

Microsoft Word – Tables and Labels


Tables

A table is made up of *rows* and *columns* of *cells* that you can fill with text and graphics. You can use tables to organize and present information. You can also use tables to create interesting page layouts, or to create text, graphics, and nested tables on a Web page.

The following parts of a table can only be seen if you display all formatting marks by clicking **Show/Hide ¶** on the **Standard** toolbar.


- Table move handle
- End-of-row mark
- Table resize handle
- End-of-cell mark

You can manipulate items in a table in the following manner (you may need to click **Show/Hide ¶** to do some of these):

- To select a cell, click the left edge of the cell.
- To select a row, click to the left of the row.
- To select a column, click the column's top gridline or border.
- To select multiple cells, rows, or columns, drag across the cell, row, or column.
- To select multiple items that are not necessarily in order, click the first cell, row, or column you want, press the Ctrl key, and then click the next cells, rows, or columns you want.
- To select text in the next cell, press the Tab key.
- To select text in the previous cell, press Shift+Tab.
- To select the entire table, in print layout view, click the table move handle , or drag your cursor over the entire table.

Create a table using the toolbar

Microsoft Word offers a number of ways to make a table. The best way depends on how you like to work, and on how simple or complex the table needs to be.

1. Click where you want to create a table.
2. Click **Insert Table**  on the **Standard** toolbar.
3. Drag to select the number of rows and columns you want.

Create a table using the Insert Table command

Use the Insert Table command if you need to make choices about the table dimensions and format before the table is inserted into a document.


1. Click where you want to create a table.
2. On the **Table** menu, point to **Insert**, and then click **Table**.
3. Under **Table size**, select the number of columns and rows.
4. Under **AutoFit behavior**, choose options to adjust table size.

Create a table using the Table AutoFormat command

To use a built-in table format, on the **Table** menu, click **Table AutoFormat**. AutoFormat is also available through the **Insert Table** command. AutoFormat lets you select from a variety of pre-formatted designs.

Draw a more complex table

You can draw a complex table—for example, one that contains cells of different heights or a varying number of columns per row.

1. Click where you want to create the table.
2. On the **Table** menu, click **Draw Table**.
The **Tables and Borders** toolbar appears, and the pointer changes to a pencil.
3. To define the outer table boundaries, draw a rectangle. Then draw the column and row lines inside the rectangle.
4. To erase a line or block of lines, click **Eraser**  on the **Tables and Borders** toolbar, and then click the line you want to erase.
5. When you finish creating the table, click a cell and start typing or insert a graphic.

Note Hold down the Ctrl key to automatically apply text wrapping while you draw the table.

Create a table inside another table

Create nested tables to design Web pages. Think of a Web page as one big table that holds other tables—placing text and graphics inside different table cells helps you to lay out the different parts of your page.



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1. On the **Table** menu, click **Draw Table**.
The **Tables and Borders** toolbar appears, and the pointer changes to a pencil.
2. Position the pencil in the cell where you want the nested table (or a table inside another table).
3. Draw the new table. To define the table boundaries, draw a rectangle. Then draw the column and row lines inside the rectangle.
4. When you finish creating the nested table, click a cell, and start typing or insert a graphic.

Note If you have an existing table, you can copy and paste it inside of another table.

Resize all or part of a table



To resize an entire table, do the following:

1. In print layout view, rest the pointer on the table until the table resize handle  appears on the lower-right corner of the table.
2. Rest the pointer on the table resize handle until a double-headed arrow  appears.
3. Drag the table boundary until the table is the size you want.

Note If you are working on a Web page or in Web layout view, you can set the table to automatically resize to fit in a window when you change the window size. Click in the table. On the **Table** menu, point to **AutoFit**, and then click **AutoFit to Window**.

Change column width or row height

To change column width or row height, do the following:

- Rest the pointer on the column boundary you want to move until it becomes a resize pointer , and then drag the boundary until the column is the width you want.
- Rest the pointer on the row boundary you want to move until it becomes a resize pointer  and then drag the boundary.

