

Century 21 *Jr.*

Input Technologies &
Computer Applications

KEYBOARDING

Review Chapter 11 - Tables

Tables

		Column A	Column B	Column C	Column D
Row 1		SPRING VALLEY MIDDLE SCHOOL FBLA OFFICERS			
Row 2		Name	Office	Room	Telephone
Row 3		Jo Longo	President	218	330-555-0110
Row 4		Bobbie Kite	Vice President	119	330-555-0134
Row 5		Brett Diaz	Secretary	214	330-555-0159
Row 6		Katie Verez	Treasurer	101	330-555-0162
Row 7		Jerry Wilson	Parliamentarian	116	330-555-0177

Left-aligned data

Center-aligned data

Right-aligned data

Cell

- Use TAB or arrow keys to move from one cell to another

Create a Table

- Use table grid in Table group on Insert tab

Squares selected to create a 4 × 5 table

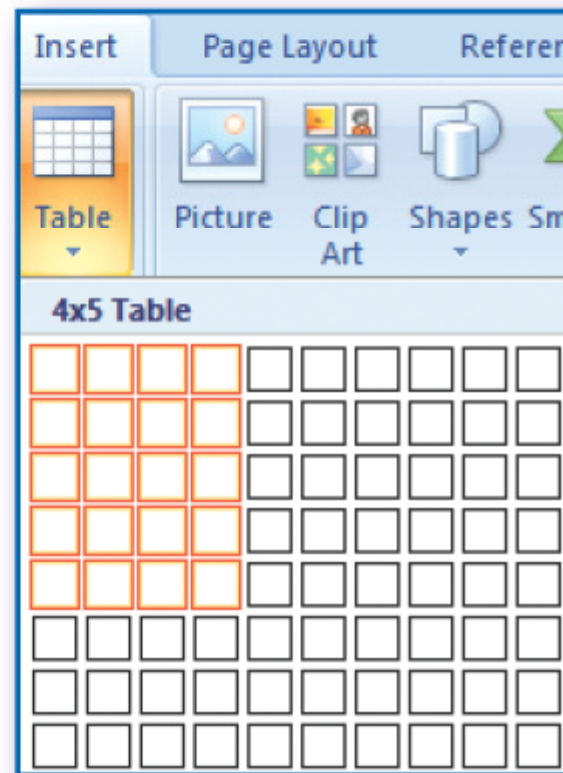
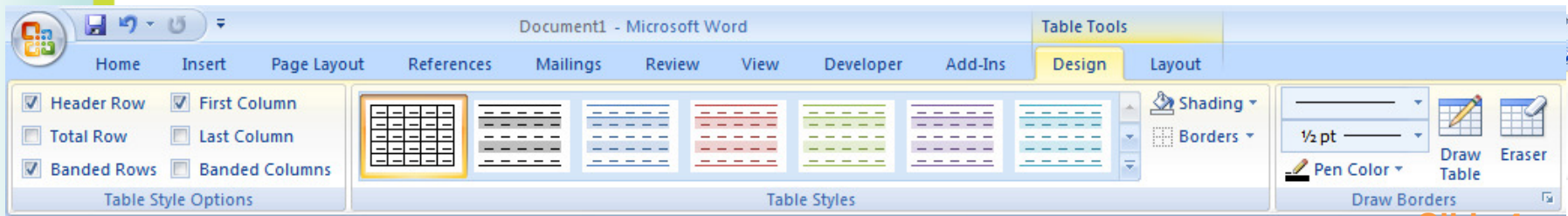


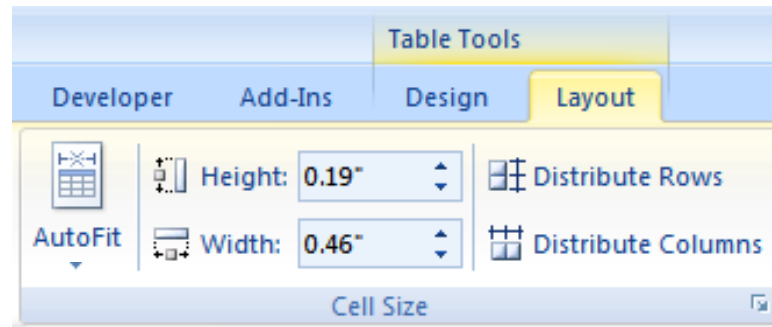
Table Tools

- Place cursor in a table cell
 - Table Tools menu appears
 - Design tab
 - Table Style Options group
 - Table Styles group
 - Draw Borders group
 - Layout tab
 - Table group
 - Rows & Columns group
 - Merge group
 - Cell Size group
 - Alignment group
 - Data group



