

Section 6

Tables

By the end of this Section you should be able to:

Merge and Split Cells

Convert Text to a Table

Sort Data

Perform Calculations

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.

For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **S.A.E.** (Self-Assessment Exercise) at the end of the section to test your knowledge.

Driving Lesson 31 - Merging & Splitting Cells

Park and Read

Cells in a table can be **merged** or **split**. To merge cells means to join two or more cells together to make one large cell. To split cells means to divide a cell into two or more cells.

Manoeuvres

1. In a new document, create a table with **5** columns and **10** rows.
2. Move to the second cell on the top line, select that cell and the cell to the right of it. Select **Table | Merge Cells**. The cells are merged.

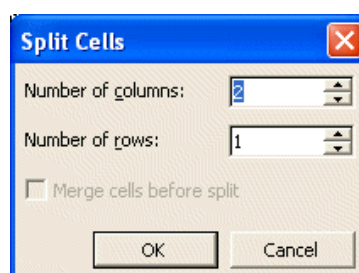


The **Merge Cells** button, , on the **Tables and Borders** toolbar can also be used.


3. Merge the two cells at the right of the top row then all of the cells on the second row.
4. Merge cells 1 and 2 on rows 3 to 9. This must be done one row at a time.
5. Merge cells 1 to 4 on the bottom row.
6. Your employer wants you to keep a record of daily sales to keep in your Personal Development folder. Enter text into the table until it matches the diagram below.

Date	Name	Department	
Product	Price	Quantity	Total Price
Grand Total			

7. Your employer now decides that product reference numbers should be added to the table. Position the cursor in the cell containing **Product** and select **Table | Split Cells**.



Driving Lesson 31 - Continued

8. Make sure **2 columns** and **1 row** are selected from the **Split Cells** dialog box and click **OK**.
9. Enter **Ref.** in the cell to the right of **Product** and split the cells in the six rows below (use the **Split Cells** button, , on the **Tables and Borders** toolbar).

Date	Name		Department	
Product	Ref.	Price	Quantity	Total Price
Grand Total				



Cells that have not been merged can still be split.

10. Save the document as **Sales Checklist** and close it.

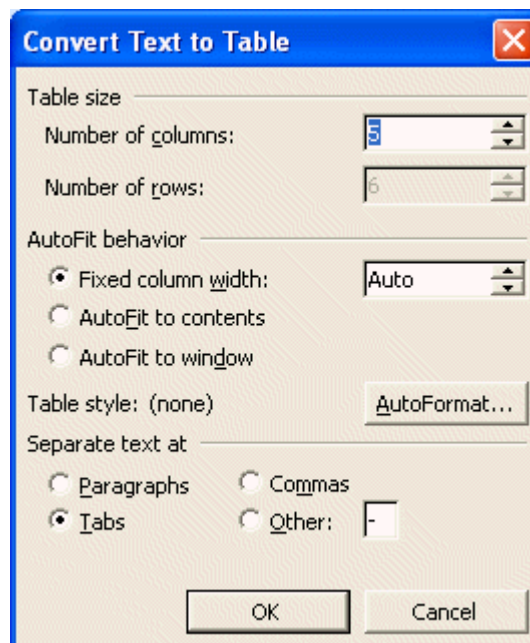
Driving Lesson 32 - Converting Text to a Table

Park and Read

Existing text can be converted to table format, providing the text is already separated into fields. This can be done with either commas, tabs or paragraph marks. It may be necessary to remove any extra commas or tabs to reach the required format.

Manoeuvres

1. Open the document **Diary**. Select all of the text.
2. From the menu select **Table | Convert | Text to Table**.



3. The **Number of columns** is calculated from the number of fields in the first line of the text, this should be correct. Check that **Separate text at** selection shows **Tabs** and click **OK**.
4. The text will now be in table format. Apply shading to the table, as desired.
5. Save the document as **Converted** and close it.



To convert a table into text, select the table and from the menu choose **Table | Convert | Table to Text**. From the **Convert Table to Text** dialog box, choose how the text is to be separated. Click **OK**.

