

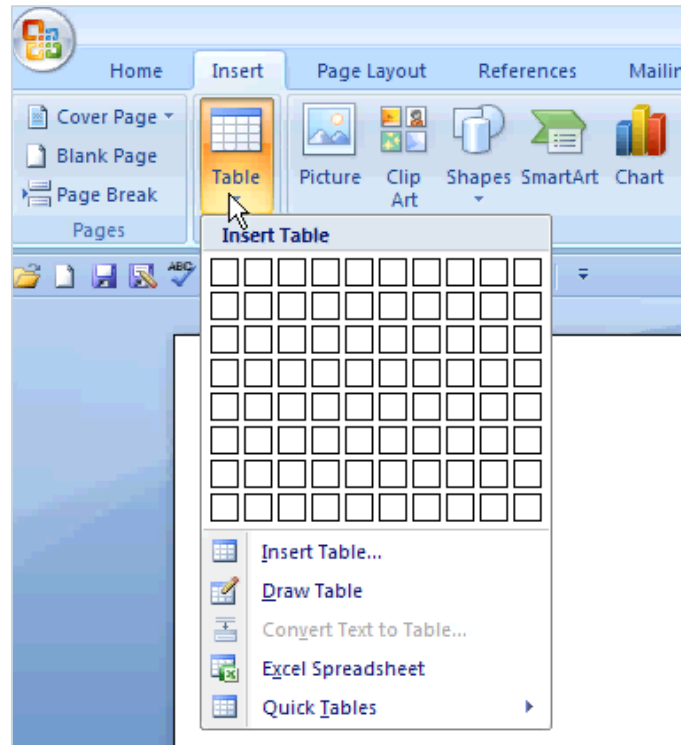


Century 21 Keyboarding

- ▶ **Cycle I:**
 - ▶ Office Features 4

Insert Table

- ▶ Create a grid for arranging information into rows and columns.



Insert Table

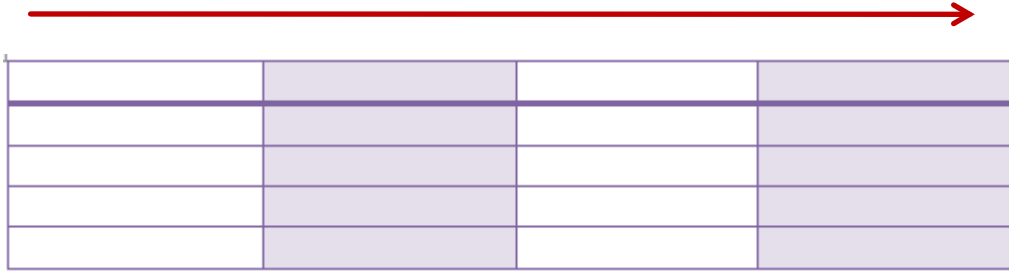
Columns

- ▶ Tables consist of vertical columns and horizontal rows.

Insert Table

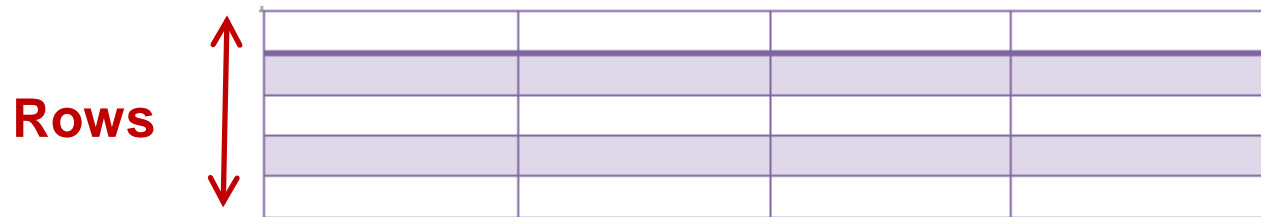
- ▶ Columns are labeled **alphabetically** from left to right.

Columns



- ▶ Rows are labeled **numerically** from top to bottom.

Rows



Insert Table

- ▶ The crossing of columns and rows makes **cells**.

Cell →

- ▶ When text is keyed in a cell, it wraps around in that cell—instead of wrapping around to the next row.

