

Tables

Using Tables in a publication is very useful for structuring lists of information. Tables can be used for product information, course schedules, fee structures, opening times etc.

Class Summary			
Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$100	5	2
Intro to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4
Introduction to Microsoft PowerPoint	\$180	10	4
Introduction to Microsoft Access	\$180	10	4
Introduction to Microsoft Publisher	\$180	10	4
Introduction to Microsoft Project	\$180	10	4

Get cash back on your card

Did you know that your awards points can help you pay off your credit card balance? It's all thanks to the cash back award.

You can use as many award points as you like for the cash back award, provided you redeem a minimum of 4,000

CODE	AWARD	POINTS
7020	\$20 Cash back reward	4,000
7040	\$40 Cash back reward	8,000
7080	\$80 Cash back reward	16,000
7120	\$120 Cash back reward	24,000
7250	\$250 Cash back reward	50,000

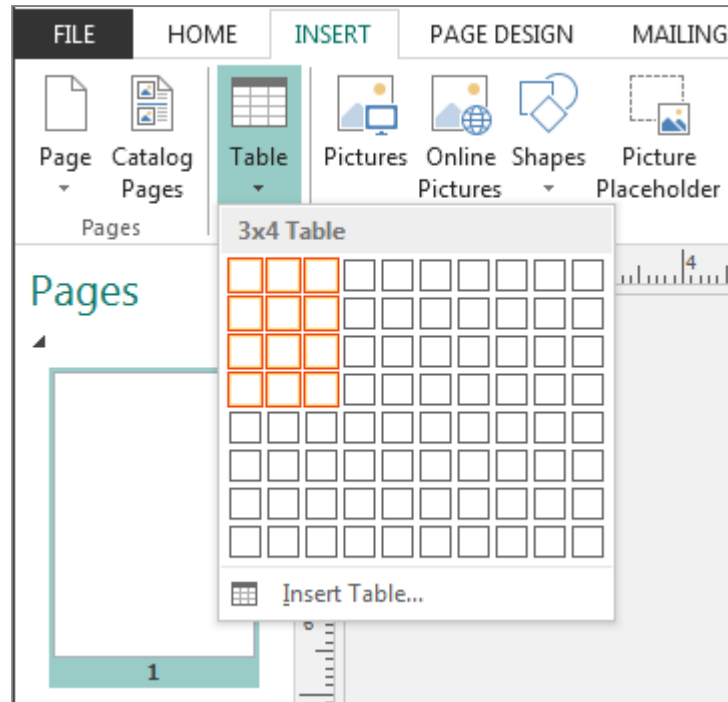
Objectives

In this section you will:

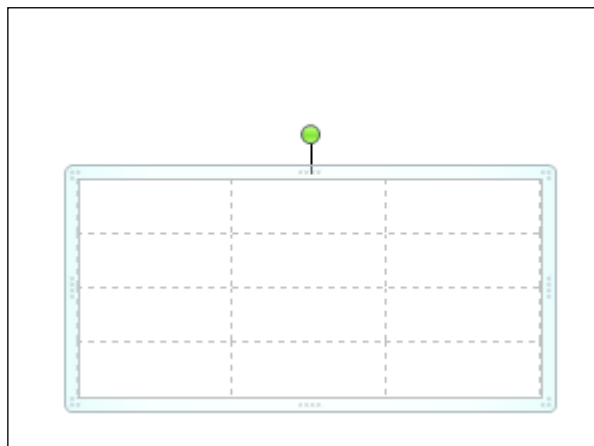
- ◆ Create a Table
- ◆ Enter and Edit Text
- ◆ Move around the Table
- ◆ Create New Rows and Columns
- ◆ Adjust Row Heights and Column Widths
- ◆ Apply Borders and Grid Lines
- ◆ Apply Shading
- ◆ Change the Font Size and Style
- ◆ Quick copy to Fill Data into a Table
- ◆ Align Text
- ◆ Merge and Split Cells

Create a Table

1. Start a new blank publication size **A4 Portrait**
2. Click on tab **INSERT** ➤ **Table**
3. Drag the mouse over the squares till you have a **3 X 4 Table** and click



