

## Using Computers

### Word Processing Module

### Task 6

#### Working with tables.

Tables are a very important feature of a word processing package. They can be used not only to produce an actual table but also to help format a document without displaying the table borders. Tables are made up of rows and columns. The individual rectangles they form are called CELLS. The possibilities with tables in Word XP are almost endless: you have full control over the number of rows and columns, the size of each cell, the borders, the cell fill not to mention the font style, colour alignment etc of the text within the cells.

#### Task 6

The table below shows retail price index information for the period May 2004 to July 2005. This information can be very important when formulating a pay claim on behalf of your members.

		Price		
		Retail Price Index Jan 1987 = 100	% annual increase	Consumer prices index % increase
Months	May 2004	186.5	2.8	1.5
	June 2004	186.8	3.0	1.6
	July 2004	186.8	3.0	1.4
	August 2004	187.4	3.2	1.3
	September 2004	188.1	3.1	1.1
	October 2004	188.6	3.3	1.2
	November 2004	189.0	3.4	1.5
	December 2004	189.9	3.5	1.6
	January 2005	188.9	3.2	1.6
	February 2005	189.6	3.2	1.6
	March 2005	190.5	3.2	1.9
	April 2005	191.6	3.2	1.9
	May 2005	192.0	2.9	1.9
	June 2005	192.2	2.9	2.0
July 2005	192.2	2.9	2.3	

Open a document and re-produce this table. Add your headers and footers and save it to your disk as Task 6.

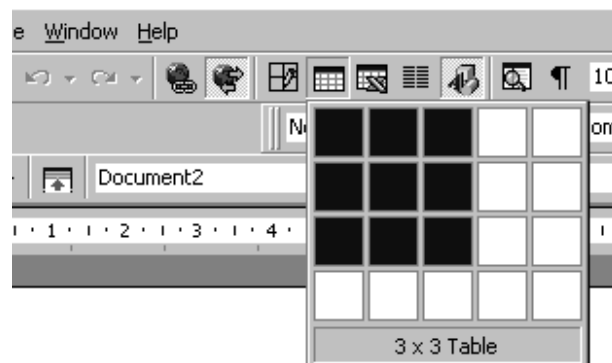
## Methodology Task 6

There are two ways to create a table. You can select **T**able + **I**nsert Table to display this panel:-



Here you can specify how many rows and columns you require in your table. You can also specify the width of the columns. This box defaults to 'Auto'. Auto makes the table the full width of your document and divides the space equally for each column. You can adjust the column widths and insert or delete rows and columns later so don't worry if you don't know exactly how many cells you need at first.

Alternatively you can click on the Insert Table icon on the tool bar. When you do this a box will appear as shown below. You can then drag across to show the number of columns you want, and down for the number of rows. Tables defined in this way adopt the Auto column width.



You should now have a basic table defined in your document. You can now begin to enter all of your data. At this stage don't worry about the final appearance of the table, you can sort that out later when all the data is entered. To move around the table use the cursor keys.

Enter all the information shown on the front of the task sheet.

## Inserting extra rows/columns

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. If you wanted to insert a row between rows of information click into the row where you want the new row to appear. Select Table + Insert + Rows Above/Rows Below.

To add a column to the right of the last column in a table, click in the last column. Select Table + Insert + Columns to the Right. If you wanted to insert a column between two columns, click where you require the new column. Select Table + Insert + Columns to the Left/Columns to the right.

When you have entered all your data your table should look something like this:-

		Price		
		Retail Price Index Jan 1987 = 100	% annual increase	Consumer prices index % increase
Months	May 2004	186.5	2.8	1.5
	June 2004	186.8	3.0	1.6
	July 2004	186.8	3.0	1.4
	August 2004	187.4	3.2	1.3
	September 2004	188.1	3.1	1.1
	October 2004	188.6	3.3	1.2
	November 2004	189.0	3.4	1.5
	December 2004	189.9	3.5	1.6
	January 2005	188.9	3.2	1.6
	February 2005	189.6	3.2	1.6
	March 2005	190.5	3.2	1.9
	April 2005	191.6	3.2	1.9
	May 2005	192.0	2.9	1.9
	June 2005	192.2	2.9	2.0
	July 2005	192.2	2.9	2.3

Click in the May 2004 RPI figure (186.5) and drag down to the right to select all the text down to the July 2005 'Consumer prices index % increase (2.3). Now click on the italic icon and the centre justify icon.

Click in the margin to the left of the top row and highlight the top two rows. Make this row bold type and centre justified. Now move the cursor to the top of the first column and highlight the first and second column - notice how the cursor changes shape to a small black arrow pointing downwards. Make the 2 columns bold type.

