

Creating tables and using tabs with Microsoft Word 2003

This Guide describes the use of tables and tab stops within Word to create particular layouts of text on the page. Familiarity with the basic editing operations in Word is assumed.



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Conventions:

In this document, the following conventions are used:

- A typewriter font is used for what you see on the screen.
- A **bold typewriter font** is used to represent the actual characters you type at the keyboard.
- A *slanted typewriter font* is used for items such as filenames which you should replace with particular instances.
- A **bold font** is used to indicate named keys on the keyboard, for example, **Esc** and **Enter**, represent the keys marked Esc and Enter, respectively.
- A **bold font** is also used where a technical term or command name is used in the text.
- Where two keys are separated by a forward slash (as in **Ctrl/B**, for example), press and hold down the first key (**Ctrl**), tap the second (**B**), and then release the first key.

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1. Introduction

It is often necessary or desirable to place text in particular positions on the page, rather than allowing Word to arrange the text automatically. For example, you may wish to have certain words or figures arranged in columns. You may wish to have these words right or left aligned. This alignment of text may be achieved by using tab stops or by creating tables of text. Tables need not necessarily be bounded by lines and boxes and are therefore a useful layout tool.

Tabs can be used to produce quite complicated layouts, but, for anything other than a fairly simple layout, the use of the table facility is recommended.

2. Creating a table

A table can be regarded as a collection of boxes, called **cells**, which are arranged in rows and columns. Within each cell you can place text, numbers or even graphics. These cells need not necessarily be bounded by lines.

There are a number of ways to create a new table, either by using the **Table** pull-down menu, the **Insert Table** button or the **Tables and Borders** toolbar.



- 1 Open Microsoft Word.

We recommend that you choose to display non-printing characters when you are working with tables. They will only appear on the screen if the button to display non-printing characters has been selected. This button is situated towards the right hand side of the Standard toolbar and shows a paragraph marker (¶).

2.1 Adding tables via the Insert Table button

Providing you have not already selected an existing table, the **Tables** button on the toolbar will be in **Insert Table** mode.



- 1 Click the **Insert Table** button.

A squared box will appear.

- 2 Click and drag your mouse to highlight the number of rows and columns you wish to create.

Initially, this option allows you to create a 4 x 5 table. If you want more rows or columns, keep dragging to the right or down and the box will increase in size.

- 3 Release the mouse button to insert the table into your document.

Initially, the table will have equal widths for the cells. This can be changed later.

- 4 Click at the end of the document (the insertion point will then be outside the table rather than in the first cell).
- 5 Press the **Enter** key (to create a blank line before the next table).

2.1.1 Adding tables via the Tables and Borders toolbar

If you wish for more flexibility when inserting tables, you can draw your own table.



- 1 Click the **Tables and borders** button.



The Tables and Borders toolbar will appear, probably as a floating toolbar. You can reposition this on the screen by dragging on the title bar. Alternatively you can drag it to the top of the screen to 'dock' it with the other toolbars if you wish.

The cursor is now shown as a pencil tool.

- 2 Click and drag the cursor to draw a single (largish) rectangle on the screen.
- 3 Use the same tool to draw two horizontal and one vertical lines, forming a 3 x 2 cell table. Don't worry for now if the cells are not of equal size.
- 4 Close the open document without saving it.

More details about using this toolbar are given in Section 4.

2.2 Adding text to the table

- 1 Open a new document in Word (Click on the New Blank Document button).
- 2 Use the **Insert Table** button to create a table with four columns and five rows.
- 3 In the first cell type:
Country
- 4 Press the **Tab** key.

This moves the insertion point to the second cell in the first row.

5 Now type:

Currency

6 Press the **Tab** key again to move to the third cell and type:

Population

7 Press the **Tab** key again to move to the fourth cell and type:

GDP

Country	Currency	Population	GDP

8 Press the **Tab** key again.

The insertion point will move to the first column in the 2nd row.

9 Complete the table as shown below.

Note: As an alternative to pressing the Tab key, you can also use the arrow keys on your keyboard to move you around the table, or click in a cell with the mouse.

Country	Currency	Population	GDP
Germany	Mark	80,000,000	900
UK	Pound	50,000,000	800
Italy	Lira	45,000,000	750
France	Franc	55,000,000	850

2.3 Formatting text within a table

1 In the fourth column heading after GDP add the text
(Billions of US Dollars)

Notice how the text has wrapped around onto a 2nd line and how the row height has been increased. It would be better if this inserted text was smaller and all on the 2nd line.

