



## Elements of a Table

Header Row	Location	Excursion Length	Column	Packages	Sales
Selected Cell	Las Vegas	3-day	8	\$8,000	
	Paris	3-day	2	\$4,000	
	Beijing	3-day	0	\$0	
	Las Vegas	5-day	6	\$10,200	
	Paris	5-day	8	\$27,200	
	Beijing	5-day	4	\$20,000	
	Las Vegas	7-day	0	\$0	
	Paris	7-day	4	\$20,000	
	Beijing	7-day	5	\$42,000	
Total Row			38	\$133,400	

## Navigating a Table

### Navigating a Table

Next cell	Tab
Previous cell	Shift + Tab
Next row	↓
Previous row	↑
First cell in a row	Alt + Home
Last cell in a row	Alt + End
First cell in a column	Alt + Page Up
Last cell in a column	Alt + Page Down

### Selecting Cells in a Table

**Select a Single Cell:** Click in the lower-left corner of a cell, when the cursor changes to an arrow , or triple-click a cell, or click the Table Tools **Layout** tab, click **Select** , and choose **Select Cell**.

**Select a Row:** Click to the left of the table row (just outside the table itself), or click the Table Tools **Layout** tab, click **Select** , and choose **Select Row**.

**Select a Column:** Click above a column, when the cursor changes to an arrow ; or click the Table Tools **Layout** tab, click **Select** , and choose **Select Column**.

**Select an Entire Table:** Click the table selector button in the upper-left corner of a table, or click the Table Tools **Layout** tab, click **Select** , and choose **Select Table**.

### Table Style Options

**Configure Table Style Options:** Place the text cursor within the table, click the Table Tools **Design** tab, then check the check boxes in the Table Style Options group to toggle certain table elements.

The appearance of these elements will vary, based on the current Table Style.

- **Header Row** applies special formatting to the first row of a table.
- **Total Row** applies special formatting to the final row of a table.
- **Banded Rows** alternates the shading for the body rows between two different colors.
- **First Column** applies special formatting to the first column in a table.
- **Last Column** applies a special formatting to the last column in a table.
- **Banded Columns** alternates the shading for body columns between two different colors.

## Tables

**Insert a Table:** Click the **Insert** tab, click the **Table** button, and select the number of rows and columns that you want.

**Add a Row or Column:** Click in a cell next to where you want to add a row or column. Click the Table Tools **Layout** tab, then click **Insert Above** , **Insert Below** , **Insert Left** , or **Insert Right** , depending on where you want the row or column to be added.

**Delete a Row or Column:** Click in a cell in the row or column you want to delete, click the Table Tools **Layout** tab, click the **Delete** button, then select **Delete Row** or **Delete Column** .

**Convert a Table to Text:** Select the table, click the Table Tools **Layout** tab, click the **Convert to Text** button, choose how to separate the cells, and click **OK**.

**Manually Resize a Table Row or Column:** Click and drag the cell border.

**Automatically Resize a Table Row or Column:** Click within the table, click the Table Tools **Layout** tab, click the **AutoFit** button, and select an option.

**Merge Cells:** Select multiple cells that share a border, click the Table Tools **Layout** tab, and click the **Merge Cells** button.

**Split Cells:** Select a cell, click the Table Tools **Layout** tab, click the **Split Cells** button, enter the number of rows and columns, and then click **OK**.

**Distribute Rows and Columns:** Click within the table, click the Table Tools **Layout** tab, click the **Distribute Rows** button to distribute the rows evenly, or click the **Distribute Columns** button to distribute the columns evenly.

**Apply a Table Style:** Click inside the table, click the Table Tools **Design** tab, and select a style from the Table Styles gallery.

**Apply Text Alignment:** Select the cell(s), click the Table Tools **Layout** tab, and select an option from the Alignment group.

**Add a Border to a Table:** Select a table, click the Table Tools **Design** tab, click the **Border Styles** button list arrow, select a border style, click the **Borders** button list arrow, and select a border option.

**Add Cell Shading:** Select the cell(s), click the **Shading** button list arrow, and select a color.

**Split a Table:** Click in the row where the second table will start, click the Table Tools **Layout** tab, and click the **Split Table** button.

# Microsoft Word Quick Reference

**Beezix Software Services, Inc**



## **Microsoft Word Quick Reference:**

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