Notes

- To change a column width or row height to a specific measurement, click a cell in the column. On the **Table** menu, click **Table Properties**, and



then click the **Column** tab or the **Row** tab. Select the options you want.

- To make the columns in a table automatically fit the contents, click a table, point to **AutoFit** on the **Table** menu, and then click **AutoFit to Contents**.
- To display column width measurements, click a cell, and do the following:
 - For columns, hold down the Alt key as you drag the markers on the ruler.
 - For rows, hold down the Alt key as you drag the markers on the vertical ruler.

Make multiple columns or rows the same size

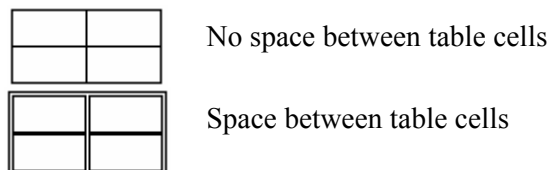
1. Select the columns or rows you want to make the same size.

Note You can also select rows, columns, or the entire table by clicking in the table and then using the **Select** commands on the **Table** menu, or by using keyboard shortcuts.

2. On the **Tables and Borders** toolbar, click **Distribute Columns Evenly**  or **Distribute Rows Evenly** .

Add or change the space between cells in a table

If you are using a table to arrange text and graphics—for example, on a Web page—you can add spacing between table cells.



1. Click the table.
2. On the **Table** menu, click **Table Properties**, and then click the **Table** tab.
3. Click **Options**.
4. Under **Default cell spacing**, select the **Allow spacing between cells** check box and enter the measurement you want.

Delete a cell, row, or column from a table

1. Select the cells, rows, or columns you want to delete.
2. On the **Table** menu, point to **Delete**, and then click either **Columns**, **Rows**, or **Cells**.
3. If you are deleting cells, click the option you want.

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Repeat a table heading on subsequent pages

When you work with a very long table that runs over to a new page, you usually want to repeat table headings. Repeated table headings are visible only in print layout view or when you print the document.

1. Select the heading row or rows. The selection must include the first row of the table.
2. On the **Table** menu, click **Heading Rows Repeat**.

Note Microsoft Word default settings let *rows* break across pages. To turn that option off, on the **Table** menu, click **Table Properties**, and then click the **Row** tab. Deselect **Allow row to break across pages**.

Add a cell, row, or column to a table

On the **Table** menu, point to **Insert**, and then click an option.

- To quickly add a row at the end of a table, click the last cell of the last row, and then press the Tab key.
- To add a column to the right of the last column in a table, click in the last column. On the **Table** menu, point to **Insert**, and then click **Columns to the Right**.
- You can also use the **Draw Table** tool to draw the row or column where you want.

Delete a table or clear its contents

You can delete an entire table. You can also clear the contents of cells without deleting the cells themselves.

To delete a table and its contents, do the following:

1. Click the table.
2. On the **Table** menu, point to **Delete**, and then click **Table**—or simply press Ctrl+X to *cut* the table.

To clear the contents of a table, but leave the table itself, do the following:

1. Select the items you want to clear.
2. Press the Delete key.

Labels

To create labels, start with a Microsoft Word table or an Excel spreadsheet. The principles of creating the mailing list are the same in either software.

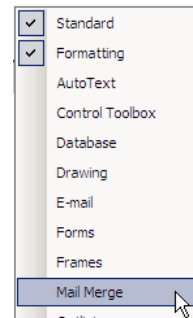
Insert a table with the number of columns you will need. Create a *heading row* with titles, such as the ones above. Microsoft Word 2003 does not require one-word titles, but older versions do. Enter your contact information. The file you create with this information can be saved and used repeatedly.

salutation	firstname	lastname	address	city
Mr. & Mrs.	John	Smith	306 Tanasi Cr	Loudon TN 37774
Mr. & Mrs.	Sam	Spade	308 Tanasi Cr	Loudon TN 37774
Mrs.	Joseph	Tandy	310 Tanasi Cr	Loudon TN 37774

If you don't have a need to sort your records by last name, for example, it is probably easier to make your address file look like the one below.

