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Inserting tables in *Microsoft Word 2007*®

In Microsoft Office Word 2007, you can insert a table by choosing from a selection of preformatted tables — complete with sample data — or by selecting the number of rows and columns that you want. You can insert a table into a document, or you can insert one table into another table to create a more complex table.

Insert or create a table

Use table templates

You can use table templates to insert a table that is based on a gallery of preformatted tables. Table templates contain sample data to help you visualise what the table will look like when you add your data.

- Click where you want to insert a table.

- On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, and then click the template that you want.

- Replace the data in the template with the data that you want.

Use the Table menu

- Click where you want to insert a table.

- On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, drag to select the number of rows and columns that you want.

Use the Insert Table command

You can use the **Insert Table** command to choose the table dimensions and format before you insert the table into a document.

- Click where you want to insert a table.

- On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Insert Table**.

- Under **Table size**, enter the number of columns and rows.

- Under **AutoFit behavior**, choose options to adjust the table size.

Create a table

You can create a table by drawing the rows and columns that you want or by converting text to a table.

Draw a table

You can draw a complex table — for example, one that contains cells of different heights or a varying number of columns per row.

- Click where you want to create the table.

- On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Draw Table**.

  The pointer changes to a pencil.

- To define the outer table boundaries, draw a rectangle. Then draw the column lines and row lines inside the rectangle.
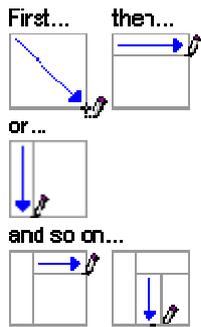
- To erase a line or block of lines, under **Table Tools**, on the **Design** tab, in the **Draw Borders** group, click **Eraser**.

- Click the line that you want to erase. To erase the entire table, see Delete a table or clear its contents.

- When you finish drawing the table, click in a cell and start typing or insert a graphic.

Convert text to a table

- Insert separator characters — such as commas or tabs — to indicate where you want to divide the text into columns. Use paragraph marks to indicate where you want to begin a new row.

- For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table.

- Select the text that you want to convert.

- On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Convert Text to Table**.

- In the **Convert Text to Table** dialog box, under **Separate text at**, click the option for the separator character that you used in the text.

- Select any other options that you want.

Add a cell

- Click in a cell that is to the right of or above where you want to insert a cell.

- Under **Table Tools**, on the **Layout** tab, click the **Rows & Columns** Dialog Box Launcher.

Add a row above or below

- Click in a cell above or below where you want to add a row.

- Under **Table Tools**, on the **Layout** tab, do one of the following:

- To add a row above the cell, click **Insert Above** in the **Rows and Columns** group.

- To add a row below the cell, click **Insert Below** in the **Rows and Columns** group.

Add a column to the left or right

- Click in a cell to the left or right of where you want to add a column.

- Under **Table Tools**, on the **Layout** tab, do one of the following:

- To add a column to the left of the cell, click **Insert Left** in the **Rows and Columns** group.

- To add a column to the right of the cell, click **Insert Right** in the **Rows and Columns** group.

Delete a cell

- Select the cell that you want to delete by clicking its left edge.

- Under **Table Tools**, click the **Layout** tab.

- In the **Rows & Columns** group, click **Delete**, and then click **Delete Cells**.
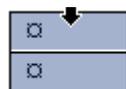
Delete a row

- Select the row that you want to delete by clicking its left edge.

- Under **Table Tools**, click the **Layout** tab.

- In the **Rows & Columns** group, click **Delete**, and then click **Delete Rows**.

Delete a column

- Select the column that you want to delete by clicking its top gridline or top border.

- Under **Table Tools**, click the **Layout** tab.

- In the **Rows & Columns** group, click **Delete**, and then click **Delete Columns**.

Merge cells

You can combine two or more table cells located in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

- Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.

- Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

Split cells

- Click in a cell, or select multiple cells that you want to split.

- Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**..

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771
Brindley IT Centre: 01782 294135
Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp
Email: libraryhelpdesk@staffs.ac.uk   (for all IT and Library queries)