Word

Intermediate

Instructor Guide

[Your Company Name]

CustomGuide

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EVALUATION
ONLY

Tables

You can use tables in your documents to arrange text and data neatly in a grid, organized by columns and rows. Once you've entered information into a table, you can style a table to stand out on the page or sort a table's contents alphabetically or numerically.

In this module, you'll learn how to create tables from scratch or from existing text. You'll also learn how to change a table's size, position, and style, as well as how to sort a table's contents.

Objectives

Create Tables
Convert Tables
Resize Rows and Columns
Table Styles
Table Borders and Shading
Position a Table
Cell Alignment and Margins
Merge and Split Cells
Sort a Table
Row Headers and Page Breaks

Create Tables

Tables are very useful tools when creating and formatting documents. For example, with a table you can:

- **Align Text, Numbers, and Graphics:** Many people prefer to use tables for alignment instead of tab stops because text can wrap to multiple lines in a table.
- **Create a Form:** You can use tables to store lists of telephone numbers, clients, and employee rosters.
- **Share Information:** You can use tables to share information between programs. For example, you can copy and paste a table's information into a Microsoft Excel worksheet or Access database.
- **Create a Publication:** Tables make it easier to create calendars, brochures, business cards, and many other publications.

Commented [IG1]:
Practice File: 01-create-tables.docx

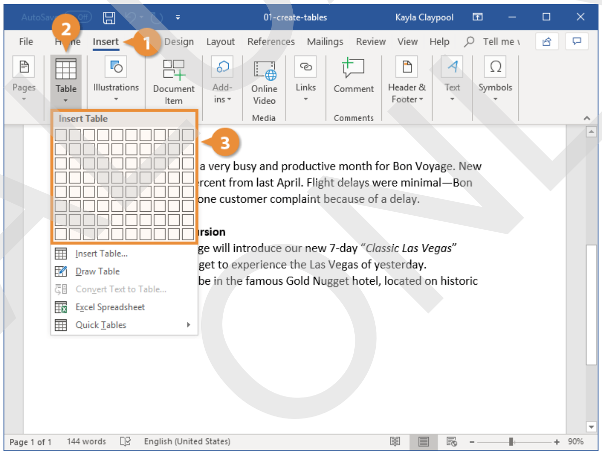
Explain to students that tables are good for organizing information in things like:
- Aligning text, numbers, and graphics
- Creating forms
- Sharing information with other programs
- Creating publications

Insert a Table

To create a table, you must first determine 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 boxes where the rows and columns intersect. The number of columns and rows determines the number of cells in a table.

1. Click the Insert tab.
2. Click the Table button.
3. Use the grid to select how many columns and rows you'd like.

   The table with the specified number of rows and columns is inserted.
4. Enter your content into your newly created table.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Insert Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
1
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Page 1 of 1
144 words
English (United States)
90%

a very busy and productive month for Bon Voyage. New
rcent from last April. Flight delays were minimal—Bon
one customer complaint because of a delay.

rsion

ge will introduce our new 7-day *"Classic Las Vegas"*
get to experience the Las Vegas of yesterday.
be in the famous Gold Nugget hotel, located on historic

You can use the arrow keys to navigate from cell to cell as you type. You can also press the **Tab** key to move to the next cell.

Commented [IG2]:
Place the text insertion cursor after the last paragraph on the first page.

1. Click the Insert tab.

2. Click the Table button.

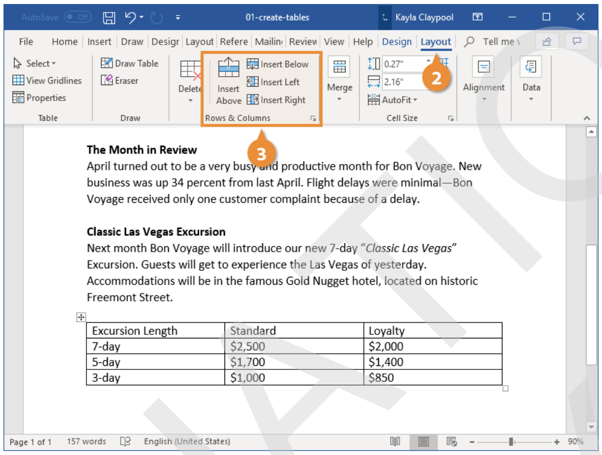
3. Use the grid to select 3 columns and 4 rows.

4. Enter the content from the table in the screenshot on the next page or from the table on the second page of the practice file.

Add a Row or Column

You can add more columns and rows to a table after you've inserted it. This way, you're not trapped using a fixed structure if you need to add more data later.

1. Select a cell in a row or column adjacent to where you want the new row or column inserted.
2. Click the **Layout** tab in the Table Tools ribbon group.
3. Click one of the **Insert** buttons in the Rows & Columns group.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Page 1 of 1
157 words
English (United States)
90%

The Month in Review

April turned out to be a very busy and productive month for Bon Voyage. New business was up 34 percent from last April. Flight delays were minimal—Bon Voyage received only one customer complaint because of a delay.

Classic Las Vegas Excursion

Next month Bon Voyage will introduce our new 7-day "*Classic Las Vegas*" Excursion. Guests will get to experience the Las Vegas of yesterday. Accommodations will be in the famous Gold Nugget hotel, located on historic Freemont Street.

Excursion Length	Standard	Loyalty
7-day	$2,500	$2,000
5-day	$1,700	$1,400
3-day	$1,000	$850

You can insert a row above or below the selected cell's row, or a column to the left or right of the selected cell's column.

Tip: Hover your mouse above the line between columns, or to the left of the line between rows, and click the **+** button that appears to quickly add a new column or row.

Commented [IG3]:
1. Select a cell in the middle column.

2. Click the Layout tab in the Table Tools ribbon group.

Make sure to point out to your students that when a table or table cell is selected, the Table Tools group appears on the ribbon. The commands to add rows and columns are on the Layout tab in the Table Tools group, not the other Layout tab that contains page layout options.

3. Click the Insert Right button to add a new column to the right of the selected one.

Also demonstrate that you can add a column or row by hovering the mouse pointer above or to the left of the borders between columns/rows, and then clicking the + button that appears.

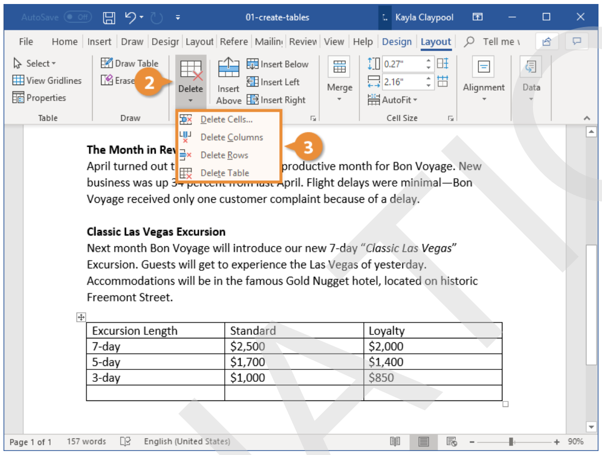
Delete a Row or Column

You can delete rows and columns that you don't want, in case you made a table that was bigger than you needed.

1. Select a cell in a row or column you want to delete.
2. Click the **Delete** button on the Layout tab (in the Table Tools ribbon group).

   Here, you have the option to delete the specific cell, the column or row the selected cell is in, or the entire table.
3. Select one of the options.

