

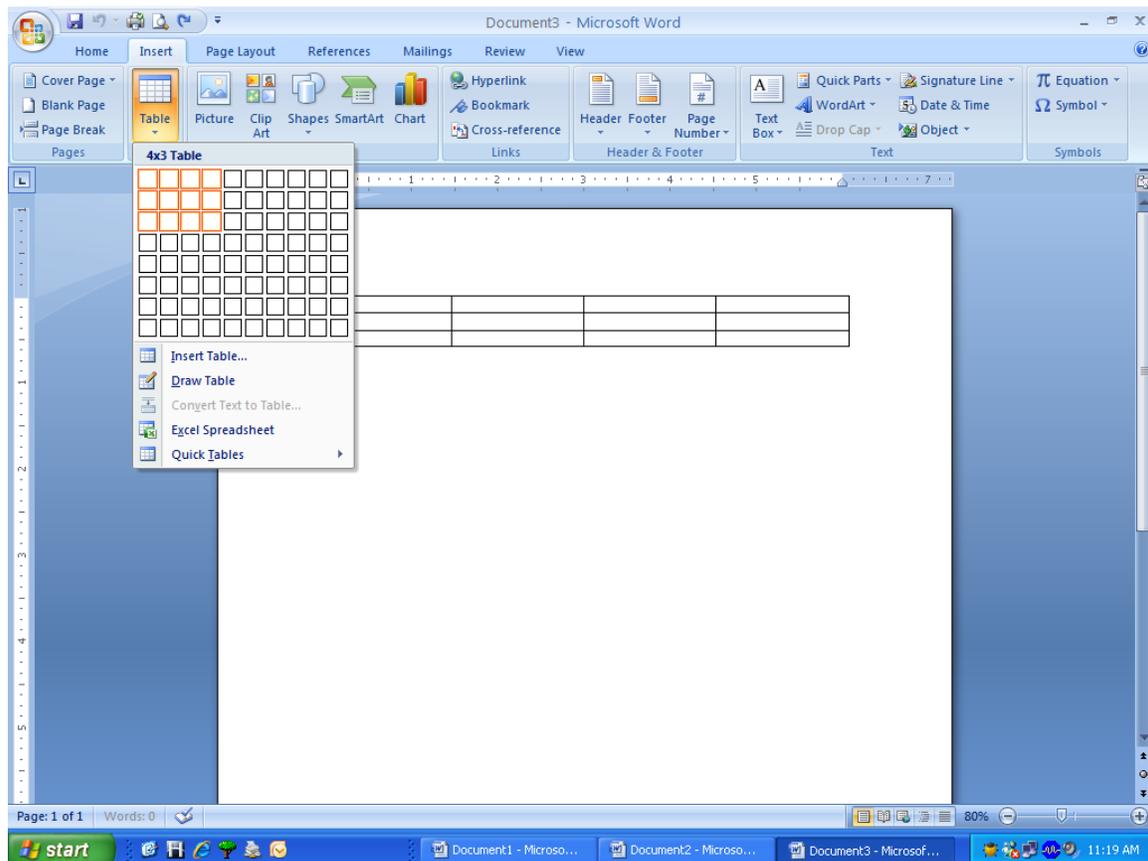
Word 2007 Tables and Columns

Tables

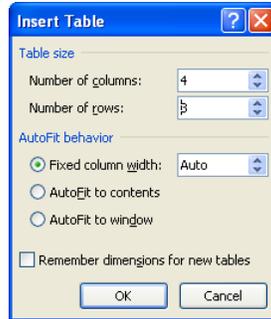
Type the following title for your table: ***Book Sales.***

Create a table

1. Click the **Insert** tab, and then click the down arrow after Table.



2. Drag across and down the number of rows and columns you want in your table. Let's create a table with three rows and four columns.
3. You could also click **Insert Table**, fill in the number of rows and columns in the dialog box, and then click **OK**.