Column Widths

- In Table Tools Layout tab, Cell Size group



- Two ways to change:

Table Column Width box



AutoFit Contents option

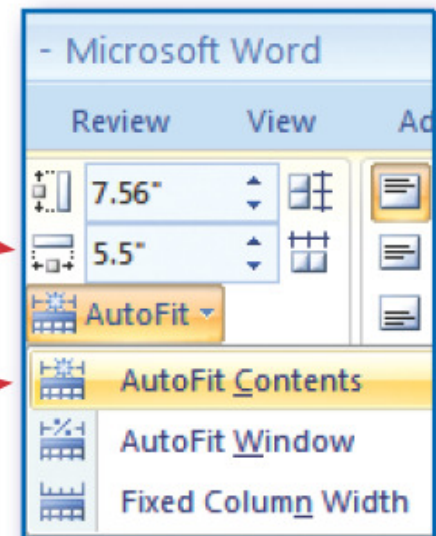
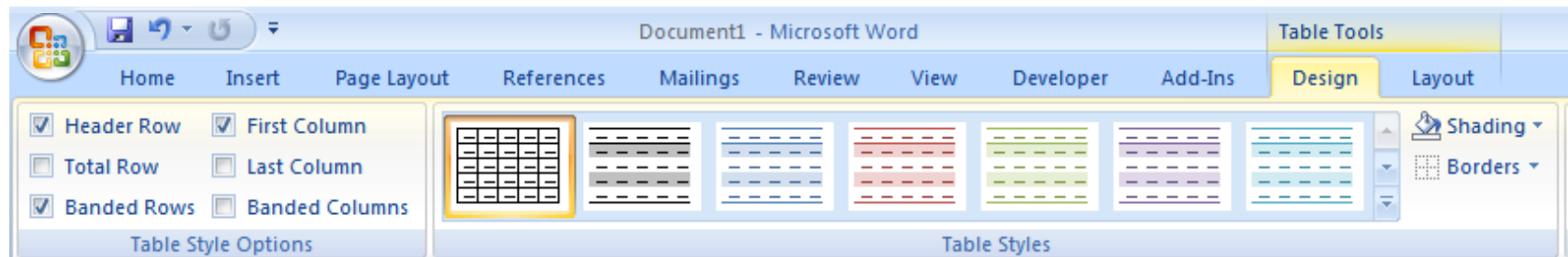


Table Styles

- In Table Tools Design tab
 - Table Styles group
 - Table Style Options group



- Can also apply features from the Styles group on the Home tab

Show Table Markers

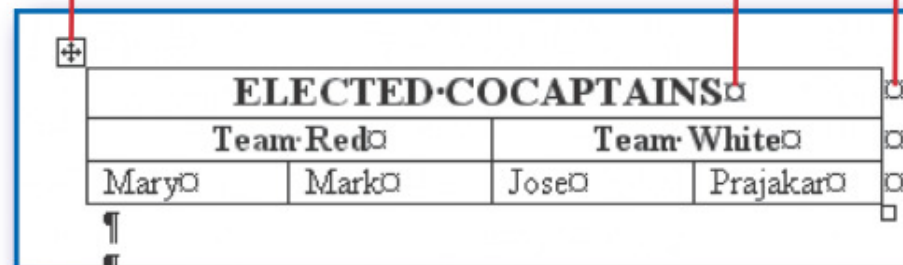
- Use Show/Hide button in the Paragraph group on the Home tab



Table move handle

End of cell marker

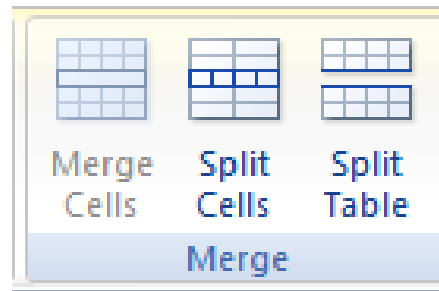
End of row marker

A diagram of a table with three rows and two columns. The first row is a header row with the text "ELECTED-COCAPTAINS". The second row has two columns: "Team Red" and "Team White". The third row has four columns: "Mary", "Mark", "Jose", and "Prajakar". The table is enclosed in a blue border. A small square with a plus sign is at the top-left corner. Small squares are at the bottom-right corner of each cell. A vertical line with a downward arrow is at the bottom-left corner. Red lines point from the text labels above to these markers.

