

# Microsoft Word

(Microsoft 365 and Office 2021)

Step

by

Step

Joan Lambert



PRACTICE FILES



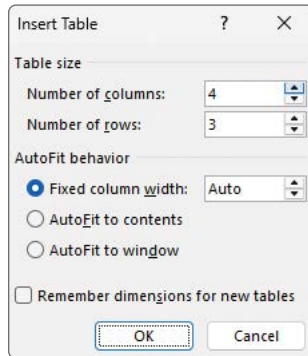
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## Step by Step

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2. On the **Insert Table** menu, select **Insert Table** to open the Insert Table dialog.



*Create a custom table from the Insert Table dialog*

3. In the **Table size** area, enter or select the number of columns and the number of rows you want the table to have.
4. In the **AutoFit behavior** area, do any of the following, and then select **OK**:
  - Select **Fixed column width**, and then specify a standard width for the table columns.
  - Select **AutoFit to contents** to size the table columns to fit their contents. The width of the resulting table can be less than the width of the page.
  - Select **AutoFit to window** to create a table that fits within the page margins and is divided into columns of equal size.

### To draw a table

1. On the **Insert Table** menu, select **Draw Table**. The cursor changes to a pencil.
2. In the document, point to the location where you want the upper-left corner of the table to be, and then click or tap to start the table.
3. Move the cursor to the location where you want the lower-right corner of the table to be, and then click or tap to complete the table footprint. If there is text within the footprint of the table, it moves to accommodate the table.
4. Point to the table borders and then select **+** to create columns and rows.
5. When you finish adding columns and rows, press the **Esc** key to turn off the table-drawing function.

### To enter data in a table

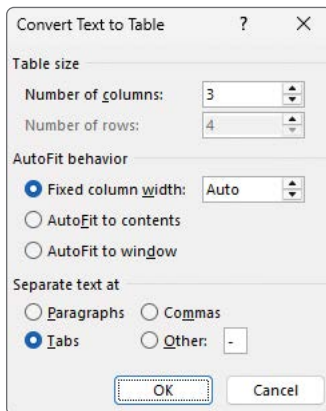
1. Position the cursor in the cell in which you want to enter data.
2. Enter the data.
3. Continue entering data in cells, pressing the **Tab** key or the arrow keys to move from cell to cell.

### To navigate within a table

- With the cursor in a table cell, do either of the following:
  - Press the **Tab** key or the arrow keys to move the cursor to the next cell in the row, or from the last cell of a row to the first cell of the next row.
  - Press **Shift+Tab** to move the cursor to the previous cell.

### To convert a tabbed list to a table

1. Select the tabbed list.
2. On the **Insert** tab, in the **Tables** group, select **Table**, and then select **Convert Text to Table**.



*Cleanly convert content separated by any single character to a table*

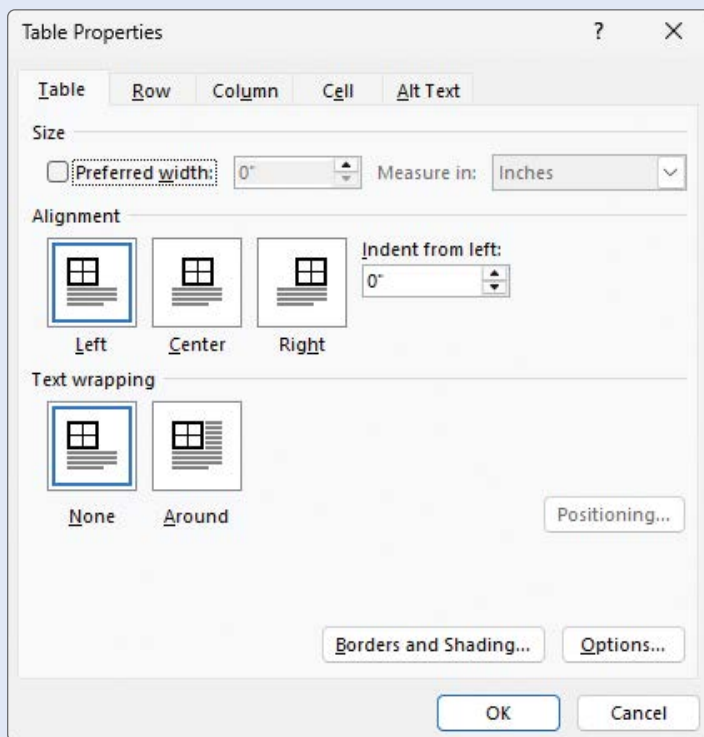
3. In the **Convert Text to Table** dialog, verify that the **Number of columns** box displays the number of columns you want, and then select **OK**.



