

MS Word Tables and Forms

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MS Word Tables and Forms

Tables

Why Use Tables?

➤ **Use Tables instead of Columns**

You may think of lists with items lined up across from each other as *columns*. Columns in Word work like newspaper columns. In these, information flows down one column and into the next column, so that the items are not lined up. The information in column 1 is not related to the information in Column 2.

Tables, on the other hand, align so that the information in one column does relate to the information in another one.

➤ **Use Tables instead of Tabs**

If you're thinking about using tabs to organize a page, tables will probably do it better. For instance, on a resume, you have headings on the left and detailed information on the right. Check out the resume templates to see how this works. (Go to **File, New, Other Documents, and Professional Resume.dot.**) If in doubt, go to **Table→Show Gridlines** so you'll see it's a table.

Creating Tables

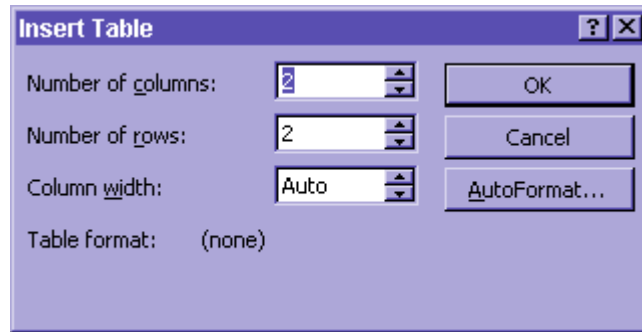
Word can create very nicely formatted tables. You might wonder why you wouldn't use Excel for this. Word creates excellent tables *if there are no calculations*. In addition, Word makes it easier to work with tables where the columns are not perfectly lined up:

Word tables would probably be what you want when you have a need for a table within a Word document.

Creating Tables

Fast and Easy

1. Click **Table**, then **Insert Table**. You'll get this:



2. If you click **OK**, you'll get a table that fills the width of the margins, with 2 columns and 2 rows. The rows will be the height of the formatting of the style you're in at the time, probably normal, and the columns will be exactly half of the space.
3. To put anything into the cells, click on the first cell and type something, then press **Tab** to go to the next cell. You'll go to the right, then down to the next row, then to the right in that row, etc. When you've run out of rows and continue to press **Tab**, you'll automatically get another row.
4. Notice the little starburst-like characters in the cells... *if* you turn the paragraph mark button on (and you should!). These are *end of cell markers*, and they show up after any text you have typed into the cell. They appear on the screen but don't print. Word stuffs paragraph and cell formatting information into the markers.
5. At the end of each row are *end of row markers* which also contain formatting information. And at the end of the entire table, you'll see an *end of table marker*.
6. If you hold the cursor over the last vertical line in the table it will turn into a double-headed arrow. Now you can click and drag the line to the left or right, and at the same time a ruler will pop up.
7. To remove a row, click to the left of the first cell in the row you want to delete. Click **Table, Delete Rows**.

Draw a Table

Another way to create a new table is to draw it.

1. Click **Table, Draw Table**. You'll get the **Tables and Border** toolbar, and your cursor becomes a little pen, and the **Office Assistant** leaps in to help.



2. Click to get rid of the **Office Assistant**, and draw the outer boundaries of your new table with your pen cursor.
3. You can draw vertical line, which will turn into table lines as soon as you release the mouse button, and cells appear. You can also draw horizontal lines, which may or may not go all the way to the edge of the table.
4. Click the eraser icon and then click a line you don't want, and it will be erased.
5. This drawing tool will also work with a table created with the **Table, Insert Table** dialog box.

AutoFormat a Table

1. Click **Table**→**Insert Table**→**AutoFormat**.
2. Take a look at the formats Word gives you and choose one. Click **OK**.
3. You can also use **AutoFormat** on a table that's finished.

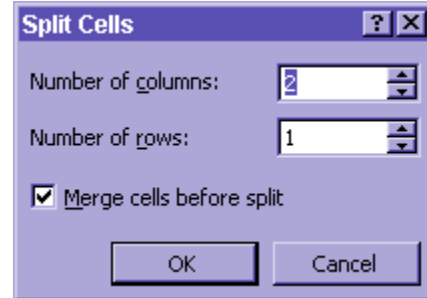
Selecting Cells, Rows or Columns

- To select a column, move the mouse pointer over the top of the column, and click when the shape of the pointer changes to a black arrow pointing downward.
- To select a row, move the mouse pointer to the left edge of the row. Click when the pointer changes to a white arrow pointing up and to the right.
- To select a cell, move the mouse pointer inside the left boundary of the cell. Click when the pointer changes to a white arrow pointing up and to the right.