If you decide to delete only the selected cell, you can choose how to move the rest of the cells around to fill the gap. You can shift the rest of the row's cells to the left or shift the rest of the column's cells up.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Page 1 of 1
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English (United States)
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Excursion Length	Standard	Loyalty
7-day	$2,500	$2,000
5-day	$1,700	$1,400
3-day	$1,000	$850

Commented [IG4]:

1. Select a cell in the column you added in the previous section.

2. Click the Delete button.

3. Select Delete Column.

Once the blank column has been deleted, select a cell in the middle of the table, click Delete again, and select Delete Cell. Show off the options to shift the rest of the content around the deleted cell and then click Cancel.

Convert Tables

You don't need to create a table from scratch every time. You can convert a selection of existing text into a table, as long as it's properly formatted. You can also convert an existing table into regular text, in case you want to keep the data but don't need it in a table.

Convert Text to Tables

If you have a lot of text already formatted properly, you can quickly turn it into a table.

1. Select the text and make sure it's properly formatted.

   Word will insert a new column when a **tab** character is found, so make sure that columns are separated by tabs.

2. Click the **Insert** tab.
3. Click the **Table** button.
4. Select **Convert Text to Table**.

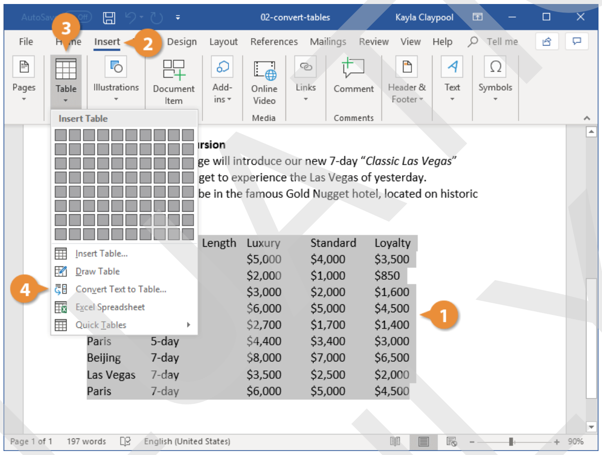
   If the text was formatted right, some of the options in this dialog box should already be filled in. Otherwise, set the number of columns and rows, and how to separate the text into columns.

5. (Optional) Customize AutoFit behavior.

   You can choose whether to set a fixed column width, automatically fit the columns to the content, or automatically fit the table to the page or window.

6. Click **OK**.

The selected text is automatically turned into a table.



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Quick Tables
Page 1 of 1
197 words
English (United States)
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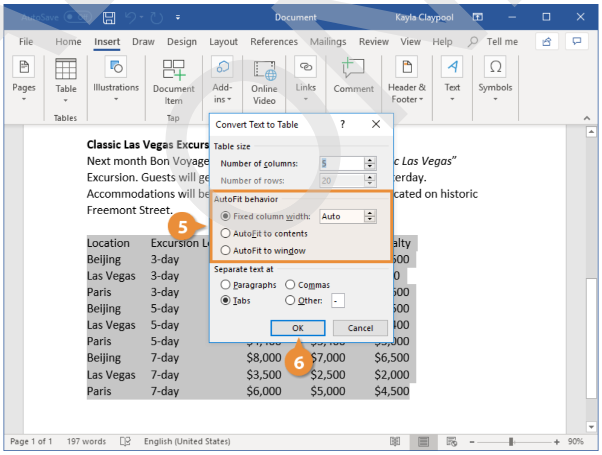

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Convert Text to Table

Table size

Number of columns: 5

Number of rows: 20

AutoFit behavior

● Fixed column width: Auto

○ AutoFit to contents

○ AutoFit to window

Separate text at

○ Paragraphs ○ Commas

● Tabs ○ Other: -

OK Cancel

Commented [IG5]:
Practice File: 02-convert-tables.docx

Commented [IG6]:
Make sure that the practice file has the text to convert properly formatted. Show the students that they can check and make sure tabs are in place by clicking the Show / Hide ¶ button on the Home tab; tabs will be represented by arrows.

1. Select the lines of text to be turned into the table (the header row and content rows at the end of the document, after the Classic Las Vegas body paragraph).

2. Click the Insert tab on the ribbon.

3. Click the Table button.

4. Select Convert Text to Table.

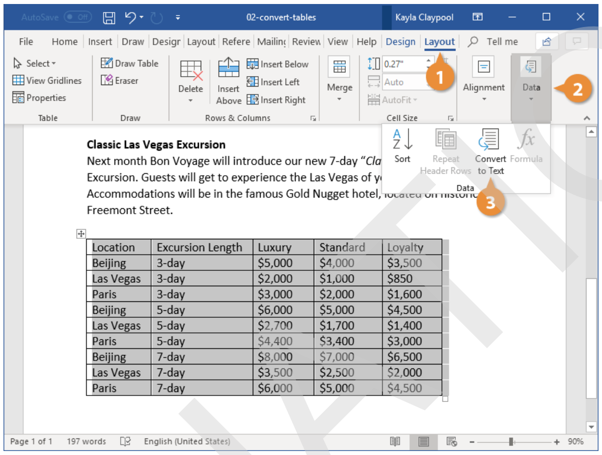
The number of columns should be automatically set, if the tabs are still present in the selected text. Show that you could also have separated the columns with paragraphs or commas.

Also explain that you can specify the column width, or autofit the table to the contents or to the window. Leave Fixed, Auto selected.

5. Click OK.

Convert Table to Text

You can also convert an existing table back into plain text. This frees up the text from the table, so that you can keep the table's data without the strict table formatting.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Page 1 of 1
197 words
English (United States)
90%

Classic Las Vegas Excursion
Next month Bon Voyage will introduce our new 7-day "*Cla*
Excursion. Guests will get to experience the Las Vegas of y
Accommodations will be in the famous Gold Nugget hotel,
Freemont Street.

Location	Excursion Length	Luxury	Standard	Loyalty
Beijing	3-day	$5,000	$4,000	$3,500
Las Vegas	3-day	$2,000	$1,000	$850
Paris	3-day	$3,000	$2,000	$1,600
Beijing	5-day	$6,000	$5,000	$4,500
Las Vegas	5-day	$2,700	$1,700	$1,400
Paris	5-day	$4,400	$3,400	$3,000
Beijing	7-day	$8,000	$7,000	$6,500
Las Vegas	7-day	$3,500	$2,500	$2,000
Paris	7-day	$6,000	$5,000	$4,500

① With the table selected, click the **Layout** tab.

② Expand the **Data group**, if necessary.

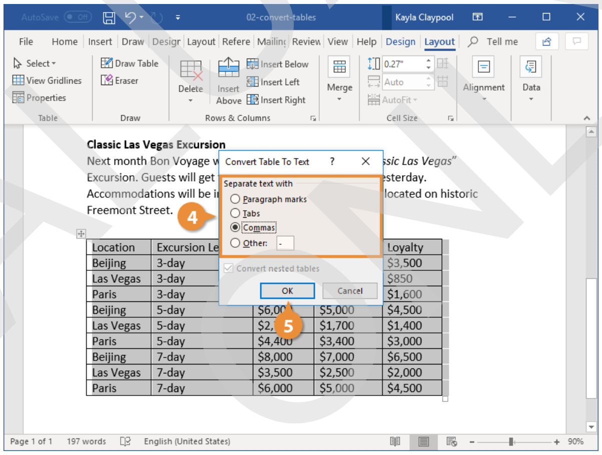
③ Click the **Convert to Text** button.

④ Choose how you want the cells separated.

You can separate the columns with new paragraph marks, tabs, or commas. You could also specify another custom separator.

⑤ Click **OK**.