**TIP** Conversely, you can convert a table to regular text by selecting the table and selecting **Convert To Text** in the **Data** group on the **Layout** tab.

## Other table layout options

You can control many aspects of a table in the Table Properties dialog, which you display by selecting the Properties button in the Table group on the Layout tab.



*You can control many aspects of a table*

The Table Properties dialog contains the following tabs:

- **Table** On the Table tab, you can specify the width of the table and the way it interacts with the surrounding text. You can also access border and shading options, including those for the internal margins of table cells.
- **Row** On the Row tab, you can specify the height of the selected rows, whether rows can break across pages (when the table is wider than the page), and whether the header row is repeated at the top of each page when a table spans more than one page. Note that the Repeat As Header Row option applies to the entire table rather than the selected row. This option is available only when the cursor is in the top row of the table. Selecting this option helps readers of a document more easily interpret data in multi-page tables. It also allows assistive devices such as screen readers to correctly interpret the table contents.
- **Column** On the Column tab, you can set the width of each column.
- **Cell** On the Cell tab, you can set the width of selected cells and the vertical alignment of text within them. Select the Options button on this tab to set the internal margins and text wrapping of individual cells.
- **Alt Text** On the Alt Text tab, you can enter text that describes the table. Alt text might appear when a table can't be displayed on the page or when the document is read aloud by an assistive device. Including alt text or a table caption improves the accessibility of the table.

You can also control cell width, alignment, and margins by using the settings in the Cell Size and Alignment groups on the Layout tab.

### To add calculations to a table cell

1. Position the cursor in the cell to which you want to add a calculation.
2. On the **Layout** tab, in the **Data** group, select **Formula** to open the Formula dialog.
3. If the rows above the selected cell contain numeric data, the **Formula** box contains a simple formula for adding the numbers in the rows above the cell. To apply a different formula, delete the existing formula and choose a different formula from the **Paste function** list.
4. Verify that the parentheses following the function name include the correct cells, and then select **OK**.

### To update a calculation in a table

- In the cell that contains a calculation you want to update, right-click or long-press (tap and hold) the formula results and select **Update Field**.

### To align text in a table cell

1. Select the cell or cells that you want to align.
2. On the **Layout** tab, in the **Alignment** group, select an alignment button to align the text in the cell.

### To sort data in a table

1. Position the cursor anywhere in the table.
2. On the **Layout** tab, in the **Data** group, select **Sort**.
3. In the **Sort** dialog, do the following, and then select **OK**:
  - a. In the **Sort by** area, select the primary column by which you want to sort the content, the content type (**Text**, **Number**, or **Date**) if necessary to set the correct numeric sorting order, and **Ascending** or **Descending**.
  - b. In the **Then by** area, select and configure up to two additional nested sorting criteria.

### To select table cells

- To select a single cell, double-click in the cell.
- To select multiple cells, select the first cell you want to select, and then do either of the following:
  - To select adjacent cells, hold down the **Shift** key, and select the last cell you want to select. The first cell, the last cell, and all the cells in between will be selected.
  - To select non-adjacent cells, hold down the **Ctrl** key, and select each additional cell you want to select. All these cells will be selected.

### To select table columns

- To select a single column, point to the top of the column. When the cursor changes to a downward-pointing arrow, click or tap to select the column.
- To select multiple columns, when the cursor changes to a downward-pointing arrow, click or tap to select the first column. Then do either of the following:
  - To select adjacent columns, hold down the **Shift** key, and then click or tap to select the last column.
  - To select non-adjacent columns, hold down the **Ctrl** key, and then click tap to select each additional column.

### To select table rows

- To select a single row, point to the left edge of the row. When the cursor changes to an upward-pointing arrow, click or tap to select the row.
- To select multiple rows, when the cursor changes to an upward-pointing arrow, click or tap to select the first row. Then do either of the following:
  - To select adjacent rows, hold down the **Shift** key, and then click or tap to select the last row.
  - To select non-adjacent rows, hold down the **Ctrl** key, and then click or tap to select each additional row.