Insert Table

A line space is added to the cell each time the text wraps around.			

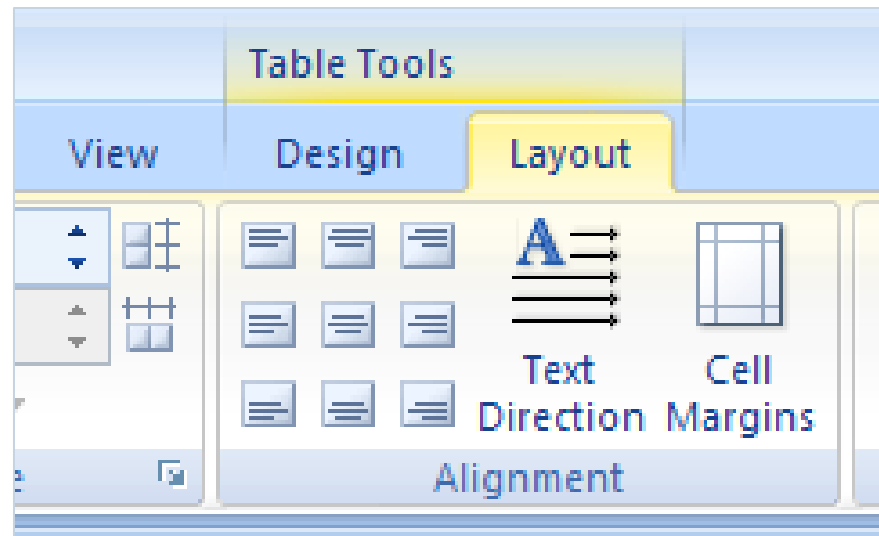
- ▶ Use TAB key or right arrow key to move from cell to cell in a row and from row to row.
- ▶ Use the arrow keys, TAB, or the mouse to move around in a filled-in table.

Insert Table

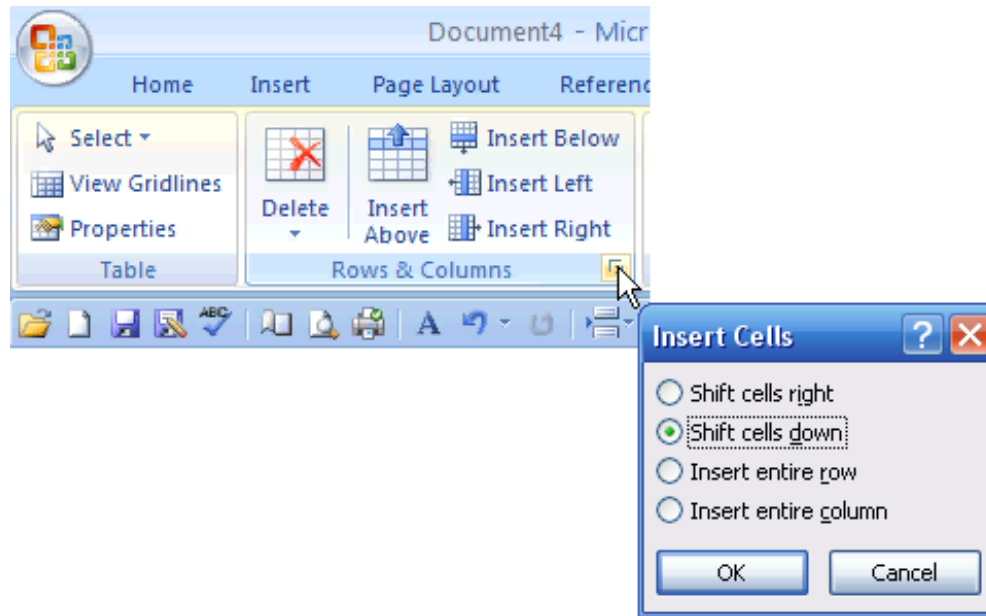
Year	Player	Team
2003	Alex Rodriguez	Rangers
2002	Miguel Tejada	Athletics
2001	Ichiro Suzuki	Mariners
2000	Jason Giambi	Athletics
1999	Ivan Rodriguez	Rangers
1998	Juan Gonzalez	Rangers
1997	Ken Griffey, Jr.	Mariners

Insert/Delete Rows & Columns

- ▶ The **Table Tools Layout** tab can be used to edit or modify existing tables.



