

**Insert Tab Table Tools>Layout**

**Directions:**

1. Save this document as *LastName FirstInitial Formatting Paragraphs* to your flash drive (in your Word folder).

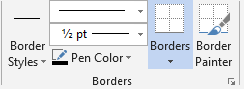
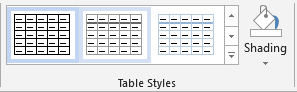
*Insert a Table: (Insert>Tables>Table)*

1. Insert a 4x3 Table
   1. Drag Method
   2. Type Method
2. Number the cells 1-12

*Format the Layout of a Table (Select or click in the table>Table Tools>Layout)*

1. Insert a row above Row 1 and below Row 2 (Rows & Columns)
2. Insert a column to the right of Column 1 and to the left of column 3 (Rows & Columns)
3. Delete Row 3 and Column 2 (Rows & Columns)
4. Delete the table (Rows & Columns)
5. Undo the table delete
6. Merge Row 1 cells (Merge). Type [Miamisburg Middle School]
7. Adjust Row Height in Row 1 to .5” (Cell Size)
8. Change the text alignment in Row 1 (Alignment). Cycle through the alignments and choose Align Center.

**Table Tools>Design**



*Format the Layout of a Table (Select or click in the table>Table Tools>Layout)*

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Last Name | First Name | Salary |
| 17 | Aggozino | Jeremy | $1,775,000 |
| 99 | Kimmet | Doug | $2,225,000 |
| 29 | Presar | Jeremy | $1,510,000 |
| 4 | Welsch | Troy | $780,000 |
| 34 | Osterloh | Jason | $1,035,000 |

1. Add a new row 1 and key [Ohio Northern Football] (Rows & Columns)
2. Change the width of column 1 to .75” (Cell Size)
3. Merge column 1 cells, Align Bottom Center (Merge, Alignment)
4. Change the height of row 1 to .5” (Cell Size)
5. Manually adjust width of column 4 to the right margin
6. Distribute columns 2-4 (Cell Size)
7. Sort the table by Last Name (Data)
8. Sort the table by Number (Data)
9. Change text direction in row 1, then undo (Cell Alignment)
10. Shade row 1 (Design>Table Styles)

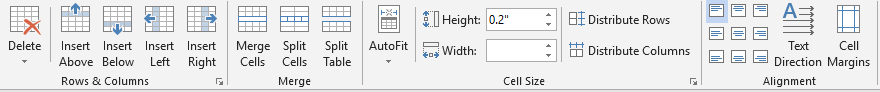
*Table Borders & Styles (Select or click in the table>Table Tools>Design)*

1. Insert a 3x4 table
2. Select the entire table. Apply a dashed line outside border (Borders)
3. Change the line style to solid, weight to 1 ½ pt, and pen color of the lines. Apply to the Inside Borders (Borders)
4. Select the two middle cells and remove the top and bottom borders (Borders)
5. Select the entire table and apply a Table Style. Notice each style has a specific name displayed with the screentips. (Table Styles)

**Insert Tab>Tables Group**

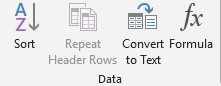
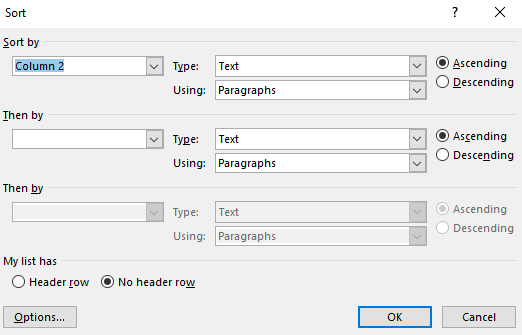
|  |  |
| --- | --- |
| **1.**  **2.**  **3.**  **4.**  **5.** | **1. Insert Table:**  **2. Insert Table:**  **3. Draw Table:**  **4. Excel Spreadsheet:**  **5. Quick Tables:** |

**Table Tools>Layout**



|  |  |  |
| --- | --- | --- |
| **#** | **Command** | **Description** |
| 1 | Delete |  |
| 2 | Insert Above |  |
| 3 | Insert Below |  |
| 4 | Insert Left |  |
| 5 | Insert Right |  |
| 6 | Merge Cells |  |
| 7 | Split Cells |  |
| 8 | Split Table |  |
| 9 | AutoFit |  |
| 10 | Height |  |
| 11 | Width |  |
| 12 | Distribute Rows |  |
| 13 | Distribute Columns |  |
| 14 | Align Top Left |  |
| 15 | Align Top Center |  |
| 16 | Align Top Right |  |
| 17 | Align Center Left |  |
| 18 | Align Center |  |
| 19 | Align Center Right |  |
| 20 | Align Bottom Left |  |
| 21 | Align Bottom Center |  |
| 22 | Align Bottom Right |  |
| 23 | Text Direction |  |
| 24 | Cell Margins |  |

**Sorting**



**Steps when sorting:**

1. Select the table/data you would like to sort
2. Choose your Sort by criteria
   1. You may check the My list has Header row to display the column name in the Sort by box
3. The Type: should match your data (Text for text, Number for numbers)
4. Select Ascending or Descending
5. Click OK

\*NOTE: The Then by sections are the next levels you could sort by. Example: Sort by last name, then by grade.