

Word 2016

Tables

Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a **blank table** or convert **existing text** to a table. You can also customize your table using different **styles** and **layouts**.

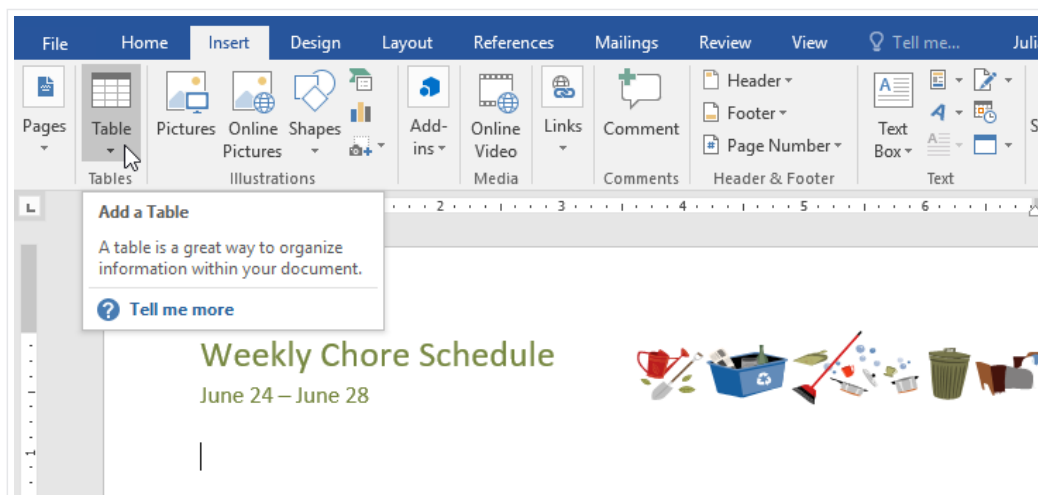
Optional: Download our [practice document](#).

Watch the video below to learn more about creating tables.

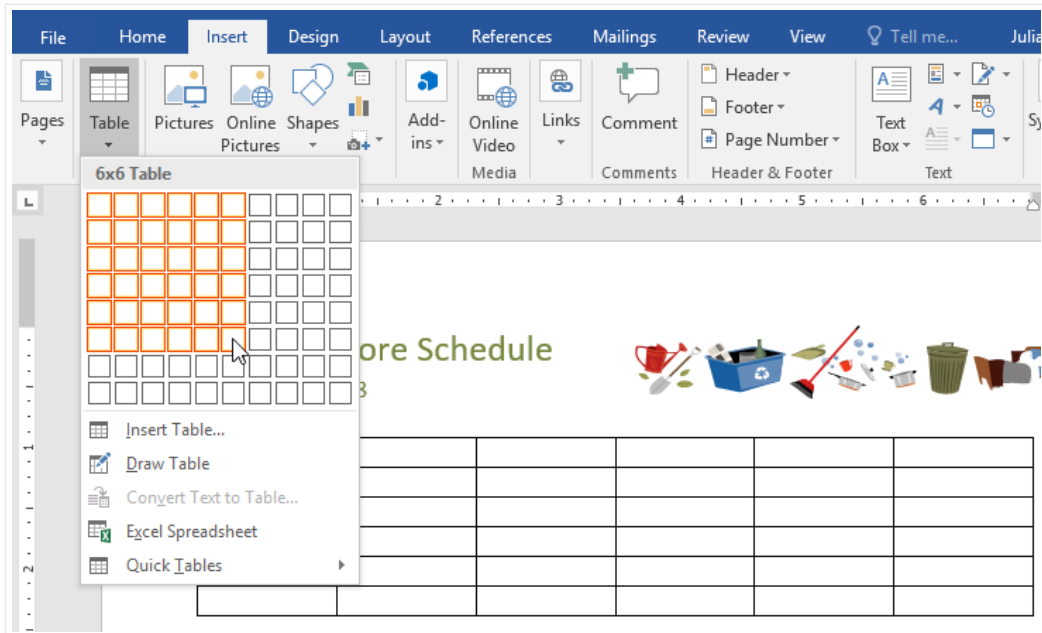
*Video removed from printing pages

To insert a blank table:

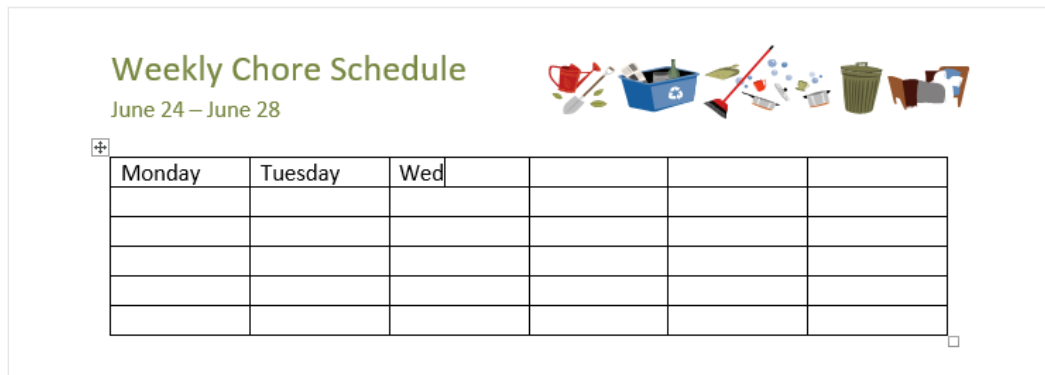
- 1 Place the insertion point where you want the table to appear.
- 2 Navigate to the **Insert** tab, then click the **Table** command.



- 3 This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows** you want.



- 4 Click the grid to **confirm** your selection, and a table will appear.
- 5 To **enter text**, place the insertion point in any cell, then begin typing.



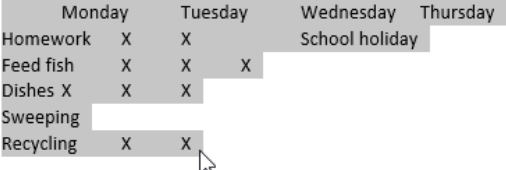
To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

To convert existing text to a table:

In the example below, each line of text contains part of a **checklist**, including chores and days of the week. The items are separated by **tabs**. Word can convert this information into a table, using the tabs to separate the data into columns.

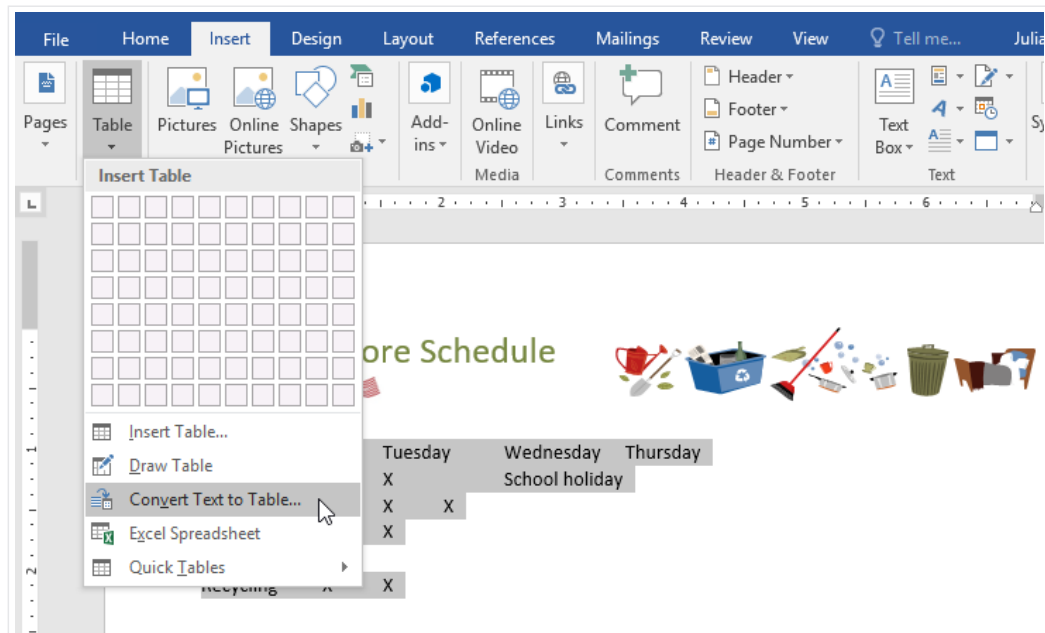
- 1 Select the text you want to **convert** to a table. If you're using our practice file, you can find this text on page 2 of the document.

