Table

Table

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- Adjusting Table Size
- Moving the Table
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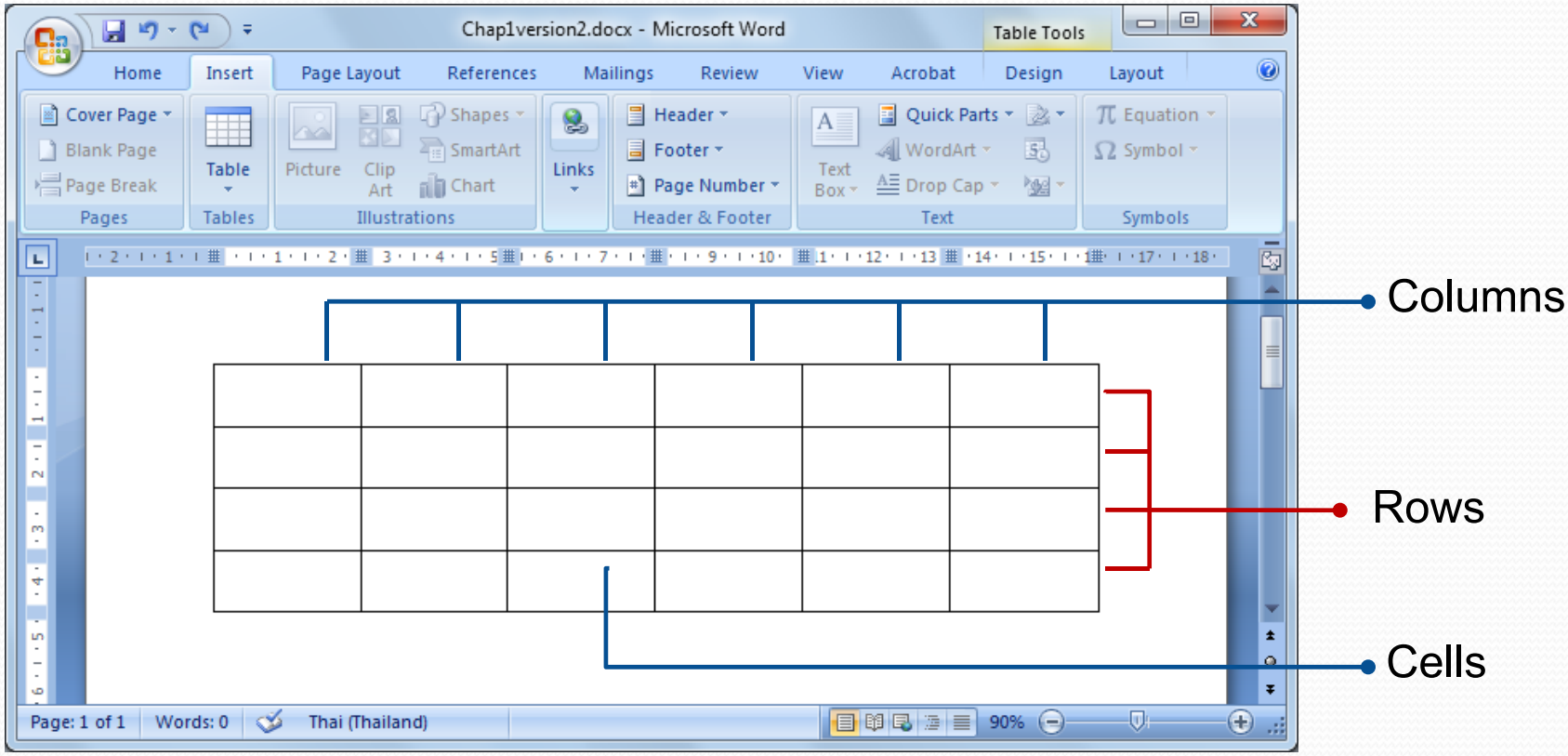
- Merging cells
- Splitting cells
- Setting Fill Color
- Setting Borders
- Using Pre-made Styles
- Converting Table into Text
- Converting Text into Table

Components of a Table

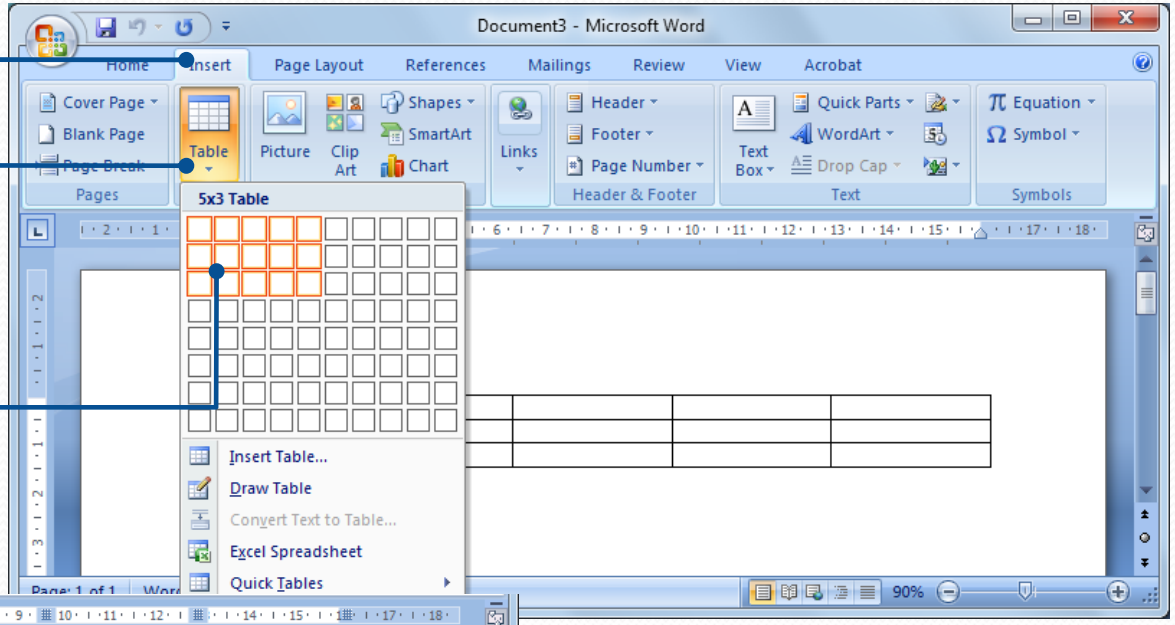


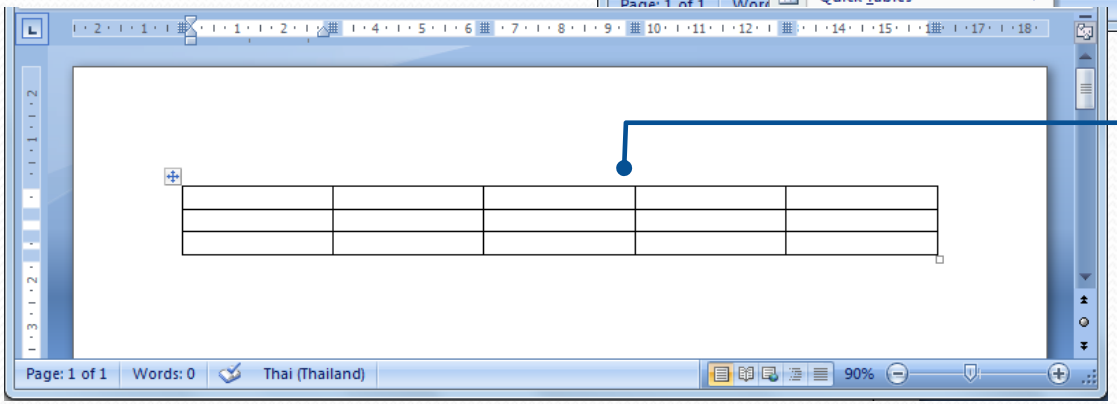
Creating Table by Mouse Dragging

1 Click *Insert* tab

2 Click Table button

3 Drag the mouse to choose number of rows and columns



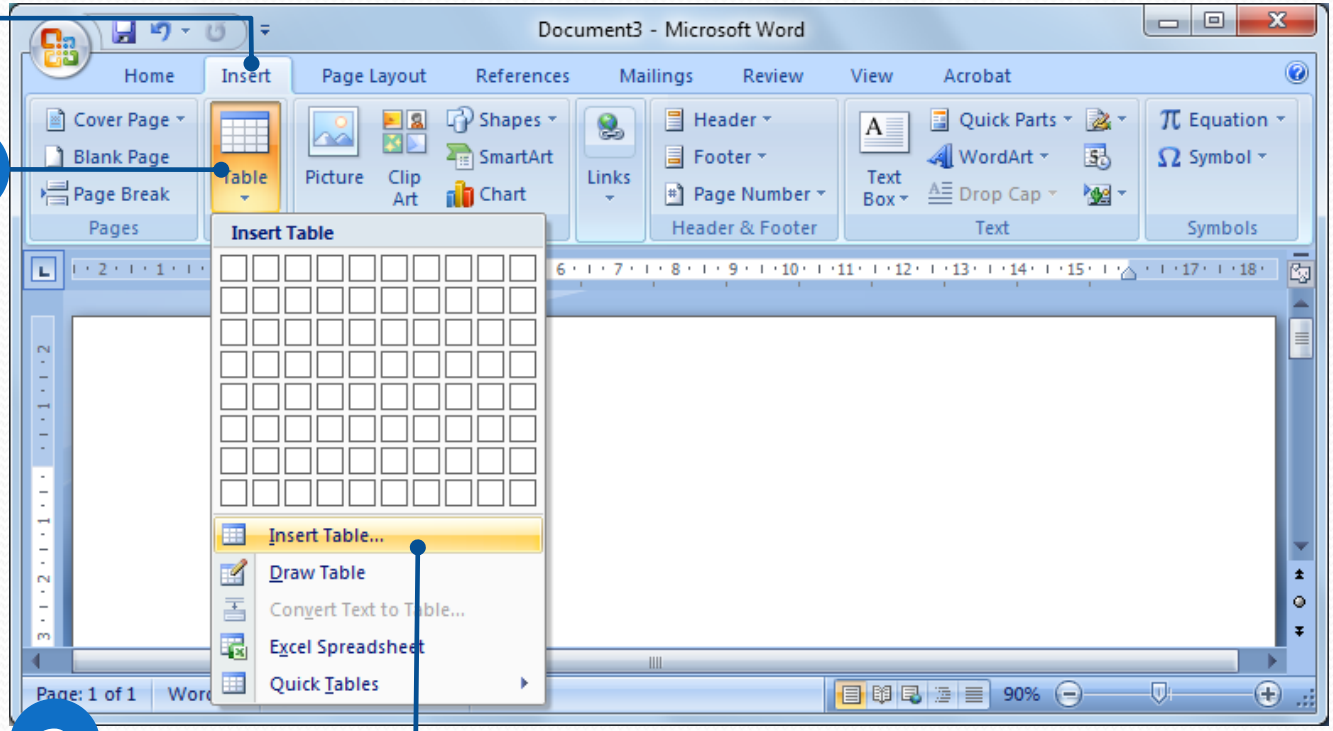


4 Get table with specified rows and columns

Creating Table with *Insert Table…* Command

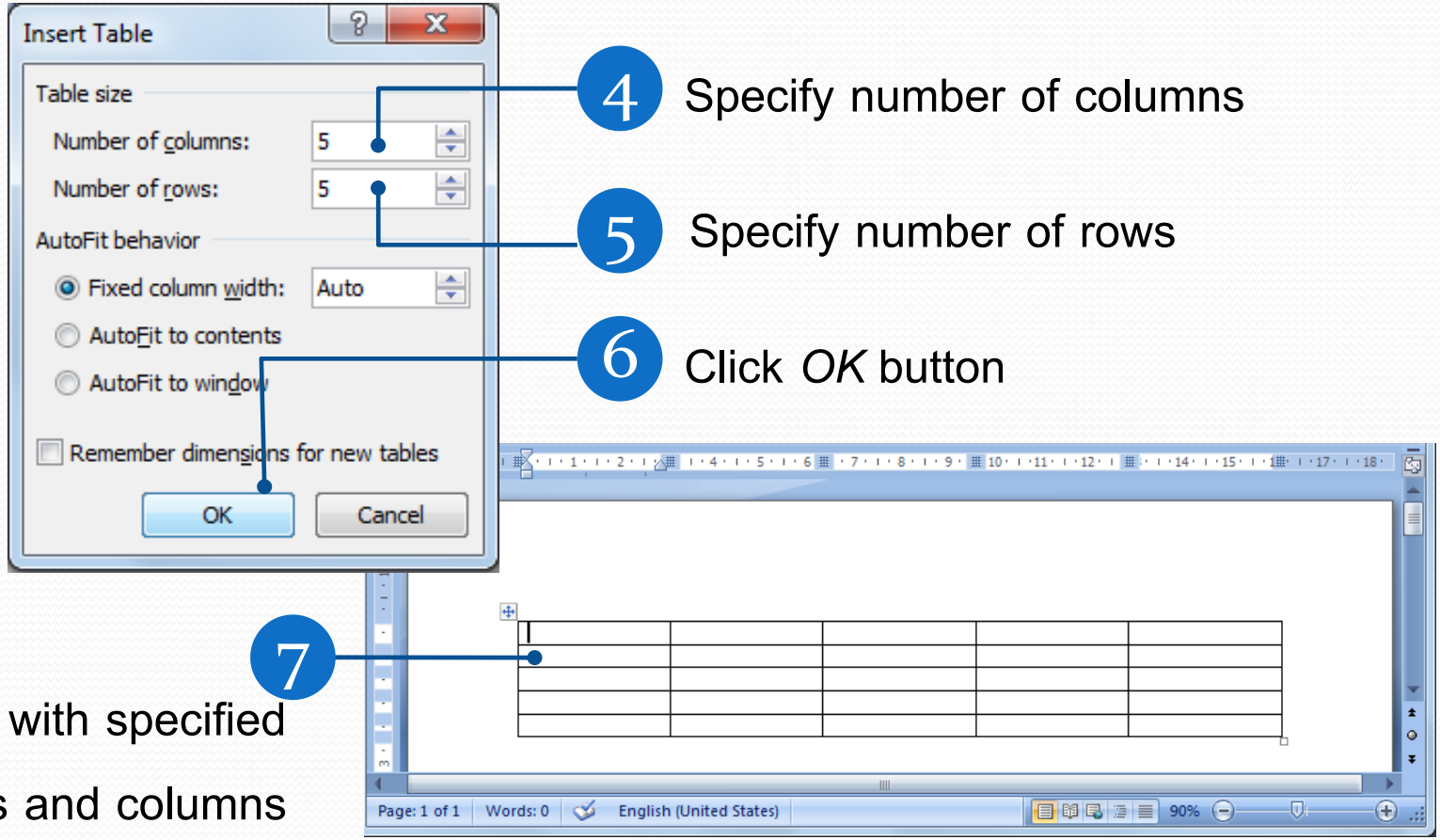
Click *Insert* tab 1

Click *Table* button 2



Click *Insert Table…* 3

Creating Table with *Insert Table…* Command (2)