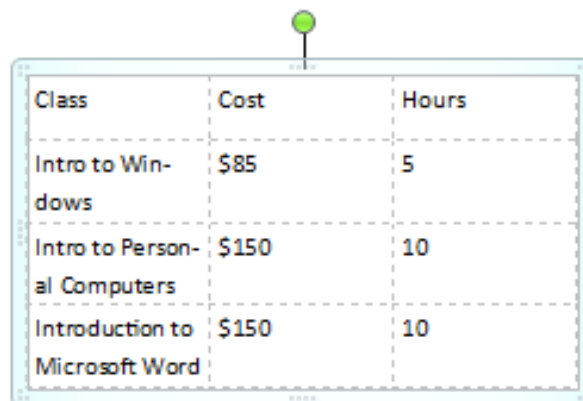
The new table will appear with 4 rows and 3 columns. The number of columns and rows can be altered later if required.



Enter Text

The insertion point is waiting in the first cell for text to be entered.

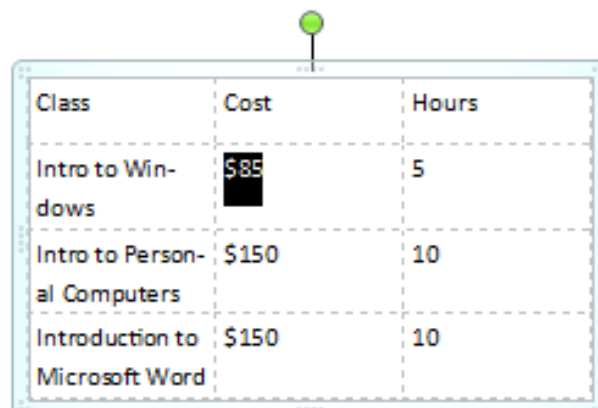
1. Type **Class**
2. Press the **[Tab]** key to move to the next cell
3. Type **Cost**
4. Press **[Tab]** to move to the next cell and type **Hours**
5. Press **[Tab]** to move to the next line
6. Continue to enter the text shown below



Class	Cost	Hours
Intro to Windows	\$85	5
Intro to Personal Computers	\$150	10
Introduction to Microsoft Word	\$150	10

Moving Around a Table

You can use the **[Tab]** key to move from cell to cell or the arrow keys on the keyboard.

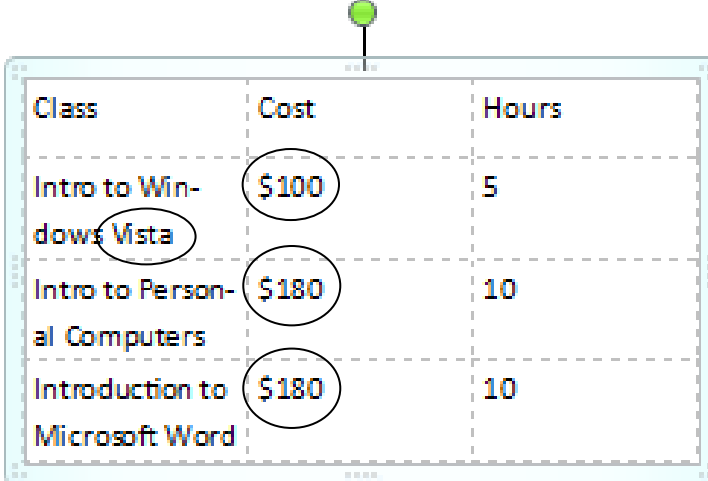


Class	Cost	Hours
Intro to Windows	\$85	5
Intro to Personal Computers	\$150	10
Introduction to Microsoft Word	\$150	10

Editing Text

Text can be edited within a table as it can in the normal Text Box.

