

## Directions for Creating a Table in Word 97

- Create a new document in Word. Decide if you want your table in Portrait or Landscape. Go to **FILE** and **PAGE SETUP**, click on the **Paper Size tab**. This is where you select Portrait or Landscape.
- Tap **ENTER** a couple times so that you are able to write above your table later. You could also type in a title for your table at this time.
- Go to the **Table** drop menu and select **Insert Table**
- Use the ▼▲ arrows to increase or decrease the numbers. Set the number of rows and columns you want. It's best to leave column width to *Auto*. You can adjust the column with manually later.
- Click the *Autoformat* button. You can choose a style for your table. **Grid 1** is the plain vanilla one with a box around each cell.
- Click OK when you are done, and your table will be inserted wherever you had your cursor.

This is a sample of a table that was created with 5 columns, 4 rows , and Grid 1 format. You can always change the format by highlighting the entire table and going to the Table drop menu and selecting Table – Autoformat.




### Tips!

- You can change the width of columns by putting your cursor on a vertical line, when you get the double headed arrow, hold down the mouse button and drag the line left or right. If you don't like it, just click the Undo arrow on your toolbar.
- You can put borders and shading on a row or column by highlighting that row or column and going to **FORMAT**, **BORDERS** and **SHADING**. Click on the Tab you desire.
- To highlight an entire row or column, place your mouse just to the left of the row, or right above the column. When the normal cursor line turns into an arrow, then click your mouse button. The entire row or column should then be highlighted. You can then do

whatever you want to that column, such as click the centering tool on your toolbar to center all the text, or change the font, etc.

### Changing Text into Table format:

If you have text that you want to change to a table (something tabbed works well with this) just highlight the text and then go the Table drop menu and select **Convert Text to Table**.