

“Step Sheet: Creating Tables in Documents”

Creating Tables in Microsoft Word

This step sheet will help you create tables within documents in Microsoft Word.

Preliminaries

This step sheet should be used after you have created a document in Microsoft Word. To create a document, see “Step Sheet: Creating a New Document.”

➤ Creating a Table

Step 1

From the Table menu choose Insert Table.

Step 2

In the Insert Table window, select the number of columns and the number of rows you want by typing the appropriate number into the corresponding boxes. Click OK.

The table that has been created will fill the entire width of the page. This can be easily changed by adjusting the column width.

➤ Adjusting the Column Width

Step 1

Place the cursor in the column that needs to be resized. If you want to resize all columns equally, then click the leftmost column, hold down the mouse button, and drag the cursor across and down all columns until they are highlighted. Let go of the mouse button.

Step 2

From the Table menu choose Cell Height and Width.

Step 3

In the Insert Table window, with the Column tab selected, type a desired column size into the Width of Column box. Click OK.

➤ Adding Rows

You may find that you need to add or delete rows and columns. This can be done quite easily.

Step 1

Place the cursor below the spot where you would like a new row. For example, if you want to add a row to the bottom of the table, place the cursor below the last row, outside the table.

Step 2

From the Table menu choose Insert Rows.

Step 3

This process can be continued to add as many rows as you want.

➤ **Deleting Rows**

Step 1

Place the cursor in the row you want to delete.

Step 2

From the Table menu choose Select Row.

Step 3

From the Table menu choose Delete Rows.

Step 4

This process can be continued to delete as many rows as you want.

➤ **Adding Columns**

Step 1

Place the cursor in the column to the right of the place where you want a new column.

Step 2

From the Table menu choose Select Column.

Step 3

From the Table menu choose Insert Column.

Step 4

This process can be continued to add as many columns as you want.

➤ **Deleting Columns**

Step 1

Place the cursor in the column you want to delete.

Step 2

From the Table menu choose Select Column.

Step 3

From the Table menu choose Delete Column.

Step 4

This process can be continued to delete as many columns as you want.