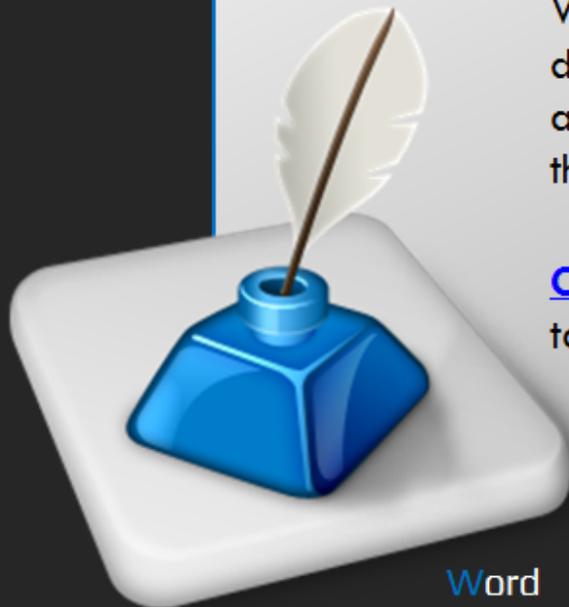


Working with Tables in a Document (Part 2)

Word tables are very handy in organizing data in a document. Working with tables means a lot of tweaking and fine tuning, where users often waste time puzzling over the dialog boxes and toolbar.

[Click here](#) to know some timesaver tips of the basic table tasks (Navigating and Formatting).



Word

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

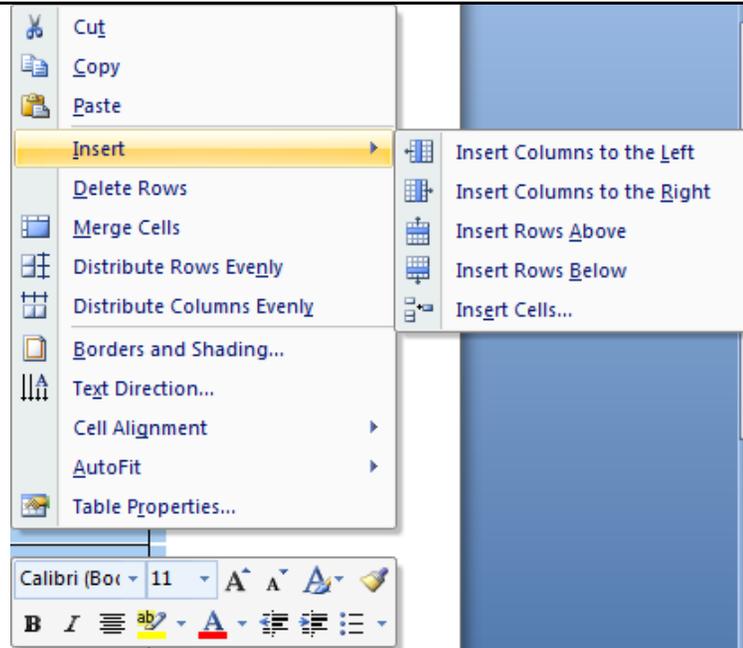
Working with Tables in a Document (Part 2)

A. NAVIGATING

Action	MS Word 2003/2007
1. Jump from one cell to another	<ul style="list-style-type: none">▪ To move forward: Press Tab.▪ To move backward: Press Shift + Tab.
2. Jump to the first or last cell in a row	<ul style="list-style-type: none">▪ To move to the first cell: Press Alt + Home.▪ To move to the last cell: Press Alt + End.
3. Jump to the first or last cell in a column	<ul style="list-style-type: none">▪ To move to the first cell: Press Alt + Page Up.▪ To move to the last cell: Press Alt + Page Down.

