

# Microsoft Office 2007: Essentials, Revised Edition



## Lesson 11: Working with Tables

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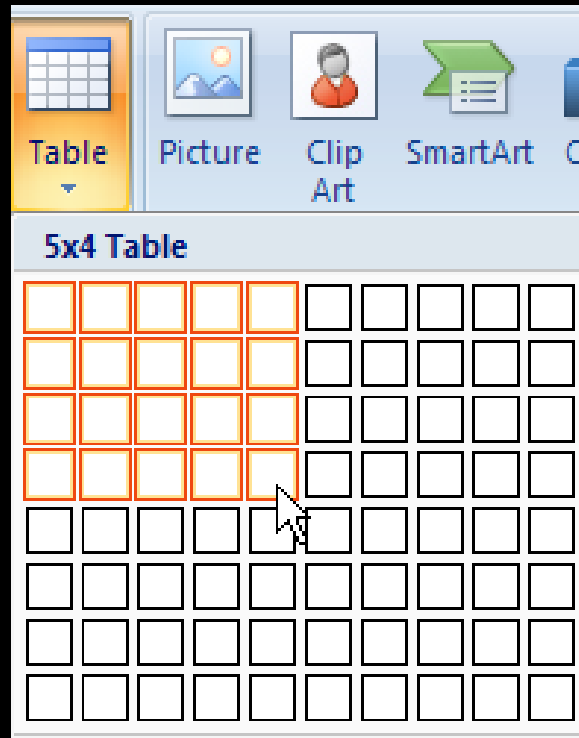
# The Power of Tables

- Used for organizing and formatting
  - ▲ Text
  - ▲ Numbers
  - ▲ Graphics
- A powerful way to communicate information

Stock Holdings				
Company	Symbol	Purchase Price	Current Price	Gain/Loss
Apple	APPL	\$4,000	\$5,000	\$1,000.00
BioSys	BIS	\$21,000	\$30,000	\$9,000.00
CalGen	CLG	\$19,000	\$20,500	\$1,500.00
Galileo	GLC	\$10,000	\$4,500	(\$5,500.00)
GemCo	GEC	\$8,000	\$35,000	\$27,000.00
IBM	IBM	\$37,000	\$30,000	(\$7,000.00)
Microsoft	MSFT	\$20,000	\$25,000	\$5,000.00
SysTech	SYT	\$12,500	\$10,000	(\$2,500.00)



