

MESA COMMUNITY COLLEGE

Word Tables & Forms

Workshop – Office 2007

**Offered at the Center for Teaching & Learning, Mesa Community College, Fall 2007,
ctl@mcmail.maricopa.edu**

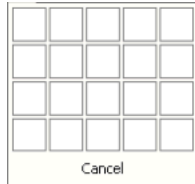
Word Tables & Forms is a workshop that teaches participants how to create professional and useful tables & forms.

Word Tables and Forms

Creating and Deleting Tables

Create a table – Click where you want to insert a table.

To create the table, select the **Insert** tab, in the **Tables** group, Click **Tables** and under



Insert table, drag to select the desired number of columns and rows.

To insert a table, you can also use the Quick Tables Gallery table templates. Just go to the **Insert** tab, in the **Tables** group, select **Quick Tables**, and pick the template you want to use. Replace the data in the template with the data you want for your table.

To draw a complex table you can use the “Draw a Table”. On the **Insert** tab, in the **Tables** group, click **Table**, and then click on the **Draw Table** selection. To begin, you should first draw a rectangle to define your outer table boundaries. Once the table boundaries are defined, you can now draw the column and row lines inside the rectangle. To erase a line, under **Tables Tools**, on the **Design** tab, in the **Draw Border** group, click **Erase** and then click on the line that you want to erase. You would use the same method to erase a block of lines. When done, you would click **Draw Table** to continue to draw the table, when you have finished the table, just click on any cell and start typing.

Delete a table - There are many ways to delete a table, but the easiest might be to go to the **Print Layout** view, move your mouse pointer towards the top-right of the table until the table **move handle** appears. Click the table move handles and press the **BACKSPACE** key to delete the table.

Changing the Numbers of Rows/Columns

Insert - Place your cursor in the table near to where you would like your new row or column to be. Click in the Table, and under the **Table Tools, Layout** tab, **Rows & Column** group, Select the appropriate action. (Note: If you are in the last cell of a table and would like to add another row to the end of the table, simply use the Tab key and a row will be added.)

Delete - First select the entire row or column to be deleted. Click in the Table, and under the **Table Tools, Layout** tab, **Rows & Column** group, and click on the **Delete** down arrow to select the appropriate action.

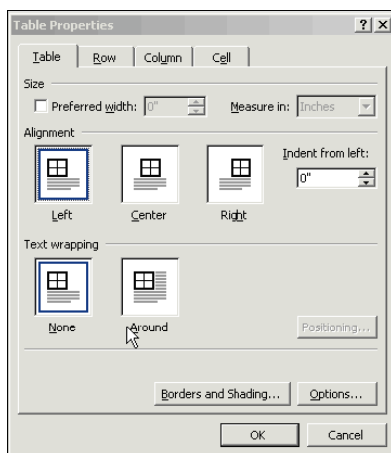
Center a Table on a Page

Center: To center a table on a page, first place your cursor somewhere within the table and **right** click your mouse. Select the **Table Properties** in the menu and left click on the selection. (You can also go to the **Table Tools**,

Layout tab, Table group, and click on the Properties selection).

The first tab, Table, will allow you to determine how the table is placed on the page.

To center the table, click the Center box in the Alignment section of the Table Properties and click ok to make the select.



Formatting a Table

Format borders & Cell shading:

Select the entire table or the specific cells, columns or rows that you want to outline. Under the Table Tools, Design tab, Table Styles group. Use the dropdown arrow next to the border or shading type to select the border or shading of your choice.

Split and merge cells:

To use the Split Cells or Merge Cells option, select the entire table or the specific cells, columns or rows that you want to split or merge. Go to the Table

Tools, Layout tab, Merge group, and selection the desired action.

Change text alignment & text direction:

Cells can have their text aligned to the top middle, bottom, left, right, or center. To change text alignment, select the cells, columns or rows. Go to the Table Tools, Layout tab, Alignment group, and see all of the possible alignment combination. Click one to apply it to your selection.

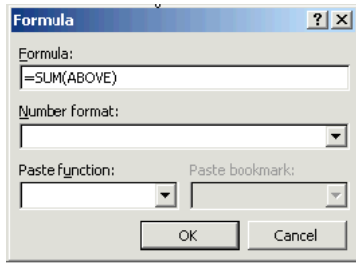
Change text direction:

Select the cells, columns or rows that contain the text you would like to rotate. Go to the Table Tools, Layout tab, Alignment group, and selection the Text Direction selection until the text appears as you desire.

