# Using Tables in Word

In Microsoft Office Word 2010, you can insert a table by choosing from a selection of preformatted tables — complete with sample data — or by selecting the number of rows and columns that you want. You can insert a table into a document, or you can insert one table into another table to create a more complex table.

Table templates

You can use table templates to insert a table that is based on a gallery of preformatted tables. Table templates contain sample data to help you visualize what the table will look like when you add your data.

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, and then click the template that you want.
3. Replace the data in the template with the data that you want.
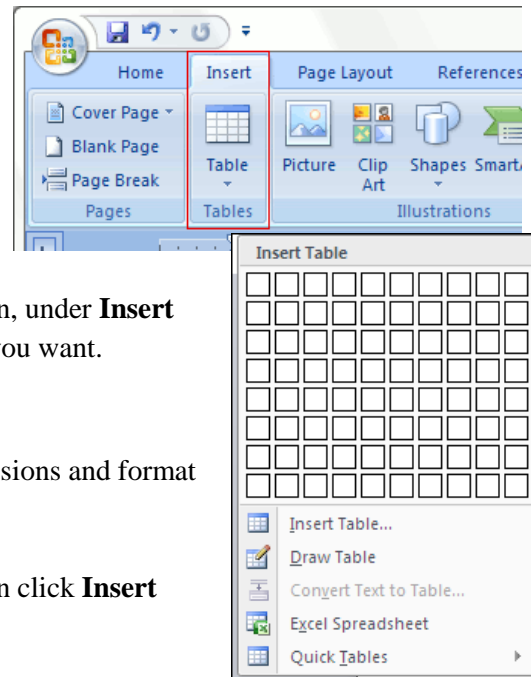
Table menu

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, drag to select the number of rows and columns that you want.

Insert Table command

You can use the **Insert Table** command to choose the table dimensions and format before you insert the table into a document.

1. Click where you want to insert a table.
2. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Insert Table**.
3. Under **Table size**, enter the number of columns and rows.
4. Under **AutoFit behavior**, choose options to adjust the table size.

About the Table Tools contextual tabs

 The **Design** and **Layout** tabs are only visible after you have clicked inside of a table, and appear at the top of the screen on the ribbon.
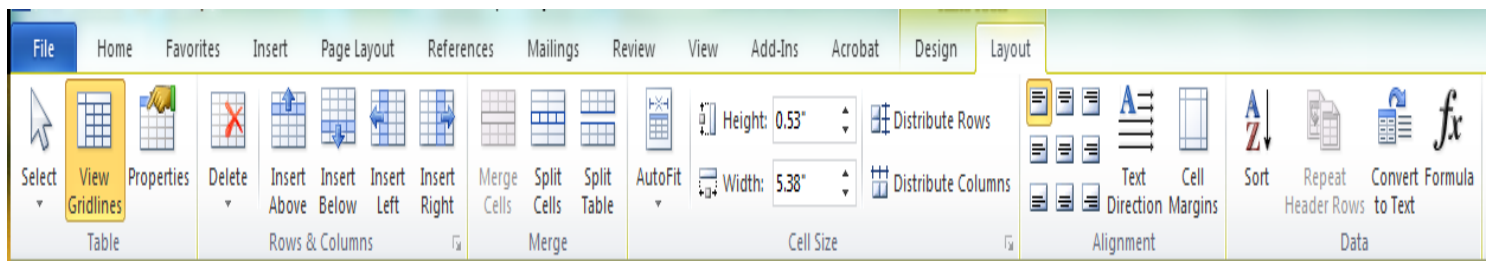
Use Table Styles to format an entire table

After you create a table, you can format the entire table by using Table Styles. By resting your pointer over each of the preformatted table styles, you can preview what the table will look like.

1. Click in the table that you want to format.
2. Under **Table Tools**, click the **Design** tab.
3. In the **Table Styles** group, rest the pointer over each table style until you find a style that you want to use.

 Note To see more styles, click the **More** arrow ▼.

4. Click the style to apply it to the table.
5. In the **Table Style Options** group, select or clear the check box next to each the table element to apply or remove the selected style.

Change text alignment in a table.

Every cell in a table behaves like its own page with its own margins and alignment. You can change cell margins and alignment for either the entire table or for selected cells.

By default, the alignment and margins for cells in a table are identical. However, if you select a built-in style, you may affect text alignment.
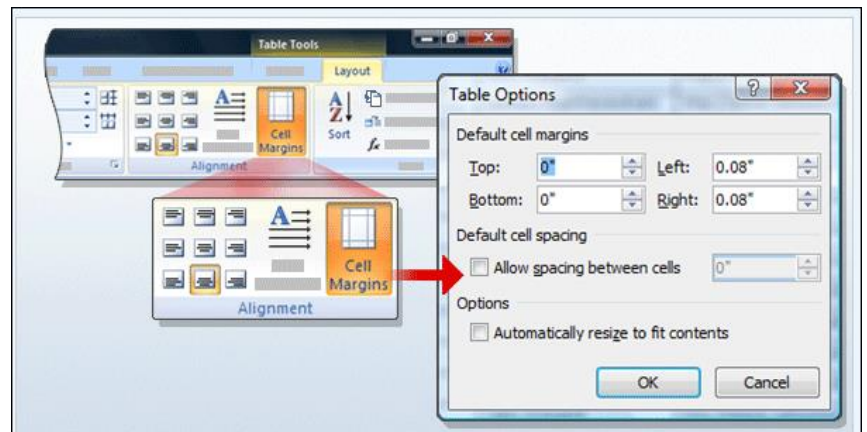
You can change a table's margins (the default cell margins) by selecting the table, clicking the Layout tab, and choosing Cell Margins from the Alignment group.