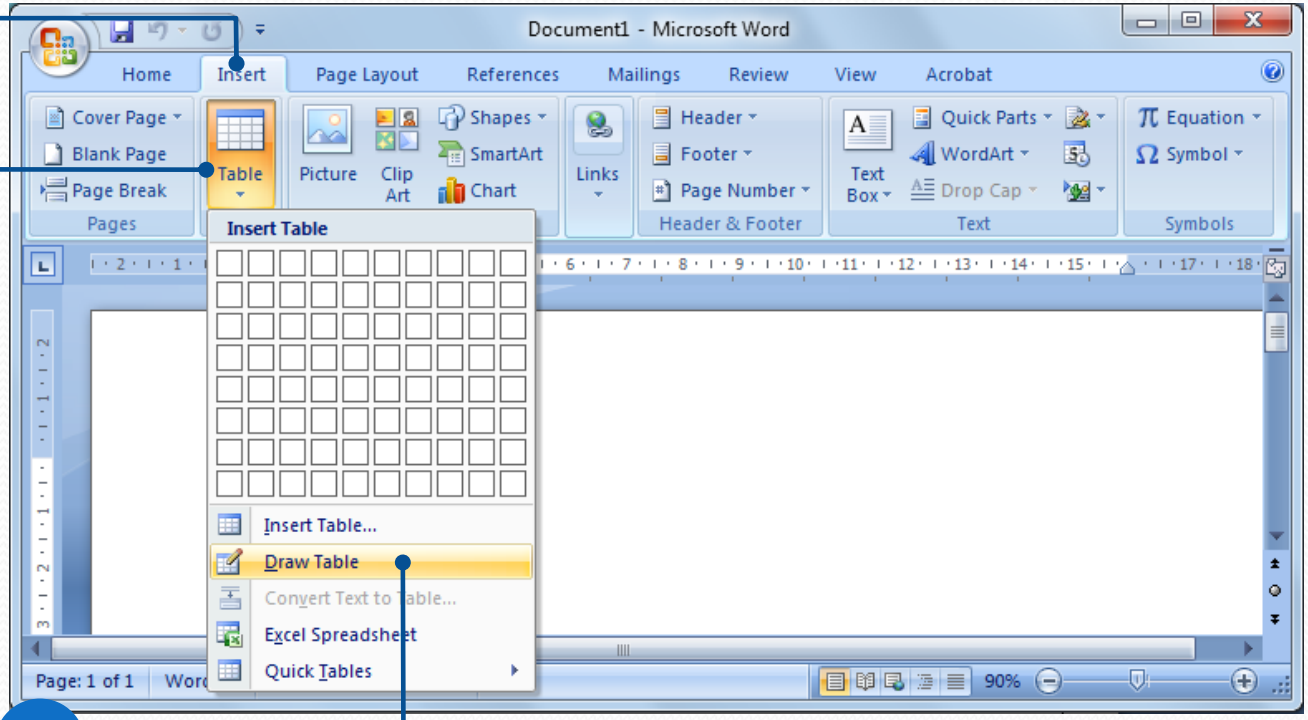
Get table with specified rows and columns

Creating Table with *Draw Table*

Click *Insert tab* 1

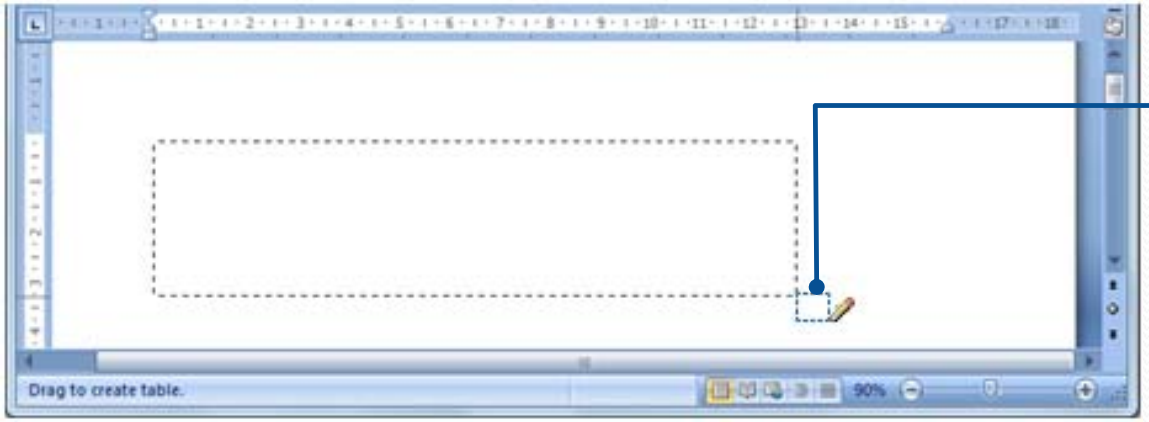
Click *Table* 2

button



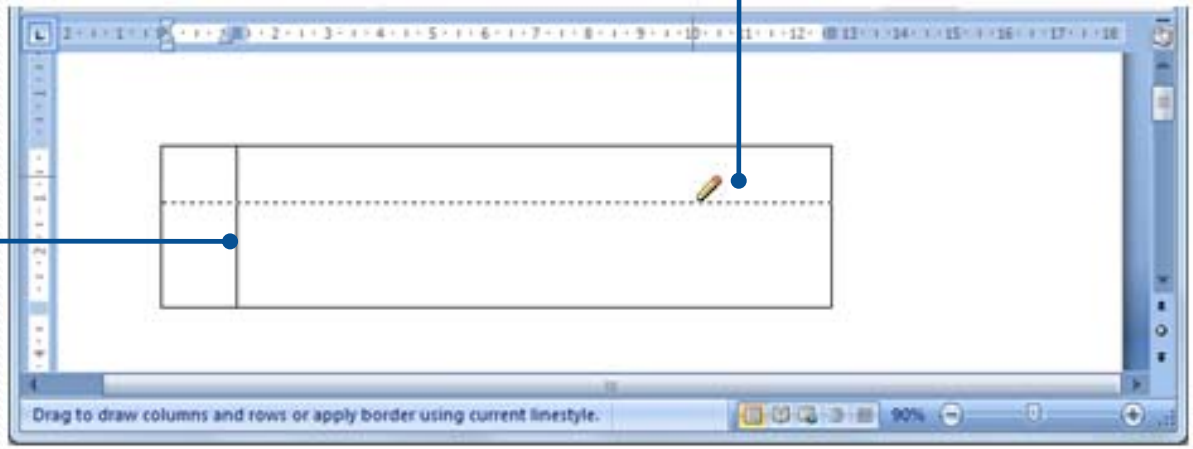
Click *Draw Table* 3

Creating Table with *Draw Table* (2)