# Inserting Tables



Drag in the grid to select the desired number of columns and rows

# Using Table Tools

- Sort tables
  - ▲ Up to three levels

Sort

Sort by

State Type: Text Ascending  
Using: Paragraphs Descending

Then by

City Type: Text Ascending  
Using: Paragraphs Descending

Then by

Zip Type: Number Ascending  
Using: Paragraphs Descending

My list has

Header row  No header row

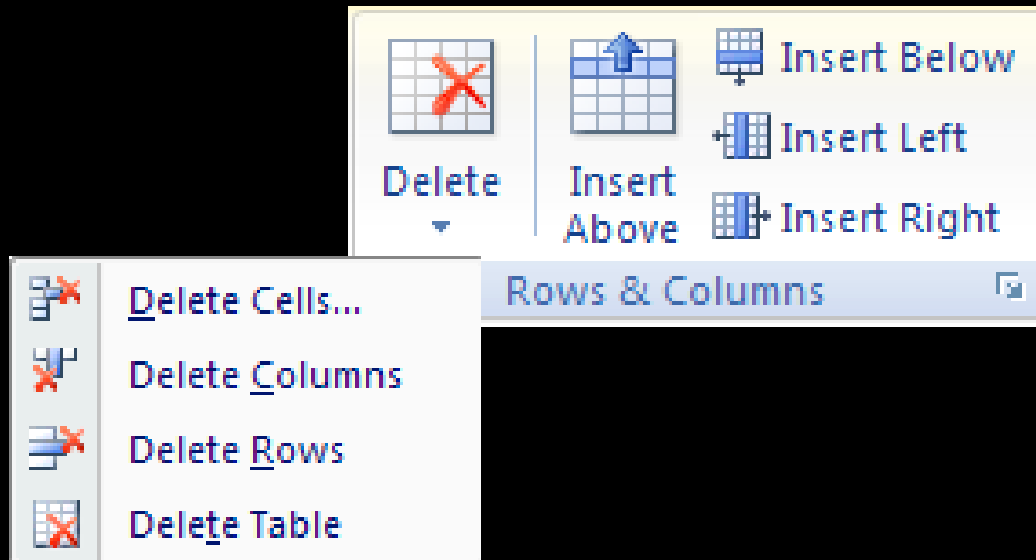
Options... OK Cancel


**TIP**  Choose Header Row to prevent Word from sorting headers in with other rows.



# Using Table Tools

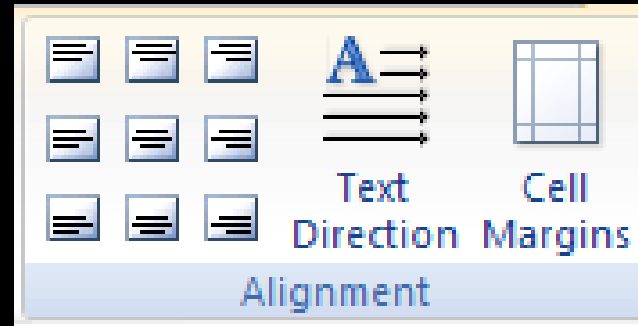
- Insert or delete rows and columns



TIP  To insert two or more rows, select two or more rows.

# Using Table Tools

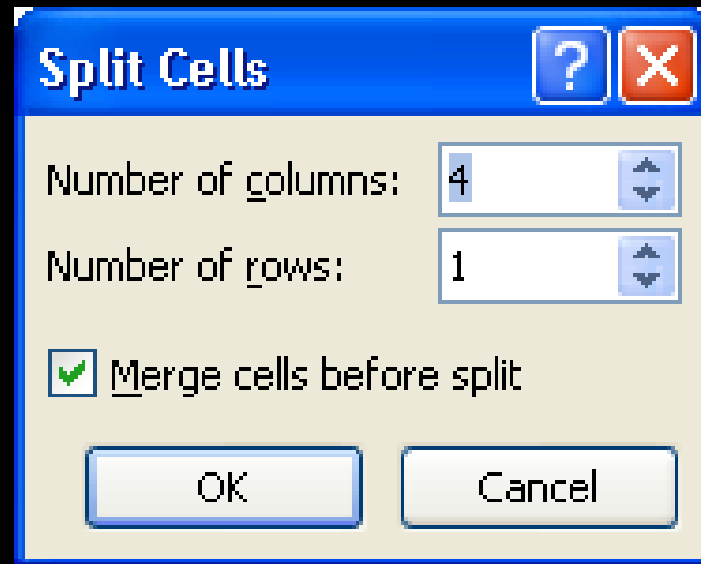
- Align data within cells



Align cell content in a variety of ways

# Using Table Tools

- Merging and splitting cells

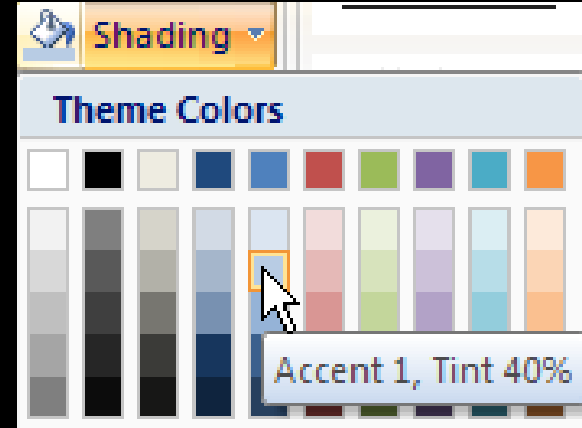
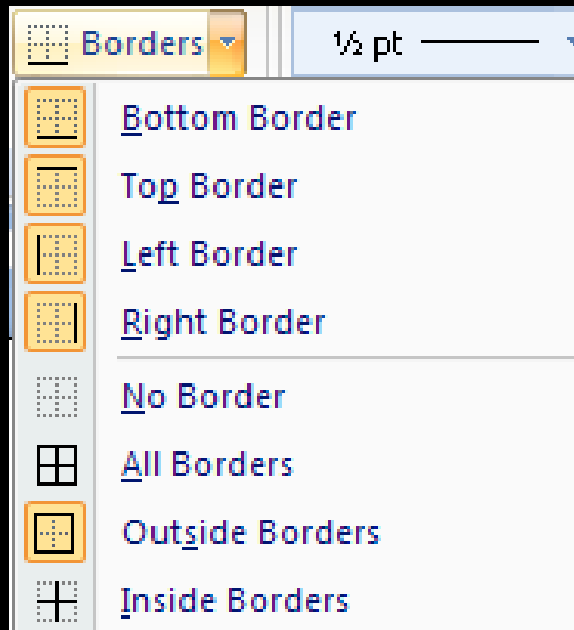



