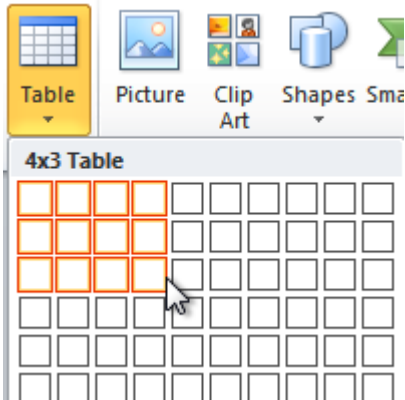# Working with Tables

Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

In this lesson, you will learn how to **convert text to a table**, apply **table styles**, **format tables**, and create **blank tables**.

Inserting and modifying tables

Video: Working with Tables in Word 2010

In Word, tables are useful for organizing and presenting data. You can create a **blank** table, **convert text** to a table, and apply a variety of **styles** and **formats** to existing tables.

Optional: You can download this **example** for extra practice.

To insert a blank table:

1. Place your insertion point in the document where you want the table to appear.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.
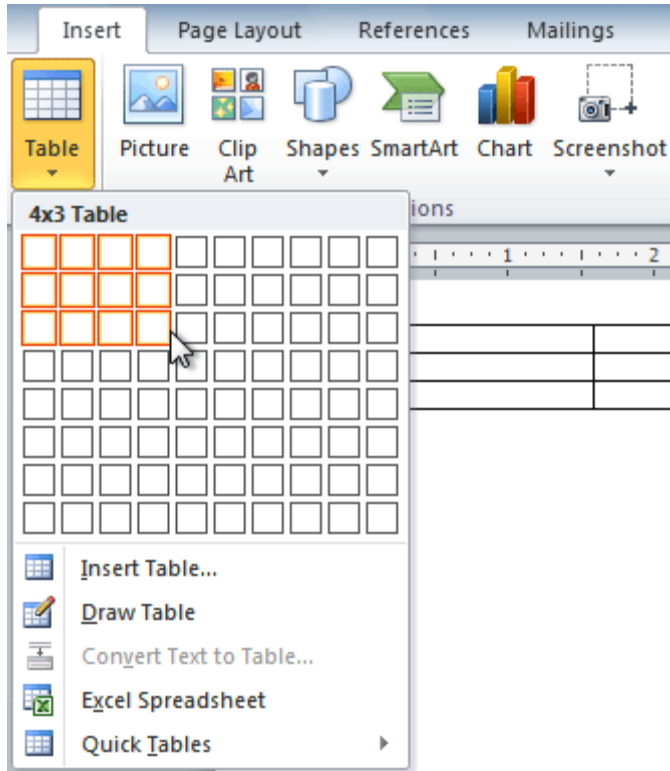

5. Click your mouse, and the table appears in the document.
6. You can now place the insertion point anywhere in the table to add text.

To convert existing text to a table:

1. Select the text you want to convert.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Select **Convert Text to Table** from the menu. A dialog box will appear.
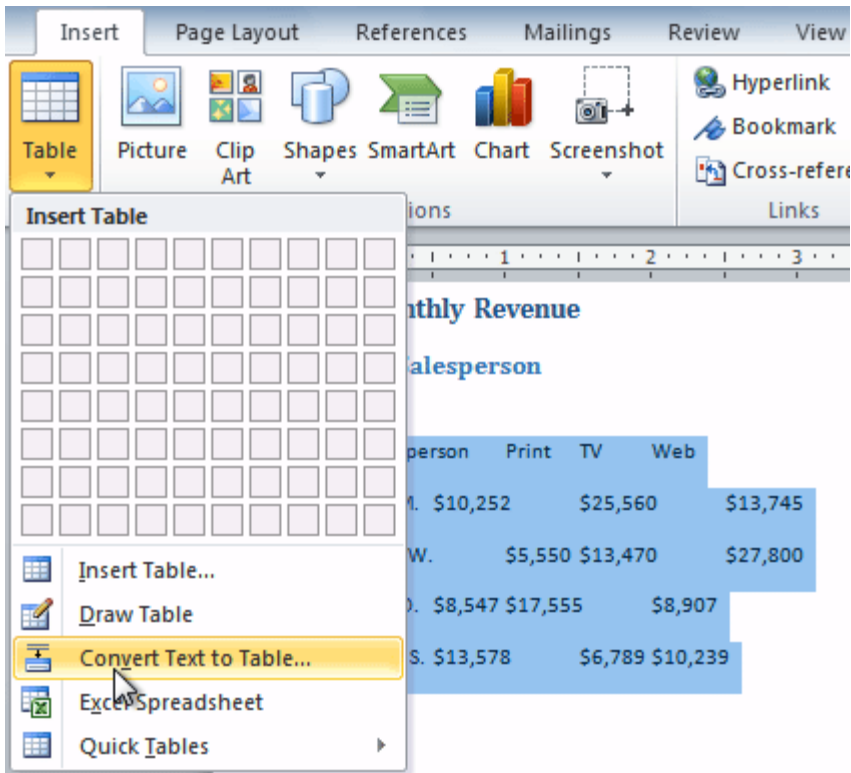
5. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.
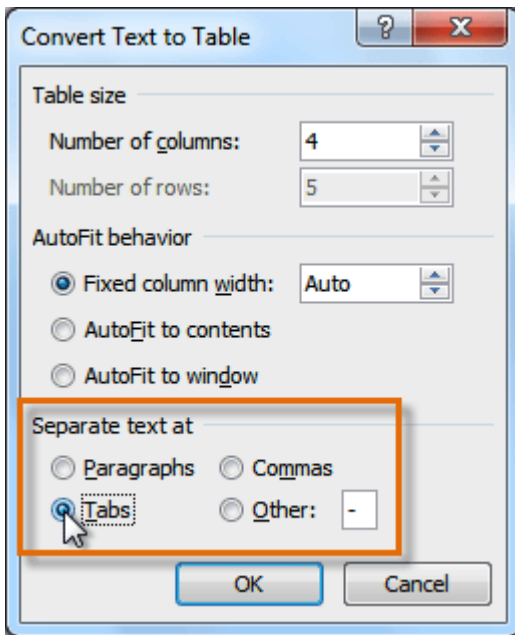
6. Click **OK**. The text appears in a table.

