

Section 3

Complex Tables

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

Create a Table

Change Column Width and Row Height

Merge, Split, Insert and Delete Cells

Set and Align Tabs

Apply Gridlines, Borders and Shading

Embed Other Data in a Table

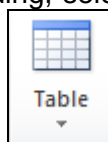
Exercise 16 - Creating a Table

Guidelines:

Tables provide a more effective way of presenting tabular data than tabs and allow that data to be manipulated more easily. They can help ensure your data is presented consistently and can often make it easier for your intended audience to find the information they are looking for.

Actions:

1. Start a new document based on the **My Master** template and save it with the supplied data files, as **Pool Times**, a *Word* document.
2. Select the **First Heading** style and type **Lake View Swimming Pool**.
3. Beneath the heading, select the **Table** style and from the **Insert** tab, click



the **Table** button, then select **Insert Table**. From the dialog box, create a table with **5** columns and **11** rows.

Note: Use <Tab> to move forward in a table and <Shift Tab> to move backwards. The cursor can also be positioned in the required cell by clicking. When entering text, do not use <Enter> unless a new line is required within the same cell, e.g. as in an address.

4. Enter the following text into the table (do not worry about how it looks at the moment):

Lake View Swimming Pool

Pool Activities				
Activities	Price	Age Group	Time	
AquaFit	£2.50	Adults	Monday	1400-1500
			Wednesday	1900-2000
			Saturday	1700-1800
Swim Club	£1.50	Under 7s	Tuesday	1600-1645
Swim Club	£1.50	7-10s	Tuesday	1645-1730
Swim Club	£1.50	11-15s	Saturday	0930-1030
Pool Party	On Application	-	Saturday	1400-1500
Pool Party	On Application	-	Saturday	1500-1600
Pool Party	On Application	-	Sunday	1400-1500


5. Save the document and leave it open.

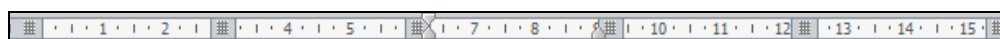
Exercise 17 - Changing Column Width/Row Height

Guidelines:

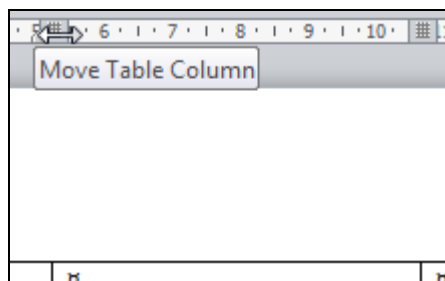
When creating columns of text or figures, tables have an advantage over tab stops. The width of columns and height of rows can be changed directly on the table.


Actions:

- Using the document **Pool Times**, ensure the **Ruler** is displayed, if it is not already on the screen, click the small **View Ruler** button, , at the top of the scroll bar to display it or from the **View** tab, and the **Show** group, click in the **Ruler** check box.
- Move the cursor into the table. When inside the table the ruler shows the table column divides as symbols within the ruler.



- A column width can be changed by clicking on the divide and holding down the mouse button, then dragging to a new position before releasing the button. A double-headed arrow appears when the mouse pointer is over the division.

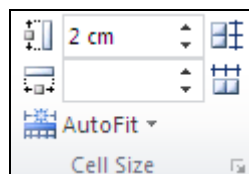


- Use this method to slightly increase the size of the first column. Notice that the whole table is extended to accommodate the extra width.
- Row height can be changed similarly, using the boundary between the rows. Change the height of the second row until it is at about **3.75 cm** on the ruler.
- Column width can also be changed from within the table. First, move the mouse over the border between the first and second columns until it changes to a double-headed arrow, .
- Click and drag to the left to return column 1 to its original width (3 cm). Notice that the overall table width stays the same using this method.

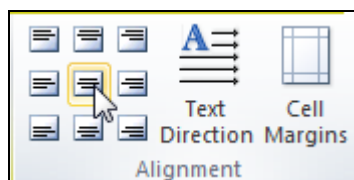
continued over

Exercise 17 - Continued

8. Select row 1. From the **Layout** tab, on **Table Tools**, change the height of the row to **2 cm** using the spinner on the **Table Row Height** box.