2 Place the insertion point immediately after GDP and press **Enter**

3 Select the text (Billions of US Dollars).

4 Choose **8** from the **Font Size Box** on the Formatting Toolbar.

Country	Currency	Population	GDP (Billions of US Dollars)
Germany	Mark	80,000,000	900
UK	Pound	50,000,000	800
Italy	Lira	45,000,000	750
France	Franc	55,000,000	850

2.4 Selecting parts of a table

The **Select** command in the **Table** Menu can be used to select parts of a table.

A quicker way of selecting a single row is to click in line with the row just to the left of the table (the mouse symbol will change to an arrow).

Similarly, a complete column can be selected by clicking at the top of the column (the mouse symbol will change to a solid down arrow).

To select a single cell, place the cursor close to the left edge of the cell (it will change to an arrow) and click the left mouse button. For a rectangular block of cells, drag the mouse diagonally over them.

You can select the whole table either by clicking next to the 1st row and dragging down, or by using the **Table | Select | Table** command.

2.5 Aligning text

You can use the usual paragraph alignment buttons to align text horizontally within table cells. However, it is possible to align text vertically and horizontally at the same time.

- 1 Ensure that the **Tables and Borders** toolbar is showing. If it is not use **View | Toolbars** and select **Tables and Borders**.
- 2 Select the 1st (headings) row of the table.
- 3 Click on the arrow next to the **Align** button on the **Tables and Borders** toolbar to display a palette of alignment selections.
- 4 Click on the middle choice in the 2nd row (Align Center). This aligns the text centrally in both horizontal and vertical directions.



2.6 Amending table structure

2.6.1 Adding rows to the bottom of a table

If the insertion point is at the end of the data in the last cell of the final row and the **Tab** key is pressed, a new row is added to the table and the insertion point is moved to the first cell in that row. This means that it is not necessary to set up the table with the exact number of rows (it may not be known at that time), as extra rows can easily be added.

- 1 Using this technique, add another row to the table.
- 2 In the first cell of the new line, type

Totals

When you use this method of inserting rows, each new row will be added to the table as a clone of the previous last row. For example if you had set a fill colour for the final row, Word will insert a new row that will also have that same fill colour.

2.6.2 Inserting rows, columns and cells

The **I**nsert command on the **T**able menu can be used to insert complete rows, complete columns or blocks of cells anywhere within a table. The exact wording of the command varies according to what is selected when the **T**able menu is accessed.

- 1 Select the last row of the table.
- 2 Right click anywhere within the selected row.
- 3 Select **I**nsert **R**ows from the drop-down menu.

The new row has been inserted immediately above the selected row.

Note: If you select multiple rows or columns Word will insert that number of new rows or columns.

The same method can be used to insert columns in a table.

2.6.3 Using the Insert command

An alternative method of inserting elements into a table is to use the **T**able | **I**nsert command. This method allows you to choose where you want a row or column to be inserted. You can also insert individual cells, or groups of cells, to a table. The **I**nsert **C**ells dialog box contains different options indicating how existing cells are to be moved to accommodate the new cells.

2.6.4 Adding extra columns

It is possible to insert a column to the right of a table by selecting all the end of row marks (just to the right of the last column boundary) and then using the **I**nsert **C**olumns command as before. The end of row marks will only show if the non-printing characters are displayed on screen.

2.7 Deleting rows, columns and cells

Selecting a part of a table and pressing the **D**elete key on the keyboard will only empty the cells - not remove them. The **D**elete command must be used to remove rows, columns or cells from a table:

- 1 Select the blank row you have just inserted.
- 2 Right click on the selection and choose **D**elete **R**ows.

2.7.1 Deleting a whole table

If you want to remove a whole table, select the table and then use the **T**able | **D**elete **R**ows command. (Don't do this now!)

2.8 Merging and splitting cells

When two or more adjacent cells are selected it is possible to merge them into a single cell. This is very useful for creating headings that need to span several columns.

- 1 Insert a new line at the top of the table.
- 2 In the first cell of the new row type:

Economic Information

- 3 Select the first row.
- 4 Right click on the selection and choose the **Merge Cells** command.

Note: An alternative method is to click on the **Merge Cells** button on the **Tables and Borders** Toolbar.

A single cell can be split in a similar manner.

- 1 Right click in the merged cell you have just created.
- 2 Choose the **Split Cells** command.
- 3 Enter the number of rows and columns you want to split the cell into (4 columns and 1 row) and press **OK**.
- 4 Delete the first row of the table.