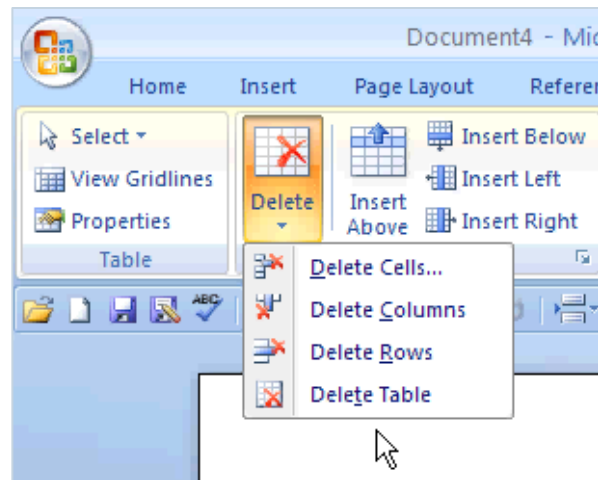
Insert/Delete Rows & Columns



- ▶ The commands found in the **Rows & Columns** group are used to insert and delete rows in an existing table.

Insert/Delete Rows & Columns

- ▶ A cell, row, column, or entire table can be deleted using the **Delete** command.



- ▶ Use the **Insert** commands to
 - ▶ place rows above / below existing rows;
 - ▶ columns to the right / left of existing columns.

Insert/Delete Rows & Columns

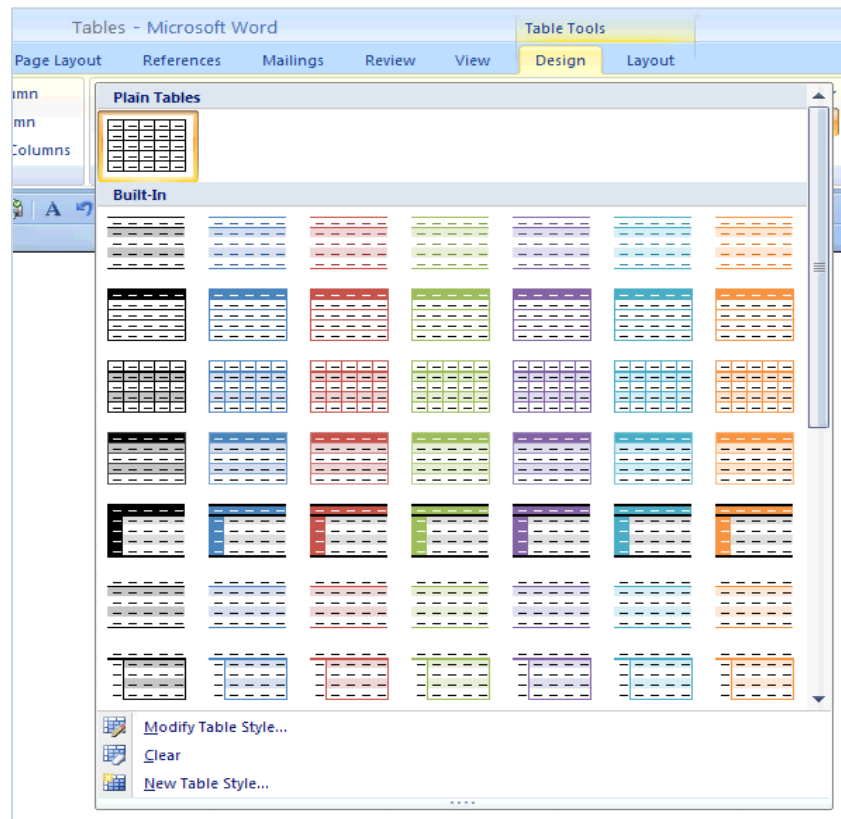
AMERICAN LEAGUE MOST VALUABLE PLAYERS

**Inserted
Cells**

Year	Player	Team
2006	Justin Morneau	Twins
2005	Alex Rodriguez	Yankees
2004	Vladimir Guerrero	Angels
2003	Alex Rodriguez	Rangers
2002	Miguel Tejada	Athletics
2001	Ichiro Suzuki	Mariners
2000	Jason Giambi	Athletics

Table Styles

- ▶ The **Table Tools Design** tab can be used to change the table style.