Weekly Chore Schedule
July 1 – July 5 🇺🇸

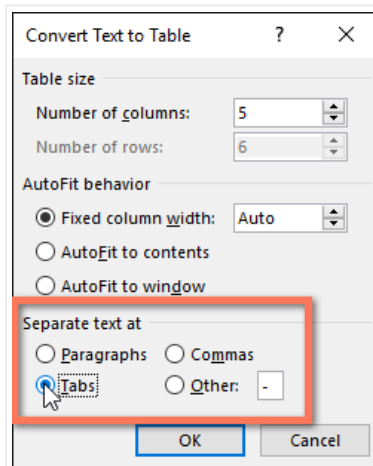


	Monday	Tuesday	Wednesday	Thursday
Homework	X	X	School holiday	
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

- 2 Go to the **Insert** tab, then click the **Table** command.
- 3 Select **Convert Text to Table** from the drop-down menu.





- 4 A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.



5

Click **OK**. The text will appear in a table.

Weekly Chore Schedule
July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		


Modifying tables


You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

To add a row or column:

1

Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.


Weekly Chore Schedule
July 1 – July 5 




	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

2

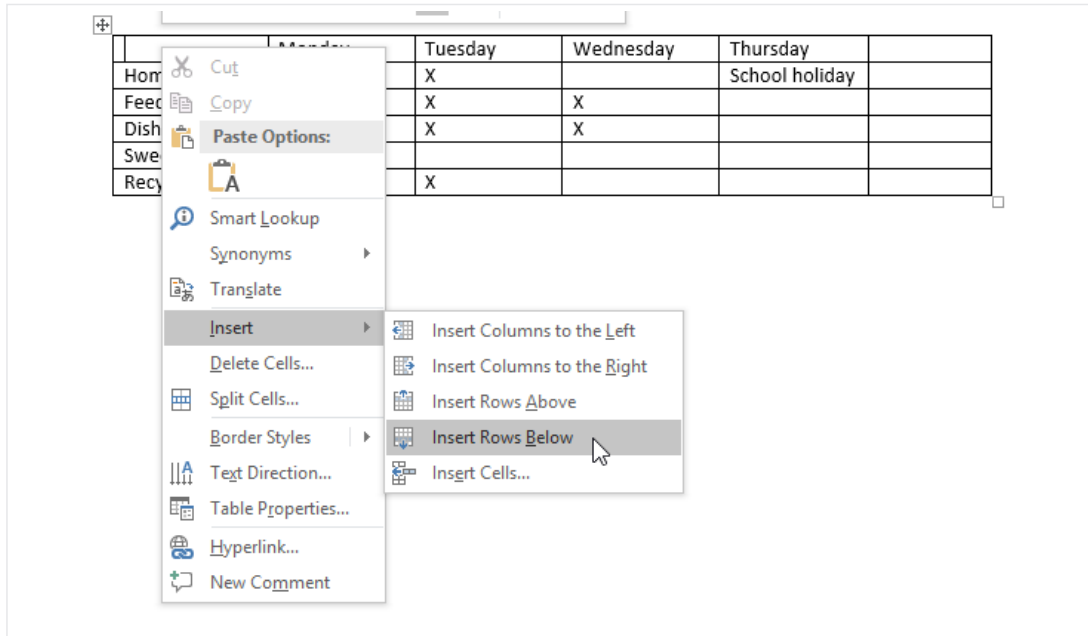
A new row or column will be added to the table.