9. To change the alignment of the text, select the entire table and then from the **Layout** tab under **Table Tools**, look at the **Alignment** group.
10. The graphics show the alignment options. Select the **Align Center** option.





11. This centres the text both horizontally and vertically. Change all row heights to **1.25 cm**.
12. Save the changes to the document and leave it open.

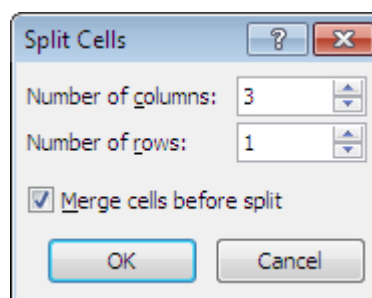
Exercise 18 - Merging and Splitting Cells

Guidelines:

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. Cells can be merged horizontally, e.g. to create a heading spanning several columns, or vertically, e.g. to create a vertically oriented table heading spanning several rows. Cells can be split horizontally or vertically, creating either more rows or more columns respectively.

Actions:

1. Select all cells on the top row of the table.
2. Display the **Layout** tab under **Table Tools**, then from the **Merge** group, click the **Merge Cells** button, .
3. Merge cells **4** and **5** on rows **2** to **11**. This must be done one row at a time. The positioning of the entries in the last column will be corrected later.
4. Merge cells **1** to **3** in row **4**.
5. These cells have been merged in error. Select it and then click the **Split Cells** button, . Make sure **3** columns and **1** row are selected from the **Split Cells** dialog box.



6. Click **OK**. Realign the columns if necessary. Holding down **<Alt>** while doing this makes realignment easier; increase the zoom, e.g. to **150%**, if necessary.

Note: Once a table has been created, cells, row or columns can be added or deleted at any time using commands on the **Layout** tab.

7. Save the document and leave it open.

Exercise 19 - Tabs within Tables

Guidelines:

Tabs are a precise measurement for aligning vertical rows of text in a document or table within a document. New tab settings will only apply to text that has been selected, or is yet to be typed. Tab settings are displayed on the ruler. **Left**, **Centre**, **Right** and **Decimal** tabs are regularly used in word processing. Each of these determines how text is aligned at a particular tab stop position. Decimal tabs align numbers by their decimal points.

Actions:

1. Before setting any tabs, in the **Time** column click after **Monday** and press **<Delete>** to bring the text on to one line.
2. Press **<Ctrl Tab>** to create a default tab between the day and time.

Note: Pressing <Tab> within a table would move to the next cell.

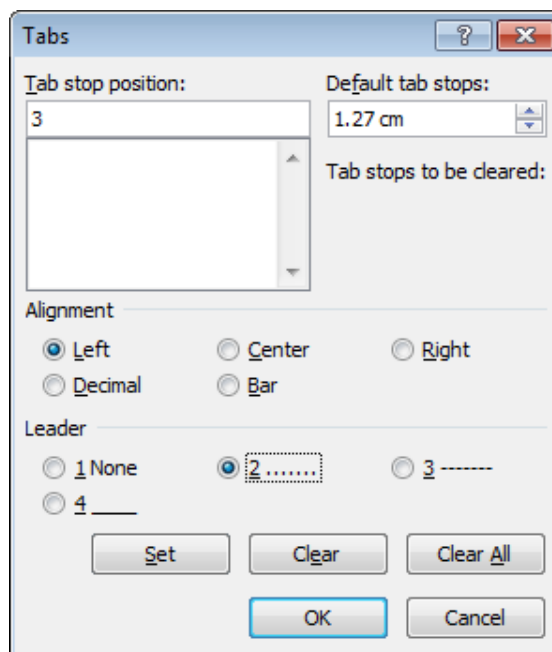
3. Repeat for the rest of the column. The text will not appear properly aligned at the moment.
4. Select the cells as shown below.

