

5 Working with Tables



LESSON OUTLINE

Introducing Tables

Inserting Tables

Converting Tables

Selecting Data in a Table

**Customizing Alignment, Direction,
and Cell Margins**

Merging and Splitting Cells

Formatting with Borders, Shading, and Styles

Sorting Data in a Table

Inserting Rows and Columns

Performing Calculations in Tables

Sizing Rows and Columns

Concepts Review

Reinforce Your Skills

Apply Your Skills

Extend Your Skills

Transfer Your Skills

LESSON OBJECTIVES

After studying this lesson, you will be able to:

- Insert a table in a document
- Modify, sort, and format tables
- Apply built-in table styles
- Perform calculations in tables
- Insert and size columns and rows

A table is one of Word's most useful tools for organizing and formatting text and numbers. Tables are flexible and easy to use. Word provides a variety of features that let you set up, modify, and format tables. In this lesson, you will merge and split table cells, sort rows, quickly apply table styles, and perform calculations within tables.

CASE STUDY

Creating Tables for My Virtual Campus

You are an administrative assistant for the Product Development Team at My Virtual Campus. The team is always looking for new ideas to enhance the websites. You have a few ideas of your own that may be useful for students: a list of typical expenses with totals, and a simple layout for viewing class schedules. You decide to create tables to present your ideas at the next product development meeting.

Personal Expenses	Estimate	Actual	Difference
Food	425	435	\$ 10.00
Entertainment	100	150	\$ 50.00
Transportation/Gas	50	55	\$ 5.00
Cell Phone	75	85	\$ 10.00
Totals	650	725	\$ 75.00

You can apply formatting manually and insert formulas in tables.

The Table Styles gallery makes it easy to format a table.

The screenshot shows the Microsoft Word interface with the Table Tools ribbon active. On the left, the 'Table Options' group includes checkboxes for 'First Column', 'Last Column', and 'Banded Columns'. The 'Table Styles' gallery in the center displays several pre-designed table styles, with one blue-themed style selected. To the right, the 'Borders' group includes options for 'Shading', 'Border Styles', and 'Pen Color'. Below the ribbon, a table is displayed with a blue header and alternating row shading. The table contains the following data:

Class	Course #	Instructor	Day	Time	Book Price
Geometry	500334	Bailey	MW	12:00 – 12:50	94
Geometry Lab	500335	Johnson	TTH	9:00 – 9:50	35
Marketing	200021	Wilson	MW	2:30 – 3:20	90
Psychology	605221	Hayes	MW	10:30 -11:10	80
Public Speaking	123356	Shepard	TF	10:15 – 11:05	35
Tennis	988290	Green	W	3:40 – 4:30	45

Introducing Tables

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0501

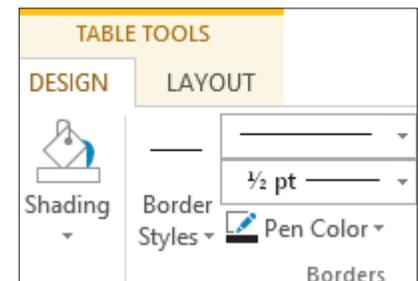
Tables provide a convenient method of organizing and aligning data in an easy-to-read format, and they are a nice way to break up a text-heavy document. Using Word's table styles adds flair to your documents, and tables draw your reader's attention to key items.

Tables are organized in columns and rows. Where columns and rows intersect, they form a rectangle known as a *cell*. You can type text or numbers in *cells*, and you can even perform simple calculations.

Personal Expenses	Estimate	Actual	Difference
Food	425	435	\$ 10.00
Entertainment	100	150	\$ 50.00
Transportation/Gas	50	55	\$ 5.00
Cell Phone	75	85	\$ 10.00
Totals	650	725	\$ 75.00

Contextual Tabs

Contextual tabs appear in context with the task you are performing. The Tables feature, as well as other Word features, uses contextual tabs. They appear on the Ribbon when the insertion point is in a table. The following illustration shows the Table Tools' Design and Layout tabs, where you can format tables.



Navigating in a Table

You can move the insertion point by clicking in a cell, or you can use a variety of keystrokes for navigating.

TABLE NAVIGATION KEYSTROKES	
Move To	Keystroke
Next cell	Tab
Previous cell	Shift + Tab
Next row	↓
Previous row	↑
Beginning of row	Alt + Home
End of row	Alt + End
Top of column	Alt + Page Up
End of column	Alt + Page Down

DEVELOP YOUR SKILLS WD05-D01

Navigate and Enter Data

In this exercise, you will navigate in a table and enter data.

1. Open **WD05-D01-StdntTables** from your **WD2013 Lesson 05** folder and save it as **WD05-D01-StdntTables- [FirstInitialLastName]**.
Replace the bracketed text with your first initial and last name. For example, if your name is Bethany Smith, your filename would look like this: WD05-D01-StdntTables-BSmith.
2. Position the insertion point in the first cell of the **Expense Table** on the first page.
3. Tap **Tab** twice to move to the end of the first row.
4. Tap **Tab** again to move the beginning of the second row.
5. Press **Shift** + **Tab** three times to move back one cell at a time.
6. Press **Alt** + **End** to move to the end of the row.
7. Press **Alt** + **Home** to move the beginning of the row.
8. Test some other keystrokes.
Refer to the preceding table as necessary for navigation keystrokes.
9. Position the insertion point in the first cell and type this text.

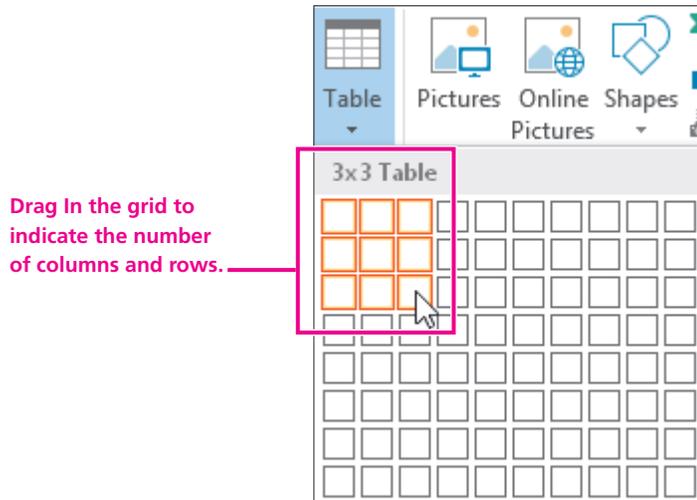
Personal Expenses	Estimate	Actual
Food	425	435
Entertainment	100	150
Transportation/Gas	50	55
Cell Phone	75	85

10. Save the file and leave it open; you will modify it throughout the lesson.

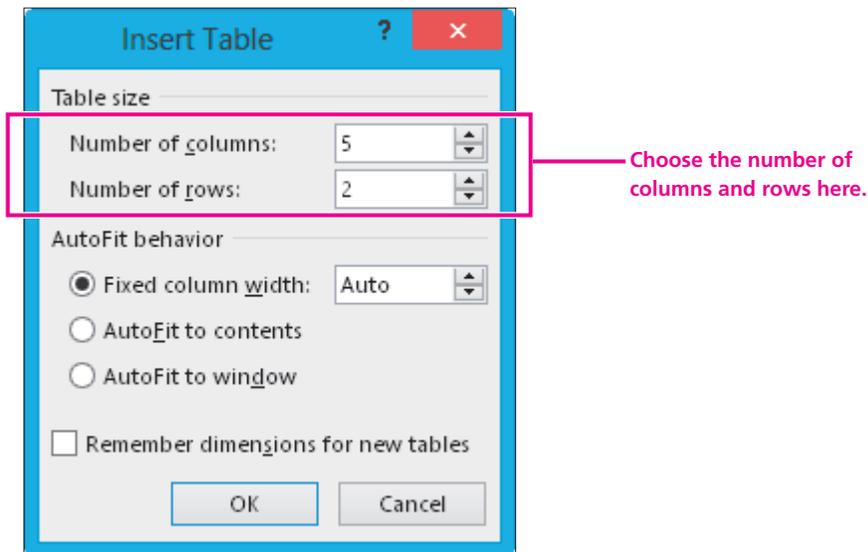
Inserting Tables

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0502

You can insert a table using the Table button, the Insert Table dialog box, and the Quick Tables gallery. You can even draw a table with the mouse pointer.



Using the Insert Table dialog box, you can choose various options for the table.



The Quick Table gallery lets you choose predefined tables, such as calendars and various table layouts.

Calendar 4

May	Tuesday	Wednesday
	1	16
	Wednesday	Thursday
	2	17
	Thursday	Friday
	3	18
	Friday	Saturday
4	19	
Saturday	Sunday	

Double Table

The Greek alphabet

Letter name	Uppercase	Lowercase	Letter name	Uppercase	Lowercase
Alpha	Α	α	Nu	Ν	ν
Beta	Β	β	Xi	Ξ	ξ
Gamma	Γ	γ	Omicron	Ο	ο
Delta	Δ	δ	Pi	Π	π
Epsilon	Ε	ε	Rho	Ρ	ρ
Zeta	Ζ	ζ	Sigma	Σ	σ
Eta	Η	η	Tau	Τ	τ
Theta	Θ	θ	Upsilon	Υ	υ
Iota	Ι	ι	Phi	Φ	φ

Matrix

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—	—	—	—	—
Point B	87	—	—	—	—
Point C	64	56	—	—	—
Point D	37	32	91	—	—
Point E	91	35	54	43	—

QUICK REFERENCE

INSERTING A TABLE

Task

Procedure

- | | |
|---|---|
| <p>Insert a table</p> <p>Insert a table using the Insert Table dialog box</p> <p>Insert a Quick Table</p> <p>Draw a table</p> | <ul style="list-style-type: none"> ■ Choose Insert→Tables→Table and drag in the grid to select the number of columns and rows. ■ Choose Insert→Tables→Table and choose Insert Table. ■ Set the number of rows and columns. ■ Choose Insert→Tables→Table and choose a Quick Tables style. ■ Choose Insert→Tables→Table and choose Draw Table. ■ Click and drag to draw a rectangle for the table. ■ Drag to draw the row and column lines inside the rectangle. |
|---|---|



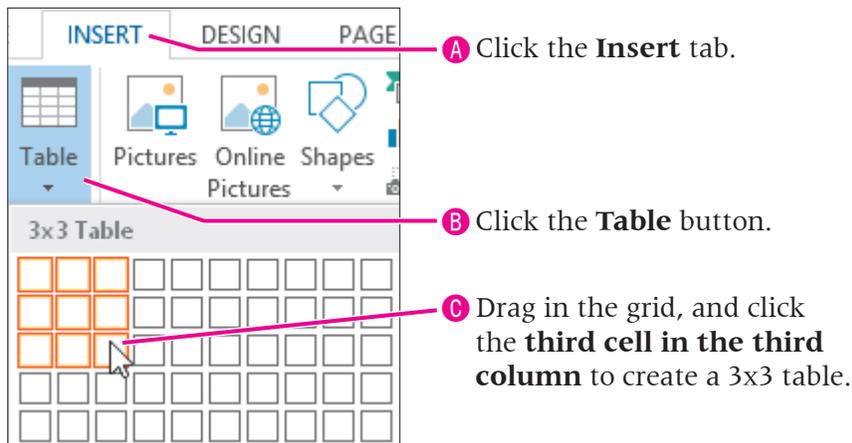
You can add a row to the bottom of a table by tapping **Tab** when the insertion point is in the last table cell.

