

# Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a **blank table** or convert **existing text** to a table. You can also customize your table using different **styles** and **layouts**.

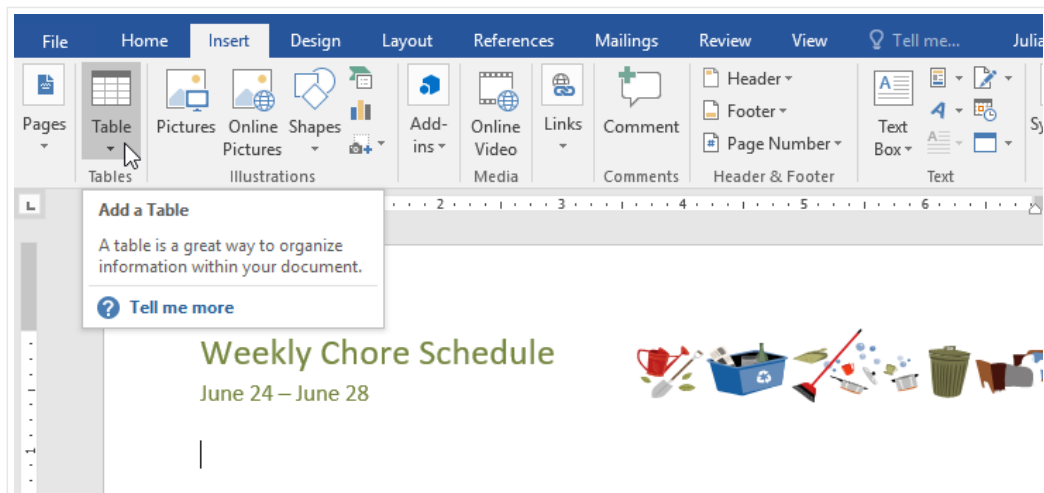
Optional: Download our [practice document](#).

Watch the video below to learn more about creating tables.

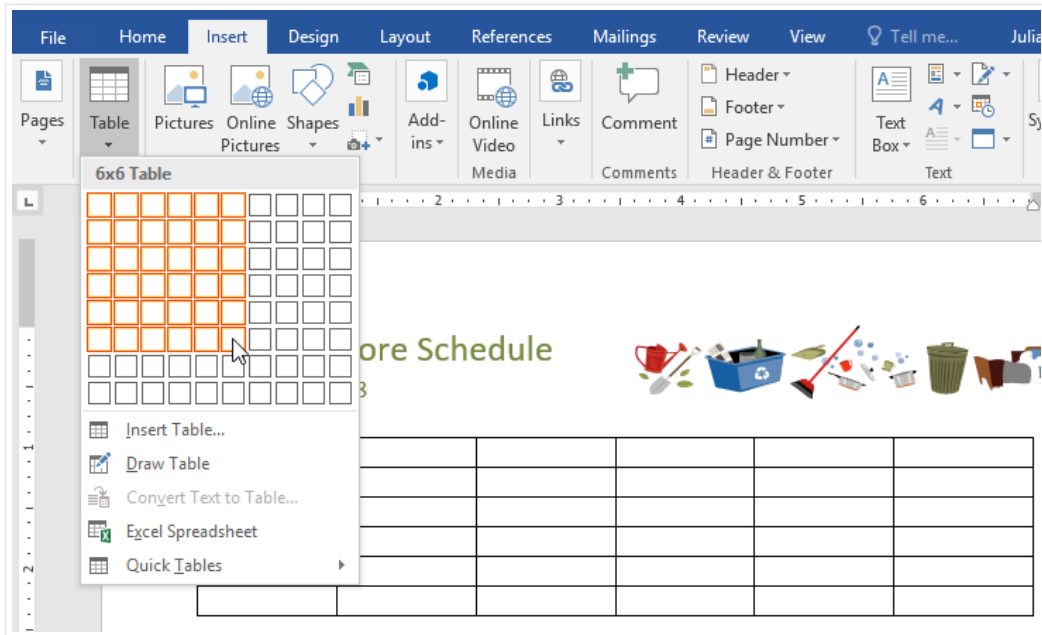
\*Video removed from printing pages

To insert a blank table:

