

LEARNING ABOUT TABLES IN MICROSOFT WORD 7 - PART II

Let's use the table we constructed in the first part of this lesson, to complete our assignment. Let's use the top row as a heading row.

1. Click on the cell in the upper left corner of the table to place the cursor, if it is not already there. The font will probably default to Times New Roman in a 10 or 12 point font, unless someone has changed it already.
2. Type the heading: Student Name.
3. Tap the Tab key on your keyboard and the cursor will jump over to the next column. (Pretty neat!)
4. Type: Student Nickname.
5. Tap the Tab key, again.
6. Type: Favorite Color.

As you can see, you can move from one column to the next by tapping the Tab key on your keyboard. However, you may also click with the left mouse button on any of the cells to move your cursor there, instantly. Of course you can use all of the editing keys (BACKSPACE, DELETE, INSERT, ETC., as well to fix up any mistakes). Using one of these methods, enter all of the information in our table as you see it in the following illustration:

Student Name	Student Nickname	Favorite Color
Jones, John	Knuckles	Green
Adams, Mary	Stinky	Red
Unker, Jerome	Lefty	Blue
Brown, William T.	Slinger	Brown
Frankbottom, Harry	Dogears	Purple

It is interesting to note that you can make the columns wider or thinner by pointing to the dividing lines until the mouse pointer turns into the familiar double-split arrow you

have seen in other programs like Excel and Access, if you have used those before.

It looks something like this: <-||->

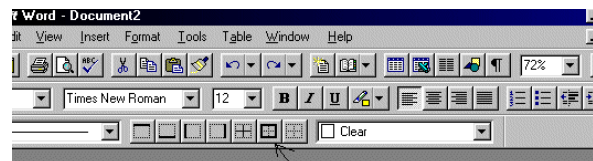
When you see this split arrow, hold down the left mouse button and *drag* the column width to the desired size. This might take a little practice if you are not familiar with the process.

If you would like to have borders around your table and its cells, you can use the Border Tool bar (which you opened through the view menu).

1. First, highlight the entire table by clicking on the first cell in the upper left of the table and dragging the highlighting to the last cell in the lower right part of the table. This is very similar to any other highlighting you have done in Word.
2. Release the left mouse button when you have completed the highlight.
3. Click on the Outside Border button, on the Border Tool bar. Your screen should look something like the illustration below:

This will place a border around the outside of your table.

4. Now click on the Inside Border button. This will place borders around all of your cells.



Student Name	Student Nickname	Favourite Color
Jones, John	Knuckles	Green
Adams, Mary	Stinky	Red
Unker, Jerome	Lefty	Blue
Brown, William T	Singer	Brown
Frankbottom, Harry	Dogears	Purple

To see the results, click anywhere outside the table.

Now, save the table again. In the next part of this lesson we will look at a few other changes you can make to your table in Word 7.