DEVELOP YOUR SKILLS WD05-D02

Insert Tables

In this exercise, you will create a 3x3 table and enter data. You will also add rows to the bottom of the table. Then you will insert a Quick Table.

1. Save your file as **WD05-D02-StdntTables- [FirstInitialLastName]**.
2. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  to display formatting marks.
3. Position the insertion point on the blank row below the *Schedule Planning* heading on page 2.
4. Follow these steps to insert a table:



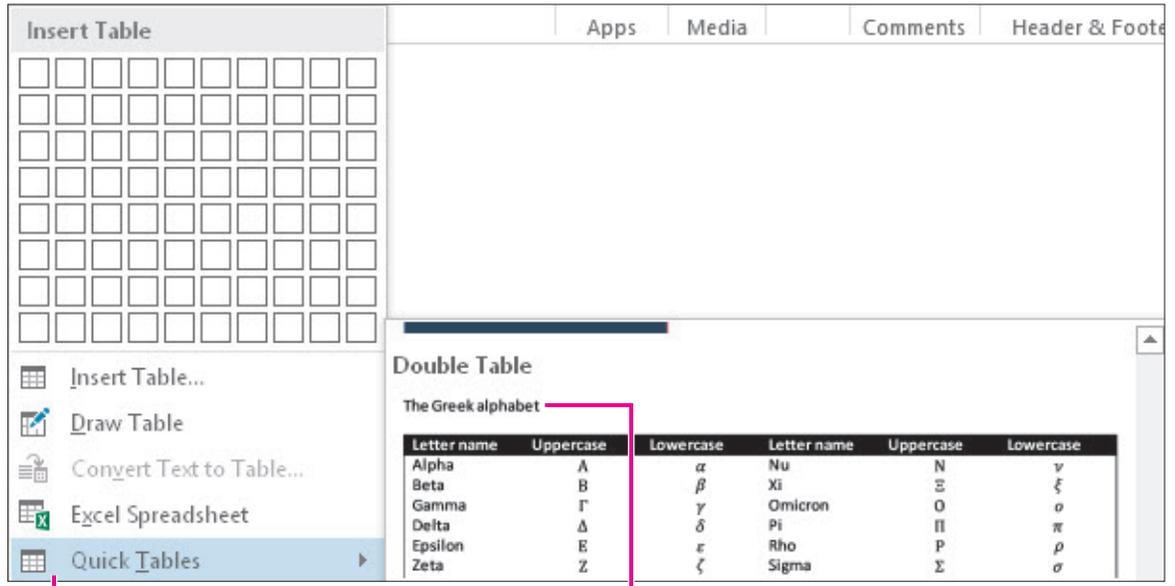
5. Enter the text shown, tapping  when you need to add a new row.

Course	Days	Units
Math	MWF	3
Science	MWF	3
International Tourism	TTH	2
Biology	TH	3
Biology Lab	W	1

Insert a Quick Table

Because you are hoping to join a fraternity/sorority, you will insert the Greek Alphabet table to help you learn the characters. You can use this table for any purpose by deleting the text and replacing it with your own data.

6. Navigate to the top of page 4, and choose **Insert**→**Tables**→**Table** .
7. Follow these steps to insert the table:



A Drag the mouse pointer down to **Quick Tables**.

B Scroll down the gallery and click this table.

The Quick Table is added to your document.

8. Save your file.

Converting Tables

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0503

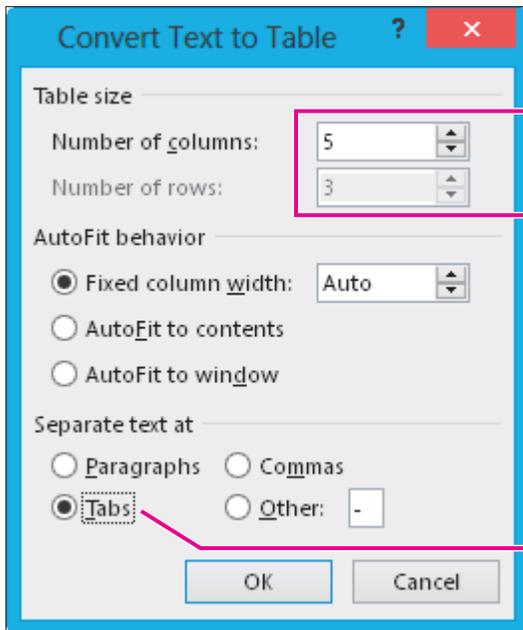
Sometimes data is best set in tabular columns and sometimes it's best in a table. When you first begin laying out your data, you may not know which options to choose. Word's ability to convert from one to the other prevents you from having to start over.

Converting Text to a Table

Tabs are commonly used as separators in columnar tables. Note that there must only be one tab between columns for the conversion to work properly. When you convert, you are telling Word to replace each tab with a new table column.

This illustration shows a tabular table with one tab between columns.

Second-Semester-Schedule	→	→	→	¶				
Class	→	Instructor	→	Day	→	Time	→	Book-Price ¶
Psychology	→	Hayes	→	MW	→	10:30-11:10	→	80 ¶

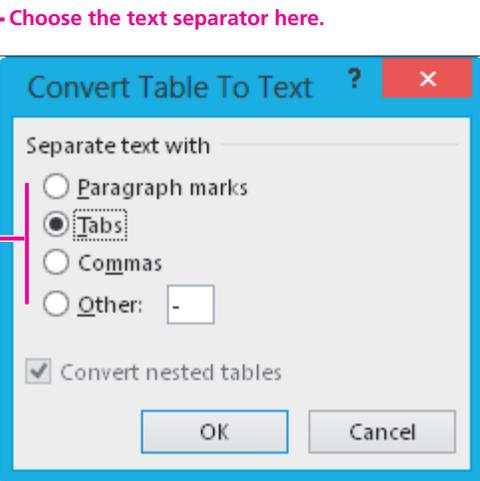


These settings indicate that Word will convert three selected rows into five columns.

Word senses that the columns are separated by tabs.

Converting a Table to Text

You can specify whether the converted text should be separated by paragraph marks, tabs, commas, or another character that you specify.



Choose the text separator here.

QUICK REFERENCE**CONVERTING TEXT TO TABLES AND TABLES TO TEXT**

Task	Procedure
Convert text to a table	<ul style="list-style-type: none">Turn on formatting marks and ensure there is only one tab separating the columns.Select all lines to be converted, and choose Insert→Tables→Table→Convert Text to Table.Choose the text separator and the number of columns.
Convert a table to text	<ul style="list-style-type: none">Click in any table cell and choose Table Tools→Layout→Data→Convert to Text.Choose the desired text separator.

DEVELOP YOUR SKILLS WD05-D03

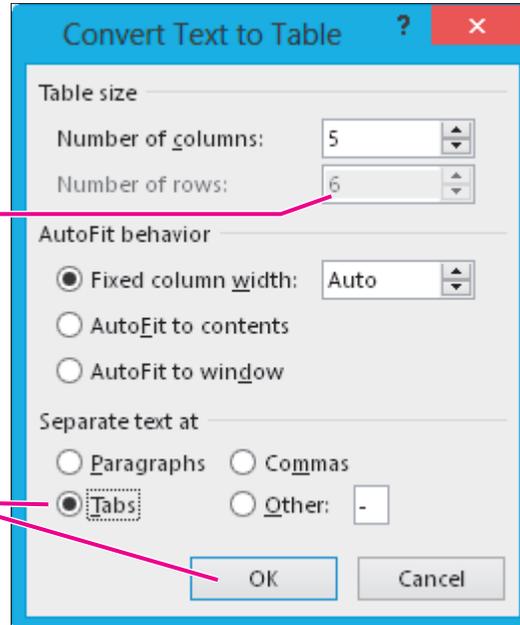
Convert Text to a Table

In this exercise, you will convert text currently in tabular columns into a table. Then you will convert the table back to regular text.

- Save your file as **WD05-D03-StdntTables- [FirstInitialLastName]**.
- Scroll to page 3 and select all the rows, including the *Second Semester Schedule* heading.
- Choose **Insert**→**Tables**→**Table** , and choose **Convert Text to Table**.
- Follow these steps to create a table from the selected text:

A Ensure the number of rows is **six**; if not, reselect the lines.

B Ensure that **Tabs** is marked and click **OK**.



The text is now in a five column table. Don't worry about the heading being in one cell. You'll fix that a little later.

Convert a Table to Text

5. Click in any table **cell**.



Notice the two new Table Tools tabs, Design and Layout, have been added to the Ribbon. These are contextual tabs, meaning they appear in context with what you are working on, in this case, when the insertion point is in a table.

6. Choose **Table Tools**→**Layout**→**Data**→**Convert to Text** . When the dialog box appears, verify that **Tabs** is chosen and click **OK**.

The table is converted back to a tabular table.

7. Click **Undo**  to return the text to table format.

8. Save the file.

Selecting Data in a Table

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0504

The mouse pointer changes shape depending on whether you're selecting a cell, row, column, or the entire table. The following illustrations display the various pointer shapes when selecting in a table.

