

TABLE OF CONTENTS

TABLE OF CONTENTS	1
COURSE OVERVIEW	2
WORD XP	3
OVERVIEW OF TABLES.....	4
LOOKING AT TABLES.....	4
THE TABLES AND BORDERS TOOLBAR.....	5
CREATING A TABLE	6
USING AUTOFORMAT	9
CONVERTING TEXT TO A TABLE	11
TABLE ALIGNMENT AND DISTRIBUTIONS	13
CHANGE THE ALIGNMENT OF TEXT IN A TABLE.....	13
ADJUST THE SPACING BETWEEN CELLS	15
POSITIONING A TABLE	18
WRAPPING TEXT AROUND A TABLE	20
TABLE PROPERTIES	22
REPEAT HEADER ROW ON ADDITIONAL PAGES	22
PREVENT A ROW FROM BREAKING ACROSS PAGES.....	24
SORTING DATA IN TABLES.....	25
CALCULATIONS IN TABLES	27
PERFORM CALCULATIONS IN A TABLE	27
USING A BOOKMARK TO PLACE A TABLE VALUE OUTSIDE THE TABLE IN TEXT	31

Course Overview

In *Word: Working with Tables*, you will learn how to:

- Create a table using the menu and the Draw Table tool.
- Use AutoFormat to enhance a table's look.
- Align and distribute text within a table.
- Align a table in respect to the page.
- Wrap text around a table.
- Adjust the properties of a table.
- Sort data in a table.
- Perform basic calculations in a Word table.

Tables can be used in a multitude of ways when you are working in Microsoft Word.

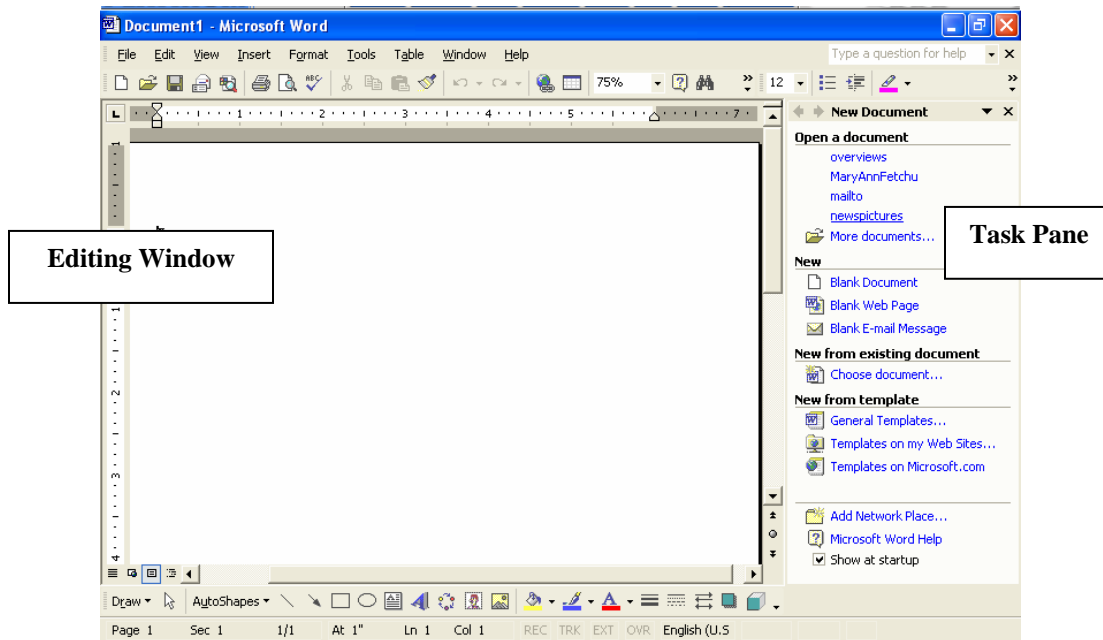
You can use tables to:

- Create a list or chart.
- Organize a document into different areas in an effective manner.
- Create a unique layout for a document.
- Create columns.
- Create procedure manuals.
- Line text horizontally or vertically on a page (an alternative to tabs and margins).
- Create brochures.
- Store numbers for calculations.

Note: The basics of creating and adjusting a table can be found in the course, Word Step 2.

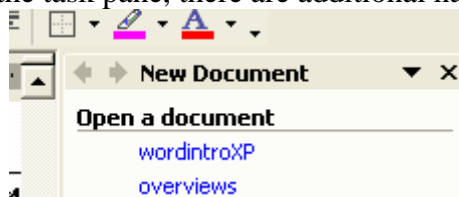
Word XP

A new addition to Word 2002 (XP) is the use of Task Panes. A task pane is a side pane that appears on the right side of Words editing window that allows you to choose from all options available to perform a task. When you first open Word, the window may appear similar to the following:



If you do not want the task pane in view, you can remove it. To remove the task pane (when you are not working with a task that requires it) select from the menu View, and then uncheck the option for Task Pane. You can also use the menu option View, Toolbars.

On the top of the task pane, there are additional navigation tools.



- The arrow buttons take you backwards and forwards through the task panes that have been active.
- The down arrow provides a short menu for common tools such as New Document, Clipboard, Search, Insert Clipart, Styles and Formatting, Mail Merge, and Translate. If you select a process from this list you will be able to perform the specified process in the task pane without affecting the editing window.
- The [X] button closes the task pane.

Overview of Tables

Looking At Tables

A table is made up of rows and columns and contains cells that you can fill with numbers, text, pictures, graphics, other tables, and much more. Tables are a great way for you to organize your document and they also provide the means for creating exciting page layouts.

You can create a table in Word in many different ways. You can create a table using the **Table** Menu Option, the **Insert Table** tool on the Tables and Borders toolbar, or you can use the **Draw Table** tool on the same toolbar. Once you have your table created, the possibilities are numerous! You can:

- Merge Cells
- Add Borders and Shade Cells
- Align Text and Objects
- Insert Nested Tables
- Add Vertical Text
- Sum Numbers and Sort Lists
- Convert Text to a Table
- Repeat Headings and Prevent Cells from Flowing Across Pages
- And More!

The diagram shows a table with several features and annotations:

- Move Handle Aka: Table Selector:** A box with a plus sign icon pointing to the top-left corner of the table.
- End-of-Row Marker:** A box pointing to the small square icon at the end of the first row.
- End-of-Cell Marker:** A box pointing to the small square icon at the end of a cell in the bottom row.
- Non-Printing Gridline:** A box pointing to the vertical dashed line between columns.
- Resize Handle:** A box pointing to the small square icon at the bottom-right corner of the table.

The table content includes:

- Merged Cells with a Border:** A single cell at the top containing the text "Merged Cells with a Border".
- Horizontal Text:** A cell containing "Horizontal Text".
- Shaded Cell Aligned in Center:** A shaded cell containing "Shaded Cell Aligned in Center".
- Vertical Text:** A cell containing "Vertical Text" oriented vertically.
- Nested Table:** A table within a cell containing:

Nested Table	
A	B
C	D
- Clip Art in a Table:** A cell containing a cartoon character.
- Ascending Sorted List:** A list in a cell:

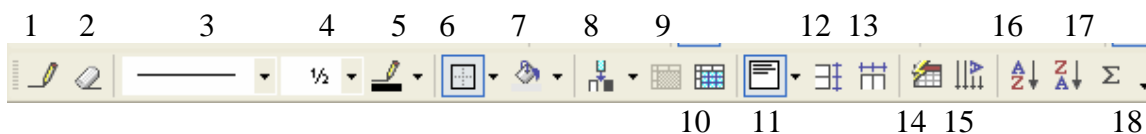
Ascending Sorted List	Sum a List
Apple	5
Cat	8
Garden	10
Pumpkin	2
	25
- Sum a List:** A list in a cell:

Ascending Sorted List	Sum a List
Apple	5
Cat	8
Garden	10
Pumpkin	2
	25

The Tables and Borders Toolbar

The Tables and Borders toolbar will be very useful when you are using tables in various parts of your document. Remember that you can dock the toolbar or you can make it a floating toolbar.