2.9 Amending table dimensions

Column width and row height can be changed directly using the mouse. When the cursor is on or near to a column or row boundary, its shape changes to a pair of short vertical/horizontal lines with left and right pointing arrows. With this showing, press and hold down the mouse button and drag the column or row boundary to a new position.

Note: When using this method to change column widths, the overall dimensions of the table remain the same. If you make a column narrower the adjacent column will become wider. If you wish to reduce the width of the whole table you should start by moving the right hand border of the table.

It is also possible to adjust column width manually by dragging the table column marker on the ruler above the vertical gridline of the appropriate column. These markers appear when the insertion point is in the table.

2.9.1 Equal columns and rows

Buttons on the Tables and Borders toolbar allow you make the rows or columns equal size. This is particularly useful if you have amended the table size by dragging with the mouse.

- 1 Click and drag to make all the columns in your table a little bit narrower — don't try to make them all equal.

- 2 Select all the columns.



- 3 Click on the **Distribute Columns Evenly** button on the **Tables and Borders** toolbar.

2.9.2 Using Table Properties

To set a column or row to a specific width use the **Table Properties** dialog box.

- 1 Position the insertion point anywhere in the first column of the table

- 2 Chose **Table | Table Properties** and click on the Column tab.

- 3 Change the **Preferred width** to 3cm.

- 4 Click **OK**.

Note: This dialog box can be used to format the table in a variety of ways. You may wish to look through the options available.

2.10 Adding borders around the table

A table can be enhanced by the use of lines.

The **Borders** button can be used to control the interior or exterior lines and borders. The default setting in Word is for a table to have solid lines bordering all the cells.

To make changes to the borders, you must first select the cells you wish to apply the changes to. If you do not select a range of cells, or the whole table, any changes you make to the borders will only apply to the cell the insertion point is in.



- 1 Select the whole table.

- 2 Click the down arrow next to the **Outside Border** button on the Formatting Toolbar.

- 3 Select **No Border** (second option, bottom row).

The solid lines around the table are replaced by grey gridlines.

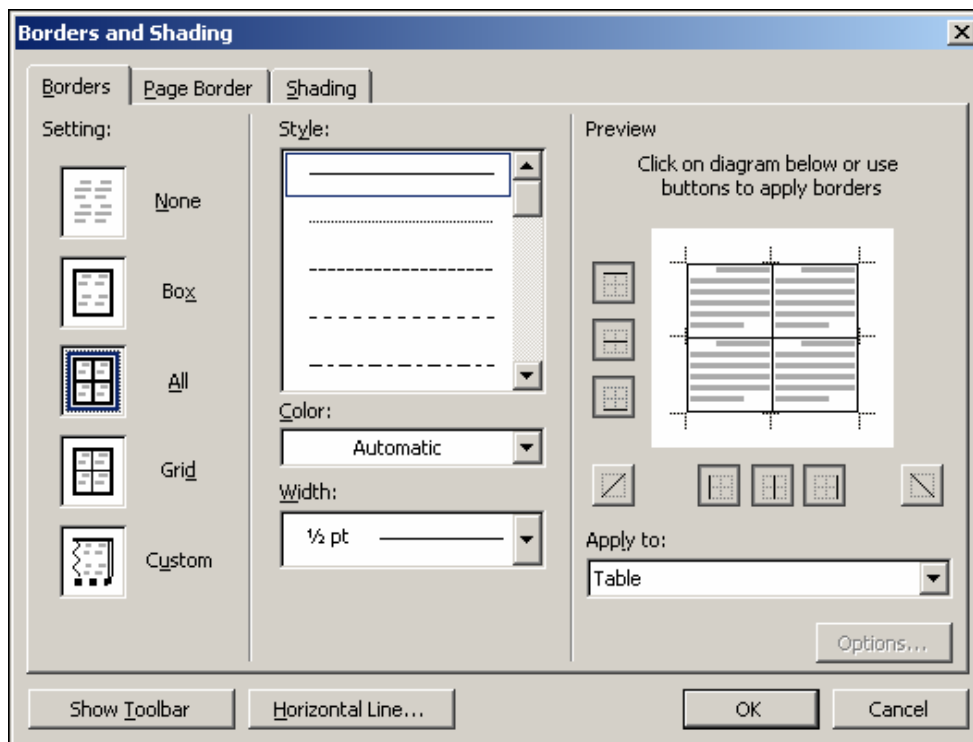
- 4 Use **Print Preview** to view the table.