Weekly Chore Schedule
July 1 – July 5 



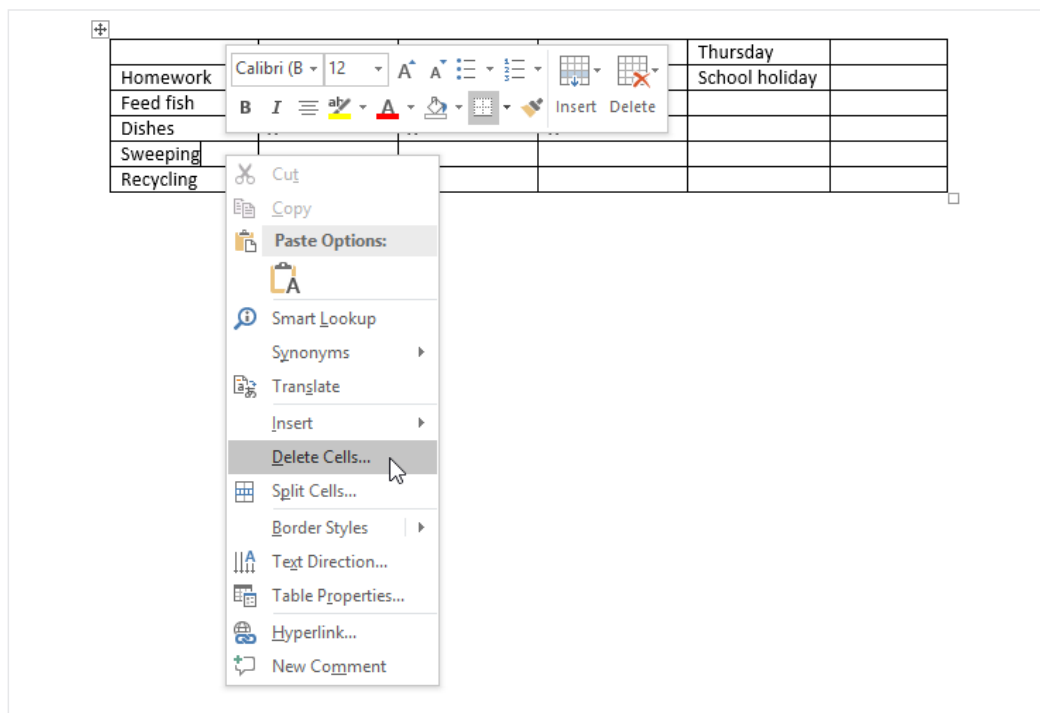
	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

Alternatively, you can **right-click** the table, then hover over **Insert** to see various row and column options.

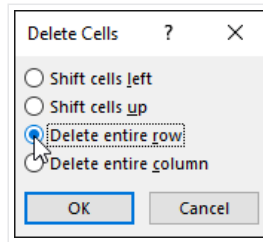


To delete a row or column:

- 1 Place the insertion point in the **row** or **column** you want to delete.
- 2 Right-click, then select **Delete Cells** from the menu.



- 3 A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.