*Merge first row cells to create a heading that spans the width of the table.*

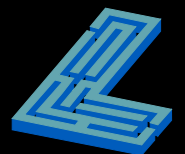


# Using Table Tools

- Add borders and shading



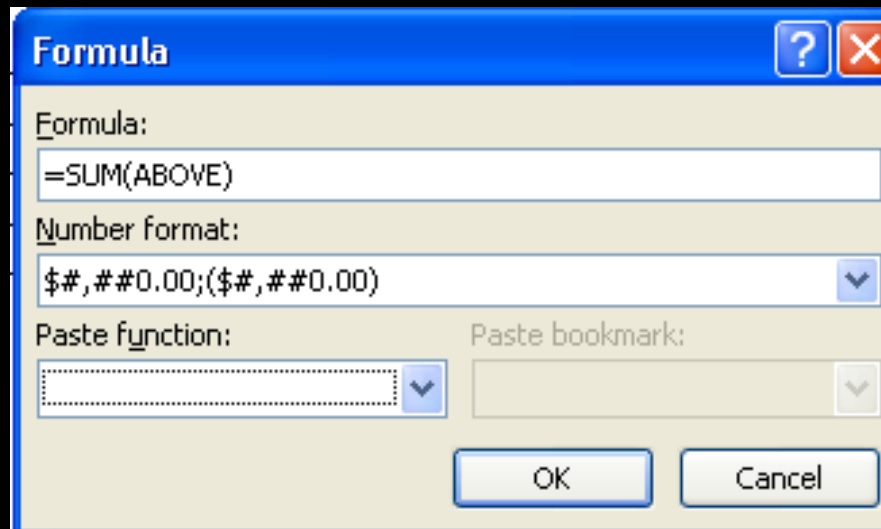
**TIP**  You can also apply borders and shading to a table through the Borders and Shading dialog box.





# Using Table Tools


- Perform calculations



The image shows a screenshot of the 'Formula' dialog box in Microsoft Excel. The dialog box has a blue title bar with a question mark icon and a close button. The main area is light yellow and contains the following fields:

- Formula:** A text box containing the formula `=SUM(ABOVE)`.
- Number format:** A dropdown menu showing the format `$#,##0.00;($#,##0.00)`.
- Paste function:** A dropdown menu that is currently empty.
- Paste bookmark:** A dropdown menu that is currently empty.

At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'.

**TIP**  *You can use cell addresses in formulas.*

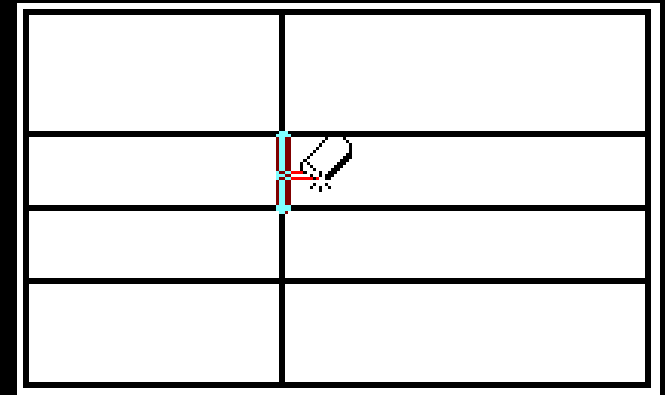
# Drawing Tables



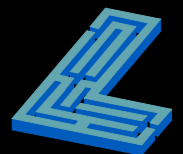
Create a table with a precise size and location using the Draw Table button





Erase borders with the Erase tool



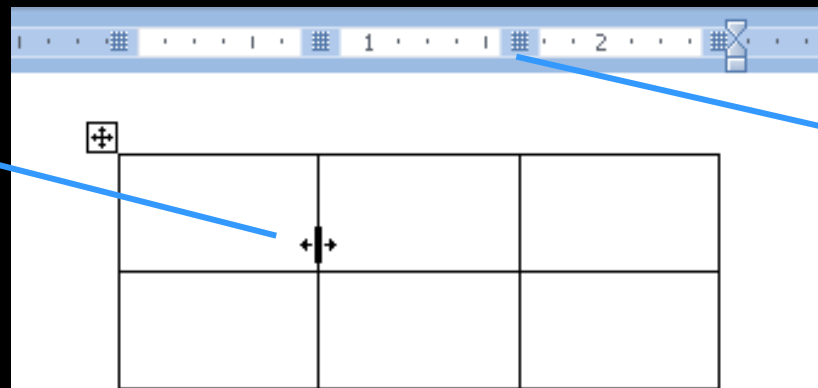
*The Eraser removes border styles from outside borders and merges cells when used inside the table.*



# Sizing Rows and Columns

- Distribute rows and columns  
- Adjust widths and heights by dragging

Drag a column  
or row gridline



Drag a column  
or row marker  
on the ruler



# Using Table Styles

Customize table styles

Table Style Options


- Header Row
- First Column
- Total Row
- Last Column
- Banded Rows
- Banded Columns

Table Styles

Light Shading - Accent 2

**Account Summary (2005 vs. 2006)**

	2005	2006
<b>Stocks</b>	\$12,000	\$160,000
<b>Bonds</b>	\$20,000	\$18,000

**TIP**  Use Live Preview to test a variety of table styles.

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