



Creating Tables Using Word97

Setting Up a Table...

1. Right-click the right side of the toolbar to bring up the available toolbars.
2. Click on **Tables and Borders**.
3. Within the toolbar click and hold on **Insert Table** button. Drag the appropriate number of columns and rows for your table. Try a 4 X 4 table grid. Click when you have selected your choice.

Selecting a Table...

1. Move your cursor just above the top of the table. Your cursor should turn into a downward pointing arrow.
2. Click and drag across every column until all columns are selected.

Adjusting the Size of Your Table...

1. Select your table following the steps above.
2. Under the TABLE menu, choose **Cell Height and Width...**
3. Click on the **Row** tab.
4. Within the Height of rows 1-4: Choose **Exactly**.
5. Within the box labeled At: Type in 60 pt.
6. Click **OK**.

Adding Additional Rows/Columns...

1. ROWS: To add an additional row, right click on the right side of the row you want to insert a new row.
2. Within the pull down menu, select **Insert Row**.
3. COLUMNS: To add an additional column, right click on the top of the column you want to insert a new column.
4. Within the pull down menu, select **Insert Column**.

Adding Borders To Your Table...

1. Click on the right/top side of the row/column where you want to insert a border.
2. Make sure you have your **Tables and Borders** toolbar open. (see "See Setting Up a Table..." instructions above if you don't have the toolbar open)
3. Once a row/column is selected, click and hold on the **border** button to see your options. You can also adjust the thickness and pattern of your border.

Adjusting the Height and Width of a Row/Column...

1. Place your cursor over any row/column line. When your cursor changes to a double-arrow, "click-n-drag" to adjust the size of the row/column.

Merging Cells...

1. Select a number of cells to merge.
2. Within the **Tables and Borders...** toolbar click the button entitled, **Merge Cells**.

Split Cells...

1. Select the cell you want to split.
2. Within the **Tables and Borders...** toolbar click the button entitled, **Split Cells**.
3. The Split Cells dialog box appears allowing to choose the number of columns/rows to be inserted within the split cell.

Moving Within a Table...

1. Move left: TAB key
2. Move Right: SHIFT + TAB key
3. The “arrow” keys on your keyboard also allow you to move throughout your table.

Adding Colors To Your Cells...

1. Select the rows/columns you want to shade.
2. Right click anywhere within the table.
3. Select **Borders and Shading...**
4. Select the tab entitled, “Shading”.
5. Choose a color, style and whether you want the shade to apply only to the cells or the entire table.
6. Click **OK**.

Table AutoFormat...

1. Within the toolbar click and hold on **Insert Table** button. Drag the appropriate number of columns and rows for your table. Try a 4 X 4 table grid. Click when you have selected your choice.
2. Under the TABLE menu, choose **Table AutoFormat...**
3. De-select the AutoFit selection. This feature will resize a cell to fit the entered text. Most of the time you want your cells to remain the same size, so you want to de-select the AutoFit selection.
4. Preview some of the Formats by clicking once on the titles. When you find a format you like, click **OK**.
5. Click inside the cell to type in text. If you want to change the color of your text, change the font color from the **Font Color** button located on the toolbar above. You may also change the alignment as well.