



Formatted: Font: (Default) Arial

Session: Manage Tables and Lists

Recap Activity

- What are the shortcut keys to find and replace text?
- What are the various activities you can do using formatting text feature?
- What are the steps to apply text effects?
- List [the](#) steps to create text in columnar format

Create Tables

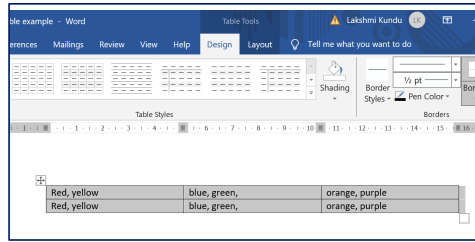
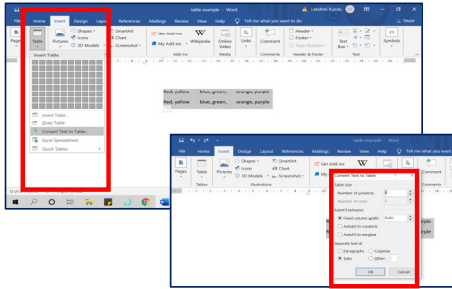
- Tables [can](#) organize text into cells.
- Tables can make the text easy to type, edit, and format in the document.
- Tables are useful [for](#) presenting text information and numerical data.

Weekly Chores		
Have you done yours?		
Monday	Wash the dishes	Yes
Tuesday	Wash the dishes	Yes
Wednesday	Wash the dishes	Yes
Thursday	Wash the dishes	Yes
Friday	Wash the dishes	Yes
Saturday	Wash the dishes	Yes

Name	Score	Class
John Doe	238	4A
John Danicks	241	4B
Hanson Lim	258	4B
Catherine Windsor	194	4C
John Doe	235	4C
John Doe	239	4B
Shane Midtown	158	4B
Jane McLaren	242	4C

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.18

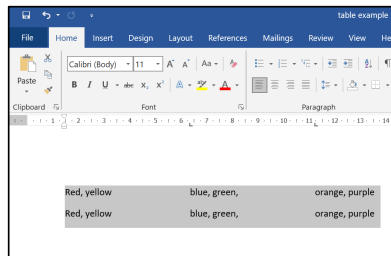
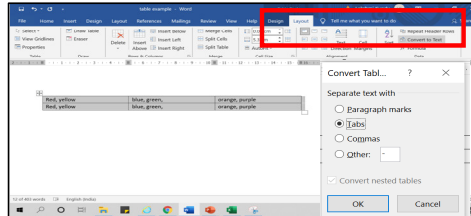
To convert text [into](#) table:



- Select the text.
- Click Insert > Table > Convert Text to Table.
- Enter the number of rows and columns.
- Select an option under the section Separate Text At.
- Click OK.
- You can see the text converted to a table.

To convert table into text:

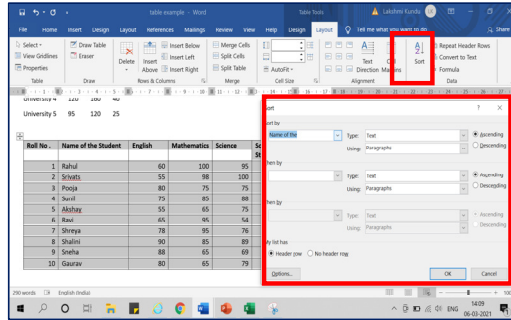
- Select the table.
- Click Table Tools > Layout.
- Click Convert to Text.
- Select the option under Separate Text With
- Click OK.
- The table is converted to text.



Sort Table Data

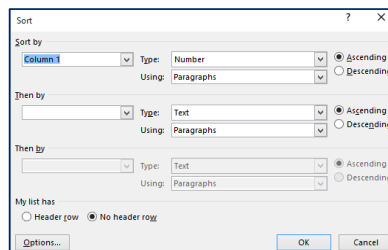
Steps to Sort Table Data:

- Select the **Table**.
- Select the **Sort** option in the **Layout** menu.
- Select the **Sort by** column.
- Click **OK**.



Additional options for Sorting Table Data

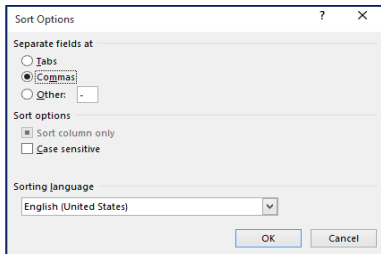
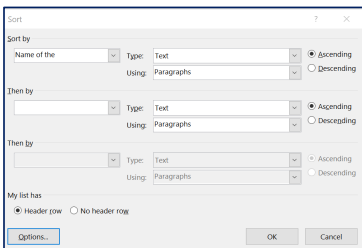
- Word can sort data in a table alphabetically, numerically, or chronologically.



- It can sort information in ascending (low to high / A to Z) or descending (high to low / Z to A) order.
- You can sort an entire table or a portion of a table by selecting what you want to sort.
- You can choose the appropriate column heading in the drop-down list.
- In the Type drop-down, you can choose the type of sort: Text or Number or Date.
- In the 'Using' drop-down list, you can select 'Paragraphs'.

To Sort Data with Case-Sensitive Letters Alphabets

- Click Options.
- Click Case Sensitive.
- Click OK.



Configure cell margins and spacing

Cell Margin

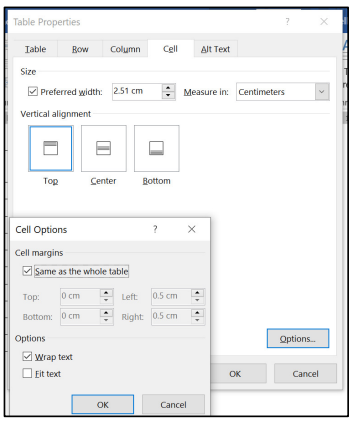
The margin in a table cell is the amount of blank space between the cell content and the cell border.

