Tables are an extremely useful tool. They can be used to set out columns of information, organise pictures on a page or create borders around sections of work. Although all of these tasks can be achieved using other methods, tables remain a popular way of producing consistent results.

Task 1
Link each of the following jobs to the table that might be used for the task.

a. Set out newspaper columns   **b.** Organise photographs   **c.** Format headings and paragraphs   **d.** Write a chemical equation   **e.** Layout a newsletter

1.   **2.**   **3.**   **4.**   **5.**

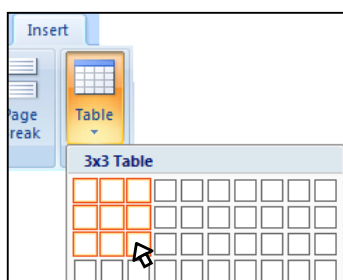| γφδγδφ δφσδ	+	γδσ	→	δσφδφ δφγγφγδ

Task 2 – Creating a Table

a. Open a new page in Microsoft Word. Type your headings and start a new paragraph.

b. Click on the 'Insert' tab then on the 'Table' icon. Use your mouse pointer to select a 3x3 table then click on the bottom-left corner square (in this case, it is 3 squares across and 3 squares down).
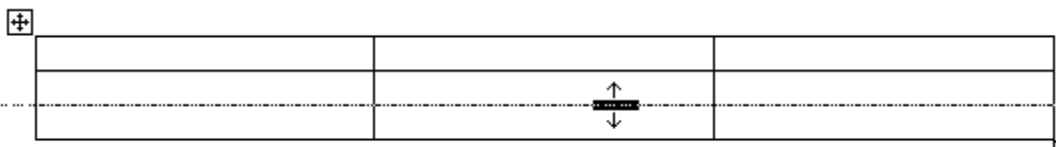
Insert
Table
Page Break
3x3 Table

c. A table like the one below should appear.

3 columns

3 rows   Cells (there are 9 of them)

d. Hold your mouse over the 3rd horizontal line so that the cursor changes (see below). Click and hold the left mouse button.

e. Drag the mouse pointer about 2cm down the screen then release the mouse button. The second row of the table should now be larger.

f. Continue to drag rows and columns until you have a table similar to the one shown below-left.

g. Place your mouse pointer in the top left cell. Click and hold down the left mouse button. Drag the mouse pointer down to the bottom left cell and release the button. The 3 cells in the first column should be selected as shown above-right.

h. Click on 'Merge Cells' in the 'Merge' group of the 'Layout' tab. The table should now be similar to the one shown below.
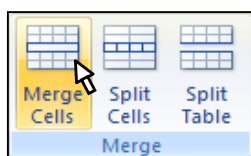
i. Place your mouse pointer in the centre cell. Click on '**Split Cells**' in the 'Merge' group of the 'Layout' tab. Select 2 columns and 2 rows in the selection boxes and click on 'OK'. The table should now appear like the one below. Save your page as '**Tables**'.

j. Place your mouse pointer in the left cell. Click on 'Insert Above' in the 'Rows and Columns' group of the 'Layout' tab. Place the cursor back in one of the left cells and click 'Insert Right'. Your table should now look like the one below-left.

k. Finally, place the cursor in the top-left cell, click on the 'Delete' icon in the 'Rows and Columns' group of the 'Layout' tab. Select 'Columns'. Your final table should be like the one above-right.

l. Save your work as '**WS – Tables**'.

Task 3 – Table Practise

Use the tools described above to create each of the 5 tables in Task 1. Create a space after each table so that Word does not try to join them together. If they do join together accidentally, use the 'Split Table' function in the 'Merge' group of the 'Layout' tab. Save your work.

Task 4 – Controlling Row Heights and Columns Widths

Quite often, the rows and columns in a table end up with all sorts of different heights and widths. There are a few different ways to set the cell sizes.

a. Create a 3x3 table and deliberately mess up the column widths and row heights by dragging the borders around with your mouse.

b. Select all the rows and columns in the table. Right-click then select 'Distribute Rows Evenly'. Repeat this and select 'Distribute Columns Evenly'. Your table rows and columns should now be even again.
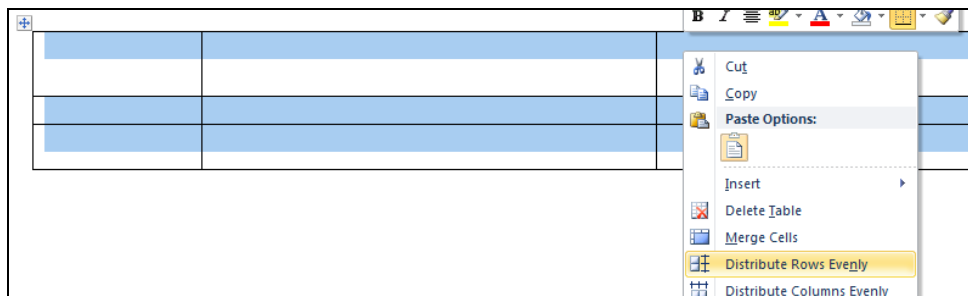
c. Sometimes, you may want to set a particular height for a row or width for a column. Place the cursor in the top-left cell, open the 'Layout' tab then set a Width of 6cm and a Height of 0.5cm in the 'Cell Size' boxes (see below-left).
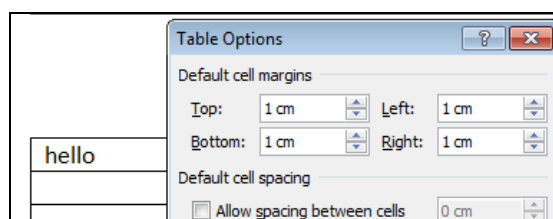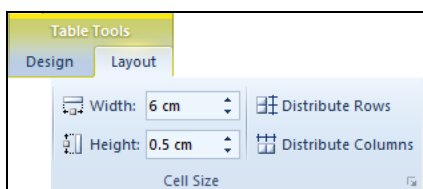
d. You may also set the margin between the text in a cell and the border. Type something in the top-left cell then click on the 'Cell Margins' icon in the 'Layout' tab. Set a margin of 1cm in all boxes (as above-right) and click 'OK'.
    Note: *Setting margins will often affect the row heights. You can override this behaviour using the 'Row' tab in the 'Table Properties' window, although there is rarely a reason to do so.*

e. Occasionally, it is not possible to use the mouse to make the exact selection you need before using one of the Layout tools. In these cases, you may use the 'Select' cell, column, row or table options in the Layout' tab (or in the right-click context menu).
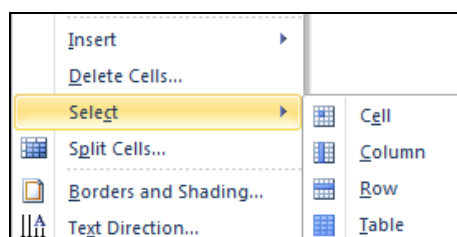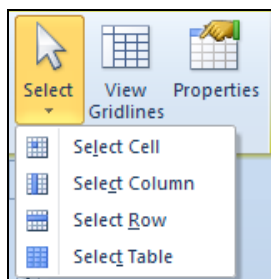
f. Save your work.

Task 5 – Short Cut Practice

The task is to produce Table 1, then use the tools used previously to **change Table 1 into Table 2**.

Table 1   **Table 2**