1. Move around the cells and edit the entries in the cells to read as shown below
2. If you cannot see all the text in each row – just resize the table to be deeper by dragging the bottom border down

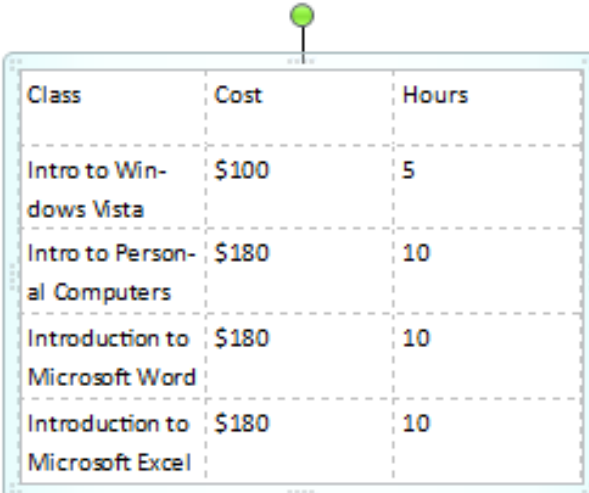


Class	Cost	Hours
Intro to Windows Vista	\$100	5
Intro to Personal Computers	\$180	10
Introduction to Microsoft Word	\$180	10

Create a New Row at the end of a Table

A new line can be created at the end of a table just by continuing to press the **[Tab]** key.

1. Click into the last cell in the last row of the table
2. Press the **[Tab]** and a new line will be started
3. Enter the text as shown below

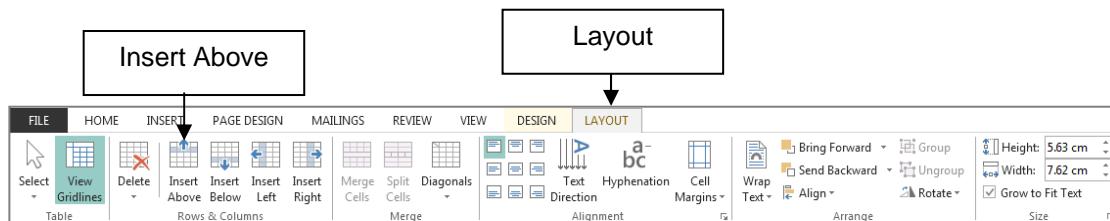


Class	Cost	Hours
Intro to Windows Vista	\$100	5
Intro to Personal Computers	\$180	10
Introduction to Microsoft Word	\$180	10
Introduction to Microsoft Excel	\$180	10

Inserting a Row

A row can be inserted anywhere in the table from the top row to the bottom row.

1. Click **anywhere** in the fourth row, (**Introduction to Microsoft Excel**)
2. Click on the tab **LAYOUT**



3. Click on **Insert Above** in the ribbon

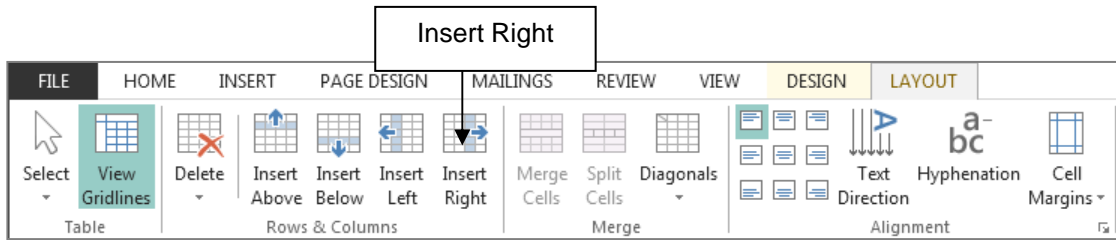
Class	Cost	Hours
Intro to Windows Vista	\$100	5
Intro to Personal Computers	\$180	10
Introduction to Microsoft Word	\$180	10
Introduction to Microsoft Excel	\$180	10

4. To unselect the row just click into another row of the cells
5. Click back into the first cell in the new row and enter the course data **Introduction to Disk and File Management** which costs **\$100** and lasts **5 hours**.

Inserting a Column

A column is inserted the same way as a row.

1. Click in any cell in the last column for **Hours**
2. Click on the **LAYOUT** tab
3. Click on **Insert Right** in the ribbon



A new column will appear to the far right of the table.