- To select multiple cells but not an entire row, align the mouse pointer correctly to select the first cell but don't click. Drag across the cell and into the next cell.

Merging and Splitting Cells

Click on any cell. Click the **Split Cells** button on the **Tables and Borders** toolbar, if it's still up. Or, click on the cells you want and click **Tables, Split Cells**. You'll get a **Split Cells** dialog box:



You can use the eraser to remove lines and merge cells that way. You can set up a header by merging all the cells in the top row into one cell.

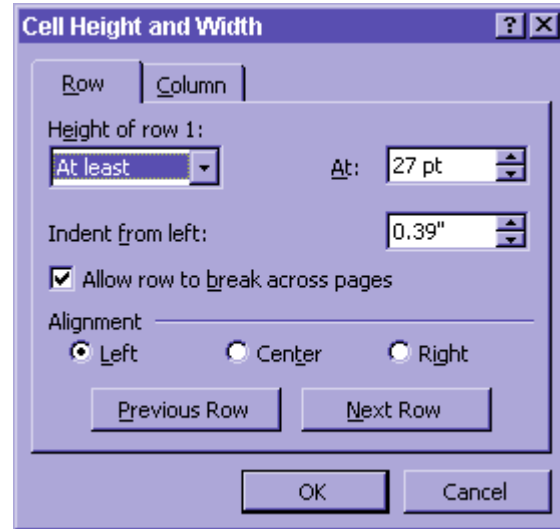
Insert and Delete Cells, Columns and Rows

- To insert a row, put the insertion point in the row you want to appear below the new row. Click the **Insert Row** button or choose **Table, Insert Row**. The new row will contain the formatting of the first row you selected.
- You can insert several rows by selecting the number of rows you want to insert before you click the **Insert Row** button. Delete several cells by selecting them before you click **Table → Delete Cells**.
- To delete cells, select the cells and go to **Table, Delete Cells**. You'll be asked how you want to adjust the table.
- To delete a row or column, select it and go to **Table, Delete Row** or **Table, Delete column**.

Changing Row and Column Dimensions

- You can change the size of a row or column by dragging its border or drag the column or row marker in the ruler. If you drag a right column border or marker to the right, you'll make that column wider.
- If you hold down the Shift key while dragging a column border, you'll adjust the width of the selected column and you'll change the size of the whole table. If you hold down the Ctl key while dragging, you'll redistribute the width of the selected column to all columns to the right.
- You can set row and column dimensions exactly by clicking **Table, Cell Height and Width** to get the dialog box below.
- You can also use the commands **Distribute Rows Evenly** and **Distribute Columns Evenly**. They're on the **Tables** menu and the **Tables and Borders** toolbar.

- To adjust a column to accommodate the longest line, use **AutoFit**. Place the insertion point anywhere in the column you want to adjust, choose **Table, Cell Height and Width**, and display the **Column** tab. Click **AutoFit**.



Navigating in a Table

- While you're typing, Word wraps text within the cell and adjusts the cell's height. If you press **Enter**, you put in a paragraph mark which adds another row.
- You can move the insertion point by clicking in any cell.
- To go to the next cell, press **Tab**.
- To go one cell back, press **Shift+Tab**. If either cell has text in it, the text will be automatically selected.
- If you press **Tab** when the insertion point is in the lower-right column you'll add a new row at the bottom.
- Pressing the **Left** or **right arrow key** moves the insertion point character by character through a cell. When you're at the last character the arrow key moves the insertion point into the next cell.
- Press **Alt+Home** to move the insertion point to the beginning of a row.
- Press **Alt+End** to move the insertion point to the end of a row.
- Press **Alt+Page Up** to move the insertion point to the top of a column.
- Press **Alt+Page Down** to move the insertion point to the bottom of a table.

Selecting Text in a Table

- If you want to select the text in a cell, turn on the paragraph mark and choose the text only, not the end of cell marker. If you want to select the actual cell and its contents, include it.
- To apply formatting to a cell, you have to select the cell marker.

Applying Formatting to Table Cells

- To apply borders and shading to selected cells, select the cells and click the tool in the **Table and Borders** toolbar, or go to **Format→Borders and Shading**.