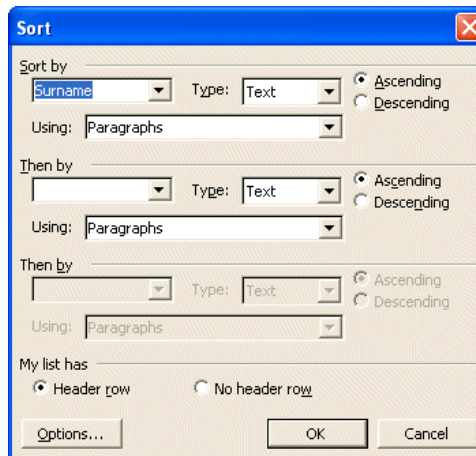
Driving Lesson 33 - Sorting Table Data

Park and Read

A table can be sorted in order of any column, with secondary sorts being applied, if required. Ascending or descending sorts can be performed on text or numbers.

Manoeuvres

1. Open the document **Vacation**. This shows the holiday entitlement of staff members.
2. Make sure the cursor is within the table. Select **Table | Sort** to display the **Sort** dialog box.



3. Check that **Header row** is selected in the **My list has** area. The **Sort by** choices will now show the column headings.
4. Select **Surname** and **Ascending**. Click **OK** to sort the table by surname, **A-Z**.

Surname	Initial	Department	Days Holiday
Baker	S	Training	3
Borland	J	Administration	0
Chapman	I	Finance	17
Chesterton	I	Training	0
Clarke	A	Advertising	0
Collins	P	Administration	5
Gardner	P	ET Trainee	0
Harvey	D	Transport Pool	1
Leigh	C	Administration	3
Myers	A	Computer Services	0
Phillips	L	Personnel	2
Smith	F	Finance	1
Smith	John	Production	4
Smith	James	Production	2
Waldram	B	Computer Services	2
Waterman	D	Computer Services	7
Westgarth	S	Catering	0
Wright	B	Training	4



Driving Lesson 33 - Continued

5. Now, with the cursor in the table, select **Table | Sort**. Select **Surname** and **Descending**, then click **OK** to sort by surnames **Z-A**.

Surname	Initial	Department	Days Holiday
Wright	B	Training	4
Westgarth	S	Catering	0
Waterman	D	Computer Services	7
Waldram	B	Computer Services	2
Smith	F	Finance	1
Smith	John	Production	4
Smith	James	Production	2
Phillips	L	Personnel	2
Myers	A	Computer Services	0
Leigh	C	Administration	3
Harvey	D	Transport Pool	1
Gardner	P	ET Trainee	0
Collins	P	Administration	5
Clarke	A	Advertising	0
Chesterton	I	Training	0
Chapman	I	Finance	17
Borland	J	Administration	0
Baker	S	Training	3

6. Again, with the cursor within the table, select **Table | Sort**. From the **Sort by** selection, choose **Days Holiday, Descending** and click **OK** (note that the **Type** changes to **Number**).

Surname	Initial	Department	Days Holiday
Chapman	I	Finance	17
Waterman	D	Computer Services	7
Collins	P	Administration	5
Wright	B	Training	4
Smith	John	Production	4
Leigh	C	Administration	3
Baker	S	Training	3
Waldram	B	Computer Services	2
Smith	James	Production	2
Phillips	L	Personnel	2
Smith	F	Finance	1
Harvey	D	Transport Pool	1
Westgarth	S	Catering	0
Myers	A	Computer Services	0
Gardner	P	ET Trainee	0
Clarke	A	Advertising	0
Chesterton	I	Training	0
Borland	J	Administration	0

7. Repeat this sort, adding **Surname, Ascending** in the **Then by** section. Select **OK** to sort the list by the amount of holidays, then **A-Z** by surname.
8. Who is last on the list?
9. Save the document as **Vacation2**, obtain a printed copy and close it.

