

Lab 2, Tables

CS 0131, Software for Personal Computing
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The table feature in Word is among the most powerful and useful and is an easy way to organize a series of data in a columnar list format. Although you can align text with tabs of various types, you can gain much more formatting control when you create a table. Tables are organized into rows and columns; where these intersect, they form a cell.






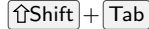

You can create a table from **Insert** > **Table**. You can then select from a “gallery” of cells representing the rows and columns you require for your table, or you can select **Insert Table** below this to specify your needs manually. Once you’ve created a table, of course, you can always add or remove rows and columns. When you’re working inside a table, there are also a plethora of table-related options in two new tabs on the Ribbon: **Table Tools** > **Design** and **Table Tools** > **Layout**.

Today, we will learn how to merge and split cells; how to change a row’s height or a column’s width to accommodate data in the table; how to format a table using borders, shading, and built-in styles; how to modify table alignment and position; how to sort data within tables; and perform a basic calculation.


1 Creating a Table


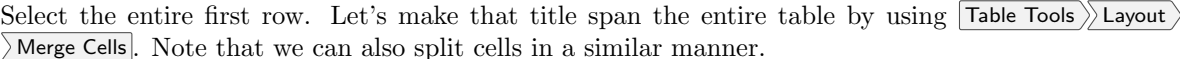
Now it’s time to explore tables and what they can do for us!

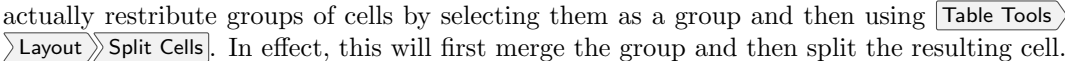
1. Create a blank document in Word and save it as `donations.docx`.
2. Type “Here is our donor registry for January, prepared by ”, then your name followed by a colon (“:”), then press **Enter**.
3. Create a table by going to **Insert** > **Table**. Move your mouse over the gallery of cells until you have selected seven columns and three rows (that is, a 7×3 table). Note that, by default, the table spans horizontally from margin to margin, and that the columns are equally spaced.
4. You can obviously type into a cell by clicking in it, but you can also select cells individually or together, which is useful for formatting. Practice the following:
 - a. Select a single cell by pointing just inside its left gridline. The pointer changes to a small, black right-slanting arrow when you are in the proper position. Click to select the cell.
 - b. Select a row of cells by clicking in the left margin of the page before the first cell of the desired row. The pointer changes to a white right-slanting arrow.
 - c. Select a column of cells by pointing just above the top of the column. The pointer changes to a small, black downward arrow.
 - d. Select any group of adjacent cells by clicking in a cell and dragging the mouse over the adjacent cells.

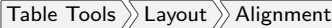

- e. Select the entire table either by selecting all of the cells as a group, or by mousing over the table and clicking the “Table Move” handle that appears at the top-left corner of the table and looks like four blue arrows.
5. You can navigate up and down cells using  and . Navigating left and right can be done using  and , but keep in mind that these keys also typically navigate text. Inside tables, you can use  and  to navigate between cells.
6. Oops! You need eight columns, not seven! Click anywhere in the last column of your table, and choose .
7. In the first cell of the first row, type “Donor Registry”. Leave the rest of this row blank; we’ll come back to it.
8. Starting in the second row, fill in the table with the following:

FirstName	LastName	Street	City	State	Zip	Donation	Date
Allison	Greene	123 North St	Greensboro	NC	27492	500.00	1/13/2013
Bernett	Fox	456 South St	High Point	NC	27494	100.00	1/15/2013
Anna	Szweda	143 Sunset Ave	Greensboro	NC	27494	1000.00	1/19/2013
John	Whitten	PO Box 121802	Winston-Salem	NC	27492	500.00	1/20/2013
Hanna	McConie		Greensboro	NC	27492	325.00	1/26/2013

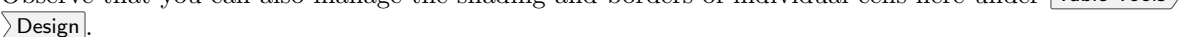
Notice that you don’t have enough rows! **Don’t worry!** Just keep pressing  to go to the next cell, and Word will create a new row when you run out of space! **Neat!**

9. Change the page orientation to landscape.
10. You can adjust the column widths by selecting a column (recall above) and using the width setting in . Note that this resizes a single column but maintains the size of the others, even if that means the table extends beyond the end of the page. You can also click and drag any vertical border within the table to resize a column. Make the third column 1.5” wide.
11. Let’s change the height of the donor rows. Select the first cell in each of the donor rows as a group and change the height of those rows to 0.3”.
12. Select the entire first row. Let’s make that title span the entire table by using . Note that we can also split cells in a similar manner.

Note: When you merge a cell, you are merging them into one by definition. When you split a cell, however, Word doesn’t know how many cells you want, so it will ask you. You can actually redistribute groups of cells by selecting them as a group and then using . In effect, this will first merge the group and then split the resulting cell.

13. Select the cells with donation amounts. Since they’re numerical figures, right-align their cells using . There are nine options for alignment; select the one that right-aligns horizontally and centers vertically.
14. Look at the styles under . Mouse over a few to see how they would be applied to the table. Select “Medium Shading 1 – Accent 6”. To save you a bit of time searching for it, under the default color scheme, it should be the fourth orange option from the top.

Note: Recall how we said in lecture that styles can format not just characters and paragraphs, but also lists and tables? Much like how the built-in list styles are found within the Bullets and Numbering features, this is where the built-in table styles are found. Of course, you can create your own list and table styles, and I encourage you to try it, but we won’t be covering this in detail.

15. Observe that you can also manage the shading and borders of individual cells here under .

16. Sort the donors by last name:
 - a. Select the entire table except the merged first row.
 - b. Click **Table Tools** >> **Layout** >> **Sort**.
 - c. Tell Word to treat the first row you selected as a header row by selecting “Header row” under “My list has” at the bottom of the “Sort” window.
 - d. Set the first sort criterion to be by *LastName*, ascending (that is, A–Z).
 - e. Click **OK**.
17. Insert a new row at the bottom of the table. (*Do you remember the different ways to do this?*)
18. Total up the donations:
 - a. Click in the newly created cell at the bottom of the *Donation* column.
 - b. Click **Table Tools** >> **Layout** >> **Formula**.
 - c. Notice the default formula is =SUM(ABOVE).
 - d. Select the third number format in the dropdown list (“\$#,##0.00;(\$#,##0.00)”).

Note: It’s not important to understand what exactly this formula or number format means right now; we’ll cover formulas and number formats in greater detail when we move onto Excel. For now, just understand that you’re telling Word to sum up the cells above the current one — that is, the donations — and format it as a dollar value.
 - e. Click **OK**.
19. Save all changes to your document.

Submission

To receive credit for these exercises, call over the instructor, who will check that you have completed the assignment. Then, log into CourseWeb and use the “Assignment Submission” section to submit your “donations.docx” file for **Lab 2**.

You should be able to complete this lab in the allotted class time; however, if you are running low on time, the instructor will give you further instructions for completing the rest of this lab at home.

Your lab must be checked by the instructor BEFORE you leave the room AND you must submit your files to CourseWeb in order to receive credit for the lab! Don’t forget!