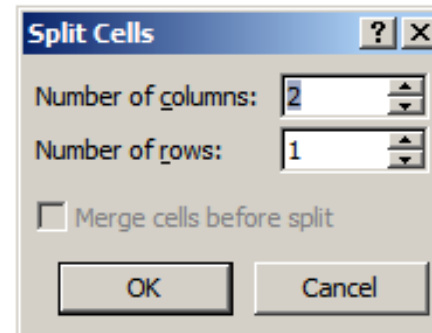
ELECTED-COCAPTAINS			
Team Red		Team White	
Mary	Mark	Jose	Prajakar

Merge and Split Cells

- Select cells
- Use Merge group on the Table Tools Layout tab

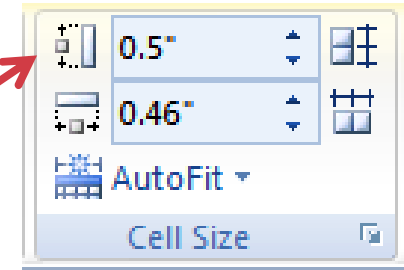


- Split Cells dialog box:



Row Height

- Table Tools Layout tab
 - Cell Size group
 - Table Row Height box

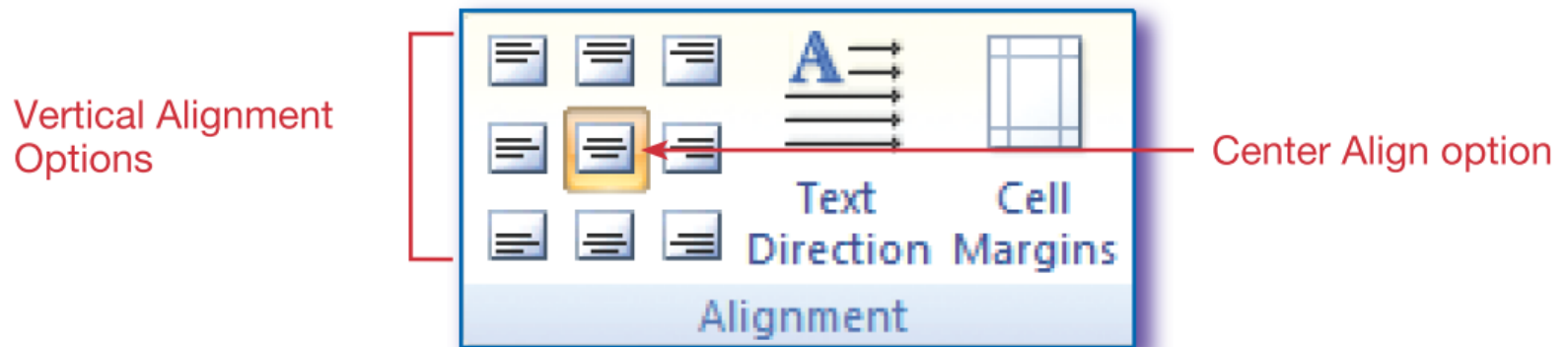


MEN'S SOCCER WORLD CUP WINNERS

Year	Winner	Final Opponent
1994	Brazil	Italy
1998	France	Brazil
2002	Brazil	Germany
2006	Italy	France

Vertical Cell Alignment

- Table Tools Layout tab, Alignment group

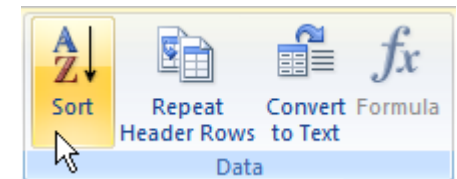


MEN'S SOCCER WORLD CUP WINNERS

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1994	Brazil	Italy
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Sort Table Data

