Century 21 Jr.

Input Technologies & Computer Applications

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

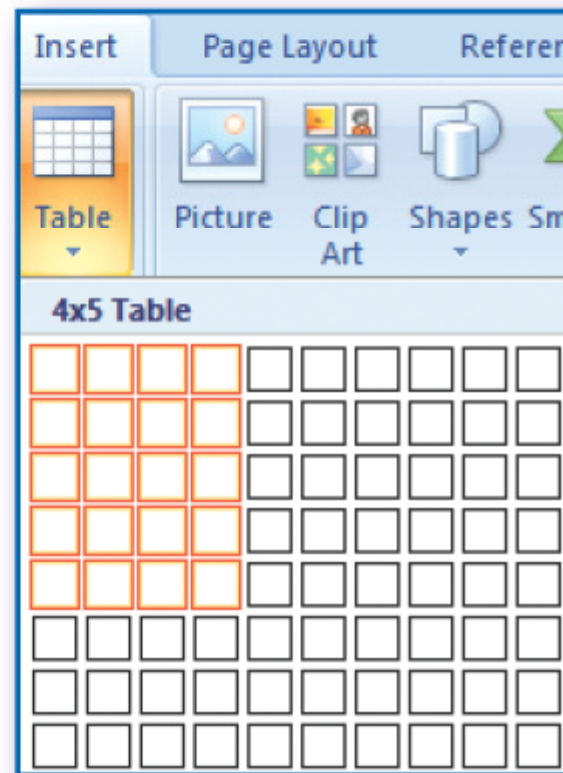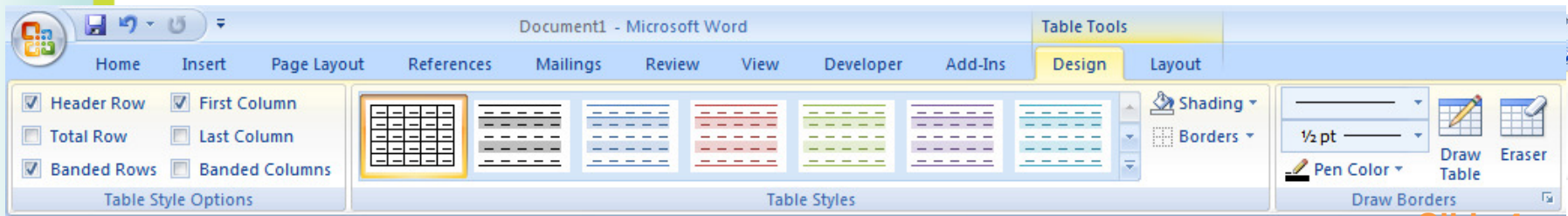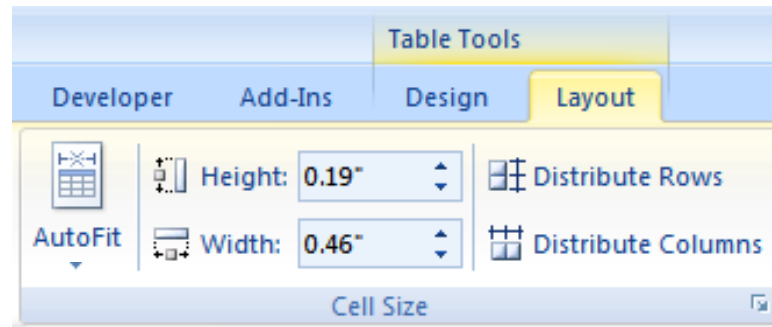Squares selected to create a 4 × 5 table