4. Type the following information in the table. Use the Tab key or arrow keys to move between cells.

Book Sales			
Book Type	2007 Sales	2008 Sales	Total Sales
Fiction	568	673	
Nonfiction	477	784	

5. Click the blue four-sided arrow symbol just outside the upper left corner of the table to select the entire table. If you don't see the symbol, move your pointer to that area.
6. The Table Tools Design and Layout contextual tabs should appear when the table is selected. Click the **Table Tools Layout** tab. In the Cell Size group, click the down arrow next to AutoFit and select **AutoFit Contents**.

Add rows and columns

1. Click at the end of the last row to place your cursor.
2. Hit your **Enter** key on your keyboard to add a row.
3. Place your cursor at the end of the second row or highlight the row.
4. In the Table Tools Layout tab/Rows and Columns group, click **Insert Above**.
5. Place your cursor above the second column until it becomes a down arrow and click to highlight the column. Click **Insert Right**. You should now have a table with five columns and five rows.

Book Sales				
Book Type	2007 Sales	2008 Sales	Total Sales	
Fiction	568	673		
Nonfiction	477	784		

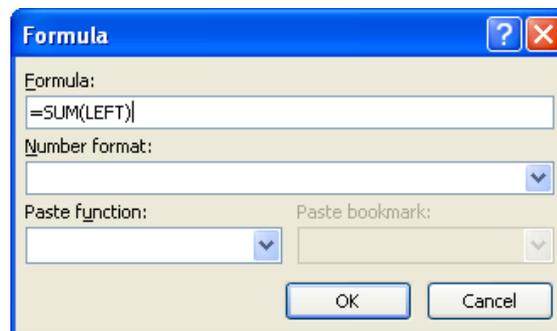
Delete rows and columns

1. Select the column you just created.

2. In the Rows and Columns group, click the down arrow after **Delete**, and then click **Delete Columns**.
3. Select the empty second row.
4. In the Rows and Columns group, click the down arrow after **Delete**, and then click **Delete Rows**.
5. You should now have a table with four rows and four columns, the last column and row without any numbers.

Calculate totals

1. Place your cursor in the last cell of the Fiction row.
2. In the Data group of the Table Tools Layout tab, click **Formula**.



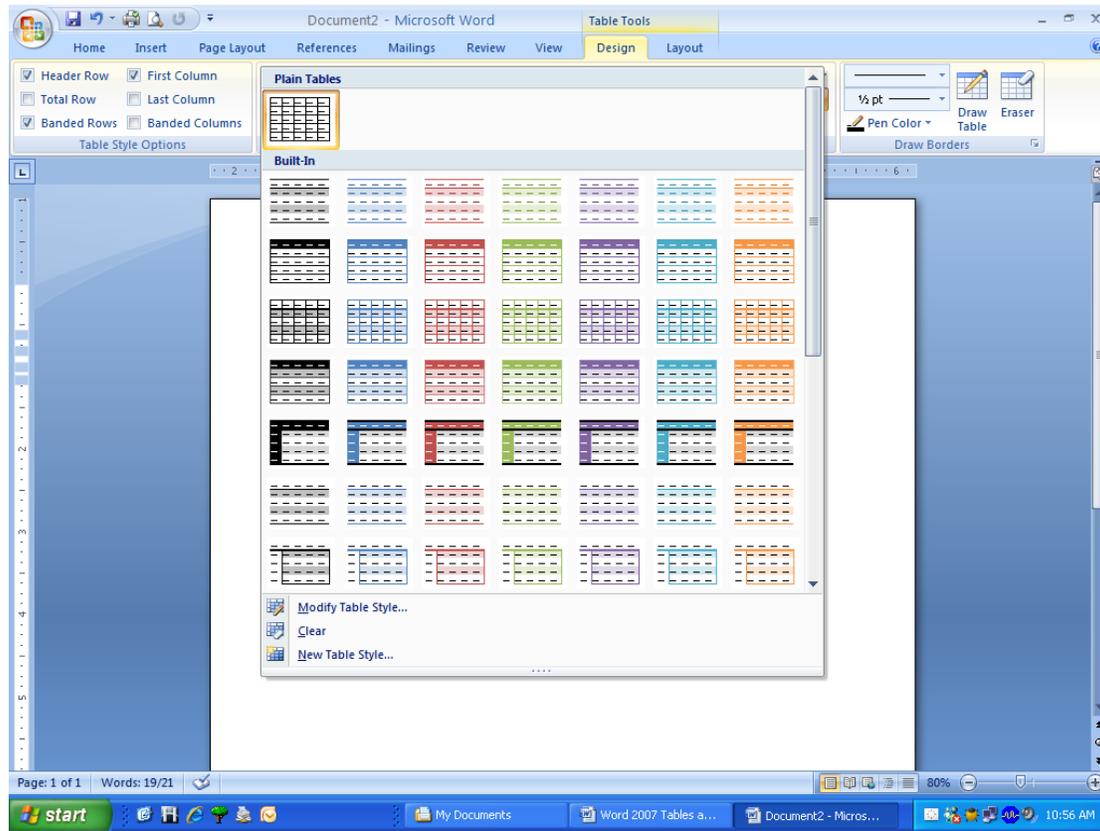
3. The formula should say: =SUM(LEFT). Click **OK**.
4. Place your cursor in the last cell of the Nonfiction row.
5. Click **Formula** again. If the formula box does not say =SUM(LEFT), change it.
6. Place your cursor in the last cell of the 2007 Sales column.
7. Click **Formula**; the formula box should say =SUM(ABOVE). If it doesn't, change it.
8. Do the same for the sum of the 2008 Sales and for the Total Sales.