The table is converted back to text.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Page 1 of 1
197 words
English (United States)
90%

Classic Las Vegas Excursion
Next month Bon Voyage w ... *sic Las Vegas"*
Excursion. Guests will get ... esterday.
Accommodations will be i ... located on historic
Freemont Street.

Separate text with
○ Paragraph marks
○ Tabs
● Commas
○ Other: -
☑ Convert nested tables

Location	Excursion Le			Loyalty
Beijing	3-day			$3,500
Las Vegas	3-day			$850
Paris	3-day			$1,600
Beijing	5-day	$6,00	$5,000	$4,500
Las Vegas	5-day	$2,	$1,700	$1,400
Paris	5-day	$4,400	$3,400	$3,000
Beijing	7-day	$8,000	$7,000	$6,500
Las Vegas	7-day	$3,500	$2,500	$2,000
Paris	7-day	$6,000	$5,000	$4,500

Commented [IG7]:
The table we just created should still be selected after the end of the previous section; if it isn't, select the whole table by moving your mouse cursor over the table, then clicking the selection box that appears to the top left of the table.

1. Click the Layout tab in the Table Tools ribbon group.

2.Expand the Data group, if necessary.

If the Word window is too small, the Data group will be condensed and require a click to expand.

3. Click the Convert to Text button.

4. Select Commas.

5. Click OK.

The table is converted back to text, but now the columns are separated by a comma instead of a tab.

Resize Rows and Columns

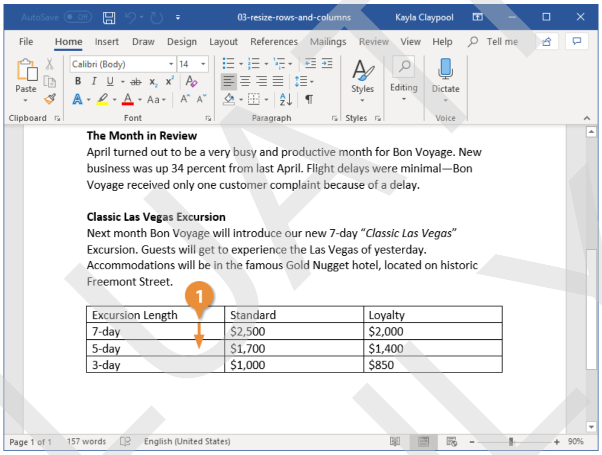
When you first create a table, all the rows and columns will start the same size. As you add information to the table, you'll likely find that some rows and columns will need to be bigger than others. You can adjust the size of rows and columns manually, or automatically resize them.

Manually Resize

The most direct way to manually adjust the width of a column or the height of a row is by directly adjusting them with the mouse.

1. Click and drag a cell border until the row or column is the size you need.

The columns or rows adjust to the new size.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14
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Page 1 of 1
157 words
English (United States)
90%

The Month in Review

April turned out to be a very busy and productive month for Bon Voyage. New business was up 34 percent from last April. Flight delays were minimal—Bon Voyage received only one customer complaint because of a delay.

Classic Las Vegas Excursion

Next month Bon Voyage will introduce our new 7-day *"Classic Las Vegas"* Excursion. Guests will get to experience the Las Vegas of yesterday. Accommodations will be in the famous Gold Nugget hotel, located on historic Freemont Street.

Excursion Length	Standard	Loyalty
7-day	$2,500	$2,000
5-day	$1,700	$1,400
3-day	$1,000	$850

Commented [IG8]:
Practice File: 03-resize-rows-and-columns.docx

Use the table present on the document.

Commented [IG9]:
1. Click and drag the border between the first and second row downwards to increase the height of the first row.

2. Click and drag the border between the first and second columns to increase the width of the second column.

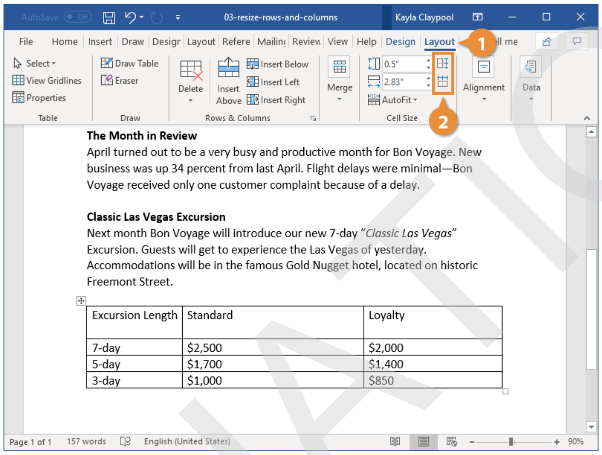
You can also switch over to the Layout tab in the Table Tools ribbon group (the extra tabs that appear when the text cursor is in the table), and show that the column width and row height can be changed there.

Distribute Rows and Columns

If your table has columns and rows of different sizes, you can distribute them so that they're all the same width or height.

1. Click the **Layout** tab in the Table Tools ribbon group.
2. Click the **Distribute Columns** button or the **Distribute Rows** button.

The columns or rows in the table are all set to the same width or height.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Excursion Length	Standard	Loyalty
7-day	$2,500	$2,000
5-day	$1,700	$1,400
3-day	$1,000	$850

Commented [IG10]: After the previous section, the first row should be taller than the others, and the middle column should be wider.

1. Click the Layout tab in the Table Tools ribbon group.

2. Click the Distribute Rows button.

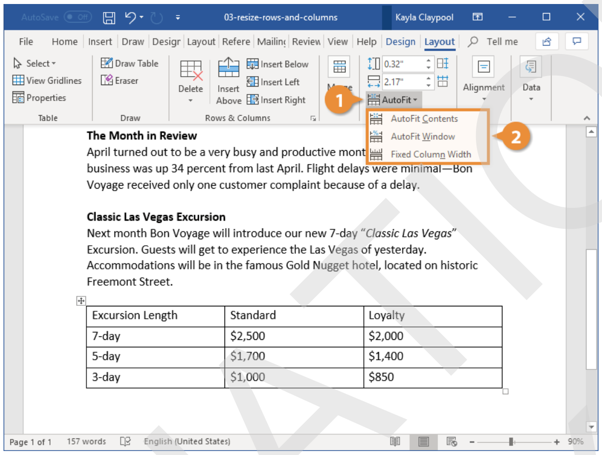
Explain that the table remains the same height, but now all the rows within are adjusted to be of equal height.

3. Click the Distribute Columns button.

Show that all the columns have adjusted to be the same width.

Automatically Resize

You can also have rows and columns resize automatically to fit the table’s contents.



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3-day	$1,000	$850

1. Click the **AutoFit** button.

   The AutoFit menu has three options.

   - **AutoFit Contents** will automatically resize the rows and columns to fit the content in the cells. The table will automatically adjust to new content, resizing the columns and rows as you type.
   - **AutoFit Window** will resize the table to fill the available space on the page.
   - **Fixed Column Width** will stop the columns and rows from resizing as new content is added if you’ve previously enabled an AutoFit setting.

2. Select an AutoFit option.

The table’s rows and columns are resized according to the option you selected.

Commented [IG11]:
1. Click the AutoFit button.

2. Select AutoFit Contents.

The table gets a lot narrower, as each column is only as wide as it needs to be to fit the content.

Demonstrate adding content to a cell, pointing out that as you type, the width of the column and table adjusts to fit. Mention that selecting Fixed Column Width would turn this behavior off.

3. Click the AutoFit button again.

4. Select AutoFit Window.

The table expands to fit the available page width.