Your table should now look like this:-

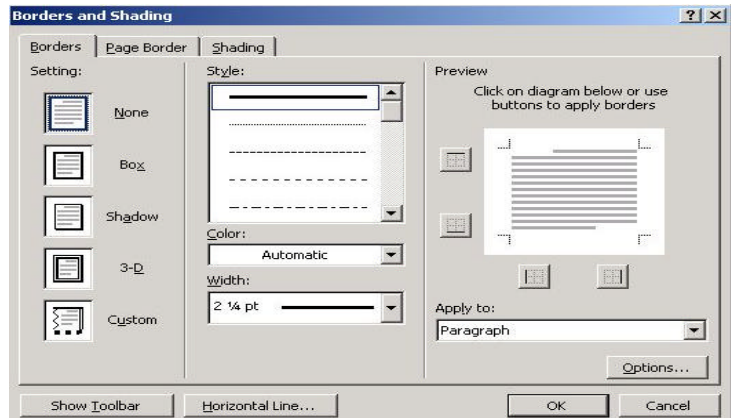
	<b>Price</b>		
	<b>Retail Price Index Jan 1987 = 100</b>	<b>% annual increase</b>	<b>Consumer prices index % increase</b>
<b>Months</b> <b>May 2004</b>	<i>186.5</i>	<i>2.8</i>	<i>1.5</i>
<b>June 2004</b>	<i>186.8</i>	<i>3.0</i>	<i>1.6</i>
<b>July 2004</b>	<i>186.8</i>	<i>3.0</i>	<i>1.4</i>
<b>August 2004</b>	<i>187.4</i>	<i>3.2</i>	<i>1.3</i>
<b>September 2004</b>	<i>188.1</i>	<i>3.1</i>	<i>1.1</i>
<b>October 2004</b>	<i>188.6</i>	<i>3.3</i>	<i>1.2</i>
<b>November 2004</b>	<i>189.0</i>	<i>3.4</i>	<i>1.5</i>
<b>December 2004</b>	<i>189.9</i>	<i>3.5</i>	<i>1.6</i>
<b>January 2005</b>	<i>188.9</i>	<i>3.2</i>	<i>1.6</i>
<b>February 2005</b>	<i>189.6</i>	<i>3.2</i>	<i>1.6</i>
<b>March 2005</b>	<i>190.5</i>	<i>3.2</i>	<i>1.9</i>
<b>April 2005</b>	<i>191.6</i>	<i>3.2</i>	<i>1.9</i>
<b>May 2005</b>	<i>192.0</i>	<i>2.9</i>	<i>1.9</i>
<b>June 2005</b>	<i>192.2</i>	<i>2.9</i>	<i>2.0</i>
<b>July 2005</b>	<i>192.2</i>	<i>2.9</i>	<i>2.3</i>

## Borders

Next you need to format the border of the table. Notice how the outline of the table on the worksheet is thicker than the rest of the lines. To do this first select the full table; click on any cell in your table then select Table + Select + Table.

Now select **Format + B**orders and Shading to display this panel:-

Click on the **Grid** box. Now click on the down arrow to the right of the **Width** box and select 2¼ pt width. Notice how the preview box on the right has changed to show the thicker border. Now click OK.



## Column Widths

You can also adjust the column widths of your table. To do this click on a cell in the column you want to change and then moving the cursor over the edge of that column. Notice how the cursor changes shape to show two small arrows pointing in opposite directions. Simply drag the column to the width you require.

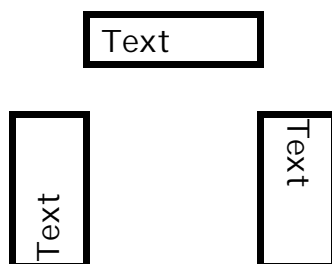
Single cells can also be adjusted by highlighting the cell and hovering over the edge of the column until you see the arrows. Click and drag.

## Merging Cells

You can combine two or more [cells](#) in the same row or column into a single cell. To merge the cells so that the word 'Price' is over the three column, first highlight the 3 cells you want to merge. Select **Table + Merge Cells**. Make sure that the word 'Price' is still bold and centred. Repeat this for the word 'Months'.

## Text Direction

You can change the text orientation with a table so that the text is displayed vertically or horizontally.



To change the direction of the word 'Months', highlight Months, then select Format + Text Direction and click the orientation you require.

## **Hiding Gridlines**

To make the 4 cells in the top left table invisible when printing, highlight the 4 cells, and then go back to the borders and shading panel. In the preview box click on the borders that you do not require to display- notice that these disappear! Then select OK. Then click onto the Print Preview icon to view your table as if it has been printed. Click close to get you back to your working screen.

## **Adding shading to cells**

Finally, to add shading to part of a table. Select the cells that require shading, choose Format - Borders and Shading, then select the shading colour required - OK. Click anywhere outside the table to deselect it.

Once you are satisfied with your table, print a copy off for your portfolio.