

6. Tables

You can create tables in Word. Whether you want to create a schedule, display accounting or something else, tables are often needed.

But tables are not merely tables in Word. You can insert a simple Word table, but you can also choose to insert an entire Excel spreadsheet, which allows you to make a lot of different calculations. However, it is easier to insert a simple Word table if you do not have to make calculations.

You can insert a table in your exercise document. You have come so far that I no longer will ask you to insert a new heading, but you are welcome to do it yourself.

1. Be sure to be on a new line and select the Insert Tab in the Ribbon.
2. Click on the Table button to open a menu.



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What if you could build your future and create the future?

One generation's transformation is the next's status quo. In the near future, people may soon think it's strange that devices ever had to be "plugged in." To obtain that status, there needs to be "The Shift".



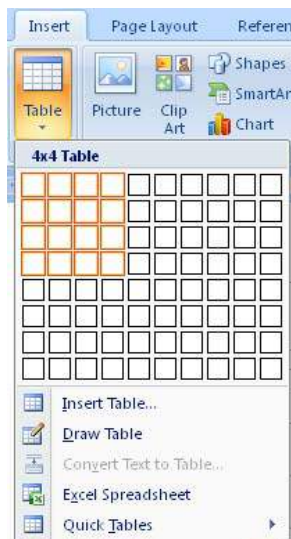


Figure 64: The table button, where I have indicated that I want a table with 4 rows and 4 columns.

You now have the opportunity to create a table in several ways. You can either visually mark up a number of rows and columns or you can select the menu item Insert Table where you will be able to specify the number of rows and columns.

Alternatively, you can draw a table or insert an Excel spreadsheet.

Finally, there is the Quick Tables option where you can choose between different final tables of contents. In this way you can get a pre-formatted table where you only need to exchange the content with your own. This is a handy feature if there is a Quick Table that suits your needs. If you cannot find an appropriate table, it is in my experience faster to create your own table from scratch.

3. Choose six rows and four columns from the menu to have your document inserted in a very "raw" table that looks like this:

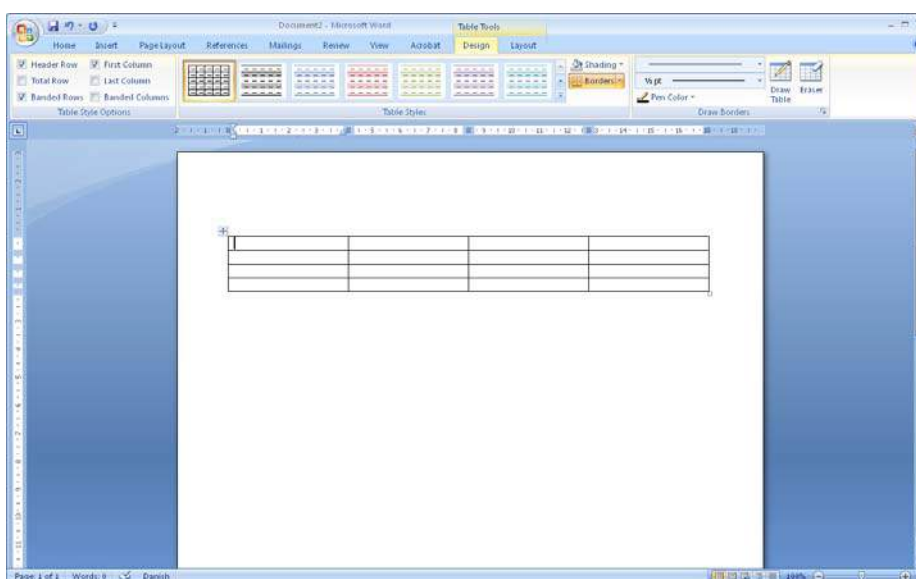


Figure 65: A "raw" table.

The table can be adjusted infinitely. You can point to the dividing lines, keep the left mouse button down and drag rows and columns to the size you want. Of course you can also insert and delete rows and columns.

You can mark a row by clicking the mouse to the left of the table next to the row you want selected. You select an entire column by pointing your mouse at the table's rim. The mouse arrow changes to a small black arrow pointing downward. Click the left mouse button to select the column.

To select the entire table, you must point at it with the mouse, then click on the crosshairs that appears in the upper left corner of the table.

4. Insert some headlines of your choice in the first row. Then enter a few figures in the other fields in the table.

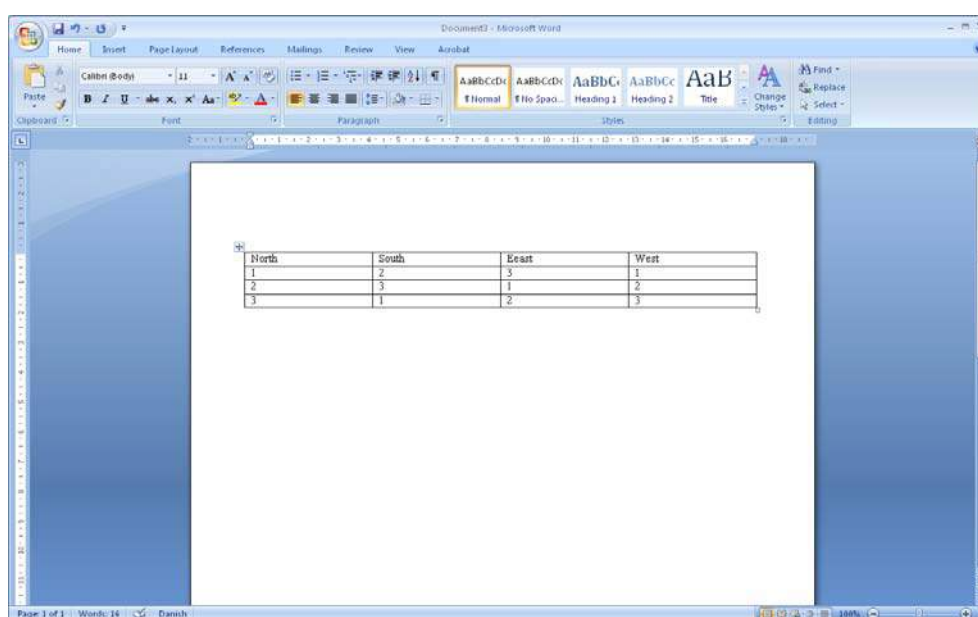


Figure 73

5. Select the Design Tab in the ribbon.
6. Choose a "Table Style" to quickly add some colour to the table. There are only a few styles visible in the Ribbon, but to the right of the Style buttons you can scroll through the list, giving you many more to choose from.

You have now created a table. You can experiment with the various functions in the Design and Layout Tabs.