The Tables and Borders Toolbar:





Number	Name	What it does
1	Draw Table	Allows you to draw a table by clicking and dragging.
2	Eraser	Allows you to erase lines in the table.
3	Line Style	Allows you to pick a style for the borders of the cells.
4	Line Weight	Allows you to pick the thickness of the borderlines.
5	Border Color	Allows you to pick a color for the borderlines.
6	Border	Allows you to apply borders to selected cells.
7	Shading Color	Allows you to shade a cell (or cells) in a table.
8	Insert Table	Allows you to insert a table using the Insert Table box.
9	Merge Cells	Allows you to merge connected cells together to form one cell.
10	Split Cells	Allows you to split a cell into multiple rows and columns.
11	Align	Allows you to align text, pictures, tables, or objects in a cell.
12	Distribute Rows Evenly	Makes all rows the same height.
13	Distribute Columns Evenly	Makes all columns the same width.
14	Table Auto Format	Allows you to utilize predefined formats in a table.
15	Change Text Direction	Allows you to change horizontal text to vertical text or vice versa
16	Sort Ascending	Sorts a list in A-Z order.
17	Sort Descending	Sorts a list in Z-A order.
18	AutoSum	Quickly totals a row or column of numbers.


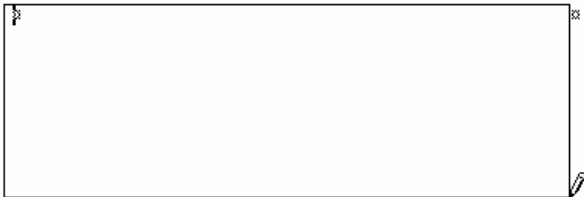
Creating a Table

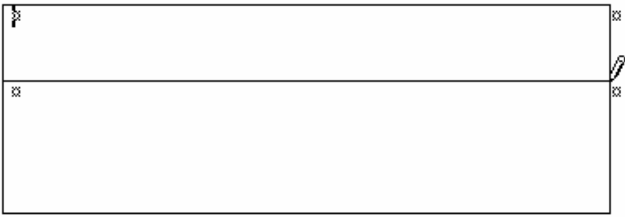
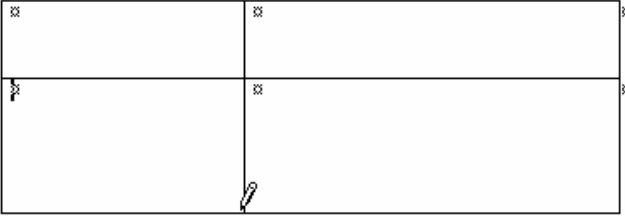

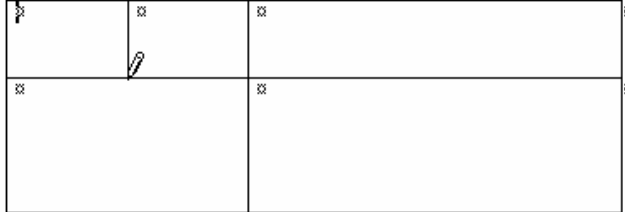

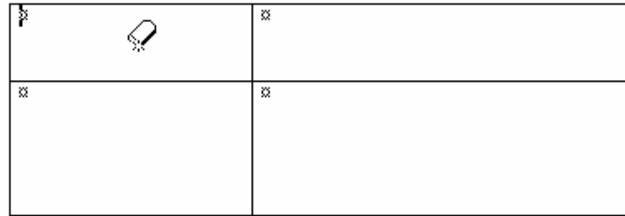
There are various ways to create a table.


1. You can create a table using the menu option of:
Table, Insert, Table



2. You can create a table using the toolbar tool, **Insert Table** .
3. You can create a table using the toolbar tool, **Draw Table** .

What you do	What happens
1. Click on the Draw Table tool  , and drag the pencil pointer to create the outline of the entire table	The outline of the table with the pencil pointer. 

What you do	What happens
<p>2. To add rows, draw horizontal lines from one side to the other by dragging the pencil pointer.</p> <p>Repeat until all rows have been added.</p> <p>Add a row to the table.</p>	<p>The table with a row added.</p> 
<p>3. To add columns, draw vertical lines from the top to the bottom of the table border with the pencil pointer.</p> <p>Repeat until all columns have been added.</p> <p>Add a column to the table.</p>	<p>The table with a column added.</p> 
<p>4. To split a cell that does not span the entire width or height of the table, select the Draw Table  tool and draw a dividing line in just the cell you want to separate.</p> <p>Draw a vertical line as illustrated in the right column.</p> <p>Click on the Draw Table tool again to turn this option off.</p>	<p>The table with a split cell.</p> 
<p>5. To erase a line (combine cells), click on the Eraser  tool, and click on the line with the eraser pointer.</p> <p>Erase the line that you drew in the previous step.</p> <p>Click on the Eraser tool again to turn this option off.</p>	<p>The table with the last line erased.</p> 

What you do	What happens
<p>6. Tip: You can add new rows to a table by using the Tab key in the cell at the bottom right corner of the table. This will give you a row that is the same as the previous row.</p> <p>If you want to create or use tabs within a cell, press Ctrl + Tab.</p>	
<p>7. Remember: You can use the Outside Border  tool to add or remove printing gridlines.</p>	

Using AutoFormat


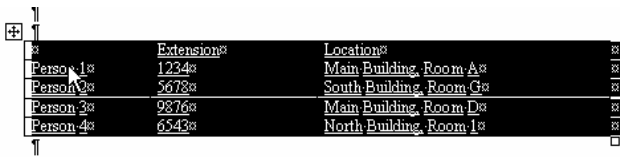
Table AutoFormat can be used to quickly give your table a new look. For example, the table may look like the following:


	Extension	Location
Person 1	1234	Main Building, Room A
Person 2	5678	South Building, Room G
Person 3	9876	Main Building, Room D
Person 4	6543	North Building, Room 1

You can quickly apply an AutoFormat and the table could look like the following:

	<i>Extension</i>	<i>Location</i>
<i>Person 1</i>	1234	Main Building, Room A
<i>Person 2</i>	5678	South Building, Room G
<i>Person 3</i>	9876	Main Building, Room D
<i>Person 4</i>	6543	North Building, Room 1

	Extension	Location
Person 1	1234	Main Building, Room A
Person 2	5678	South Building, Room G
Person 3	9876	Main Building, Room D
Person 4	6543	North Building, Room 1

What you do	What happens
1. Open the file, Table1, and use the table under Example A .	
2. Select the table, using the Table Selector (Move Handle)  .	<p>The table is selected.</p> 

