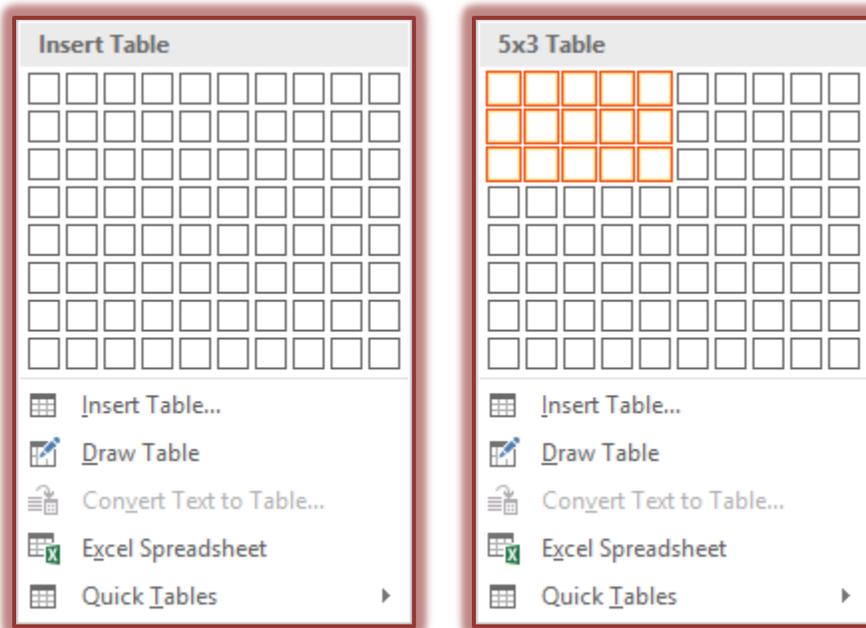# INSERT A TABLE

The tables feature can be used to input statistical data or just to align columns of text in a document. The borders of a table can be removed making it easy to create a list of items without the list looking like a table. Tables can be inserted into a document that already contains text or into a separate document. More than one table may be inserted into any one document. Tables can be created using the Table Grid, the Insert Table dialog box, or the Quick Tables option. These three methods for creating a table are described in this document. It is also possible to draw a table. This method for creating a table is described in a different document.

Table Grid

A table can be inserted into any portion of a document or can be created as a separate document.

- Go to the area in the document where the table is to be inserted.
- Click the **Insert Tab**.
- In the **Tables Group**, click the **Table** button.
- A list of options for creating a table will be displayed.
- In the **Grid** area, move the mouse pointer over the grid until the number of rows and columns is selected.
    - The columns and rows that are being highlighted will show in an orange color.
   - The table outline will appear in the document.

- When the desired number of columns and rows has been selected, click the **Left Mouse** button.
- The table should appear in the document.
- A table is similar to a worksheet in Excel, in that it contains columns, rows, and cells.
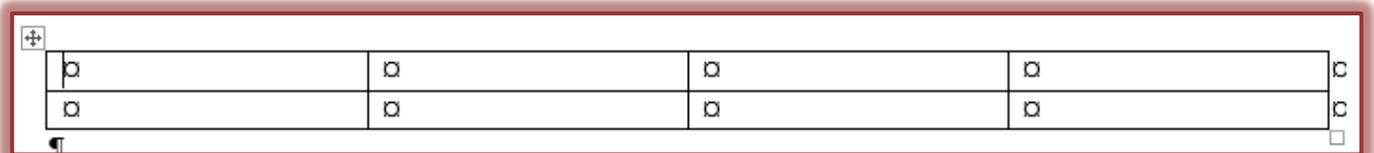
- Position the insertion point in the upper left cell of the table.
   - Rows are indicated by the horizontal area of the table.