Note: You can choose not to display the gridlines on the screen by selecting the **Table | Hide Gridlines** command.

A wider choice of border styles is available via the **Format | Borders and Shading** command.

- 1 Select the whole table.

2 Select **Format | Borders and Shading**.



The **Setting** options allow you to apply basic line combinations - no lines, just exterior lines, lines around all cells etc. As you select these options, the **Preview** changes to reflect your selection.

The **Preview** area shows a schematic diagram of four cells, arranged as a small table. Six lines (the four outside and two internal) can be set either individually or together. The four outside lines determine the border for the outside of the table, while the two internal lines control the settings for borders between rows and columns.

To the left and bottom of the preview table are eight buttons, controlling the horizontal, vertical and diagonal lines that can be applied. Use these buttons to stipulate exactly which line style you want to apply to certain areas of the table. By clicking these buttons in combination, you can turn the different lines on or off.

The **Style** option allows you to choose the type of line you wish to use, dashed, dotted, wavy etc. Use this in conjunction with the **Preview** area to apply different styles to the different lines in your table. For example, you might wish to use solid outside lines but dotted inside lines.

From this dialog box you can also specify the line width and colour for your borders and choose to apply any changes to a specific cell or the entire table.

- 1 Experiment with various border settings and then try to recreate the table borders shown below.

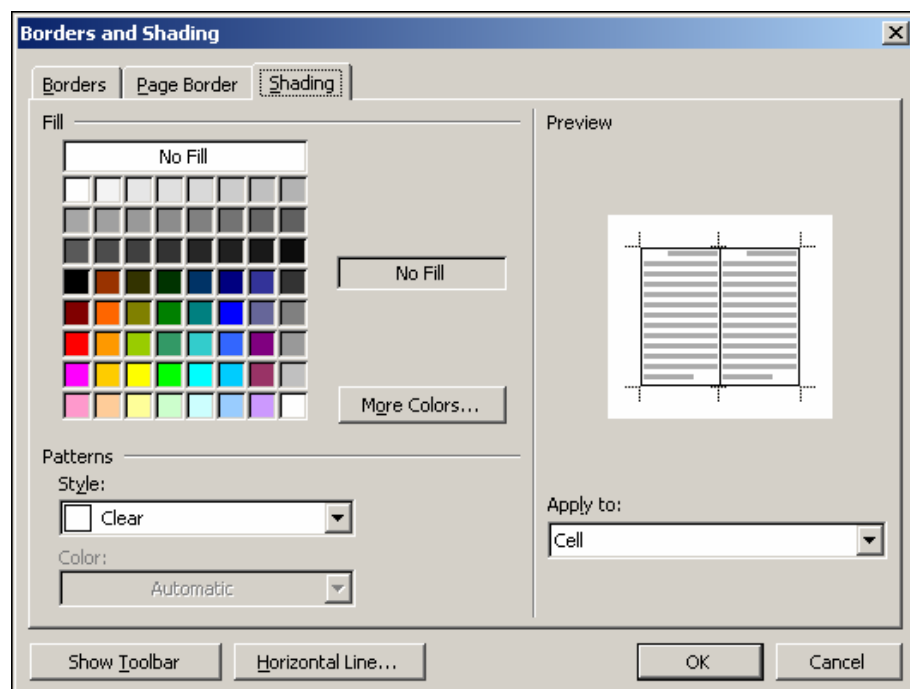
Hint: Put the thin lines in first, then the heavier outside border.

Country	Currency	Population	GDP (Billions of US Dollars)
Germany	Deutsche Mark	80,000,000	900
United Kingdom	Pound Sterling	50,000,000	800
Italy	Lira	45,000,000	750
France	Franc	55,000,000	850

2.11 Adding shading colours and patterns to the table

It is also possible to apply various shading patterns to a selection of cells, or a whole table.

- 1 Select the 1st row of the table.
- 2 Select **Format | Borders and Shading** from the menu bar.
- 3 Click on the **Shading** tab.



- 1 Choose a pastel colour from the palette.
- 2 Click **OK**.

