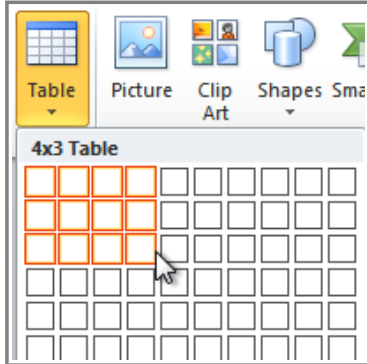**Word 2010**
Working with Tables

Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

In this lesson, you will learn how to **convert text to a table**, apply **table styles**, **format tables**, and create **blank tables**.
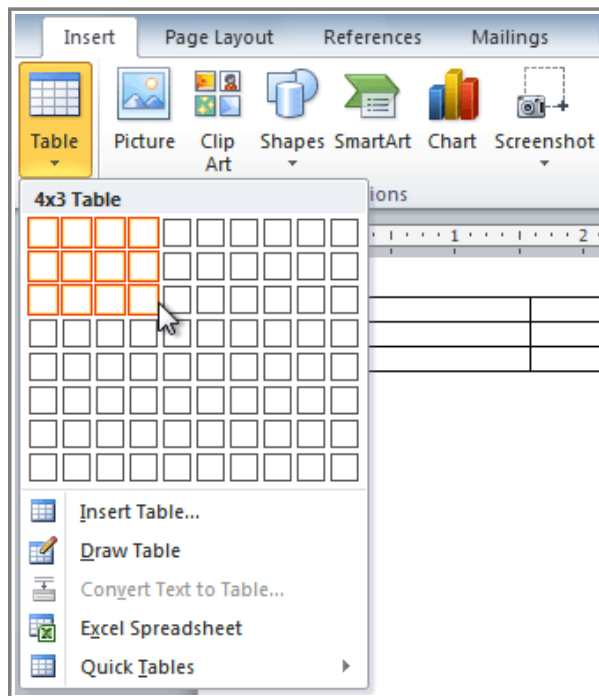
Inserting and Modifying Tables

Watch the video to learn about using tables.
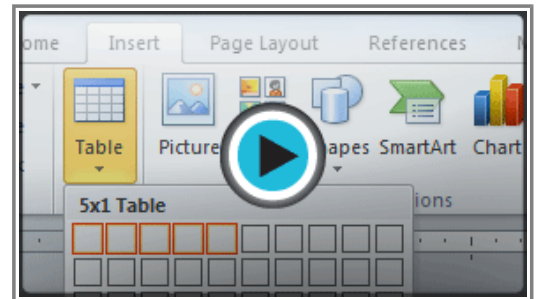
Watch the video (4:29). Need help?

To Insert a Blank Table:

1. Place your insertion point in the document where you want the table to appear.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.
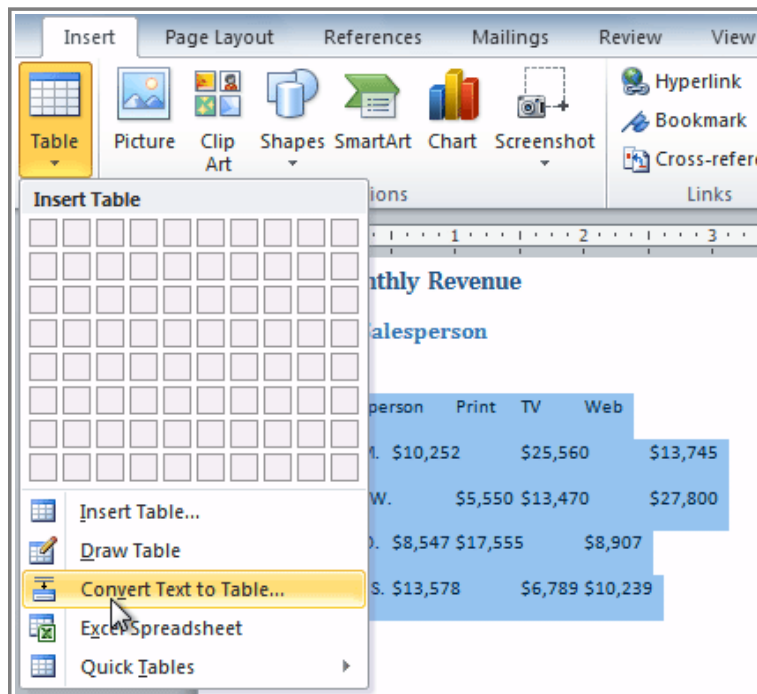
Inserting a new table

5. Click your mouse, and the table appears in the document.
6. You can now place the insertion point anywhere in the table to add text.