- ✦ Columns are indicated by the vertical area of the table.
- ✦ The cell is the area where a column and row intersect.
- ✞ Start inputting the information into the cells.
  - ✦ To move from cell to cell, press the **Tab** key on the keyboard.
  - ✦ To move back one cell at a time, press the **Shift** key and then the **Tab** key on the keyboard.
- ✞ Once the table has been created, the **Table Tools Contextual Tab** will appear above the ribbon.
  - ✦ While in the table, click the **Table Tools-Design Contextual Tab**.
  - ✦ Move the mouse pointer over the **Table Styles**.
  - ✦ A **Live Preview** of each design will appear in the document.
  - ✦ Click the **More** button to view additional styles. This is in the lower right corner of the Style Gallery.
  - ✦ Click the left mouse button to apply the style to the table.
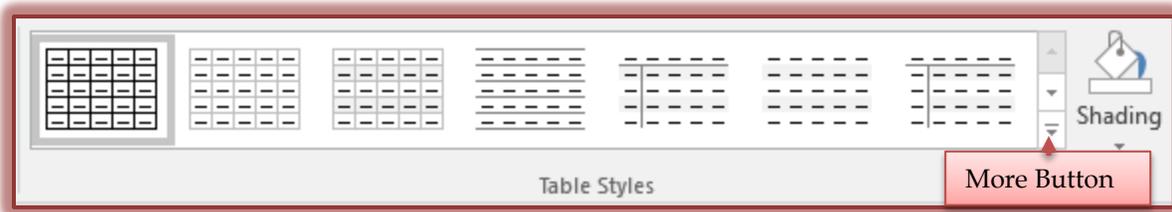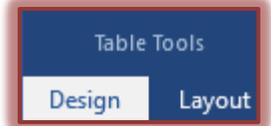
Insert Table Dialog Box

The **Insert Table** dialog box is another way that a table can be created. When this dialog box is used, it is possible to specify the number of columns and rows for the table along with specifying other options for creating the table.

- ✞ Click the **Insert Tab**.
- ✞ In the **Tables Group**, click the **Tables** button.
- ✞ Click the **Insert Table** button.
- ✞ The **Insert Table** dialog box will appear.
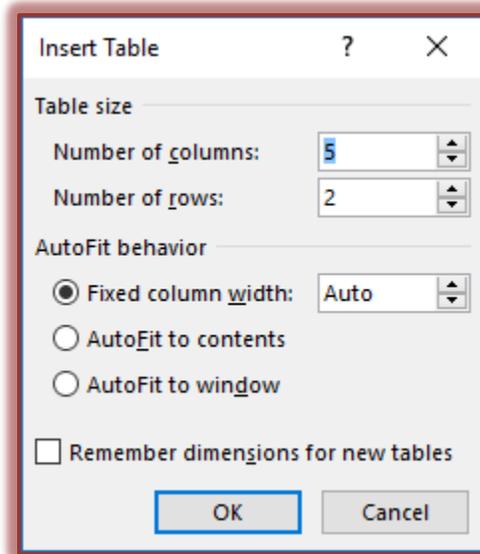
- ✞ Under **Table Size**, specify the number of columns and rows by clicking the appropriate spinner arrows.

✝ Under **AutoFit Behavior**, click one of the option buttons.
  ✦ **Fixed Column Width** – Click this option button to specify the exact width of each of the columns in the table.
  ✦ **AutoFit to Contents** – When this option button is selected, the width of the column will be determined by the longest entry in the column.
  ✦ **AutoFit to Window** – This is the best option to use if the document is going to be saved to display on the Web. With this option, the width of the columns is determined by the size of the browser window.
✝ To save these table dimensions for new tables, click the **Remember Dimensions for New Tables** check box.
✝ Click the **OK** button to insert the table into the document.