4 Drag mouse and release to specify table size

5 Drag mouse to divide rows



6 Drag mouse to divide columns

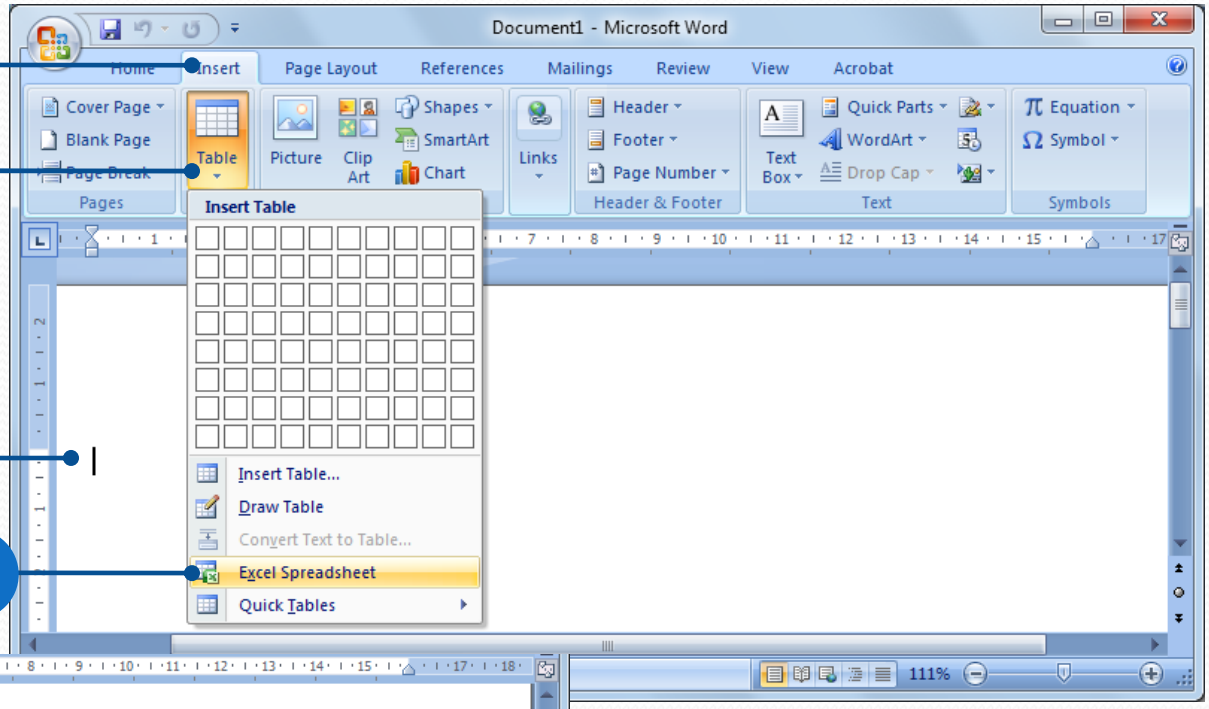
Creating Table with Excel Spreadsheet

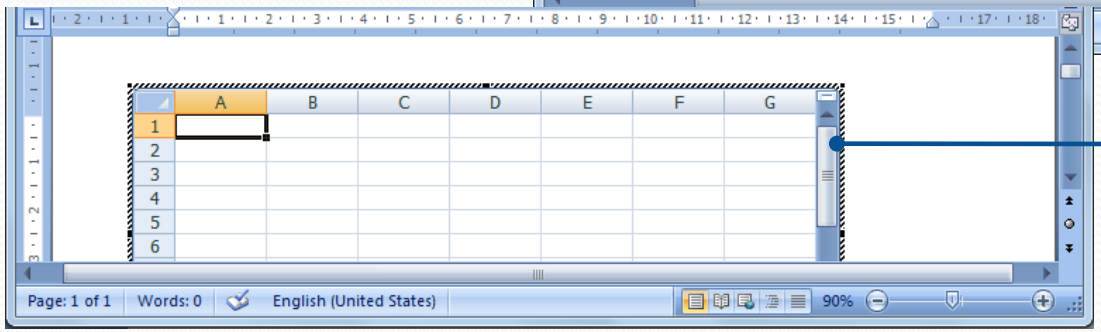
Click *Insert* tab

Click *Table* button

Move cursor to where you want to build the table

Click Excel Spreadsheet





Excel table will appear

Using Quick Tables

Click *Insert* tab 2

Click *Table* button 3

Move cursor to where you want to build the table 1

Click *Quick Tables* 4

5 Pick a template you want

Erasing Borders

Double click at move point (top-left corner) of the table

1

2 *Table Tools* tab will appear

Click *Eraser* button

3

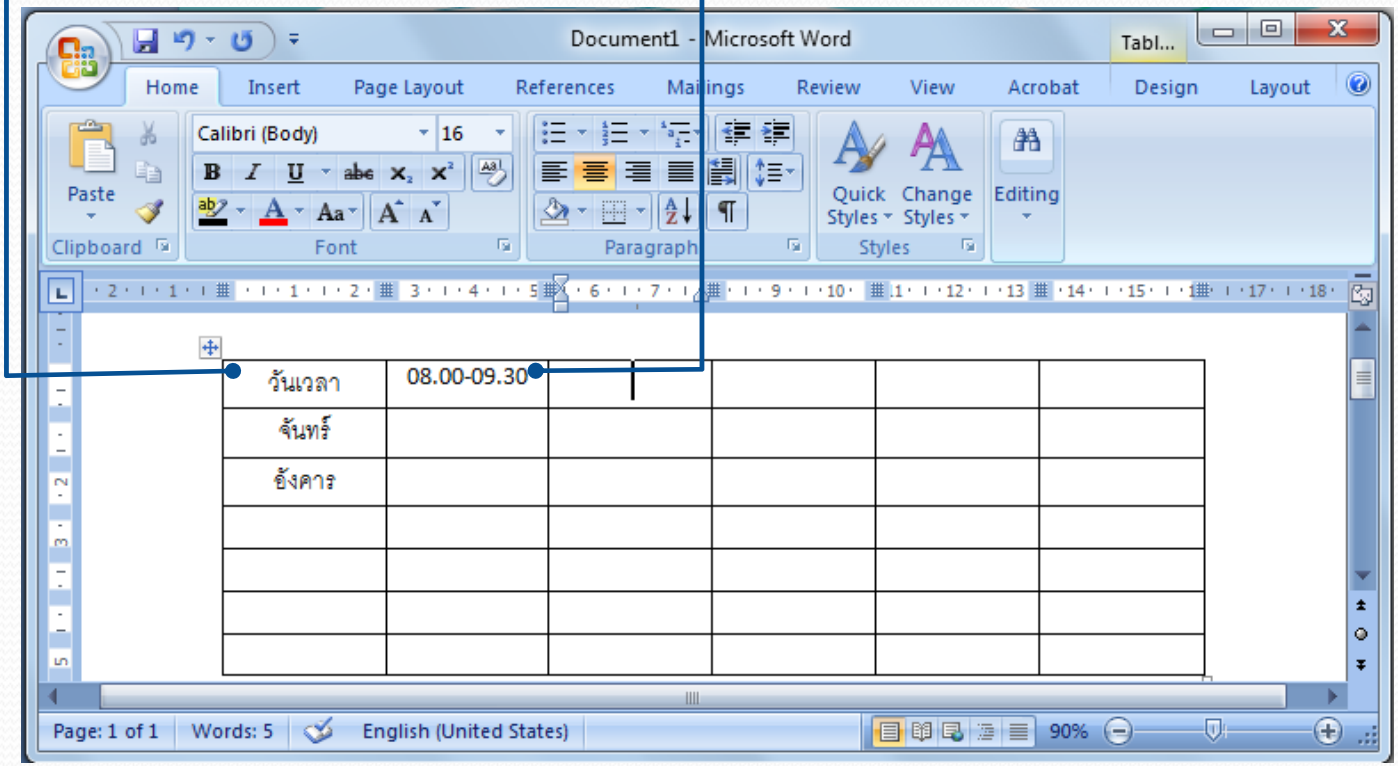
4 Drag mouse to erase borders you don't want

5 Borders are erase. Cells are merged.

Typing Data into Cells

1 Click at the cell you want, and type

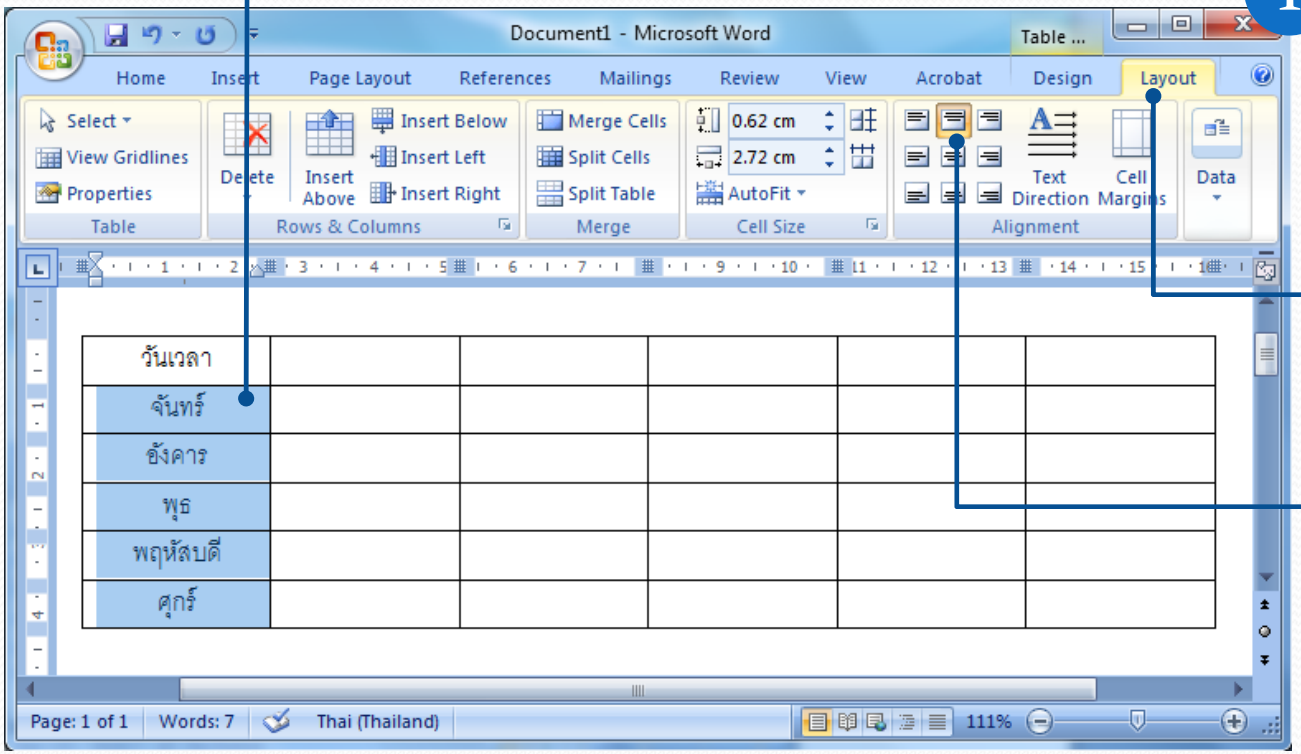
2 If you want to fill the next cell, click at that cell.



Keyboard Shortcuts

Keys	Result
Tab	Go to the next cell
Shift+Tab	Go to the previous cell
Alt+Home	Go to the first cell in the row
Alt+End	Go to the last cell in the row
Alt+Page up	Go to the top cell in the column
Alt+Page down	Go to the top button in the column
↑	Go up one cell
↓	Go down one cell
←	Go left one cell
→	Go right one cell

Set Text Alignment in Cells



1 Highlight Cells

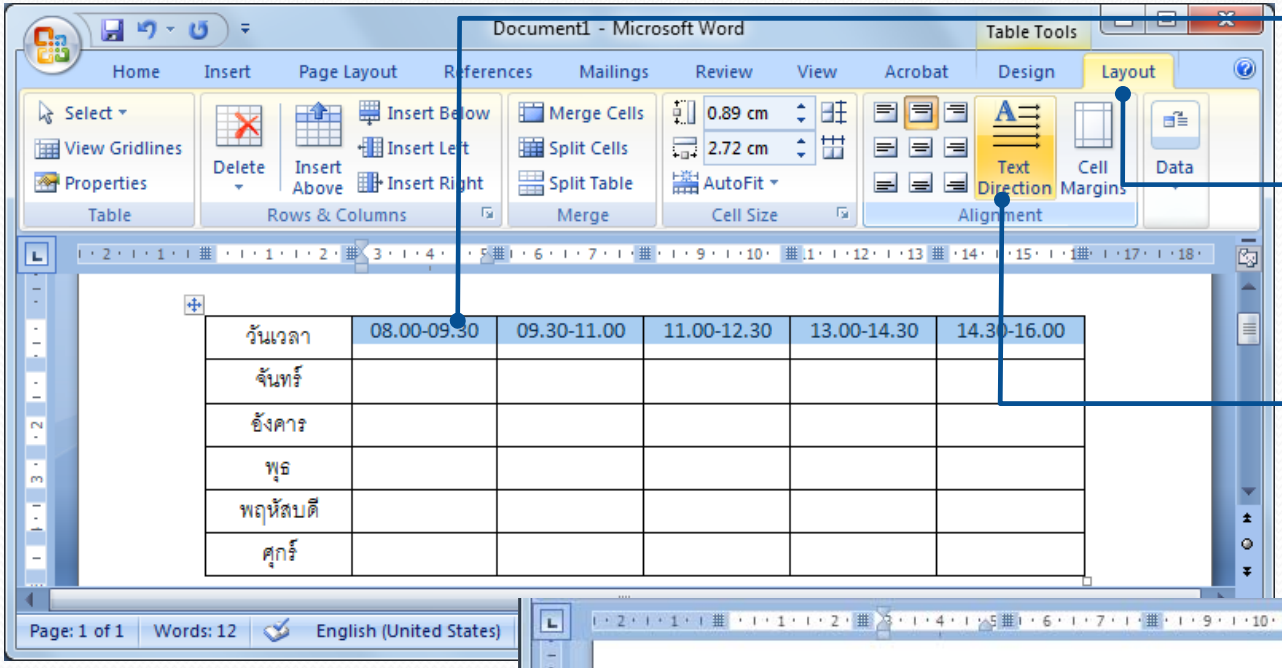
2 Click *Layout* tab

3 Select an Alignment

Text Alignment Buttons

Button	Alignment
	Text aligned to top-left corner
	Text aligned to center of the top side
	Text aligned to top-right corner
	Text aligned to center of left side
	Text aligned to center of the cell
	Text aligned to center of right side
	Text aligned to bottom-left corner
	Text aligned to center of bottom side
	Text aligned to bottom-right corner

Changing Text Direction

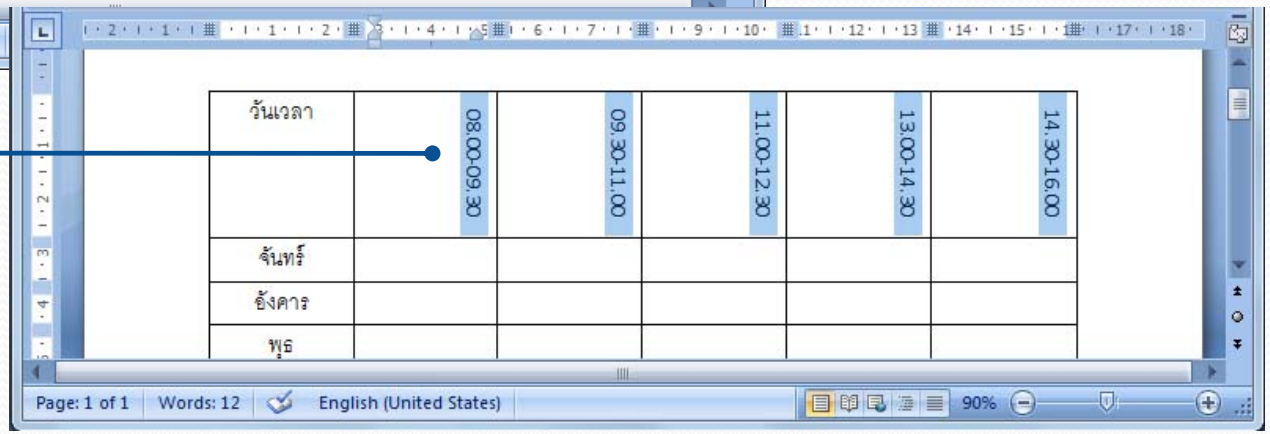


1 Highlight Cells

2 Click *Layout* tab

3 Click *Text Direction* button

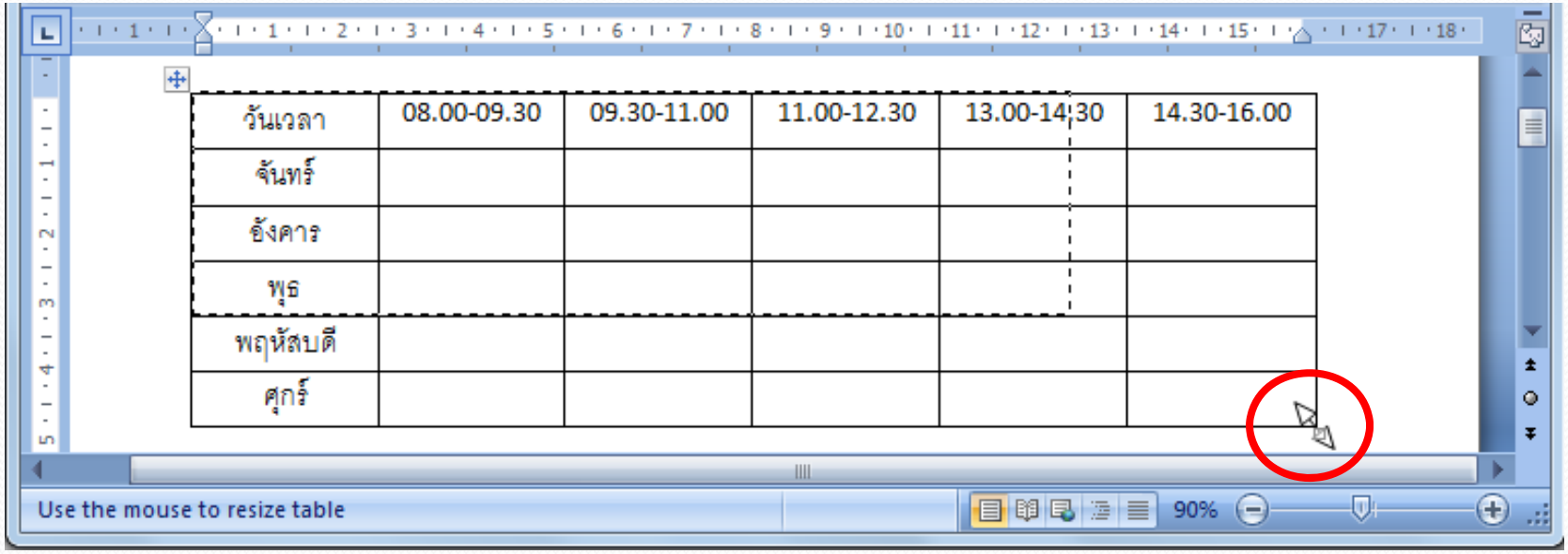
4



Text direction is changed. Note that the alignments buttons are also changed.