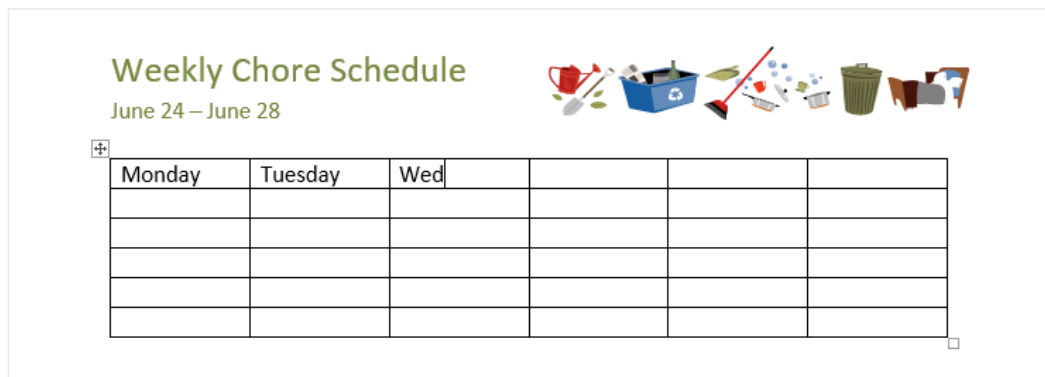
- 1 Place the insertion point where you want the table to appear.
- 2 Navigate to the **Insert** tab, then click the **Table** command.



- 3 This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns** and **rows** you want.



- 4 Click the grid to **confirm** your selection, and a table will appear.
- 5 To **enter text**, place the insertion point in any cell, then begin typing.



To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.


### To convert existing text to a table:

In the example below, each line of text contains part of a **checklist**, including chores and days of the week. The items are separated by **tabs**. Word can convert this information into a table, using the tabs to separate the data into columns.

- 1 Select the text you want to **convert** to a table. If you're using our practice file, you can find this text on page 2 of the document.