Qtr 1	Qtr 2	Qtr 3	Qtr 4

Using Calculations in Tables

There are a few simple calculations you can perform in a table. After you have typed in your data, move to an empty cell below or to the right of your numerical data. Go to Table Tools, Layout tab, Data group, and click Formula. The appropriate SUM function will appear in the dialog box. Click OK to accept it, or make modifications as necessary.

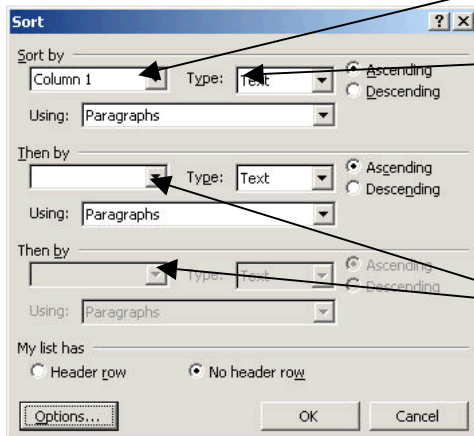


- 1) The word ABOVE may be replaced with the word LEFT.
- 2) The Number format drop down box lists available number formatting.
- 3) Other available functions can be located by clicking the Paste Function drop down arrow.

Sorting Table Data

In order to sort the data in your table, you should first select all of the rows that will be sorted Go to **Table Tools, Layout** tab, **Data** group, and click **Sort**.

- (a) You can sort by any of your columns.
- (b) You should also tell Word what type of data it is sorting: text, numbers, or dates.
- (c) If desired you can set up a second or third level sort as well.



Creating Forms

The best way to create a form is through the use of tables. Use the table cells and rows to designate the type of information you are seeking and to provide a space for users to enter their information.

Forms can contain text areas (for entering text, numbers, and dates), lists (for selecting one item from a list of choices), and check boxes. Although text areas and check boxes may be used on any form, lists are only used on electronic forms.

- 1) Create a table and enter labels for the form.

Date:		Years with MCC:	
Name:		Campus:	
Classes preferred:			

- 2) Use the split, merge, and resize cells as needed to create your form.

- 3) Go to **Table Tools, Developer** tab, **Controls** group, and click **Design Mode**. (If the Developer tab is not showing, then go to the Office button, Click on the Word Option button on the bottom of the page, click Popular, “Top options for working with Word”, and check the checkbox for “Show Developer tab in the ribbon”)

Once in Design Mode you can add the form fields such as textboxes, lists, and/or check boxes to your form.

- 4) Use the **Properties** selection in the **Controls** group to modify any of the form fields.

Date:	Years with MCC:
Name:	Campus: Williams
Classes preferred:	<input type="checkbox"/> Computer Skills <input type="checkbox"/> Webpage Design <input type="checkbox"/> Staff Development <input type="checkbox"/> Other

Date: _____ **Years with MCC:** _____

Name: _____ **Campus:** Williams

Classes preferred: Computer Skills Staff Development
 Webpage Design Other

5) Use the Borders to turn off any unneeded borders and apply bold borders only where needed. (In the example below, borders are used for the blanks and for the outside of the form.)

6) Turn off the **Form Field Shading** located on the legacy Form in the **Controls** group, Click on the **Protect** if you wish to have password protect, and click on **Design Mode** again to exit design mode and to preview!

Sample of an Electronic Form template:

MESA COMMUNITY COLLEGE			
Student Award			
Student Name:	Click here to enter text.		
Department:	Click here to enter text.		
AWARD INFORMATION:			
Semester Award Approved:	Choose an item.	Year	Select Date.
Campus Location	Red Mountain		
DESCRIPTION ON STUDENT'S ACADEMIC ACHIEVEMENTS:			
Click here to enter text.			
Instructor Recommending Student	Click here to enter text.	Date	Enter
Associate Dean Approval	Click here to enter text.	Date	enter a date.

VP Approval	Click here to enter text.	<i>Date</i>	enter a date.
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