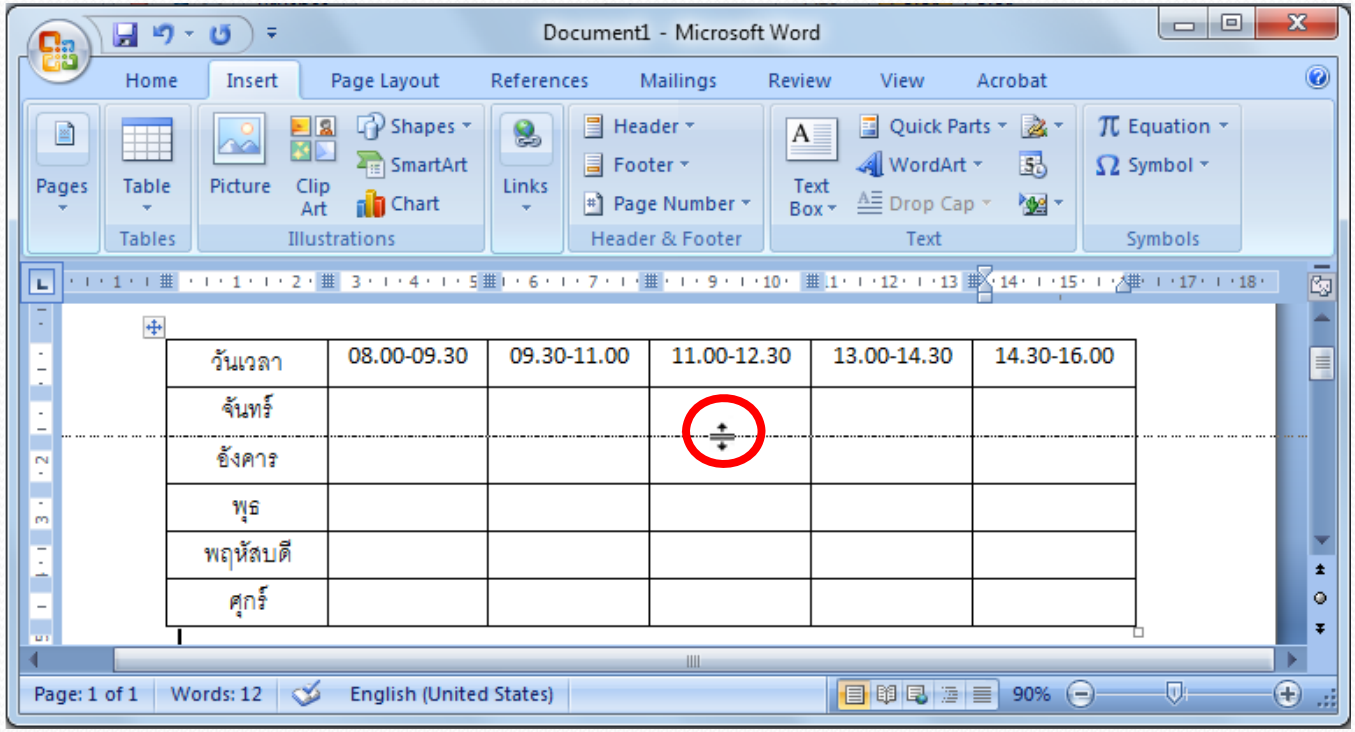
Changing Table Size

- Click and hold at the bottom-right corner of the table, the mouse will change to where you can the size (width and height) of the table



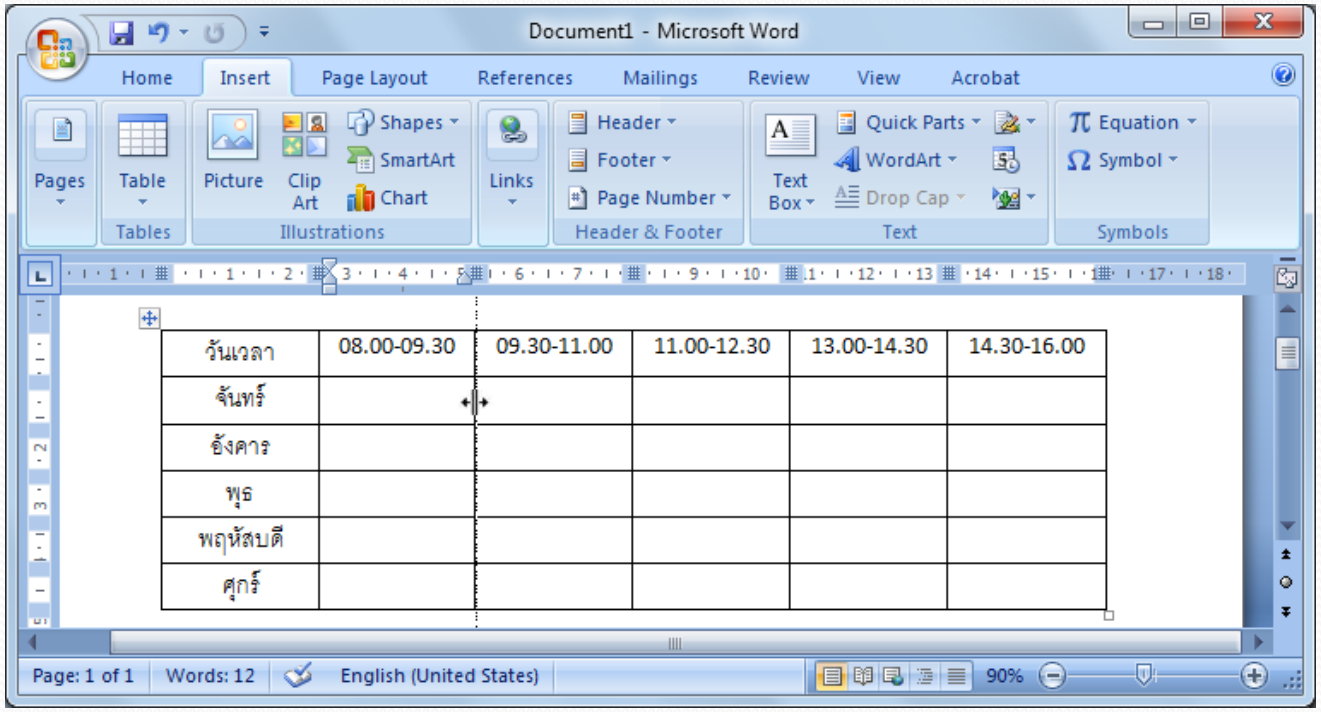
Changing Row Height

- Click and hold at the border of the row. The mouse will change to ÷ . Drag to change row height.



Changing Column Width

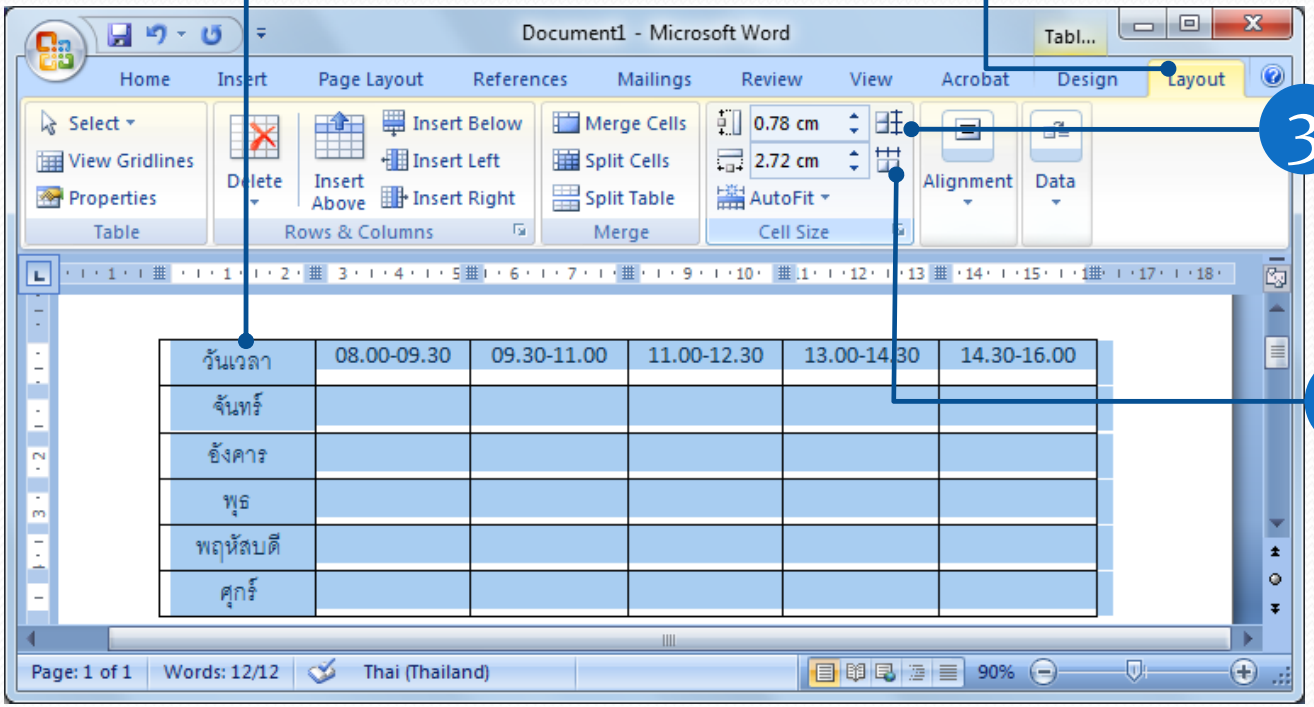
- Click and hold at the border of the column. The mouse will change to . Drag to change column width.