- You can change text direction (make sideways text) by using the text direction tool in the **Tables and Borders** toolbar or choosing **Format**➔**Text Direction**.
- You can select the entire table and click on **Table**➔**Table Autoformat** to format the entire table.
- To align the contents of cells, select the cells and use the alignment button on the **Tables and Borders** toolbar.
- To align the table on the page, select the entire table and use the **Indent** buttons on the **Formatting** toolbar.
- To select the entire table, place the insertion point anywhere in the table. Choose **Table, Select Table**. Remember that changing page margins won't affect placement of your table on the page.
- To change alignment of the contents of one cell, place the insertion point anywhere and choose the alignment button you want.

Inserting Tabs in Table

- Press **Ctrl+Tab**.

Cutting or Copying Table Information

- When you cut or copy cell information, you move *character* formatting, but not *cell* formatting.

Splitting Tables

- To add room at the top of a page for text, click in the first row of the table and click **Table, Split Table**. Word adds a paragraph mark above the table and places the insertion point in that paragraph.
- To split one table into two tables, click in the row that should become the first row of the second table and click **Table**➔**Split Table**.

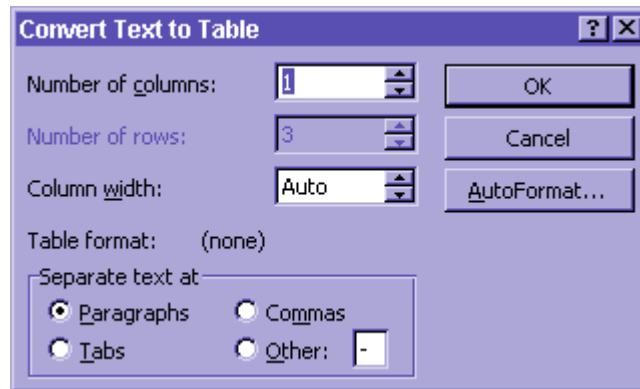
Table Page Breaks

- If you insert a page break in a table (**Ctrl+Enter**), Word will break the table into two tables.
- To create recurring headers, select the heading rows and click **Table**➔**Headings**.
- Table headings appear only after automatic page breaks. If you manually insert a page break, no table heading will appear.
- If you don't want Word to split a row across two pages, place the insertion point anywhere in the table and click **Table, Cell Height and Width**. On the **Row** tab, remove the check from **Allow Row to Break Across Pages**.

- When you change the setting in the **Cell Height and Width** dialog box, you change it for every row in the table.

Converting Text to Tables

1. Make sure the text contains paragraph markers or tabs, to distinguish where new columns should begin.
2. Select the text to be converted.
3. Choose **Tables, Convert Text to Table**. You'll get this dialog box:



4. In the **Separate Text At** box, choose **Paragraph, Tabs, Commas, or Other**. If you choose **Other**, type the character you want to use to separate text into columns.
5. Change the number of columns you want in your table. Word calculates the number of columns and rows based on the separator you choose.
6. Choose **OK**.

Converting Tables to Text

1. Select the table to convert.
2. Choose **Tables, Convert Table to Text**. You'll see the **Convert Table to Text** dialog box.
3. In the **Separate At** box, choose **Paragraph, Tabs, Commas, or Other**.
4. Click **OK**.

Using Calculations

- If you put the insertion point in a cell under a column of numbers, Word assumes you want to sum the column. Click **Table, Formula**, and you'll see the formula dialog box. Click **OK**.
- To create other formulas, do as above and display the **Formula** dialog box.
- Clear the formula.

- Type an equal sign (=).
- Use the **Paste function** list box to choose a formula.
- Here are the available functions:

ABS(x)	Displays the absolute value of a number of a formula, regardless of its actual positive or negative value.
AND(X,Y)	Used in logical expressions, AND returns the value 1 if both x and y are true, or 0 if either is false.
AVERAGE()	Calculates the average of a list of numbers separated by commas in the parentheses.
COUNT()	Displays the number of items in a list, which appears in the parentheses, separated by commas.
DEFINED(x)	Displays 1 if the expression is valid, or 0 if x cannot be computed.
FALSE	Displays 0
IF(x,y,z)	Evaluates x and displays y if x is true, or z if false. X is a conditional expression and y and z can be either a numeric value or the words “True” and “False”.
IN(x)	Displays the numbers to the left of the decimal place in a value or formula.
MIN()	Displays the smallest number in the list in the parentheses.
MAX()	Displays the largest number in a list.
MOD(x,y)	Displays the remainder that results from dividing x by y a whole number of times.
NOT()	Returns the value 0, meaning false, if x is true, or 1, meaning true, if x is false. X is a logical expression.
OR(x,y)	Returns 1 for true if either or both x and y are true, or the value 0, meaning false, if both x and y are false.
PRODUCT()	Displays the result of multiplying a list of values. The list of values appears in parentheses.
ROUND()	Displays the value of x rounded to y number of decimal places. X can be either a number or the result of a formula.
SIGN()	Displays the value 1 if x is a positive number, or the value -1 if x is a negative number.

