

Microsoft Word

Lesson 4: Tables and Charts

Overview-Lesson Learning Objectives:

This lesson presents the students with creating, editing and modifying tables. It also presents the Word feature of creating, modifying and formatting charts. The students will learn the following skills:

- Inserting and modifying a table
- Editing tables
- Inserting Rows, Columns and Cells
- Deleting Rows, Columns and Cells
- Sorting Data in a Table
- Calculating Data in a Table
- Formatting a Table
- Creating a Chart
- Editing a Chart
- Drawing a Table
- Adding Borders and Shading

Teaching Tips and Strategies:

Creating and Modifying Tables: (WD 4.2)

A table is a grid that is made up of horizontal rows and vertical columns. The intersection of a row and a column forms a rectangular box called a cell. You enter the data in the cell. Data in a table can consist of words or numbers.

Tables are used to organize and present information. Tables often have row and column headers, which are labels to identify the adjacent data. A table assists you to organize data in a easy to read manner.

In tables, rows are assigned a number names such as 1, 2,3, etc. while columns are assigned a letter names such as A, B, C, etc. A cell is referred to by a table reference, which is made up of the column letter and row number. For example, the cell formed by the intersection of second row (2) and second column (B) is referred to as B2.

Note: In cell reference, the column name is always first, followed by the row name.

Merge Cells:

You can combine two or more cells in the same row or column into a single cell. Mostly, you will use this feature to create a table heading by merging several cells horizontally to create one large cell that spans several columns.

Split Cells:

You can also split the specified cell into multiple cells in a table. Normally, this is done if the cells are merged and you would like to revert it back to the original columns or rows.

Converting Text into Table:

Word allows you to convert existing text into a table very easily. When you do this, you separate text with a comma, tab, or other separator character to indicate where a new column should begin. Use a paragraph mark to begin a new row.

Linked Object:

An object that is created in a source file and inserted into a destination file, while maintaining a connection between the two files. The linked object in the destination file can be updated when the source file is updated.

Embedded Object:

An object that is contained in a source file and inserted into a destination file. Once embedded, the object becomes part of the destination file. Changes made to the embedded object are reflected only in the destination file.

Editing Tables: (WD 4.6)

Table 4-1 on page WD 4.7 highlights the keyboard movement and selection shortcuts to move around the table. Like a normal text, each cell of the table can be edited for alignment and fonts and styles by highlighting the text and using the normal formatting tools. Alternatively, one can also use the Table and Borders toolbar to align text.

Inserting and Deleting Rows, Columns, and Cells: (WD 4.8)

Inserting and deleting rows and columns are easily done with the Table menu options from the Menu bar.

Note: If you accidentally delete something, you can bring it back with the Undo command that we learned earlier.

Sorting Data in a Table: (WD 4.10)**Ascending Sort Order:**

It means the data will be sorted from the beginning of the alphabet (A) to the end of the alphabet (Z), smallest number to the largest or earliest to the latest date.

Descending Sort Order:

It is the opposite of ascending and sorts data from the end of the alphabet (Z) to the beginning (A), largest to the shortest number or latest to the earliest date.

Calculating Data in a Table: (WD 4.12)

Microsoft Word contains many pre-programmed formulas such as SUM, AVERAGE, COUNT, etc. to assist you in making calculation to the cells in the table easier. This feature allows you to do some simple spreadsheet like calculations in your Word document. You can always link an Excel spreadsheet to the Word document.

When you use the SUM pre-programmed formula, to add the entire Row or Column, make sure that there are no blank cells, otherwise it will not compute. To total the entire row or column, type a zero in each blank cell.

Formulas:

If you would like to perform a calculation that does not have a pre-programmed formula, then you must create a formula to tell Word to perform the calculation. A formula is a simple mathematical operation that you want it to be performed. For beginners, we will keep it simple by using the four basic mathematical functions such as:

Operator	Calculation
+	Addition
-	Subtraction
*	Multiplication (Note the multiplication sign – Asterisk)
/	Division

To create a formula you must select the cell, where you would like to have the calculated results.