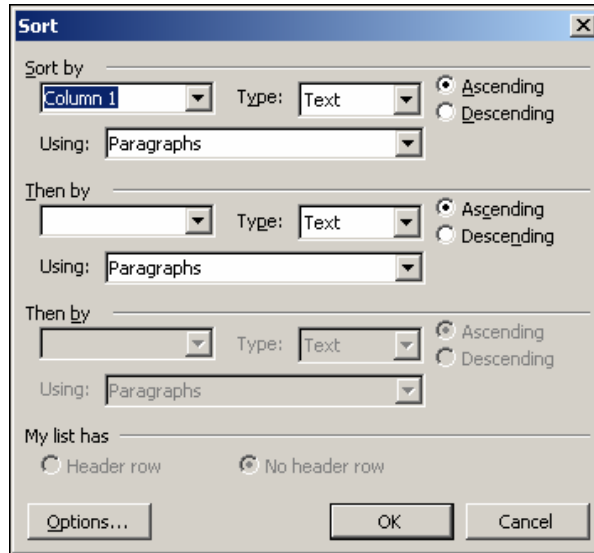
Note: You can use the Patterns section of the Shading tab to create a pattern within cells.

3. Sorting the rows of a table

Word can sort a table into alphabetic, numeric or date order.

3.1 Sorting rows alphabetically

- 1 Select the four rows that have country names in column 1.
- 2 From the menu bar, select **Table | Sort**.



- 3 Check that the **Sort by Type** setting is **Text**.
- 4 Check that the **Ascending** radio button is selected.
- 5 Click on **OK**.

The table should be now look like this:

Country	Currency	Population	GDP (Billions of US Dollars)
France	Franc	55,000,000	850
Germany	Mark	80,000,000	900
Italy	Lira	45,000,000	750
UK	Pound	50,000,000	800
Totals			

3.2 Sorting rows numerically

- 1 Select the four rows that have country names in column 1.
- 2 From the menu bar, select **Table | Sort**.
- 3 Select **Column 3** in the **Sort By** box.
- 4 Check that the **Sort By Type** is **Number**.
- 5 Select **Descending**.
- 6 Click on **OK**.

The table should now look like this:

Country	Currency	Population	GDP (Billions of US Dollars)
France	Franc	55,000,000	850
Germany	Mark	80,000,000	900
Italy	Lira	45,000,000	750
UK	Pound	50,000,000	800
Totals			

			Dollars)
Germany	Mark	80,000,000	900
France	Franc	55,000,000	850
UK	Pound	50,000,000	800
Italy	Lira	45,000,000	750
Totals			

Note: It is possible to sort using the **Sort Ascending** and **Sort Descending** buttons on the **Tables and Borders** toolbar, but this only sorts a complete column. In the example above the Totals row would have been included in the sort.

3.3 Sorting rows by date

The third sorting order is **Date**. Word sorts only those dates in recognisable format, as follows:

Oct. 7, 1994
Feb-95
February 4, 1995
2/13/95
2 13 95
2-13-95
13-Feb-95
2/13/95 4:30 PM
Oct 11

3.4 Sorting parts of a table

In general, each complete row is considered to be a single unit when tables are sorted. In the example being used it would not make sense to sort only the first column without the associated data being sorted along with it. However, there are times when you might wish to sort only one column, but for this to be meaningful the columns must be independent of each other.

To do this, click on **Options** in the **Sort** dialog box and then click in the box labelled **Sort column only** under **Sort Options**.

4. The Tables and Borders Toolbar

This toolbar can be used to design complex tables, and to colour or format table elements.

Experiment with this feature by first positioning the insertion point at the end of the document — leaving the Economic Information table intact.

To access the Tables and Borders toolbar, either:

- 1 Select **Table | Draw Table**.

or

5. Using tables as a design tool

Tables can be used as a very flexible aid to layout. As you do not have to print the lines within a table it is possible to create very effective text layouts.

My Curriculum Vitae			
Name	John Doe	Marital Status	Single
Date of Birth	01 Jan 1954	Children	None
Address	23 Hilltop Crescent Malton, Cumbria		
Qualifications	Level	Subject	Grade
	A'Level	Physics	A
		Maths	B
	O'level	Physics	A
		Maths	B
	NVQ	Typing	Pass
		Shorthand	Pass
Employment	1990 - 1993	<i>Computer Technician in charge of all repairs, software installation and maintenance</i> KDComputers Middlesbrough, Cleveland	
	1993-1998	<i>Departmental Computer Officer</i> Department of Mythology University of Durham South Road, Durham	

When printed:

My Curriculum Vitae			
Name	John Doe	Marital Status	Single
Date of Birth	01 Jan 1954	Children	None
Address	23 Hilltop Crescent Malton, Cumbria		
Qualifications	Level	Subject	Grade
	A'Level	Physics	A
		Maths	B
	O'level	Physics	A
		Maths	B
	NVQ	Typing	Pass
		Shorthand	Pass
Employment	1990 - 1993	<i>Computer Technician in charge of all repairs, software installation and maintenance</i> KDComputers Middlesbrough, Cleveland	
	1993-1998	<i>Departmental Computer Officer</i> Department of Mythology University of Durham South Road, Durham	

6. Additional Features

6.1 Table Auto Format

The **Table | Table AutoFormat** command enables you to apply a pre-determined table layout. It contains a range of layouts to choose from.