## Weekly Chore Schedule

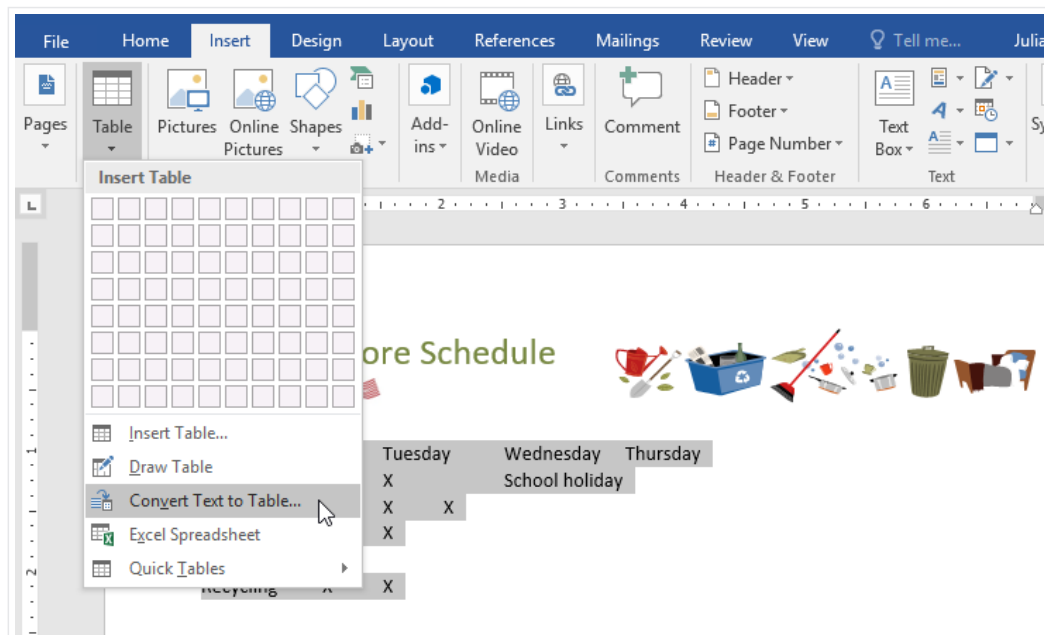
July 1 – July 5 🇺🇸



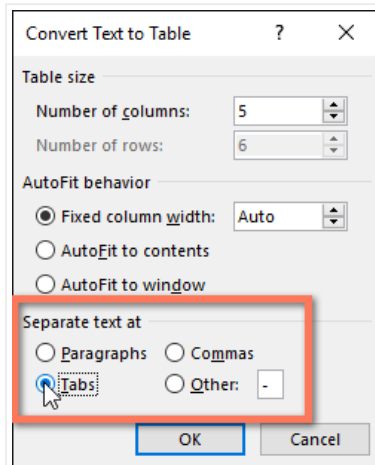
	Monday	Tuesday	Wednesday	Thursday
Homework	X	X	School holiday	
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

2 Go to the **Insert** tab, then click the **Table** command.

3 Select **Convert Text to Table** from the drop-down menu.



4 A dialog box will appear. Choose one of the options under **Separate text at**. This is how Word knows what to put into each column.



5 Click **OK**. The text will appear in a table.

## Weekly Chore Schedule

July 1 – July 5 



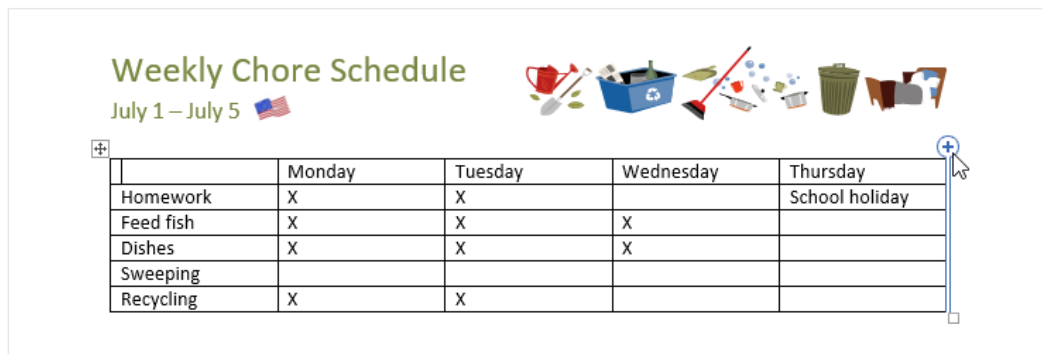
	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		


# Modifying tables

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and changing the **table style**.

To add a row or column:

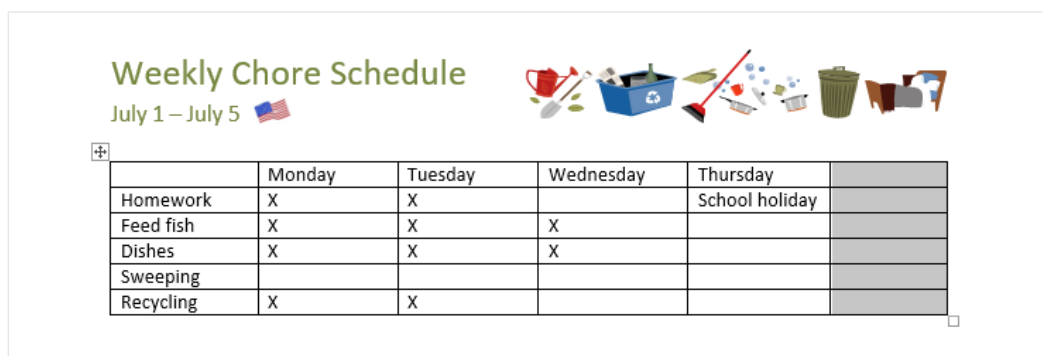
- 1 Hover outside the table where you want to add a row or column. Click the **plus sign** that appears.




