AL-MUSTAQBAL UNIVERSITY
COLLEGE OF PHARMACY

# Computer Sciences IV S2

Lecture 4

Creating Tables

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Tables

- Table is an arrangement of data made up of horizontal rows and vertical columns.

- Cells are the rectangles that are formed when rows and columns intersect.

- Tables are ideal for organizing information.

- Word provides several options for creating tables.

Insert a Table by Dragging

- Tables can be inserted using the Insert tab on the **Tables** group.
- Use your cursor to drag

Over the rows and columns

To create a table.

- Using this method you can

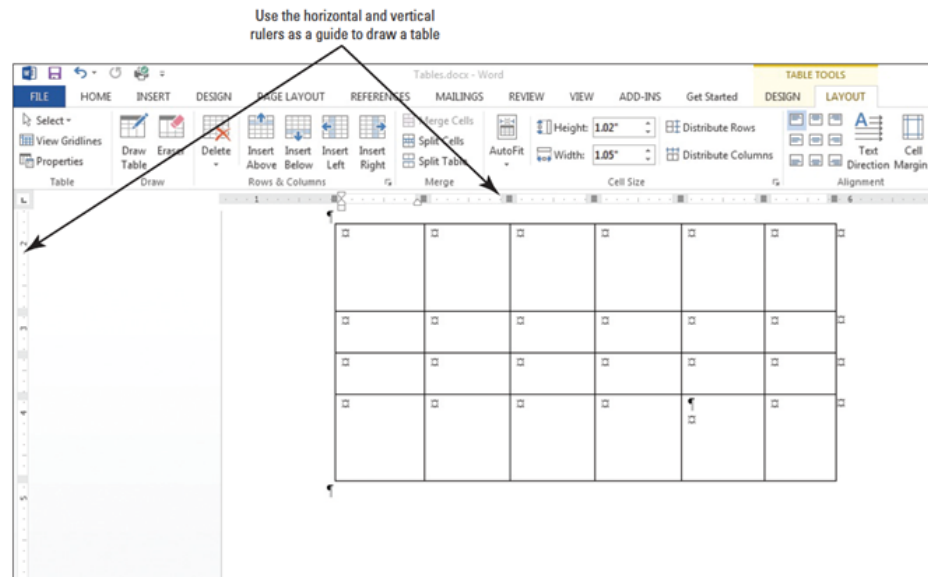Create a table with up to

8 rows and 10 columns
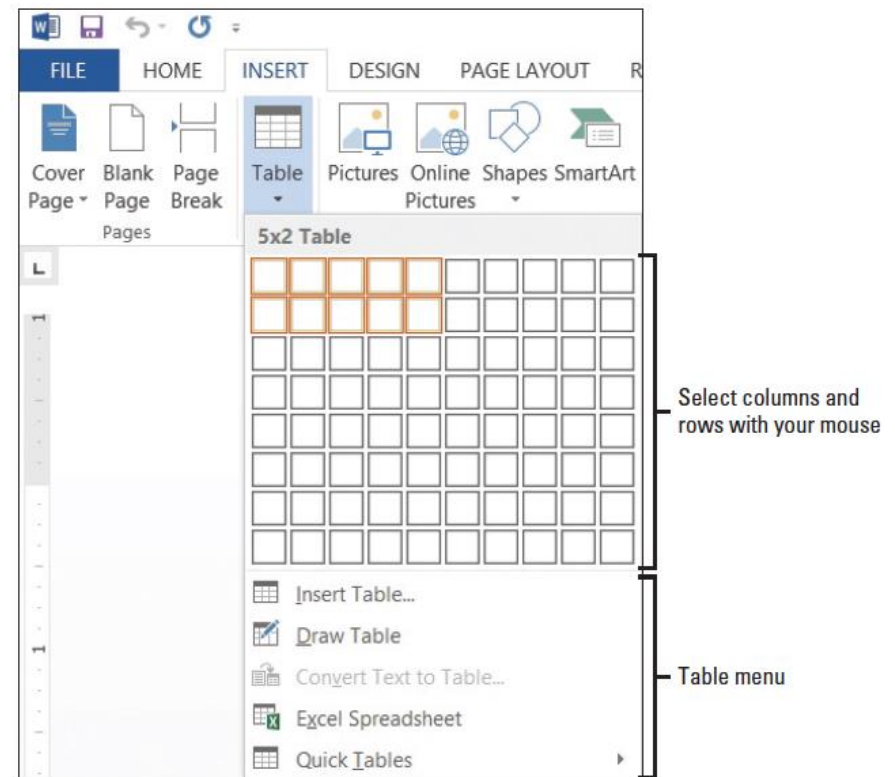
Use the Insert Table Dialog Box