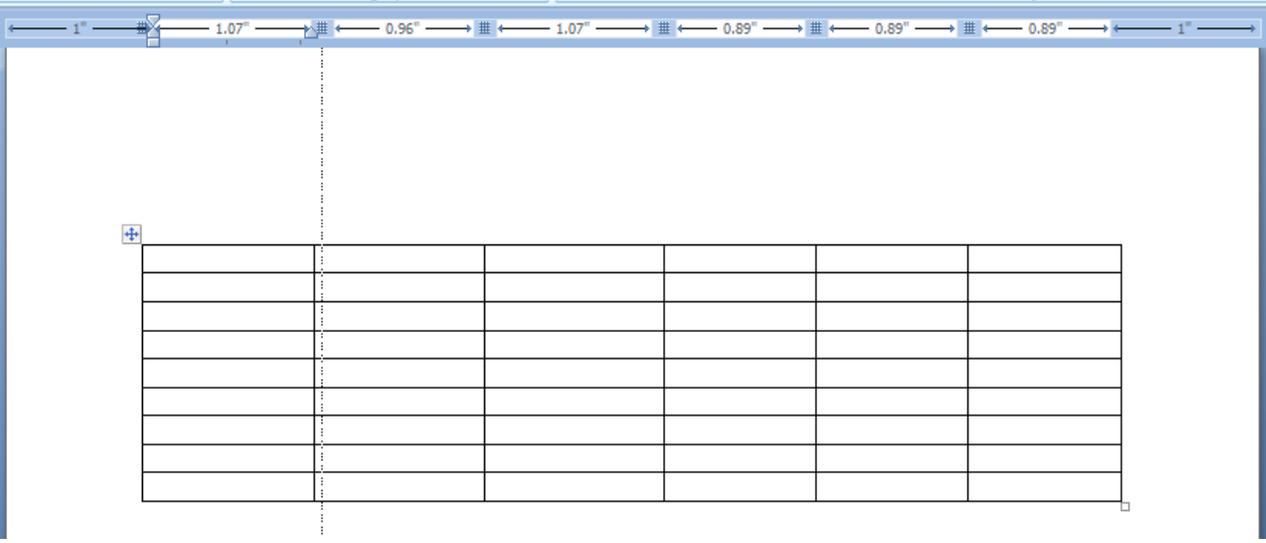
B. FORMATTING

Action	MS Word 2003/2007
1. Split a table	<p>Place the insertion point/mouse pointer in the row above where you want the split to occur and press Ctrl + Shift + Enter.</p> <p>Note: If you're at the beginning of the first table cell, this will insert a blank paragraph above the table.</p>
2. Add a row to the bottom of a table	Place the insertion point/mouse pointer at the end of the last table cell and press Tab .
3. Insert multiple rows/columns in a table	<p>Select as many rows/columns as you want to add, right-click and choose Insert then select on the following:</p> <ul style="list-style-type: none">▪ Insert Columns to the <u>L</u>eft▪ Insert Columns to the <u>R</u>ight▪ Insert Rows <u>A</u>bove▪ Insert Rows <u>B</u>elow



Word will add the new rows/columns depending on your selection.
 The new rows/columns will all be formatted the same as the first row/column in your selection.

4. Move a row/rows up or down	Select the row(s) you want to move then press Alt + Shift + up or down of the arrow key as many times as needed to move the selected row(s) to the spot you want.
5. Automatically resize a column to fit its contents	Double-click on the boundary to the right of the column you are resizing.
6. Resize a column without affecting the table width	<ul style="list-style-type: none"> ▪ Drag the right boundary of the column you want to resize. Word will adjust that column and the one on its right but keep the table the same width. ▪ Or hold down Ctrl + Shift as you drag the boundary. Word will change the width of the column to the left and resize the columns to the right proportionally, leaving the table width unchanged.
7. Resize a column with more precision	Hold down Alt as you drag a column boundary. Word will display the margins and column widths on the horizontal ruler. It will also give you finer control over the dragging process.

	
8. Insert a tab in a table cell	Press Ctrl + Tab .

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