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
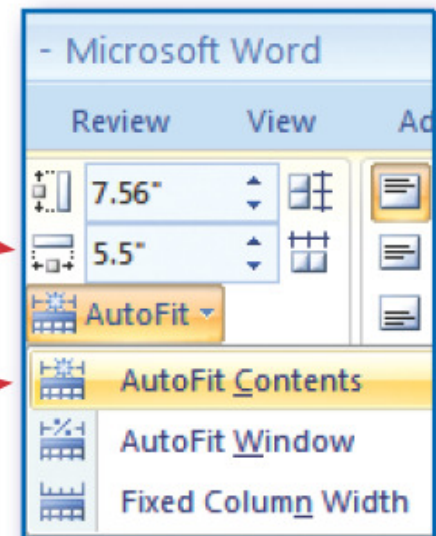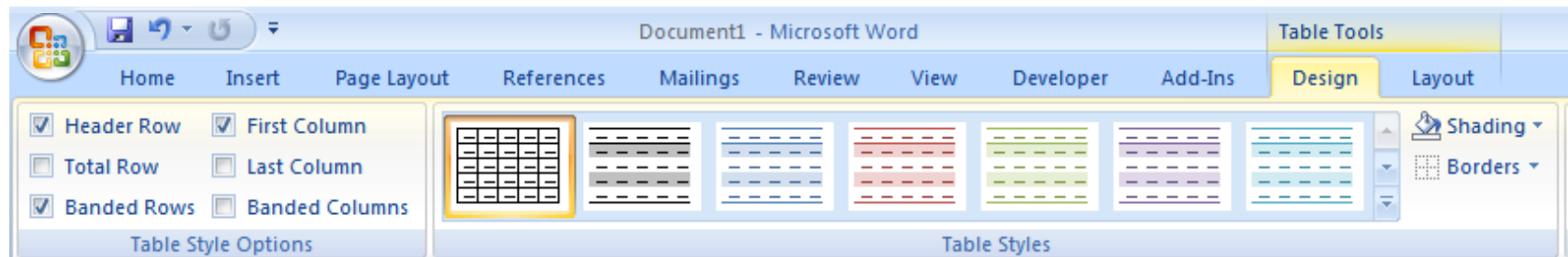
- Two ways to change:

Table 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
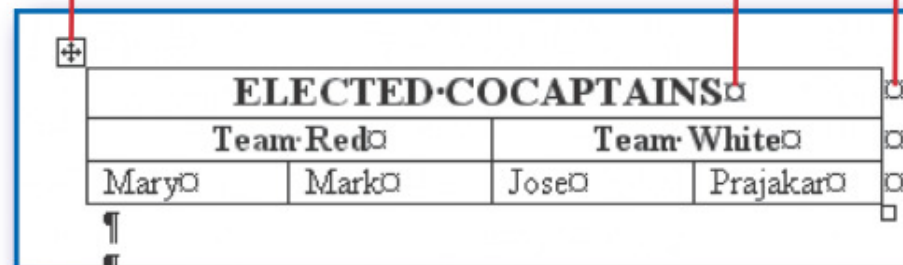
Show Table Markers

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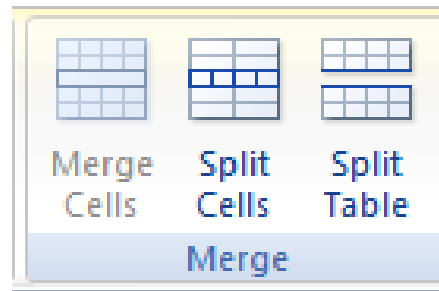

Table move handle   End of cell marker   End of row marker

ELECTED·COCAPTAINS¤				¤
Team·Red¤		Team·White¤		¤
Mary¤	Mark¤	Jose¤	Prajakar¤	¤

Merge and Split Cells

- Select cells

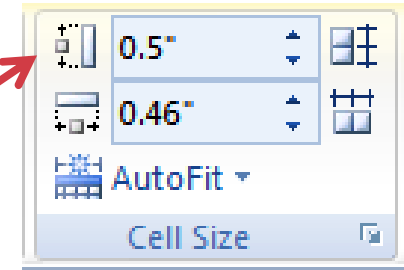- Use Merge group on the Table Tools Layout tab