Weekly Chore Schedule  
July 1 – July 5 

	Monday	Tuesday	Wednesday	Thursday
Homework	X	X		School holiday
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

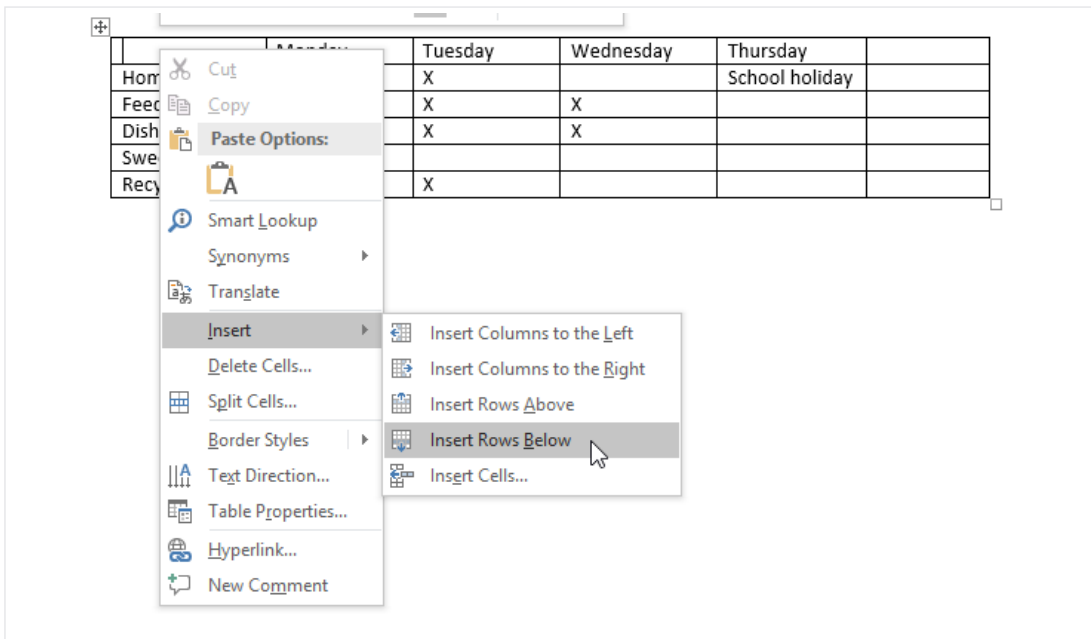
- 2 A new row or column will be added to the table.



Weekly Chore Schedule  
July 1 – July 5 

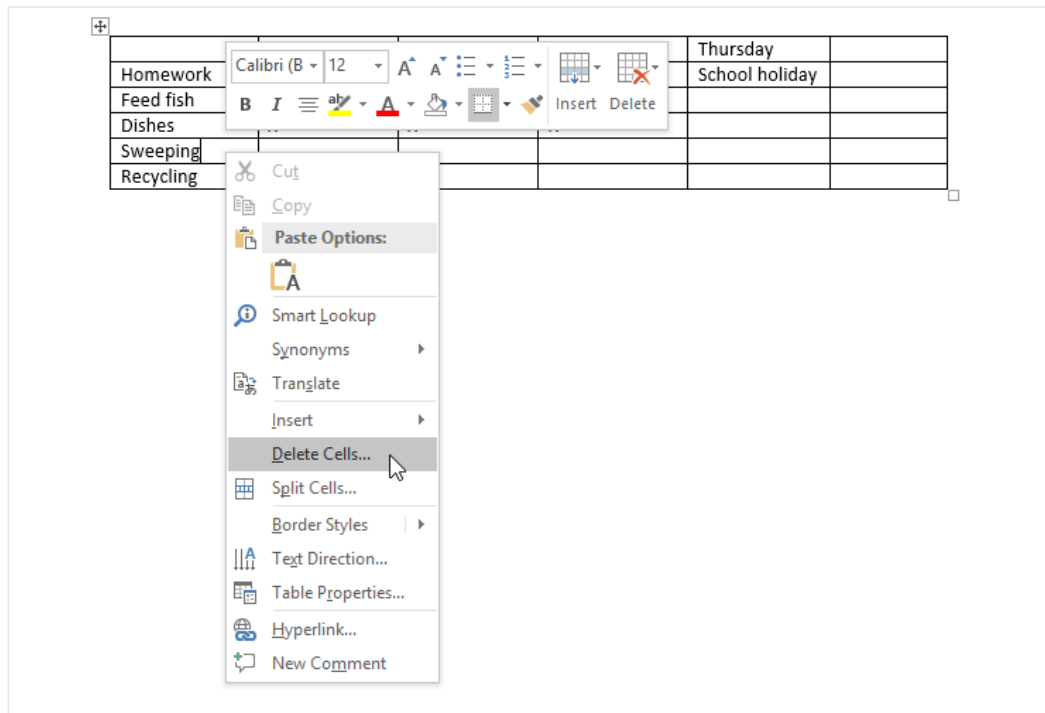
	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			