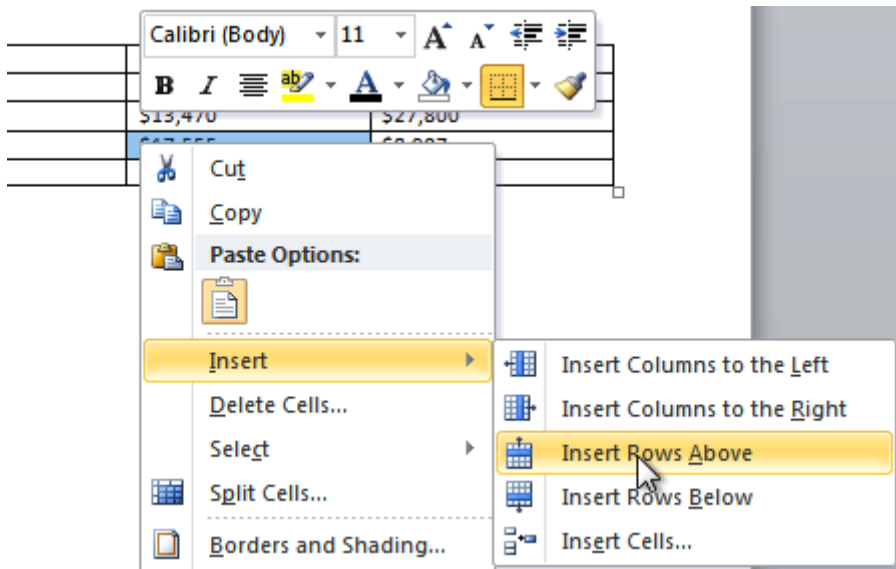| Salesperson	Print	TV	Web
Jim M.	$10,252	$25,560	$13,745
Beth W.	$5,550	$13,470	$27,800
Luiz D.	$8,547	$17,555	$8,907
Alice S.	$13,578	$6,789	$10,239

To add a row above an existing row:

1. Place the insertion point in a row **below** the location where you want to add a row.

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Jim M.	$10,252	$25,560	$13,745
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Alice S.	$13,578	$6,789	$10,239

