



Microsoft®

Word Quick Reference

Intermediate Skills

Elements of a Table

Location	Excursion Length	Packages	Sales
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	6	\$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 first 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.

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Microsoft Word 5 Quick Reference

Barrie Sosinsky



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