

Lesson 5-2: Creating a Table

Figure 5-2

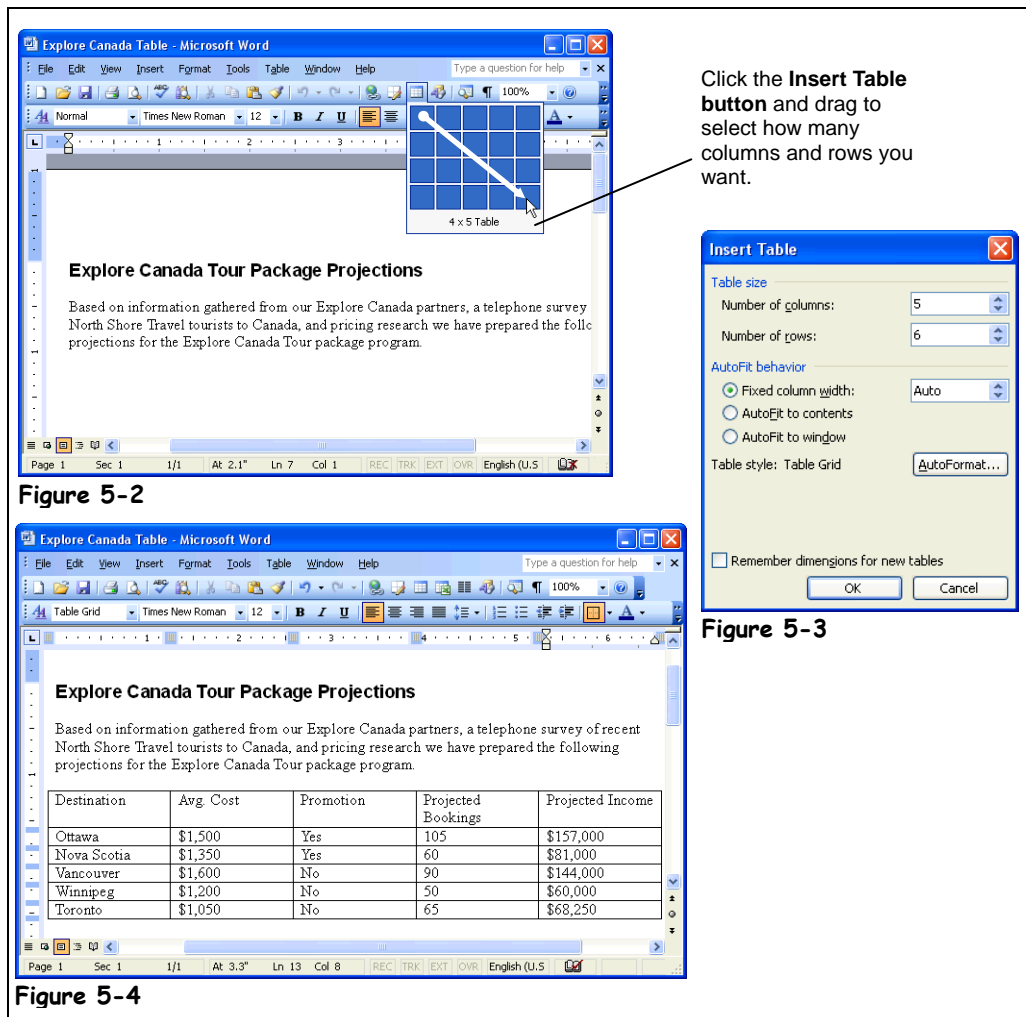
The Insert Table button on the Standard toolbar creates a table.

Figure 5-3

The Insert Table dialog box.

Figure 5-4

The new table.



In this lesson, you will learn how to create a table and then enter information into it. To create a table, you must first specify how many columns (which run up and down) and rows (which run left to right) you want to appear in your table. *Cells* are small, rectangular-shaped boxes where the rows and columns of a table intersect. The number of columns and rows will determine the number of cells in a table, which will determine how much information the table can contain. If you don't know how many columns and rows you want in your table, take an educated guess—you can always add or delete columns and rows later.

1. Open Microsoft Word.
2. Find and open the **Lesson 5A** document and save it as **Explore Canada Table**.

3. Press **<Ctrl> + <End>** to place the insertion point at the end of the document.

This is where you want to insert a table. Like so many other functions in Word, there are several ways to insert a table. We'll walk through the quickest and easiest method—using the Insert Table button on the Standard toolbar.

4. Click the **Insert Table button** on the Standard toolbar, hold the mouse button down, and then drag inside the grid to select **4 rows** and **5 columns**, as shown in Figure 5-2. Release the mouse button when you are finished.

A blank table appears with four rows and five columns, similar to the one shown in Figure 5-4, but without any information in it. If you have trouble using the Insert Table button, you can also insert a table with the Insert Table dialog box, shown in Figure 5-3. Just select Table → Insert → Table from the menu to open it.

Let's go ahead and enter some information into the new table.

5. Place the insertion point in the first cell (the one in the upper left-hand corner of the table) by clicking the cell.

6. Type *Destination*, then press **<Tab>** to move to the next cell.

The <Tab> key moves the insertion point to the next cell in the row. Finish adding the column headings for your table. Make sure you press <Tab> to move to the next cell.

7. Type *Avg. Cost*, press **<Tab>**, type *Promotion*, press **<Tab>**, type *Projected Bookings*, press **<Tab>**, and type *Projected Income*.

8. Press **<Tab>** to move the insertion point to the first cell in the second row.

Pressing Tab not only moves the insertion point to the next row, but it also inserts a new row if you are at the end of the table.

9. Type the following text in the table. Press **<Tab>** after entering the text in each cell.

Ottawa	\$1,500	Yes	105	\$157,000
Nova Scotia	\$1,350	Yes	60	\$81,000
Vancouver	\$1,600	No	90	\$144,000

Whoops, you've run out of rows! Just press <Tab> to enter a new row at the end of a table.

10. Press **<Tab>** to create a new row. Enter the *Winnipeg* information and press **<Tab>** again to enter a row for the *Toronto* information.

Winnipeg	\$1,200	No	50	\$60,000
Toronto	\$1,050	No	65	\$68,250

When you're finished, your table should look similar to the one in Figure 5-4.

11. Save your work.

Congratulations! You've just created your first table! Sorry for all the typing you had to do in this lesson, but now you have an idea of how easy tables make it to enter and present information. Now that you know how to create a table, you will appreciate the upcoming lessons where you learn how to add and delete columns and rows, how to format the table, and even how to perform calculations based on the information in a table.



Insert Table button

Other Ways to Insert a Table:

- Select **Table** → **Insert** → **Table** from the menu, enter the number of columns and rows, and click **OK**.

Quick Reference

To Create a Table:

- Click the **Insert Table button** on the Standard toolbar, then drag inside the grid to select the number of columns and rows that you want.

Or...

- Select **Table** → **Insert** → **Table** from the menu, specify the number of rows and columns you want, and click **OK**.

To Move from Cell to Cell in a Table:

- Press **<Tab>** to move forward one field or cell, and press **<Shift> + <Tab>** to move back one field or cell.

To Insert a New Row:

- In the bottom-right table cell, press the **<Tab>** key.

To Delete Text in a Cell:

- Select the cell(s) and press the **<Delete>** key.