Alternatively, you can **right-click** the table, then hover over **Insert** to see various row and column options.

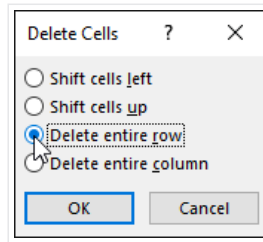


To delete a row or column:

- 1 Place the insertion point in the **row** or **column** you want to delete.
- 2 Right-click, then select **Delete Cells** from the menu.



- 3 A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click **OK**.

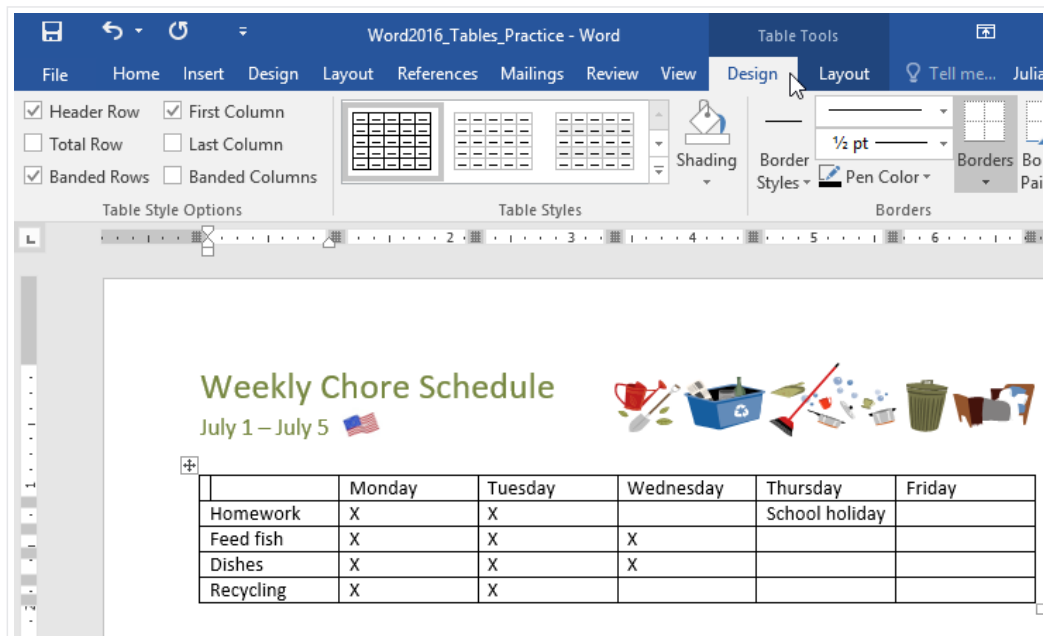


- 4 The row or column will be deleted.