Your table should now look like this:

Book Sales			
Book Type	2007 Sales	2008 Sales	Total Sales
Fiction	568	673	1241
Nonfiction	477	784	1261
	1045	1457	2502

Change the design of a table

1. Select your table by clicking the symbol near the upper left corner.
2. Click the **Table Tools Design** tab, and then click the **More** button to the right of the Style design gallery to see all the possible designs.



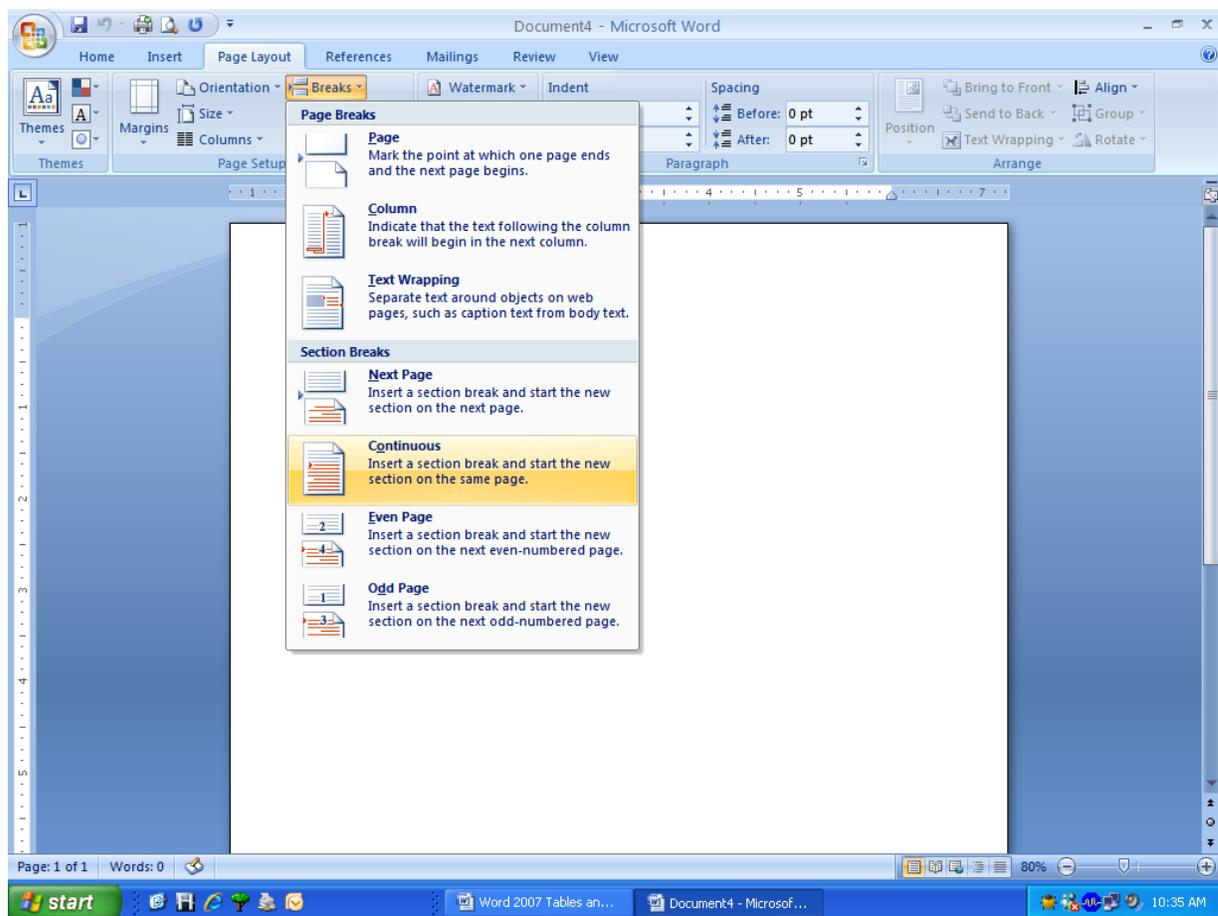
3. Click a style to format your table with that style. To format individual elements of your table, click Modify Table Style or New Table Style at the bottom of the drop down menu.