- On the Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.
- Insert Table Dialog box lets you create large tables by specifying up to 63 columns and thousands of rows.
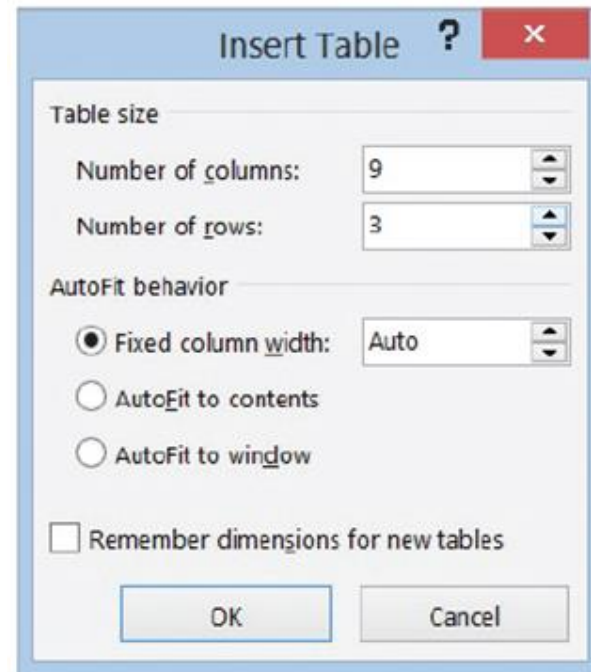
Draw a Table

- Word provides the option to draw complex tables using the Draw Table command which lets you draw a table as you would with a pencil and paper.

- The Draw Table command transforms the mouse into a pencil tool.

Use the horizontal and vertical rulers as a guide to draw a table

Insert a Quick Table

- Quick tables are built-in preformatted tables like calendars.

- Insert tab, in the Tables group, click the **Table** button to open the Insert Table menu.

- On the menu, just below the rows and columns, select **Quick Tables** from the menu. A gallery of built-in Quick Tables appears, as shown at right.
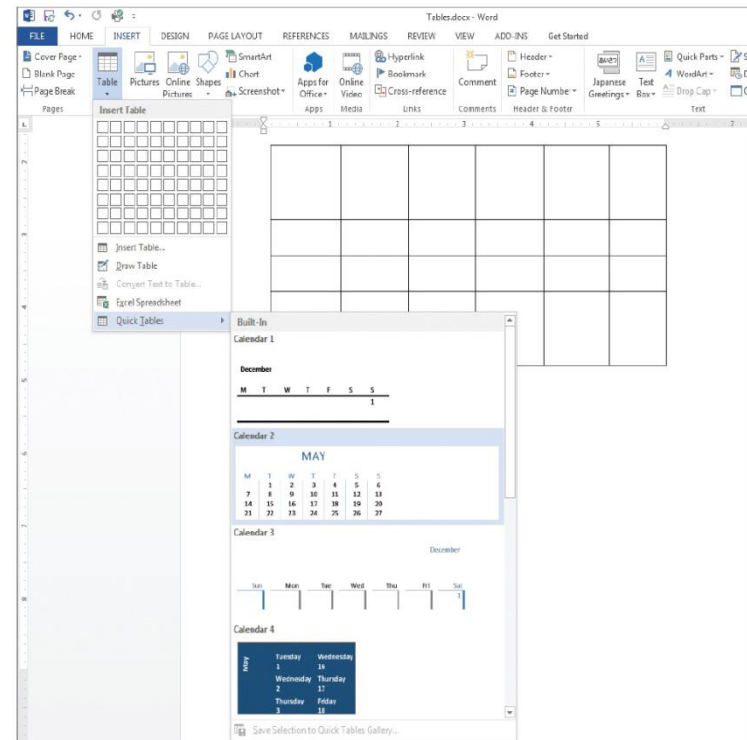
Insert Data in a Table

- To add text to a table, your insertion point must be placed in the table where the data will be added.