Distributing Rows and Columns Evenly

1 Select the table.

2 Click *Layout* tab.

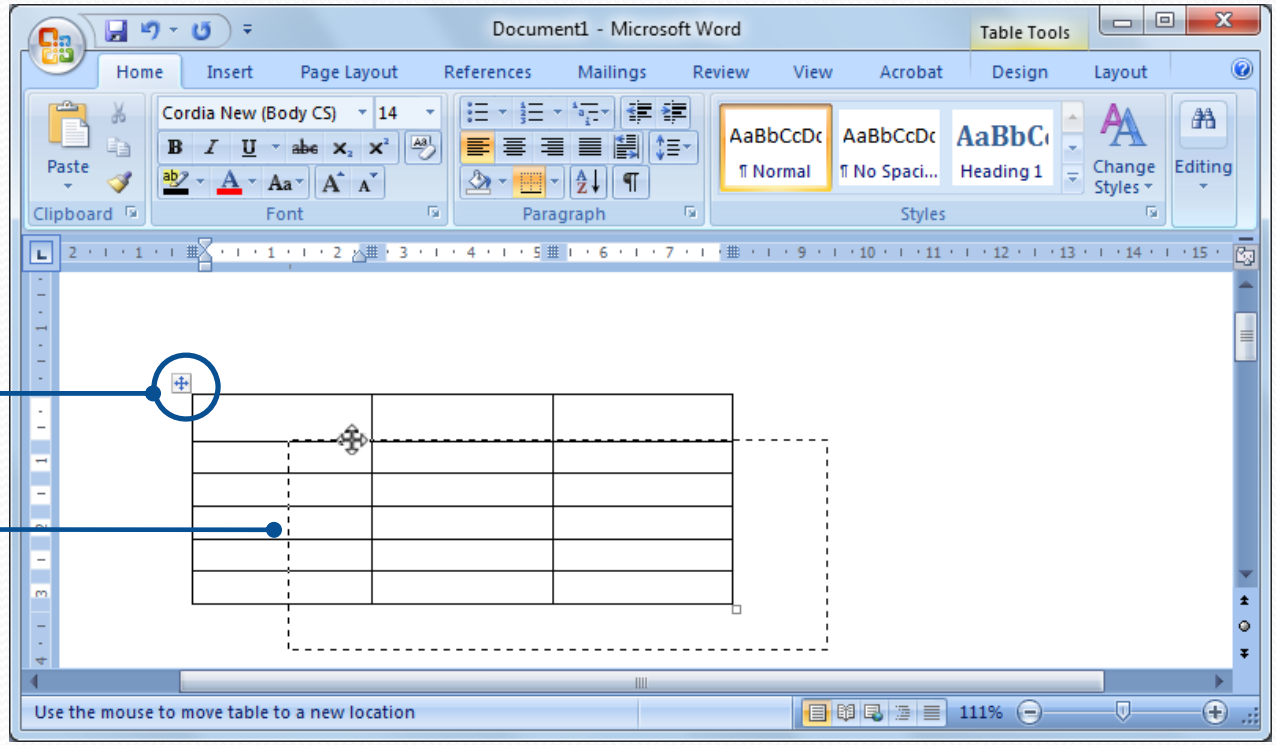


3 Click this button to distribute the rows evenly.

4 Click this button to distribute the columns evenly.

Moving the Table

1 Click at the moving point at top-left corner

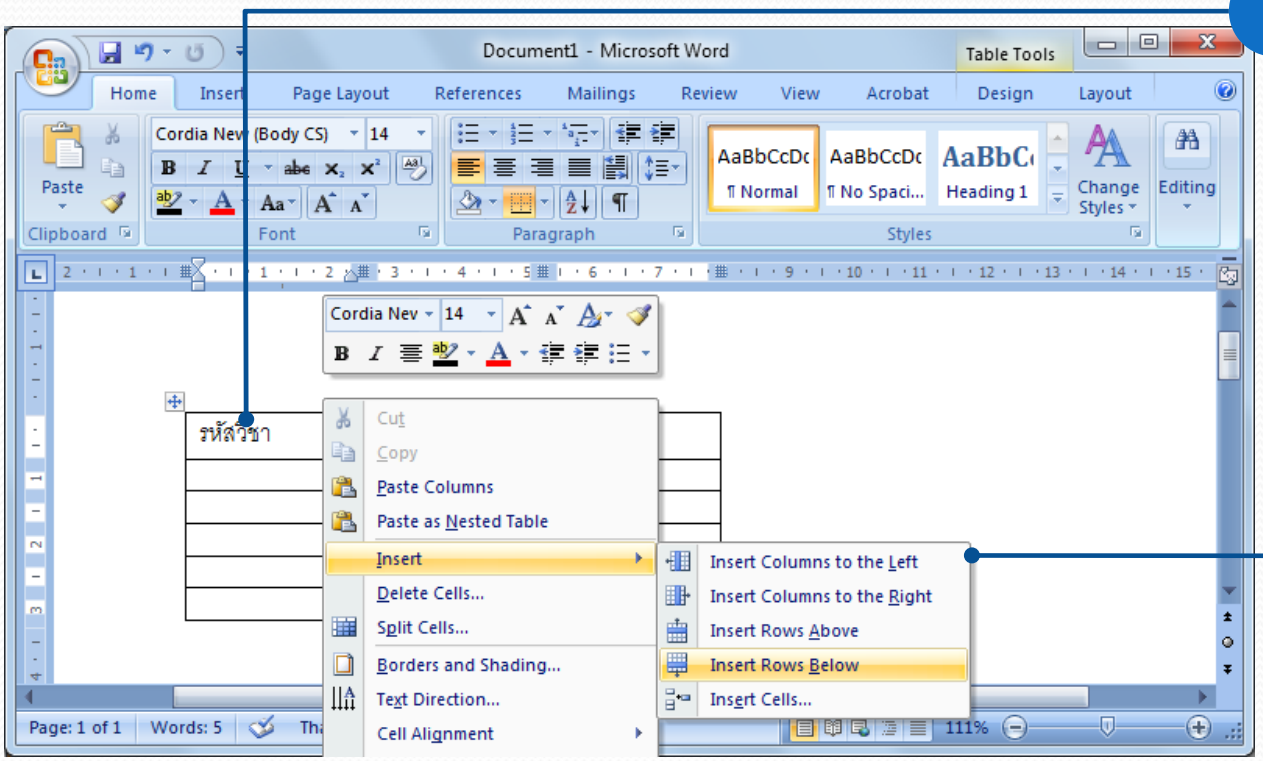


2

Mouse will have this icon.

Drag the mouse to move the table.

Inserting Cells, Rows, and Columns



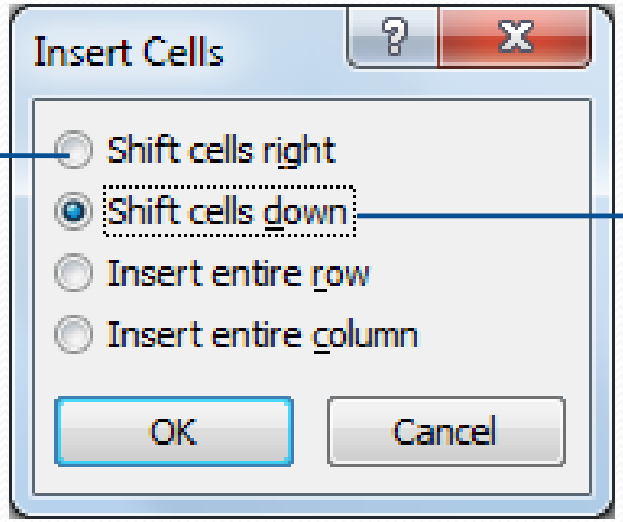
1 Click cells/rows/columns where you want to insert.

2 Right-click and select insert commands you want.

Inserting Cells

- If you choose *Insert Cells…*, Dialog box will appear.

Insert cell to the left. (Moving current cell to the right)

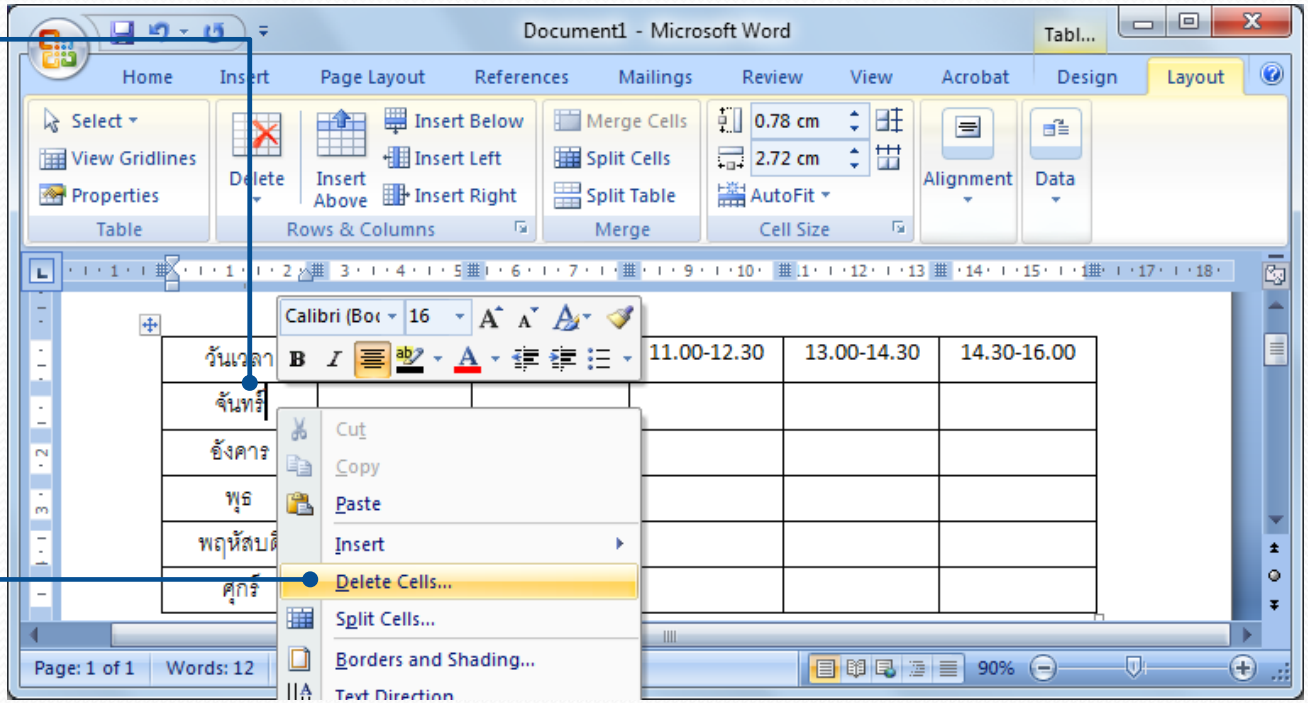


Insert cell to the top. (Moving current cell downward)

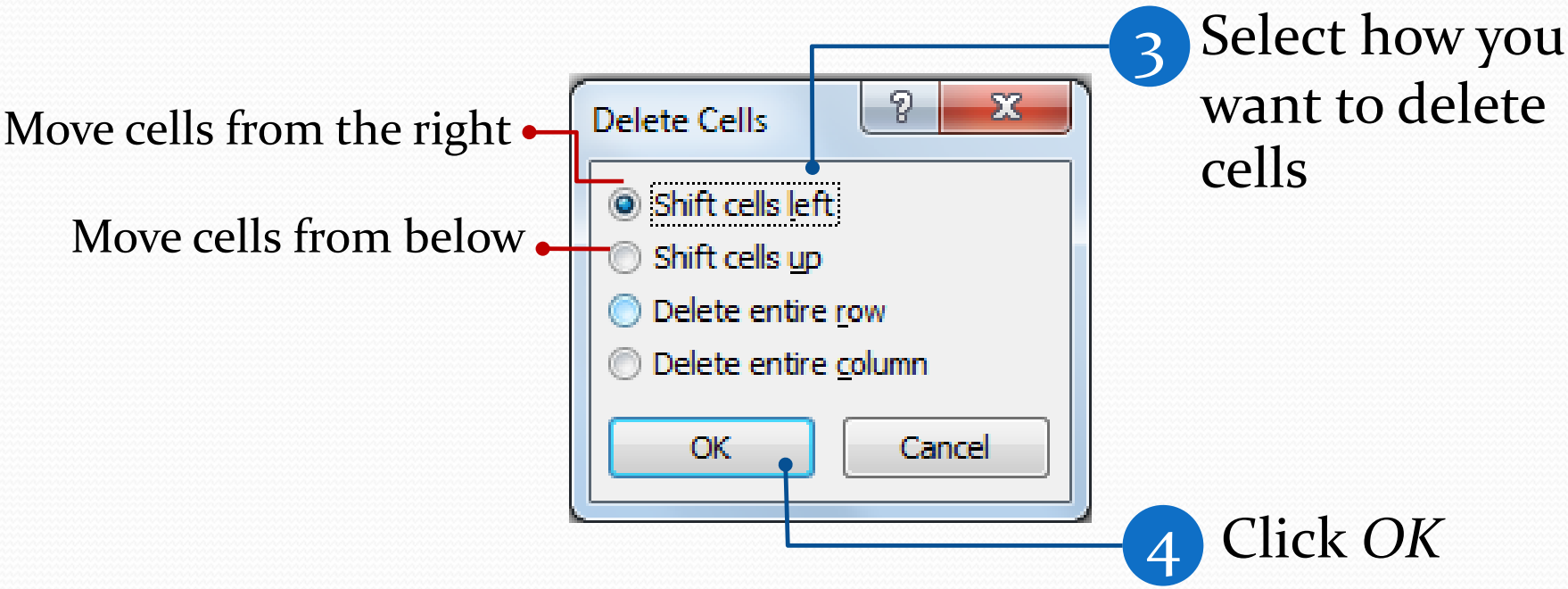
Deleting Cells, Rows, and Columns

Select cells you want to delete **1**

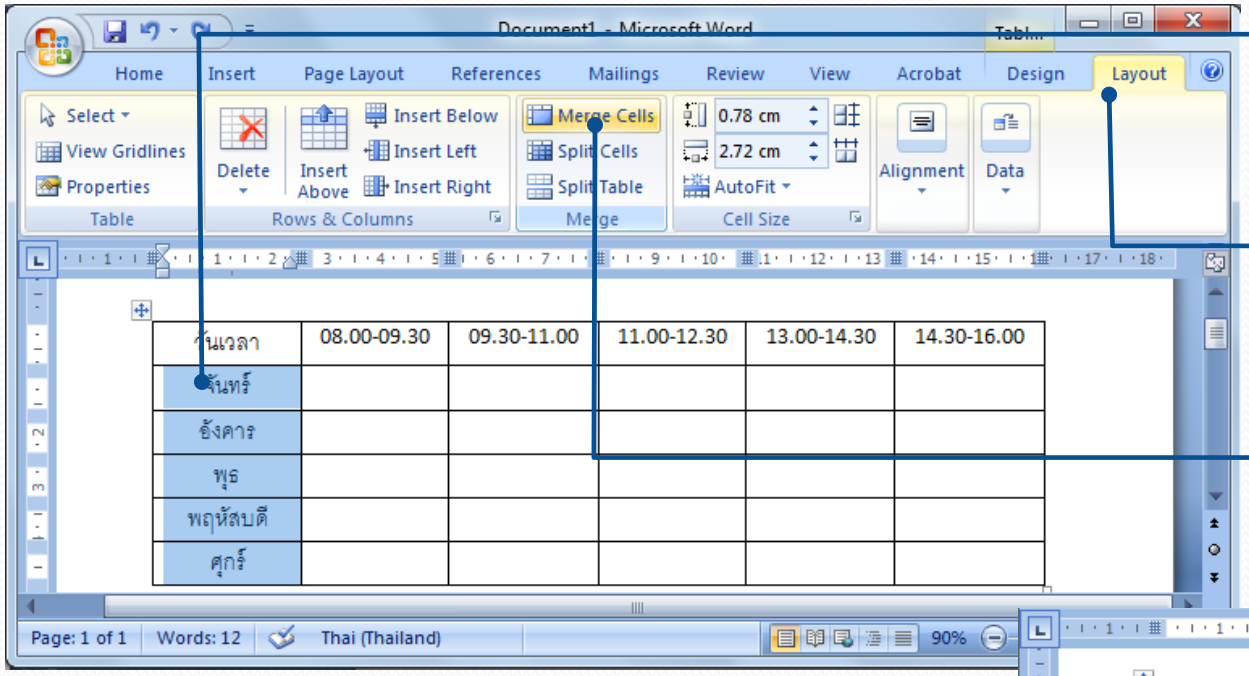
Right-click and select *Delete Cells…* **2**



Deleting Cells, Rows, and Columns (2)



