

Tables in Word

A Simple Table:

Go: **Table > Insert > Table** and choose the number of rows (across) and columns (down) that you want.

DON'T try and move the table around the page! You can make it bigger and smaller sideways but you're better off not moving it too much. It'll only make your life complex.

- To insert rows: click in the row you need to row after (or in front of) and go **Table > Insert > Rows...**
- To insert columns do the same thing but use columns...
- To delete rows or columns apply the same idea but choose **Delete** rather than Insert.

Aligning the contents:

Right click in the cell and choose **Cell Alignment** from the box.

Take care with line spacing inside tables. It can make them seem odd. You might want to revert to single line spacing for the contents of a table.

Shading cells:

Right click, choose **Borders and Shading** and use the **Shading** tab.

Changing borders:

You can take borders off of cells or change their width. This can get a bit tricky but it's worth doing – you can get some nice layout touches using tables.

To do this just **right click** and choose **Borders and Shading**. If you only want to affect a particular cell then highlight the cell first.

Merging Cells:

Highlight the cells and **right click**. Choose **Merge Cells**.

To get a bunch of rows (or columns) the same width:

Highlight the rows and click **Table > Autofit > Distribute Rows Evenly**

To repeat a header row on each page:

Highlight the row. **Right click** and choose **Table Properties**. Click the **Row** tab and tick the **Repeat as Header Row...** box