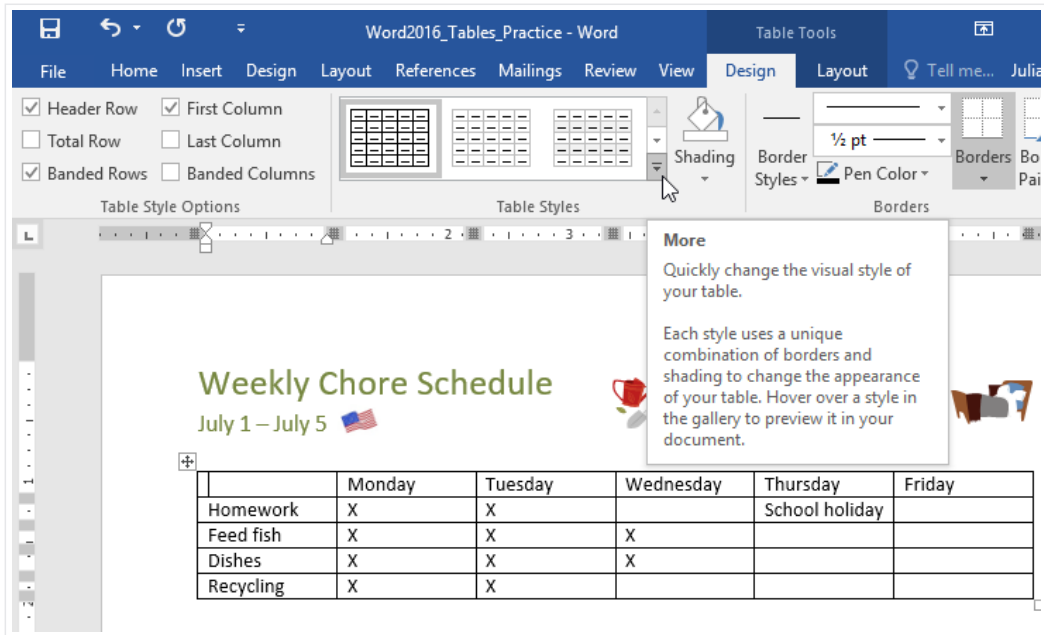
## To apply a table style:

Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

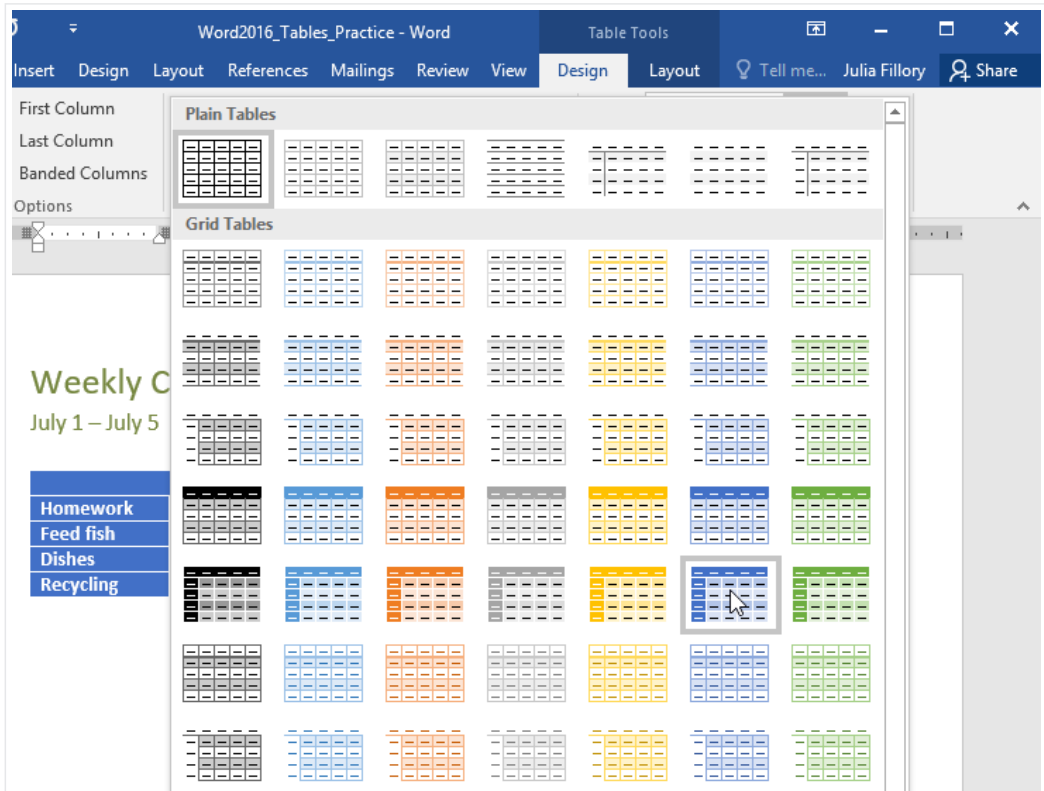
- 1 Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.