Book Type	2007 Sales	2008 Sales	Total Sales
Fiction	568	673	1241
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	1045	1457	2502

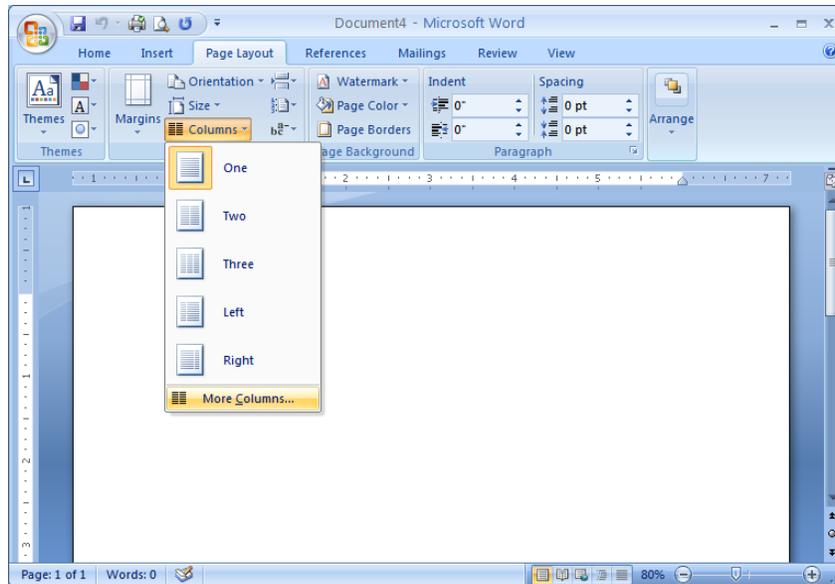
Columns

Format with columns

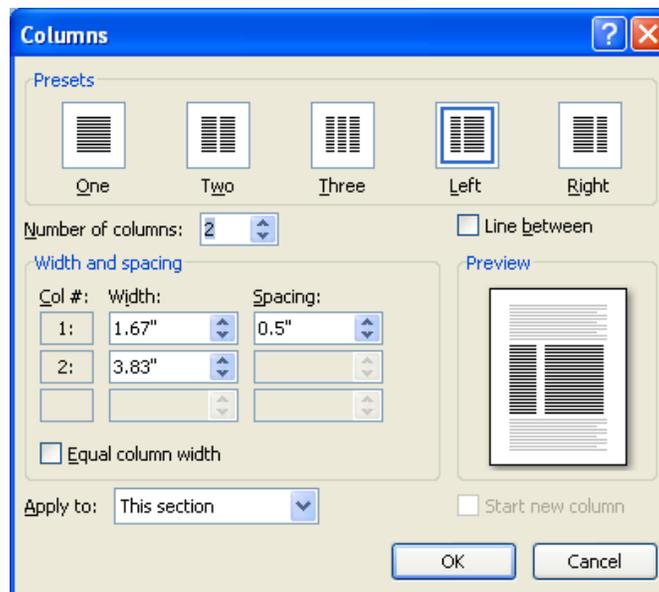
1. If you want to have a title or other text running all the way across the page before beginning your columns, type the text first, and then create a section break.
2. Type **Resume**, select the word and click **Center** in the Paragraph group. Use your **Enter** key to go down a couple lines. Click the **Page Layout** tab, and then click the down arrow next to **Breaks** in the Page Setup group.
3. Select **Continuous** in the Section Breaks group to begin your columns on the same page.