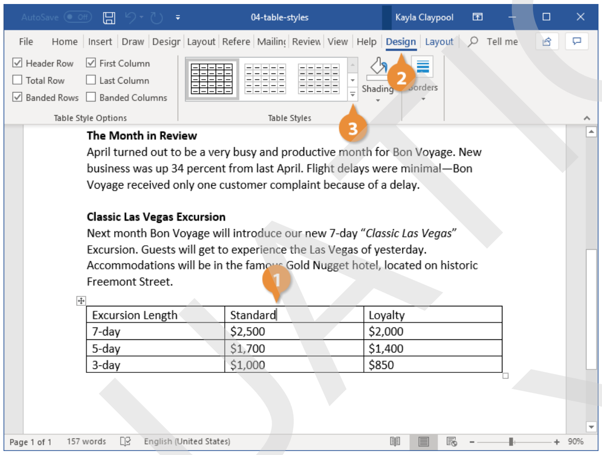
Table Styles

Apply a Table Style

By default, a table is created with the Table Grid style, which includes a basic black border around each cell in the table. Word includes many built-in styles that provide more visual appeal.

1. Click inside the table.
2. Click the **Design** tab in the Table Tools ribbon group.

   The Table Styles group will show a few table styles, but to see the rest, you'll need to expand the gallery.
3. (Optional) Click the Table Styles **More** button to see all the available styles.
4. Select a style.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Page 1 of 1
157 words
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☑ Header Row ☑ First Column
☐ Total Row ☐ Last Column
☑ Banded Rows ☐ Banded Columns

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Excursion Length	Standard	Loyalty
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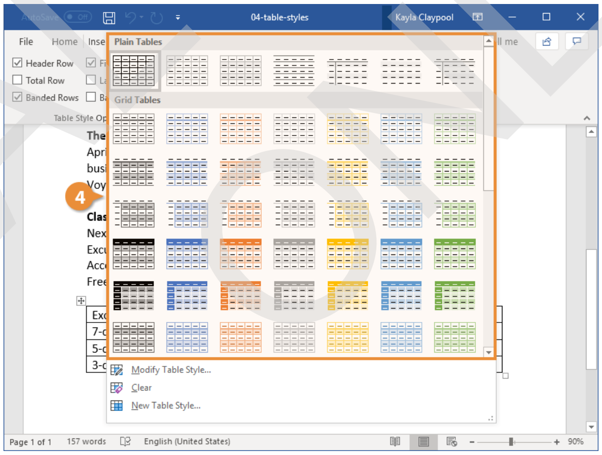
The style is applied to the table, changing the borders, shading, and colors.

Tip: You could create a new style by selecting **New Table Style** or modify an existing one by selecting **Modify Table Style** and choosing which formatting you'd like.

Tip: To remove a Table Style, select **Clear** from the More Table Styles menu.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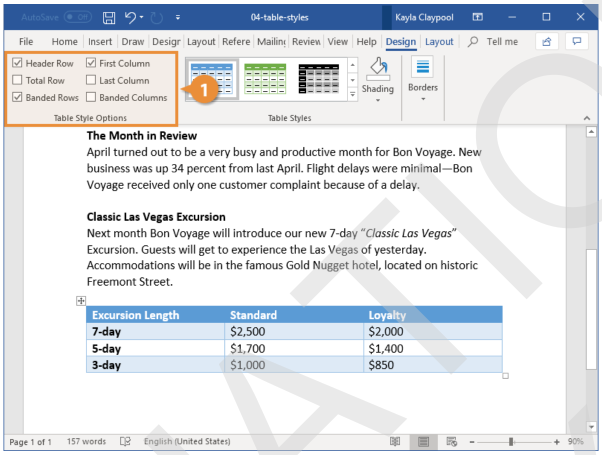
Commented [IG12]:
Practice File: 04-table-styles.docx

Commented [IG13]:
1. On the second page, click inside the table.
2. Click the Design tab in the Table Tools ribbon group.
3. Click the More button in the Styles gallery.
4. Select Grid Table 4 - Accent 5 (with the blue header row).

Adjust Style Options

You can further customize a table style by changing the table style options.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① Use the check boxes in the Table Style Options group to toggle the following settings:

- **Header Row** will apply special formatting to the first row of the table. This special formatting can include font effects, or font, background, and border color.
- **First Column** will apply special formatting to the first column.
- **Total Row** will add special formatting to the final row of a table, designed to summarize the rows above it.
- **Last Column** will apply special formatting to the last column to summarize the earlier columns.
- **Banded Rows** will alternate the background color of rows.
- **Banded Columns** will alternate the background color of columns.

Tip: The special formatting applied by each option is controlled by the style that's been applied to the table. You can customize these formatting options by clicking the Table Styles **More** button, then selecting **Modify Table Style**.

Commented [IG14]: Explain the different options available in the Table Style Options group on the Design tab of the ribbon.

1. Toggle each of the Table Style Options check boxes on and off (or, off and then back on) to see how they affect the appearance of the table.

Table Borders and Shading

Add a Border

Borders can improve a table's appearance, giving it a polished, professional look. Borders also make it easier to keep the information in different cells visually separate.

1. Select a cell, multiple cells, or the whole table.

   Borders will only be added to the cell or cells you have selected.

2. Click the **Design** tab in the Table Tools ribbon group.

   Before applying a border, you need to specify the border style. You can individually select a line style, weight, and color, or use an existing border style.

3. Click the **Border Styles** list arrow.

   This menu shows a few borders included in the document theme, in a variety of colors and line styles.

4. Select a border style.

   Now that you've selected a border style, choose which borders to apply that style to.

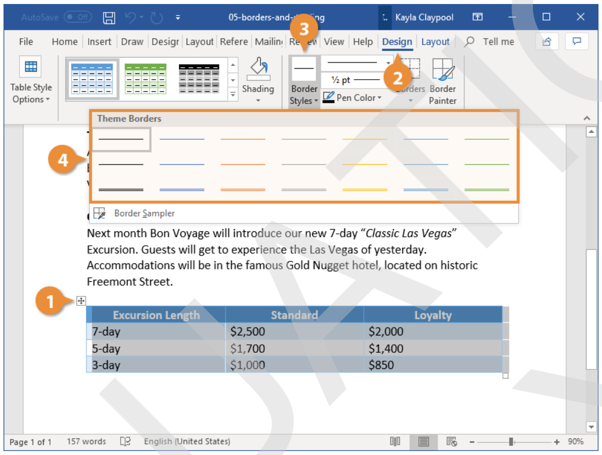
5. Click the **Borders** list arrow.

   This menu shows which borders the style can be applied to. You can select All Borders or a subset.

6. Select the borders you want to add.

The selected border style is applied to the selected borders.

Tip: Select **No Borders** from the Borders menu to remove borders from the selected cells.



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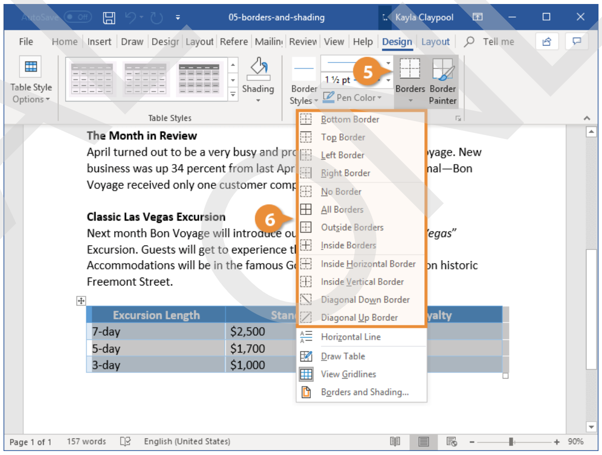
3-day	$1,000	$850



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The Month in Review

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7-day	$2,500	
5-day	$1,700	
3-day	$1,000	

Commented [IG15]:
Practice File: 05-borders-and-shading.docx

Commented [IG16]:
1. Select the table on the second page.
2. Click the Design tab in the Table Tools ribbon group.
3. Click the Border Styles list arrow.
4. Choose the gray one in the middle.
5. Click the Borders list arrow.
6. Choose All Borders.