Click to select a cell when the mouse pointer is shaped like this.

Instructor
Hayes
Wilson

Click to select a column when the mouse pointer is shaped like this.

Instructor
Hayes
Wilson
Sheppard
Green

Click to select a row when the mouse pointer is shaped like this.

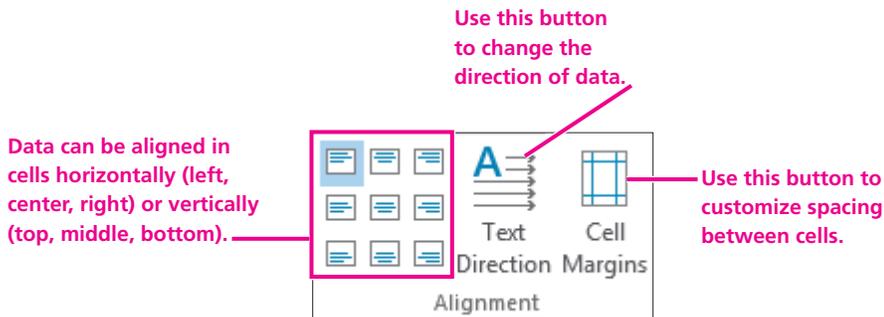
Class	Instructor	Day	Time	Book Price
Psychology	Hayes	MW	10:30-11:10	80

Click the square move handle to select the entire table. (The insertion point or mouse pointer must be in the table for the handle to appear.)

Second Semester Schedule	
Class	Instructor
Psychology	Hayes
Marketing	Wilson
Public Speaking	Sheppard
Tennis	Green

Customizing Alignment, Direction, and Cell Margins

Data can be aligned horizontally or vertically, and you can change the direction of text. You can also modify the cell margins. These commands are found in the Alignment group on the contextual Layout tab that appears when the insertion point is positioned in a table.

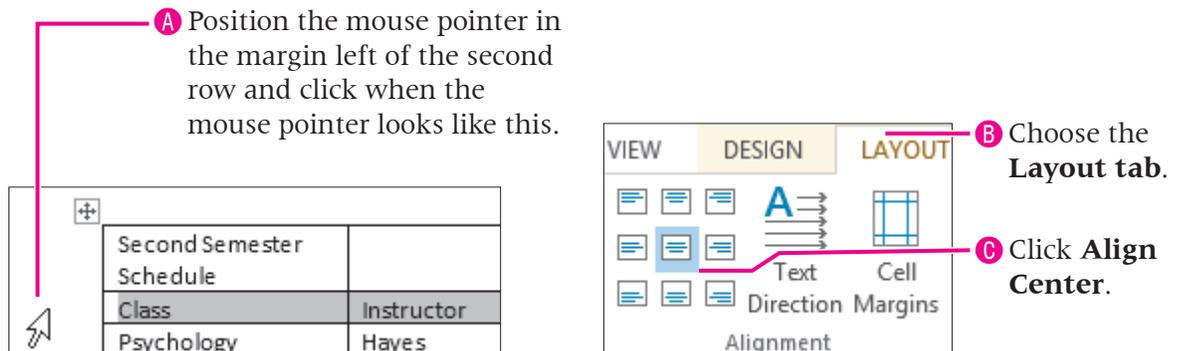


DEVELOP YOUR SKILLS WD05-D04

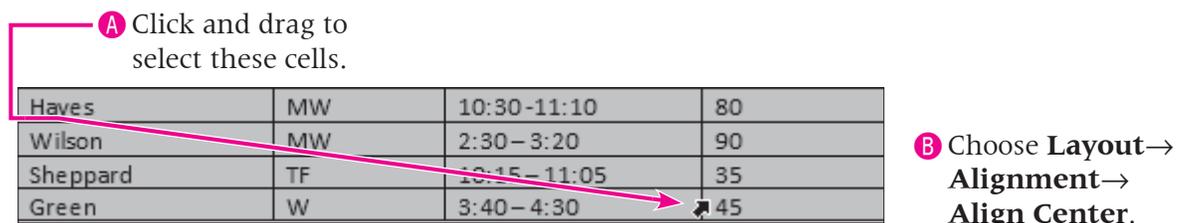
Select and Align Data, and Modify Cell Margins

In this exercise, you will center-align data, change text direction, and increase cell margins.

1. Save your file as **WD05-D04-StdntTables- [FirstInitialLastName]**.
2. Follow these steps to center the heading row data:



3. Follow these steps to center the data in a range of cells:



Change Text Direction

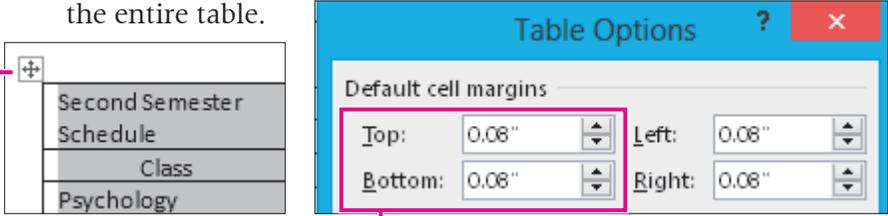
4. Select the **second row**.
5. Choose **Table Tools**→**Layout**→**Alignment**→**Text Direction**  twice to change to vertical with the text facing to the right.
6. Click **Undo**  twice to change back to horizontal alignment.

Change Cell Margins

7. Follow these steps to increase the distance between the text and cell borders:

A Click the **Move** handle to select the entire table.

B Choose **Table Tools**→**Layout**→**Alignment**→**Cell Margins**.



C Enter **0.08** for the Top and Bottom margins and click **OK**.

The image shows a table with a move handle (a small square with a plus sign) in the top-left corner. The table contains the following text:

Second Semester
Schedule
Class
Psychology

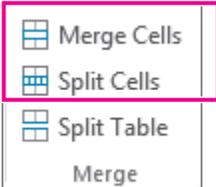
The **Table Options** dialog box is open, showing the **Default cell margins** section. The **Top** and **Bottom** margin fields are highlighted with a pink box and set to **0.08"**. The **Left** and **Right** margin fields are also visible, set to **0.08"**.

8. Save your file.

Merging and Splitting Cells

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0505

You can merge two or more adjacent cells in the same row or column into a single cell. The merge option is often used to center a heading across the top of a table. You can also split a single cell into multiple cells.

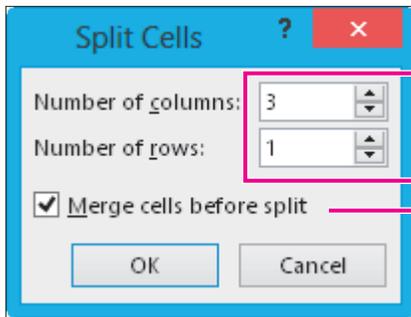


The contextual Layout tab containing the Merge Cells and Split Cells commands appears when the insertion point is in a table.

The image shows a contextual menu with the following options:

- Merge Cells
- Split Cells
- Split Table
- Merge

A dialog box appears when you click the Split Cells button so you can determine the specifics of your split.



Specify the number of columns/rows to create from the split.

If you select multiple cells, they will be merged before splitting into specified columns/rows.

QUICK REFERENCE

MERGING AND SPLITTING TABLE CELLS

Task

Procedure

Merge cells

- Select the cells to merge, and choose **Table Tools**→**Layout**→**Merge**→**Merge Cells**.

Split cells

- Select the cell to split, and choose **Table Tools**→**Layout**→**Merge**→**Split Cells**.
- Choose the number of rows and/or columns.

DEVELOP YOUR SKILLS WD05-D05

Merge and Split Cells in a Table

In this exercise, you will merge the cells in the first row to create one cell, where you will center the title across the width of the table. You will practice splitting cells, and then you will convert the title to regular text.

1. Save your file as **WD05-D05-StdntTables- [FirstInitialLastName]**.
2. Follow these steps to merge the table row and center the title:

A Select the first row. **B** Click the **Layout** tab and click **Merge Cells**. **C** Click **Align Center**.

Second Semester Schedule				
Class	Instructor	Day	Time	Book Price
Psychology	Hayes	MW	10:30 -11:10	80

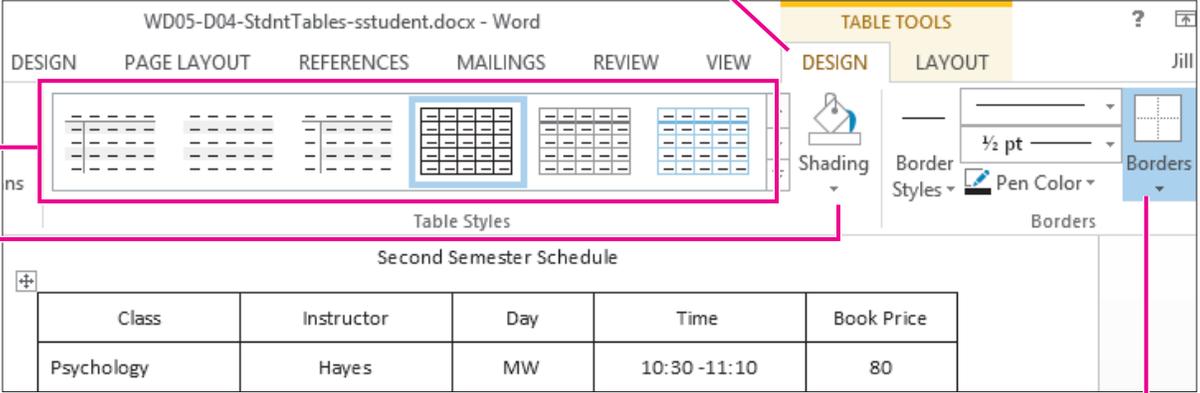
3. With the first row still selected, choose **Table Tools**→**Layout**→**Merge**→**Split Cells** .
4. When the dialog box opens, choose **three columns** and **one row**; click **OK**.

5. Click **Undo**  to merge the cells again.
6. With the first row still selected, choose **Table Tools**→**Layout**→**Data**→**Convert to Text**.
7. Verify that **Paragraph Marks** is chosen and click **OK**.
8. Save the file.

