

Microsoft Word 2019

Step

by

Step

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PRACTICE FILES



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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 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** tool 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** tool tab, in the **Data** group, select **Sort**.
3. In the **Sort** dialog box, 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 to select the column.
- To select multiple columns, when the cursor changes to a downward-pointing arrow, click to select the first column. Then do either of the following:
 - To select adjacent columns, hold down the **Shift** key, and then click to select the last column.
 - To select non-adjacent columns, hold down the **Ctrl** key, and then click 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 to select the row.
- To select multiple rows, when the cursor changes to an upward-pointing arrow, click to select the first row. Then do either of the following:
 - To select adjacent rows, hold down the **Shift** key, and then click to select the last row.
 - To select non-adjacent rows, hold down the **Ctrl** key, and then click to select each additional row.

To select a table

- Point to the table to display the move handle, and then select the move handle.

To resize a table column

- Point to the right border of the column you want to resize. When the cursor changes to a vertical line with arrows on each side, select and drag the border to the left or right to make the column narrower or wider.
- Double-click the right border of a column to adjust the width so that it is as narrow as possible while accommodating the contents of the column.
- Position the cursor in the column you want to resize. Then, on the **Layout** tool tab, in the **Cell Size** group, change the **Width** setting.

To resize a table row

- Point to the bottom border of the row you want to resize. When the cursor changes to a horizontal line with arrows on each side, drag the border up or down to make the row shorter or taller.
- Position the cursor in the row you want to resize. Then, on the **Layout** tool tab, in the **Cell Size** group, change the **Height** setting.

To resize a table

1. Point to the table.
2. Select the size handle that appears in the lower-right corner of the table and drag it inward to make the table smaller or outward to make it larger.



TIP To maintain the table's original aspect ratio, hold down the Shift key as you drag.

To insert a table column

1. Point to the top of the table where you want to insert a column. A gray insertion indicator with a plus sign appears.
2. Point to the plus sign. Then, when it turns blue, select it to insert a column where indicated.

To insert multiple table columns

- Select the number of columns you want to insert in the table, adjacent to the location you want to insert them. Then do either of the following:
 - On the **Mini Toolbar** that appears, select **Insert**, and then select **Insert Left** or **Insert Right**.
 - On the **Layout** tool tab, in the **Rows & Columns** group, select **Insert Left** or **Insert Right**.

To insert one table row

- To insert a row at the end of a table, position the cursor in the last cell of the last row, and then press **Tab** to create a new row with the same formatting as the previous row.

Or

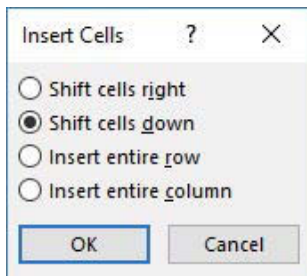
1. Point to the left of the table where you want to insert a row. A gray insertion indicator with a plus sign appears.
2. Point to the plus sign. When it turns blue, click it to insert a row where indicated.

To insert multiple table rows

- Select the number of rows you want to insert in the table, adjacent to the location you want to insert them. Then do either of the following:
 - On the **Mini Toolbar** that appears, select **Insert**, and then select **Insert Above** or **Insert Below**.
 - On the **Layout** tool tab, in the **Rows & Columns** group, select **Insert Above** or **Insert Below**.

To insert table cells

1. Select the number of cells you want to insert adjacent to the location where you want to insert them.
2. Select the **Rows & Columns** dialog box launcher on the **Layout** tool tab to open the Insert Cells dialog box.



When inserting less than a full row or column, you must specify the movement of the surrounding cells

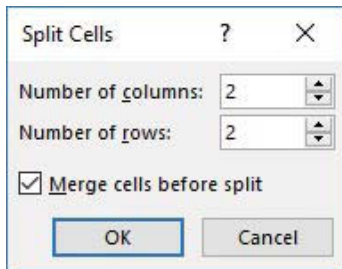
3. Specify the direction to move adjacent cells to accommodate the new cells, and then select **OK**.

To merge table cells

1. Select the cells you want to merge.
2. On the **Layout** tool tab, in the **Merge** group, select **Merge Cells** to combine the selected cells into one cell.

To split table cells

1. Select or place the cursor in the cell or cells you want to split.
2. On the **Layout** tool tab, in the **Merge** group, select **Split Cells**.
3. In the **Split Cells** dialog box, enter or select the number of columns and the number of rows you want to create from the selected cell or cells, and then select **OK**.



