

## U3A COMPUTER USERS GROUP

### TABLES AND SOME OF THEIR USES

Tables are so versatile that they have their own Table menu and "Tables and Borders" toolbar – see View>Toolbars>Tables and Borders *but remember you can do nothing with a table unless your cursor is somewhere within it or you have selected the whole or a part of the table.*

### MAKING A TABLE

To make a simple table either:

Go to the Standard toolbar and click "Insert Table" icon and select a couple of rows and as many columns as you think you might use, or

Go to Menu bar, Table>Insert>Table and select a number for columns and rows.


You can also draw a table which I rarely use but can be useful if you want to fill a particular area with a table. To do this go to Table>Draw Table and the Drawing toolbar will appear. Click on the first icon which looks like a pencil and your cursor will become a pencil. Draw a rectangle or square. To put in horizontal or vertical lines, click where the line is to start and drag to the border of the table.

### Moving within the table

A table looks like this **if you have your Show/Hide [F1] button set for show**


Each division in the table is a *cell*, the object inside the cell is the *cell marker* and the one on the outside of the table at the end of each row is the *End-of-row marker*.

To move forward through the table use Tab, to move backwards use Shift+Tab. When you get to the end cell of the last row and press Tab a new row is formed.

An easy way to adjust the width of each column is to click on the line between two columns and use the <||> to change the width.

Cells can be merged by selecting the cells that are to be merged then go to Table>Merge cells.

## USES FOR TABLES

### *In Headers and Footers*

Document2
2

### *In a Letterhead or a Letterhead Template*

	<b>JA and M Frankenstein</b>
	<b>The Cloisters</b>
<b>Ph :02-66007007</b>	<b>2 Bat Road</b>
<b>Fax:02-66008008</b>	<b>Lismore NSW 2480</b>

### *Within a document where a special layout is required*

Attention line	Attention Keyboarding Students (hr2)
Salutation	Dear Student, (hr2)
Subject line	<p><b>Fully Blocked Format</b> (hr2)</p> <p>In formatting a fully blocked business letter, remember that all lines commence at the left margin. (hr2 between paragraphs)</p> <p>This format is widely used because unnecessary keystrokes are eliminated and .....</p> <p>Yours faithfully (hr6)</p>

## In a Footer on every page of a document

U3A Computer Users Group		Page 3 of 6
Copyright reserved	CUG 23 Oct 2008	In a Footer.doc

## CREATING A TABLE

Before starting any table on a new page press enter two or three times. This allows you to easily insert a heading or other text outside the table and before it.

At the second enter go to Table>Insert>Table. I want to select three columns and five rows from the dialog box. Click OK


## CELLS, ROWS, COLUMNS

Each cell is a virtual page and can be formatted separately. To enter text, click in the desired cell and type at the insertion point. Text should wrap automatically in a cell. If it doesn't do so make sure that your cursor is in a cell and go to Table>Table Properties>Cell tab>Options and put a tick in "Wrap Text"

To move forward a cell press TAB. To move back a cell hold down SHIFT and press TAB.

To align your data in a cell you can use Align Left, Center, Align Right or Justify using the icons on the Formatting toolbar.

To select a cell's contents click at the beginning of the data and wipe over it or use any other selection method that you normally use.

To select the whole table, click on the boxed arrows that appear when you put your cursor outside the table at it's top left corner or put your cursor inside any cell and go to Table>Select>Table..

To select a row, click just outside the table at the left of the desired row or click inside any cell in the row that you want to highlight and go to Table>Select>Row.

To select a column, click just outside the table at the top of the desired column or do as above but select Table>Select>Column.

Enter some text before the table we created above:

**CUG TOPICS TERM 1 2009**

**WE START MON 9 FEBRUARY TO END MON 30 MARCH = 8 WEEKS**


There are to be three headings for the rows; type Date, Topic, Presenter into the three cells in the top row.

Date	Topic	Presenter

And then centre them by selecting the row and clicking on Center in the Formatting toolbar.

Date	Topic	Presenter

Down the left column will be a column of dates so put these in starting at Monday 30 April and ending at 30 Mar.

Date	Topic	Presenter
9 Feb		
16 Feb		

Align the dates to the right by selecting the column below the Row header cell and applying Right Align from the Formatting toolbar.

Date	Topic	Presenter
9 Feb		
16 Feb		

Clearly the column is unnecessarily wide so drag the right of the column margin to the left using <ll> until the date fits nicely.

Date	Topic	Presenter
9 Feb		
16 Feb		

Now complete the data entry and adjust columns to achieve the resulting table shown below. ( **Example is not completed** )

Date	Topic	Presenter
9 Feb	Bereavement Cards using <i>www.MyFun<b>Cards</b>.com</i>	John Smith
16 Feb	How to fall gracefully	Aileen Larkin
23 Feb	Off with her head using Photoshop	Elizabeth 1 R
2 Mar	Elizabeth 1 Birthday	
9 Mar	Tables again and again and again until you get it right	CUG Co-ord

## Formatting the table

There are two main ways to present tables: "Boxed" where one or more or all of the borders are visible, and "Open" where borders are not shown.

If the table above were printed now all of the lines at the border and internally would be printed. The table is Boxed.

To make it Open, place your cursor somewhere in the table, go to Table>Select>Table. Then Table>Table Properties and click on Borders and Shading, Borders Tab and select None under Setting. Check the result in File>Print Preview.

Should you want a border around the outside of the Table but no lines inside. Do as in the paragraph above but select Box.

If you wanted to emphasize a part of the table, in our case the Elizabeth 1 Birthday holiday, Select the row and go to Table, Table Properties and click on Borders and Shading, Shading tab and select a light shading.

Date	Topic	Presenter
9 Feb	Bereavement Cards using <i>www.MyFun<b>Cards</b>.com</i>	John Smith
16 Feb	How to fall gracefully	Aileen Larkin
23 Feb	Off with her head using Photoshop	Elizabeth 1 R
2 Mar	Elizabeth 1 Birthday	
9 Mar	Tables again and again and again until you get it right	CUG Co-ord

Another way easily to apply a predetermined format to a table is to go to Table>Auto format and preview and select a style from the list there.