Formatting with Borders, Shading, and Styles

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0506

Borders, shading, and styles can enhance the readability of a table, and they add pizzazz. These tools are conveniently located on the contextual Design tab that appears when the insertion point is in a table. The Borders and Shading buttons have memory, meaning they reflect the last option chosen in the current session. This is convenient if you want to apply the same effect multiple times. Newly-created tables have borders by default. Newly-created tables have borders by default.



Contextual Design tab.

Table Styles gallery.

Shading button.

Borders button.

Class	Instructor	Day	Time	Book Price
Psychology	Hayes	MW	10:30 -11:10	80

Modifying Formats

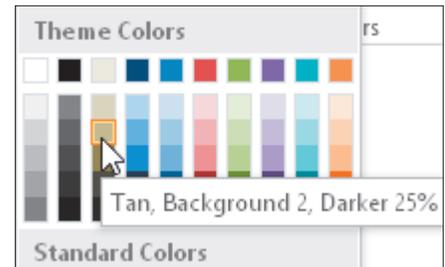
Just like regular text, you can easily modify table formats using the formatting tools on the Home tab. Or use the *Mini toolbar*, which provides convenient formatting tools right at your mouse pointer when you select data.

DEVELOP YOUR SKILLS WD05-D06

Use Borders, Shading, and Styles

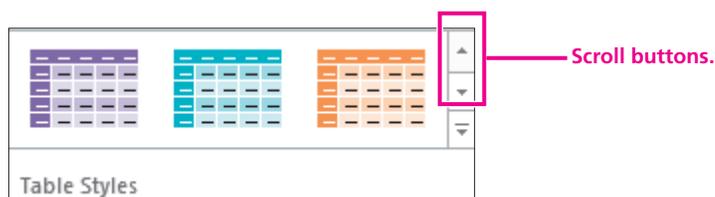
In this exercise, you will remove all borders from your table, and then apply borders and shading to the first row. Then you will choose a table style to format your table.

1. Save your file as **WD05-D06-StdntTables- [FirstInitialLastName]**.
2. Click the **move handle** in the upper-left corner of the Second Semester Schedule table to select it.
Remember, the insertion point has to be in the table or you have to hover the mouse pointer over the table for the move handle to appear.
3. Choose **Table Tools**→**Design**→**Borders**→**Borders**  **menu button** ▼ and choose **No Border**.
You see grid lines within the table, but they won't print; they are just there to guide you.
4. Select the **first table row**, choose **Table Tools**→**Design**→**Borders**→**Borders**  **menu button** ▼, and choose **Outside Borders**.
5. Keep the first row selected and choose **Table Tools**→**Design**→**Table Styles**→**Shading** **menu button** ▼.
6. Choose the third color in the third column, **Tan, Background 2, Darker 25%**.

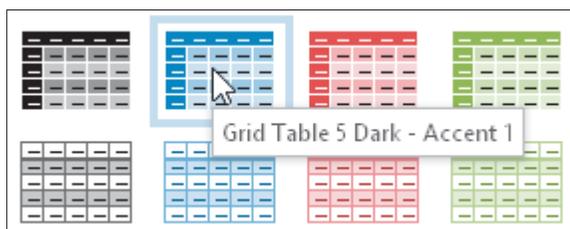


Use Table Styles

7. Make sure the insertion point is in the table, and choose **Table Tools**→**Design**→**Table Styles**.
8. Click the **scroll buttons** to look through the gallery, and then hover the **mouse pointer** over several styles to see a **Live Preview** of the styles.



9. Click the **More**  button below the scroll buttons to open the gallery and choose **Grid Table 5 Dark – Accent 1** (toward the bottom of the gallery).



The style overrides your cell margin spacing and borders and shading. In turn, you can override Table Styles formatting.

10. Select the first row of the table; choose **Home**→**Font**→**Font menu button** ▼ and choose **Century Gothic**.
11. With the first row still selected, choose **Home**→**Font**→**Font Size menu button** ▼ and choose **12 pts**.
12. Save the file.

Sorting Data in a Table

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0507

The Sort button in the Data group on the contextual Layout tab opens the Sort dialog box, which provides options to *sort* one or more columns in ascending or descending order, and choose whether the first row of the table contains column headings.

You can choose to sort a table by up to three levels. For example, say you have a table containing column headings for city, state, and zip. You can have Word sort the table first by state, then by city within state, and then by zip code within city for a three-level sort.

Choose to sort on one or more columns.

Specifying a header row excludes that row from the sort.

You can choose Ascending or Descending for each sort level.

QUICK REFERENCE**SORTING TABLES****Task**

Sort a table

Procedure

- Click in the table and choose **Table Tools**→**Layout**→**Data**→**Sort**.
- Choose **Header Row** or **No Header Row**, and select the columns to sort by.
- Choose the **Type** of data and choose **Ascending** or **Descending** for each sort level.

DEVELOP YOUR SKILLS WD05-D07**Sort Table Rows**

In this exercise, you will practice sorting the **Second Semester Schedule** table.

1. Save your file as **WD05-D07-StdntTables-[FirstInitialLastName]**.
2. Position the insertion point in any cell in the **Second Semester Schedule** table.
3. Choose **Table Tools**→**Layout**→**Data**→**Sort** .
Word displays the **Sort** dialog box.
4. Follow these steps to sort the table:

A If necessary, choose **Header Row**.

B Choose **Book Price** here.

C Word automatically sensed the data Type as **Number**.

D Leave this option at **Ascending**.

E Click **OK**.

Word sorts the table numerically by book price.

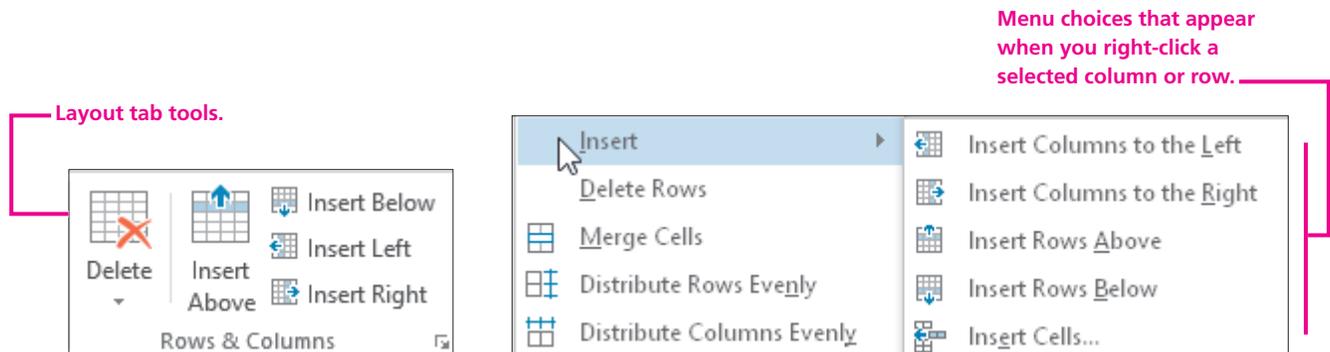
5. Choose **Table Tools**→**Layout**→**Data**→**Sort**  again.
6. In the Sort dialog box, make sure **Header Row** is chosen, choose **Class** from the Sort By list, and click **OK**.
The table is now sorted in ascending order by Class.
7. Save your file.

Inserting Rows and Columns

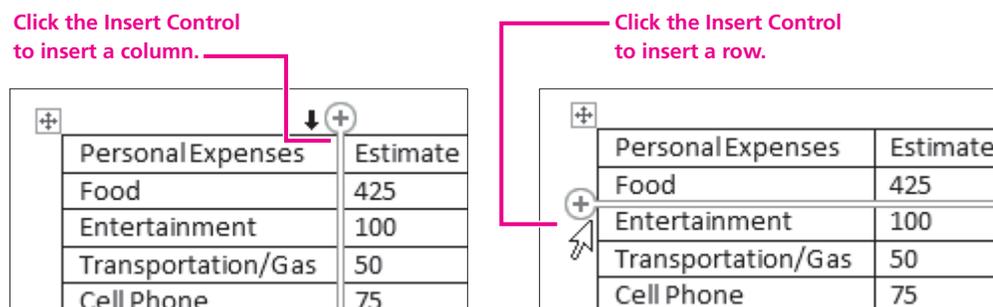
Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0508

You can insert columns and rows in an existing table. If you wish to insert multiple columns or rows, you must first select the same number of existing columns or rows as you wish to insert. For example, to insert two new rows, select two existing rows.

You can use the buttons in the Rows & Columns group on the Layout tab to insert columns and rows, or you can use the drop-down menu that appears when you right-click a selected column or row.



A quick and easy way to insert a column or row is with the Insert Control that appears when the insertion point is in the table and you move the mouse pointer between two columns or rows, as shown here.



Moving Rows and Columns

You can move a row or column by using the Cut and Paste commands or by using the mouse to drag and drop. When you select the entire row or column and move it to another location, Word automatically makes room for the selection by moving the other rows down or the other columns to the right.

If you select an *individual cell* within a row or column, when you paste, Word replaces any existing data in the cell. You can prevent data loss by inserting a blank row or column prior to moving.

QUICK REFERENCE	WORKING WITH COLUMNS AND ROWS
Task	Procedure
Insert rows or columns	<ul style="list-style-type: none">Click in the desired row/column or select the same number of rows/columns you wish to insert.Choose Table Tools→Layout→Rows & Columns, and then choose Insert Above/Below or Insert Left/Right. Or, position the mouse pointer between two rows/columns and click the Insert Control.
Delete table elements	<ul style="list-style-type: none">Select the desired row(s), column(s), or cell(s).Choose Table Tools→Layout→Rows & Columns→Delete and choose the item to delete.
Move a row or column using Cut and Paste	<ul style="list-style-type: none">Select the entire row(s) or column(s) and choose Home→Clipboard→Cut.Select the row to paste the data above or the column to paste the data to left of.Choose Home→Clipboard→Paste.
Move a row or column using drag and drop	<ul style="list-style-type: none">Select the entire row(s) or column(s) and drag to the first cell in the desired row or column.

