

Word 2003  
Tables and Charts

User's Manual

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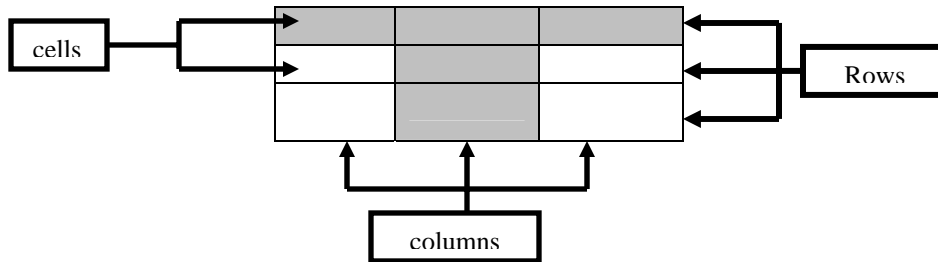
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## Create a Table

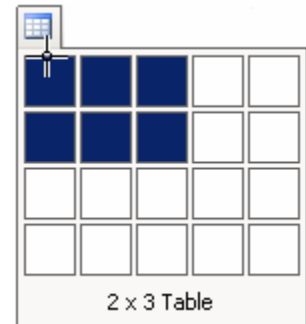
Microsoft defines a table as a container used to organize text, data, or pictures. Tables consist of boxes called **cells**. A group of cells arranged vertically is called a **column**. A group of cells arranged horizontally is called a **row**.



## Create a Table

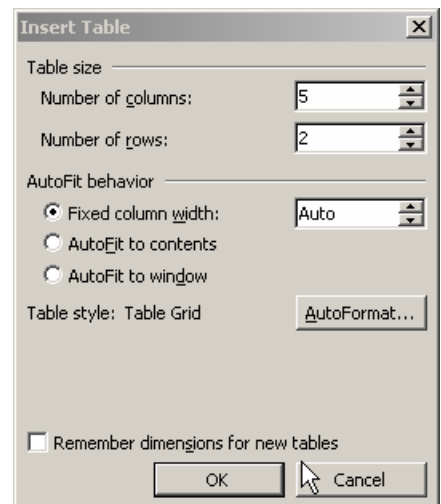
### Create Table Using Toolbar

1. Place the insertion point where you want to insert the table.
2. On the Standard toolbar, click the Insert Table button. 
3. In the grid, click and drag to select the desired number of rows and columns.  
Note: Each cell in the grid represents one cell in the table.
4. Release the mouse button to insert the new table into the document.



### Create Table Using Dialog Box

1. Place the insertion point where you want to insert the table.
2. Click Table Menu
3. Click Insert
4. Click Table
5. The dialog box pictured at right will appear.
6. Use the roll box to determine the number of columns and rows needed for the table.
7. Click OK to complete the table and insert it into the document



## Enter Data in a Table

To enter information into your table

1. Click on the cell you would like to contain information
2. Type in the desired text.

### *Move around in a table*

Entering information into a table could be very tedious and time consuming having to move the mouse every time information needed to be entered. Use the keys listed below to move quickly through a table.

To Move	Press
One cell to the Right	Tab or Right Arrow
One cell to the Left	Shift+Tab or Left Arrow
Down one Row	Down Arrow
Up one Row	Up Arrow

## Modify Table Structure

Once text is added to a table, it may be necessary to add extra rows or columns to the table to accommodate all the information. Word allows this to happen very easily.

### *Insert Additional Columns or Rows*



1. Select the appropriate items in the table:
  - a. If you are inserting a **single** column or row, place the insertion point in a column or row next to where the new row or column will be.
  - b. If you are inserting **multiple** columns or rows, select the number of columns or rows in the table equal to the number you want to insert
2. Click Table Menu
3. Click Insert
4. Click one of the Following
  - a. Columns to the Left
  - b. Columns to the Right
  - c. Rows Above
  - d. Rows Below

### *Deleting Rows or Columns*



1. Select the column(s) or row(s) you would like to delete
2. Click Table Menu
3. Click Delete
4. Click Columns or Table
5. Click Row **or** Column