To Convert Existing Text to a Table:

1. Select the text you wish to convert.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Select **Convert Text to Table** from the menu. A dialog box will appear.

Converting text to a table

5. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.
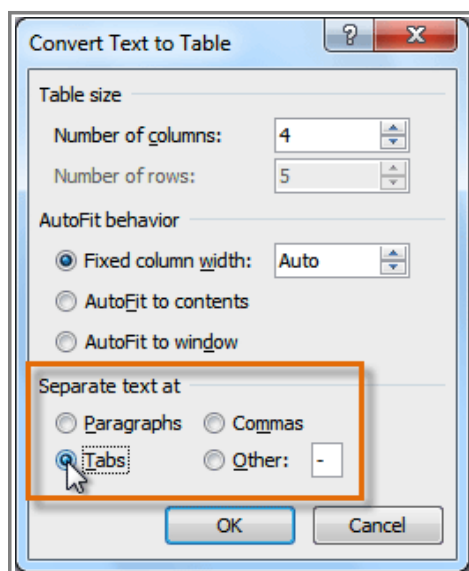
Separating text at Tabs

6. Click **OK**. The text appears in a table.

Salesperson	Print	TV	Web
Jim M.	$10,252	$25,560	$13,745
Beth W.	$5,550	$13,470	$27,800
Luiz D.	$8,547	$17,555	$8,907
Alice S.	$13,578	$6,789	$10,239

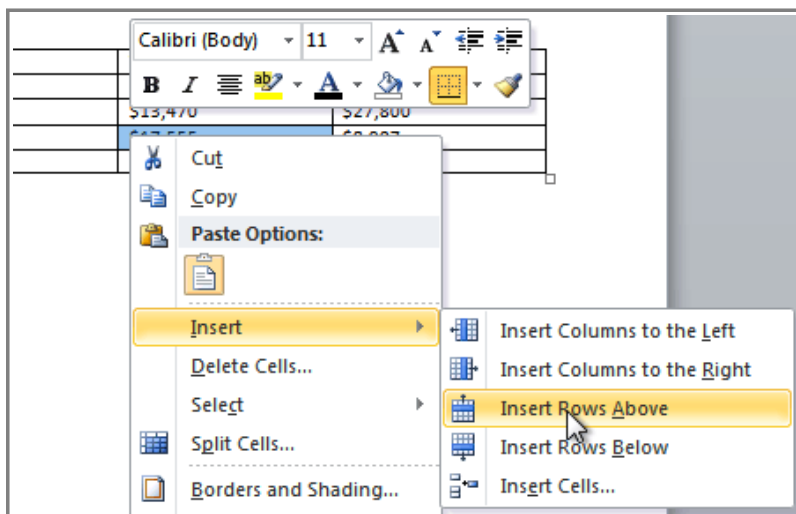*The converted table*

To Add a Row Above an Existing Row:

1. Place the insertion point in a row **below** the location where you wish to add a row.

Placing the insertion point

2. Right-click the mouse. A menu appears.
3. Select **Insert** ➜ **Insert Rows Above**.

Adding a row

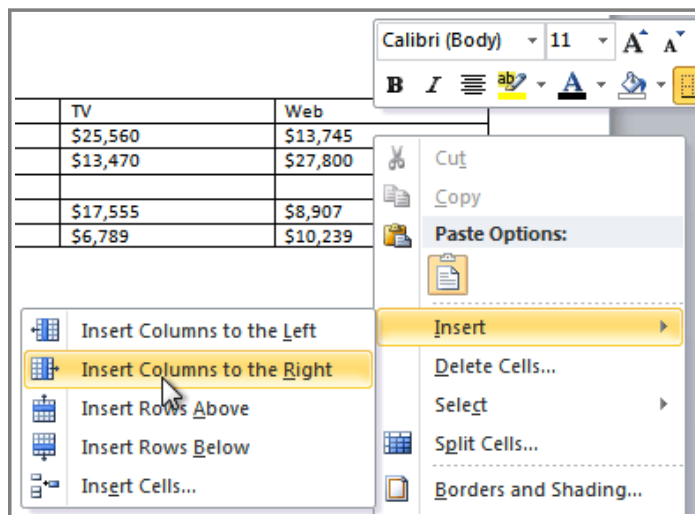4. A new row appears **above** the insertion point.

Salesperson	Print	TV	Web
Jim M.	$10,252	$25,560	$13,745
Beth W.	$5,550	$13,470	$27,800
Luiz D.	$8,547	$17,555	$8,907
Alice S.	$13,578	$6,789	$10,239

The new row

You can also add rows below the insertion point. Follow the same steps, but select Insert Rows Below from the menu.

To Add a Column:

1. Place the **insertion point** in a **column adjacent** to the location you wish the new column to appear.
2. Right-click the mouse. A menu will appear.

Adding a column

3. Select **Insert** → **Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.
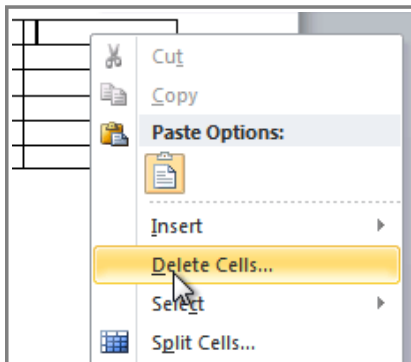
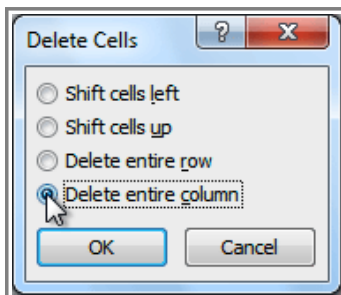| Salesperson	Print	TV	Web	
Jim M.	$10,252	$25,560	$13,745	
Beth W.	$5,550	$13,470	$27,800	
Luiz D.	$8,547	$17,555	$8,907	
Alice S.	$13,578	$6,789	$10,239	

The new column

To Delete a Row or Column:

1. Select the row or column.
2. Right-click your mouse. A menu will appear.

3. Select **Delete Cells**.

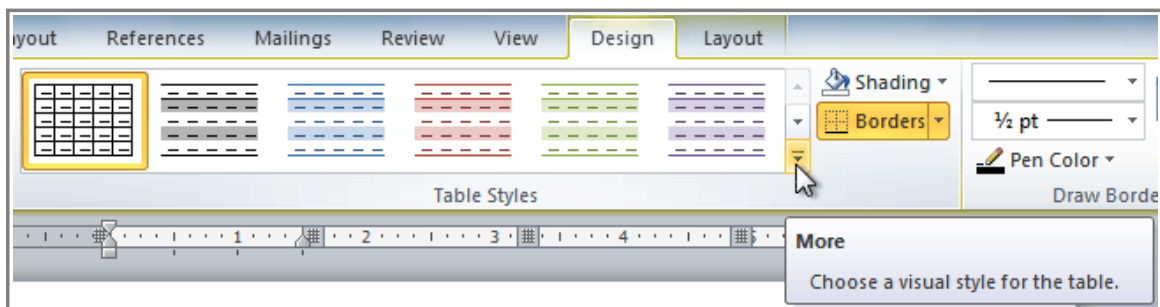

Selecting Delete Cells

4. Select **Delete entire row** or **Delete entire column** and click **OK**.

Deleting a column

To Apply a Table Style:

1. Click anywhere on the table. The **Design** tab will appear on the Ribbon.
2. Select the **Design** tab and locate the **Table Styles**.
3. Click the **More** drop-down arrow to see all of the table styles.

Viewing the Table Styles

4. Hover the mouse over the various styles to see a live preview.
5. Select the desired style. The table style will appear in the document.