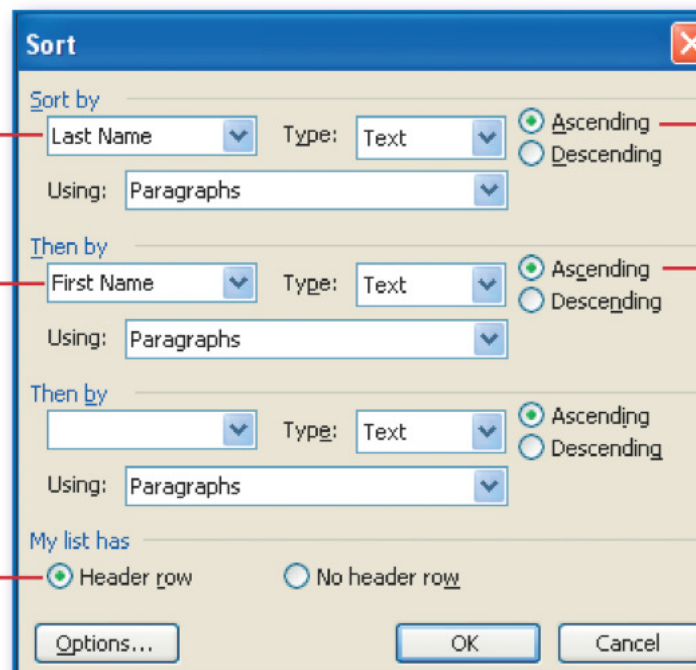
- Table Tools Layout tab, Data group
 - Or Home tab, Paragraph group



Select a column to sort by first

Select a column to sort by next

Select to use a header row

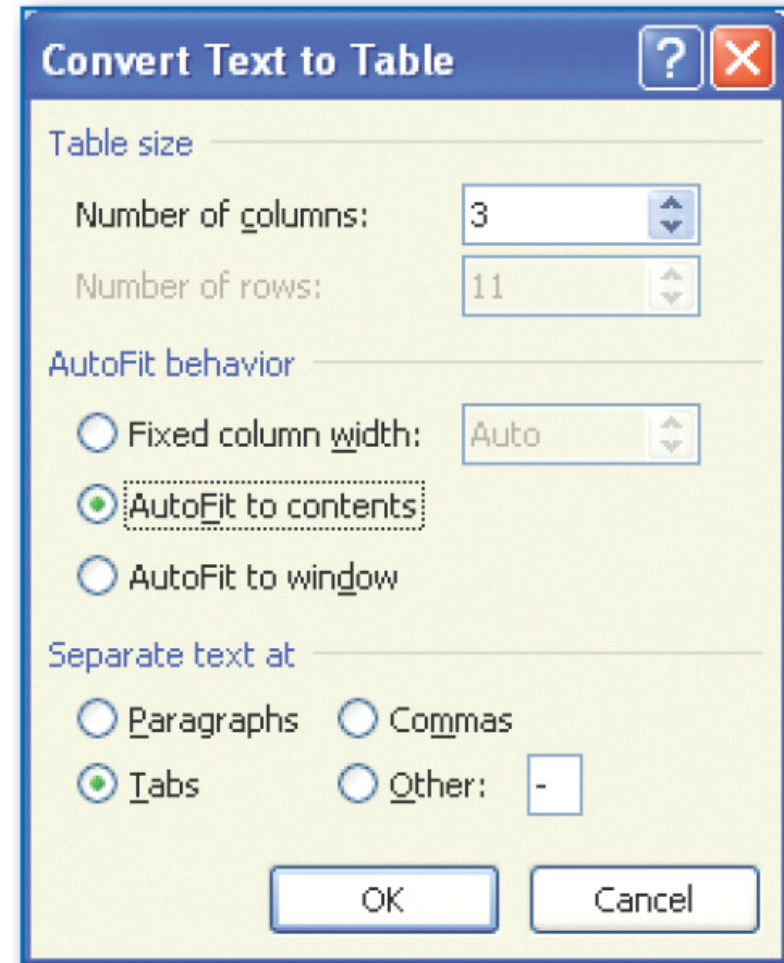
The 'Sort' dialog box in Microsoft Excel. It has a title bar with 'Sort' and a close button. The dialog is divided into sections: 'Sort by' with a dropdown set to 'Last Name', 'Type' set to 'Text', and radio buttons for 'Ascending' (selected) and 'Descending'; 'Using' set to 'Paragraphs'; 'Then by' with a dropdown set to 'First Name', 'Type' set to 'Text', and radio buttons for 'Ascending' (selected) and 'Descending'; 'Using' set to 'Paragraphs'; a third 'Then by' section with an empty dropdown, 'Type' set to 'Text', and radio buttons for 'Ascending' (selected) and 'Descending'; 'Using' set to 'Paragraphs'; and 'My list has' with radio buttons for 'Header row' (selected) and 'No header row'. At the bottom are 'Options...', 'OK', and 'Cancel' buttons.