4. Click into the first cell of the fourth column and type **No of Classes**
5. Press the [↓] to move to the cell below and type **2**
6. Continue to enter the following data in the fourth column for **No of Classes**

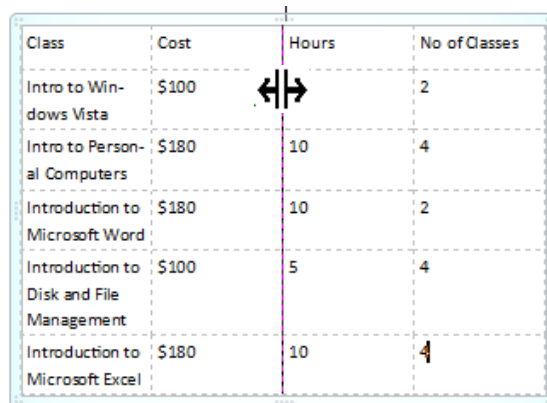
Class	Cost	Hours	
Intro to Windows Vista	\$100	5	
Intro to Personal Computers	\$180	10	
Introduction to Microsoft Word	\$180	10	
Introduction to Disk and File Management	\$100	5	
Introduction to Microsoft Excel	\$180	10	

Hours	No of Classes
5	2
10	4
10	2
5	4
10	4

Row Height and Column Width

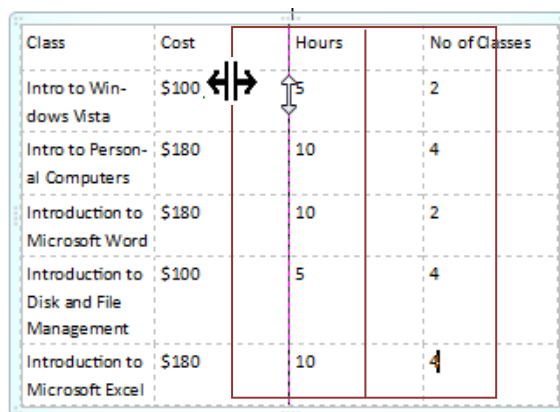
Row height and column width can be easily adjusted using the mouse and the boundaries of the rows and columns. The table you are working with can be adjusted so some columns are widened and some are narrowed.

1. Move the mouse over the top of the boundaries of the second and third column



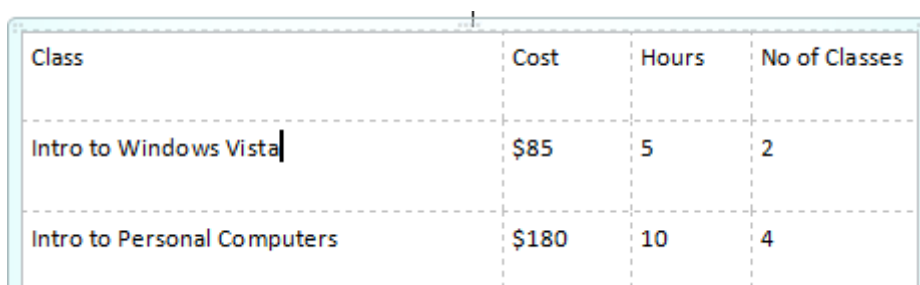
Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$100	10	2
Intro to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4

2. When the mouse pointer changes to a double headed arrow, click, hold and drag to the left – the new position of the columns is outlined



Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$100	5	2
Intro to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4

3. Release the mouse
4. Repeat to narrow the third and fourth columns and widen the first column



Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$85	5	2
Intro to Personal Computers	\$180	10	4

Altering Row Height

1. Move the mouse to the lower boundary of the left side of the second row **Intro to Personal Computers**
2. When the mouse changes to a double headed arrow, click, hold and drag up to decrease the height of the second row.



