
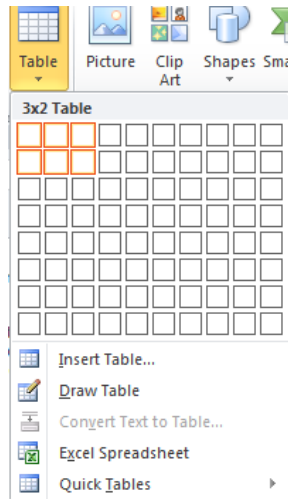


Most word processors offer possibility to draw and format even very sophisticated tables. A table consists of rows and columns, forming cells. Cells can be split and merged together. Content of each cell can be formatted as any paragraph (set of paragraphs), including fonts, alignments, foreground and background colors. Also a table itself can be given an alignment respecting to the document it is placed within and its border can have different properties.

In order to insert a table, it is convenient to use toolbar button  in the **Insert** tab. Click and a popup appears:

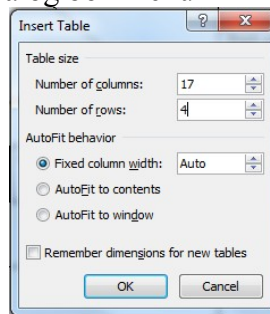


It enables you to set the starting table dimension. You can notice that when the table is inserted to your document, the tab layout changes and **Design** and **Layout** tabs appear below **Table Tools**, as shown below



These 2 tabs propose a wide choice of styles and options to manipulate your table at your convenience.

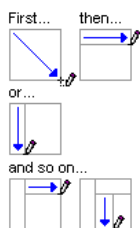
If the number of row or columns seems too small, it is possible to select the right number of rows and columns from the **Insert Table...** dialog box menu




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Another way to draw a table is to use the Draw Table tool. It is rather a useful option when the table you want to insert in your document is complex. You first draw boxes, then draw lines inside them

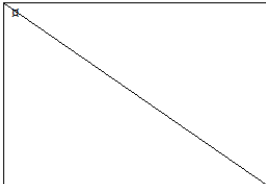
to add rows or columns, like presented below¹.



To erase a line or a block of lines, select the Eraser tool  from the *Design* tab.

Exercise 1

Draw the following table and centre it on the page:

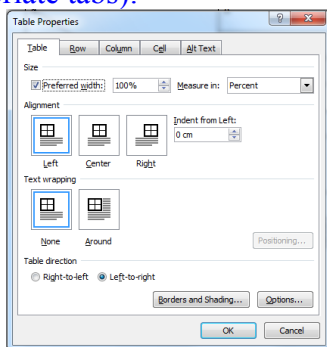
Hints:

1. if you add a cell below another one and you want to add columns aligned with the ones above, simply draw vertical lines as close as possible to the others. The alignment will be done automatically. However, if you want to leave a space, you can later on move the line by placing the cursor on it (a dashed line will appear and the mouse icon changes).
2. To draw a diagonal, simply join corners until Word automatically set a dashed line.
3. If you want to set table rows' and columns' sizes very precisely, use **Table properties** item



Properties

from the **layout** tab . The dialog enables to set properties of each row, column and the whole table (use appropriate tabs):



Exercise 2

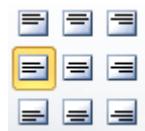
Apply the **cell alignments** or **paragraph alignments** to the table from the previous exercise and fill them with the text below:

¹ Figure from Word help

General details			Firstname	Surname
Address				
Post-code		City	Country	
Email				
Telephone				
Personal details				
Sex	Age	Marital status		
Weight	Height	Eye colour	Comments	

Hints:

1. You can mark the whole column or row by placing mouse pointer on the upper or left table border respectively until the arrow cursor appears. Then click.
2. In order to apply cell alignment (especially in case of vertical alignment) choose the right icon (see below) from the **Alignment** group in the **Layout** Tab. Alternatively, select a (group of) cell(s), click-right and in the context menu, select **Cell alignment**:



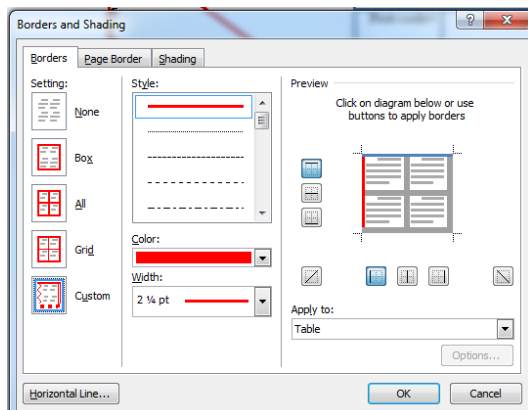
Exercise 3

Format table borders and cell shading according to the example:

General details			Firstname	Surname
Address				
Post-code		City	Country	
Email				
Telephone				
Personal details				
Sex	Age	Marital status		
Weight	Height	Eye colour	Comments	

Hints:

1. Use **Borders and shading** dialog box from the context menu. Remember to use appropriate range for formatting (e.g. only selected cells or the whole table):



Exercise 4

Create a table according to the following example. Apply cell alignment, borders, fonts and font styles.

no border

	Author	Title	Quantity
1	Milne, Alan Alexander	<i>Winnie the Pooh</i>	1034
2	Conrad, Joseph	<i>The heart of the darkness</i>	287
3	Sienkiewicz, Henryk	<i>Quo Vadis</i>	673
4	Holdstock, Robert	<i>Lavondyss</i>	214
5	Waltari, Mika	<i>Sinuhe, Egyptiläinen</i>	332
6	Hugo, Victor	<i>Les Misérables</i>	0
7	Boccaccio, Giovanni	<i>Il Decamerone</i>	45
8	Balzac, Honoré de	<i>Le père Goriot</i>	548
9	Gogol, Nikolay Vasilyevich	<i>Мертвые души</i>	24
	total:		3157

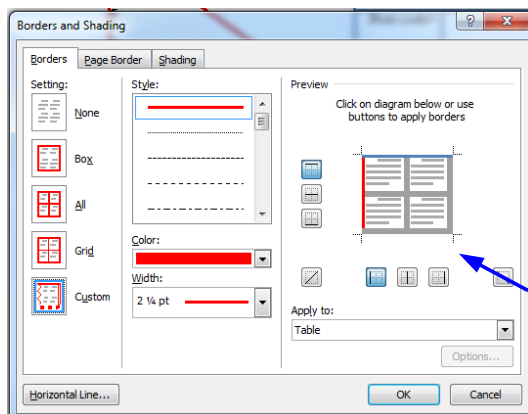
no border

symbols

formula

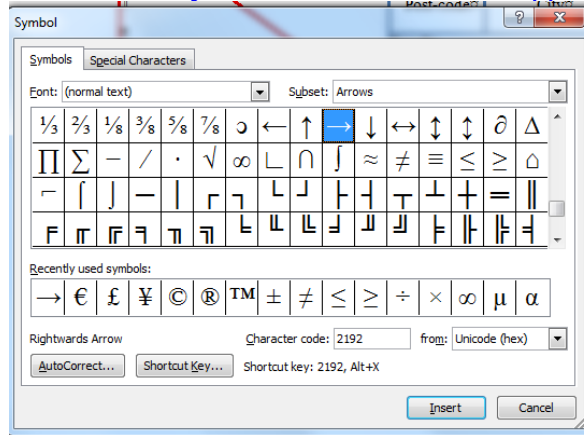
Hints:

- In order to obtain no-border cells, use **Border and shading** dialog from the context menu
Toggle the buttons responsible for the border components:



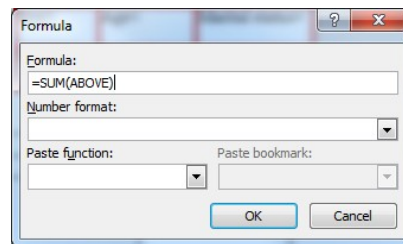
border buttons

2. When you want to enter some characters not available directly from the keyboard, use **Insert** tab → **Symbol** → **More symbols...** and choose the appropriate one:



The symbols contain many useful signs, a few non-European alphabets (Greek, Hebrew, Arabic) and Latin letters with language-specific diacritic signs. They can be also employed to enter some simple (single-line) formulae.

3. The cell displaying the total quantity uses the formula. Insert it from **Layout** tab → **Formula**. The syntax of the formula should be “=SUM(ABOVE)” (the sum of all the above cell values):



There is also a set of other ready-to-use table functions. Notice that the result of the formula is not real-time updated. Every time you change the cell values, in order to update the result, use the **Update field** item from the context menu. See also what happen if one of the above cell is not numeric (for instance change „0” by „a” in the 6th row (*Les Miserables*)).