- Split Cells dialog box:
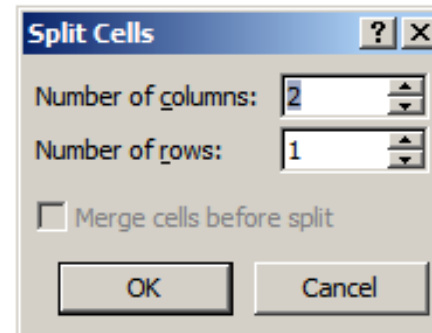
Row Height

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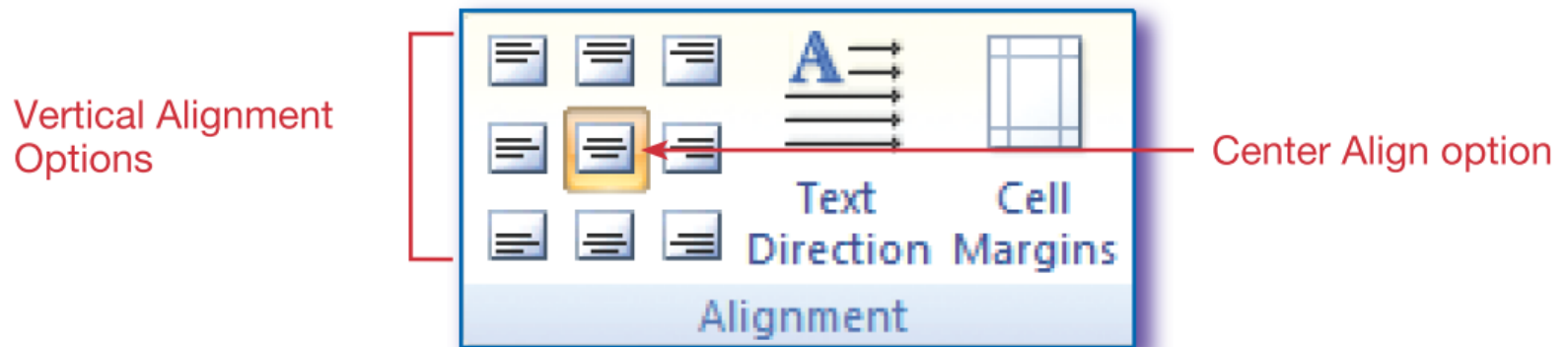   - Table Row Height box

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

Sort Table Data
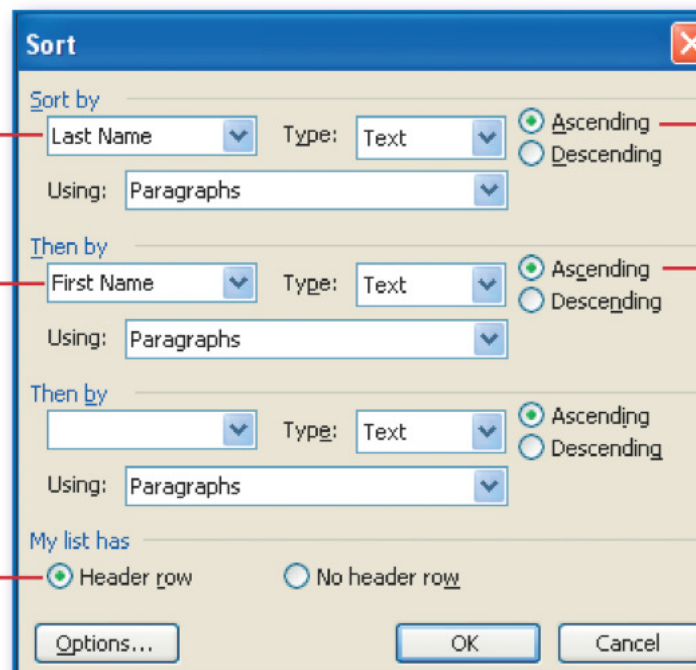
- ## Table Tools Layout tab, Data group
  - – Or Home tab, Paragraph group