DEVELOP YOUR SKILLS WD05-D08

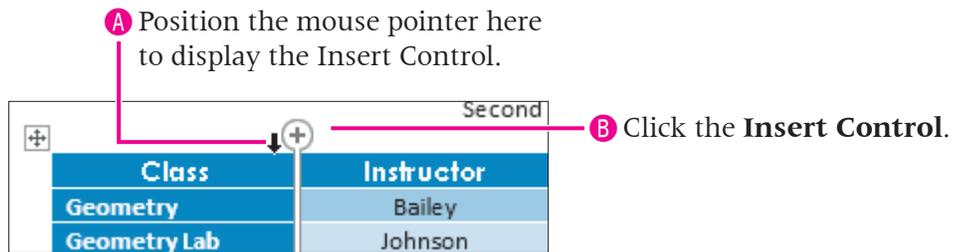
Insert Rows and a Column

In this exercise, you will insert multiple rows and a new column in the table.

1. Save your file as **WD05-D08-StdntTables- [FirstInitialLastName]**.
2. Position the mouse pointer to the left of the **Marketing** row until it becomes the white arrow.
3. Click and drag down to select the **Marketing and Psychology** rows.
4. Choose **Table Tools**→**Layout**→**Rows & Columns**→**Insert Above**  to insert two new rows above the Marketing row.
5. Add the following data to the new blank rows:

Geometry	Bailey	MW	12:00-12:50	94
Geometry Lab	Johnson	TTH	9:00 – 9:50	35

6. Follow these steps to insert a new column:



A new column is inserted to the right of the Class column.

7. Type **Course #** as the new column heading.
8. Enter the following data in the column.

Course #
500334
500335
200021
605221
123356
988290

9. Scroll back up to the *Expense Table* on page 1 and position the insertion point in the **Actual** column.
10. Choose **Table Tools**→**Layout**→**Rows & Columns**→**Insert Right** .
11. Type **Difference** as the new column heading; save the file.

Performing Calculations in Tables

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0509

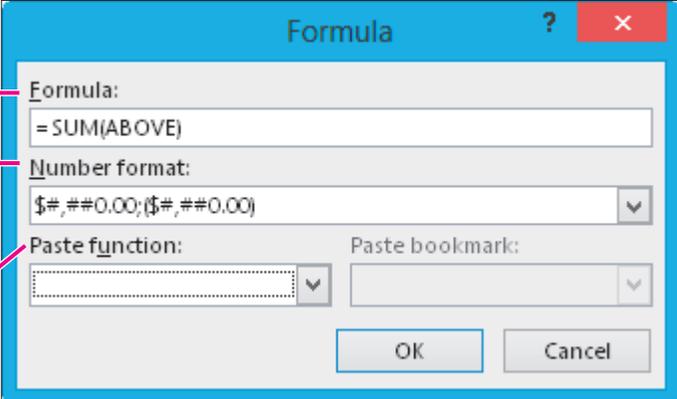
When the Formula dialog box opens, it displays the Sum *function*. The Sum function recognizes whether there are numbers in the cells above or to the left of the formula cell and indicates that in the formula automatically. However, sometimes you may need a formula for something other than add. In that case, you use cell addresses in the formula. Although the columns and rows are not lettered or numbered as they are in Excel, which is the Microsoft application designed to “crunch numbers,” you must use *cell addresses* for certain calculations in a table. The first cell in a table is considered to be cell A1 (first column, first row).

Word’s formulas are not nearly as sophisticated as Excel’s; however, they are adequate for simple calculations.

Formulas are constructed in this box; they always begin with an equals sign.

You can choose a number format here.

You can paste common functions, such as SUM and AVERAGE, into the Formula box or type them manually.



Constructing Formulas

You construct formulas by typing directly into the Formula dialog box. In Word, formulas can contain a combination of the following elements.

- **Arithmetic operators:** The most common arithmetic operators are + (addition), – (subtraction), / (division), and * (multiplication). For more complex formulas, use Microsoft Excel and copy and paste into Word.
- **Cell addresses:** In Word tables, columns are labeled A, B, C, etc., and rows are numbered 1, 2, 3, etc. Each cell has an address formed by the column letter and row number. For example, cell A1 refers to the cell in column A and row 1. You can use cell references in formulas. For example, the formula =D2–C2 subtracts the number in cell C2 from the number in cell D2.
- **Functions:** Functions are predefined formulas that perform calculations on cells. The most common functions are SUM, AVERAGE, MIN, and MAX.
A function is followed by a set of parentheses in which you enter arguments. Arguments include numbers, cell addresses, a range of cells, or direction references (see next bullet).
A range of cells is separated by a colon. For example, to include cells C2, C3, and C4 only in a formula, you would type C2:C4.
- **Direction references:** In Word, functions can use direction references to indicate cell ranges. The direction references are ABOVE, BELOW, LEFT, and RIGHT. As an example, the formula =SUM(ABOVE) would sum all numbers above the cell containing the formula.



If a number relating to a formula changes, right-click the cell containing the formula and choose Update Field to recalculate the formula.

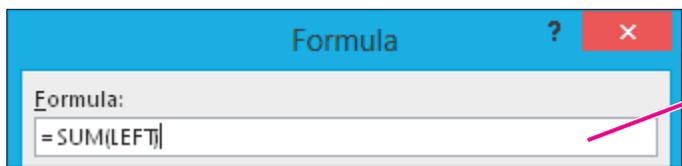
QUICK REFERENCE	CONSTRUCTING FORMULAS
Task	Procedure
Create a formula	<ul style="list-style-type: none">Choose Table Tools→Layout→Data→Formula and delete the formula in the formula box.Type an equals (=) sign and construct the formula using cell addresses.Use the appropriate operator: + (add), - (subtract), * (multiply), / (divide).
Calculate with a function	<ul style="list-style-type: none">Choose Table Tools→Layout→Data→Formula and delete the formula in the formula box.Type an equals (=) sign and choose a function from the Paste Function list.Enter the arguments within the parentheses.

DEVELOP YOUR SKILLS WD05-D09

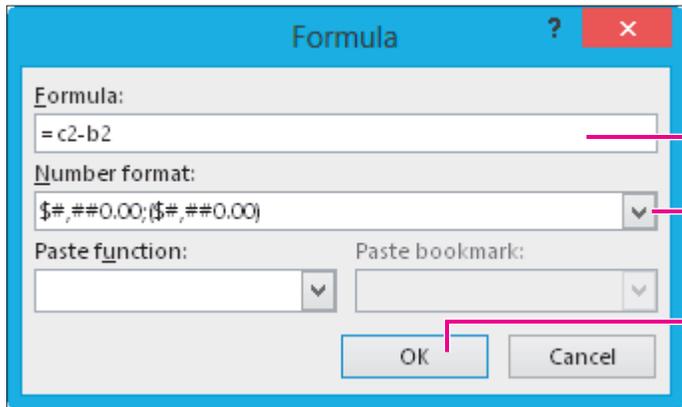
Construct Formulas

In this exercise, you will use formulas to calculate the difference for each expense item and calculate the totals for the Estimate, Actual, and Difference columns.

1. Save your file as **WD05-D09-StdntTables-[FirstInitialLastName]**.
2. Click in the **second row** of the *Difference* column.
This cell is named D2 because it is the fourth column (D) in the second row (2).
3. Choose **Table Tools**→**Layout**→**Data**→**Formula** .
4. Follow these steps to create a formula to subtract the *Estimate* from the *Actual* expense:



A View the proposed formula, =SUM(LEFT), and then delete it.



B Type =c2-b2 here.

C Click here and choose the **third format**.

D Click **OK**.

This formula subtracts the estimated food expense (column b, row 2) from the actual food expense (column c, row 2). Notice that the result, \$10.00, displays with a dollar sign and two decimal places.



If you wish to display the dollar format without the two decimal places, you must delete them manually from each cell.

5. Click in the cell beneath the formula.
6. Choose **Table Tools**→**Layout**→**Data**→**Formula** .
7. Remove the proposed formula and type **=c3-b3**.
8. Click the **Number Format** menu arrow, choose the **third format**, and click **OK**.
9. Enter formulas in the remaining rows in the *Difference* column choosing the same format as before.

Create a Formula to Total the Columns

10. Position the insertion point in the last table cell and tap  to create a new row.

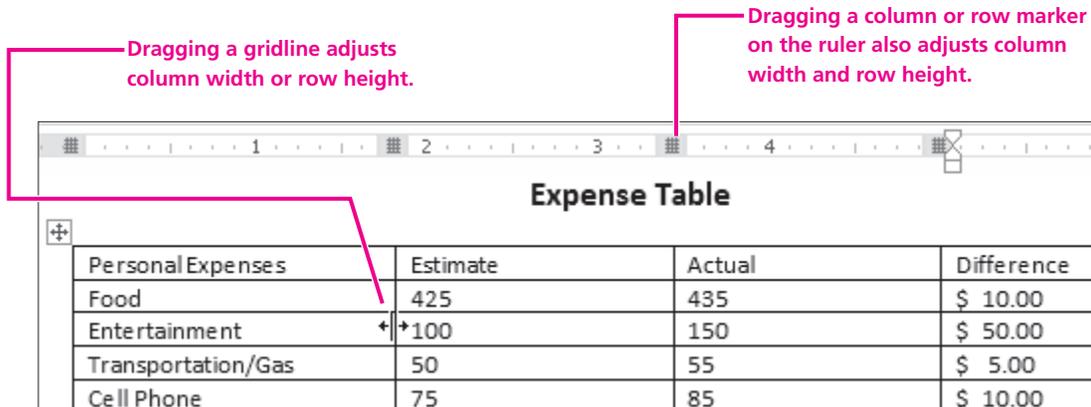
PersonalExpenses	Estimate	Actual	Difference
Food	425	435	\$ 10.00
Entertainment	100	150	\$ 50.00
Transportation/Gas	50	55	\$ 5.00
Cell Phone	75	85	\$ 10.00

11. Type **Totals** in the first cell and tap  to move to the next cell.
12. Choose **Table Tools**→**Layout**→**Data**→**Formula** .
Word assumes you want to add the numbers above the formula cell.
13. Click **OK**.
The result should be 650. Notice that the total does not have the dollar sign or decimals, since you did not specify any special formatting.
14. Calculate the total for *Actual* column with no formatting.
15. Calculate the total for the *Difference* column and add the same formatting as the other numbers in the column.
16. Save the file.