Insertion point

2. Right-click the mouse. A menu appears.
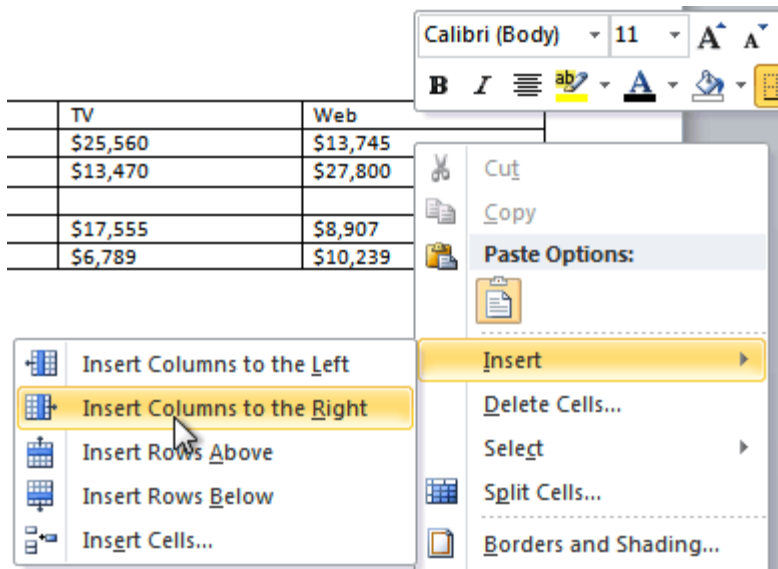3. Select **Insert → Insert Rows Above**.

Cut	
Copy	
Paste Options:	
Insert	►
Delete Cells...	
Select	►
Split Cells...	
Borders and Shading...	

Insert Columns to the Left
Insert Columns to the Right
Insert Rows Above
Insert Rows Below
Insert Cells...

4. A new row appears **above** the insertion point.

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Jim M.	$10,252	$25,560	$13,745
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Luiz D.	$8,547	$17,555	$8,907
Alice S.	$13,578	$6,789	$10,239

You can also add rows below the insertion point. Follow the same steps, but select **Insert Rows Below** from the menu.

To add a column:

1. Place the **insertion point** in a **column adjacent** to the location where you want the new column to appear.
2. Right-click the mouse. A menu will appear.

| Calibri (Body) | 11 | A A |

	TV	Web		
	$25,560	$13,745	✂	Cut
	$13,470	$27,800		Copy
				Paste Options:
	$17,555	$8,907		
	$6,789	$10,239		

Insert Columns to the Left	Insert ▶
Insert Columns to the Right	Delete Cells...
Insert Rows Above	Select ▶
Insert Rows Below	Split Cells...
Insert Cells...	Borders and Shading...

3. Select **Insert → Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

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	

To delete a row or column:

1. Select the row or column.
2. Right-click your mouse. A menu will appear.
3. Select **Delete Cells**.

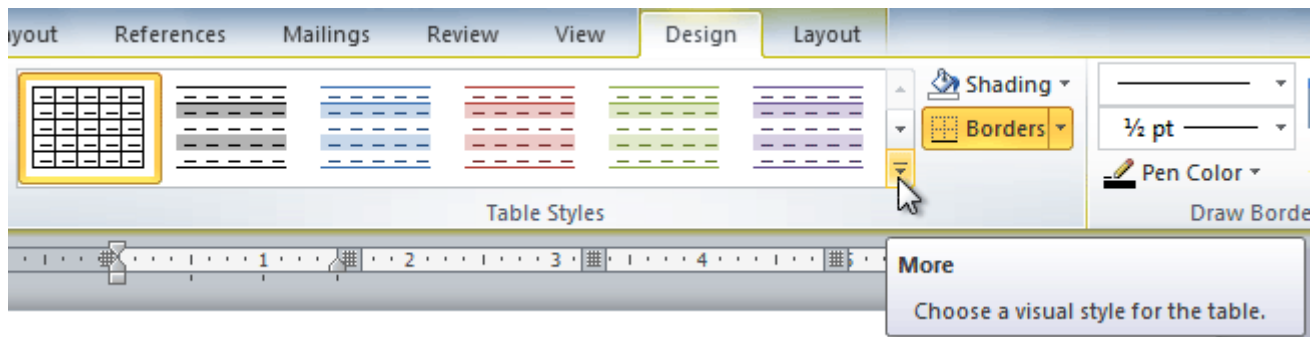| ✂ | Cut |
	Copy
	Paste Options:
Insert	▶
Delete Cells...	
Select	▶
Split Cells...	
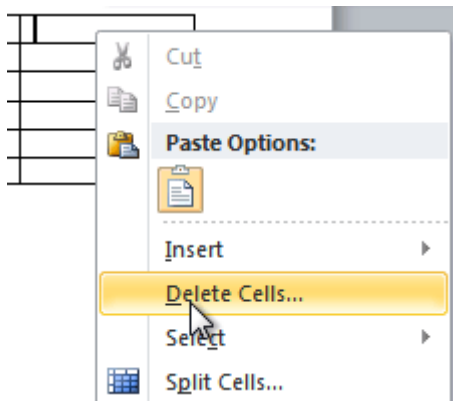
4. Select **Delete entire row** or **Delete entire column**, then click **OK**.
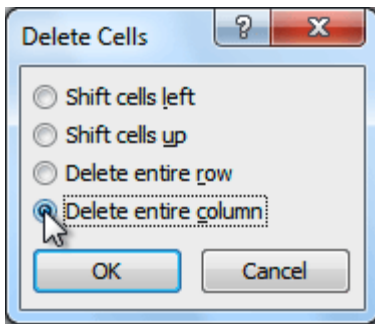
To apply a table style:

1. Click anywhere on the table. The **Design** tab will appear on the Ribbon.
2. Select the **Design** tab and locate the **Table Styles**.
3. Click the **More** drop-down arrow to see all of the table styles.