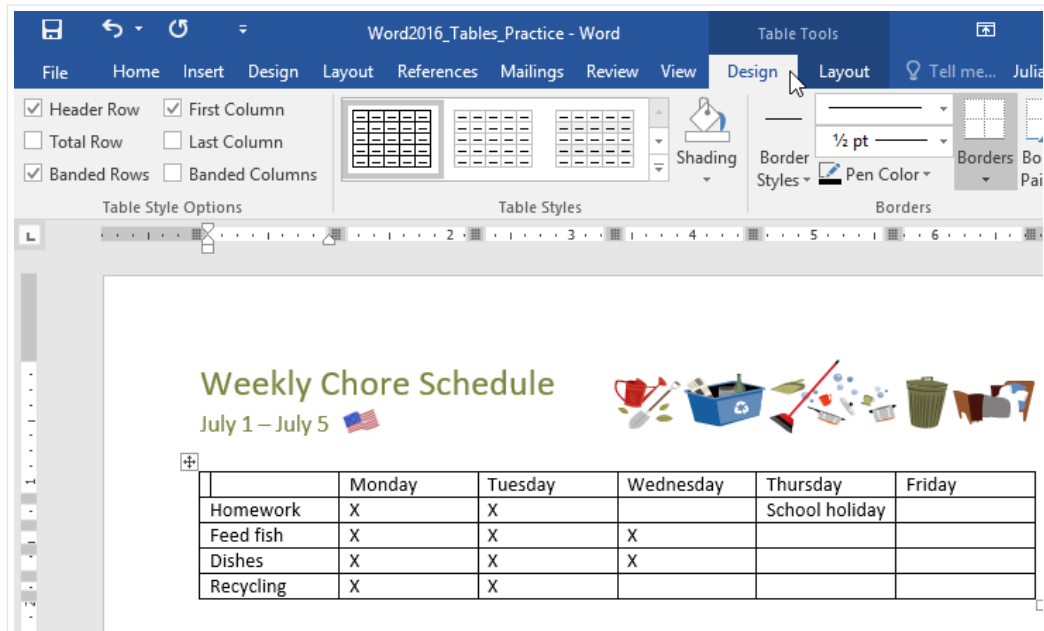


- 4 The row or column will be deleted.

To apply a table style:

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

- 1 Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.



- 2 Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.

Word2016_Tables_Practice - Word

Table Tools

File Home Insert Design Layout References Mailings Review View Design Layout Tell me... Julia

Header Row First Column
 Total Row Last Column
 Banded Rows Banded Columns

Table Style Options

Table Styles

Shading

Border Styles

½ pt

Pen Color

Borders

Bo

Pa

More

Quickly change the visual style of your table.

Each style uses a unique combination of borders and shading to change the appearance of your table. Hover over a style in the gallery to preview it in your document.

Weekly Chore Schedule
July 1 – July 5

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

3 Select the **table style** you want.

Word2016_Tables_Practice - Word

Table Tools

Insert Design Layout References Mailings Review View Design Layout Tell me... Julia Fillory Share

First Column

Last Column

Banded Columns

Options

Plain Tables

Grid Tables

Weekly C
July 1 – July 5

Homework

Feed fish

Dishes

Recycling

4 The table style will appear.

Weekly Chore Schedule
July 1 – July 5 

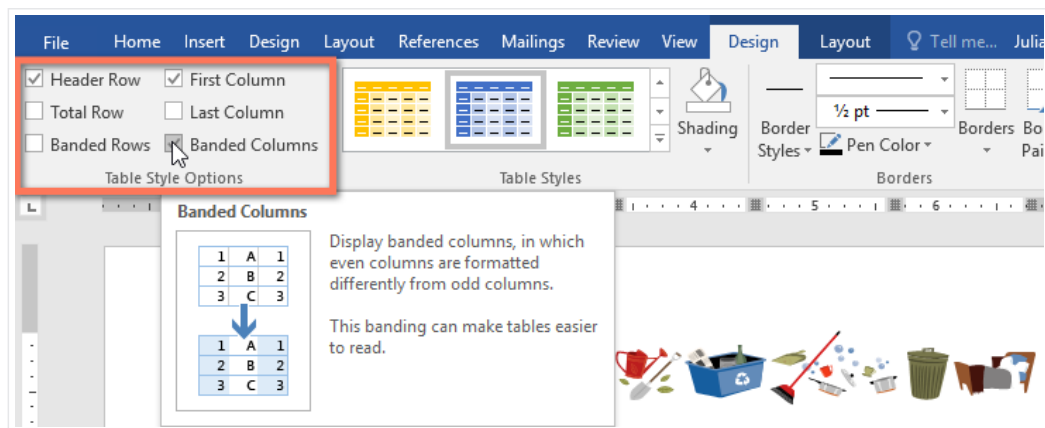


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

To modify table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

- 1 Click anywhere in your table, then navigate to the **Design** tab.
- 2 Locate the **Table Style Options** group, then **check** or **uncheck** the desired options.