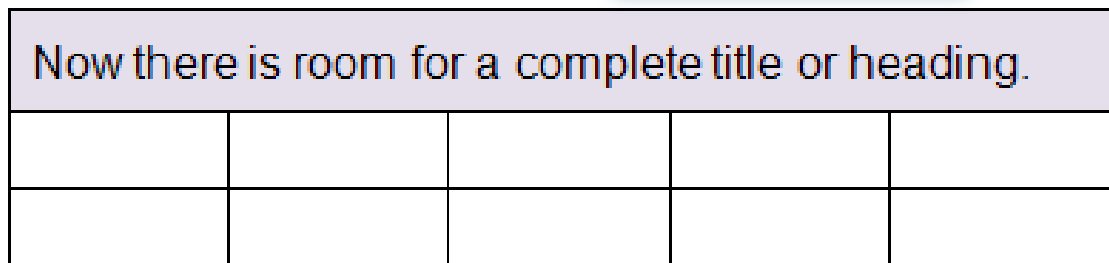
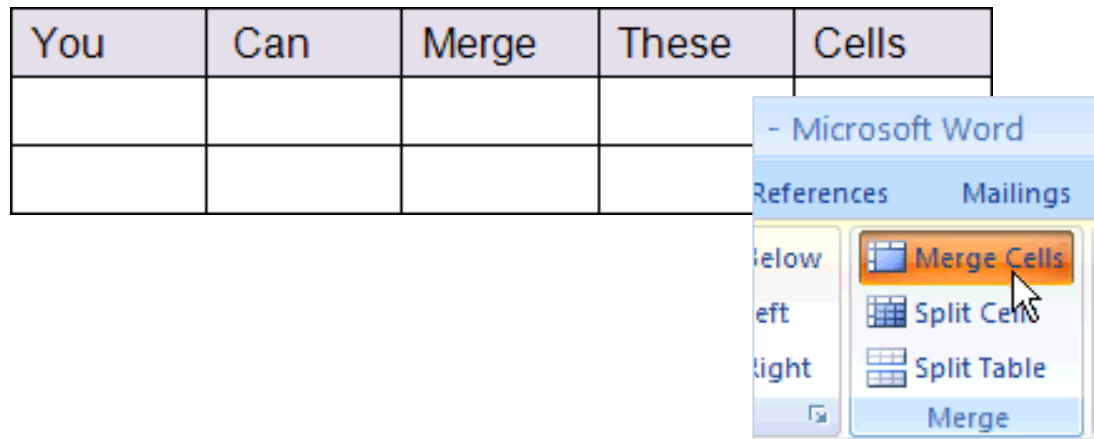
Heading Styles

Year	Player	Team
2006	Justin Morneau	Twins
2005	Alex Rodriguez	Yankees
2004	Vladimir Guerrero	Angels
2003	Alex Rodriguez	Rangers
2002	Miguel Tejada	Athletics
2001	Ichiro Suzuki	Mariners
2000	Jason Giambi	Athletics

- ▶ The **Styles** group on the Home tab can be used to enhance the appearance of the title or other text within the table.

Merge Cells

- ▶ Use the **Merge Cells** command to join two or more cells into one cell.



Change Column Width

- ▶ Change the width of one or more columns to accommodate entries of unequal widths.

Change the width of columns				



Change the width of columns				

Change Column Width

SALES REPORT				
Sales Rep.	Territory	Jan.	Feb.	March
Juan Ramirez	Washington	12,325	13,870	12,005
Shawn Hewitt	Oregon	15,680	17,305	7,950
Maria Hernandez	Idaho	9,480	16,780	14,600
Cheryl Updike	Washington	10,054	8,500	17,085
Tanya Goodman	Washington	19,230	11,230	15,780
Jason Graham	Oregon	15,900	16,730	9,290
Carolyn Plummer	Idaho	20,370	13,558	12,654
Scott Bowe	Idaho	15,750	14,560	16,218
Brandon Olson	Oregon	14,371	11,073	19,301
Laura Chen	Washington	17,320	9,108	18,730

Table Formatting

- ▶ The formatting changes (bold, italicize, different alignment, etc.) can also be made to the text within a table.