- 2 Locate the **Table Styles** group, then click the **More** drop-down arrow to see the full list of styles.



3 Select the **table style** you want.



4 The table style will appear.

## Weekly Chore Schedule

July 1 – July 5 

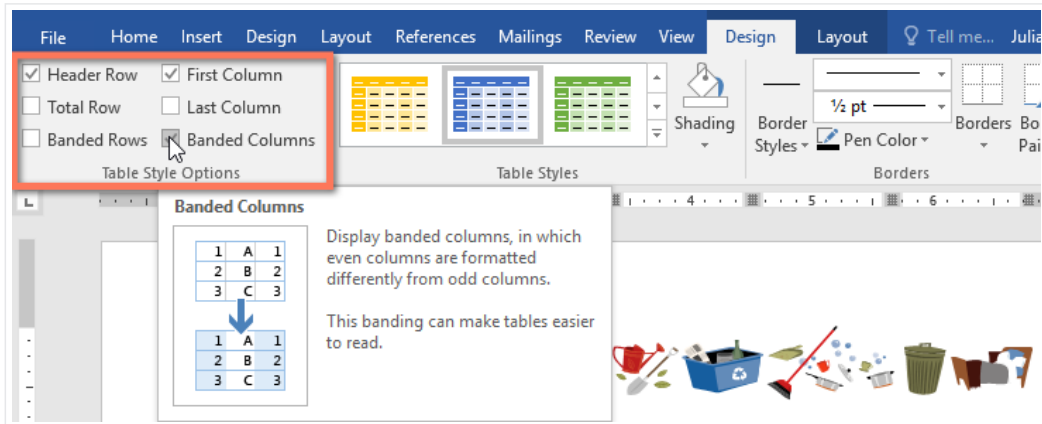


	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

### To modify table style options:

Once you've chosen a table style, you can turn various options **on** or **off** to change its appearance. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

- 1 Click anywhere in your table, then navigate to the **Design** tab.
- 2 Locate the **Table Style Options** group, then **check** or **uncheck** the desired options.



- 3 The table style will be modified.

## Weekly Chore Schedule

July 1 – July 5 



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Depending on the **Table Style** you've chosen, certain **Table Style Options** may have a different effect. You might need to experiment to get the look you want.

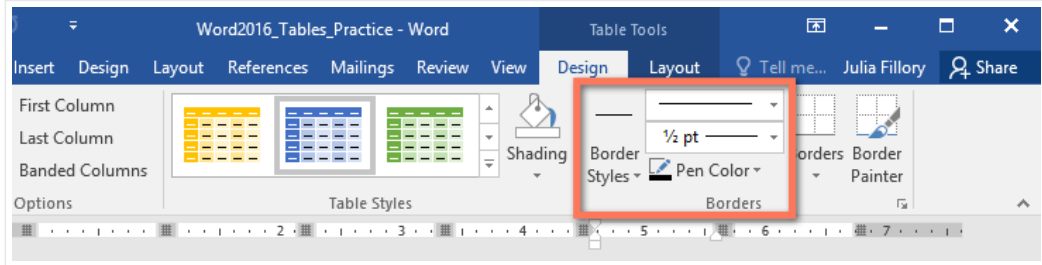
### To apply borders to a table:

- 1 Select the **cells** you want to apply a border to.



