

LEARNING ABOUT TABLES IN MICROSOFT WORD 7 - PART I

A lot of my teacher students have been asking me if there is a way to get nice even columns in Microsoft Word 7. They thought it would be grade for student lists, etc.

The answer is *YES*. Now let's learn how to do it and learn a few other tricks along the way.

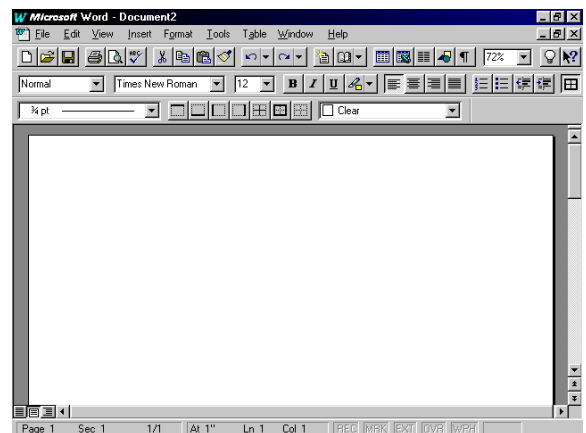
First boot up Windows 95/98 and then go into Microsoft Word 7. Let's tweak the screen a little by doing the following:

1. Make sure you have a new, blank document on screen.
2. Click on View, and then click on Page Layout.
3. Click on View, and then select Ruler if it is not already selected.
4. Click on View, and then select Tool bars...
Make sure these tool bars are clicked:

- Standard
- Formatting
- Borders

Then click the OK button to return to the main working area. Your screen should now look something like the illustration below:

5. Click on View, one more time and select the Zoom... option.
6. Select Page Width, from the *Zoom to* window, so that your screen will show the whole width of the page (look at the sample window), and then click on OK, to return to the page.



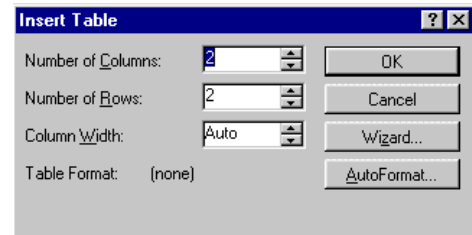
Now let's get down to work. You will see a flashing cursor, (what else is new) in the upper left corner of the page. Tap the ENTER key on your keyboard about five times, to move the cursor down the page.

Now let's create a table, which will be the framework

for our columns and rows.

1. Click on **T**able (on the menu bar) and then select **I**nsert Table... (from the drop-down menu). You will get a Table Dialog that looks something like the illustration below:

The number of rows and the number of columns are changeable, so that's what we will deal with now. I'm going to make this real easy, so stay with me, and you will learn a lot about tables.



Let's say we have to make a table with three columns and five rows. In these we will have to place the names of some students in a class. It is part of a fun project, so we will include a nickname for each student and a favorite color. We will need three columns, of course, and we will need five rows, since there are five students in our class (who has a class of five students?). Actually, we will want six rows, because we will want a head row for titles, too. Let's put this information in the Table Dialog box, waiting on screen.

1. Change the number of columns to 3
2. Change the number of rows to 6
Of course, you know that you can use those little arrows next to the number windows to change the number, too.
3. Click on the OK button

You should now have a dotted grid that looks like this:

Each of the boxes formed by the grid is called a CELL. The cursor is probably flashing inside the first cell, which the program assumes is going to be your first work area. In the next part of this extension we will work on filling the grid. You may save this document if you are not going on to the next part of this lesson.