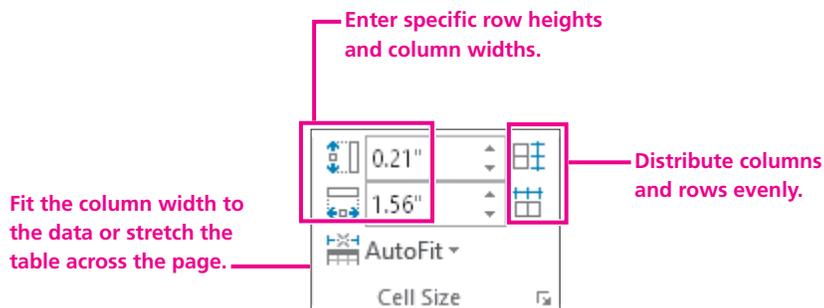
Sizing Rows and Columns

Video Library <http://labyrinthelab.com/videos> Video Number: WD13-V0510

You can easily resize columns and rows in a table. Word 2013 offers a variety of techniques for this. The adjust pointer, a double-headed arrow, appears whenever you position the mouse pointer on a row or column gridline. You can adjust the column width and row height by dragging the gridline.



The Cell Size group in the contextual Layout tab provides handy tools for working with column and row sizes.



DEVELOP YOUR SKILLS WD05-D10

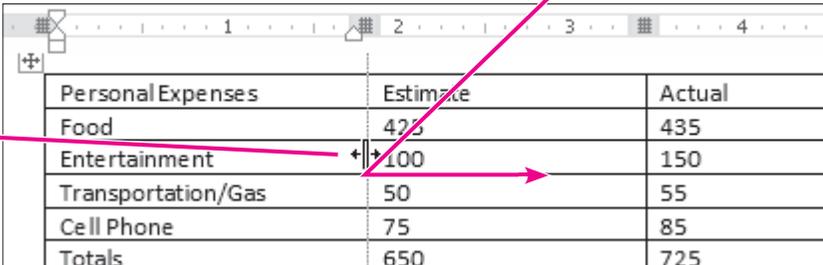
Adjust Column Widths

In this exercise, you will adjust column widths using the adjust pointer and the tools in the Cell Size group on the Layout tab.

1. Save your file as **WD05-D10-StdntTables- [FirstInitialLastName]**.
2. Follow these steps to change the width of the first column:

A Position the mouse pointer here, and it changes to the adjust pointer (a double-headed arrow).

B Drag to the right about a half inch and release the mouse button.

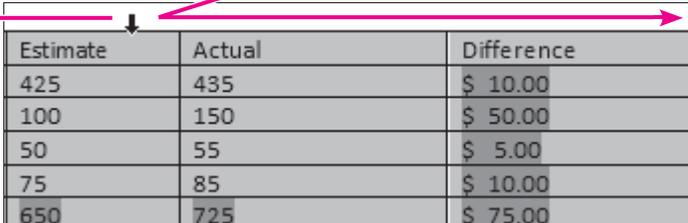


Personal Expenses	Estimate	Actual
Food	425	435
Entertainment	100	150
Transportation/Gas	50	55
Cell Phone	75	85
Totals	650	725

3. Follow these steps to distribute the last three columns evenly:

A Position the mouse pointer at the top of this column. (It should appear as a small black arrow.)

B Drag right to select all three columns.



Estimate	Actual	Difference
425	435	\$ 10.00
100	150	\$ 50.00
50	55	\$ 5.00
75	85	\$ 10.00
650	725	\$ 75.00

4. Choose **Table Tools**→**Layout**→**Cell Size**→**Distribute Columns**  to make the selected columns the same size.

AutoFit Columns

5. Scroll to the **Schedule Planning** table on **page 2** and select the **entire table**.
6. Choose **Table Tools**→**Layout**→**Cell Size**→**AutoFit**  **menu button** ▼, and choose **AutoFit Contents**.
All columns are now as wide as they need to be based on the width of their contents.
7. Save the file.

Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by choosing the appropriate access option below.

If your course is...	Then access the quiz by...
Using the Labyrinth Video Library	Going to http://labyrinthelab.com/videos
Using eLab	Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson
Not using the Labyrinth Video Library or eLab	Going to http://labyrinthelab.com/wd13-05

Reinforce Your Skills



REINFORCE YOUR SKILLS WD05-R01

Insert Tables and Align Data

Kids for Change are partnering with the local Center for Environmental Health to identify products in the home that present a risk to babies. In this exercise, you will create, enter data in, and navigate a table. You will convert a tabular document to a table and format alignment, text direction, and cell margins. Finally, you will merge and split cells.

Navigate in a Table

1. Start **Word**. Open **WD05-R01-RiskTeam** from your **WD2013 Lesson 05** folder and save it as **WD05-R01-RiskTeam- [FirstInitialLastName]**.
2. Position the insertion point in the first table cell and tap **↓**.
3. Tap **Tab** to move to the right one cell.
4. Press **Shift** + **Tab** to move to the left one cell.
5. Press **Shift** + **Tab** again to move to the end of the previous row.
6. Press **Alt** + **Home** to move to the beginning of the row.
7. Press **Alt** + **End** to move to the end of the row.
8. Press **Alt** + **Page Down** to move to the bottom of the column.
9. Press **Alt** + **Page Up** to move to the top of the column.

Insert Tables

10. If necessary, choose **Home**→**Paragraph**→**Show/Hide** to display formatting marks.
11. Position the insertion point on the second blank line below the table.
12. Insert a **3x6 table** and enter the data shown here.



Remember, you can add rows to the bottom of a table by tapping **Tab** when you reach the last table cell.

Product	Risk factor	Risk
Foam products	Chlorinated Tris	Gene mutations
Drop-side cribs	Side can drop	Suffocate or strangle
Sleep positioners	Face against positioner	Suffocate or strangle
Blankets	Baby becomes entangled	Suffocate
Crib tents	Baby becomes entangled	Strangle
Changing tables	Baby can fall	Injury
Bath seats	Can tip	Drown

Next you will insert a calendar quick table so you can keep track of meetings with the Center for Environmental Health.

13. Position the insertion point at the end of the document and tap **Enter**.
14. Choose **Insert**→**Tables**→**Table**  and slide the mouse pointer down to **Quick Tables**.
15. Insert **Calendar 2**.
16. Position the insertion point at the end of the document and tap **Enter**.
Now you will copy a tabular table from another file and paste it into your document.
17. Open **WD05-R01-FoodRisk** from your **WD2013 Lesson 05** folder.
18. Copy the contents of the document and paste it at the end of your **Risk Team** document.
19. Close the **Food Risk** file.

Convert Text to a Table

20. Select the entire tabular table.
21. Choose **Insert**→**Tables**→**Table**→**Convert Text to Table**.
22. Accept the defaults in the dialog box and click **OK**.

Select Table Data

23. Click in the **food risk** table to deselect.
24. Position the mouse pointer at the top of the middle column, and when the mouse pointer appears as a black down-pointing arrow, click to select the column.

Food
honey
peanuts
excess sugar
cow, soy, rice milk
wheat
spices

25. Position the insertion point at the left edge of the **Walker** cell, and when the mouse pointer appears as a black-tilted arrow, click to select the cell.
26. Position the mouse pointer at the left edge of the **Parker** row, and when the mouse pointer appears as a white-tilted arrow, click to select the row.

+	Member Name
	Rhonda
↙	Walker
	Kinsley

27. Click the insertion point in the table to display the move handle, then position the mouse pointer over the move handle. When the mouse pointer appears, click to select the entire table.

	Adam
↖	Parker

Align Data, Change Text Direction, and Modify Cell Margins

28. Select the **Food and Risk Factor** columns.

29. Choose **Layout**→**Alignment**→**Align Center** .

30. Select the first column and choose **Layout**→**Alignment**→**Align Center Right** .

The first column should still be selected.

31. Choose **Layout**→**Alignment**→**Align Center Left** .

32. Select the first row and choose **Layout**→**Alignment**→**Text Direction** .

33. Click **Text Direction**  again.

34. Click **Undo**  twice to return to horizontal alignment.

35. Select the entire table and choose **Layout**→**Alignment**→**Cell Margins** .

36. In the Table Options dialog box, change the **top and bottom margins** to **0.04** and click **OK**.

	Member Name
	Rhonda
	Walker

Merge and Split Cells

37. Click in the first table row.

38. Choose **Layout**→**Rows & Columns**→**Insert Above** .

The new row should still be selected.

39. Choose **Layout**→**Merge**→**Merge Cells** .

40. Click in the new row and type **Food Risk**.

41. Choose **Layout**→**Merge**→**Split Cells** .

42. Accept the default number of columns and rows and click **OK**.

43. Click **Undo**  to merge the cells again.

44. Save and close the file; exit from **Word**.

45. Submit your final file based on the guidelines provided by your instructor.

To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

REINFORCE YOUR SKILLS WD05-R02

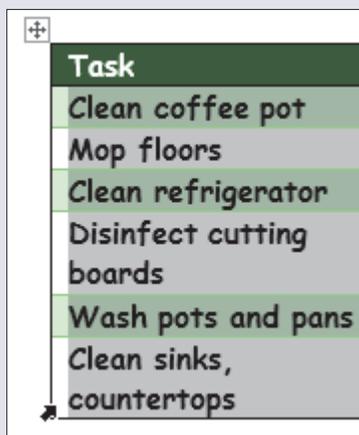
Format, Organize, and Calculate Tables

In this exercise, you will use borders, shading, table styles, and font formatting. You will sort a table, work with columns and rows, and perform calculations. Finally, you will adjust column widths.

Format with Borders, Shading, and Styles

The Kids for Change members are planning a demonstration at the Community Center of safe cleaning products. They need to figure out how much salt, lemon, vinegar, and baking soda they will need.

1. Start **Word**. Open **WD05-R02-SafeClean** from your **WD2013 Lesson 05** folder and save it as **WD05-R02-SafeClean- [FirstInitialLastName]**.
2. Position the insertion point in the table and choose **Design**→**Table Styles**.
3. Open the gallery and choose **Grid Table 4 – Accent 6**.
Hint: It's a green style.
4. Select the table, choose **Design**→**Borders**→**Borders**  menu button ▼, and then choose **Outside Borders**.
5. Select the first row, choose **Design**→**Borders**→**Borders**  menu button ▼, and then choose **Bottom Border**.
6. With the first row still selected, choose **Design**→**Table Styles**→**Shading**  menu button ▼.
7. Choose the last green color in the right-hand column, **Green, Accent 6, Darker 50%**.
8. Select the entire table, choose **Home**→**Font**→**Font** menu button ▼, and then choose **Comic Sans MS**.
9. Select in the first column starting at *Clean coffee pot* through the end of the column.