### *Move Columns or Rows*

1. Select the appropriate items in the table

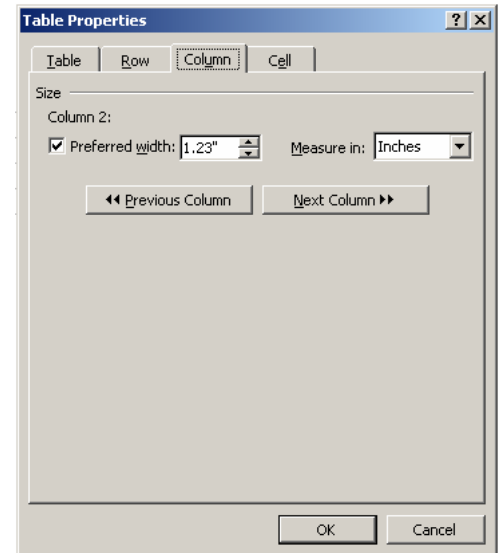
2. Cut the column or rows:
  - a. Click Edit → Cut
  - b. Right Click the selection → Cut
  - c. Click the Cut button on the Standard Tool Bar 
3. Place the insertion point in the row below the new row location, or in the column to the right of the new column
4. Paste the rows or columns
  - a. Click Edit → Paste
  - b. Right Click the selection → Paste Rows **or** Paste Columns
  - c. Click the Paste button on the Standard Tool Bar 

### ***Set Column Width or Row Height using Table Boundaries***

1. Place the mouse pointer on the right boundary of the column or the bottom boundary of the row you wish to adjust so that the mouse pointer becomes a double-headed arrow.  
( or )
  2. Set the column width or row height by dragging the border to a new location
- Note: Double clicking a border will automatically size your row or column to fit the text.

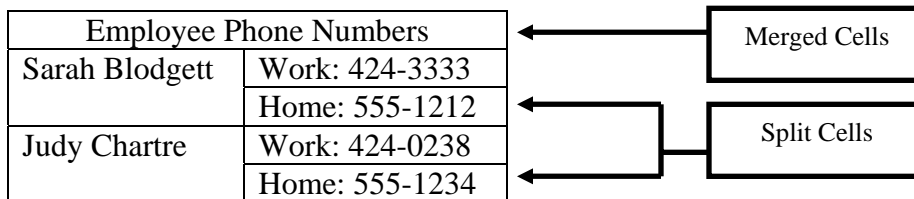
### ***Set Column Width or Row Height to a specific Value***

1. Place the insertion point inside the table. If you want to set the value for more than one row or column at the same time, select the rows or columns.
2. Click Table Menu
3. Click Table Properties
4. Select the row or Column Tab
5. Set the “Preferred Width” roll box to the desired size.  
Notice in the example at right you are modifying **Column 2**
6. Click the Previous or Next buttons to modify other columns or rows.
7. Click OK to apply changes



### **Merge or Split Cells**

Occasionally a table may need to be arranged in a way other than the standard grid form. For example, a cell containing a title may look better if it spans the entire length of the table. Merging and splitting cells is great way to customize a table to your needs.



## ***Merge Cells***

Cell Merge enables you to take a group of adjacent cells and combine them into a single, larger cell. The new cell will be the size and shape of the original selection.

1. Select the adjacent cell you want to merge together
2. Merge the cells:
  - a. Click Table menu → Merge Cells
  - b. Right Click selected cells → Choose Merge Cells

Note: If you merge several cells that contain content, the information in the first cell will appear as the first paragraph in the merged cell, the information in the second cell will appear as the second paragraph in the merged cell, and so on.

## ***Split Cells***

Cell split enables you to divide a single cell into a group of adjacent cells. You can split the cell into a specified number of columns or rows that take up the same amount of space as the original cell.