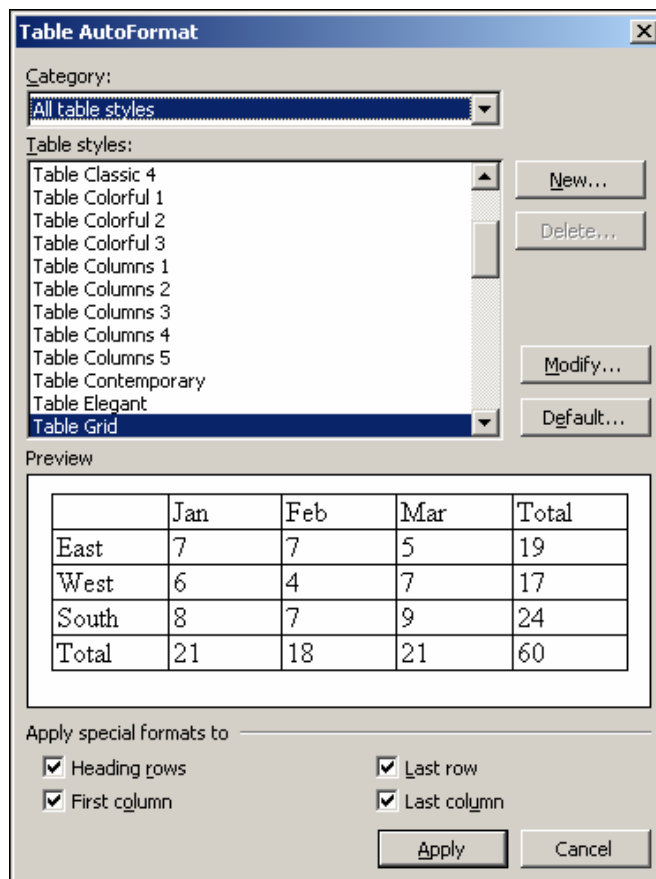


Table AutoFormat will re-size the cells in your table to the most suitable width to accommodate the data. If you originally specified a column that is large enough to accept 20 characters, but the longest entry in that column is only five characters, the whole column will be reduced in width accordingly.

If you wish to remove an AutoFormat from a table, select the **Table Grid** option.

6.2 Converting text to or from a table

It is possible to convert a table to text paragraphs:

- 1 Select the rows in the table that you wish to convert into text.
- 2 Choose **Table | Convert | Table to Text**.
- 3 In the **Convert Table To Text** dialog box, choose how you would like your text to be separated (usually commas or tabs).

- 4 Click on **OK**.

Text can be converted into a table provided it contains the appropriate separators. Text separated by tab characters or commas will be inserted into different *cells* within the table. Separating the text with a paragraph marker causes a new *row* of the table to be created.

- 1 If the text you wish to convert does not include appropriate separators, add them.
- 2 Select the text to be converted.
- 3 From the **T**able menu, choose **C**onvert |**T**ext to **T**able.
- 4 Check that the options set in the **Convert Text to Table** dialog box are as you would like, and if not, change them. Check especially that the number of columns is correct.
- 5 Click on **OK**.

We recommend that wherever possible, text is entered directly into a table, especially if the table is a complex one. However, this command can be very useful in converting relatively simple layouts into tables.

6.3 Splitting a table

The **S**plit **T**able command converts a single table into two separate tables, the split being above the row containing the insertion point, or above a selected row or rows. It is not possible to split a table down columns.

6.4 Headings

If you have a long table that will continue over several pages it is useful to show the column headings at the top of each new page.

The **T**able | **H**eadings **R**epeat command lets you define a row as headings. (Select the row before choosing the command.) These headings will then be inserted after each automatic page break.

