

Tutorial: Using Tables in Microsoft Word 2000

Tables organize information in rows and columns. A table presents related numbers, information, or facts in an organized way. Tables can also be used to list definitions, organize data and ideas, or record facts.

In this tutorial, a table will be created to organize and communicate decisions about plants and animals that can survive in various biomes.

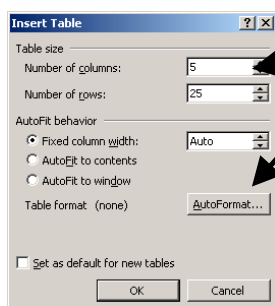
Getting Started

- Open Microsoft *Word*.
- Change the page orientation to Landscape by pulling down the **File** Menu to **Page Setup**. Click on the **Paper Size** tab. Choose **Landscape** orientation. Click **OK**.
- Set alignment for **Center** to center the information on the page.
- Type the title “Needs of Living Things” and press the **Enter** key twice.



Creating a Table

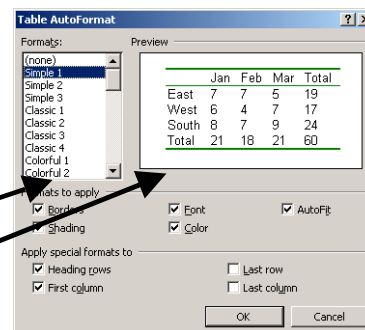
- Find the **Table Menu** in the menu bar at the top of the *Word* window.
- Select **Insert** and slide over to select **Table**. This window will appear:



- Make the table 5 columns wide and 27 rows long.
- Click the **AutoFormat** button.

At the **Table AutoFormat** window, several choices can be made:

- Scroll through the list of table formats on the left.
- Click on a table format from the list. A preview of that table format will appear on the right.
- Examine the formats to apply. All of the choices (borders, shading, etc.) are selected. Clicking to “un-check” a format, removes it from the list. Examine the preview screen to see the results.
- Examine the choices of where special formats are applied. Usually the Heading row and First column are the checked choices. Click to check or “un-check”. Examine the preview screen to see the results.
- When the table’s appearance fits what is desired, click **OK**. Click **OK** again in the **Insert Table** window. The table will appear on the screen.



Other Tips for Using Tables

Occasionally, a table will extend beyond one page. To have headings appear at the top of the next page, select the original heading row, go to the **Table Menu** and select **Heading Rows Repeat**.

Adding Headings

Move the cursor just outside the left margin. Be sure the cursor is a solid arrow. Select the first row. Once it is selected, click the appropriate buttons on the **Formatting** toolbar to make the first row **Bold** and **Centered**:



To place text, click the cursor in the top left cell. Use the tab key or the arrow keys to move from cell to cell. Type in these headings for each row:

- Plants & Animals
- Survive Well
- Survive Less Well
- Cannot Survive At All
- Support for Your Answer


Notice that as text is entered, the cells expand downward to accommodate the text.

Enlarge the final column, “Support for Your Answer”, by placing the cursor near the top right corner of the table (it will become a two-way-facing arrow) and dragging to the right until the heading fits on one line.

Adding Rows and Columns

- To add a row, select any row as described in “Adding Headings.” Go to the **Table** menu and select **Insert**, and then slide over to select either **Rows Above** or **Rows Below**.
- To add a column, move the cursor above any column until it changes into a downward-facing solid arrow. Left-click on the mouse to select the column. Go to the **Table** menu and select **Insert**, and then slide over to select either **Columns to the Left** or **Columns to the Right**.

Making a Mistake and Fixing It

- By adding a column, the table has now extended beyond the edge of the screen. To get rid of the extra column, first make sure it is selected.
- Click the **Undo** button and hold on the down triangle next to the left-facing arrow on the **Standard** toolbar. 
- Select the action to be undone. In this case, it will be “Undo Insert Columns.”

Changing the Appearance of the Table

- To change the appearance of the table, click the cursor somewhere inside the table, then go to the **Table Menu**, select **Table AutoFormat**, and select a different Format.
- To change column widths, place the cursor at the right edge of the column to be resized. When the cursor appears as a right-and-left arrow, select one of these actions:
 - Double click, and the column will automatically resize to the width of the typed text. OR
 - Click, hold, and drag the cursor to the left or right to manually adjust the width, as it is to appear.