1. Place the insertion point in the cell you want to split.
2. Display the Split Cells dialog Box
  - a. Click Table menu → Split Cells.
  - b. Right click the selected cells and Choose Split Cells.
3. Enter the number of columns and rows you want to split the cell into.
4. Click OK

## **Position Text in a Table Cell**

### ***Change Cell Alignment***

1. Select the cells
2. Set the alignment
3. Right click the cells
4. Click Cell Alignment
5. Select one of the nine options

### ***Change Text Direction***

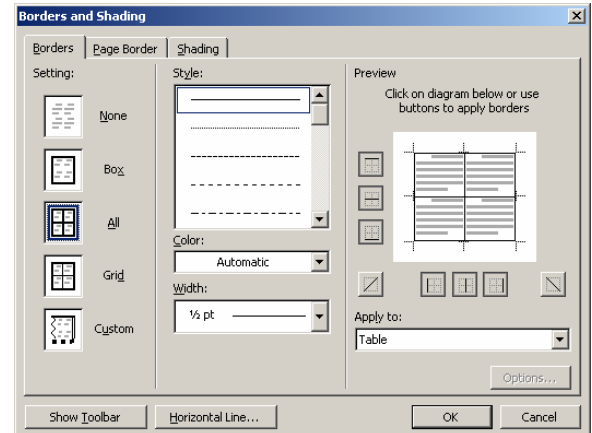
1. Select the cells
2. Right-Click the selected cells
3. Choose Text Direction
4. Select an orientation (horizontal, vertical up, or vertical down)
5. Click OK

## Apply Borders and Shading

Border and Shading can be used to enhance the appearance of your table. They are also used to direct attention to a particular piece of information.

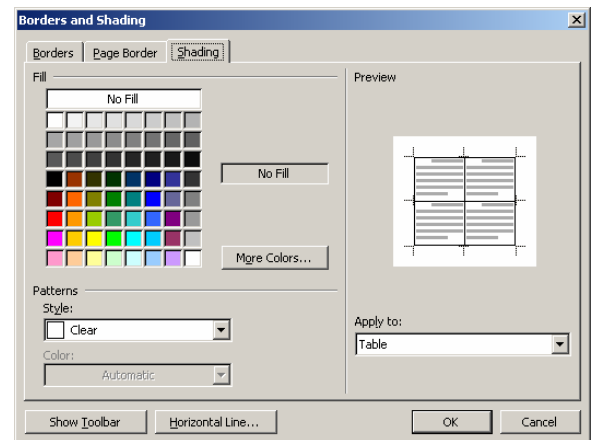
### Apply Borders

1. Select the table or table cells that you want to format.
2. Click Format Menu
3. Click Borders and Shading
4. On the borders tab, select the setting you want for your borders. You can see how your choices will look in the preview box.
5. From the Apply To drop-down list, select Cell to apply the formats to just the selected cell, or to the entire table.
6. Click OK to apply changes



### Apply Shading

1. Select the table or table cells you want to format.
2. Click Format Menu
3. Click Borders and shading
4. Click the Shading Tab
5. Select the shading options you want.
6. From the Apply to dropdown list, select cell to apply the formats to just the selected cell, or Table to apply them to the entire table.
7. Click OK To Apply Changes.



## Table Toolbar


Using the menus to access the formats discussed in the previous sections are great for performing one action at a time. However, if you need to do a lot of formatting, the Tables and Border toolbar may be helpful.

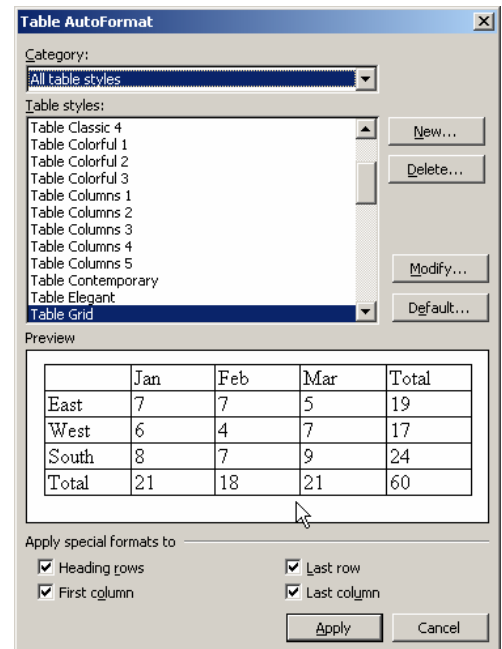
1. Click View Menu
2. Click Toolbars
3. Click Table and Borders
4. Run your mouse pointer over each toolbar button to see what commands are available.