Monday	1400-1500
Wednesday	1900-2000
Saturday	1700-1800
Tuesday	1600-1645
Tuesday	1645-1730
Saturday	0930-1030
Saturday	1400-1500
Saturday	1500-1600
Sunday	1400-1500








5. Click on the **Paragraph** dialog box launcher from the **Home** tab. From the dialog box, click the  button to display the **Tabs** dialog box.
6. Leave the **Alignment** as **Left**, enter **3** in the **Tab stop position** and from **Leader** select option **2**.


continued over

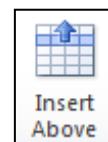
Exercise 19 - Continued



7. Click **Set**, then **OK**.

Note: Tabs can be set directly from the ruler by clicking on the left end of it, . The tabs alternate between , , , ,  and  (Left, Centre, Right, Decimal, Bar, First Line Indent, Hanging Indent). Some of these tabs are not appropriate for tables. Click on the ruler to place a tab stop of the current type at the position required.

8. Open the **Tabs** dialog box again and select the **3 cm** tab stop. Change the **Alignment** to **Center** and, to remove the leader, select **None**.
9. Click **Set**, then **OK** and notice the difference.
10. Change the alignment of the tab to **Right**.
11. Change the alignment back to **Left** with the previously set leader option.
12. Insert a new row above the first **Pool Party** entry using the button on the **Layout** tab under **Table Tools**.
13. Add an entry for **Inflatables**, price **£10.50**, no age group, **Saturday 1400-1600** (remember to press <Ctrl Tab> after **Saturday**).
14. Select cells from rows **3** to **9** in the second column, align them using the **Align Center Left** button, , then set a **Decimal** tab at **1 cm**.
15. Notice how the prices are aligned by the decimal point. Clear this decimal tab. The text is to be centre aligned instead.
16. Select all text within the table and centre align it within the columns.
17. Save the document and leave it open.




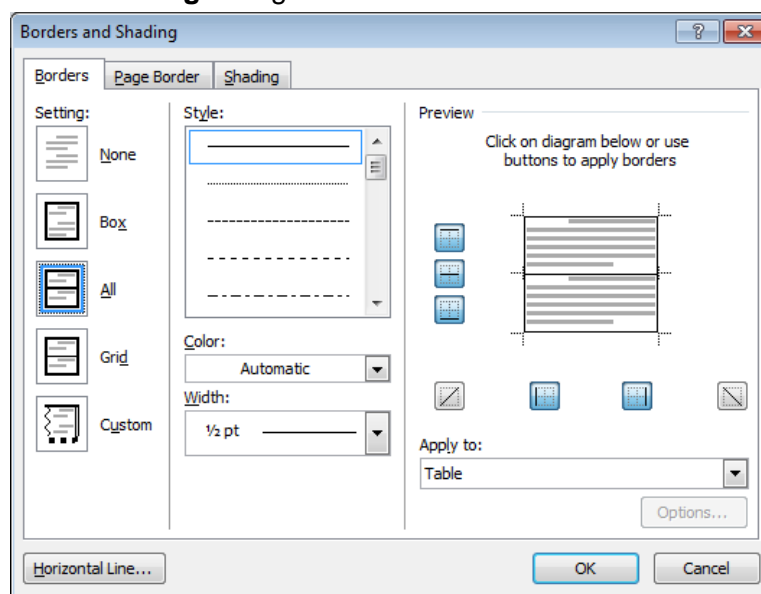
Exercise 20 - Gridlines and Borders


Guidelines:

Borders can be added to individual cells, to a range of cells, or to a whole table. Gridlines are non-printing guides surrounding cells; however, a **Grid Border** can be applied to a table and follows the gridlines.

Actions:

1. Select the table, click on the dialog box launcher  from the **Draw Borders** group on the **Design** tab under **Table Tools** to display the **Borders and Shading** dialog box.