Merging Cells

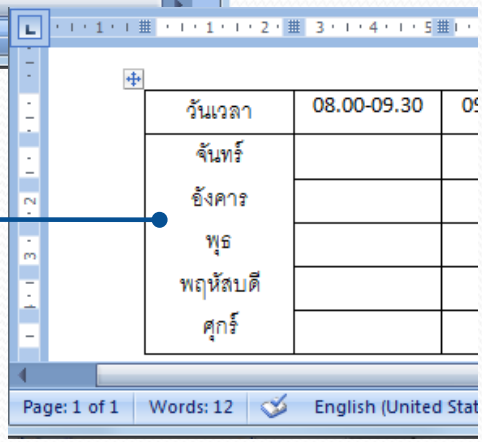


1 Highlight cells you want to merge.

2 Click *Layout* tab.

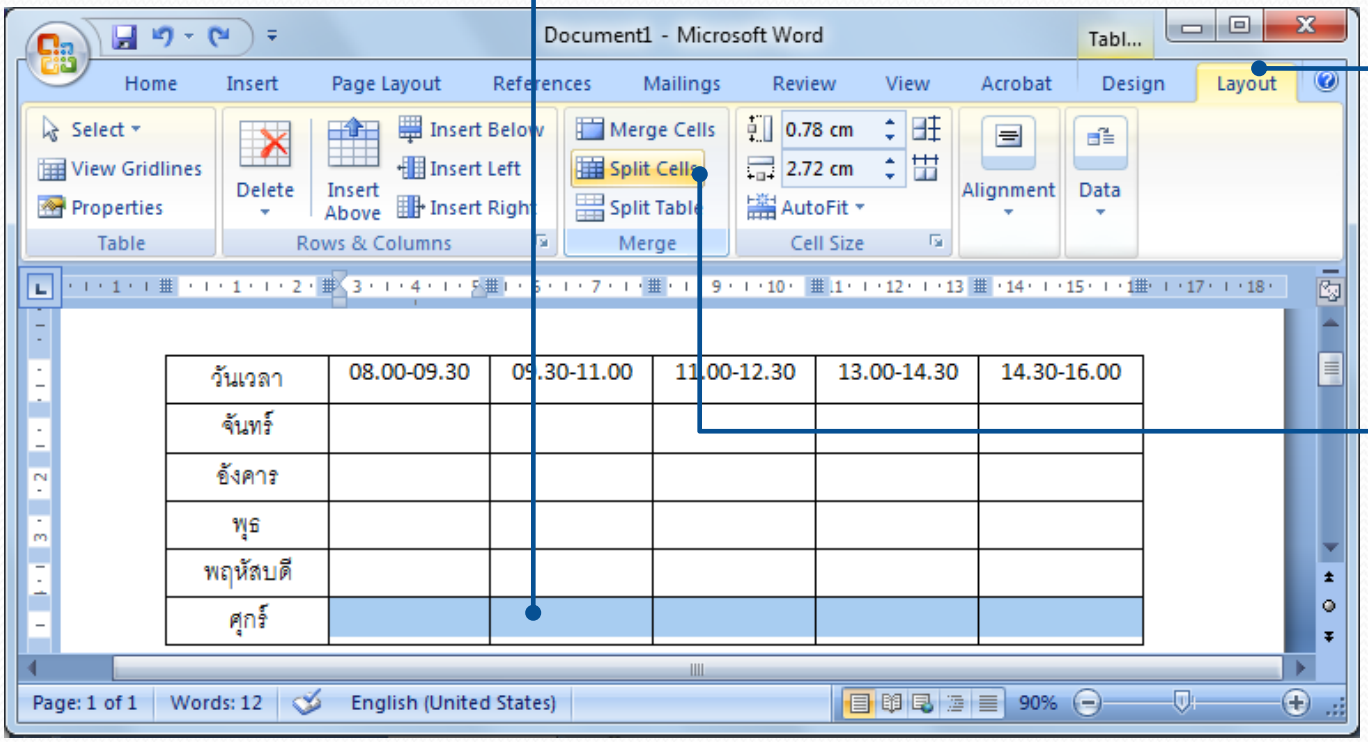
3 Click *Merge Cells* button

Result 4



Splitting Cells

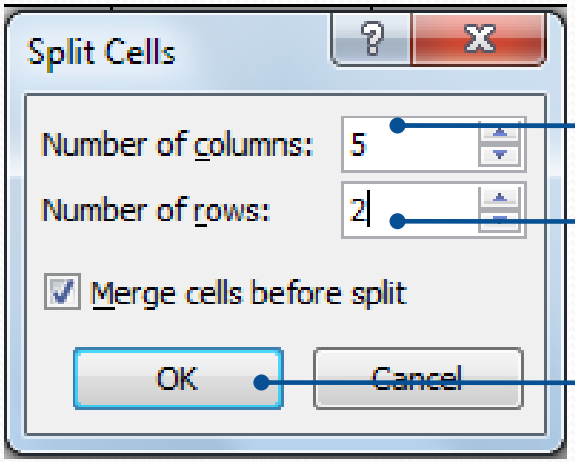
1 Select cells you want to split



2 Click *Layout* tab

3 Click *Split Cells* button

Splitting Cells (2)

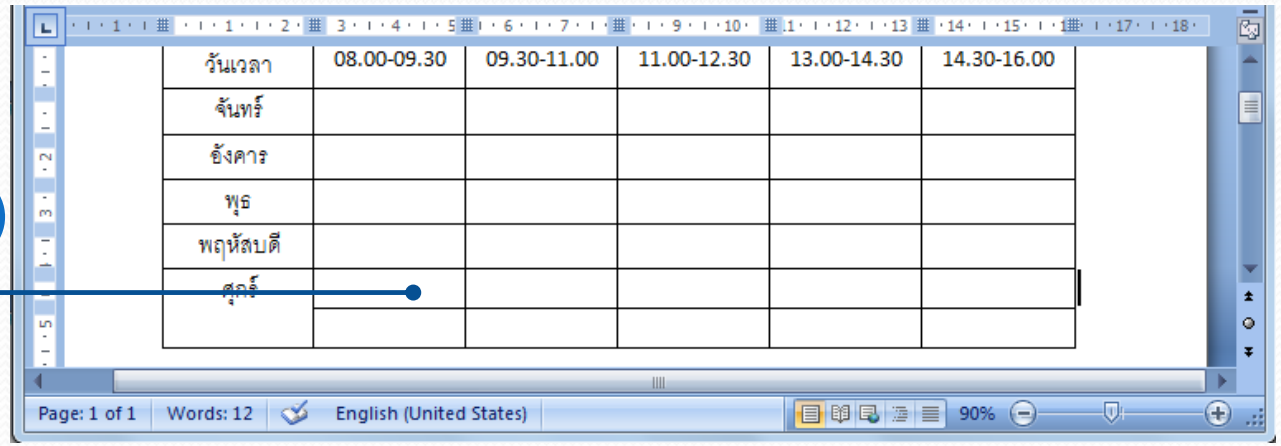


4 Specify number of columns.

5 Specify number of rows

6 Click *OK*

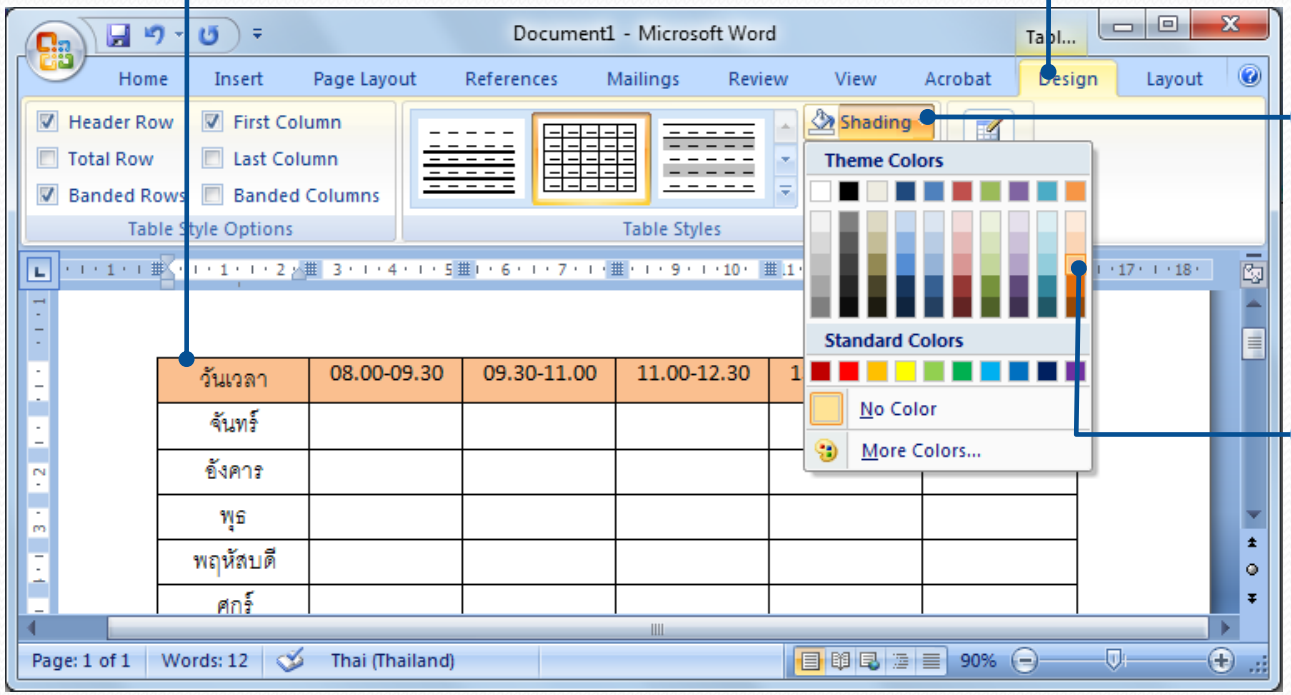
Selected cells will be divided as specified 7



Using Shading

1 Select cells you want to color.

2 Click *Design* tab.



3 Click the arrow beside shading button.

4 Select the color you want

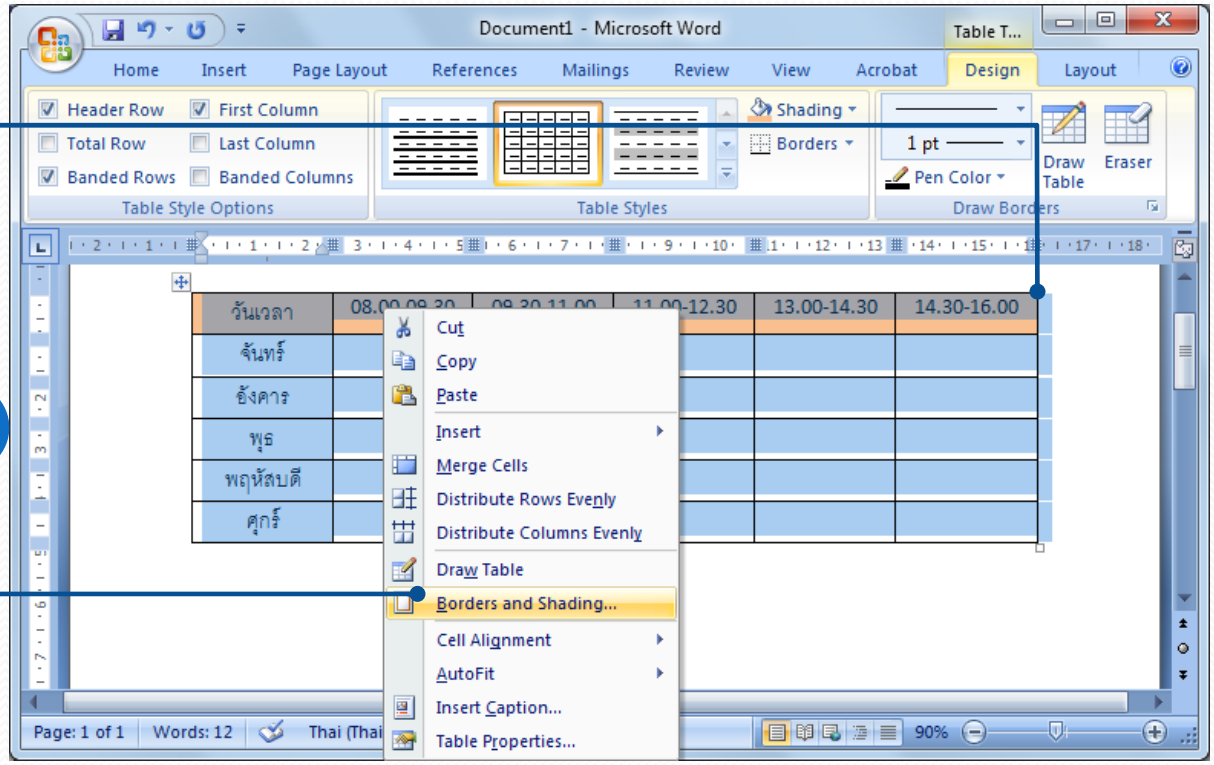
Adjusting Borders

Highlight the area you want to adjust borders

1

2

Right-click and select *Border and Shading…*



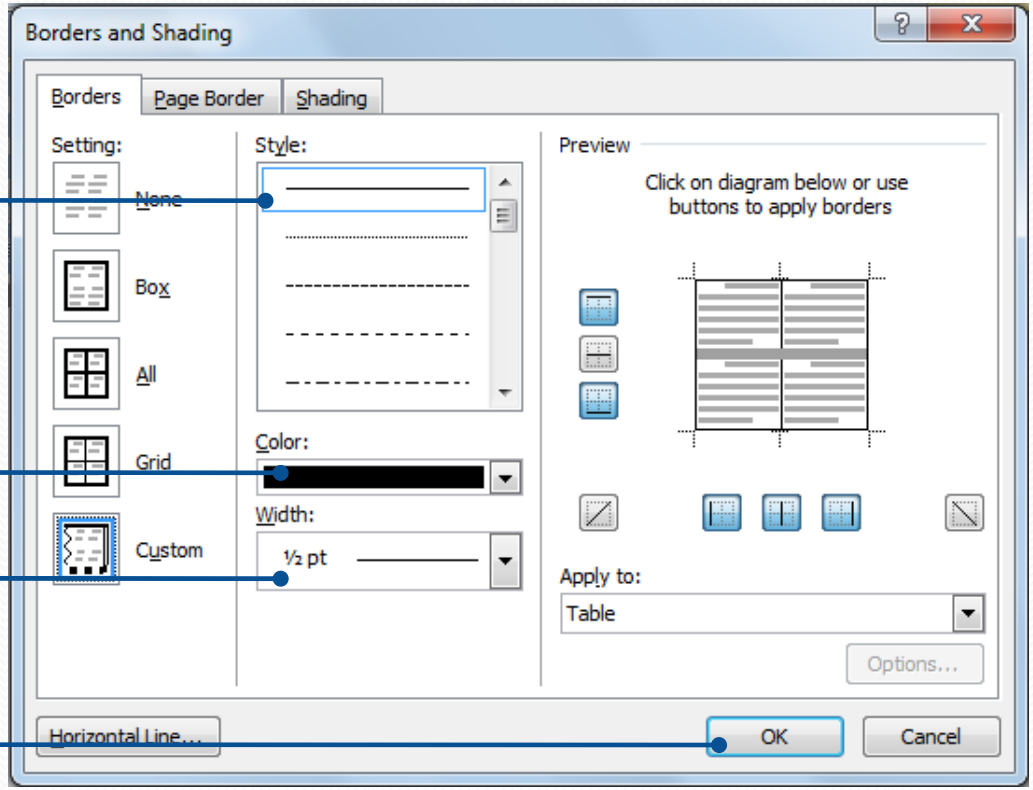
Adjusting Borders (2)