What you do	What happens																									
<p>3. From the menu select Table, Table AutoFormat.</p> <p>You can also use the Table AutoFormat tool  from the Tables and Borders toolbar.</p> <p>Select the format that you want to apply to the table from the Formats box.</p> <p>The Preview area will show the selected format.</p> <p>The Apply special formats to sections allows you to customize the selected format even further.</p> <p>Select Apply.</p>	<p>The Table AutoFormat box returns.</p> <thead> <tr> <th></th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>East</td> <td>7</td> <td>7</td> <td>5</td> <td>19</td> </tr> <tr> <td>West</td> <td>6</td> <td>4</td> <td>7</td> <td>17</td> </tr> <tr> <td>South</td> <td>8</td> <td>7</td> <td>9</td> <td>24</td> </tr> <tr> <td>Total</td> <td>21</td> <td>18</td> <td>21</td> <td>60</td> </tr> </tbody>		Jan	Feb	Mar	Total	East	7	7	5	19	West	6	4	7	17	South	8	7	9	24	Total	21	18	21	60
	Jan	Feb	Mar	Total																						
East	7	7	5	19																						
West	6	4	7	17																						
South	8	7	9	24																						
Total	21	18	21	60																						

 Below the preview, there are checkboxes for 'Apply special formats to' including 'Heading rows', 'First column', 'Last row', and 'Last column'. Buttons for 'Apply' and 'Cancel' are at the bottom." data-bbox="441 136 758 468"/>

| 4. You can make adjustments to the table once you return to the document. For example, you can use the **Resize Handle** to make the table larger or smaller. | The Auto Formatted Table. | Person | Extension | Location | | --- | --- | --- | | Person 1 | 1234 | Main Building, Room A | | Person 2 | 5678 | South Building, Room G | | Person 3 | 9876 | Main Building, Room D | | Person 4 | 6543 | North Building, Room 1 | The table has small square handles in the corners and on the sides for resizing." data-bbox="448 508 841 641"/> |
| 5. To remove AutoFormatting from a table select from the menu **Table, AutoFormat**. Then, from the Table styles list, select **Table Normal**. Select **Apply**. | |

What's New: Word 2002 now allows you to create your own style for a table and save it so that you can retrieve it when needed. You can also modify a current style that is found in the AutoFormat area. To create your own style, open the Table AutoFormat box and select **New**. To change an existing style, select the **Modify** button.

Converting Text to a Table

If you already have text in a document, you can take that text and automatically convert it to be placed in a table.


For example, text in a paragraph not using a table:

This is a sample paragraph to show that you can take existing text and automatically convert the text to a table. You will not have to create a table, copy text, and paste text to get a table layout.

This is the second paragraph to show that I am using a paragraph marker as a separator, which will tell Word how many rows to create. Each time a paragraph marker is detected another row is inserted.

The same text as above, converted to a table:

This is a sample paragraph to show that you can take existing text and automatically convert the text to a table. You will not have to create a table, copy text, and paste text to get a table layout.
This is the second paragraph to show that I am using a paragraph marker as a separator, which will tell Word how many rows to create. Each time a paragraph marker is detected another row is inserted.

What you do	What happens
<p>1. Use the Table under Example B.</p>	
<p>2. The text you want to convert into a table should already be entered.</p> <p>You need to decide what you are going to use as your Separator. A separator is used to tell Word when to create new columns or rows.</p> <p>When first using this tool, allow Word to use the default separator, Paragraph Marks. Each time Word detects a paragraph marker , a row will be inserted.</p>	

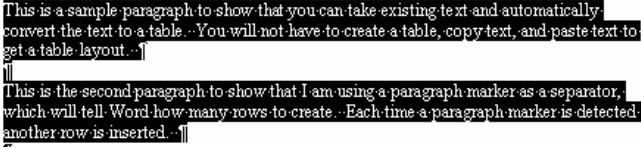
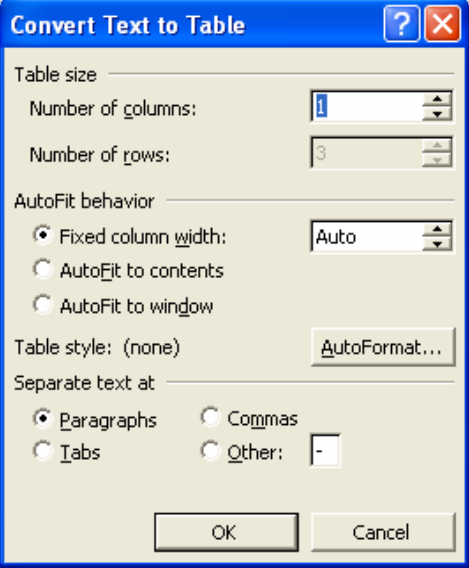
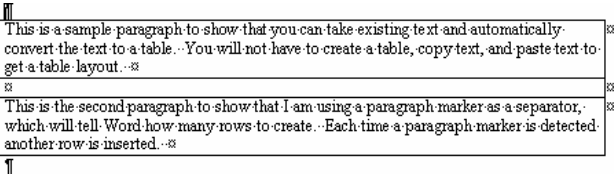

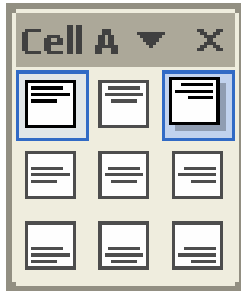
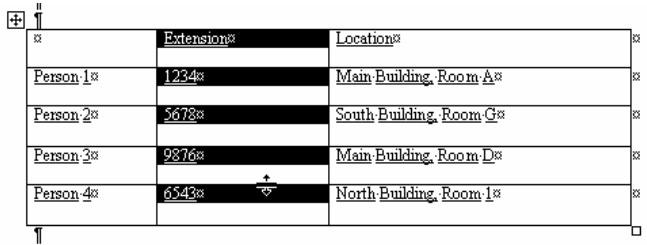

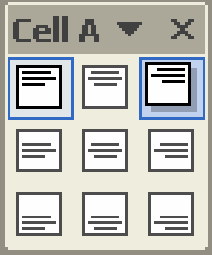
What you do	What happens
<p>3. Select the text that you want to convert to a table.</p> <p>In this example, there are three paragraph markers; therefore, three rows will be created.</p>	<p>The text is selected.</p>  <p>This is a sample paragraph to show that you can take existing text and automatically convert the text to a table. You will not have to create a table, copy text, and paste text to get a table layout. ¶ This is the second paragraph to show that I am using a paragraph marker as a separator, which will tell Word how many rows to create. Each time a paragraph marker is detected, another row is inserted. ¶</p>
<p>4. From the menu select Table, Convert, Text to Table.</p> <p><i>Note:</i> Depending on what selection make for columns, the number of rows will adjust based on the separator and will adjust in multiples of two.</p>	<p>The Convert Text to Table box returns.</p>  <p>The dialog box shows the following settings: Table size: Number of columns: 1, Number of rows: 3 AutoFit behavior: Fixed column width (selected), Auto (selected) Table style: (none), AutoFormat... Separate text at: Paragraphs (selected), Commas, Tabs, Other: - Buttons: OK, Cancel</p>
<p>5. In the Separate text at area, select the option for the separator (i.e. what Word uses to determine how many rows and columns to create).</p> <p>In our example, verify Paragraphs is selected.</p> <p>Select OK.</p> <p><i>Tip:</i> If there are extra rows or columns that you do not want select the row or column and right click with the mouse and select Delete Row or Delete Column. You can also use the menu option of Table, Delete, Rows (or Columns).</p>	<p>The text converted to a table.</p>  <p>The text is now presented in a table with two columns and two rows. The first row contains the first paragraph, and the second row contains the second paragraph. The text is enclosed in a table border.</p>

Table Alignment and Distributions

Change the Alignment of Text in a Table

You can change the alignment of the text in the table by using the **Align**  tool on the Tables and Borders toolbar. This will allow you to align text to the top, middle, or bottom of a cell as well as to the right, left, or centered. The Align tool provides the following options:



What you do	What happens															
<p>1. Select the table or the cells that you want to adjust the alignment for.</p> <p>For this example, use Example A. Select the Extension column.</p>	<p>The cells will be selected.</p>  <table border="1" data-bbox="716 919 1360 1161"> <thead> <tr> <th></th> <th>Extension</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Person 1</td> <td>1234</td> <td>Main Building, Room A</td> </tr> <tr> <td>Person 2</td> <td>5678</td> <td>South Building, Room C</td> </tr> <tr> <td>Person 3</td> <td>9876</td> <td>Main Building, Room D</td> </tr> <tr> <td>Person 4</td> <td>6543</td> <td>North Building, Room 1</td> </tr> </tbody> </table>		Extension	Location	Person 1	1234	Main Building, Room A	Person 2	5678	South Building, Room C	Person 3	9876	Main Building, Room D	Person 4	6543	North Building, Room 1
	Extension	Location														
Person 1	1234	Main Building, Room A														
Person 2	5678	South Building, Room C														
Person 3	9876	Main Building, Room D														
Person 4	6543	North Building, Room 1														
<p>2. Select the down arrow on the Align  on the Tables and Borders toolbar.</p> <p>Choose the alignment that you want applied to the cell(s).</p>	<p>The Align tool will present nine options for you to choose from.</p> 															

What you do	What happens															
<p>3. If necessary, select other cells and follow step 2 until all cells are aligned as desired.</p> <p>If you want all the cells to be aligned the same, you can select the entire table and then choose an alignment.</p> <p>Select the table and choose Align Center.</p>	<p>The table with text centered horizontally and vertically (middle column). ↓</p> <table border="1"><thead><tr><th data-bbox="738 346 868 378"></th><th data-bbox="868 346 1039 378">Extension</th><th data-bbox="1039 346 1356 378">Location</th></tr></thead><tbody><tr><td data-bbox="738 378 868 409">Person 1</td><td data-bbox="868 378 1039 409">1234</td><td data-bbox="1039 378 1356 409">Main Building, Room A</td></tr><tr><td data-bbox="738 409 868 441">Person 2</td><td data-bbox="868 409 1039 441">5678</td><td data-bbox="1039 409 1356 441">South Building, Room G</td></tr><tr><td data-bbox="738 441 868 472">Person 3</td><td data-bbox="868 441 1039 472">9876</td><td data-bbox="1039 441 1356 472">Main Building, Room D</td></tr><tr><td data-bbox="738 472 868 504">Person 4</td><td data-bbox="868 472 1039 504">6543</td><td data-bbox="1039 472 1356 504">North Building, Room 1</td></tr></tbody></table>		Extension	Location	Person 1	1234	Main Building, Room A	Person 2	5678	South Building, Room G	Person 3	9876	Main Building, Room D	Person 4	6543	North Building, Room 1
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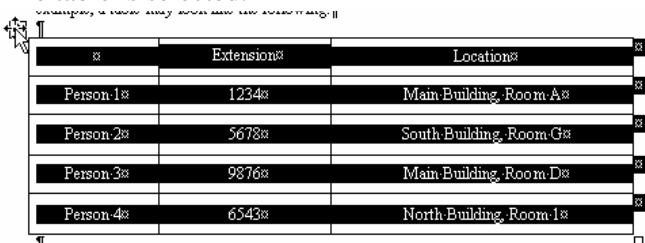
Adjust the Spacing Between Cells

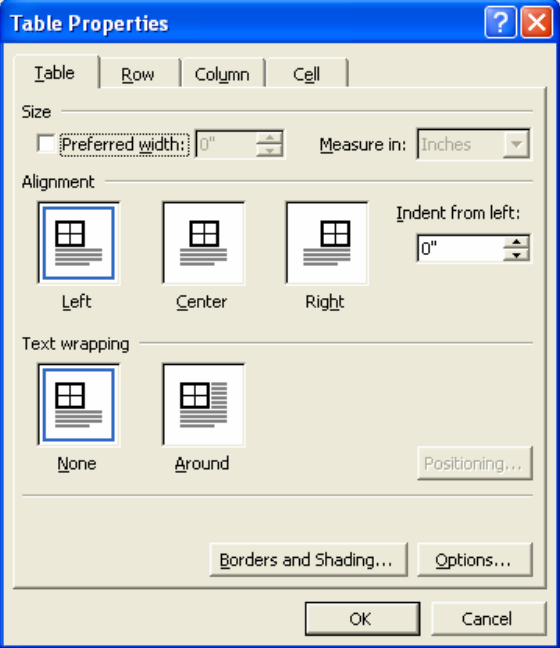
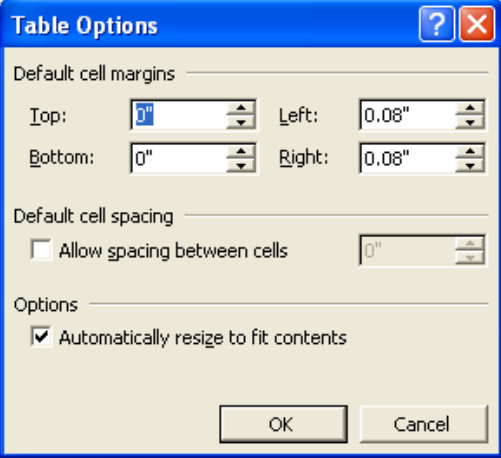
You can adjust the spacing between the cells to adjust the appearance of the table. For example, a table may look like the following:

	Extension	Location
Person 1	1234	Main Building, Room A
Person 2	5678	South Building, Room G
Person 3	9876	Main Building, Room D
Person 4	6543	North Building, Room 1

After you adjust the spacing, your table may look like the following:

	Extension	Location
Person 1	1234	Main Building, Room A
Person 2	5678	South Building, Room G
Person 3	9876	Main Building, Room D
Person 4	6543	North Building, Room 1

What you do	What happens
<p>1. Continue using Example A.</p> <p>Select the table using the Table Selector (Move Handle).</p>	<p>The table is selected.</p> 

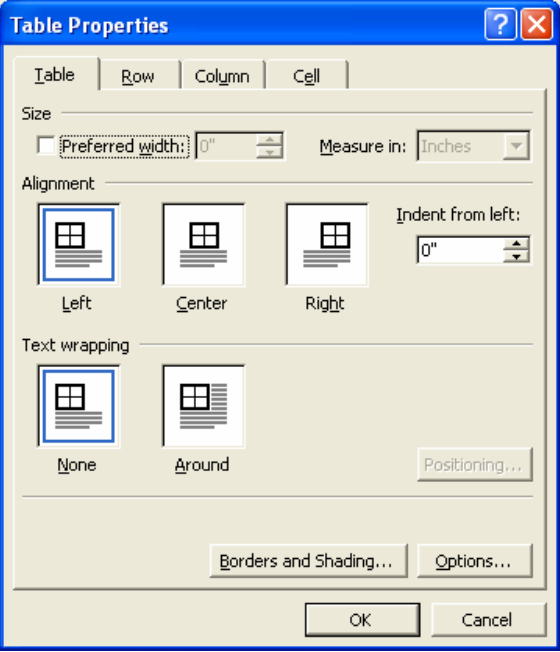

What you do	What happens
2. From the menu select Table, Table Properties.	The Table Properties box returns. 
3. On the Table tab, select the Options button.	The Table Options box returns. 

