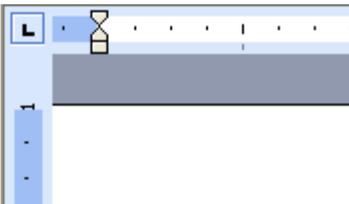# Microsoft Word—Tabs and Tables

Tabs...

There are four primary types of tabs available in Word - left, center right and decimal. These tabs are displayed in the upper left side of the ruler. Each time you click a different type of tab will be displayed.

L	Left
⊥	Center
⊿	Right
⊥·	Decimal

To set a tab
1. Choose the correct type from the tab box.
2. Click on the ruler where you want the tab to be placed

Adding Tab Leaders...

Tab leaders help readers follow text such as:
Apples.............. 1.25 lb

To add tab leaders:
1. Select the tabbed text
2. Double-click any of the tabs on the ruler.
3. Select the tab from the list
4. Select the type of leader you want
5. Click the Set button
6. Click OK

TABS
Tabs are used to help you put information into columns. In order for tabs to be set, you must show the ruler.

VIEWING THE RULER
In Word 2007 — click on the View Tab. In the Show/Hide group click the checkbox to the left of "ruler"
In Word 2003 — Click on the View menu, click on ruler

SETTING TABS
1. Identify in the tab box on the left side of the ruler the kind of tab you would like to put on the ruler (see sidebar)
2. Click on the ruler where you would like the tab

FORMATTING TABS
1. Double click on any of the tabs on the ruler
2. The Format Tabs dialog box will appear
3. Click on each of the tabs in the list to add tab leaders, change the type of tab or remove tabs

REMOVING TABS
Put your mouse on the ruler where there is a tab, hold down the mouse button and drag the tab down off the ruler
OR
Double click a tab and open the Tabs dialog box. Click the Clear All button
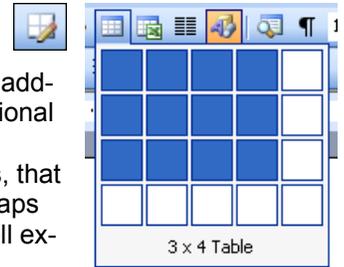
TABLES
Tables are used to organize information and create page layouts with side-by-side columns of text and graphics. By adding borders and shading to a table, you can create professional looking tables, reports, and forms.

3 x 4 Table

A table consists of rows and columns of boxes, called cells, that you can fill with text and graphics. Within each cell, text wraps just as it does between the margins of a document. The cell expands vertically to fit the amount of text you type.
To create a table
1. Position the insertion point where you want to create a table
2. On the Insert Tab click on Table (on the Standard toolbar, click the Insert Table button.) A grid appears.
3. Drag over the grid until you've selected the number of rows and columns you want, and then release the mouse button.

INSERTING ROWS AND COLUMNS
Rows are inserted at the end of a table by positioning the curser in the last cell in the table and pressing the Tab key. A new row, exactly the same as the previous row is inserted. Sometimes it's necessary to insert a row within a table. For these times it's necessary that you know where your cursor is. From the Table Tools Layout Tab choose the appropriate option (choose Insert -Row Above or Row Below from the Table menu.)

CHANGING COLUMN WIDTH MANUALLY
You can change the width of selected cells or entire columns by dragging the table column markers on the ruler or by dragging the column boundaries. Alternatively, you can use the Cell Height And Width command on the Table Tools Format Tab (Table menu) to specify exact measurements for columns. *Note*: To make the columns "best fit", double click on the left-most vertical line of the table.

Note: Office 1997 through 2003 version directions are indicated in ( )

The Table Tabs...

When your curser is in a table you will see a group of Table Tabs. This group will consist of the Format and the Design Tabs.
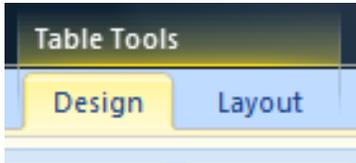
The Design tab contains the commands to change the appearance of the table. The Layout tab contains the commands to change the structure of the table.

FORMAT A TABLE

The Table Tools, Design Tab is used to format using table styles. In addition there are Shading and Border options. Select cells before using these options.

SORTING COLUMNS

One of the most convenient features of a Word table is the ability to sort data. Sorting can be done on three columns at a time. To sort columns:
1. Make sure the curser is in the table
2. Choose Sort from the Table Tools Layout Tab (Table menu.)
3. Identify the sort order
4. Click the OK button

ALIGNING INFORMATION IN A COLUMN

When aligning text or numbers in a column you can use the left, center or right align options as well as the top, middle and bottom options.
1. Select the cell or cells that need formatting
2. From the Table Tools, Formatting Tab (Table menu) choose the appropriate alignment from the Alignment group.

INSERTING A PICTURE IN A CELL

Tables make it easy to place text and graphics in conjunction with each other.
1. Place the cursor in the cell where you would like the picture placed.
2. From the Insert Tab, Illustrations Group (Insert menu) choose the appropriate option: clip art, picture, shapes, smart art or chart.
3. Depending on your illustration choice continue through the dialog boxes.

RESIZING A PICTURE OR CLIP ART

Once the picture or clip art is inserted into the cell, the picture or clip art may need to be resized.
1. Click once on the picture or clip art
2. Use the round resize handles in the corners of the picture to resize it.
3. Hold down the mouse button on a resize handle and drag diagonally to either enlarge or reduce the picture.
NOTE: Do not use the square resize handles on the four sides of the picture. This will cause the picture to become distorted.

ROTATING A PICTURE OR CLIP ART

When a picture is selected the rotate handle appears as a green circle above the picture. Use this to rotate the picture to the left or right.