2. To remove the borders and see the **Gridlines**, ensure that the **Borders** tab is selected and click **None** from the **Setting** area on the left and click **OK**. If no gridlines are visible, select the **Layout** tab under **Table Tools** and click  **View Gridlines**. These lines are there to act as a guide.
3. Click the **View Gridlines** button to hide them. This is how the table would appear, were it to be printed now. Replace the **Gridlines** by clicking **View Gridlines** once more (this does not reapply the border).
4. Select the table and display the **Borders and Shading** dialog box again. Notice how **Apply to** shows **Table**.
5. Select **Box** from **Setting**, a double line from **Style** and change the colour to blue, then click **OK**.
6. To remove this border, with the table selected, display the dialog box again and select **None** from **Setting**, then click **OK**.
7. Select the top row of the table, then apply a **Box 1 pt** black border (notice the **Preview Apply to** area shows **Cell**). Click **OK**.

*Note: The buttons in the **Preview** area can be used to apply borders.*

continued over

Exercise 20 - Continued

8. Apply the same border to row 2. Select all of the remaining cells and apply a $\frac{3}{4}$ pt **black Box** border.
9. Hide the gridlines. The border is only around the outside of the selected cells. The table would look better if the cells had borders too.
10. Select the same cells again and apply a **Grid** border. Click **OK**.
11. To specify the position of the border in relation to the text, select the same cells again, display the **Borders and Shading** dialog box, select **Paragraph** from **Apply to** and select **Box** from **Setting**.
12. Click **Options** and in the **Border and Shading Options** dialog box, change the **Top, Bottom, Left** and **Right** settings to **2 pt**.
13. Click **OK** and **OK** again.

Pool Activities			
Activities	Price	Age Group	Time
Aquafit	£2.50	Adults	Monday..... 1400-1500
			Wednes day..... 1900-2000
			Saturday 1700-1800
Swim Club	£1.50	Under 7s	Tues day 1600-1645
Swim Club	£1.50	7-10s	Tues day 1645-1730
Swim Club	£1.50	11-15s	Saturday 0930-1030
Inflatables	£10.50		Saturday 1400-1600
Pool Party	On Application	-	Saturday 1400-1500
Pool Party	On Application	-	Saturday 1500-1600
Pool Party	On Application	-	Sunday..... 1400-1500

14. Save the document so that it can be used in this state in the next exercise.
15. Practise adding different borders, then close the document without saving, so that recent changes are discarded.

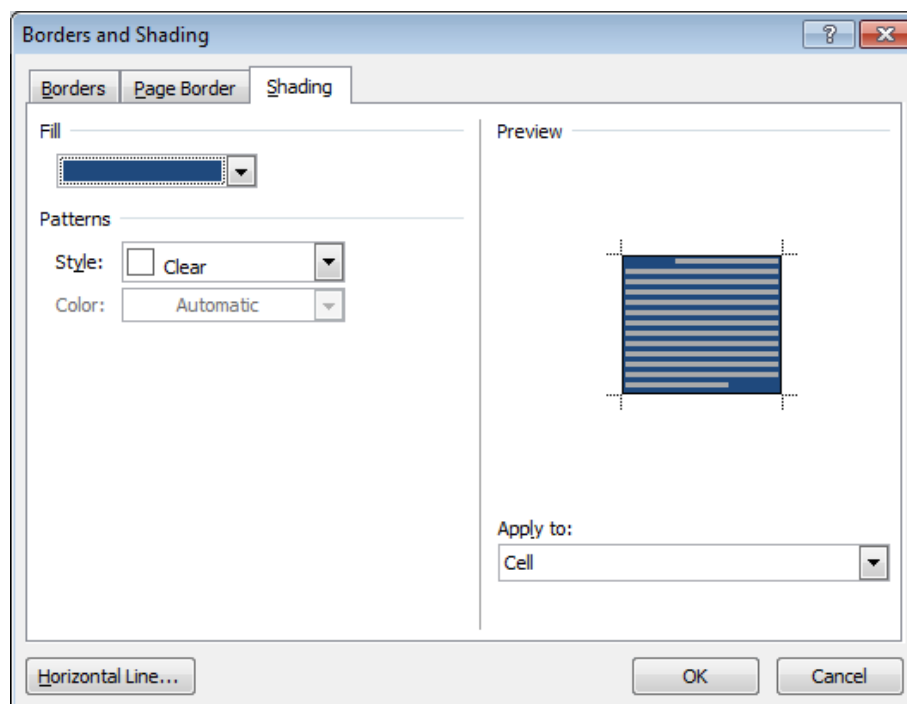
Exercise 21 - Formatting and Shading

Guidelines:

The font of table headings can be changed to make them stand out from the other text. Shading can be used to enhance the appearance of a table or to draw attention to a particular cell. Shading can be used with contrasting text colour to highlight certain areas.