## AutoFormat a Table


It can take a long time to format the text in a table so that it is simple and easy to read. Word has a series of built in formatting configurations you can apply to a table you've created.

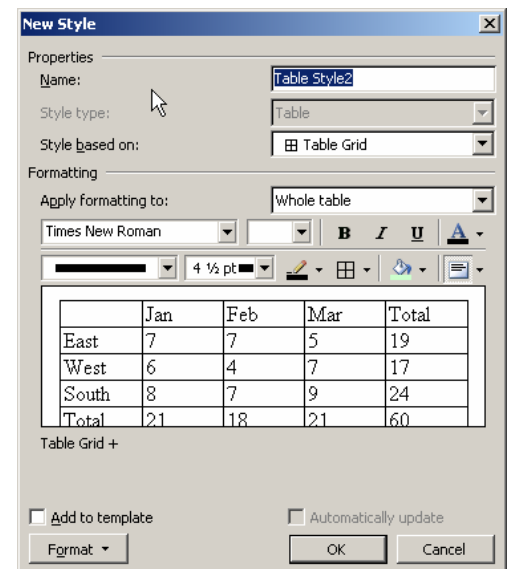
1. Place the insertion point in the table that you want to format.
  2. Click Table Menu
  3. Click Table Autoformat 
  4. In the Table AutoFormat dialog box, make a selection from the “**Table Styles**” list box. The “preview” section of the dialog box lets you know how the currently selected table appears.
  5. Click **Apply** to apply the formatting to the table
- Note:** The check boxes available under “**Apply special formats to**” section allow you to apply the selected formatting to only certain parts of the table.



## Create Table Style

Imagine that you have just spent the last several minutes formatting a table to look exactly the way you want it to look. You realize that you have twelve other tables in the same document you would like to format the exact same way but it will take a long time to apply all those individual formats to each table. Word 2003 allows you to save a series of formats and apply them all at the same time.

1. Place the insertion point in the table you want to format
2. Click Table Menu
3. Click Table Autoformat. 
4. Click the new button on the Autoformat Dialog box.
5. The “**New Style**” dialog box appears.
6. Give your Table style a name and type it into the box labeled **Name**:
7. Use the “**Apply formatting to:**” dropdown to select what part of the table you would like to apply formats to.
8. Use the tools available in the dialog box to apply format options to the selected portion of the table.
9. Repeat steps 7 and 8 until Table has appropriate formats.
10. Click **OK**
11. Click **Apply** on the Autoformat Dialog box.
12. The table in your document will now have the formats applied to it and the formats will be saved in the Autoformat Styles list.

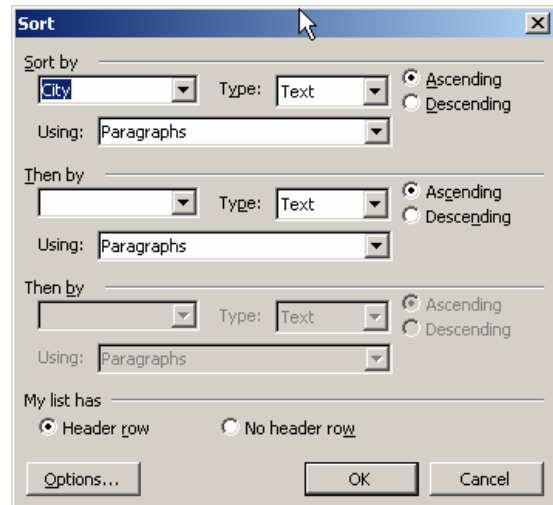


**NOTE:** When a table style is created it is only available in the document in which it was created. Click the “**Add to template**” checkbox if you would like to have the table style available in other word documents.

## Sort Table

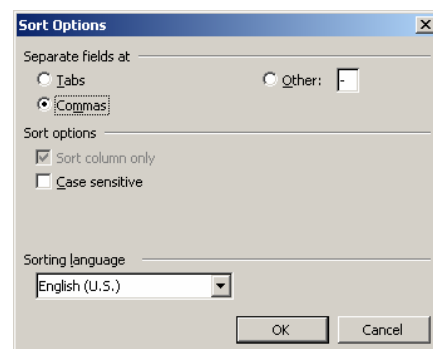
One of the most beneficial functions of a table is the ability to quickly sort large amounts of information with just a few mouse clicks.