Select border style 3

Select border color 4

Select border width 5

Click *OK* 6



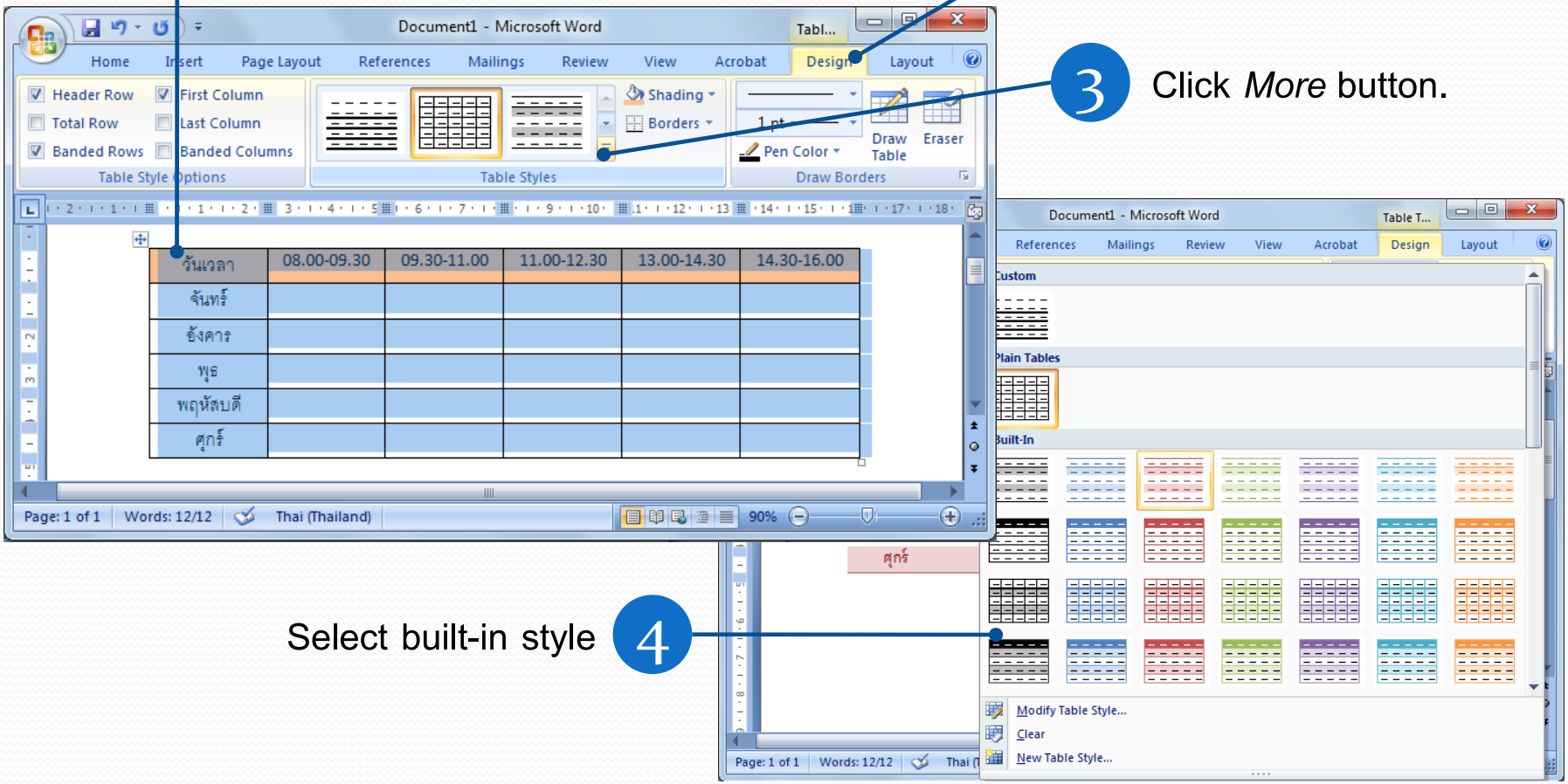
Built-In Table Style

1 Select the Table

2 Go to *Design* tab.

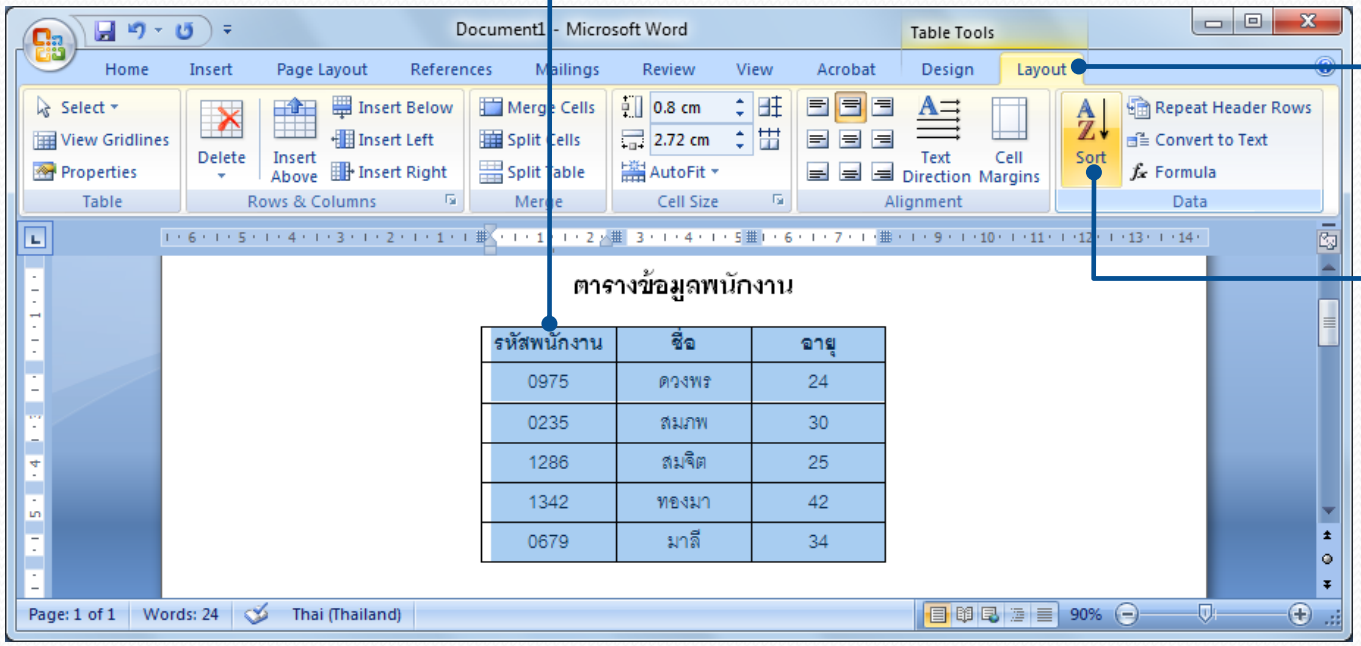
3 Click *More* button.

4 Select built-in style



Sorting Data in the Table

1 Select the Table



2 Click *Layout* tab

3 Click *Sort*

Sorting Data in the Table (2)

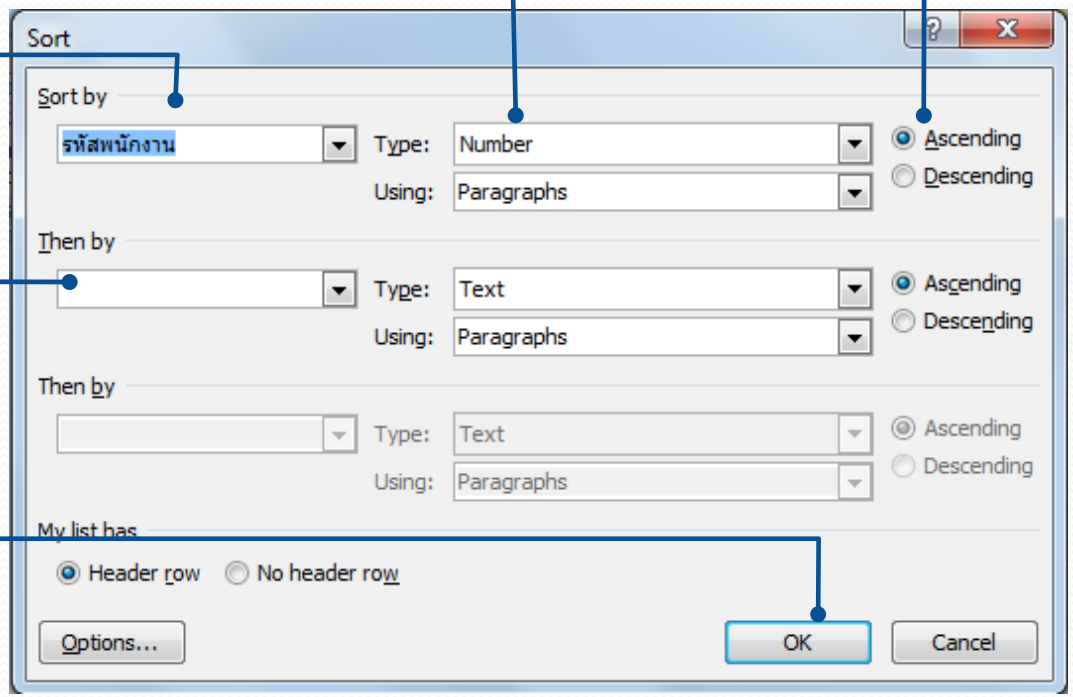
6 Select data type.

7 Select sorting style

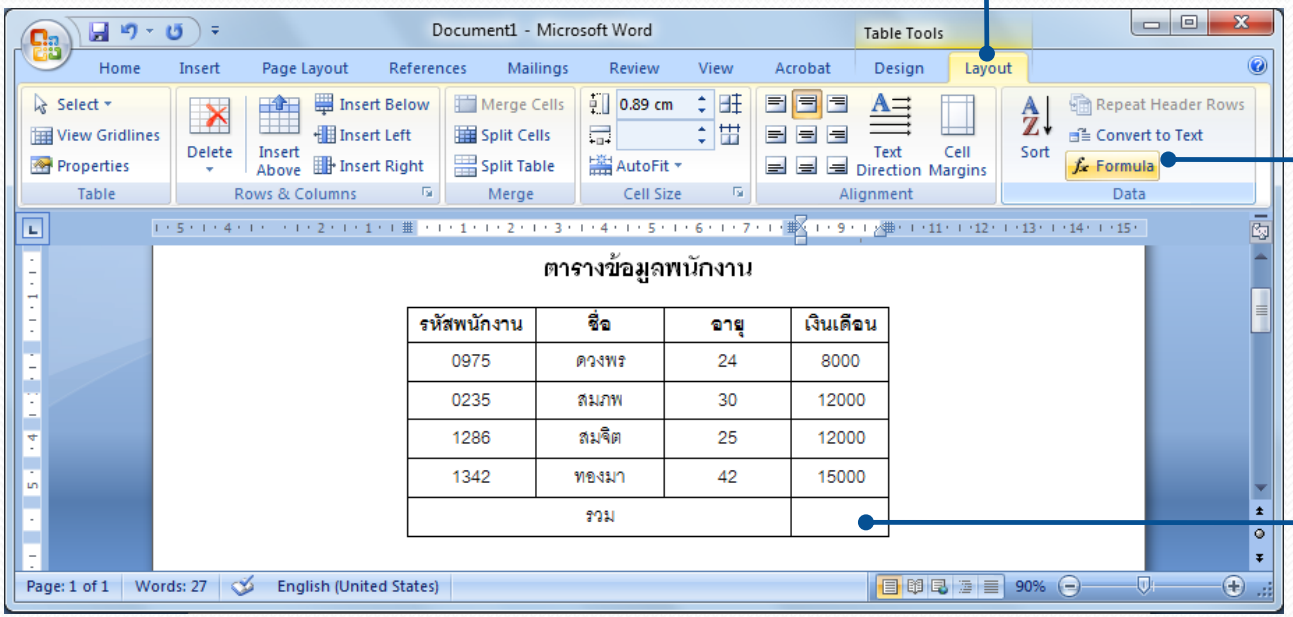
Select first column to be used in sorting 4