What you do	What happens															
<p>4. In the Default cell spacing area, select the checkbox for Allow spacing between cells.</p> <p>Also, in the field to the right, specify the spacing that you want between the cells.</p> <p>Change the spacing to .05.</p> <p>Select OK twice.</p>	<p>The table is returned with spacing between the cells.</p> <table border="1" data-bbox="727 304 1356 535"><tr><td>☒</td><td>Extension☒</td><td>Location☒</td></tr><tr><td>Person 1☒</td><td>1234☒</td><td>Main Building, Room A☒</td></tr><tr><td>Person 2☒</td><td>5678☒</td><td>South Building, Room G☒</td></tr><tr><td>Person 3☒</td><td>9876☒</td><td>Main Building, Room D☒</td></tr><tr><td>Person 4☒</td><td>6543☒</td><td>North Building, Room 1☒</td></tr></table>	☒	Extension☒	Location☒	Person 1☒	1234☒	Main Building, Room A☒	Person 2☒	5678☒	South Building, Room G☒	Person 3☒	9876☒	Main Building, Room D☒	Person 4☒	6543☒	North Building, Room 1☒
☒	Extension☒	Location☒														
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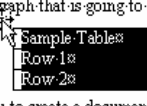
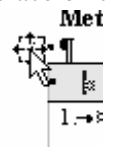
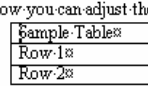
Positioning a Table

You can position a table on the page wherever you want. You can adjust the alignment of the table using the Table Properties box, the Alignment tools on the Formatting toolbar, or you can select the table and drag and drop.

Method 1: Using the Table Properties box

What you do	What happens						
<p>1. Use Example C for this exercise.</p> <p>Double click on the Table Selector (Move Handle).</p> <p>OR</p> <p>Select the table and from the menu select Table, Table Properties</p>	<p>The Table Properties box returns.</p> 						
<p>2. In the Alignment area, select one of the options to align the table (Left, Center, or Right). If you select Left, you can select a measurement in the Indent from left field.</p> <p>Select OK.</p> <p>Tip: You can also use the alignment tools  on the Formatting toolbar.</p> <p>Center the table.</p>	<p>The table aligned center.</p> <p>This is a sample of text in a paragraph that is going to wrap around the table. Later you will see how you can adjust the table to align to the right of text, centered in text, align to the left of text, or you can have text flow all around the table. First, however, you will locate the option to have the Text Wrapping set to Around or None. This option will allow you to create a document that will place the table in a position (with text) that appeals to the reader.</p> <table border="1" data-bbox="971 1360 1105 1434"> <tr> <td>Sample Tables</td> <td></td> </tr> <tr> <td>Row 1</td> <td></td> </tr> <tr> <td>Row 2</td> <td></td> </tr> </table>	Sample Tables		Row 1		Row 2	
Sample Tables							
Row 1							
Row 2							

Method 2: Drag and Drop

What you do	What happens
<p>1. Click (once) and hold the Table Selector (Move Handle).</p>	<p>The table is selected.</p>  <p>This is a sample of text in a paragraph that is going to wrap around the table. Later you will see how you can adjust the table to align to the right of text, centered in text, align to the left of text, or you can have text flow all around the table. First, however, you will locate the option to have the Text Wrapping set to Around or None. This option will allow you to create a document that will place the table in a position (with text) that appeals to the reader.</p>
<p>2. When the pointer is a four-way arrow, you can drag (by holding the left mouse button) the table to a new place on the page.</p>  <p>Met</p> <p>When you have the table where you want, release the mouse button.</p> <p>Drag and drop the table in the middle of the paragraph.</p> <p>Note: If you move a table by drag and dropping you have also set the text wrapping to Around.</p>	<p>The table moved by drag and dropping.</p>  <p>This is a sample of text in a paragraph that is going to wrap around the table. Later you will see how you can adjust the table to align to the right of text, centered in text, align to the left of text, or you can have text flow all around the table. First, however, you will locate the option to have the Text Wrapping set to Around or None. This option will allow you to create a document that will place the table in a position (with text) that appeals to the reader.</p>

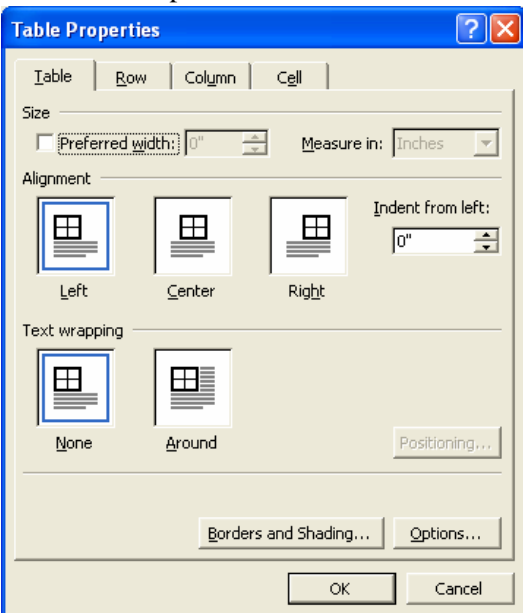
Wrapping Text Around a Table

When you are working with tables, you may need to place your table on the page and then place text all around the table. If you need to adjust how text works in relation to your table, you can adjust the Text Wrapping around the table.

For example:

This is a sample of text in a paragraph that is going to wrap around the table. Later you will see how you can adjust the table to align to the right of text, centered in text, align to the left of text, or you can have text flow all around the table. First, however, you will locate the option to have the Text Wrapping set to Around or None. This option will allow you to create a document that will place the table in a position (with text) that appeals to the reader.

Sample Table
Row 1
Row 2

What you do	What happens
1. Select the table and move it to where you want on the page, as seen in previous lessons.	The table moves to new location.
2. Double click on the Table Selector (Move Handle). OR Select the table and from the menu select Table, Table Properties.	The Table Properties box returns. 

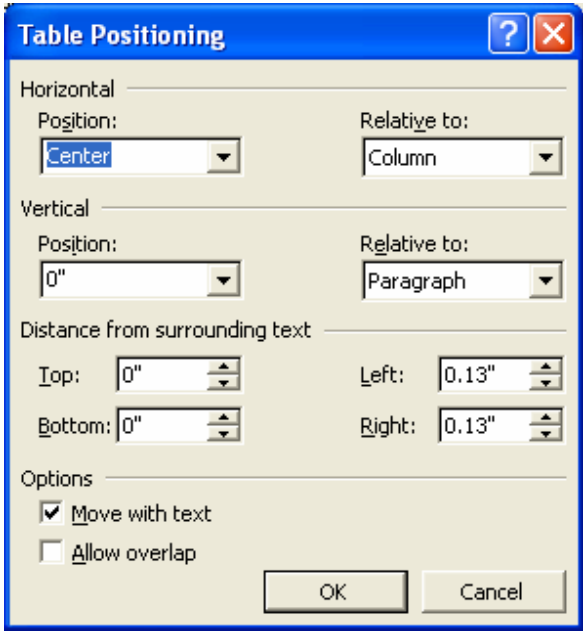
What you do	What happens
<p>3. In the Text Wrapping area, select Around.</p> <p>Select the Positioning button for additional options.</p> <p>Make any additional selections and select OK.</p> <p><i>Tip:</i> If you are drawing the table using the Draw Table tool on the Tables and Borders toolbar, you can automatically apply text wrapping if you hold down the Ctrl key as you draw the table.</p>	<p>The Table Positioning box returns.</p> 

Table Properties

Repeat Header Row on Additional Pages

If you create a table that flows across several pages, you can set the header row to repeat automatically on the top of each new page. For example, the table below that has the instructions for this lesson has a header row that appears as follows:

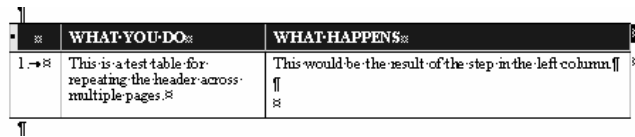
What you do	What happens
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The instruction for this lesson will expand beyond the remainder of this page. Therefore, the table properties can be adjusted to have this header row automatically repeat on the next page.