- 3 The table style will be modified.

Weekly Chore Schedule
July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

To apply borders to a table:

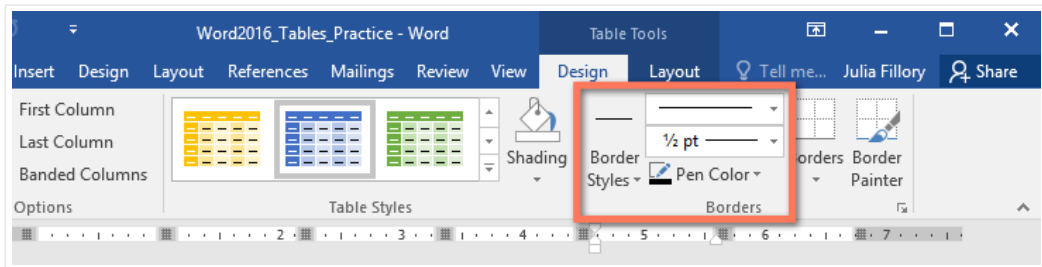
- 1 Select the **cells** you want to apply a border to.

Weekly Chore Schedule
July 1 – July 5

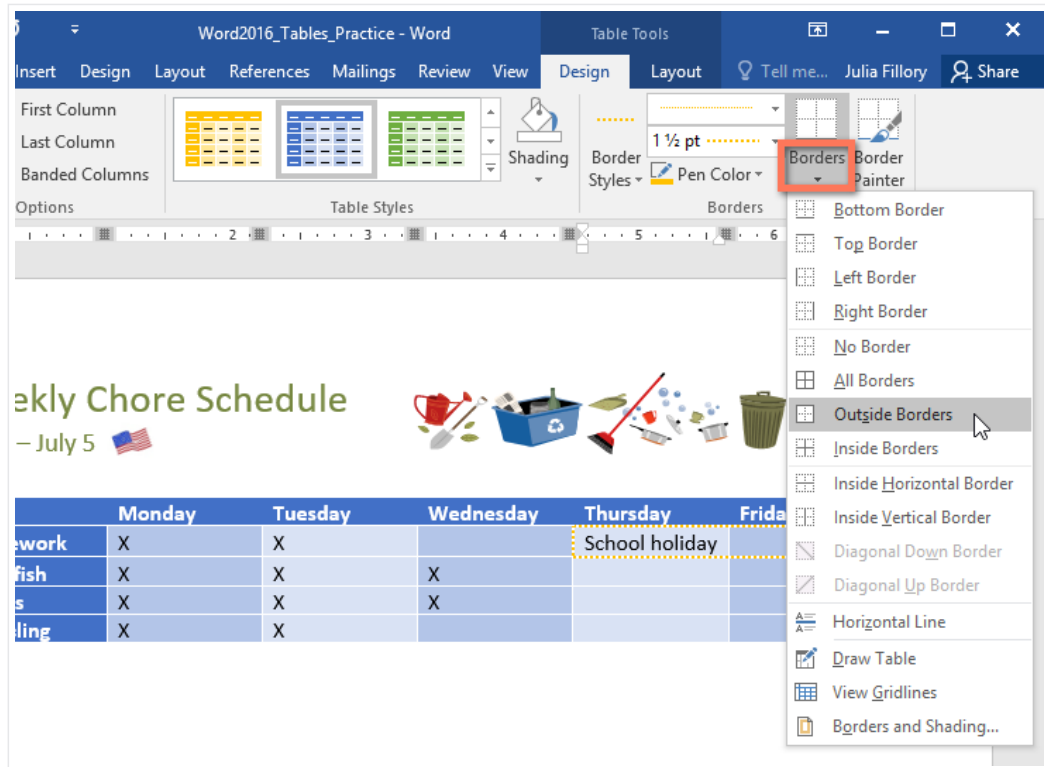


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			


- Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **Pen Color**.




- Click the **drop-down** arrow below the **Borders** command.
- Choose a **border type** from the menu.