1. Select the portion of the table you want to sort
2. Click the Table Menu
3. Click Sort
4. The Sort Dialog Box appears. As you can see you have the ability to sort up to three different Fields of a table
5. There are several options for each sort
  - a. **Sort by:** Use the dropdown to determine which column will be sorted first
  - b. **Type:** Select the type of information you want to sort
    - **Text:** letters, numbers, etc.
    - **Number:** ignores all characters except numbers
    - **Date:** sorts in chronological order
  - c. **Ascending** (A → Z) or **Descending** (Z → A)
  - d. **Using:** This option will always be set as “Paragraph” unless you have two fields within one column. For Example, if you had a column for names labeled “Last, First,” you could sort that column by last name or first name.
6. If you wish to sort by multiple columns, repeat the previous step for the “Then by” sections.
7. From the My List has area Select an option
  - a. **Header Row:** if you want the first row you selected to remain as the first row.
  - b. **No Header Row:** if you want to sort all the selected rows.
8. Click OK to perform the Sort



## Sort Option


9. If you need to set sort options, Click the Options button to open the “Sort Options” Dialog Box. Note: Sort Options are most often used when sorting bulleted or tabbed lists
  - a. **Separate Fields At:** Select the field separator character of the column you want to sort by is different from the default separator character.
  - b. **Sort Options:** Check Case Sensitive if you want to sort upper- and lower-case entries separately. Check Sort column only if you would like to sort one column but leave others intact.
  - c. **Sorting Language:** Click Select the sorting language if the language is different from the default
10. Click OK to close the Sort Options Dialog box



## Convert Text into a Table

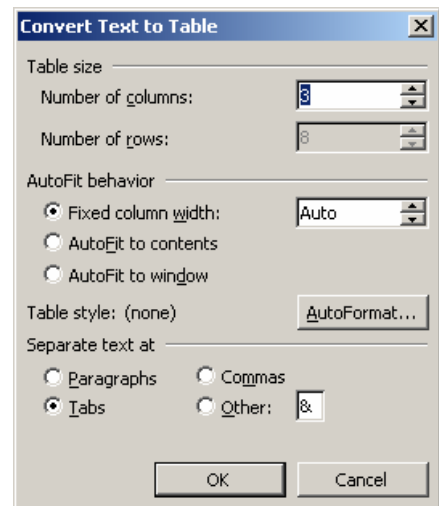
Imagine that you have been given a large list of people's names by your supervisor. You are being asked to send letters to only the people that live in the state of Wisconsin. The list is tabbed so it is easy to read but the real problem...the list is 37 pages long and it will take hours for you to get through it all line by line. If the list was in table form, you could easily sort for the people in Wisconsin and have the letters in the mail in no time. Word 2003 allows you to convert tabbed text into a table with just a few mouse clicks.

### *Convert Tabbed Text into an Unformatted Table*

1. Select the tabbed text that you want to convert into a table.
2. Click the Insert Table button  on the Standard Toolbar.
3. The list will automatically be put into a table.

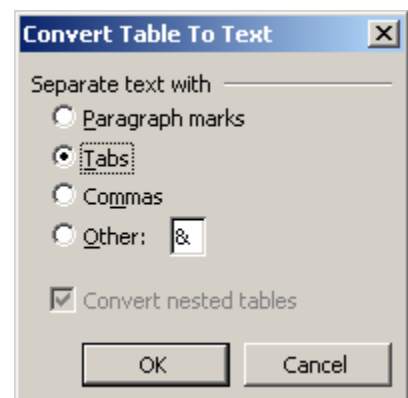
### *Convert Tabbed Text into a Formatted Table*

1. Select the tabbed text that you want to convert into a table.
2. Click Table
3. Click Convert
4. Click Text To Table
5. In the Convert Text to Table dialog box, select the desired settings.
  - a. Table Size: Use the roll boxes to select the number of columns and rows the table will have.
  - b. Autofit Behavior: Use the radio buttons to select how the table will determine column width.
  - c. Table Style: Click Autoformat to apply a premade style to your table
  - d. Separate text at: Use the radio buttons to determine the separator between fields
6. Click OK to convert the tabbed text into a new table