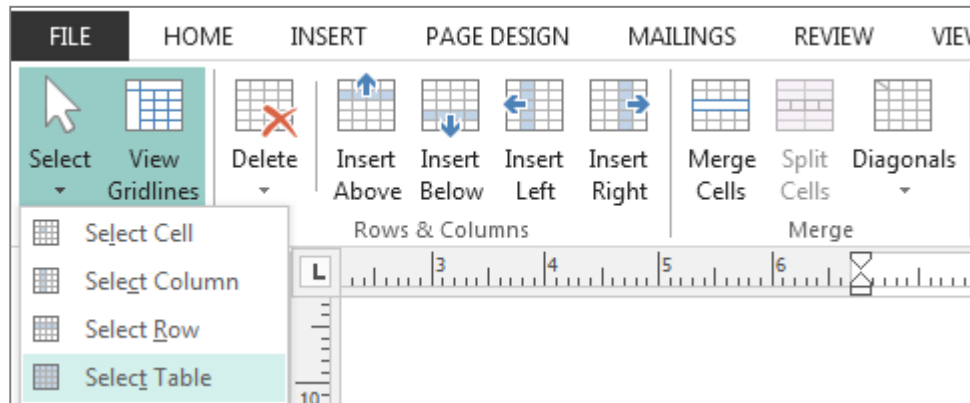
Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$100	5	2
Intro to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4

3. Repeat to alter the height of each of the rows

Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$100	5	2
Intro to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4

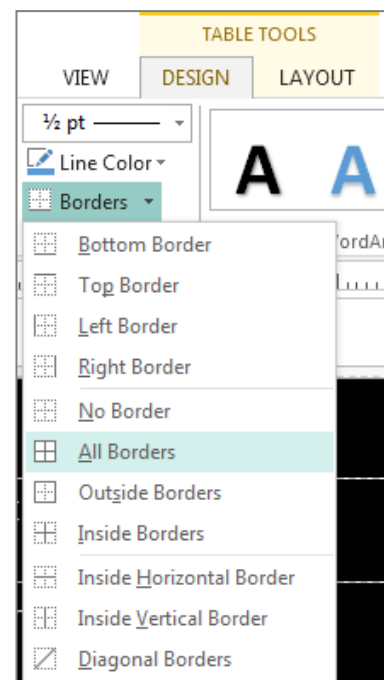
Borders

1. Click on a cell within the table
2. Click on the tab **Table Tools:LAYOUT** > **Select** > **Select Table**



3. Click on the tab **Table Tools: DESIGN** > **Borders** > **All Borders**
4. Click anywhere outside the table to deselect it so you can see the grid lines

Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$100	5	2
Intro to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4



You can also turn off a specific border by selecting the cell or cells and click on the appropriate button in the Borders list.

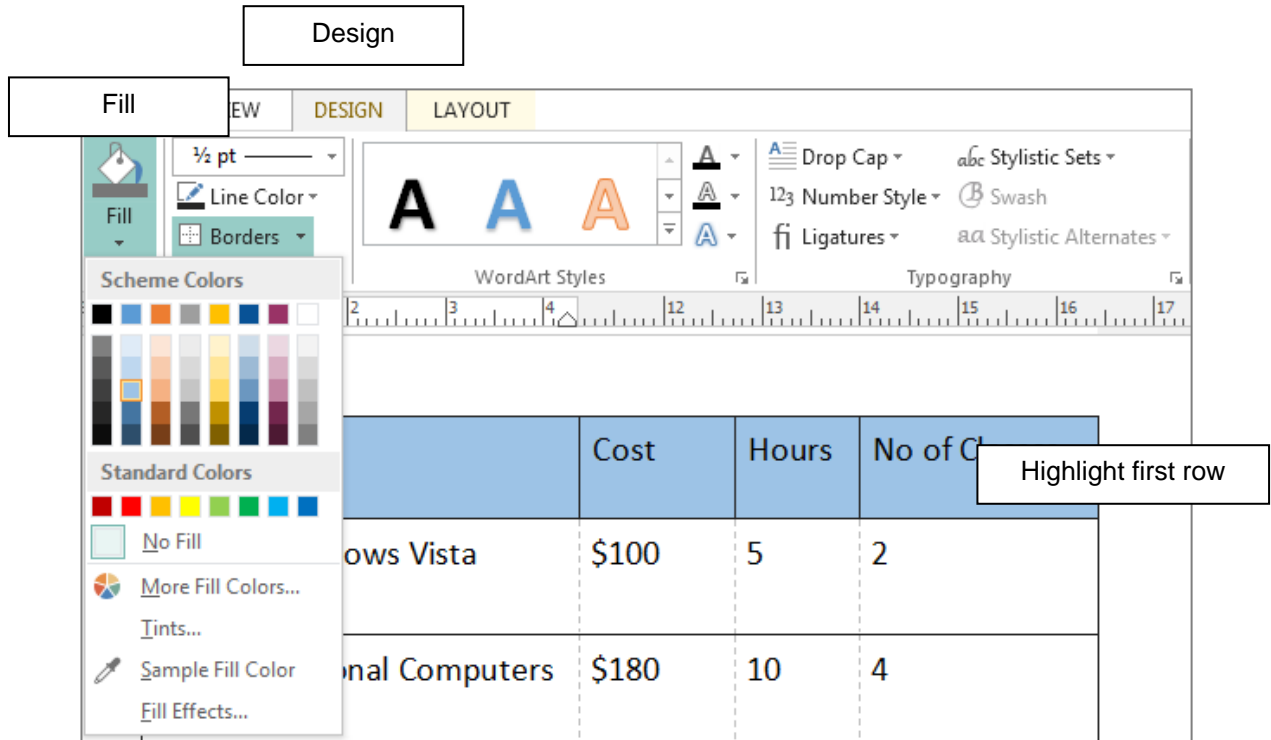
5. Highlight all the rows of the table except the first
6. Click on the **Borders** button and click on **Inside Vertical Border** to turn it off

Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$85	5	2
Intro to Personal Computers	\$180	10	4

Shading Cells

Shading can also be used to highlight headings or cells with special contents.

1. Highlight the first row
1. Click on the droplist button for the **Fill** button and select a colour



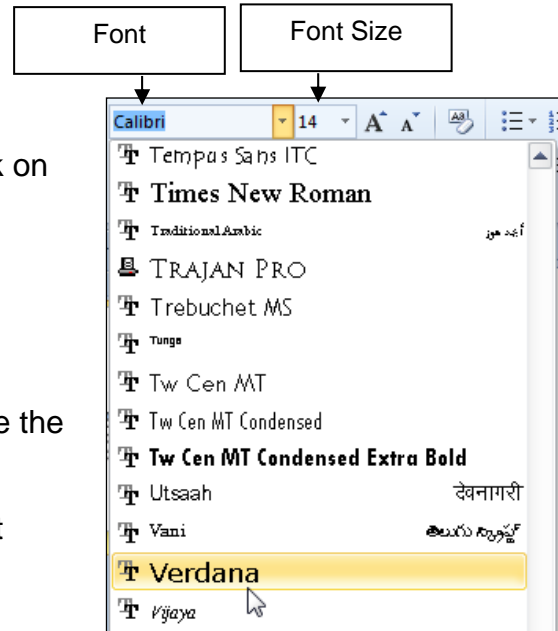
Changing the Font Style and Size

Text in a table can be formatted as it can in a normal Text Box.

1. Highlight the text in the first row
2. Click on the tab **Home**
3. Click on the **Font** drop list button ➤ Click on **Verdana**
4. Click on the **Font size** button and click on **14**

The **Font** will be changed to that selected.

5. Highlight the rest of the table and change the Font to **Verdana**, Font size to **12**
6. Resize the table and columns so the text appears as shown below



Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$85	5	2
Intro to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4

Copying Data in a Table

The table still has several rows of data to be entered however it is very similar in content to the last row.

1. Click in the last cell of the last row and press **[Tab]** until four extra rows have been created
2. Highlight the row with the information on the **Excel course**
3. Click on the **HOME** tab and click on **Copy**
4. Click into the next row down and click on **Paste** on the **HOME** tab
5. Continue to paste the data into the rest of the table
6. Edit each of the rows to read as shown below
7. You will need to adjust the column to fit all the text as shown below

Class	Cost	Hours	No of Classes
Intro to Windows Vista	\$85	5	2
Intro to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4