Select a sort order

Select a sort order

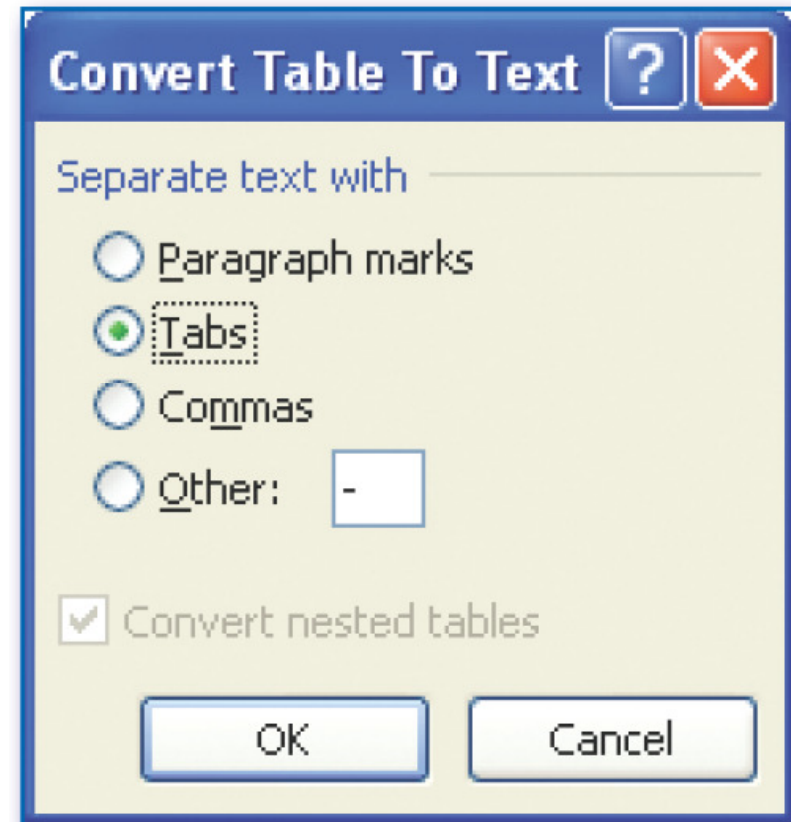
Convert Text to Tables

- Text must be separated by tabs, commas, or other separators
- In Insert tab, Table group, Table



Convert Tables to Text

- Text will be separated by tabs, commas, or other separators
- In Table Tools Layout tab, Data group



Review Question

1. All of the following can be entered in a table cell except
 - a. Formula
 - b. Numbers and symbols
 - c. Text
 - d. TAB

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

1. All of the following can be entered in a table cell except
 - a. Formula
 - b. Numbers and symbols
 - c. Text
 - d. TAB

Review Question

2. Which of the following is not a way to move from cell to cell in a table?
- a. Mouse
 - b. TAB
 - c. ENTER
 - d. Arrow keys

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

2. Which of the following is not a way to move from cell to cell in a table?
- a. Mouse
 - b. TAB
 - c. ENTER
 - d. Arrow keys

Review Question

3. Which of the following groups does not appear on the Table Tools Layout tab?
- a. Cell Size
 - b. Merge
 - c. Data
 - d. Table Styles

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

3. Which of the following groups does not appear on the Table Tools Layout tab?

a. Table Styles

b. Cell Size

c. Merge

d. Data

Review Question

4. The table grid is used to
 - a. Select cells for formatting
 - b. Insert a table
 - c. Preview a table
 - d. Change column width

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

4. The table grid is used to
 - a. Select cells for formatting
 - b. Insert a table
 - c. Preview a table
 - d. Change column width

Review Question

5. If this table originally had 2 columns and 4 rows, which statement is true?
- a. Cells in the top row were split.
 - b. The two small cells in the second column were merged from a larger cell.
 - c. The large cell in the first column was made from 3 original cells
 - d. Two rows were merged

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

5. If this table originally had 2 columns and 4 rows, which statement is true?
- a. Cells in the top row were split.
 - b. The two small cells in the second column were merged from a larger cell.
 - c. The large cell in the first column was made from 3 original cells
 - d. Two rows were merged