4. Hover the mouse over the various styles to see a live preview.
5. Select the desired style. The table style will appear in the document.

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To change 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**.

1. Click anywhere on the table. The **Design** tab will appear.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.
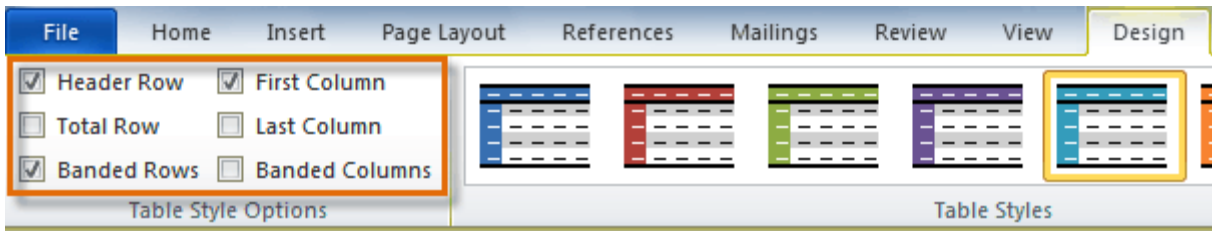
Depending on which **table style** you're using, certain **table style options** may have a somewhat different effect. You may need to **experiment** to get the exact look you want.
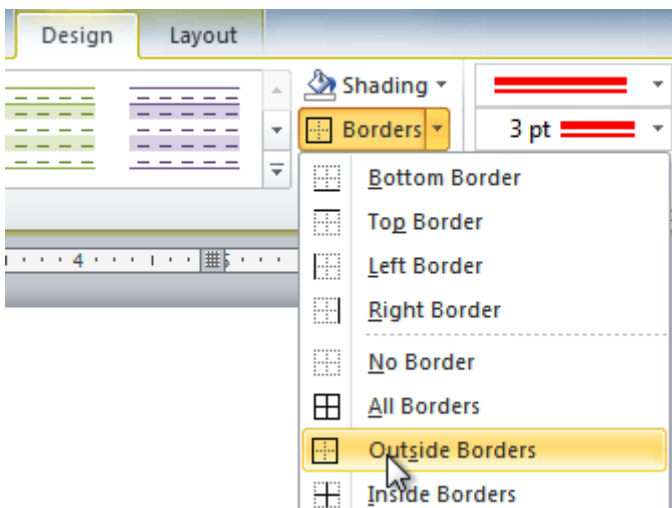
To add borders to a table:

1. Select the cells you want to add a border to.

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Alice S.	$13,578	$6,789	$10,239

2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.
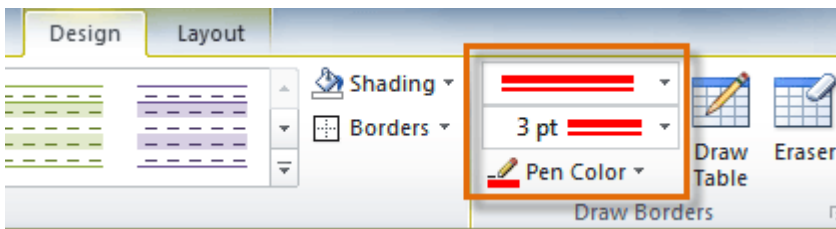
3. Click the **Borders** drop-down arrow.
4. From the drop-down menu, select the desired **border type**.

5. The border will be added to the selected cells.

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Modifying a table using the Layout tab

When you select a table in Word 2010, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon. Using commands on the **Layout** tab, you can make a variety of modifications to the table.

Click the buttons in the interactive below to learn about the different ways you can modify a table with the Layout tab.

Challenge!

1. Open an **existing Word document**. If you want, you can use this **example**.
2. **Convert some text** into a table. If you are using the example, convert the text below **By Client**.
3. Apply a **table style**, and experiment with the **table style options**. If you are using the example, see if you can make the table match the **By Salesperson** table above it.
4. **Delete a row** from the table.
5. Insert a **blank table** with five rows and four columns.
6. Add **borders** to the blank table.