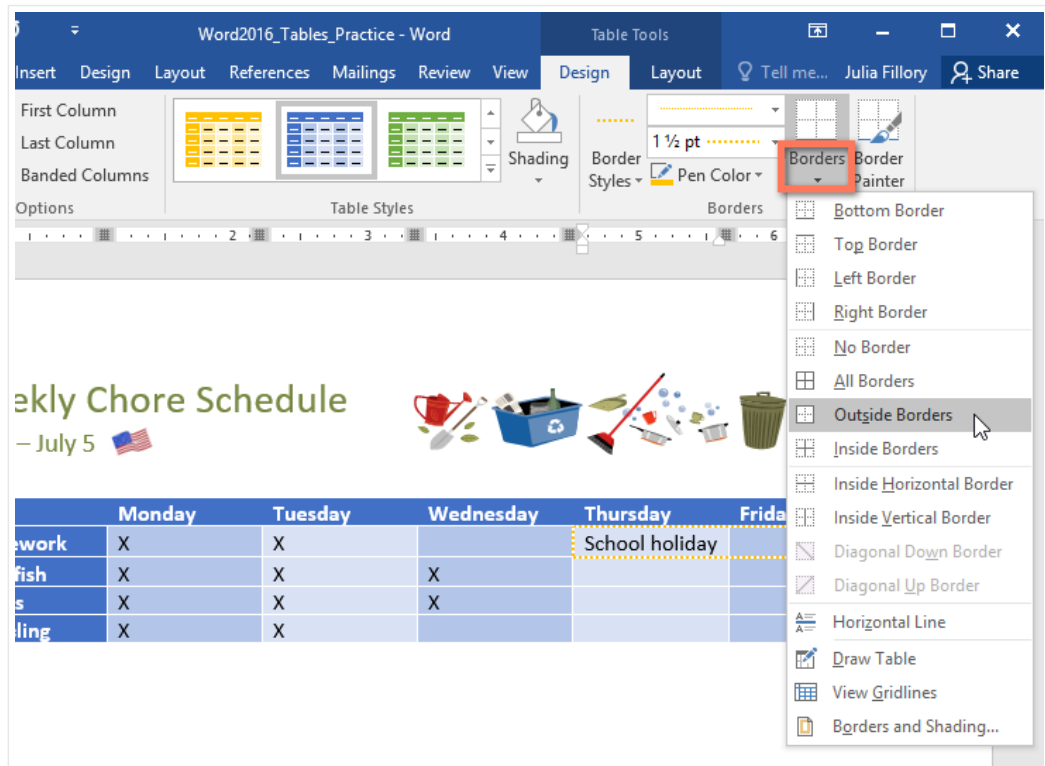


- Use the commands on the **Design** tab to choose the desired **Line Style**, **Line Weight**, and **Pen Color**.



- Click the **drop-down** arrow below the **Borders** command.

- Choose a **border type** from the menu.



- The border will be applied to the selected cells.

## Weekly Chore Schedule

July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

# Modifying a table using the Layout tab

In Word, the **Layout** tab appears whenever you select your table. You can use the options on this tab to make a variety of modifications.

Click the buttons in the interactive below to learn more about Word's table layout controls.


**Change Text Direction**

You can easily change the direction of your text from **horizontal to vertical**. Making your text vertical can add style to your table; it also allows you to fit **more columns** in your table.

## Challenge!

- 1 Open our [practice document](#).
- 2 Scroll to **page 3** and select all of the text below the dates **July 8 - July 12**.

- 3 Use the **Convert Text to Table** to insert the text into a **6-column** table. Make sure to **Separate text at Tabs**.
- 4 **Delete** the Saturday column.
- 5 **Insert a column** to the **left** of the Friday column and type **Thursday** in the top cell.
- 6 Change the **table style** to any style that begins with **Grid Table 5**. **Hint:** Style names appear when you hover over them.
- 7 In the **Table Style Options** menu, uncheck Banded Rows and check Banded Columns.
- 8 Select the **entire table**. In the **Borders** drop-down menu, choose **All Borders**.
- 9 With the table still selected, increase the **table row height** to 0.3" (0.8 cm).
- 10 Select the first row and change the **cell alignment** to **Align Center**.
- 11 When you're finished, your table should look something like this:



## Weekly Chore Schedule

July 8 – July 12

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X			
Feed fish	X		X		X
Dishes		X			
Recycling	X	X			