4. Click the Home tab, and then click the **Align Text Left** in the Paragraph group.
5. Click the **Page Layout** tab.
6. In the Page Setup group, click the down arrow next to **Columns**.
7. You can select one of the preformatted options or click **More Columns**.



8. Let's choose **More Columns** from the Page Layout tab/ Columns drop-down menu.

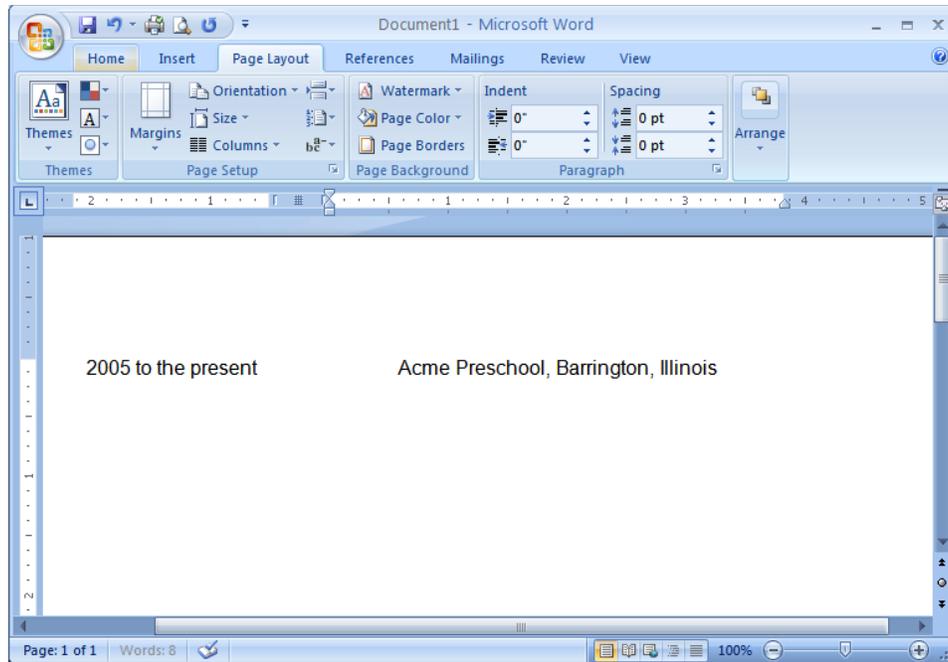


9. In the Columns dialog box choose the preset **Left**.
10. If you want a line between the columns, click in the **Line between** box.
11. Click **OK**. Notice that your ruler shows two columns with a space between.

Move between columns

1. Type **2005 to the present**.
2. If you want to type in the second column before you reach the bottom of the page, hold down **Control/Shift/Enter** at the same time and release. Your cursor should move to the next column.

3. Type **Acme Preschool, Barrington, IL.**
4. You can move back and forth between columns using your mouse. You will need to insert your cursor after existing text and use your return if you want to move down on the page.



5. Once your text reaches the bottom of the page, columns become trickier. If you are trying to line up text in column one with corresponding text in column two, adding text in one column can change the spacing in the other column.
6. In some instances, it might be easier to use a template such as a newsletter or resume template. You can choose a preformatted template and then just fill in your own information.
7. If you want to turn columns off, click the arrow next to **Breaks** in the Page Setup group, and choose **Continuous** from the Section Breaks menu. To go back to typing text without columns, click the down arrow next to **Columns** and select **One**.



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