Then enter the formula with cell references. For example to add the contents in Cells B1 and C5, in Cell D6, enter the formula =SUM(B1,C5) in cell D6.

Formatting a Table: (WD 4.16)

Table allows you to organize the data in an easy to read format. Formatting the table will enable you to enhance the appearance of tables and make it more presentable.

Word's Table AutoFormat command has numerous built-in settings that will allow you to select the template that best fits your needs and make the appearance of the table more appealing.

Creating a Chart: (WD 4.18)

It is said, "A picture is worth a thousand words." Word allows you to convert the data in the table into a chart format using the Microsoft Graph Chart. It displays a chart and its associated data in a table called datasheet.

Editing a Chart: (WD 4.20)

Drawing a Table: (WD 4.22)

Drawing a table is a feature available to you to create your own table without using the Words predefined borders (Table/Insert).

This is a good feature to show the students who are creative. Mostly, it is easier to create the table using the Table/Insert command and then formatting for appearance as desired.

Adding Borders and Shading: (WD 4.26)

Borders and shading can add interest and emphasis to various parts of the document table. You can add borders to a table or individual table cell, and you can use shading to fill in the background of a table.

In a hurry, you can use the table AutoFormat feature to quickly give a professional look with a variety of borders, fonts, and shading.

Lecture Notes

Creating Tables

- Insert Table Button – Standard Toolbar

- Split Cells

 - Split Cells dialog box

 - Merge cells before split

- Modifying a Table

 - Table Menu – AutoFit

 - Table Menu – AutoFormat

 - Tables and Borders toolbar

- Linked Objects

- Embedded Objects

- Editing Tables

 - Align cell text

 - Drag a table

 - Column Resizing

- Inserting and Deleting Rows, Columns and Cells

 - Table Menu – Insert Rows Below/Above

 - Table Menu – Insert Columns to the Right/Left

 - Table Menu – Delete Rows/Columns

 - Delete Cells dialog box

- Sorting data in a table

 - Table Menu – Sort

 - Sort dialog box

 - Ascending Order

 - Descending Order

 - Primary Sort criteria

 - Secondary Sort criteria

 - Tertiary Sort criteria

 - Header rows

- Calculating Data in a table

 - Pre-programmed Formulas

 - Operations +, -, *, /

 - Begin formulas with =

 - Data Ranges

 - Formula dialog box

 - Cell References

- Formatting a Table

 - Table Menu – AutoFormat

 - AutoFormat dialog box

- Creating a Chart

 - Microsoft graph datasheet

- Chart Options dialog box
 - Titles Tab
 - Axes Tab
 - Gridlines Tab
 - Legend Tab
 - Data Labels Tab
 - Data table tab
- Editing a Chart
 - Microsoft Graph – Double Click
 - Sizing Handle – Vertical and Horizontal Ruler
 - Print Layout view
- Drawing a table
 - Table Menu – Draw table
 - Tables and Borders Toolbars – Draw table button
- Adding Borders and Shading
 - Table Menu – Table Properties
 - Borders and Shading dialog box
 - Borders Tab
 - Page Border Tab
 - Shading Tab

Text Solutions

A. Identify Key Features

1. Eraser button (WD 4.24)
2. Draw Table button (WD 4.22)
3. Shading Color button (WD 4.29)
4. Table Column (WD 4.9)
5. Table Row (WD 4.9)
6. End-of-cell mark (WD 4.3)
7. End-of-Row mark (WD 4.3)

B. Select the best Answer

8. e (WD 4.10)
9. d (WD 4.19)
10. g (WD 4.22)
11. i (WD 4.3)
12. c (WD 4.4)
13. b (WD 4.7)
14. a (WD 4.18)
15. h
16. f (WD 4.12)

C. Complete the Statement

17. b (WD 4.3)
18. b (WD 4.5)
19. a (WD 4.14)
20. d (WD 4.18)
21. d (WD 4.3)

- 22. d (WD 4.19)
- 23. a (WD 4.8)
- 24. d (WD 4.12)
- 25. a (WD 4.10)
- 26. a (WD 4.27)