

## Move Around and Select Parts in a Table

### Move Around a Table

Text can be entered and edited in a cell in the same way that it is entered or edited in a text frame. The insertion point shows where text that is typed will appear in the table. The table below shows methods of moving from cell to cell.

Moving from Cell to Cell	
To Move	Do This
To any cell, or to text within a cell	Click in the cell or text
To the next cell	Press Tab
To the preceding cell	Hold down the Shift key and press Tab
Forward one character or cell	Press the right arrow key
Backward one character or cell	Press the left arrow key
Up one row or cell	Press the up arrow key
Down one row or cell	Press the down arrow key

### Select Parts of a Table

Once a table has been created, text is entered into cells in the same way it is in a text frame. The first row of the table is good for column headings or a table title. The left-most column is good for row labels. In order to enter text, it is important to know how to move around the table. Knowing how to select cells, rows, and columns is essential to working with tables. Cells must be selected in order to format them, enter text into them, delete unnecessary text, and add or remove rows and columns. It is possible to select and format one cell at a time or to select a range of cells to format. A range of cells is a group of two or more adjacent cells. The table below provides the directions for selecting different table parts.

Selecting Table Parts Using the Mouse	
To select	Do this
A single cell	Drag over the cell or double-click within the cell.
A range of cells	Drag from the cell in the upper-left corner of the range to the cell in the lower-right corner of the range.
One or more rows	Click the row selector button for the first row to be selected, and then drag to select the row selector buttons for the other rows that are to be selected. The row selector is a black arrow that points to the right. →
One or more columns	Click the column selector button for the first column that is to be selected. Drag to select the column selector buttons for the other columns that are to be selected. The column selector is a black arrow that points down. ↓
The entire table	Click and drag through the columns and rows to select the table.

### Select Table Parts Using the Ribbon

It is also possible to select different parts of a table by using the ribbon. Clicking in the appropriate cell, row, column, or table does this. After the appropriate table element has been selected, click the **Table Tools Layout Tab**. In the **Editing Group**, click the **Select** button. Click the option to select the **Cell, Column, Row, or Table**.



## Select Text in a Table

It is possible to format text in a table in the same way that text in a text frame is formatted. Just select the text to be formatted, and then apply a new font type, font size, font color, and any other formatting. The table below provides methods for selecting text in a table.

Selecting Text in a Table Cell	
To select	Do this
One word	Double-click the word.
Some text in a cell	Drag the I-beam pointer across the text
All text in a cell	Click in the cell and press Ctrl+A.
All text in a cell	Triple-click in the cell.