Explain to your students that they can also use the Border Painter tool to draw on their own borders. This can be cumbersome, so it's often best to use the Borders button when possible.

Add Cell Shading

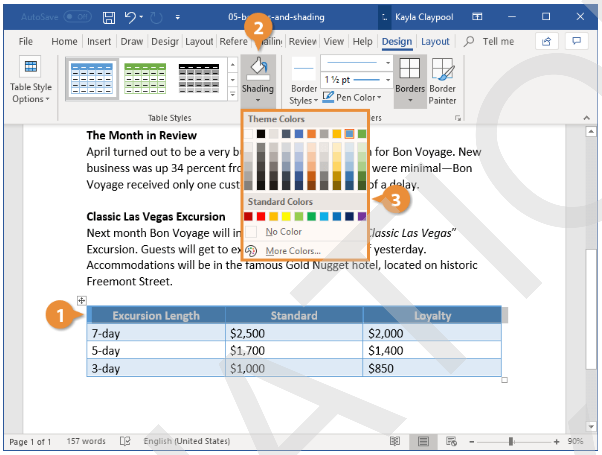
Shading includes fill colors and patterns that you can apply to table cells.

1. Select the cell or cells you want to add shading to.
2. Click the **Shading** list arrow on the Table Tools Design tab.

   The shading menu will show a spectrum of colors from the current document theme as well as a few standard colors. You could also select **More Colors** to select a custom color or select **No Color** to remove existing shading.
3. Select a color.

The color is added as a background to the selected cells.

Tip: To use a pattern instead of a solid color in your table, click the Borders group dialog box launcher, click the **Shading** tab, and select a pattern in the Style list.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Commented [IG17]:
1. Select the first row.

2. Click the Shading list arrow on the Design tab.

3. Select the Blue-Gray color on the top row.

Position a Table

Commented [IG18]:
Practice File: 06-position-a-table.docx

Tables aren’t simply stuck where they are when you first insert them. You can move them around manually or let Word position them automatically for you.

Align a Table

Commented [IG19]:
1. On the second page, select the entire table (not just part of it) by clicking the Move handle.

2. Click the Center alignment button.

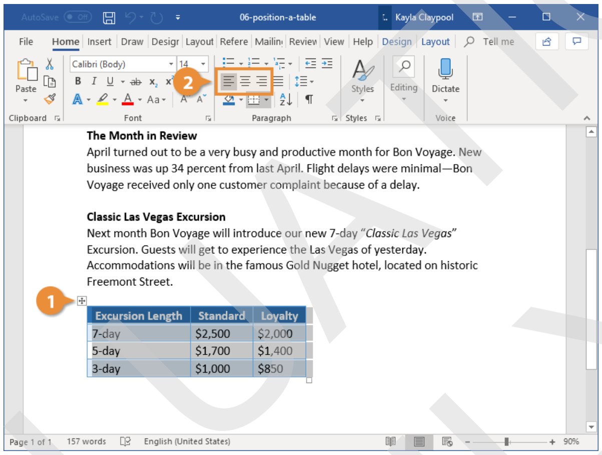
The table moves from the left margin to the center.

You can position a table the same way that you position regular text, using the alignment controls.

1. Select the table by clicking the Move handle (⊞) that appears above the top left corner of the table.

   It’s important that the whole table is selected. If only certain cells are selected, the text in those cells will be aligned instead of the table.

2. Select an alignment option in the Paragraph group on the Home tab.



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Page 1 of 1
157 words
English (United States)
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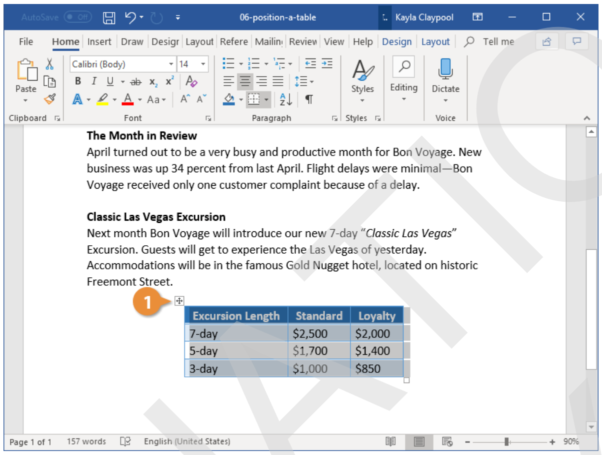
The table is aligned to the left, center, or right margin of the page, just like text would be.

Move a Table

If the basic alignment options don't position the table where you want it to be, you can move the table around the page manually.

① Click the table's Move handle (⊞) and drag it to where you want to move the table.

The table moves, and the text on the page moves around to make room.



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3-day	$1,000	$850

Commented [IG20]:
1. Click and drag the table by the Move handle up into the paragraph above it.

Adjust Text Wrapping

Text wrapping controls how text in your document flows around a table.

① With the table selected, click the **Layout** tab in the Table Tools ribbon group.

② Click **Properties**.

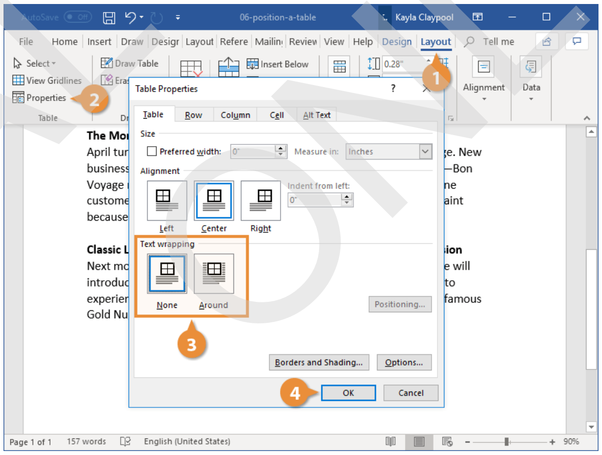
In the Text Wrapping section of the dialog box, you can choose from two text wrapping options.

- **None** will clear the areas to the left and the right of the table.
- **Around** will let the text wrap around the table on the left and right sides.

③ Make your text wrapping selection.

④ Click **OK**.

The text wrapping is changed to the selected setting.



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Page 1 of 1
157 words
English (United States)
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Commented [IG21]:
In the previous section, we dragged the table into a paragraph. Point out how the text made room for the paragraph, moving around it. Make sure that your students know this feature is called Text Wrapping, and can be turned off if they wish.

1. Make sure that the table is selected, then click the Layout tab in the Table Tools ribbon group.

2. Click Properties.

3. In the Text wrapping section, select None.

4. Click OK.

The text wrapping is turned off. Show your students that the text no longer flows around the table on the sides.

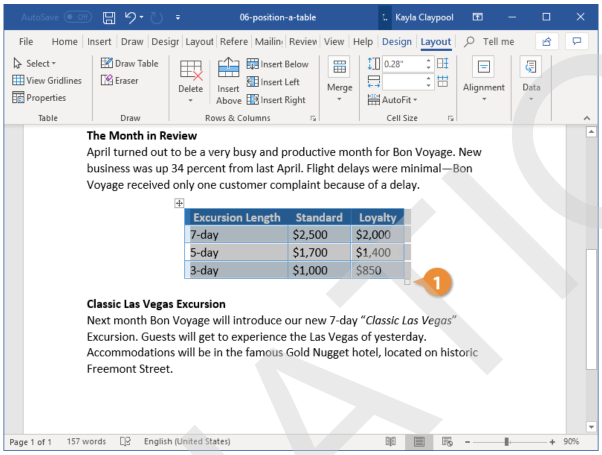
Resize a Table

You can also easily resize a table to fit within a certain space.