### *Convert a Table into Text*

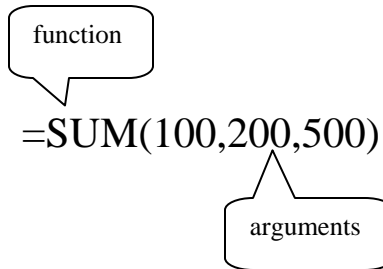
1. Select the table to be converted into text
2. Click Table Menu
3. Click Convert
4. Click Table to Text.
5. Click a radio button to determine the type of mark needed to separate text.
6. Click OK



## Perform Calculation in Tables

Tables are a great way to display numeric as well as text data; it is especially helpful that Word 2003 allows simple calculations to be done in a table. That way if data changes slightly, the entire table does not have to be refigured.

There are two parts to a calculation. The **arguments** are the numbers that will be used in the calculation. The **function** is the mathematical operator that determines what should be done to the numbers. Calculations always have the same form. They always start with an **equals sign**, the **function** is next, and the arguments, in parentheses are last.



### Functions

There are a variety of functions that can be used in a Word table. The most commonly used are listed below.

Function	Description
Average	Returns the average (arithmetic mean) of its arguments
Count	Counts the number of cells that contain numbers
Max	Returns the largest value in a set of values
Min	Returns smallest value in a set of values
Product	Multiplies all the numbers given as arguments
Round	Rounds a number to a specified number of digits
Sum	Adds all the numbers in a range of cells

### Arguments

When performing calculations, arguments can be listed in three different ways.

1. **Numbers:** 100, 200, 500, etc. **EX: =SUM(100,200,500)**

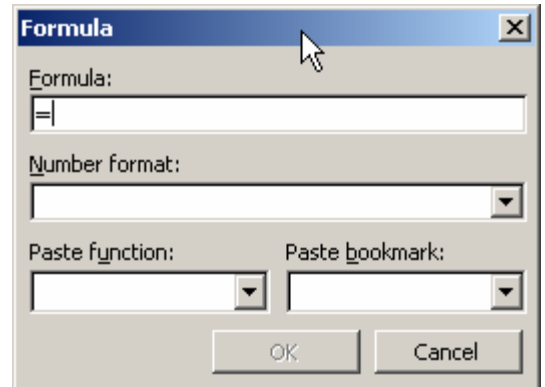
2. **Cell Reference:** the location of the cell that is to be calculated. See table at right. Imagine that the cells of a table are named. Letters of the alphabet label the columns and numbers label the rows. The cell reference is the combination of both. **EX: =SUM(A1,A2,A3,A4)**

	A	B	C	D	E
1	A1	B1	C1	D1	E1
2	A2	B2	C2	D2	E2
3	A3	B3	C3	D3	E3
4	A4	B4	C4	D4	E4

3. **Groups of Cells:** The argument would describe the position of the cells in relation to the formula cell that would be included in the calculation. For example "ABOVE" could be used to sum all the cells above the calculation cell. **EX: =SUM(ABOVE)**

### ***Enter Formulas in a Table***

1. Put the insertion point in the cell that will contain the calculation result
2. Click Table Menu
3. Click Formula
4. Use the **Formula:** box to enter the formula that will figure your calculation. (Remember, formulas always start with an equals sign, then the function, followed by the arguments in parentheses.)
5. **Paste Function:** use the dropdown to choose the function used in your formula instead of typing it in the formula box..
6. **Number format:** use the dropdown to select the way you would like your total to appear.
7. **Paste bookmark:** If you have numbers marked as bookmarks you can you the dropdown to select them as arguments.
8. Click OK



### ***Calculations using Autosum***

1. Display the Table and Borders Toolbar
2. Place the insertion point in the cell that will contain the calculation result.
3. Click the Autosum  $\Sigma$  button on the Tables and Borders toolbar.

NOTE: The Autosum button will always default to =SUM(ABOVE), unless there are no numbers in the above cells, in which case it will default to =SUM(LEFT).