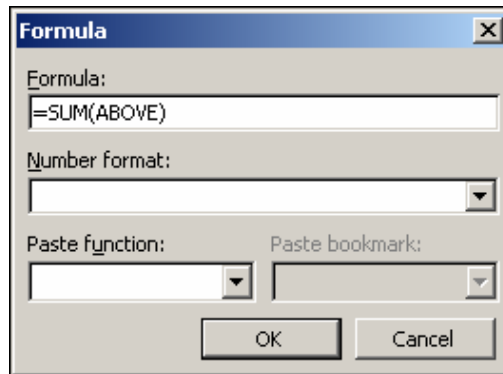
7. Formulae

It is possible to perform calculations in a table, using formulae. However, if you wish to do more than simple arithmetic in a small table, it is strongly recommended that you use a spreadsheet package such as Microsoft Excel.

7.1 Sum

- 1 Position the insertion point in the **Totals** row of the **Population** column.
- 2 Select **T**able | **F**ormula from the menu bar.

The Formula box appears.



Word has analysed the table and filled in a suggested formula in the **Formula:** box. The insertion point is at the bottom of a column of numbers and so Word has correctly proposed the formula =SUM(ABOVE). (If Word is unable to suggest an appropriate formula, an equals sign is inserted in the box and the formula must be selected or typed in.)

- 3 Click on **OK**.

The total is inserted as a Field (shown grey).

Your table should now look something like this:

Country	Currency	Population	GDP (Billions of US Dollars)
Germany	Mark	80,000,000	900
France	Franc	55,000,000	850
UK	Pound	50,000,000	800
Italy	Lira	45,000,000	750
Totals		230,000,000	

If you alter any of the numbers that have been summed the totals are *not* recalculated automatically. You have to do this manually

- 1 Change the population figure for the UK to 54,000,000.
- 2 Point to the calculated total (grey).
- 3 Right click and choose **Update Field**.

7.2 Other formulae

Several other formulae can also be used. Some common ones are:

AVERAGE	calculates the average of the contents of a list of cells
PRODUCT	calculates the product of the contents of a list of cells
MIN	calculates the lowest value in a list of cells
MAX	calculates the highest value in a list of cells

7.2.1 Cell numbering

A cell is referred to by the column and row in which it is situated. The columns are referred to by letter (A, B, C etc.), and the rows by number.

A1 therefore refers to the cell in the first row of the first column. To specify a range of cells, the first cell in the group is typed, then a colon, then the final cell in the group. For example, **A2:A6** will define a range of five contiguous cells in the first column. Non contiguous cells are separated by commas. The expression **B3,G7,A9** defines a group of non contiguous cells. It is possible to refer to a whole row as **2:2** or a whole column as **C:C**, for example.

- 1 Create the table shown below.

Item	Quantity	Unit Cost (£)	Total Cost (£)
Plain Widget	5	25.50	
Coloured Widget	13	30.15	

The fourth column shows the Total Cost, which is the Quantity multiplied by the Unit Cost. This can be entered as a formula

- 2 Position the insertion point in the 2nd row of column 4. This is referred to as D2..

Word has assumed that you want to add the Quantity and Unit cost and has inserted the formula =SUM(LEFT).

- 3 Delete the words SUM(LEFT) - make sure that the = sign remains.
- 4 From the drop down list in the **Paste Function** box, select **PRODUCT**.

The insertion point is positioned between the brackets ready for you to enter the cell references.

- 5 Type
B2,C2

- 6 Click **OK**.

Unlike Excel this formula will always refer to the original chosen cells when copied to other cells. Each time you paste it to another place in the table you have to manually change the cell references. For this reason it is not practical to use formulae in this way if you need them in more than one or two places.

8. Tab stops

Tab stops, often referred to merely as tabs, are positions across the page (screen) which may be defined for any paragraph. Their positions are defined by their distances from the left hand margin.



When the **Tab** key (often marked with two arrows) is pressed, Word inserts a character, which looks like a small arrow, to show that a tab has been inserted. Although these characters can be seen on the screen, they are not printed. They will only appear on the screen if the button to display non-printing characters has been selected. This button is situated towards the right hand side of the Standard toolbar and shows a paragraph marker (¶). We recommend that you choose to display non-printing characters when you are working with tabs or tables.

With tab stops set, the result of pressing the **Tab** key is to cause the insertion point to move immediately to the position of the next tab stop to the right.