1 Click and drag the Sizing box in the bottom-right corner of the table to make your table larger or smaller.

The table is resized, with the columns and rows resizing proportionally.

Tip: You can also specify a preferred table width, but not height, in the Table Properties dialog box.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Commented [IG22]:
1. Click and drag the table's Sizing box to make it larger.

After the table has been resized, reopen the Table Properties dialog box (by clicking the Properties button), and change the value in the Preferred Width field. After clicking OK, show that the table has changed in size again.

Cell Alignment and Margins

Text Alignment

You can control how text is aligned within a table cell, just like you'd align text on the page.

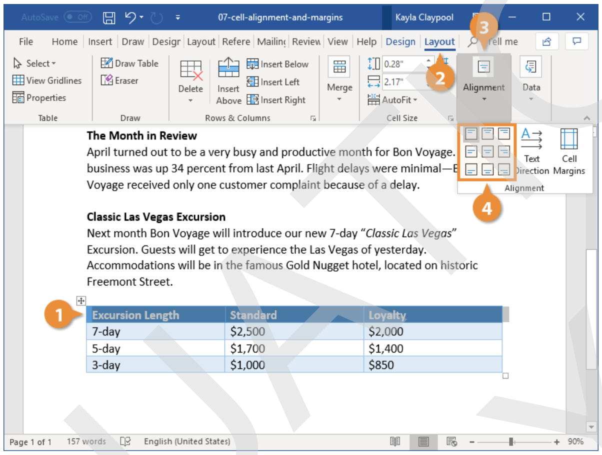
1. Select the cell or cells you want to align.

   You could also select the entire table if you want to align all the text together.

2. Click the **Layout** tab in the Table Tools ribbon group.
3. Expand the **Alignment** group, if necessary.

   There are nine alignment options, letting you align the content to either side of a cell, any corner, or center it in the middle of the cell.

4. Select an alignment option.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The text in the selected cell realigns to the selected side or corner.

Tip: You can also select **Text Direction** to change the text from left-to-right to top-to-bottom or bottom-to-top.

Commented [IG23]:
Practice File: 07-cell-alignment-and-margins.docx

Commented [IG24]:
1. Select the first row of the table on the second page.

2. Click the Layout tab in the Table Tools ribbon group.

3. Expand the Alignment group, if necessary.

4. Click the Align Center option in the Alignment group.

Make sure to point out your students can also select **Text Direction** to change how the text appears in the cell.

Add Cell Margins

You can also adjust the margins between cell borders and the text within those cells.

① Select cell or cells you want to adjust.

You can select the entire table to adjust all the margins at once.

② From the Layout tab, expand the **Alignment** group, if necessary.

③ Click the **Cell Margins** button.

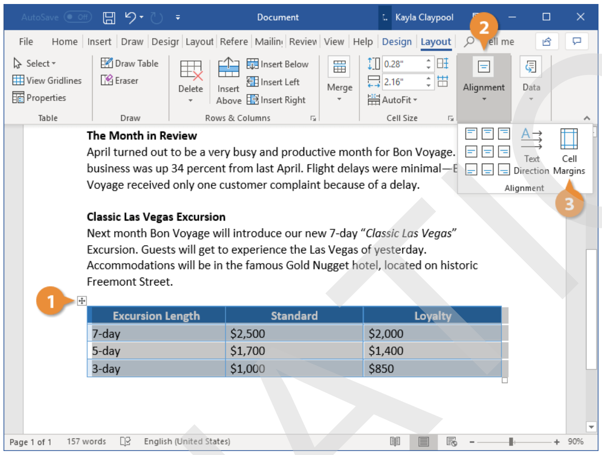
In the Table Options dialog box, we can adjust the margins for the selected cell or cells. The margin affects how much space there is between the edge of the cell and the contents of that cell.

④ Adjust the margins.

You can adjust the margin on each side of the cell independently.

⑤ Click **OK**.

The cell margins are changed.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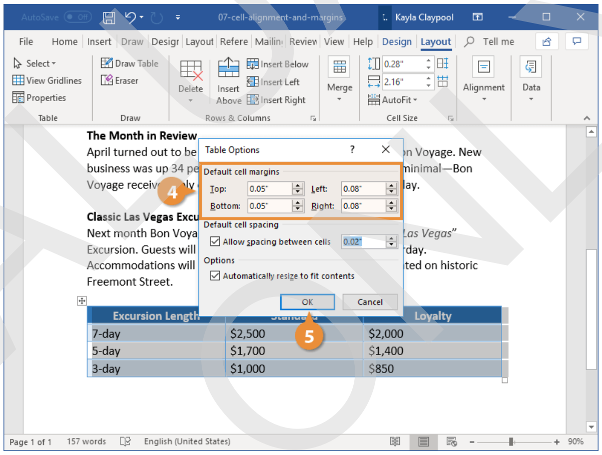
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Page 1 of 1
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Table Options

Default cell margins
Top: 0.05" Left: 0.08"
Bottom: 0.05" Right: 0.08"

Default cell spacing
☑ Allow spacing between cells 0.02"

Options
☑ Automatically resize to fit contents

Commented [IG25]:
1. Select the entire table.

2. Expand the Alignment group on the Layout tab (Table Tools ribbon group), if necessary.

3. Click the Cell Margins button.

4. Adjust the Top and Bottom margins to 0.05".

While in this dialog box, you can also show your students how to add spacing between cells.

5. Check the check box in the Default Cell Spacing section.

6. Adjust the cell spacing to 0.02".

7. Click OK.

Merge and Split Cells

Commented [IG26]:
Practice File: 08-merge-and-split-cells.docx

Even though a table starts out as a strict grid of cells, you can change a table's layout by merging multiple cells together, as well as splitting a cell into multiple cells.

Merge Cells

Commented [IG27]:
1. Select the top row of the table.

2. Click the Layout tab in the Table Tools ribbon group.

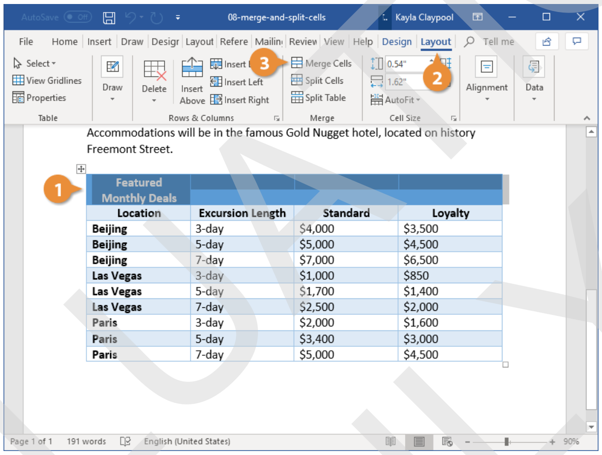
3. Click the Merge Cells button.

You can combine several smaller cells into a single, larger cell that spans the space previously occupied by the individual cells.

1. Select multiple cells that share a border.
2. Click the **Layout** tab in the Table Tools ribbon group.
3. Click the **Merge Cells** button.

The selected cells are merged into a single cell that takes up the entire width and height of the original cells.

Tip: You can also right-click the selected cells and select **Merge Cells** from the menu.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Page 1 of 1
191 words
English (United States)
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Accommodations will be in the famous Gold Nugget hotel, located on history Freemont Street.