Specify the number of columns and rows into which you want to split the selected cell or cells

To delete table elements

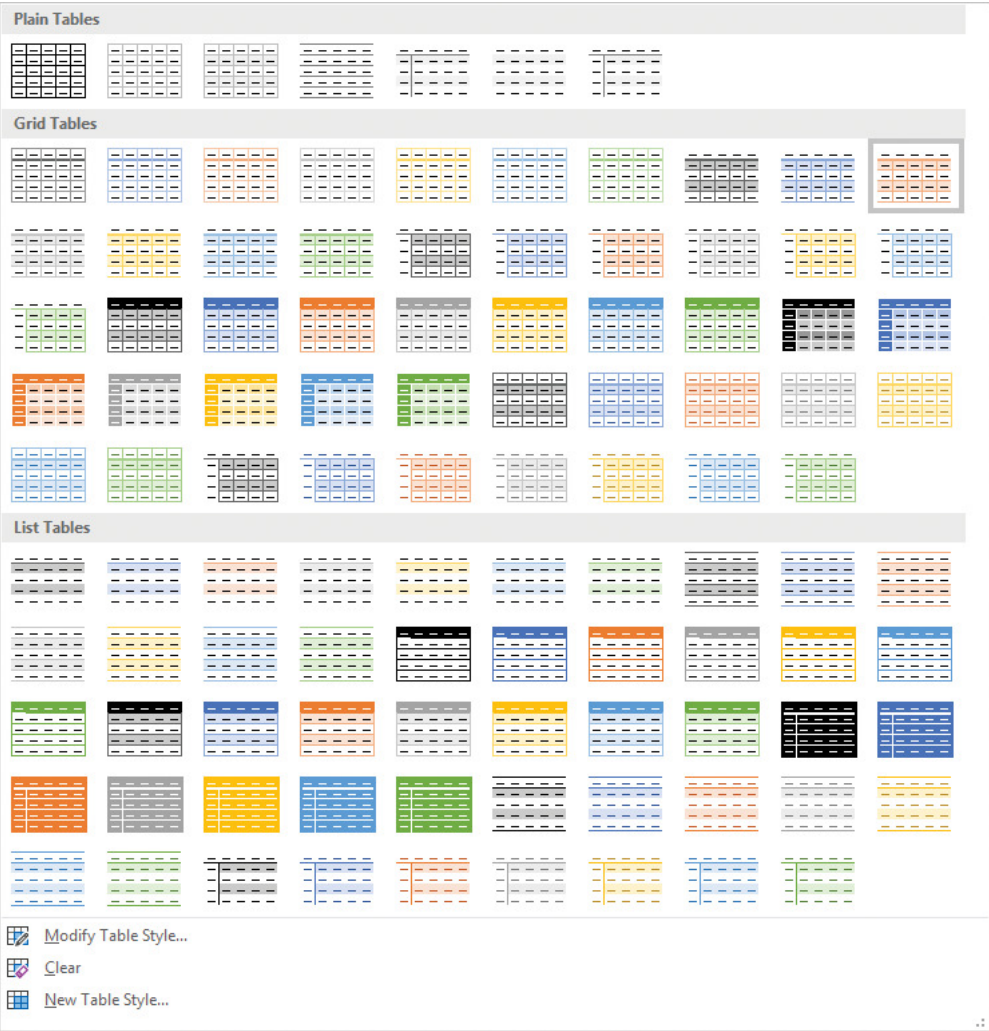
- Select one or more cells, columns, or rows that you want to delete. Then do either of the following:
 - On the **Mini Toolbar** that appears, select **Delete**, and then select **Delete Cells**, **Delete Columns**, or **Delete Rows**.
 - On the **Layout** tool tab, in the **Rows & Columns** group, select **Delete** and choose from the same set of options.

To delete a table

1. Position the cursor anywhere in the table.
2. On the **Mini Toolbar** or on the **Layout** tool tab, in the **Rows & Columns** group, select **Delete**.

Format tables

Manually formatting a table to best convey its data can be a process of trial and error. With Word 2019, you can quickly get started by applying one of the table styles available in the Table Styles gallery on the Design tool tab. The table styles include a variety of borders, colors, and other attributes that give the table a very professional appearance.



In Word 2019, the Table Styles gallery is divided into sections for plain tables, grid tables, and list tables