Quick Tables

This feature provides templates of predesigned tables that can be easily inserted into a document. The table already contains formatting options.
✝ Click the **Insert Tab**.
✝ In the **Tables Group**, click the **Tables** button.
✝ Click the **Quick Tables** link at the bottom of the window.
✝ A gallery of predesigned tables will appear (see illustration below).
✝ Scroll the list to see what is available.
✝ Once a choice has been made, click the desired design.
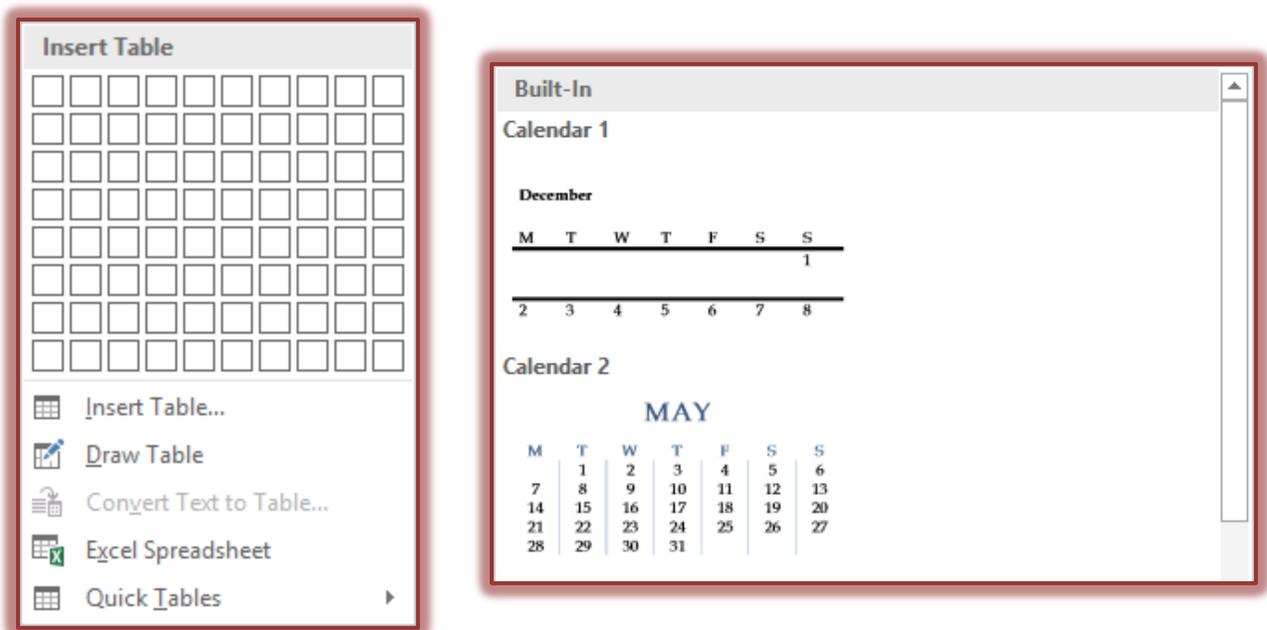
✝ The table will appear in the document.
✝ Once the table has been created, the data in the table can be replaced with the data the table was being created for.

Save Table to Quick Tables Gallery

A table that has been created and formatted for use by a business can be saved to the **Quick Tables Gallery**. To do this:
✝ Select the table that is to be saved to the Gallery.
✝ Click the **Insert Tab**.

- In the **Tables Group,** click the **Tables** button.
- Move the mouse pointer over the **Quick Tables** option.
- Click the **Save Selection to Quick Tables Gallery** link at the bottom of the gallery.
- The **Create New Building Block** dialog box will display.
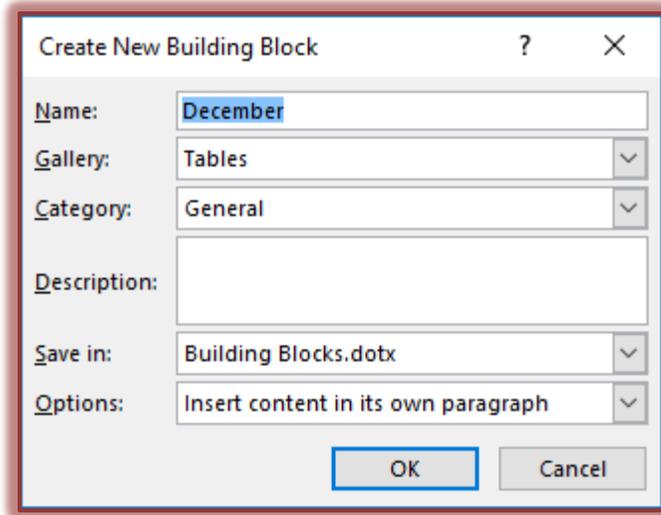
Create New Building Block	? ✕
Name:	December
Gallery:	Tables
Category:	General
Description:	
Save in:	Building Blocks.dotx
Options:	Insert content in its own paragraph
	OK Cancel

- In the **Name** box, input a name for the table.
- Leave the **Gallery** option as displayed.
- Select a category for the table from the **Category** list.
- Input a description for the table. This description will appear when the mouse pointer is moved over the item in the gallery.
- Choose any of the other options or click **OK** to accept the defaults.
- The table will be saved in the gallery.