8.1 Types of tab stops

There are four different types of tab stop: *left-aligned*, *centred*, *right-aligned* and *decimal*. The following diagram shows the way in which they work:

left-aligned tab		centred tab		right-aligned tab		1234.567
another left-aligned tab		another centred tab		another right-aligned tab		12.34

- At a **left-aligned** tab stop the insertion point moves to the right as each character is typed, as in normal typing.
- At a **centred** tab stop, the insertion point moves to the right and the text is centred about the tab position as it is entered.
- At a **right-aligned** tab stop, the insertion point remains at the tab position and the text moves to the left as it is entered.
- Finally, at a **decimal** tab stop, the insertion point remains at the tab position and the digits move to the left as they are entered until a decimal point is typed, then the insertion point moves to the right, in the normal manner, as further digits are typed. (The decimal stop is used to align columns of numbers about their decimal points.)

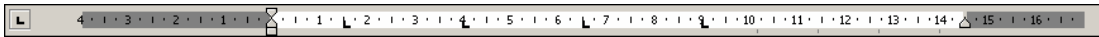
The default setting for tab stops is a left tab every 1.27 cm (half inch) from the left margin. These are marked along the underside of the Ruler as a series of grey dots.

If you cannot see the ruler:

Select **View|Ruler** from the dropdown menu

or

Move the mouse pointer to the thin grey bar at the top of the page window and just below the toolbars. Leave the mouse there for a second and the ruler will appear. When you move the mouse away, the ruler will retract.



8.2 Setting tab stops

At the far left hand side of the Ruler you will find the Tab Alignment button. Clicking this button changes the tab alignment from the default left aligned tab stop to the other options. The symbol on the button changes appropriately as follows:



Left aligned tab stops



Centred tab stops



Right aligned tab stops



Decimal tab stops

To set or change tab alignment:

- 1 Select the paragraph(s) in which you want to make the changes.
- 2 Click the **Tab Alignment** button at the far left hand side of the Ruler until the alignment is as you want it.
- 3 Click on the Ruler in the position you would like to set a tab stop.

A marker indicating the type of tab you have chosen, is inserted at that point. Note that all the default tab settings to the left of this point will be deleted, but those to the right remain. The position of tab stops you have set in this way can be adjusted by dragging the marker to the left or right on the Ruler.

If you have selected a paragraph, setting a tab stop will not automatically indent the selected text. Use either the **Tab** key or the **Increase Indent** button to move the text according to your wishes.

8.3 Deleting tab stops

To delete a tab that you have set simply click and drag it off the Ruler.

When no custom tabs remain on the ruler the default tabs will re-appear.

Note: Default tabs cannot be removed dragging them off the ruler.

8.4 Setting tab stops for new paragraphs

If tabs are set, or modified, for existing paragraphs, then only the selected paragraphs will acquire those tabs. However, the tab settings in a paragraph are stored (along with other formatting information) in the terminating paragraph marker. When you press **Enter**, the new paragraph you create will have the same tab settings as the previous paragraph. This means that if you set the tabs when you begin a document, each new paragraph will inherit those settings.

Another way to achieve this is to modify the tab settings in the Normal style. See *Guide 11: Styles and templates in Microsoft Word 2003*.

8.5 Changing the default tab

If you would find it useful to work with regularly spaced tab stops set at anything other than 1.27cm intervals, it is possible to change the default tab stop positions.

- 1 Select **Format | Tabs...** from the drop down menu.
- 2 Use the up and down arrows to increase or decrease the **Default tab stops** setting.
- 3 Click on **OK**.

Note: This alters the default tab stops for the entire document, not just any selected paragraphs.

8.6 Using tabs within a table

Tabs can be set within table cells. This is particularly useful for decimal alignment.

Tabs can only be set when a column or an individual cell is selected

Select the column or cell you want the tabs to appear in and set the tabs as shown previously.

If you have set a decimal tab the insertion point will automatically position itself at the decimal point when you go to that cell.

For other types of tabs you must use **Ctrl/Tab** to move to a tab setting within a cell. (Pressing just the Tab key will move you to the next cell.)

9. Keyboard shortcuts and useful commands

The following keyboard shortcuts may be helpful when moving around a table:

Move to next cell	Tab (If the insertion point is in the last cell of a table, pressing Tab adds a new row)
Move to preceding cell	Shift + tab
Move to preceding or next row	Up arrow or down arrow
Move to first cell in row	Alt + Home
Move to last cell in row	Alt + End
Move to first cell in column	Alt + Page Up
Move to last cell in column	Alt + Page Down

To number the rows in a table, add an extra column at the start of the table, select that column and press the **Numbering** button.

To break a table across two pages, click in the row *below* where you want the split and press **Ctrl/ENTER**.

To prevent a table breaking across pages, click in the table, select **Table | Table Properties**, select the **Row** tab and clear the **Allow row to break across pages** check box.