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Sales Rep.	Territory	Jan.	Feb.	March
Juan Ramirez	Washington	12,325	13,870	12,005
Shawn Hewitt	Oregon	15,680	<i>17,305</i>	7,950
Maria Hernandez	Idaho	9,480	16,780	14,600
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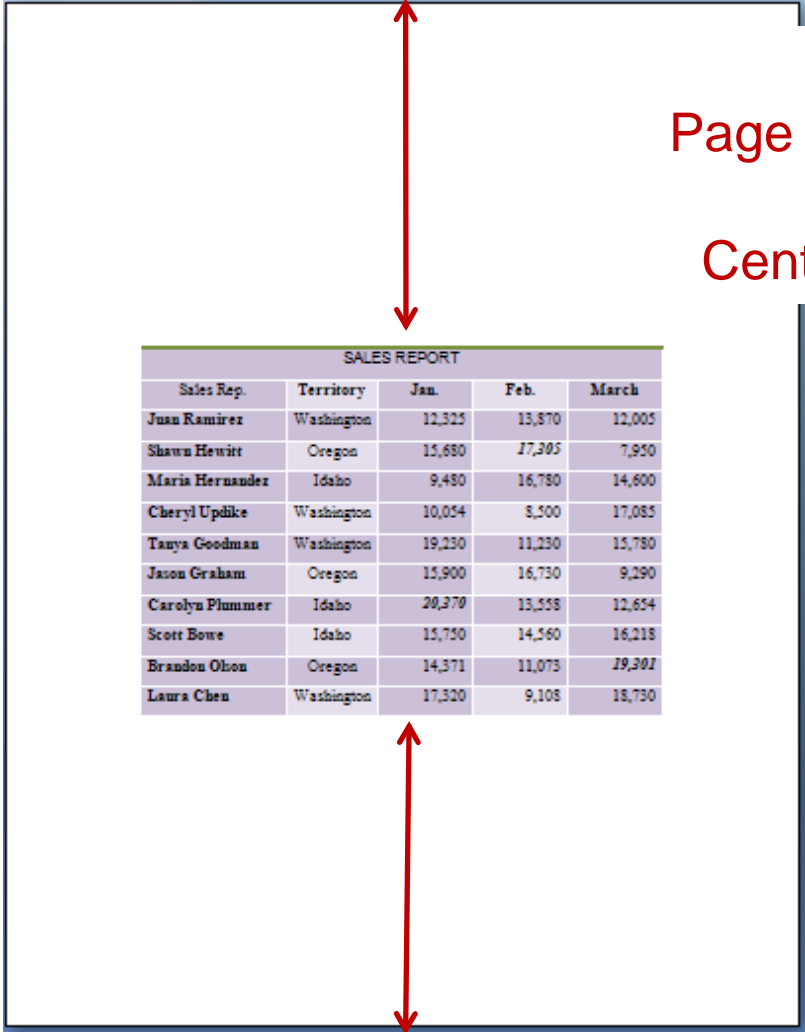
Centering Tables

Use
Center Alignment

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Centering Tables

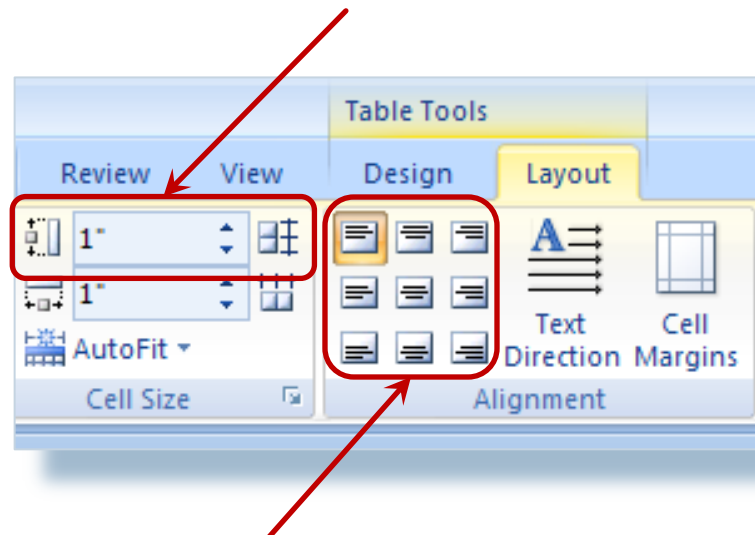
Use the
Page Vertical Alignment
or
Center Page Feature



