

... MS Word Tables

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Parts of a table

Caption: number and title

Column headings

Subheadings

Cell styles: left, center, right

Borders: shading, lines

Source

Notes

Creating in Word

Insert ribbon, **Tables** group, **Table** icon down arrow

- Select **Insert Table**, enter number of columns and rows desired, click **OK**
- On grid, drag across to select number of columns and rows desired and click in last cell
- Copy and paste a table from another document (Word, Excel, PowerPoint, etc.)

Table properties

Place cursor inside the table, click on **Table Tools > Layout**, and select **Properties** icon from **Tables** group. The following steps are recommended:

Table tab

- Size = 98 percent (for full-page width)
- Alignment = left, center, right
- Indent from left = .08" (if left alignment is selected)
- Text wrapping = avoid (if text wrapping around a table is desired, place table, caption, and notes in a text box)

Row tab (note: entire table must be highlighted before completing the following steps)

- Uncheck "Specify height"
- Uncheck "Allow row to break across pages"

Table styles

Place cursor inside an existing table and click on **Table Tools > Design**

- Table Grid (default)
- Blank (create)
- Place favorite table style(s) in Normal template

Terrific table tips**Text vs. table**

- Use a table when data is more easily understood in column format (think "simplify" for the reader)
- Do not repeat table information in text—only discuss the main item(s) to take away from the table or what the reader is meant to learn from the table (why the table is being presented)

Table 1-1. Regional Projected Population and Employment

| County | 2010 | 2040 Projections | Percent Change (%) |
|-------------------|----------------|------------------|--------------------|
| Population | | | |
| Merced | 255,793 | 436,188 | 70.5 |
| Madera | 150,865 | 278,011 | 84.3 |
| Total | 406,658 | 714,199 | 75.6 |
| Employment | | | |
| Merced | 88,800 | 102,100 | 15.0 |
| Madera | 56,800 | 71,200 | 24.5 |
| Total | 145,600 | 173,300 | 19.0 |

Source: U.S. Census Bureau 2010

Add notes here

- Organize table to be immediately obvious (the faster it can be read the better it is)
- Never create a single-column or single-row table and avoid two-column and two-row tables (instead, incorporate information in text or bullet list)

Columns

- Round numbers whenever possible
- Use same number of decimal places for all numbers in a column
- Align column header to match alignment of column data
- Include unit of measure in column heading if all items are the same measure, otherwise include measure in cell

Format

- Use a consistent format throughout the document (use Table styles)
- Place table as close to its text reference as possible
- Do not force full-width tables (too much white space is as unappealing as too little)
- Use a font size 1 or 2 pt smaller than body text in cells (use Arial Narrow if space is at a premium)
- Place captions and source/notes outside table
- Use 12 pts before and 3 pts after in **Caption** style and apply “Keep with next” from the **Paragraph** menu
- Use 3 pts before and 12 pts after in **Source/Notes** style and select “Don’t add space between paragraphs of the same style” from the **Paragraph** menu
- Include a blank paragraph with **Source/Notes** style applied even if there is no data to enter
- Manually apply “Keep with next” from **Paragraph** menu to left column to keep table from splitting
- Place table number and caption on the same line (or use a manual line break [Shift + Enter]) so caption will appear correctly in exhibit list in TOC

Aesthetics

Use contrast, alignment, ordering, and spacing to make tables more appealing

- Color, shading, bold, italics
- Left, right, center, bullets
- Logical order of information—must make sense immediately
- White space—easy to read, balanced, uncluttered

Deleting all or parts of a table

Del key deletes contents of cells only

Ctrl + X or **Backspace** deletes rows and columns

Highlight table, row, column, or cell—right click and select appropriate **Delete** command from drop-down menu