Surname	Initial	Department	Days Holiday
Chapman	I	Finance	17
Waterman	D	Computer Services	7
Collins	P	Administration	5
Smith	John	Production	4
Wright	B	Training	4
Baker	S	Training	3
Leigh	C	Administration	3
Phillips	L	Personnel	2
Smith	James	Production	2
Waldram	B	Computer Services	2
Harvey	D	Transport Pool	1
Smith	F	Finance	1
Borland	J	Administration	0
Chesterton	I	Training	0
Clarke	A	Advertising	0
Gardner	P	ET Trainee	0
Myers	A	Computer Services	0
Westgarth	S	Catering	0



If lines and borders have already been added to a table, these will be sorted along with the data. It may be prudent to remove all lines and then replace them, if necessary, after sorting.



Check the answers at the back of the guide.

Driving Lesson 34 - Performing Calculations

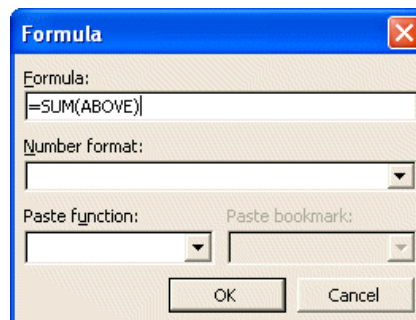
Park and Read

Calculations can be carried out within a table. A column of numbers can be summed, or any basic calculation can be performed on the data within the table. Every formula must start with the equals sign =. Standard mathematical functions are used to create formulas.

Like a spreadsheet, each column in a table is referred to by a letter: **A,B,C,D**, etc., whilst rows are referred to by numbers: **1, 2, 3, 4**, etc. The cell address, e.g. **A1**, is the position where the row and column intersect. It is this cell address that will be used to build formulas, e.g. **=A1 + A2**.

Manoeuvres

1. Create a **5 x 5** table in a new document, and in the first column (column **A**) enter a list of four numbers.
2. With the cursor in the last cell of the column, select **Table | Formula**. The formula dialog box suggests a formula that may be appropriate.



3. In this case **SUM** is required, click **OK** and the sum is complete.
4. Place the cursor in cell **B2**. Select **Table | Formula**. Delete the suggested formula and enter **=a1*a2**. Click **OK** and the answer will be displayed.
5. In cell **B3** use the same method to calculate **a2/a1**.
6. To calculate the **Product** of the above two cells, with the cursor in **B4**, open the **Formula** dialog box and remove the suggested formula. Type =.
7. From the drop down list under **Paste function**, select **Product**.
8. In the brackets insert **B2,B3**. The formula should read **=PRODUCT(B2,B3)**, the equivalent of **B2*B3**.
9. Click **OK** to perform the calculation. Close the document without saving.



If any numbers are changed the formula is not automatically updated. However, while a formula cell is selected, pressing <F9> will recalculate it.

Driving Lesson 35 - S.A.E.

This is not an ECDL test. Testing may only be carried out through certified ECDL test centres. This is a Self-Assessment Exercise. Try to complete it without any reference to the Driving Lessons in this section.

1. Start a new document.
2. Create a new table to match the table below, an invoice (you will need to merge cells).

Invoice				
Ref No	Description	Qty	Price	Total
Subtotal				
VAT				
Total				

3. Print the document and close it without saving.
4. Open the document **Quotas**.
5. Convert the text to a table (separated at tabs).
6. Calculate the total sales for each salesperson.
7. Print the document and close it without saving.
8. Start a new document and create a **4x11** table containing a list of ten types of car.
9. The headings should be **Manufacturer, Model, Colour** and **Price**.
10. Enter a fictional price for each car.
11. Sort the table in ascending alphabetical order by model.
12. Now sort the table numerically by price, from highest to lowest.
13. Sort the table alphabetically by **Colour**.
14. Save the document as **Car sort** and close it.

If you experienced any difficulty completing this S.A.E. refer back to the Driving Lessons in this section. Then redo the S.A.E.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide. Only when competent move on to the next Section.