SALES REPORT				
Sales Rep.	Territory	Jan.	Feb.	March
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Cell Size & Alignment

- ▶ Use the **Layout Cell Size** commands to change the height of the rows in a table.



- ▶ Use the **Layout Alignment** commands to change the alignment of the text in cells.

Cell Size & Alignment

Cell Alignment and Row Height

Top Left – .3"	Top Center – .3"	Top Right – .3"
Center Left – .4"	Center – .4"	Center Right – .4"
Bottom Left – .5"	Bottom Center – .5"	Bottom Right – .5"

Table Sort

- ▶ Arrange text in a table in a specific order.

- ▶ Ascending
(A to Z, 0 to 9)

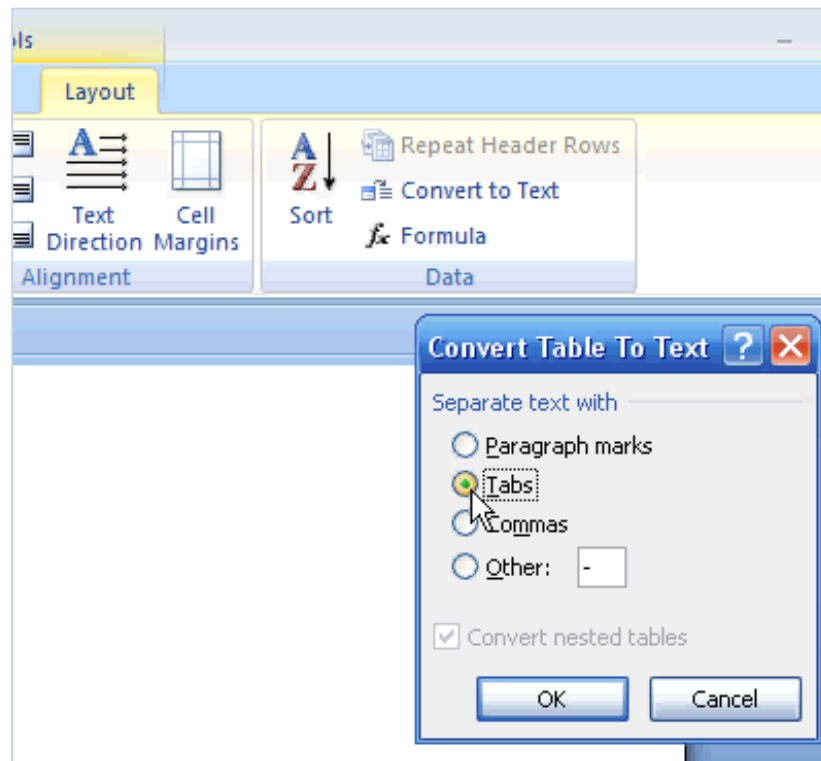
- ▶ Descending
(Z to A, 9 to 0)

SALES REPORT				
Sales Rep.	Territory	Jan.	Feb.	March
Juan Ramirez	Washington	12,325	13,870	12,005
Cheryl Updike	Washington	10,054	8,500	17,085
Tanya Goodman	Washington	19,230	11,230	15,780
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*Table shown sorted by **Territory in descending order**.

Convert to Text

- ▶ Convert a table to regular text.



Apply What You've Learned

INVENTIONS		
<i>Date</i>	Invention	Inventor
1877	Phonograph	Thomas Edison
1805	Railroad locomotive	Richard Trevithick
1846	Sewing machine	Elias Howe
1867	Revolver	Samuel Colt
1820	Calculating machine	Charles Babbage
1867	Typewriter	Christopher Sholes



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