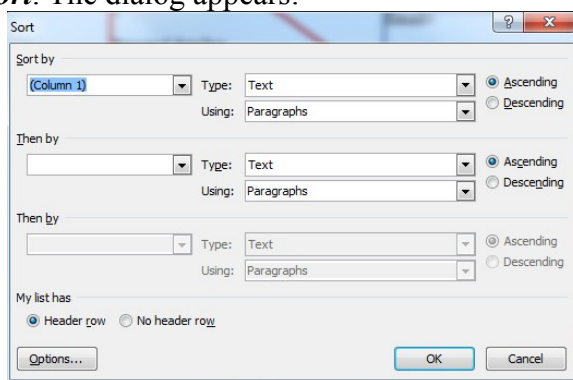
Exercise 5

Having the table from the previous exercise, select the table contents according to the picture below:

	Author	Title	Quantity
1	Milne, Alan Alexander	<i>Winnie-the-Pooh</i>	1034
2	Conrad, Joseph	<i>The heart of the darkness</i>	287
3	Sienkiewicz, Henryk	<i>Quo Vadis</i>	673
4	Holdstock, Robert	<i>Lavondyss</i>	214
5	Waltari, Mika	<i>Sinuhe, Egyptiläinen</i>	332
6	Hugo, Victor	<i>Les Misérables</i>	0
7	Boccaccio, Giovanni	<i>Il Decamerone</i>	45
8	Balzac, Honoré de	<i>Le père Goriot</i>	548
9	Gogol, Nikolay Vasilyevich	<i>Мертвые души</i>	24
		total:	3157

selection

Choose **Layout** menu → **Sort**. The dialog appears:



Sort the data by the author (column 2 in the table, **text**) ascending:

	Author	Title	Quantity
8	Balzac, Honoré de	<i>Le père Goriot</i>	548
7	Boccaccio, Giovanni	<i>Il Decamerone</i>	45
2	Conrad, Joseph	<i>The heart of the darkness</i>	287
9	Gogol, Nikolay Vasilyevich	<i>Мертвые души</i>	24
4	Holdstock, Robert	<i>Lavondyss</i>	214
6	Hugo, Victor	<i>Les Misérables</i>	0
1	Milne, Alan Alexander	<i>Winnie the Pooh</i>	1034
3	Sienkiewicz, Henryk	<i>Quo Vadis</i>	673
5	Waltari, Mika	<i>Sinuhe, Egyptiläinen</i>	332
		total:	3157

You need to correct the cell borders and shading as well as row numbering (order of rows has changed). Another solution to avoid retyping the indexes is to select the option „sort column only” from the **Sort option** dialog box (after clicking on the **Option...** button). Select the cells as mentioned before. The first column should stay unchanged after the sorting.

	Author	Title	Quantity
1	Balzac, Honoré de	<i>Le père Goriot</i>	548
2	Boccaccio, Giovanni	<i>Il Decamerone</i>	45
3	Conrad, Joseph	<i>The heart of the darkness</i>	287
4	Gogol, Nikolay Vasilyevich	<i>Мертвые души</i>	24
5	Holdstock, Robert	<i>Lavondyss</i>	214
6	Hugo, Victor	<i>Les Misérables</i>	0
7	Milne, Alan Alexander	<i>Winnie the Pooh</i>	1034
8	Sienkiewicz, Henryk	<i>Quo Vadis</i>	673
9	Waltari, Mika	<i>Sinuhe, Egyptiläinen</i>	332
		total:	3157

Exercise 6

Draw the following table.

☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐
☐	☐	☐	☐	☐

Use the context menu items or options from the **Layout** tab in order to merge and split some cell (as shown below):

☐	☐	☐	☐	☐	
☐	☐		☐		☐
	☐		☐	☐	☐
	☐	☐	☐	☐	☐

merged cells merged and split cells

Exercise 7

Draw the following table.

☐	A☐	B☐	C☐	D☐
1☐	☐	☐	☐	☐
2☐	☐	☐	☐	☐
3☐	☐	☐	☐	☐
4☐	☐	☐	☐	☐

Using context menu or **Layout** tab items, insert rows and columns as shown:

☐	A☐	☐	B☐	C☐	D☐	☐
1☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
2☐	☐	☐	☐	☐	☐	☐
3☐	☐	☐	☐	☐	☐	☐
4☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐
☐	☐	☐	☐	☐	☐	☐

new row new column