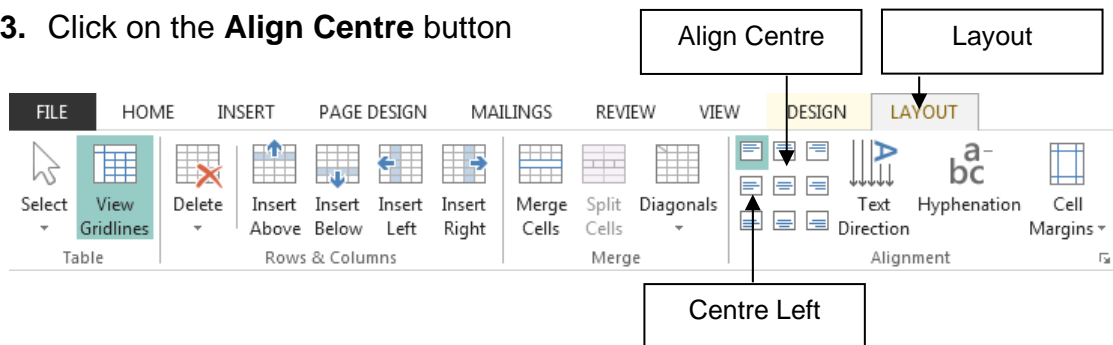
Introduction to Microsoft Excel	\$180	10	4
Introduction to Microsoft Excel	\$180	10	4
Introduction to Microsoft Excel	\$180	10	4
Introduction to Microsoft Excel	\$180	10	4
Introduction to Microsoft Excel	\$180	10	4

Class	Cost	Hours	No of Classes
Introduction to Windows Vista	\$85	5	2
Introduction to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4
Introduction to Microsoft PowerPoint	\$180	10	4
Introduction to Microsoft Access	\$180	10	4
Introduction to Microsoft Publisher	\$180	10	4
Introduction to Microsoft Project	\$180	10	4

Aligning Cell Contents

Cell contents can be aligned to the **Left**, **Centre**, **Right** or **Justified**. To select columns, move the mouse over the upper edge of the **Table** until the cursor change to an arrow pointing down.

1. Select the columns for **Cost**, **Hours** and **No of Classes**
2. Click on the **LAYOUT** tab
3. Click on the **Align Centre** button



You can also vertically align text using the commands in the Menu bar.

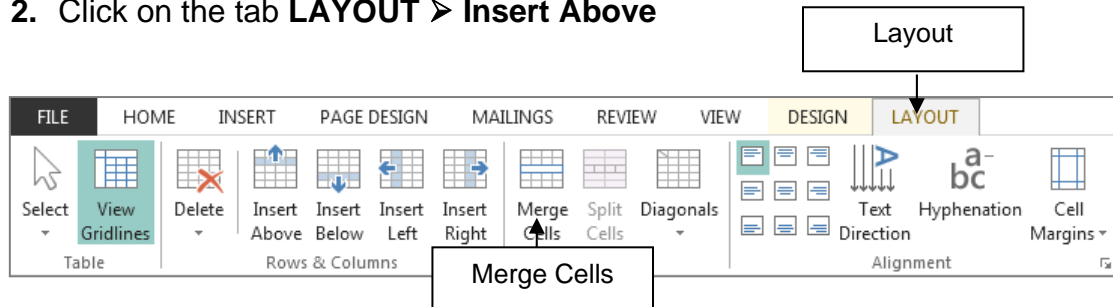
4. Select the first column
5. Click on the **LAYOUT** tab
6. Click on the **Centre Left** button in the Alignment group

Class	Cost	Hours	No of Classes
Introduction to Windows Vista	\$85	5	2
Introduction to Personal Computers	\$180	10	4
Introduction to Microsoft Word	\$180	10	2
Introduction to Disk and File Management	\$100	5	4
Introduction to Microsoft Excel	\$180	10	4
Introduction to Microsoft PowerPoint	\$180	10	4
Introduction to Microsoft Access	\$180	10	4
Introduction to Microsoft Publisher	\$180	10	4
Introduction to Microsoft Project	\$180	10	4

Merge Cells

Merged cells are useful for headings etc. It is better to finish the table first, applying formatting to all columns etc, before the cells are merged.

