

Table Commands

Insert Table

Click Insert Tab/Click Table Button/Click Insert Table/Enter desired # of rows and columns/Click OK.

Merging Cells

Highlight the cells that you want to merge. On Table Tools Layout Tab/ Click Merge Cells button.

Creating New Rows (Rows go across → the page)

Place the cursor in the row where you want to add a row above or below. On Table Tools Layout Tab/ click Insert Above or Insert Below

Creating New Columns (Columns go up and down across the table)

Place the cursor where you would like to add a new column to the left or right of that particular column. On Table Tools Layout Tab/ click Insert Left or Insert Right of the current column.

Deleting Rows/Columns

Select the rows or columns you want to delete with your mouse. On the Table Tools Layout Tab/ click Delete/ Select either Delete Rows or Delete Columns.

Setting Row Height

Highlight the cells (or entire table) that you want to change the row height of. On the Table Tools Layout Tab/ in the Cell Size Group/ Enter the desired height in the box labeled Height.

Setting Auto Fit Options

Select the entire table. On the Table Tools Layout Tab/ Click the Auto Fit button/ Select the Auto Fit Option that is desired.

Changing Text Alignments

Highlight that text that you want to adjust the alignment for. On the Table Tools Layout Tab/ Alignment Group/ Click one of the 9 little icons to adjust the text alignment according.

Centering Table Horizontally

Select the entire table/ Right Click/ Select Table Properties/ Select Table Tab (in the pop-up box)/ Select Table Alignment/ Click on Center/ Click OK

Centering Table Vertically

Select the Page Layout Tab/ Click on the Page-Setup arrow in the bottom right hand corner/ Select the Layout Tab in the pop-up box. Under the Page Section/ Set Vertical Alignment to Center.

Shading/Fill

Select the rows or columns that you want to show with your mouse. On the Table Tools Design tab/ Click the Shading button/ Select the fill or shading colored that is desired.

Sorting Data

Select only the data that you wish to sort. On the Table Tool Layout Tab/ Click the Sort (A→Z) Button. Select your sort setting (ascending or descending)/ Click Ok.