Configure Table cell margins

- Table cell margins can be changed for a row, column or even a single cell.
- You can change the Cell margins for a single row or for the entire table.

To change cell margins for the entire table:

- Select the whole table.
- Right click the table and choose Table Properties from the menu.
- In the new window, choose Options in the lower right corner.
- Under Default cell margins, set the margin for top, bottom, left, and right.



Merge and Split Cells

Options for **M**erging and **S**plitting **C**ells

- > Merging is combining two or more cells into a single cell.
- > Splitting is dividing a cell into two or more cells.

Merged Cell

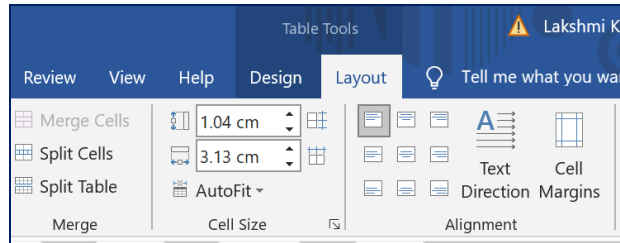
This Is	a	table

Split Cell

This	Is	a	table

Merging and **S**plitting **C**ells - Options

Select the options for splitting and merging cells under the Layout section of Table Tools.

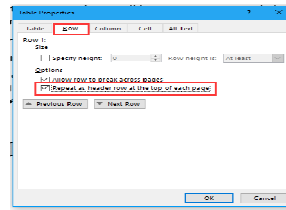
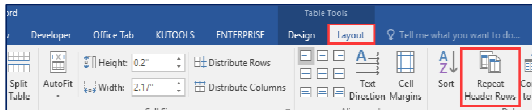


Resize Tables, Rows, and Columns

- Resize an entire table to improve readability or to improve the visual effect of your document.
- You can also resize one or more rows, columns, or individual cells in a table.
- You can resize by holding the mouse on a table element and dragging.

Repeating row header on multiple pages

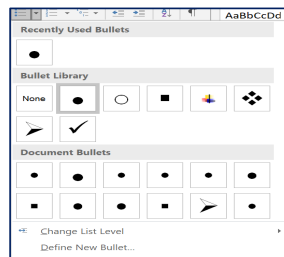
- A repeating row header repeats means repeating the row header on every page, if the table runs over multiple pages.
- The first method of doing it is to use the option Repeat Headers Rows from the Layout tab.
- The second method off doing this is to use the Table Properties.



Format Paragraphs as Numbered and Bulleted Lists

- Microsoft Word allows you to organize content using bulleted and numbered lists.
- Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text.
- Numbered lists are useful in Word for many different types of documents, such as forms, registries, or even an outline.
- You can use numbers, bullets, or multi-level numbering to represent text.

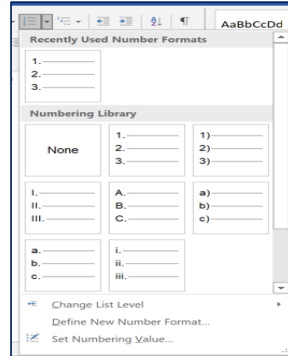
To create a bulleted list:



- Select the text_ you
- Click the Bullets button_
- Select a Bullet type_

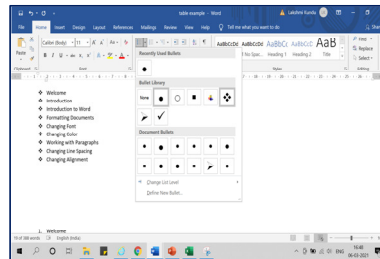
To create a numbered list:

- Select the text_ you
- Click the Numbers button_
- Select a Number style_



To change the formatting of the bullets in a list:

- Select the text.
- Select the bullet type you want.

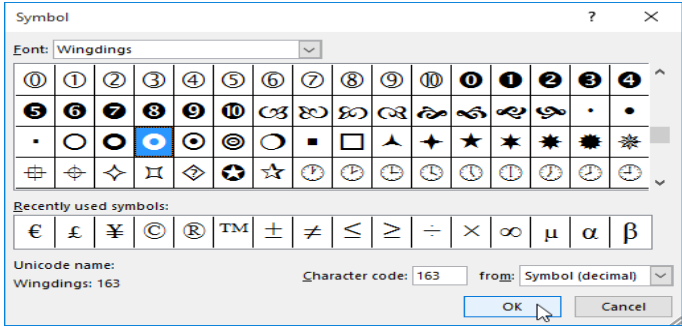


Change the font format, colour, or size for bullets or numbers in a list

- Bullet and number fonts, colour, and size are all controlled by the Font attributes.
- You can change the text formatting of bullets or numbers in a list without making changes to the text in the list.

Custom bullet characters and number formats

- You can customize the look of the bullets in your list to emphasize certain list items and personalize the design of the list.
- Word allows to format bullets in a variety of ways.
- Use symbols and different colours, or even upload a picture as a bullet.



Recap:

- A **table** is a grid of cells arranged in **rows** and **columns**.
- Tables can make the text easy to type, edit, and format. Tables are useful for various tasks, such as presenting text information and numerical data in a meaningful way.
- The spacing within cells and cell borders can be changed.
- Cells in a table can be merged or split as you need.
- You can convert text to table and vice versa.

- You can sort data in a table alphabetically, numerically, or chronologically.
- Numbered lists and bulleted lists can make your document [to](#) look nice. You can even create [M](#)ulti-level [N](#)umbering and custom bullets.