Select next column to be used in sorting 5

Click *OK* 8



In-table Calculation



2 Click *Layout* tab

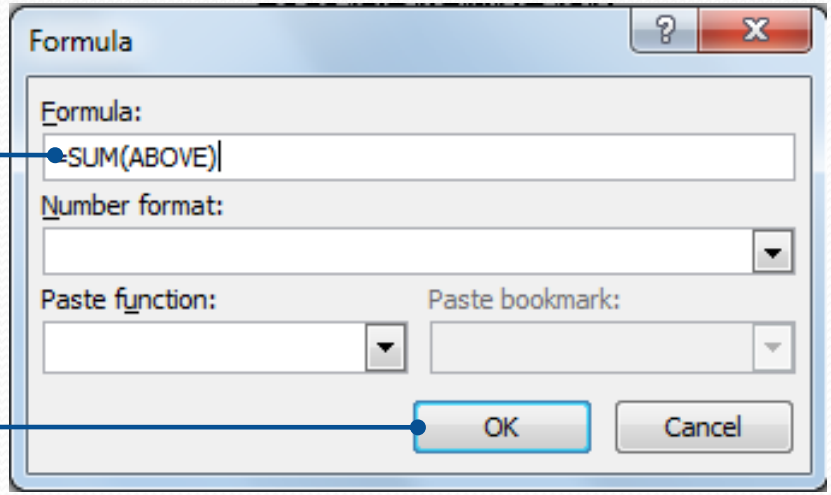
3 Click *Formula* button

1 Click cell you want to put the result in.

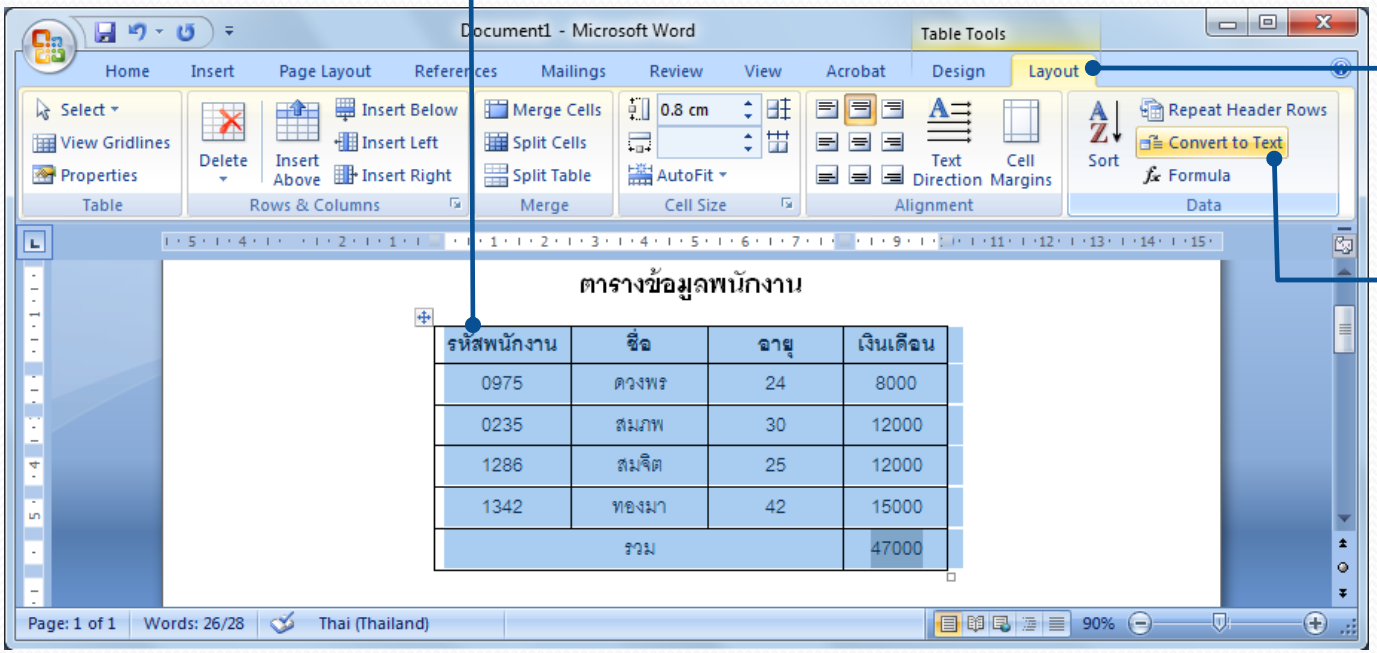
In-table Calculation (2)

Type in Formula (SUM, AVERAGE) 4

Click *OK* 5



Converting Table to Text



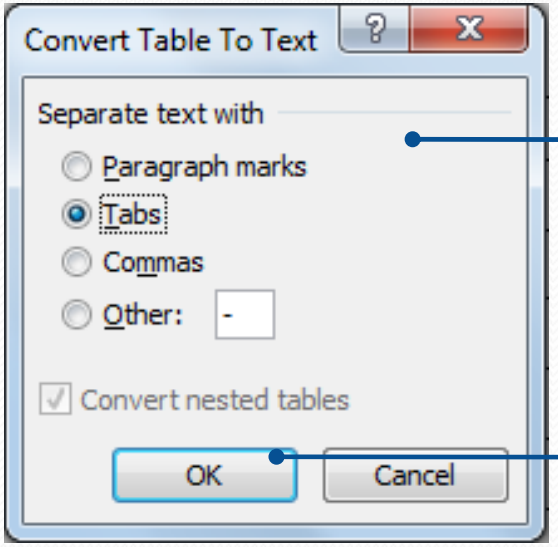
1 Select the Table

2 Click Layout tab

3 Click

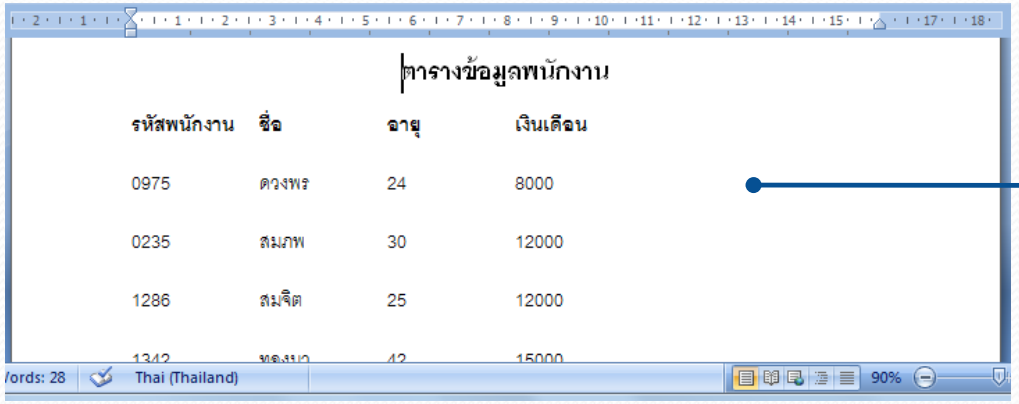
Convert to Text

Converting Table to Text (2)



4 Select how data in columns are separated.

5 Click *OK*



6 Table is now converted to formatted text.

Converting Text to Table

Click *Insert* tab 2

1 Highlight Text to Convert

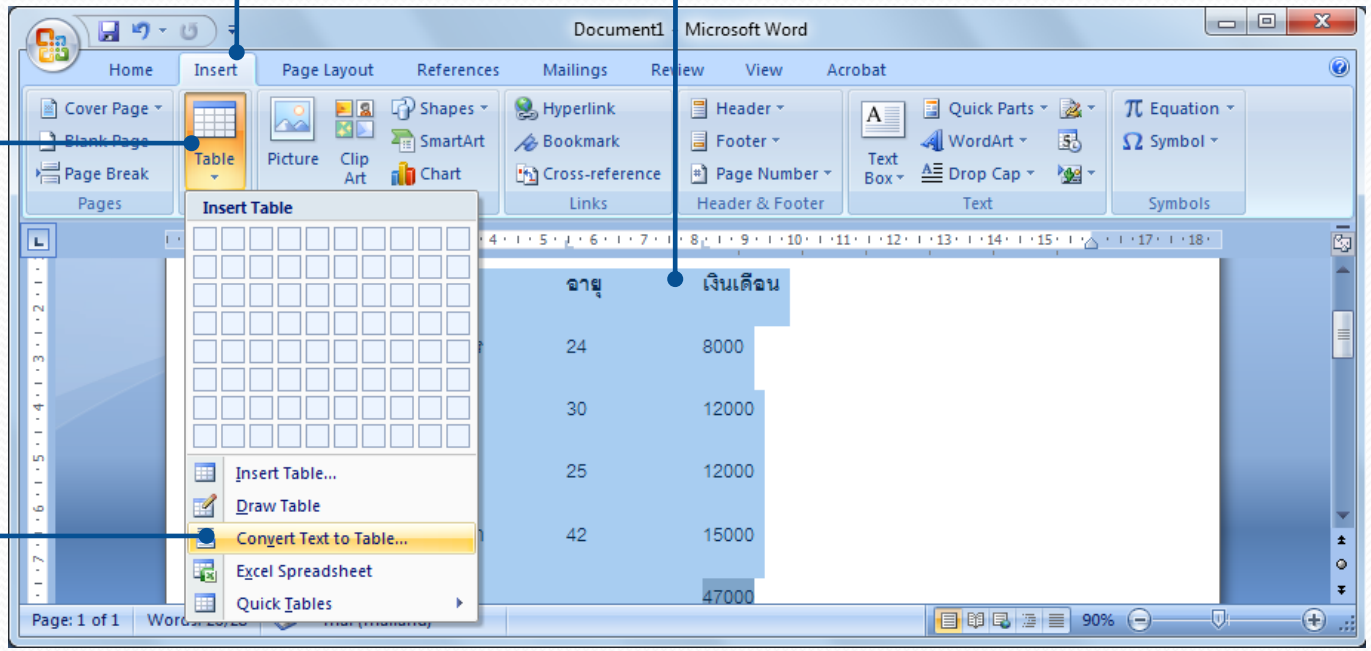
3

Click *Table* button

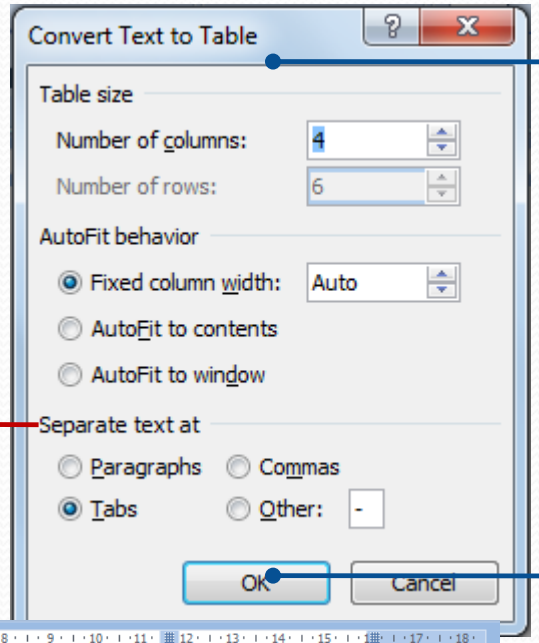
4

Select

Convert Text to Table…



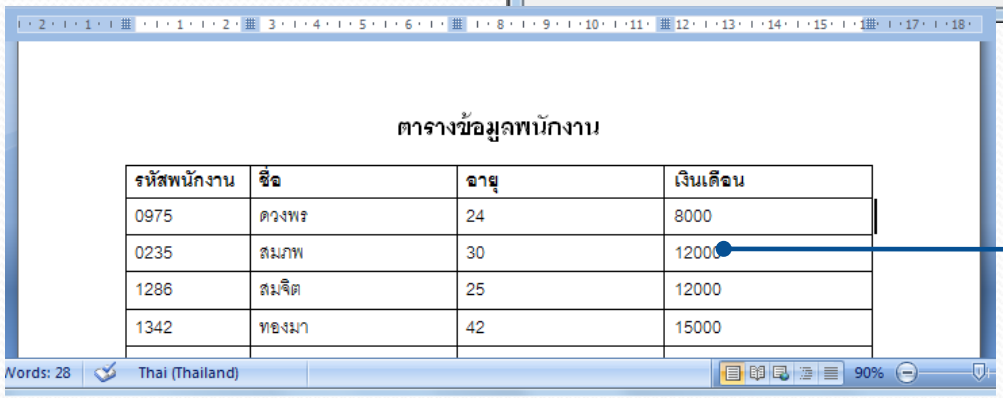
Converting Text to Table (2)



5 Choose how to convert text into table.

How data in texts are separated

6 Click *OK*



ตารางข้อมูลพนักงาน

รหัสพนักงาน	ชื่อ	อายุ	เงินเดือน
0975	ดวงพร	24	8000
0235	สมภพ	30	12000
1286	สมจิต	25	12000
1342	ทองมา	42	15000

Words: 28 Thai (Thailand) 90%

7 Text is now converted into a table.