- The border will be applied to the selected cells.

Weekly Chore Schedule
July 1 – July 5 

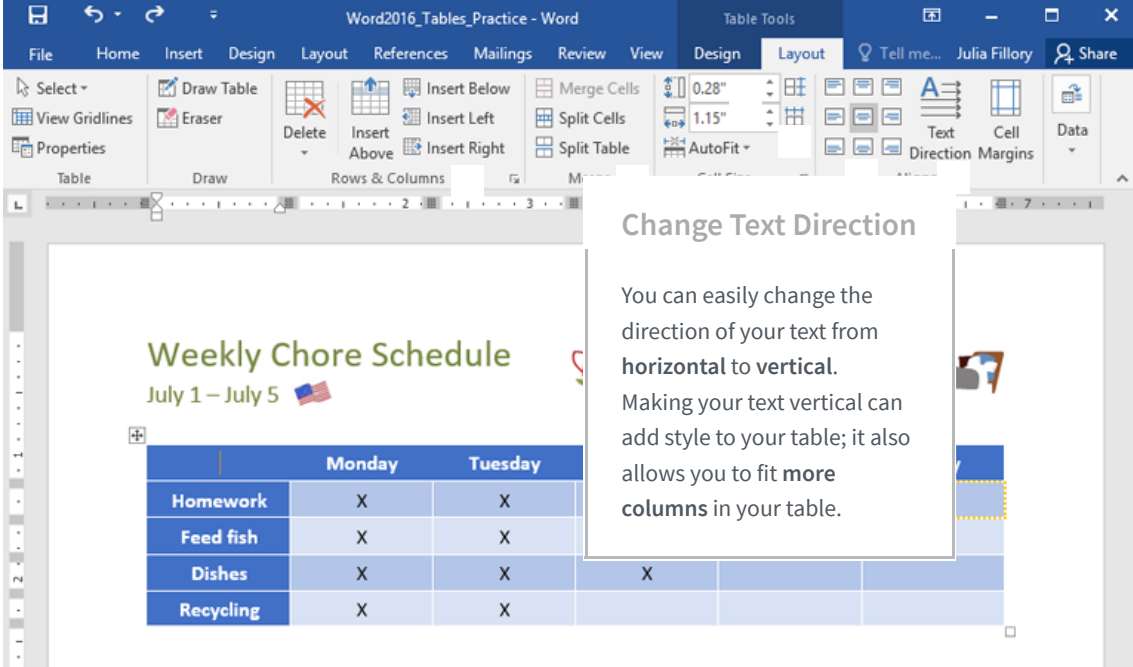


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Modifying a table using the Layout tab

In Word, the **Layout** tab appears whenever you select your table. You can use the options on this tab to make a variety of modifications.

Click the buttons in the interactive below to learn more about Word's table layout controls.



Change Text Direction


You can easily change the direction of your text from **horizontal** to **vertical**. Making your text vertical can add style to your table; it also allows you to fit **more columns** in your table.

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Challenge!

- 1 Open our [practice document](#).
- 2 Scroll to **page 3** and select all of the text below the dates **July 8 - July 12**.

- 3 Use the **Convert Text to Table** to insert the text into a **6-column** table. Make sure to **Separate text at Tabs**.
- 4 **Delete** the Saturday column.
- 5 **Insert a column** to the **left** of the Friday column and type **Thursday** in the top cell.
- 6 Change the **table style** to any style that begins with **Grid Table 5**. **Hint:** Style names appear when you hover over them.
- 7 In the **Table Style Options** menu, uncheck Banded Rows and check Banded Columns.
- 8 Select the **entire table**. In the **Borders** drop-down menu, choose **All Borders**.
- 9 With the table still selected, increase the **table row height** to 0.3" (0.8 cm).
- 10 Select the first row and change the **cell alignment** to **Align Center**.
- 11 When you're finished, your table should look something like this:



Weekly Chore Schedule

July 8 – July 12

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X			
Feed fish	X		X		X
Dishes		X			
Recycling	X	X			