

LEARNING ABOUT TABLES IN MICROSOFT WORD 7 - PART III

Highlight the table again, and we will take a look at some of the other possibilities. For example, you can *shade* different cells or all the cells to make the table stand out against the background page. This is done through the shading option, found to the right of the Border Tool bar. It probably says Clear, with a clear outline to the left of it.

1. With the table highlighted, click on the shading window and click on the 25% box that is part of the list of shadings available in the drop-down menu.

The table now has a shaded background, although this might not seem apparent because of the highlighting. You can also add shading through the Format option on the menu bar. Let's use this to change the color of the shading.

2. Click on Format and then on the Borders and Shading... option that appears.
3. Click on the Shading Tab at the top of the Borders and Shading Dialog box that appears. You will see your 25% selection listed.
4. Click on the Background color window and choose Red from the menu that pops up.
5. Now click on the OK button to accept your changes. The background of the table is now in red (although it might look different until the highlighting is removed). Don't remove the highlighting yet.
6. While the table is still highlighted, click on the Format option on the menu bar again and select Font, from the drop-down menu.
7. Click on the Color window, in the dialog box that appears and select the color *white* for the font in your table.
8. Finally, click on the OK button in the dialog box and you will return to your page. Click outside the table to see the results of your work.

Let's make a couple of other cosmetic changes to our table. First let's make the text bigger.

1. Highlight the table, first.
2. On the format bar, change the font from the default (probably 10 or 12) to 16. Click outside the table to see the results.

Notice how the table adjusts for your changes.

3. Highlight just the top row of cells.
4. Click on the Bold button on the Format Tool bar (It's the button with the bold looking B on it).

Notice how the letters really stand out above the rest of the table. Of course you could change the color of the font and the shading in the top row if you like.

Okay. Let's try one more little trick with the table. Let's alphabetize the names and related cells.

1. Highlight the entire table, if it is not already highlighted.
2. Click on Table (on the menu bar) and select Sort, to get the Sort Dialog box.
3. Make sure that the *Header Row* option is checked (since you do have one at the top of this table and you don't want it alphabetized with the rest of the list).
4. Also click on the *Ascending* option to alphabetize from A to Z, not the reverse (*Descending*).
5. Click on the OK button, and magically your table is sorted accordingly.

Try some other experiments based on what we have done and soon you will be a wizard at tables and wonder how you ever got along without them before.