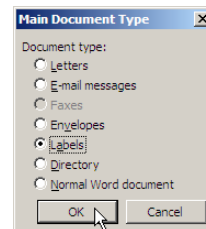
name	address	city
Mr. & Mrs. John Smith	306 Tanasi Cr	Loudon TN 37774
Mr. & Mrs. Sam Spade	308 Tanasi Cr	Loudon TN 37774
Mrs. Joseph Tandy	310 Tanasi Cr	Loudon TN 37774

Open a *new, blank* document (press Ctrl+N). Right click on a blank area of your toolbar and launch the **Mail Merge** toolbar (or click the **View** menu and select **Toolbars** then **Mail Merge**).



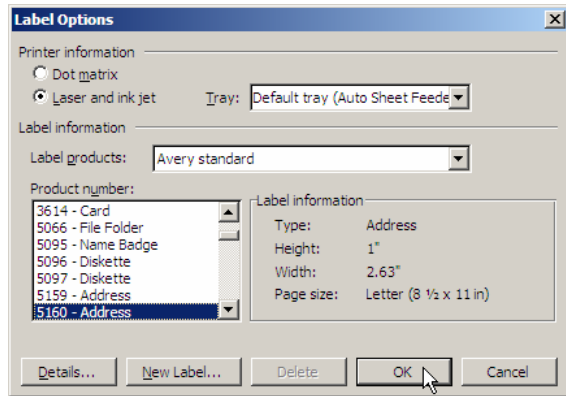
The **Mail Merge** toolbar will appear below your other toolbars.

Click the first button, Main Document Setup (📄).




Select **Labels** and click **OK**.

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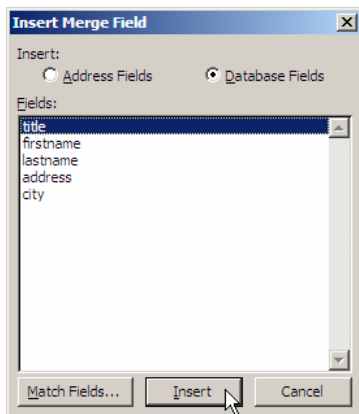
Select the type of label you want and click **OK**.

Click the second button, Open Data Source () and open the document in which you created your mailing list.

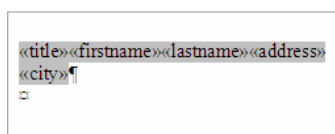
You will see a full sheet of labels and, beginning with the second label, the sheet will be populated with the *next record* field that's necessary to go from one source record to the next.



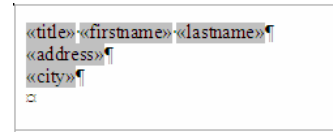
Click the Insert Merge Fields () button. Select all the merge fields you need in your labels and click **Insert** (or just double-click them).




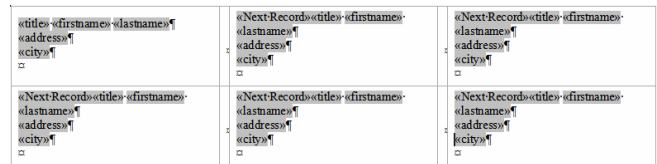
Your first *label* will look something like this:




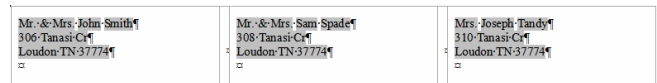
You will need to do some *formatting*, putting a space between the *title*, *firstname*, and *lastname* fields, and line returns after the *lastname* and *address* fields.






Click the Propagate Labels () button. You will only see one page of labels. When you merge the information, however, the software will create labels for your full list.



If you click the View Merged Data () button, you will be able to see whether your data is correct.



If you think there could be errors in your data source, you can Check for Errors (). Otherwise, you have the choice of merging the data to a new document ()—which you want to do if you want to save the labels file—or merging the data to a printer ().

You can also use the Mail Merge function under the **Tools** menu (**Envelopes and Mailings**) to create labels.