Convert Text to Tables

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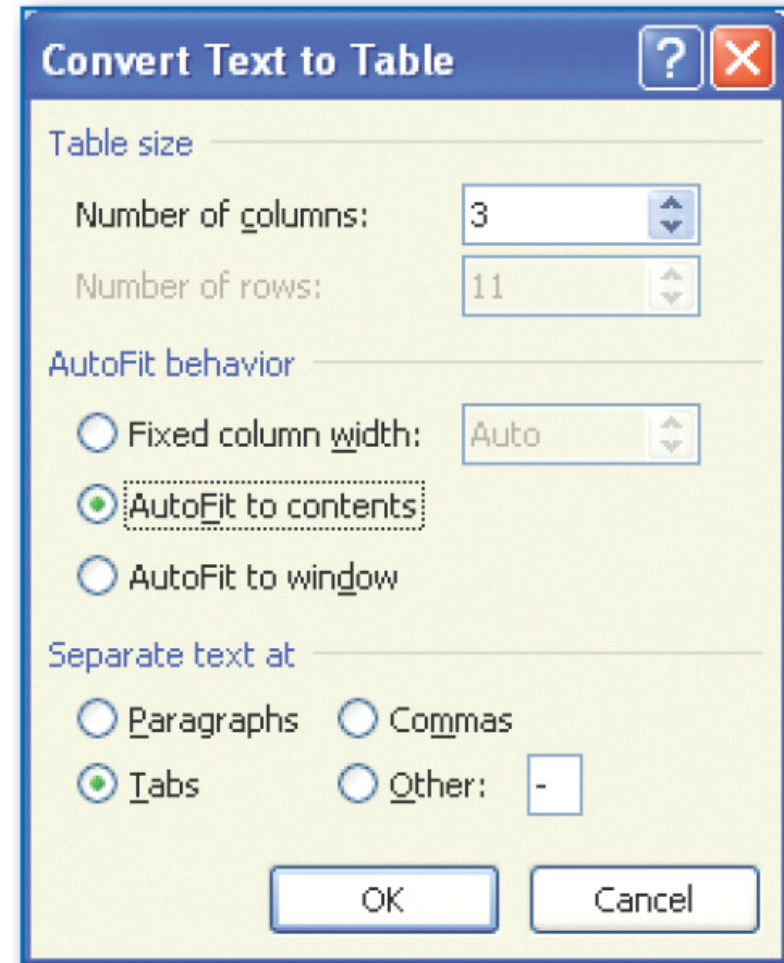
Convert Tables to Text

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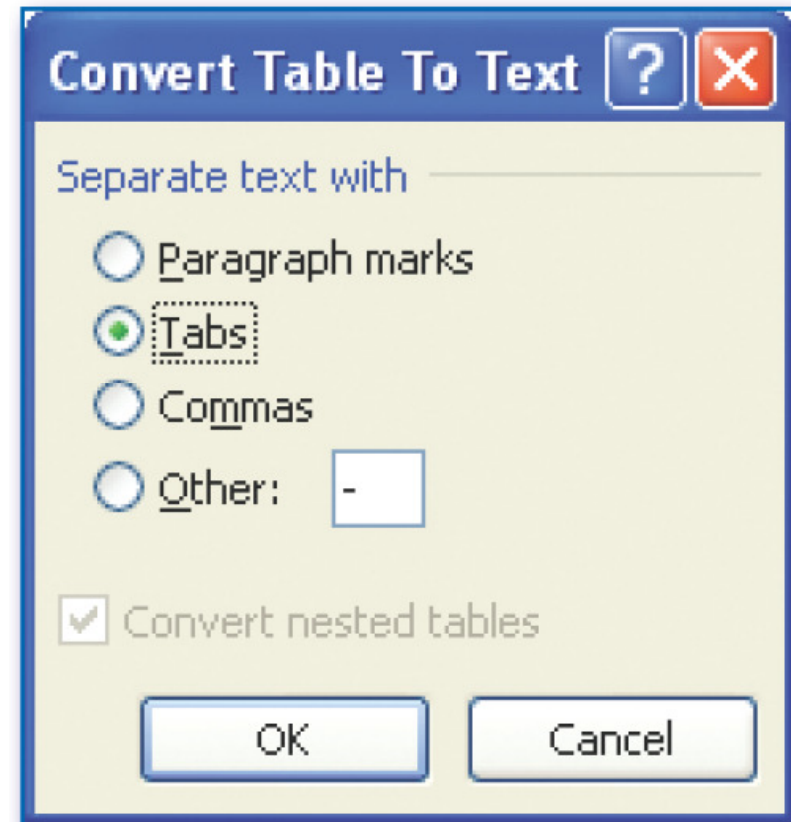
Review Question

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 <u>not</u> 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 <u>not</u> 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 <u>not</u> 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 <u>not</u> 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