

## A First Introduction to 'Making Tables with MS Word'

Making a table can be a useful way of organising information. This is what you do.

### Making a table

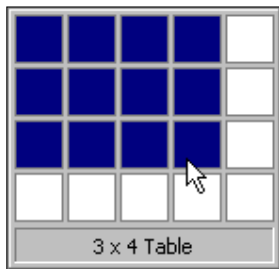
Load a Word Document.

There are (at least) 2 ways of making a table.

### EITHER

Use the tool on the Tool bar.

Click on the 'Table' tool on the Tool bar.

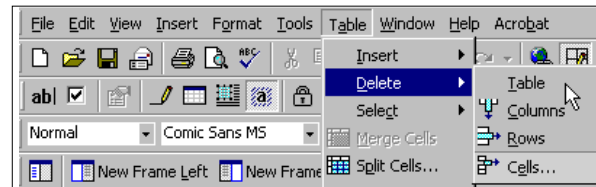


(You can add more later, or delete some.)

Drag your mouse over the table to select the number of rows and columns you want.

### OR

Go to 'Table' on the windows menu bar.

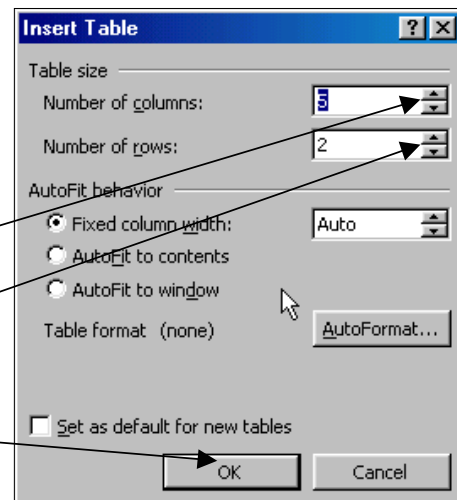


Go to 'Insert a table' and click on the table tool.

The window that opens lets you say how many columns and rows you want.

Click on the arrows to set the numbers of columns and rows.

Click on OK



### Entering text

Click in the box where you want to enter text. Pressing the TAB key will move you along the boxes. Try this example:-

Country	Capital	Language	Money (Currency)
France	Paris	French	Euro
Scotland	Edinburgh	English	Pounds

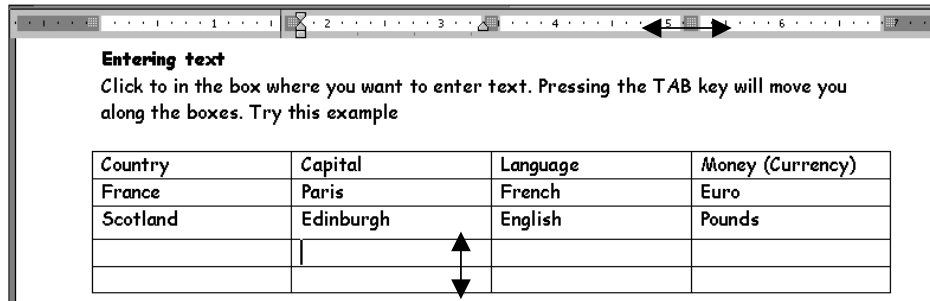
## Changing the width of the columns

Click to put your cursor somewhere inside the table.

Look up at the ruler along the top edge of the window.

You will see some grey shaded squares that are aligned with the vertical lines of the table.

Put your mouse pointer on the shaded square and when you see a double headed arrow then drag the square to either side. This will move the column margins.



## Changing the depth of the rows.

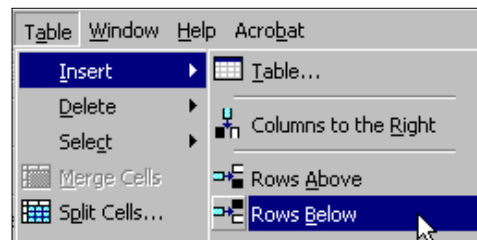
Put your mouse pointer directly on one of the horizontal lines. You will see a vertical double-headed arrow. Use this to drag the line up or down.

## Adding extra columns or rows.

Click in the row either above, or below where you want a new row to go.

Go to Table > Insert > Rows Below

If you want an extra column on the right of an existing one, use the same method, but select 'Columns to the Right'



## Deleting rows, or columns from a table

Leave your cursor in the table on the row or column that you want to delete.

Go to Table > Delete > and select what you want to delete.

