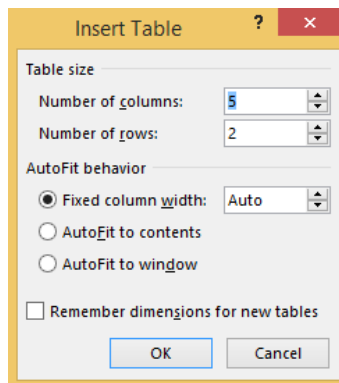


Word 2013: Creating Tables

A table is made up of rows and columns. The intersection of a row and column is called a cell. Tables are often used to organize and present information, but they have a variety of uses as well. You can use tables to align numbers and create interesting page layouts.

To Create a Table:

- 1) Click the **Insert** tab on the Ribbon
- 2) Click on **Table**
- 3) Highlight the number of columns and rows you'd like
OR
- 4) Click **Insert Table**
- 5) Click the arrows to select the desired number of columns
- 6) Click the arrows to select the desired number of rows
- 7) Click **OK**

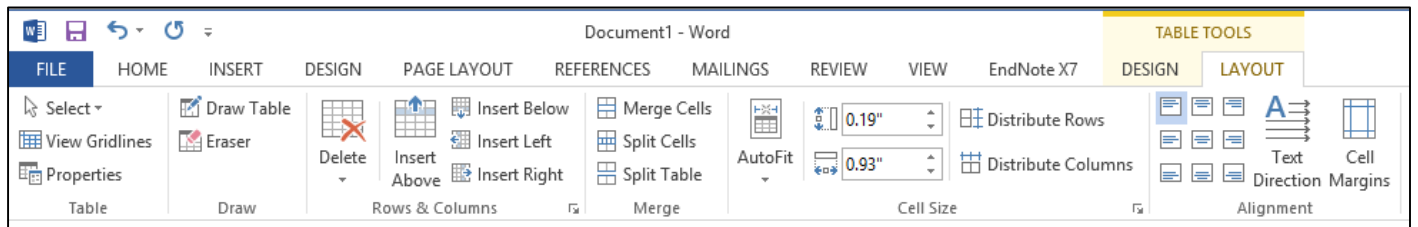


Navigating in a Table

Please see below to learn how to move around within a table:

Action	Description
Tab key	To move from one cell in the table to another. When you reach the last cell in a table, pressing the Tab key will create a new row.
Shift +Tab keys	To move one cell backward in a table.
Arrow keys	Allow you to move left, right, up and down.

When working within a table, the **Table Tools** tab appears in the Ribbon, and includes the **Design** and **Layout** tabs.



To Insert a Row:

- 1) Position the cursor in the table where you would like to insert a row
- 2) Select the **Layout** tab under **Table Tools**
- 3) Click either the **Insert Above** or **Insert Below** row buttons in the **Rows & Columns** group

To Insert a Column:

- 1) Position the cursor in the table where you would like to insert a column
- 2) Select the **Layout** tab under **Table Tools**
- 3) Click either the **Insert Left** or **Insert Right** column buttons in the **Rows & Columns** group

To Delete Columns or Rows:

- 1) Position your cursor in the row or column you would like to delete
- 2) Select the **Layout** tab under **Table Tools**
- 3) Click the **Delete** button in the **Rows & Column** group
- 4) Select either **Delete Columns** or **Delete Rows**

Formatting a Table

Adding a Table Style:

- 1) Position your cursor in the table
- 2) Click the **Design** tab under **Table Tools**
- 3) Choose a style from the **Table Styles** group



To Shade the Cells/Table:

- 1) Position your cursor in the table, column or row
- 2) Click the **Design** tab under **Table Tools**
- 3) Click the **Shading** button in the **Table Styles** group
- 4) Choose a color

To Add a Border to Cells/Table:

- 1) Position your cursor in the table, column or row
- 2) Click the **Design** tab under **Table Tools**
- 3) Click the arrow on the **Borders** button in the **Table Styles** group
- 4) Choose a border

To Merge Cells in a Table:

- 1) Select the cells that you would like to merge in the table
- 2) Click on the **Layout** tab under **Table Tools**
- 3) Click the **Merge Cells** button in the **Merge** group

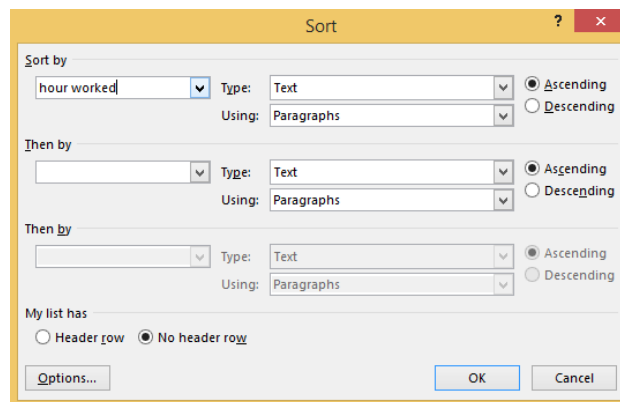
Sorting Data in a Table

You can easily sort data in a table in either ascending or descending order.

To Sort Data in a Table:

- 1) Position your cursor in the table
- 2) Select the **Layout** tab under **Table Tools**
- 3) Click the **Sort** button in the **Data** group
- 4) Select the field to sort by
- 5) Select the order (ascending, descending)
- 6) Choose if your table has a header row (in the example below, the table has a header row)

Name	Hour Worked
Mike	10
Ann	16
Steve	25
Michele	50



- 7) Click **OK**

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