You can change text alignment for a cell, a group of cells, or the entire table by choosing one of the text alignment buttons in the Alignment group.

Add or remove borders

You can add or remove borders to format a table the way that you want.

Add table borders

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table.**
3. Under **Table Tools**, click the **Design** tab.

4. In the **Table Styles** group, click **Borders**, and then do one of the following:

- Click one of the predefined border sets.

- Click **Borders and Shading**, click the **Borders** tab, and then choose the options that you want.

Add table borders to specified cells only

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.

2. Select the cells that you want, including their end-of-cell marks.
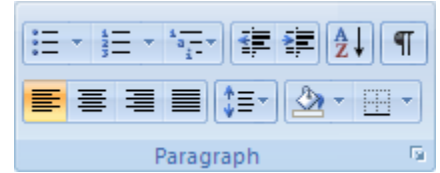
3. Under **Table Tools**, click the **Design** tab.

4. In the **Table Styles** group, click **Borders**, and then click the border that you want to add.

Remove table borders from specified cells only

1. On the **Home** tab, in the **Paragraph** group, click **Show/Hide**.

2. Select the cells that you want, including their end-of-cell marks.

3. Under **Table Tools**, click the **Design** tab.

4. In the **Table Styles** group, click **Borders**, and then click **No Border**.

Display or hide gridlines

Gridlines show the cell boundaries of a table on the screen wherever the table doesn't have borders applied. If you hide the gridlines in a table that has borders, you won't see the change because the gridlines are behind the borders. To view the gridlines, remove the borders.

Unlike borders, gridlines appear only on the screen; they are never printed. If you turn off gridlines, the table is displayed as it will be printed.

 Note   Gridlines are not visible when you view a document in a Web browser or in Print Preview.

Display or hide table gridlines in a document

- Under **Table Tools**, on the **Layout** tab, in the **Table** group, click **View Gridlines**.

Add a cell, row, or column

Add a cell

1. Click in a cell that is located just to the right of or above where you want to insert a cell.

2. Under **Table Tools**, on the **Layout** tab, click the **Rows & Columns** Dialog Box Launcher.

3. Click one of the following options:

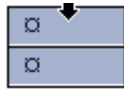| Click this	To do this
Shift cells right	Insert a cell and move all other cells in that row to the right.

	Note: This option may result in a row that has more cells than the other rows.
Shift cells down	Insert a cell and move remaining existing cells in that column down one row each. A new row will be added at the bottom of the table to contain the last existing cell.
Insert entire row	Insert a row just above the cell that you clicked in.
Insert entire column	Insert a column just to the right of the cell that you clicked in.

Add a row

1. Click in a cell that is located just below or above where you want to add a row.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
   - To add a row just above the cell that you clicked in, in the **Rows and Columns** group, click **Insert Above**.
   - To add a row just below the cell that you clicked in, in the **Rows and Columns** group, click **Insert Below**.

Add a column

1. Click in a cell that is located just to the right or left of where you want to add a column.
2. Under **Table Tools**, click the **Layout** tab.
3. Do one of the following:
   - To add a column just to the left of the cell that you clicked in, in the **Rows and Columns** group, click **Insert Left**.
   - To add a column just to the right of the cell that you clicked in, in the **Rows and Columns** group, click **Insert Right**.

To select	Do this
A cell	Click the left edge of the cell.
A row	Click to the left of the row.
A column	Click the column's top gridline or top border.

Delete a cell, row, or column

1. Do one of the following:
2. Under **Table Tools**, click the **Layout** tab.
3. In the **Rows & Columns** group, click **Delete**, and then click **Delete Cells**, **Delete Rows**, or **Delete Columns**, as appropriate.

Merge or split cells

Merge cells

You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

1. Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

Split cells

1. Click in a cell, or select multiple cells that you want to split.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
3. Enter the number of columns or rows that you want to split the selected cells into.

Repeat a table heading on subsequent pages

When you work with a very long table, it will be divided wherever a page break occurs. You can make adjustments to the table so that the table headings are repeated on each page.

Repeated table headings are visible only in Print Layout view and when you print the document.

1. Select the heading row or rows. The selection must include the first row of the table.
2. Under **Table Tools**, on the **Layout** tab, in the **Data** group, click **Repeat Header Rows**.

 Note   Word automatically repeats the table headings on each new page that results from an automatic page break. Word does not repeat a heading if you insert a manual page break within a table.

Control where a table is divided

When you work with a very long table, it must be divided wherever a page break occurs. By default, if a page break occurs within a large row, Microsoft Word allows a page break to divide the row between the two pages. You can make adjustments to the table to make sure that the information appears as you want it to when the table spans multiple pages.

Prevent a table row from breaking across pages

1. Click in the table.
2. Under **Table Tools**, click the **Layout** tab.
3. In the **Table** group, click **Properties**, and then click the **Row** tab.
4. Clear the **Allow row to break across pages** check box.

Force a table to break across pages at a particular row

1. Click in the row that you want to appear on the next page.
2. Press CTRL+ENTER.