Task
Clean coffee pot
Mop floors
Clean refrigerator
Disinfect cutting boards
Wash pots and pans
Clean sinks, countertops

10. Choose **Home**→**Font**→**Italic** .

Sort Table Data

Dylan, a Kids for Change member, volunteers at a green cleaning supplies company so he can become familiar with safe cleaning products. He has been asked to complete the Order Tracking Sheet.

11. Go to page 2 of the **Safe Clean** file and select the entire table.
12. Choose **Layout**→**Data**→**Sort**  and, if necessary, choose the **Header Row** option in the Sort dialog box.
13. Click the **Sort By field drop-down arrow** and choose **Item #**; click **OK**.
The Item # column is now in ascending numeric order.
14. Use the same process to sort by the **Customer ID column** in ascending order.

Move a Column, and Insert a Column and Row

15. Select the **Quantity column**.
16. Position the mouse pointer in the selected **Quantity column** and drag to the right to position the insertion point in the **Price column**.
17. Release the mouse button to complete the move.
18. Position the mouse pointer in the **Quantity column**.
19. Choose **Layout**→**Rows & Columns**→**Insert Right**. .
20. Position the insertion point in the last cell of the new column and tap **Tab** to add a row.
21. Type **Total** in the first cell of the new row, and then type **Total** at the top of the new column.

Perform Calculations in a Table

22. Position the insertion point in the second cell of the last column.
23. Choose **Layout**→**Data**→**Formula** 
You will multiply Price by Quantity to calculate the total price for the first customer.
24. Delete the contents of the **Formula box** and type **=d2*e2** in the box.
Remember, the asterisk () is the multiply sign.*
25. Choose the **currency** (dollar sign) format from the Number Format drop-down list, and then click **OK**.
26. Repeat the process to calculate the total and apply the currency format for the rest of the customers.
Now you will total the last column.
27. Position the insertion point in the last cell of the Total column.
28. Choose **Layout**→**Data**→**Formula** 
The formula defaults to =SUM(ABOVE), which is what you want.
29. Choose the **currency** format, and then click **OK**.

Size Columns

30. Select the entire table.
31. Choose **Layout**→**Cell Size**→**AutoFit**  and choose **AutoFit Contents**.
The width of the columns is adjusted based on the widest entry in each column.
32. Save and close the file; exit from **Word**.
33. Submit your final file based on the guidelines provided by your instructor.
To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

REINFORCE YOUR SKILLS WD05-R03

Insert and Format Tables

This holiday season, Kids for Change members are working with the local fire department to collect toys for needy kids. The members will be assigned to different neighborhoods for collecting. In this exercise, you will format a table that tracks how many toys each member collects.

Navigate in a Table

1. Start **Word**. Open **WD05-R03-Toys** from your **WD2013 Lesson 05** folder and save it as **WD05-R03-Toys-[FirstInitialLastName]**.
2. Position the insertion point in the first table cell (page 1) and press **[Alt] + [End]** to move to the end of the row.
3. Press **[Alt] + [Page Down]** to move to the bottom of the column.
4. Press **[Alt] + [Home]** to move to the beginning of the row.
5. Tap **[Tab]** twice to move two cells to the right.
6. Press **[Shift] + [Tab]** to move to the left one cell.
7. Tap **[↑]** to move up one row.

Insert a Table

Kids for Change members decided to take up a collection from friends and family to purchase additional toys. You will insert a Quick Table to track the donations.

8. Scroll to the end of the file and press **Ctrl** + **Enter** to insert a page break.
9. Choose **Insert**→**Tables**→**Table**  and slide the mouse pointer down to **Quick Tables**.
10. In the submenu, scroll down and choose **Tabular List**.
11. Select the *ITEM* heading and type **MEMBER** in its place.
12. Select the *NEEDED* heading and type **AMOUNT** in its place.
13. Select the remaining rows and tap **Delete**.
14. Enter the new data as shown.

MEMBER	AMOUNT
Ella	\$20
Tom	\$17
Roger	\$32
Stella	\$15
Jennifer	\$22
Max	\$29
Jose	\$35
Albert	\$40

Convert Text to a Table

15. Scroll to page 2 and select the rows in the tabular table from *Exposure* through *Lacerations*.
16. Choose **Insert**→**Tables**→**Table**  and choose **Convert Text to Table**.
17. When the Convert Text to Table dialog box appears, click **OK**.

Select Table Data

18. Position the mouse pointer in the margin to the left of the third row and click to select the row.
19. Position the mouse pointer at the top of the Danger column, and when the mouse pointer appears as a black down-pointing arrow, click to select the column.
20. Position the mouse pointer in the bottom-left corner of the Pull toys cell, and when the mouse pointer appears as a tilted black arrow, click to select the cell.
21. Click the move handle in the upper-left corner of the table to select the entire table.

Align Data, Change Text Direction, and Modify Cell Margins

22. Scroll to the table on page 1.
23. Select the second and third columns.
24. Choose **Layout**→**Alignment**→**Align Center Right** .
25. Choose **Layout**→**Alignment**→**Align Center** .
26. Select the first table row.
27. Choose **Layout**→**Alignment**→**Text Direction** .
28. Click **Undo**  to return to horizontal alignment.
29. Select the entire table.
30. Choose **Layout**→**Alignment**→**Cell Margins** .
31. Change the **top and bottom margins** to **0 . 06** then click **OK**.

Merge Cells

32. Select the four Sycamore cells in the third column.
33. Choose **Layout**→**Merge**→**Merge Cells** .
34. Delete three of the Sycamore entries.
35. Use the same technique to merge the Homestead Valley and Middle Ridge cells, and then delete three Homestead Valley and three Middle Ridge entries.

Use Borders, Shading, and Table Styles

36. Select the entire table.
37. Choose **Design**→**Borders**→**Borders**  menu button ▼, and then choose **No Border**.
38. Choose **Design**→**Table Styles**, and then choose the **Grid Table 4 – Accent 5** style.
Hint: It's a blue style.

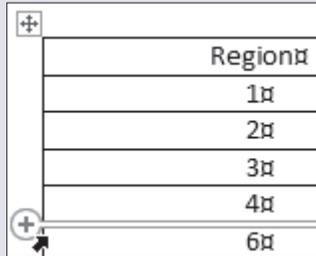
Sort Data

Several Kids for Change regional directors plan to meet following the toy collection to discuss plans for next year's collection. They compiled a mailing list of directors who will be notified of the meeting.

39. Scroll to the table on page 3 and position the insertion point in the table.
40. Choose **Layout**→**Data**→**Sort** .
41. If necessary, choose **Header Row** in the Sort dialog box, then choose sort by **State**, then by **City**, then by **Zip**, and then click **OK**.
The California cities sorted in ascending alphabetic order within State, and the Dallas zip codes sorted in ascending numeric order within City.

Insert Rows, and Move and Resize Columns

42. Scroll to the table on page 4.
Region 5 was accidentally omitted.
43. Position the mouse pointer to the left of the last two rows until the **Insert Control** appears.



The screenshot shows a table with a vertical insert control on the left side. The table has a header row labeled "Region" and five data rows labeled "1" through "6". The insert control is positioned between the last two rows, and a mouse cursor is pointing at it.

Region
1
2
3
4
6

44. Click the control to insert a blank row between the last two rows, and then enter the following data in the new row.

5	1,951	2,543
---	-------	-------

45. Select the **Last Year** column and position the mouse pointer in the selected column.
46. Drag to the right until the insertion point appears in the **This Year** column, and then release the mouse button to complete the move.
47. Select the entire table, choose **Layout**→**Cell Size**→**AutoFit** , and choose **AutoFit Contents**.

Perform Calculations

48. Position the insertion point in the last table cell and tap **Tab** to insert a new row at the bottom of the table.
49. Type **Totals** in the first cell of the new row and tap **Tab** to move to the next cell.
Now you will calculate the totals for all regions for both years.
50. Choose **Layout**→**Data**→**Formula** .
51. Accept the default Sum function in the Formula box and click **OK**.
52. Use the same process to calculate this year's total.
53. Save and close the file and exit from Word.
54. Submit your final file based on the guidelines provided by your instructor.
To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

Apply Your Skills



APPLY YOUR SKILLS WD05-A01

Insert Tables, and Align and Merge Cells

In this exercise, you will navigate in a table, insert a new table, and convert a table to tabular text. You will select and align data and use cell margins. Then you will merge cells to create a table heading.

Navigate in and Insert a Table

1. Start **Word**. Open **WD05-A01-CorpEvents** from your **WD2013 Lesson 05** folder and save it as **WD05-A01-CorpEvents- [FirstInitialLastName]**.
2. Navigate in the table on page 1 using the keystrokes shown in the Navigating in a Table section of the main lesson.
3. If necessary, choose **Home**→**Paragraph**→**Show/Hide ¶** to display formatting marks.
4. Scroll to page 2 and position the insertion point on the first blank line below Oceanic Cruise Lines.
5. Insert a **4x5 table** and enter the data shown.

Date	Itinerary	Ship	From
03/18/2013	4-night Bahamas Cruise from Miami	Oceanic Star	\$279
03/22/2013	3-night Bahamas Cruise from Miami	Oceanic Jewel	\$289
03/24/2013	7-night Bahamas Cruise from New York	Oceanic Star	\$1159
03/25/2013	7-night Bahamas Cruise from New York	Oceanic Jewel	\$599

Convert a Table to Text, Select Data, and Customize Alignment

6. Scroll to page 3 and select the table.
7. Choose **Layout**→**Data**→**Convert to Text** .
8. Make sure **Tabs** is chosen in the Convert Table to Text dialog box and click **OK**.
9. Scroll to page 1 and select data using the selection techniques described in this lesson.
10. Select the second and third columns and click **Align Center**  on the Layout tab.
11. Select the second row and click **Text Direction**  on the Layout tab.
12. Click **Undo**  to return to horizontal alignment.