1. Click into any cell in the first row in the table
2. Click on the tab **LAYOUT** > **Insert Above**



3. Select all the cells in the newly created row
4. Click on the tab **LAYOUT** > **Merge Cells**
5. Enter the text **Class Summary** in the merged cell
6. Click on the **Centre Alignment** button to centre the heading (if necessary)

Class Summary			
Class	Cost	Hours	No of Classes
Introduction to Windows Vista	\$85	5	2

Class Summary			
Class	Cost	Hours	No of Classes
Introduction to Windows Vista	\$85	5	2

Split Cells

1. Select the first row of the table
2. Click on **Split cells** to return the row to four separate cells

Class Summary			
Class	Cost	Hours	No of Classes
Introduction to Windows Vista	\$85	5	2

3. Click on the **Undo** button to return the main heading to be a merged cell
4. **Save** the file with the name **Classes** and **Close** the file

Practice Exercise 8.1: Text, table and border

1. Create a new file with a **Custom page size** of **10 cm by 21 cm**
2. Save the file as **Storytime schedule**
3. Insert Text Boxes and a table and enter the text shown here
4. The Heading text **Font** is **Sybil Green**, **Font size** is **36** (or choose another font that you think is fun)
5. All other text is **Malgun Gothic** in **Font size** of **14** or **10**
6. A **Rectangle** shape is used to create the border
7. **Close** and **Save** the file **Storytime schedule**

Note: If you don't have these fonts available on your computer use a font that looks similar

STORYTIME SCHEDULE

Fun for pre-school children...and adults!

Storytime is held from 10.30am to
11.15am on the days listed below:

Library	Day	Phone
Belmont	Wednesday	5243 2655
Chilwell	Tuesday	5221 5129
Corio	Tuesday	5251 3855
Drysdale	Thursday	5251 3855
Geelong	Friday	5229 1212
Geelong Nth	Wednesday	5229 1939
Newcomb	Thursday	5248 1802
Torquay	Friday	5261 3049

NOTE: Sessions begin in 2010 in the week commencing Monday 3rd February. Storytime is not run in school holidays. School holiday activities are run for school aged children. Children must be supervised by an adult at all times.

www.yourlibraries.vic.gov.au

Practice Exercise 8.2: Table, Text and Images

1. Create a new document with **Custom** page size **21cm by 21 cm**
2. Save it as **Cash rewards**
3. Insert a **Text Box** and enter the heading
4. Format **Background** to be **pale yellow**
5. Enter a footer that reads **Web site: www.abc.net.au** and **Telephone: 1008 654 735 8am to 8 pm Monday to Friday**
6. The **Footer** text is **Font size 10** and **Bold**
7. Create two Text Boxes for the information – the sub heading text is **Font size 18**
8. Enter the text in the left Text Box
9. Insert a **Table** 3 columns wide and 6 rows deep for the **Awards** and **Points**
10. Enter the text in the table and format
11. Insert the text file, **Awards website**, into the right hand Text Box
12. Insert the image files **Cash** and **Golf** and apply a **4 ½ pt white border**

Get cash back on your card

Did you know that your awards points can help you pay off your credit card balance? It's all thanks to the cash back award.

You can use as many award points as you like for the cash back award, provided you redeem a minimum of 4,000

CODE	AWARD	POINTS
7020	\$20 Cash back reward	4,000
7040	\$40 Cash back reward	8,000
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7120	\$120 Cash back reward	24,000
7250	\$250 Cash back reward	50,000

Program information

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7080	\$80 Cash back reward	16,000
7120	\$120 Cash back reward	24,000
7250	\$250 Cash back reward	50,000

Looking for an award?

As a member of ABC Awards you can choose from hundreds of different awards—from gift vouchers and handbags to digital cameras and international holidays. The range is enormous and still expanding.

While this newsletter has a lot of the rewards you can use, it is only a sample of what is available. To see the full range please check our website.

To browse or download the complete list of rewards, visit the ABC Awards website, which is accessible via www.abc.net.au.

Please note to access this website you will need to be registered for online banking. It is free to register and only takes a few minutes. Please call 1008 654 735, business hours.

Text box

Table

Insert image file: Cash

Insert image file: Golf

Insert text file: Awards website

Footer

Web site: www.abc.net.au Telephone: 1008 654 735 8am to 8pm Monday to Friday