Actions:

1. Open the **Pool Times** document if it is not already open, select the **Pool Activities** cell and change the font to **Kristen ITC** (or an alternative if this is unavailable), **18 pt, bold**. Change the text colour to a mid **Aqua**.
2. With the cell still selected, open the **Borders and Shading** dialog box, select the **Shading** tab.
3. Choose a dark blue **Fill** colour (as shown below).



4. Click **OK**. Deselect the cell to see the effect of the shading.
5. Shade the second row with **Blue** and change the text to **Kristen ITC, Bold, 12 pt, Aqua**.
6. Select the rest of the table (click and drag down the left side) then display the **Design** tab from the **Table Tools** section. Click the **Shading** drop down arrow, select a light grey colour, **White, Background 1, Darker 15%**.
7. Embolden the text. Resize columns if necessary to ensure that the text in each cell fits on a single line.
8. Save the document and leave it open.

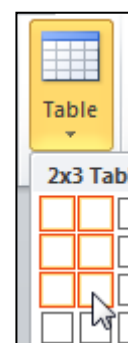
Exercise 22 - Embedding other Data

Guidelines:


Tables can be nested inside other tables. This could be necessary if a table is used to design the layout of a page, but a second table is needed to display information. A nested table can also be used, as in this exercise, instead of splitting cells.

Actions:

1. In the **Pool Times** document insert another row below the last **Pool Party** entry.
2. Add an entry for **Ladies Only, £2.25, Over 18s**. Leave the last cell blank.
3. With the cursor in this cell, click the **Table** button from the **Insert** tab.
4. Insert a table with **3** rows and **2** columns by moving the mouse as shown on the right.
5. Enter text into the table as in the diagram below.



			Monday	1300-1400
			Thursday	1000-1100
			Friday	1400-1500
Ladies Only	£2.25	Over 18s		

6. Move the small table down slightly using its **Move Table** handle, , until the blank cell from the original table is placed above the nested table. (Try moving the small table outside the confines of the larger table for success.)
7. Type **Exclusive Use of Pool** into the empty cell. It should look similar to the diagram below, but don't worry if you have a little more or less spacing around the cells.

Exclusive Use of Pool	
Monday	1300-1400
Thursday	1000-1100
Friday	1400-1500

8. Save the **Pool Times** document and close it.

Exercise 23 - Revision

Assessment

To pass the assessment for this unit, you must: create a complex table, merge/split cells, apply borders, remove borders, use shading with contrasting text in one or more cells, format table data, set and use alternative tabulation techniques (min 2).

1. Start a new document based on the **Publicity Brochure** template and save it as **Toffington.docx**.
2. At the top of the page, select the **Main Title** style and type **Forthcoming Events** (objective 2a).
3. Press <Enter> and then select **Normal** style.
4. Insert a **5** column x **15** row table and enter the information below. The font for all text is **Century Gothic, 9 pt**, but make the top row **12 pt** and **bold** (objectives 4a, 4f).
5. In the **Where?** column, use <Ctrl Tab> between the location and time to create a tab stop (objective 4g).