SUM()	Returns the sum of a list of numbers or formulas that appear, in the parentheses.
TRUE()	Displays 1.

Sorting

1. Place the insertion point anywhere in the table. You'll get the **Sort** dialog box.
2. Use the **Sort By** list boxes to select the primary column to sort by.
3. Use the other two **Then by** list boxes to identify tie-breakers if Word finds duplicate entries in the primary sort column.
4. Click **OK**. Word re-sorts the table information.
5. Note: you can sort by paragraphs as well.

Taming Unruly Tables

When you first add a table to your document, Word determines column width by dividing the space available between margins by the number of columns in the table. If you later add a column to the table, the inserted column will push the right edge of the table past the right margin. This may make it difficult to "grab" and resize the right-most column.

There are several ways to deal with this type of situation. Some WordTips readers suggested changing to landscape orientation, adjusting column width, and then switching back to portrait orientation. Another thing to try, however, is to switch to Normal view, as opposed to Page Layout view. This allows you to see the columns that extend past the right margin and make any adjustments.

If you want to adjust all the columns so everything fits as well as possible, follow these steps:

1. Select the entire table.
2. Choose Cell Height and Width from the Table menu. This displays the Cell Height and Width dialog box.
3. Make sure the Column tab is selected.
4. Click on AutoFit.

The effect on your table depends on whether your table contains information, or not. If the table is empty, the columns are evenly resized so they fit within the page margins. If there is information in any of the columns, the column width is set so that information fits on a line (if possible). Once your column widths are set in this way, you can do any final column adjustment, as necessary.

Putting Tables Within Margins

In the last tip you learned about one way you can make sure a too-wide table fits within the margins of your page. Here's another way:

1. Select the entire table.
2. Choose Cell Height and Width from the Table menu. This displays the Cell Height and Width dialog box.
3. Make sure the Column tab is selected.
4. Adjust the Width of Column setting so it says Auto. (A quick way to do this is to type any letter in the setting, then click on the down arrow on the spinner.)
5. Click on the OK button.

It may not be immediately obvious what the difference is between this approach and the approach of clicking on AutoFit, as described in the previous tip. The difference is that this method always sets the column widths evenly within margins, whereas the previous tip may result in uneven column widths between margins. Obviously, the method you use is up to you and what you want to have happen with your tables.

Distributing Columns Evenly

When it is time to format a table, you may find that your overall table width is set the way you want it, but the columns within the table are not “just right.” For instance, you may want the columns to be the same width as each other without disturbing the overall width of the table.

One way to handle this situation if you are using Word 97 is to select the table and then choose Distribute Columns Evenly from the Table menu. Word dutifully adjusts individual column widths without affecting the overall width of your table.

Spacing Table Rows Vertically

When you are working with tables, you may wonder how you can easily add space before a table row. This can be important when you have the table formatted with borders, and the text in the table is too close to the border at the top of the row. Word makes it easy to add space after the information in a row, simply by adjusting the height of the row itself so it is greater than the space occupied by the information in the row. But what about before a row?

The easiest way to solve this problem is with paragraph formatting. If you have a single paragraph in each cell of a row, simply select the row. You can then follow these steps:

1. Choose Paragraph from the Format menu. This displays the Paragraph dialog box.
2. Adjust the Before setting so it represents the amount of space you want between the text and the row border. (A good setting is either 3 or 6 pt.)
3. Click on OK.

You can also use this method if you have multiple paragraphs in each cell. The difference, however, is that you should select the top paragraph in each cell and format just it, instead of formatting the paragraphs in the row as a whole.