Use Cell Margins and Merge Cells

13. Select the page 1 table and use the **Cell Margins**  on the Layout tab to set the top and bottom margins at **0.08"**.
14. Merge the first row and type **Travel Special** as the table heading.
15. Save and close the file; exit from **Word**.
16. Submit your final file based on the guidelines provided by your instructor.

To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

APPLY YOUR SKILLS WD05-A02

Format, Organize, and Calculate Tables

In this exercise, you will format with borders, shading, and table styles, and then you will sort data. You will insert columns and rows and move a column. Finally, you will perform calculations and size columns.

Apply Borders, Shading, and a Table Style

1. Start **Word**. Open **WD05-A02-Universal** from your **WD2013 Lesson 05** folder and save the file as **WD05-A02-Universal - [FirstInitialLastName]**.
2. Select the table on page 1; choose **Design**→**Borders**→**Borders**  menu button ▼ and choose **No Border**.
3. Select the first row, and use **Borders**  to apply a **bottom border**.
4. Apply a bottom border to the last row of the table.
5. Select the first row, then choose **Design**→**Table Styles**→**Shading**  menu button ▼ and choose **Gold, Accent 4, Darker 25%**.
6. Select the third row and apply **Gold, Accent 4, Lighter 60%**.
7. Apply the same color you used in the third row to the **fifth row**.
8. Scroll to page 2, position the insertion point in the table, choose **Design**→**Table Styles**, and open the Table Styles gallery.
9. Choose the **Grid Table 6 Colorful – Accent 4** style; it's a yellow style.

Sort Data, Insert a Row and Column, and Move a Column

10. Using the page 2 table, sort by the **Travel Package column** in ascending order, specifying that the table has a header row.
11. Scroll to the page 1 table and sort by the **Group Travel column** in descending order, specifying that the table has a header row.
12. Using the same table, sort by the **Visa/Passport column** in ascending order, specifying that the table has a header row.
13. Using the page 1 table, insert a **blank row at the top** of the table, **merge** the cells in the **first row**, and type **Universal Corporate Events**.

14. Use **Align Center**  to center the heading.
15. Scroll to the page 2 table and use the drag-and-drop method to move the **Air Included** column to the left of the **Discount Available** column.
16. Scroll to page 3 and add a **column** at the end of the table and a row at the bottom of the table.

Perform Calculations and Size Columns

17. Type **Totals** in the blank cell at the bottom of the first column.
18. Insert a formula using the **Sum function** and **currency** format to total columns two through four.
19. Delete the **decimal point and zeros** at the end of each total.
Hint: Position the insertion point to the left of the decimal point before deleting.
20. Type **Totals** in the first cell of the last column and insert a formula using the **Sum function** and **currency** format to total the rows for the three plans.
21. Delete the **decimal point and zeros** at the end of each total.
22. Scroll to page 2 and use the **AutoFit** feature to autofit the contents of the table.
23. Save and close the file; exit from **Word**.
24. Submit your final file based on the guidelines provided by your instructor.
To view examples of how your file or files should look at the end of this exercise, go to the student resource center.

APPLY YOUR SKILLS WD05-A03

Create and Format Tables

In this exercise, you will navigate in a table, insert a new table, and convert a table to text. You will change cell margins, merge cells, and apply borders and shading. You will also sort data, delete and add columns/rows, perform calculations, and resize cells.

Navigate in and Insert a Table; Convert a Table to Text

1. Start **Word**. Open **WD05-A03-Travel** from your **WD2013 Lesson 05** folder and save the file as **WD05-A03-Travel - [FirstInitialLastName]**.
2. If necessary, position the insertion point in the first table cell on page 1.
3. Tap  twice to move to the third row.
4. Press  +  to move to the end of the second row.
5. Press  +  to move to the beginning of the row.
6. Press  +  to move to the bottom of the column.
7. Press  +  to move to the top of the column.
8. If necessary, choose **Home** → **Paragraph** → **Show Hide**  to display formatting marks.

9. Scroll to page 2 and position the insertion point next to the first paragraph symbol at the top of the page.
10. Insert a **4x5 table** and enter the data shown.

Day Tours	From	When	Duration
Versailles	\$70	Daily except Mon	4 hrs.
Eiffel Tower	\$75	Daily	3 hrs.
Louvre Museum	\$65	Daily except Tue	2.5 hrs.
Moulin Rouge Show	\$153	Daily	4.5 hrs.

11. Scroll to page 3 and select the table.
12. Convert the table to text; ensure that **Tabs** are chosen to separate text.

Select Data, Customize Alignment, and Modify Cell Margins

13. Scroll to page 1 and use the **move handle** to select the table.
14. Select the **Bangkok** row.
15. Select the **Thailand** and **Vietnam** cells.
16. Select columns two through five and click **Align Center**  on the Layout tab.
17. Select the table and change all cell margins to **0.04**.
18. Select the table and change the top and bottom cell margins to **0.06**.

Merge Cells, and Use Borders and Shading

19. Scroll to page 2 and insert a blank row at the top of the table.
20. Merge all cells in the first row, type **Universal Corporate Events** in the row, and center align the row.
21. Select the table, remove all borders, and select the **first row**.
22. Apply **outside borders** to the row, and apply a **blue shading** color of your choice.

Sort a Table, and Work with Columns and Rows

23. Scroll to page 1 and sort by the **Price column** in ascending order indicating that the table as a Header Row.
24. Sort the **Dates column** in ascending order indicating a Header Row.
25. Delete the **Duration column**.
26. Add a row to the bottom of the table and enter the data shown.

Hong Kong	6/9/2013	2438	10%
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27. Add a **column** at the end of the table and type **Discount Amount** as the column header.

Perform Calculations and Size Columns

28. In the **second cell** in that column, enter the formula, **=c2*d2**, choosing the **second format** in the Number Format field.
29. Enter **formulas** to calculate the discount amount for the remaining rows using the second number format.
30. Add a **new row** to the bottom of the table and type **Maximum Price** in the first cell.
31. Position the **insertion point** at the bottom of the **Price column**, then enter the formula, **=MAX (c2 : c7)** , and do not use any special number formatting.
The formula determines the highest tour price in the column.
32. Select **columns two through five** and position the **adjust pointer** (double-headed) arrow between two of the selected columns.
33. Double-click to autofit the columns to the width of the longest entry in each column.
34. Save and close the file; exit from **Word**.
35. Submit your final file based on the guidelines provided by your instructor.

Extend Your Skills



In the course of working through the Extend Your Skills exercises, you will think critically as you use the skills taught in the lesson to complete the assigned projects. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.



WD05-E01 That's the Way I See It

You are the owner of a small store. You have a few corporate customers who order from you in large quantities and you plan to keep track of their orders in a table. Start a new Word document named **WD05-E01-CorpCustomers- [FirstInitialLastName]** and saved to your **WD2013 Lesson 05** folder. Create a 5x6 table with the following column headings:

■ Order Date	■ Cost
■ Item	■ Total
■ Units	

Enter five rows of order data for the first five columns. In the Total column, enter formulas for all five rows to multiply Units by Cost. Add a row at the end of the table and use the Sum function to add the Cost and Total columns to determine total costs and sales to date. Add another row to the bottom of the table and enter formulas at the bottom of the Cost and Total columns to determine the maximum cost and maximum total. Enter labels in the last two rows to appropriately describe the data.

Add a row to the top of the table, merge the cells, and enter your company name. Apply a table style of your choice to the table and, if necessary, center-align your company name and right-align the last three columns. AutoFit the last three columns.

You will be evaluated based on the inclusion of all elements and your application of the skills taught in this lesson. Submit your final file based on the guidelines provided by your instructor.

WD05-E02 Be Your Own Boss

Your company, Blue Jean Landscaping, is offering a spring flower planting special. Start a new Word document named **WD05-E02-SpringFlowers- [FirstInitialLastName]** and saved to your **WD2013 Lesson 05** folder. Create a 3x8 table with the following column headings:

■ Flower Name	■ Price	■ Discount Percent
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Enter data that you decide on in the rows below the heading row. Add a column at the end of the table and enter formulas to calculate the discount amount for each row. Use the currency format for the numbers. Supply an appropriate column heading for the new column. Sort the table in ascending, alphabetic order by the Flower Name column. Add a row at the bottom of the table and enter a formula in the Price column that determines the highest priced flower and add a suitable label to the row. Apply borders and shading to the table to enhance its readability and make it attractive.

You will be evaluated based on the inclusion of all elements and your application of the skills taught in this lesson. Submit your final file based on the guidelines provided by your instructor.

Transfer Your Skills



In the course of working through the Transfer Your Skills exercises, you will use critical-thinking and creativity skills to complete the assigned projects using skills taught in the lesson. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.

WD05-T03 Use the Web as a Learning Tool

Throughout this book, you will be provided with an opportunity to use the Internet as a learning tool by completing WebQuests. According to the original creators of WebQuests, as described on their website (WebQuest.org), a WebQuest is “an inquiry-oriented activity in which most or all of the information used by learners is drawn from the web.” To complete the WebQuest projects in this book, navigate to the student resource center at <http://labyrinthelab.com/oe13> and choose the WebQuest for the lesson on which you are currently working. The subject of each WebQuest will be relevant to the material found in the lesson.

WebQuest Subject: How tables are used in business

Submit your final file(s) based on the guidelines provided by your instructor.

WD05-T04 Demonstrate Proficiency

A new chef has just been hired at Stormy BBQ. He is placing the weekly food order for the first time, and the owner has asked you to work with him to be sure his order makes sense. Start a new Word document named **WD05-T02-ChefOrder- [FirstInitialLastName]** and saved to your **WD2013 Lesson 05** folder. Set up a table for the order that includes elements such as the name of the food item, the price, the quantity, and total costs, and then insert the formulas to calculate the total costs.

Assume that it is summer and order fruits and vegetables that are in season and in quantities that guarantee freshness for the week. Sort the table in an order that you think will make sense for the food seller. Add a row at the top of the table, merge the cells, and enter Stormy BBQ, centered, as the heading. Size the table in a way that ensures that it is easy to read, and apply a table style of your choice that also enhances readability.

Submit your final file based on the guidelines provided by your instructor.