What you do	What happens
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- Using **Example D**, select just the header row using the selection bar.

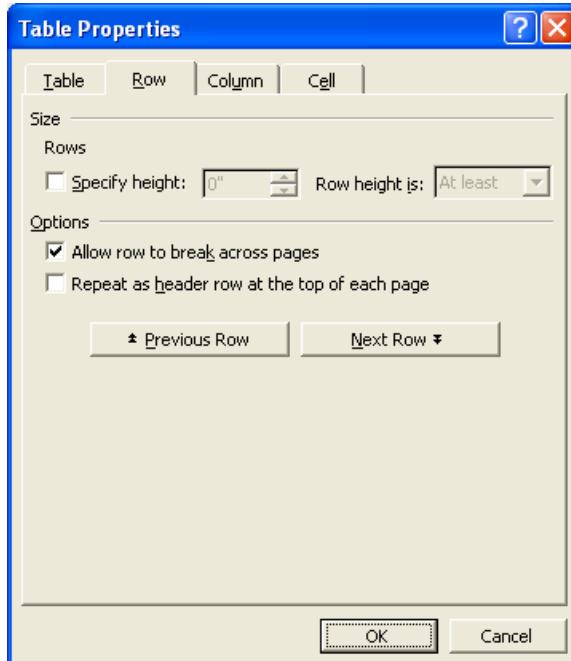
The header row is selected.

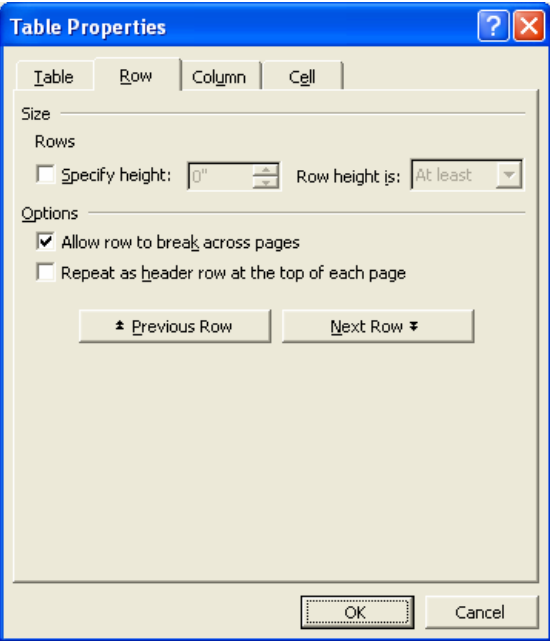


- From the menu select **Table, Properties**.

Go to the **Row** tab.

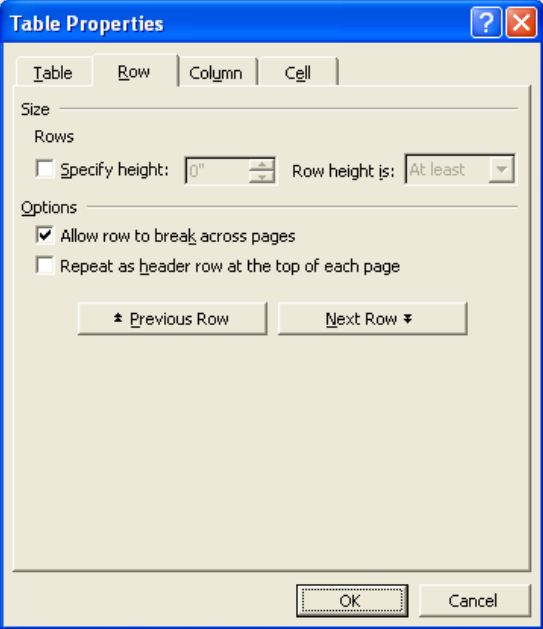
The Table Properties box returns.



What you do	What happens
<p>3. In the Options area, select the checkbox for Repeat as header row at the top of each page.</p> <p>Select OK.</p>	 <p>The screenshot shows the 'Table Properties' dialog box with the 'Options' tab selected. Under the 'Options' section, the checkbox 'Repeat as header row at the top of each page' is checked. Other options include 'Allow row to break across pages' (checked) and 'Specify height' (unchecked). The 'Row height is' dropdown is set to 'At least'. Navigation buttons for 'Previous Row' and 'Next Row' are visible, along with 'OK' and 'Cancel' buttons at the bottom.</p>
<p>4. Tip: You can also select the header row and select from the menu, Table, Headings Row Repeat.</p> <p>Note: If you insert a manual page break, the header row will not repeat. This option only works when using automatic page breaks.</p>	

Prevent a Row from Breaking Across Pages

Again, if you are creating a table that flows across several pages, a specific row may contain a lot of information or important instruction. If the row is at the bottom of a page and does not fit, the information may be split from one page to another. You can set the table properties to not allow a row to be broken from one page to the next, therefore, keeping all text, pictures, graphics, etc in one row together on the same page.

What you do	What happens
<p>1. Using Example E, click anywhere in the table.</p> <p>The table does not have to be selected, the cursor just needs to be somewhere in the table.</p>	<p>The cursor is active in the table.</p>
<p>2. Select from the menu Table, Table Properties.</p> <p>Go to the Row tab.</p>	<p>The Table Properties box returns.</p>  <p>The screenshot shows the 'Table Properties' dialog box with the 'Row' tab selected. Under the 'Options' section, the checkbox 'Allow row to break across pages' is checked, while 'Repeat as header row at the top of each page' is unchecked. There are 'Previous Row' and 'Next Row' buttons, and 'OK' and 'Cancel' buttons at the bottom.</p>
<p>3. In the Options area, unselect (clear) the checkbox for Allow row to break across pages.</p> <p>Select OK.</p>	

Sorting Data in Tables

When you are working with a table in Word, you can sort the information that you have in the rows and columns. There are, however, some rules that you will want to keep in mind when using the Sort Command.

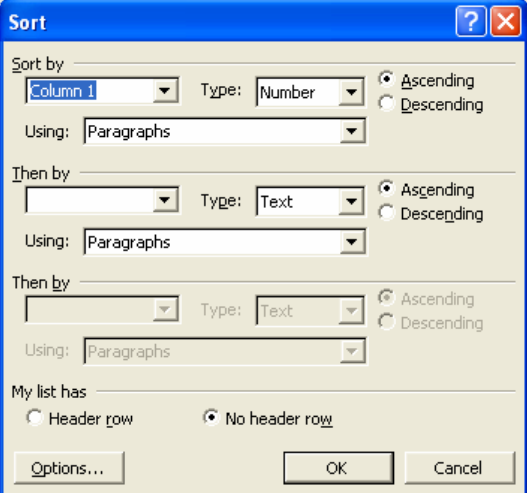
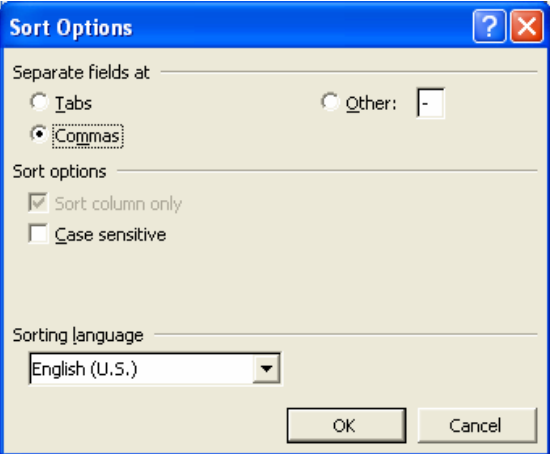

- Word will sort first by punctuation, then by numbers, and lastly by letters.
- Word treats numbers and dates as text and not in sequential order.
- If two or more items begin with the same letter, Word will look at the following letters to determine which comes next.
- If an entire field (word) is the same, Word will look at the following word(s) to determine which comes next.