Drawing a Table

As an alternative to using the convenient Insert Table command (or toolbar tool), you can use the draw-a-table feature of Word 97 by following these steps:

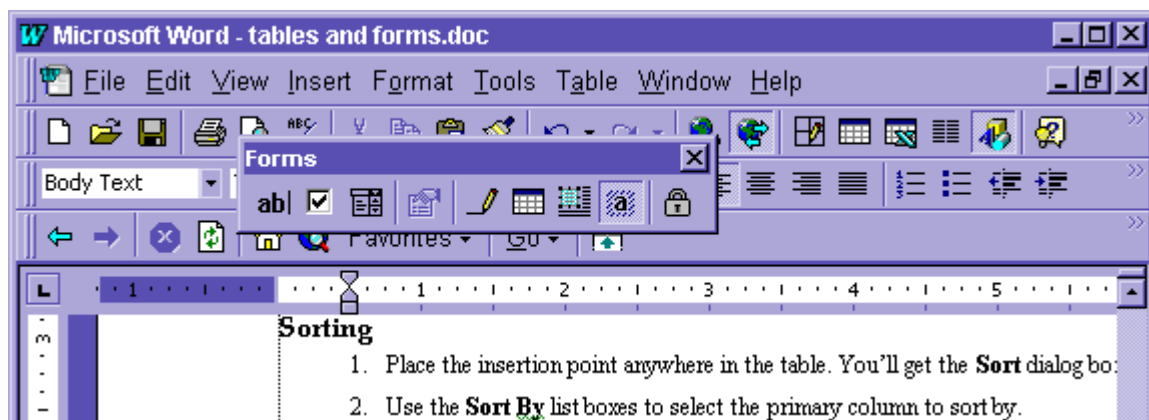
1. Click your mouse on the Tables and Borders icon on the toolbar.
Word displays the Tables and Borders toolbar and switches you to Page Layout view (if you are not using Page Layout view already). The Draw Table tool on the toolbar is automatically selected, and your mouse pointer looks like a pencil.
2. Use the mouse pointer to define the outside borders of your table, much as you would draw in a drawing program.
3. Use the Draw Table tool to draw the columns and rows into the table.
4. Close the Tables and Borders toolbar.

If the Tables and Borders toolbar is not visible on your screen, you can also display it by choosing the Draw Table option from the Table menu.

Forms

Using the Forms Toolbar

Go to **View** → **Toolbars** and click **Forms**. You'll get the **Forms Toolbar**:



The Forms Process

1. **Create a table** in Word if you'd like items in your form to line up nicely.
2. **Type text** and using the Forms toolbar, choose the type of input field you want:
 - Radio button (People can choose only one item)
 - Text box (they type in text)
 - Check box (Yes/no, or selecting more than one item)
 - Drop-down box, or combo box: Users get a list of items to choose from.

2. **Right-click each field and choose Preferences.** This allows you to define how people can use the fields you've set up.
3. **Lock the form.** This keeps people from typing anywhere but in the fields you've defined.
4. **Save the form.**

Quick Forms: Creating a Questionnaire

How would you like to use Word to create an online questionnaire? Suppose your organization needs to know the approximate income of each of its active members.

Open a new Word document and type in all the header information. With the sales pitch in place, let's get to the questions. Type something like this:

\$10,001 - \$20,000
\$20,001 - \$40,000
\$40,001 - \$60,000
\$60,001 - \$80,000
\$80,001 - \$100,000
Over \$100,000

Now click the document to the right of \$20,000 (maybe add a space and then click). Choose **Insert, Form Field**. When the dialog box opens, select **Check Box** and click **OK**. The check box will appear in your document to the right of \$20,000. Do the same now for all the numbers.

To use the questionnaire online, choose **Tools, Protect Document**. When the **Protect Document** dialog box opens, select **Forms** and click **OK**. Now the only thing anyone can do is select one of the check boxes—they can't modify the document.

After someone finishes the questionnaire, you need to save the document. Choose **File, Save As** and type in a name. Click **Save** to save the document. You can open the documents that you collect and print them later.

If you want to mail some of the questionnaires, the check box will show up just fine, so the members can make the selection with a pen and mail it back to you. This is one style of questionnaire to fit all purposes.

Printing Data Only for Forms

If you'd like to print only the data from a Word form, you can instruct Word to do this for you. Choose **Tools, Options**. When the **Options** dialog box opens, click the **Print tab**. Select the check box labeled **Print Data Only for Forms** and click **OK**.

The selection remains in effect only for the current document. When you open a new document, the selection will return to the default.

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