Tables - Text and Alignment

Text can be easily entered into the cells of a table. It can then be aligned vertically and horizontally as follows:

Horizontally: Left, Center, Right
Vertically: Top, Center, Bottom

Task 1 – Entering Text into a Table

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

b. Create a table with 3 rows and 3 columns. The cursor should be flashing in the top, left cell.

c. Type a number '1' and then press the 'Tab' key to move to the next cell.

1		

d. Type the numbers '2', '3', '4' etc in each cell, using the 'Tab' key to move along the rows of cells. You will finish by entering a '9' into the bottom-right cell.

e. Use the arrow keys to move back to cell 4. Delete the number '4' and change it to a number '2'. Continue using your arrow keys to move round the table, and change the numbering so that it appears as shown below.

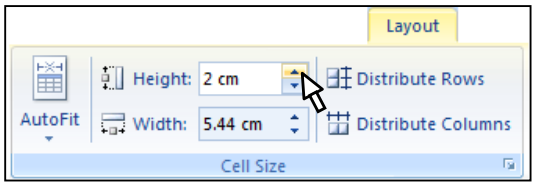
1	4	7
2	5	8
3	6	9

Task 2 – Fixing Row Height

a. Select all the cells in the table.

1	4	7
2	5	8
3	6	9

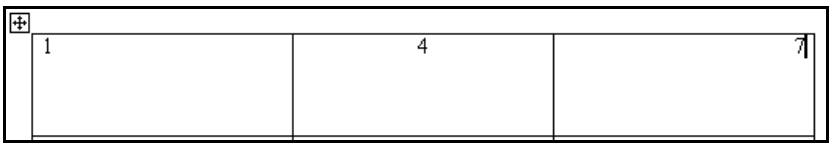
b. Click on the 'Layout' tab and use the 'Height' control in the 'Cell Size' group to give each row a height of 2cm.



Task 3 – Cell Alignment

a. Place your cursor in the top, middle cell and click on the 'Center' icon in the 'Paragraph' group of the 'Home' tab. Place your cursor in the top, right cell and click on the 'Align Text Right' icon

b. The top row of the table should now appear like this:



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c. Place your cursor in the left center cell. Click on the right-mouse button and select 'Cell alignment' from the list. Left click on the 'Align Center Left' square in the selection that appears.

d. Repeat this procedure for the remainder of the cells, giving them the following alignments:

Centre cell:	Align Center
Centre right cell:	Align Center Right
Lower left cell:	Align Bottom Left
Lower middle cell:	Align Bottom Center
Lower right cell:	Align Bottom Right

e. Select all the text and change to Arial, Size 16, Bold. Your table should now appear as shown below.

1	**4**	**7**
2	**5**	**8**
3	**6**	**9**

f. Save your file as '**WS – Tables Text**'.

Task 4 – Text Direction

a. Select the whole table. You may do this either by using the 'Select' tool in the 'Table' group of the 'Layout' tab, or by clicking and dragging the mouse across all rows and columns. Use the shortcut 'Ctrl + C' to copy the table.

b. Click below the table so that the cursor appears underneath the bottom row. Use the 'Enter' key to create a couple of paragraphs space, then use the shortcut 'Ctrl + V' to paste a copy of the table. Delete all the text from the table.

c. Merge the left hand column (try the right-click context menu). Enter the text 'Vertical Upwards'.

d. Right-click inside this cell and select 'Text Direction'. Choose the orientation option on the left and click 'OK'. Position the text in the centre of the cell and change it to bold, size 14.

e. Repeat this for the right-hand column, but use the text 'Vertical Downwards' and the orientation option on the right.

f. Enter the text 'Horizontal' in the top-centre cell, centre it and format it as bold, size 14 as well. The table should look like the one shown below.

Vertical Upwards	**Horizontal**	Vertical Downwards

g. Save your work and close the document.

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