Example before Sorting:

Numbers	Words	Mixture
5	Carrot	?Hi
9	Apple	123 Main Street
3	Orange	November
4	Banana	November 24 th
6	Peach	3 Day Weekend

Example after Sorting (Ascending):

Numbers	Words	Mixture
3	Apple	?Hi
4	Banana	123 Main Street
5	Carrot	3 Day Weekend
6	Orange	November
9	Peach	November 24 th

What you do	What happens
<p>1. Using Example F, select the column or row that you want to sort.</p>	<p>The cells become highlighted.</p>
<p>2. From the menu select Table, Sort.</p> <p>Verify the Sort by field and the Type field to make sure that the right column is selected and that the type of sort you want to perform is correct.</p>	<p>The Sort box returns.</p> 
<p>3. Select the Options button.</p> <p>Verify that the Sort column only box is checked. This option will then sort only that column and not the record (the data from other rows will not move with the sort.)</p> <p>Select OK and then OK again to return to the document.</p>	<p>The Sort Options box returns.</p> 
<p>4. Tip: You can also use the Sort Ascending or Sort Descending  tools on the Tables and Borders toolbar to sort one column or row.</p>	

Calculations in Tables

Perform Calculations in a Table

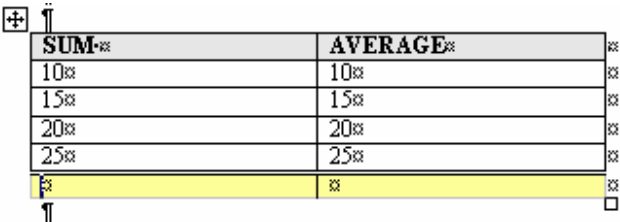
You can perform many calculations in Word, from a basic sum to more complex calculations that contain many parts. If you are working with complex data and calculations you may want to consider using Excel to create your table and then bring it into Word. There are several ways that you can accomplish this. You can:

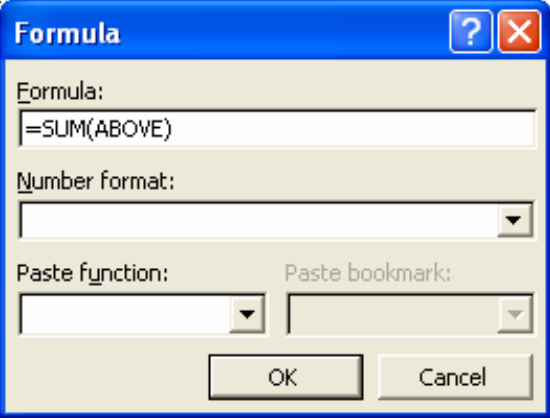
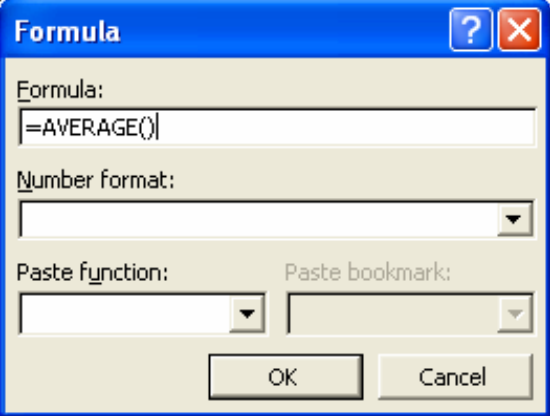
- Copy data from Excel to Word by using the Copy command.
- Use Paste Special to copy data from Excel to paste as an embedded object in Word.
- Use Paste Special to link a Word document with an Excel spreadsheet.

Note: All of the options listed above are initiated in Excel and then moved over into Word.


Example of a table with a Sum and Average calculation done in Word:

SUM	AVERAGE
10	10
15	15
20	20
25	25
70	17.5

What you do	What happens
<p>1. Create the table.</p> <p>There should be columns or rows for the data that you want to do the calculation for as well as a blank cell for the answer.</p> <p>A cell within a column or row cannot be blank if you are trying to use an entire column or row for the calculation. If a field has no value, enter a 0 (zero).</p>	<p>An example of how a table may look prior to performing a calculation.</p> 

What you do	What happens
<p>2. Using Example G, click in the cell for which you want the answer to appear (The Sum column). This is the only cell that should be blank.</p>	<p>The cursor is active in the selected cell.</p>
<p>3. From the menu select Table, Formula.</p> <p>Word proposes a formula in the Formula field and it is for a Sum of the cells in the column or row- above or to the left.</p> <p>If you want to sum (add) the numbers, you can accept the formula by selecting OK.</p> <p>If you do not want to use the proposed formula, delete it from the Formula field by using the Delete key.</p>	<p>The Formula box returns.</p> 
<p>4. For a formula other than Sum, delete the proposed formula from the Formula field.</p> <p>In the Formula field, enter an “=” (equals) sign first.</p> <p>Then using the Paste function field, select from the down arrow the type of calculation you want to perform. Some common choices would be Average, Count, Min, and Max.</p>	<p>The Formula box will have an equals sign as well as the abbreviation for the type of calculation you are going to perform.</p> 

What you do	What happens												
<p>5. In the parentheses you need to enter the cell references for the cells you want to be a part of the calculation.</p> <p>If you want to use two cells you would use a comma between the two references. For example, if you wanted to add just cells B2 and B4, the formula would appear as follows: =SUM(B1,B4)</p> <p>If you want to use a column or row for the formula, you would use a colon between the references. For example, if you wanted to average column B, the formula would appear as follows: =AVG(B1:B4)</p> <p>For this example, create an Average formula for the Average column. =AVG(B2:B6)</p>	<p>A table that illustrates cell references.</p> <table border="1" data-bbox="740 306 1344 516"> <tr> <td>A1</td> <td>B1</td> <td>C1</td> </tr> <tr> <td>A2</td> <td>B2</td> <td>C2</td> </tr> <tr> <td>A3</td> <td>B3</td> <td>C3</td> </tr> <tr> <td>A4</td> <td>B4</td> <td>C4</td> </tr> </table>	A1	B1	C1	A2	B2	C2	A3	B3	C3	A4	B4	C4
A1	B1	C1											
A2	B2	C2											
A3	B3	C3											
A4	B4	C4											

What you do	What happens
<p>6. Tip: If you add additional numbers to you table and you want to recalculate the value you can put the cursor in the answer cell and press the F9 key.</p> <p>If you add additional numbers, be certain to verify the formula is still correct. If you used =Sum(Above) your formula will be correct. If you used a formula with manual cells, you will have to change the formula.</p> <p>To update a table with multiple calculations, select the entire table and select the F9 key.</p>	
<p>7. Tip: If you want to perform a Sum, another method would be to place the cursor in the field where you want the answer and use the AutoSum  tool from the Tables and Borders toolbar.</p>	