- To move to the next cell in a table, use the Tab key

- To move to a previous cell press Shift + Tab.

- you can also use your mouse to point and click in the cell to enter text.

- Text will automatically wrap around inside of a cell.

Contextual Tab

- After inserting a table, Word displays a contextual tab above the Ribbon.
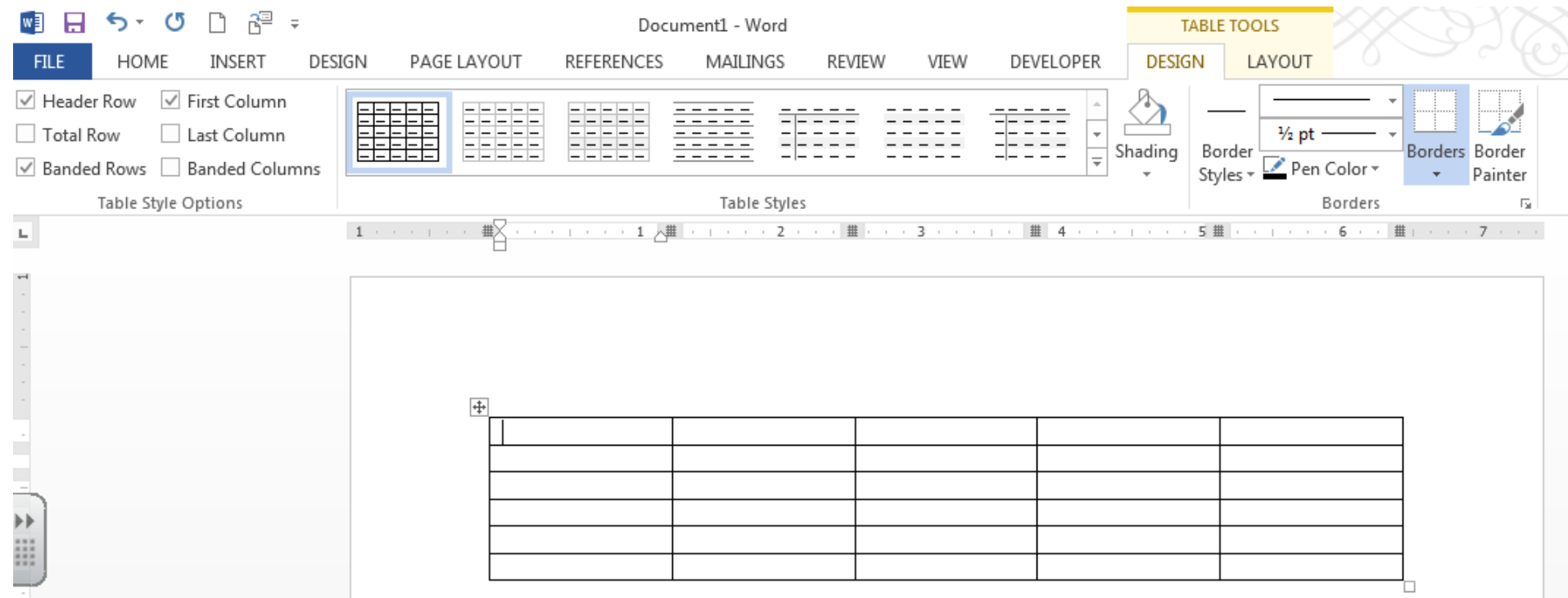
Apply a Style to a Table

- With Table Styles it is easy to quickly change a table's formatting.
- You can apply styles to tables in much the same way as you apply styles to text.
- You can preview the style before applying it and change the style as many times as needed.
- You can modify an existing table or create a new table style and add it to the gallery.