Featured Monthly Deals			
Location	**Excursion Length**	**Standard**	**Loyalty**
Beijing	3-day	$4,000	$3,500
Beijing	5-day	$5,000	$4,500
Beijing	7-day	$7,000	$6,500
Las Vegas	3-day	$1,000	$850
Las Vegas	5-day	$1,700	$1,400
Las Vegas	7-day	$2,500	$2,000
Paris	3-day	$2,000	$1,600
Paris	5-day	$3,400	$3,000
Paris	7-day	$5,000	$4,500

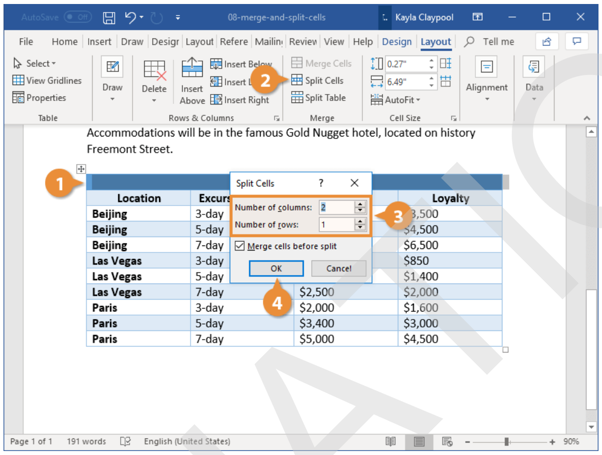
Split Cells

Cells can also be broken up into several smaller cells by using the Split Cells command.

1. Select a cell.
2. Click the **Split Cells** button in the Layout tab.

   Tip: You can also right-click a cell and select **Split Cells** from the menu.
3. Enter the number of rows and columns you want the cell split into.
4. Click **OK** when you're done.

The selected cell is split into the set number of columns and rows.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Page 1 of 1
191 words
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Accommodations will be in the famous Gold Nugget hotel, located on history Freemont Street.

Location	Excurs		Loyalty
Beijing	3-day		3,500
Beijing	5-day		$4,500
Beijing	7-day		$6,500
Las Vegas	3-day		$850
Las Vegas	5-day		$1,400
Las Vegas	7-day	$2,500	$2,000
Paris	3-day	$2,000	$1,600
Paris	5-day	$3,400	$3,000
Paris	7-day	$5,000	$4,500

Number of columns: 2
Number of rows: 1
☑ Merge cells before split

Commented [IG28]:
1. Select the top cell that resulted from the merge in the previous exercise.

2. Click the Split Cells button.

3. Specify 2 columns and 1 row in the dialog box.

4. Click OK.

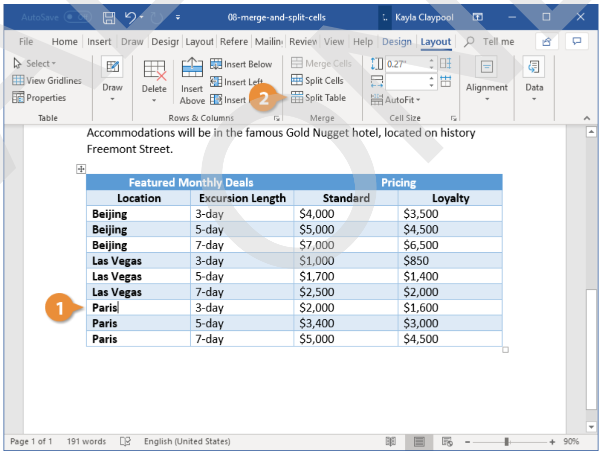
Split Tables

You can also split an entire table in two, letting you move part of it somewhere else. You can move the new part to another page, another document, or just add text or images in the space between the split table.

1. Place the text cursor in the row that you want the second table to start with.

   Splitting a table will split it right above the selected line.
2. Click the **Split Table** button.

The table is split.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Accommodations will be in the famous Gold Nugget hotel, located on history Freemont Street.

Featured Monthly Deals		Pricing	
Location	Excursion Length	Standard	Loyalty
Beijing	3-day	$4,000	$3,500
Beijing	5-day	$5,000	$4,500
Beijing	7-day	$7,000	$6,500
Las Vegas	3-day	$1,000	$850
Las Vegas	5-day	$1,700	$1,400
Las Vegas	7-day	$2,500	$2,000
Paris	3-day	$2,000	$1,600
Paris	5-day	$3,400	$3,000
Paris	7-day	$5,000	$4,500

Commented [IG29]:
1. Place the text cursor in one of the cells in the first Paris row.

2. Click the Split Table button.

Sort a Table

Word can sort data in a table alphabetically, numerically, or chronologically (by date). In addition, it can sort information in ascending (low to high / A to Z) or descending (high to low / Z to A) order. You can sort an entire table or a portion of a table by selecting what you want to sort.

Sort Tables

1. Click inside the table.

   You can also select a range of cells to sort just those cells.

2. Click the **Layout** tab in the Table Tools ribbon group.
3. Expand the **Data** group, if necessary.
4. Click the **Sort** button.
5. Set up your sort criteria.

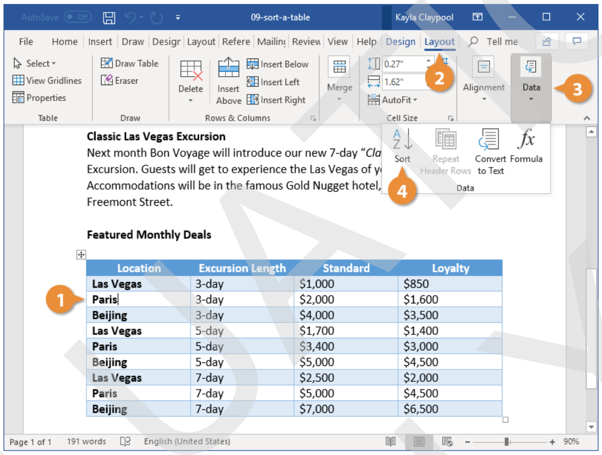
   The initial options selected in this dialog box will be automatically set based on the data in the table.

   - First, select which column to sort by. If your table has a header row, you'll be able to see the column names in the first list field. Otherwise, the columns will simply be numbered.
   - Next, select how to sort, either by Text, Number, or Date.
   - Finally, choose whether to sort in Ascending or Descending order.

   Tip: To sort by multiple criteria, add additional sort choices with the **Then by** dropdown.

6. Click **OK**.

The table is rearranged, as the data is sorted by the criteria you set.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Repeat Header Rows
Convert to Text
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Page 1 of 1
191 words
English (United States)
90%

Classic Las Vegas Excursion

Next month Bon Voyage will introduce our new 7-day *"Cla*

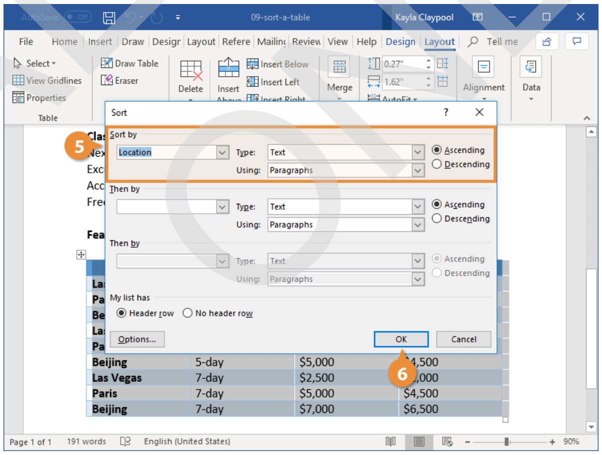
Excursion. Guests will get to experience the Las Vegas of y

Accommodations will be in the famous Gold Nugget hotel,

Freemont Street.