Salesperson	Print	TV	Web
Jim M.	$10,252	$25,560	$13,745
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Luiz D.	$8,547	$17,555	$8,907
Alice S.	$13,578	$6,789	$10,239

After adding a Table Style

To Change the Table Style Options:

Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere on the table. The **Design** tab will appear.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.
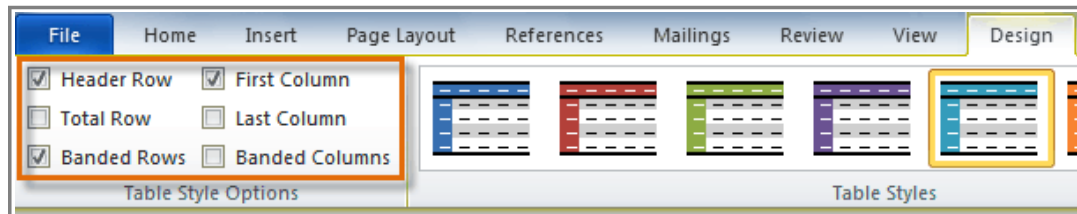
Table Style Options

Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to **experiment** to get the exact look you want.
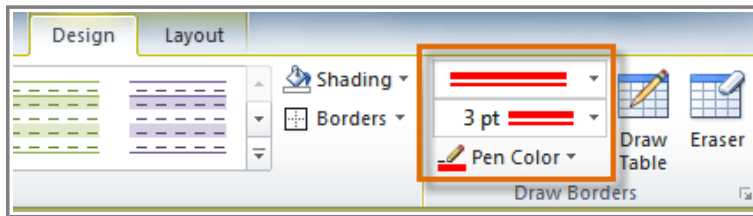
To Add Borders to a Table:

1. Highlight the cells you wish to add a border to.

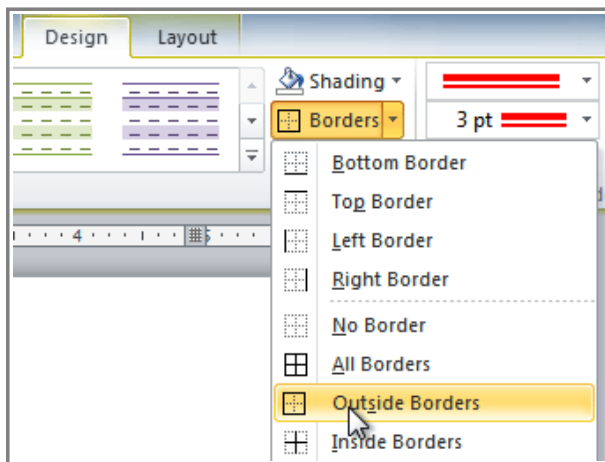| Salesperson	Print	TV	Web
Jim M.	$10,252	$25,560	$13,745
Beth W.	$5,550	$13,470	$27,800
Luiz D.	$8,547	$17,555	$8,907
Alice S.	$13,578	$6,789	$10,239

Highlighted cells

2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.

Line Style, Line Weight, and Pen Color commands

3. Click the **Borders** drop-down arrow.

4. From the drop-down menu, select the desired **border type**.

Selecting a border type

5. The border will be added to the selected cells.

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Beth W.	$5,550	$13,470	$27,800
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Alice S.	$13,578	$6,789	$10,239

The finished border

Modifying a Table Using the Layout Tab

When you select a table in Word 2010, **Design** and **Layout** tabs appear under **Table Tools** on the ribbon. Using commands on the **Layout** tab, you can make a variety of modifications to the table.

⟫⟫ Use the interactive below to learn about the different ways you can modify a table with the Layout tab.

Challenge!

1. Open an **existing Word document**. If you want, you can use this example.
2. **Convert some text** into a table. If you are using the example, convert the text below **"By Client"**.
3. Apply a **Table Style**, and experiment with the **Table Style Options**. If you are using the example, see if you can make the table match the **By Salesperson** table above it.
4. **Delete a row** from the table.
5. Insert a **blank table** with five rows and four columns.
6. Add **borders** to the blank table.