Apply a Style to a Table

To apply a specific Style just hover the Cursor over the Style. Live preview Allows you to see How the table will Look.
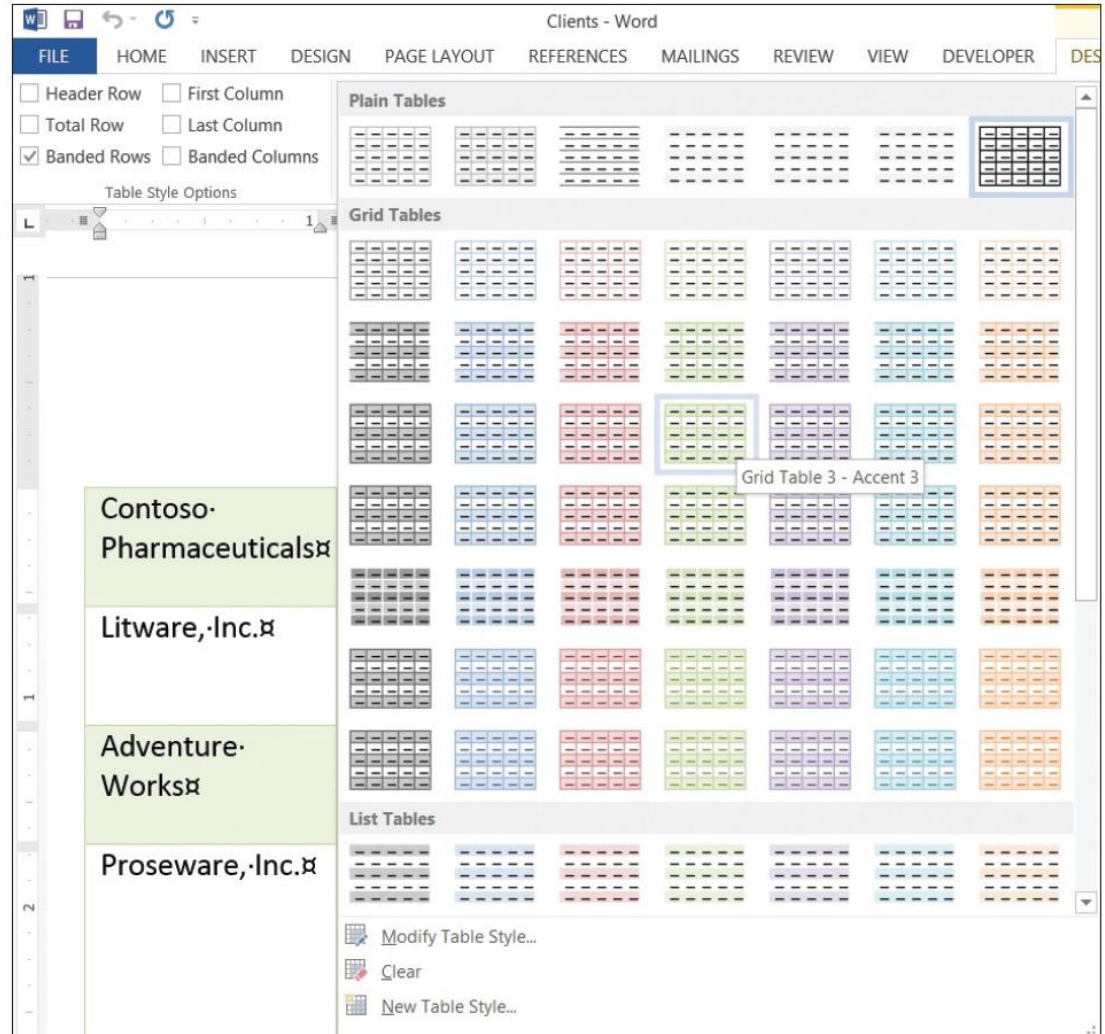
Table Style Options - On or Off

- Table Styles Options allow you to change the appearance of the preformatted styles you apply to your tables.

- Make sure the insertion point is in the table. If you click outside the table, the Design and Layout tabs (contextual tabs) will not be available.

- Style changes are located on the Design tab, in the Table Style Options group

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

Table Style Options

Table Style Options

Header Row	Formats the top row of the table to provide a descriptive name
Total Row	Formats the last row which usually has column totals
Banded Row	Formats even rows differently than odd rows to improve readability
First Column	Formats the first column of the table which usually has the row headings
Last Columns	Formats the last column of the table which often contains row totals
Banded Columns	Formats even columns differently than odd columns to improve readability

Modify the Table Styles

- In the Tables Styles group, click the **More** ⬇ button.
- Click Modify Table Styles