Microsoft Office Word 2013: Part 01
Lesson 04 – Adding Tables
Lesson 04: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table
<table>
<thead>
<tr>
<th>Topic A: Insert a Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Data Organized into a Table</td>
</tr>
<tr>
<td>• The Quick Tables Gallery</td>
</tr>
<tr>
<td>Time</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>9:15-10:00</td>
</tr>
<tr>
<td>10:00</td>
</tr>
<tr>
<td>11:00</td>
</tr>
<tr>
<td>12:00</td>
</tr>
<tr>
<td>5:00</td>
</tr>
<tr>
<td>7:15</td>
</tr>
<tr>
<td>8:15</td>
</tr>
</tbody>
</table>
Topic B: Modify a Table

- The TABLE TOOLS LAYOUT Tab
- The Table Properties Dialog Box
The TABLE TOOLS LAYOUT Tab
Topic C: Format a Table

- The TABLE TOOLS DESIGN Tab
## Topic D: Convert Text to a Table

- The Convert Text to Table Dialog Box
- The Convert Table to Text Dialog Box
The Convert Text to Table Dialog Box
The Convert Table To Text Dialog Box
Reflective Questions

1. In what way will using tables in Word help you create better documents?
2. What sort of information might you want to present in table form?
Lesson 04 Review: Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table
Questions and Answers
Review Questions:

1. Which of the following is NOT true of tables in Word?
   A. A table is a container that is used to organize text, numerical data, or graphics
   B. Tables consist of individual pages
   C. Tables consist of individual cells that are arranged in vertical columns and horizontal rows
   D. A table can have specialized formats, such as borders or shading

2. Which of the following is a technique for selecting a group of cells in a table?
   A. You can’t select a group of cells in a table
   B. Double-click each cell in the range you want to select
   C. Click a cell, hold down Shift, and click the last cell in the range you want to select
   D. Click a cell, hold down Ctrl, and click the last cell in the range you want to select

3. Which of the following is NOT a valid tab in the Table Properties dialog box?
   A. Table
   B. Cell
   C. Column
   D. Spreadsheet

4. What separators are acceptable for converting text to a table in Word?
   A. Paragraphs
   B. Tabs
   C. Commas
   D. All of the above

5. True or False: If you’ve used tabs to create columns of data in a document, you can convert the tabbed text to a table by using the options in the sections of the Convert Text to Table dialog box.
   A. True
   B. False
6. If you wish to change the text direction of text within a table, which tab would you use?
   A. Table tools, layout
   B. Design, layout
   C. Review, alignment
   D. Home, alignment

7. True or False: If you view grid lines for your table they will print as well.
   A. True
   B. False
Answer Key:

1. B
   A table does not consist of individual pages.

2. C
   To select a group of cells, click a cell, hold down Shift, and click the last cell in the range you want to select.

3. D
   Spreadsheet is not a valid tab in the Table Properties dialog box.

4. D
   If you’ve used tabs, paragraphs or commas to separate text in a document, you can convert the text to a table by using the options in the sections of the Convert Text to Table dialog box.

5. A
   True. If you’ve used tabs to create columns of data in a document, you can convert the tabbed text to a table by using the options in the sections of the Convert Text to Table dialog box.

6. A
   The table tool is a contextual tab grouping that contains both the design and a layout tab. It is on the layout tab that you can change the direction of your text.

7. B
   False. Gridlines are only for guiding purposes, they do not print.