### ***WARNING: Updating Formulas***

Cells that contain formulas do not automatically update when other numbers in the table are changed. To update a calculation, place the insertion point in the cell that contains the formula and press F9 on the keyboard

### ***Create and Modify a Chart***

Although tables are great for logically organizing information, it is much easier to see the relationship between two (or more) variables when a chart is used.

Microsoft Word actually has a much smaller program embedded in it that assists in making charts and graphs; it is called Microsoft Chart.

### ***Create a Chart from a Word Table***

1. Select the portion of the table you would like to chart
  - a. Caution: Don't include Totals
2. Click Insert Menu
3. Click Picutre
4. Click Chart

5. The Chart and associated Datasheet appear in Microsoft Graph.
6. Double Click the letter or number headings of any columns or rows on the datasheet you wish to exclude from the chart.
7. Click the document to close Microsoft Graph and return to Word. The chart will automatically be inserted immediately below the associated table.

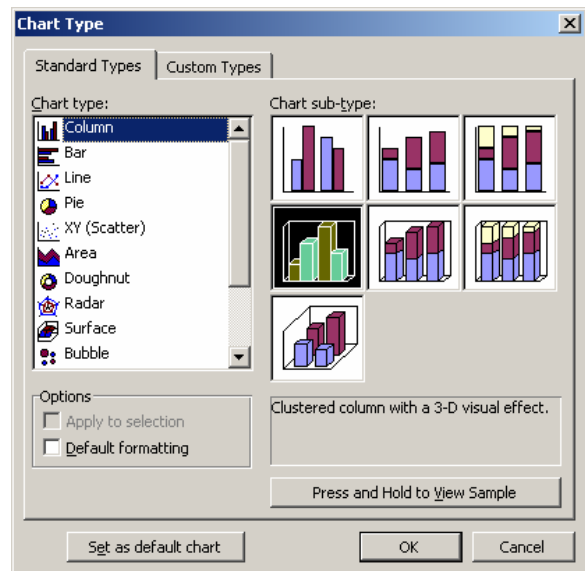
**WARNING:** Charts use the numbers in the Microsoft Graphs Datasheet, **NOT** the Word table. If you modify the table, the chart will only be updated if you change the datasheet. Double click the graph to reopen the datasheet.

### ***Modify Chart Size***

1. Drag the handles found on the corners and sides of the object to make the chart bigger or smaller.

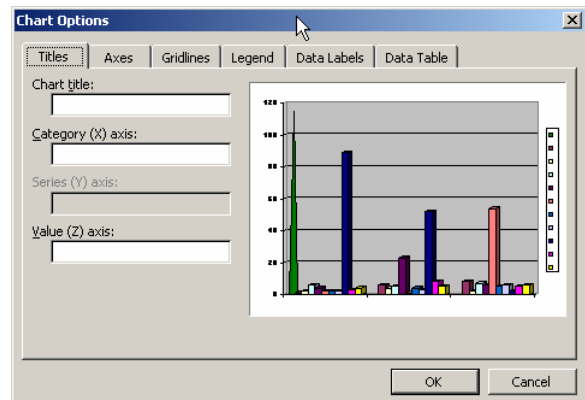
### ***Modify Chart Type***

1. Activate Microsoft Graph by double clicking the chart
2. Click Chart Menu
3. Click Chart Type
4. The Chart Type dialog box appears. (pictured at right)
5. Select the Chart type from the list labeled, “Chart Type.”
6. Select the variation of chart type from the area labeled “Chart sub-type.”
7. Notice the “Press and Hold to View Sample” button. When pressed a preview is shown of how your specific data will look on the selected chart.
8. Click OK
9. Click the document to close Microsoft Graph.



### ***Modify Chart Information***

1. Activate Microsoft Graph by double clicking the chart
2. Click Chart Menu
3. Click Chart Options
4. Click the Tab containing the information you would like to modify.
5. Click OK
6. Click the document to close Microsoft Graph.



### ***Modify Chart Formatting***

1. Activate Microsoft Graph by double clicking the chart.
2. Double click the portion of the graph you would like to change.
  - a. For example, if you would like to change the font size of the title, double click the title.
3. A dialog box will appear in which you can modify the desired piece of information
4. Click OK to apply changes.