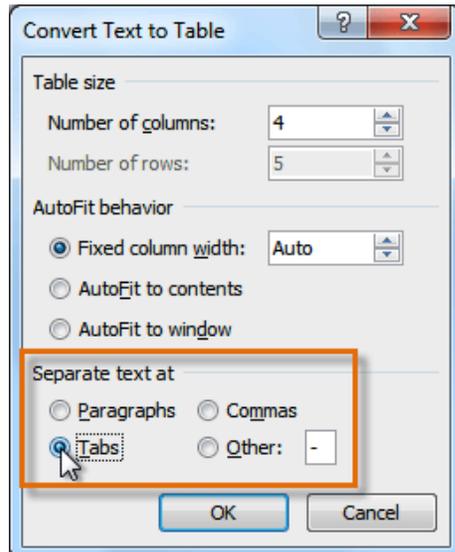


Figure 15 - separate text at group

Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

Figure 16 – the converted table

Using Formulas in a Table

You can use formulas in Word tables to perform basic calculations. However you must remember to refresh the table if you make any changes.

Class Revenue	
Aerobics	157.50
Metafit	200.00
Swimming	165.50
Total Income	£ 523.00

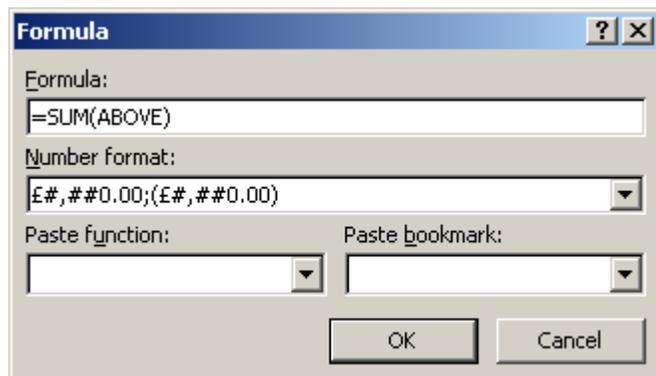
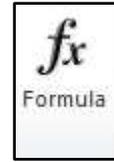


Figure 17 - Formula dialog box

Inserting a Formula into a table

- Place your cursor in the cell where you require a formula
- From the **Layout** ribbon under **Table Tools** click the **Formulas** button
- The default formula is **=SUM(ABOVE)** – this formula can be changed
- Under **Number Format** select how you wish your answer to be displayed
- Click on **OK** to insert the formula



*If you change any of the numbers in your table to Refresh the formula place your cursor in the cell that contains the formula and press **F9***