Featured Monthly Deals

Location	Excursion Length	Standard	Loyalty
Las Vegas	3-day	$1,000	$850
Paris	3-day	$2,000	$1,600
Beijing	3-day	$4,000	$3,500
Las Vegas	5-day	$1,700	$1,400
Paris	5-day	$3,400	$3,000
Beijing	5-day	$5,000	$4,500
Las Vegas	7-day	$2,500	$2,000
Paris	7-day	$5,000	$4,500
Beijing	7-day	$7,000	$6,500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Page 1 of 1
191 words
English (United States)
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Sort by: Location — Type: Text — Using: Paragraphs — ● Ascending ○ Descending

Then by: — Type: Text — Using: Paragraphs — ● Ascending ○ Descending

Then by: — Type: Text — Using: Paragraphs — ○ Ascending ○ Descending

My list has: ● Header row ○ No header row

Beijing	5-day	$5,000	$4,500
Las Vegas	7-day	$2,500	$2,000
Paris	7-day	$5,000	$4,500
Beijing	7-day	$7,000	$6,500

Commented [IG30]:
Practice File: 09-sort-a-table.docx

Commented [IG31]:

1. Place the text cursor inside the table by clicking any cell.

2. Click the Layout tab in the Table Tools ribbon group.

3. Expand the Data group, if necessary.

4. Click the Sort button.

5. Sort the table by Column 1 (Location). The other settings (Type: Text, Using: Paragraphs, Ascending) can remain on the default settings.

6. Click OK.

Now the table is sorted by the first column in alphabetical order.

Point out to your students that they can sort by more than one level within the Sort dialog box. Try sorting the table by Location (ascending) and then by Standard price (descending).

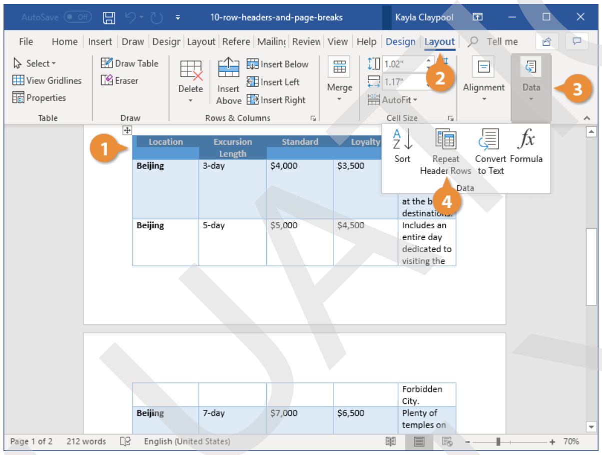
Row Headers and Page Breaks

If you have a large table that spans across several pages, you have a few options to control its appearance.

Repeat Row Headers

If the table has a header row, you can repeat it on the top of each page.

1. Select the header row.
2. Click the **Layout** tab in the Table Tools ribbon group.
3. Expand the **Data** group, if necessary.
4. Click the **Repeat Header Rows** button.



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Page 1 of 2
212 words
English (United States)
70%

Location	Excursion Length	Standard	Loyalty	
Beijing	3-day	$4,000	$3,500	at the b destinations.
Beijing	5-day	$5,000	$4,500	Includes an entire day dedicated to visiting the
				Forbidden City.
Beijing	7-day	$7,000	$6,500	Plenty of temples on

The header row will now be automatically repeated whenever the table appears across multiple pages.

To turn this off, just click the **Repeat Header Rows** button again.

Commented [IG32]:
Practice File: 10-row-headers-and-page-breaks.docx

Commented [IG33]:
1. Select the table's header row.

2. Click the Layout tab.

3. Click the Data button.

4. Click Repeat Header Rows.

Scroll to the next page to show the header is now repeated on the next page.

Adjust Page Break Options

Occasionally, a table will get split up over a page break, making it difficult to consume. Word has settings to prevent this from happening.

1. Select the table.
2. Click the **Properties** button on the Layout tab.

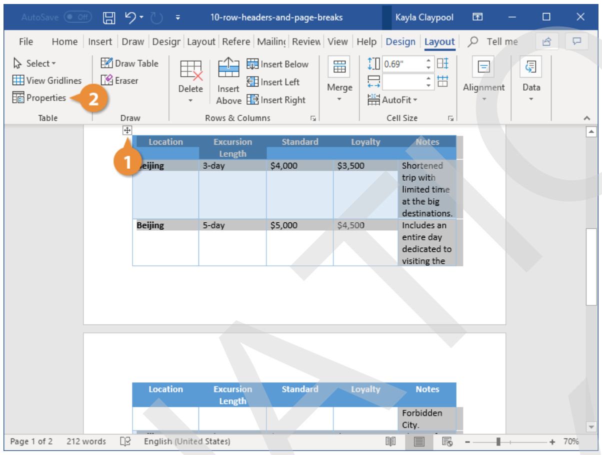
   The Table Properties dialog box opens.

   You can also right-click the table and select **Table Properties** from the menu.
3. Click the **Row** tab.

   The Row properties let you control the height of the row, as well as two options for how the row appears when the table spans multiple pages.

   - **Allow rows to break across pages** toggles whether the row can be split when the table expands to another page. When turned off, the row will move to the next page entirely instead of splitting.
   - **Repeat as header row at the top of each page** lets you use the selected row as a header.
4. Clear the **Allow row to break across pages** check box.
5. Click **OK**.

Any previously broken rows move to the next page to keep the rows intact.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Page 1 of 2
212 words
English (United States)
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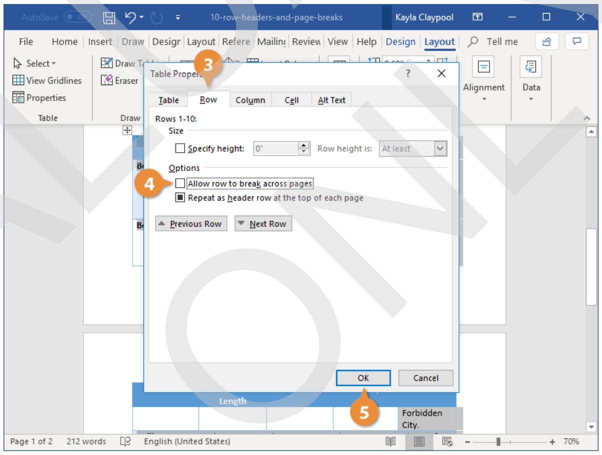
Location	Excursion Length	Standard	Loyalty	Notes
eijing	3-day	$4,000	$3,500	Shortened trip with limited time at the big destinations.
Beijing	5-day	$5,000	$4,500	Includes an entire day dedicated to visiting the

Location	Excursion Length	Standard	Loyalty	Notes
				Forbidden City.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Page 1 of 2
212 words
English (United States)
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Table Properties

Table | Row | Column | Cell | Alt Text

Rows 1-10:

Size

☐ Specify height: 0" Row height is: At least

Options

☐ Allow row to break across pages

■ Repeat as header row at the top of each page

Previous Row | Next Row

OK | Cancel

Length

Forbidden City.

Commented [IG34]: Point out to your students that the text in the last column of the third row is split between two pages.

1. Select the table.
2. Click the Properties button.
3. Click the Row tab.
4. Clear the Allow Row to Break across Pages check box.
5. Click OK.

Point out that now, the whole row moves over to the next page so that it can stay in one piece.