Using a Bookmark to Place a Table Value Outside the Table in Text

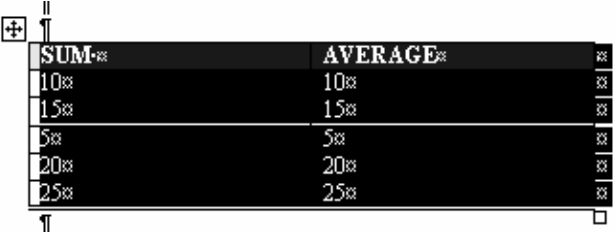
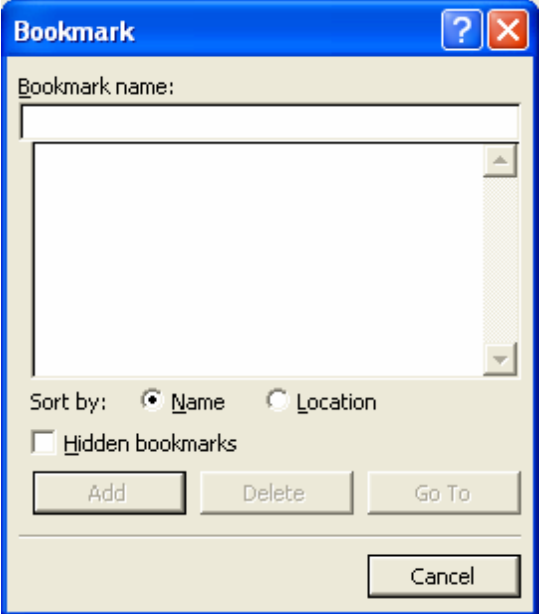
If you create a table in Word and then want to create a calculation and put that value in text you can accomplish this by using a Bookmark. A bookmark is an item or location in a document that you identify and name for future reference.

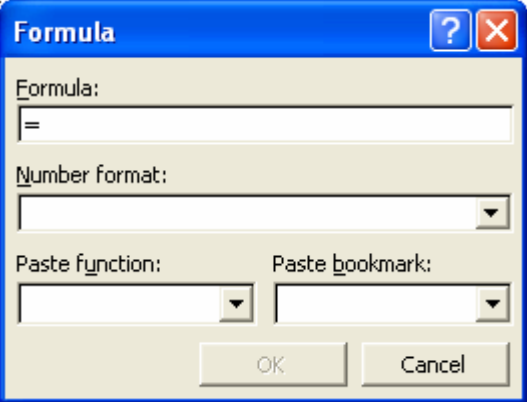
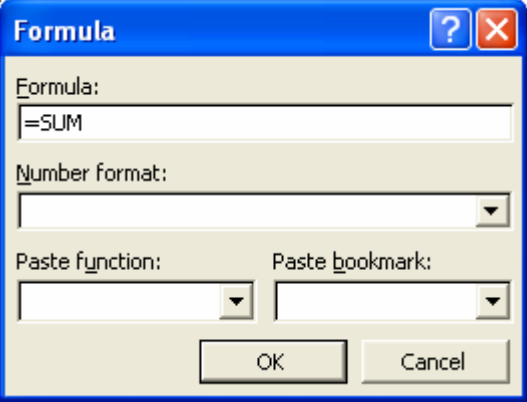
An example of a table with a calculation placed in text after the table:

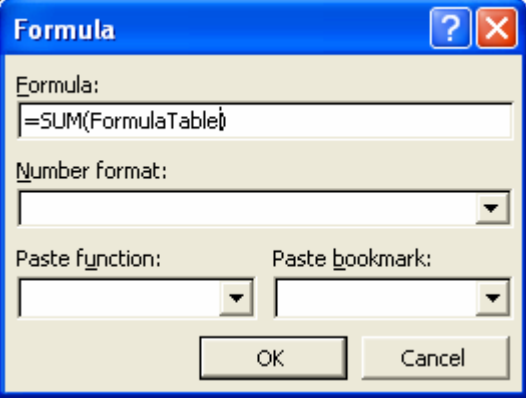
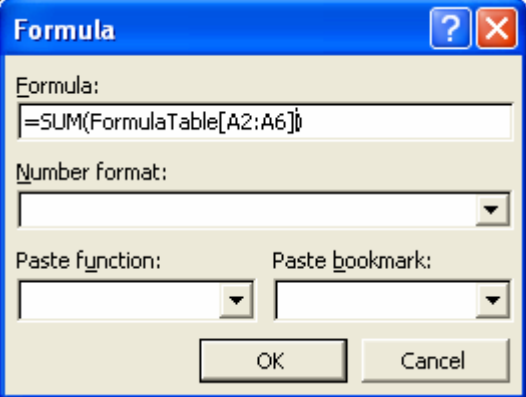
SUM	AVERAGE
10	10
15	15
5	5
20	20
25	25

I want to reference the sum of column A (Sum Column) in this sentence...75

This is a bookmark that is linked to the table and the Sum column.

What you do	What happens
<p>1. Continue using Example G. Select the table, using the Table Selector (Move Handle).</p>	<p>The table is selected.</p> 
<p>2. From the menu select Insert, Bookmark.</p>	<p>The Bookmark box returns.</p> 

What you do	What happens												
<p>3. In the Bookmark name field, enter a name for the table.</p> <p>Click on the Add button.</p>													
<p>4. In your text (outside the table) place the cursor where you want the value to be placed.</p>	<p>The table with text below and the cursor placed where the calculation will appear.</p> <table border="1" data-bbox="727 520 1242 672"> <thead> <tr> <th>SUM</th> <th>AVERAGE</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> </tr> <tr> <td>15</td> <td>15</td> </tr> <tr> <td>5</td> <td>5</td> </tr> <tr> <td>20</td> <td>20</td> </tr> <tr> <td>25</td> <td>25</td> </tr> </tbody> </table> <p>I want to reference the sum of column A (Sum-Column) in this sentence.</p>	SUM	AVERAGE	10	10	15	15	5	5	20	20	25	25
SUM	AVERAGE												
10	10												
15	15												
5	5												
20	20												
25	25												
<p>5. From the menu select Table, Formula.</p> <p>Enter an equals sign.</p>	<p>The Formula box returns.</p> 												
<p>6. Using the Paste function down arrow, select the type of calculation you want to perform, such as Sum.</p>	<p>The Formula field will populate with the function selected.</p> 												

What you do	What happens												
<p>7. In the parentheses you will need to add the bookmark, which is the reference to the table and then the cell references within the table.</p> <p>First, add the bookmark. Using the Paste bookmark down arrow, select the bookmark for the table that you set in Step 3.</p>	<p>The formula with the bookmark in place.</p> 												
<p>8. After the bookmark has been added, enter the range of cells that you want to perform the calculation for. You need to enter this inside of [] (brackets).</p> <p>For example: [A2:A6]</p> <p>Therefore, the formula should look similar (in structure) to the following: =SUM(TableNameBookmark[A2:A6])</p> <p>Select OK.</p>	<p>The Formula box with the completed formula.</p> 												
<p>9. The calculation will be inserted where you had the cursor placed.</p>	<p>The table and text with calculation.</p> <table border="1" data-bbox="724 1308 1230 1457"> <thead> <tr> <th>SUM</th> <th>AVERAGE</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> </tr> <tr> <td>15</td> <td>15</td> </tr> <tr> <td>5</td> <td>5</td> </tr> <tr> <td>20</td> <td>20</td> </tr> <tr> <td>25</td> <td>25</td> </tr> </tbody> </table> <p>I want to reference the sum of column A (Sum-Column) in this sentence: :75</p>	SUM	AVERAGE	10	10	15	15	5	5	20	20	25	25
SUM	AVERAGE												
10	10												
15	15												
5	5												
20	20												
25	25												