When?	What?	Where?		How Much?
21 st -23 April	Springtime Flower Parade	Gardens 1400-1500		Free
22 nd -25 th April	Easter Egg Hunt	Gardens 1300-1600		Free
April – all month	Feeding the lambs	Children's Farm Every 2 hours from 1030		Free
From May – each Sunday	Guided Tour of Hall	Gatehouse Every hour from 1100		Free
May Half Term – Wed to Sat	Teddy Bears' Picnic	Gardens 1500		Free
19 th June	Classical Favourites	The Folly (Gardens) 2000		£2.95
June – all month	Festival of Flowers	Formal Garden		Free
July – each Sunday	Jazz Concert	The Folly (Gardens) 1900		£2.95
23 rd July	Battle Re-enactment	Gardens 1100 and 1400		Free
24 th July	Summer Fair	Gardens 1000-1700		£1.00
1 st -14 th August	A Little Night Music	The Chapel (Gardens) 2130		Free
23 rd October	Harvest Festival	Gardens 1430		Free
31 st October	Halloween Fun	Gardens 1400-2100		Free
Please contact us for up to date details				

6. Don't worry if your table doesn't look exactly like this. Take a screen print of the table (**Screen Print 8**) to show the table before cells are merged or split, and paste it into the **Revision Evidence** document, suitably annotated. Close **Revision Evidence**.

continued over

Exercise 23 - Continued

7. Merge columns **3** and **4** in each row apart from the bottom row, where all cells are to be merged (objective **4b**).
8. Set a left tab for column **3**, rows **2** to **14**, at **3.7 cm** with a leader (objective **4g**).
9. Resize this column, so that the text fits on one line.
10. Split the bottom row into 2 columns.
11. In the cell at the right type **Events' Organiser, Claire Marsh, Tel: 0123 4567899**.
12. Change the row height for all rows to **0.75 cm** and align all text **Centre Left** vertically, ensuring that the text in column 3 is on a single line (objective **4f**).
13. Centre the titles in the top row and the prices in the fourth column horizontally (objective **4f**).
14. Apply a **1 pt dark red grid** border to the table (objective **4c**).
15. Remove the single line border between cells 1 and 2 of the bottom row (objective **4d**).
16. Shade the row containing the titles with **Dark Red** and change the colour of the text to **white** (objective **4e**).
17. As part of the assessment for this unit, two different tabulation techniques must be used. One has been used in the table. Create a new page before the **Forthcoming Events** title.
18. Using the style **Main Title**, type **Toffington Hall** (objective **2a**).
19. On the next line, using **Paragraph Title** style, type **Opening Information** followed by the current year in the form **2011**.
20. On the next line, select the **Text** style and press <Tab>, type **House**, press <Tab>, **1st February to 24th December**, <Tab>, **1000 to 1730**, press <Enter> (objective **2a**).
21. In the same way, complete the following details on three separate lines:

Gardens, 1st January to 31st December, 0930 to 1830

Pets' Corner, 4th April to 5th November, 1000 to 1600

Other Attractions, 4th April to 5th November, 1100 to 1730.

continued over

Exercise 23 - Continued

22. Select the list and set three left tabs without leaders at **1 cm**, **6 cm** and **13.5 cm** (objective **4g**).
23. With the list still selected, apply a **1½ pt Dark Red box** border to the **Paragraph**.

Toffington Hall

Opening Information 2011

House	1 st February to 24 th December	1000 to 1730
Gardens	1 st January to 31 st December	0930 to 1830
Pets' Corner	4 th April to 5 th November	1000 to 1600
Other Attractions	4 th April to 5 th November	1100 to 1730

24. Save the document.

*Note: Completing this section of the guide has allowed the following elements of the **Evidence Checklist** to be completed. In your checklist, the ticks must be replaced by the page numbers of your portfolio where the relevant evidence is located. This task may have to be delayed until the portfolio is complete and page numbers have been applied.*

2	create and use complex style sheets/palettes and formatting techniques	Page Number	
2a	use a style sheet/palette consistently (min 5)	✓	<input type="checkbox"/>

4	create and use complex tabular structure(s)	Page Number	
4a	create a complex table	✓	<input type="checkbox"/>
4b	merge/split cells	✓	<input type="checkbox"/>
4c	apply borders	✓	<input type="checkbox"/>
4d	remove borders	✓	<input type="checkbox"/>
4e	use shading with contrasting text on one or more cells	✓	<input type="checkbox"/>
4f	format table data	✓	<input type="checkbox"/>
4g	set and use alternative tabulation techniques (min 2)	✓	<input type="checkbox"/>

25. Close the **Toffington** document.