

# WORD – TABS AND TABLES

*Department of Client Services  
Information Technology Systems Division*

## TOPICS COVERED

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Updated 11/05

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## Tabs and Tables

Creating documents using Microsoft Word allows for the manipulation and display of text and other information. Word provides numerous functions that help you format your document. Among these functions are the Tab and Tables functions.

### Tabs



One of the most commonly overlooked tools is the “Tab” function. As you might have already guessed, this function is activated by hitting the “Tab” key on your keyboard. Tabs can be used for a number of projects, but put most simply, when you hit the tab key, it moves the text insertion point forward on the line a predetermined number of spaces. This is extremely useful if you are inserting columns of text that need to be precisely aligned.

### Tables

	Jan	Feb	Mar	Total
East	7	7	5	19
West	6	4	7	17
South	8	7	9	24
Total	21	18	21	60

Word also gives you the options of using “Tables”. Tables are made up of rows and columns that form cells, and can be utilized to organize information in your document. Formatting text, structuring your document, and adding a little bit of aesthetic appeal to your document are just a few ways in which you can use tables in Word. By using tables, you can turn an otherwise dull and unorganized document into a more well-designed and laid-out project.

### Disabling Autocorrect

This feature of Word is wonderful for many things, however for creating Tabs and Tables, it is more problematic than helpful. In order to turn off this feature, follow these steps:

- Click the **TOOLS** menu, then **Autocorrect Options**. Under the **AutoFormat as you type** tab, uncheck the following:  
     Automatic Bulleted Lists  
     Automatic Numbered Lists  
     Tables

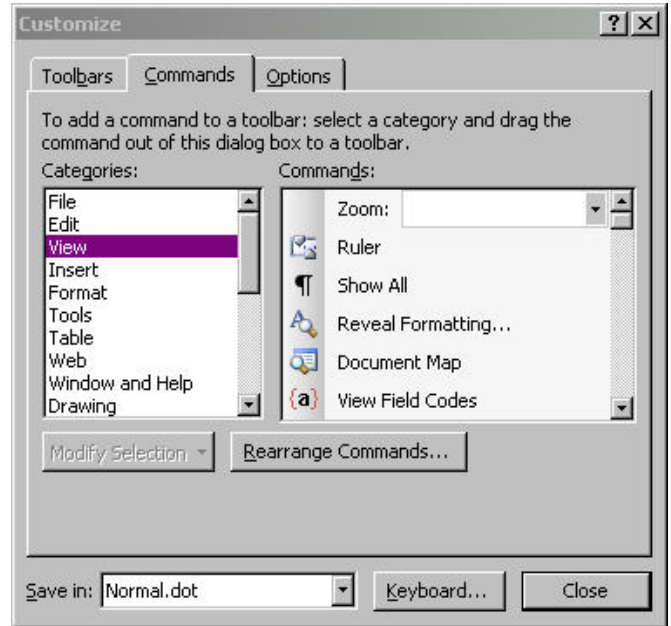
## Tabs

One of the most difficult aspects when dealing with tabs is the fact that you can't, by default, see them. You'll hit the tab key on your keyboard and the insertion point will jump ahead on the line. If you have more than one tab on any given line, then formatting can quickly become a problem. Fortunately Microsoft Word provides you with an option of turning on "non-printing characters".

## Non-Printing Characters

To turn on the Formatting Marks feature, follow these steps:

1. Click the **View** Menu, **Toolbars**, and then **Customize**.
2. Select the **Commands** tab.
3. Select **View** under the Categories column.
4. Scroll under the Commands column until you see **Show All**.
5. Click, and drag the **Show All** function to a toolbar. You can place this function anywhere you would like in the toolbars.



Now that you can see the "Show All" button, click it.

Once you have the Formatting Marks activated, you will then be able to see each keystroke represented on the screen. The tabs are represented by arrows pointing to the right, spaces by a ".", and hard returns are represented by "¶".



**Default Tab Stops:** Microsoft Word sets the default tabs every 0.5" (inches). This is the most common tab used in documents. You are not required to set these, and are able to open a new Word document, hit the tab key, and watch as it automatically spaces forward a half inch. Each time you hit the tab key it will move forward a half inch.

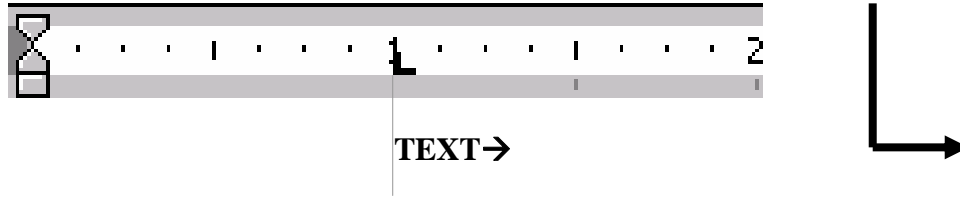
If you decide you would like to change the default tab stop for any reason, follow these steps:

1. Click the **Format** menu, and **Tabs**.
2. Change the **Default Tab Stops** to something of your choosing.

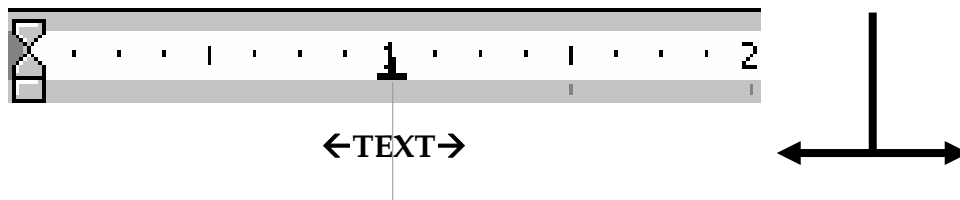


## Types of Tab Stops

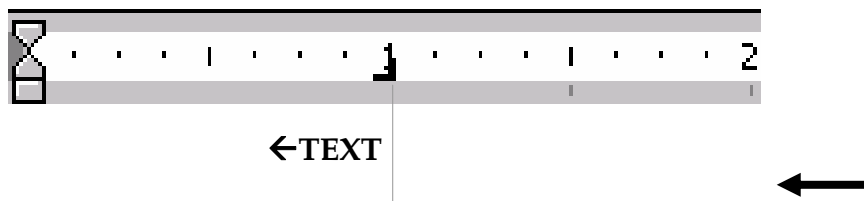
- **Left Tab Stop** – Text jumps to the tab stop and then moves to the right of the tab stop. Text stops on the left side and is typed  $\Rightarrow$  to the right.



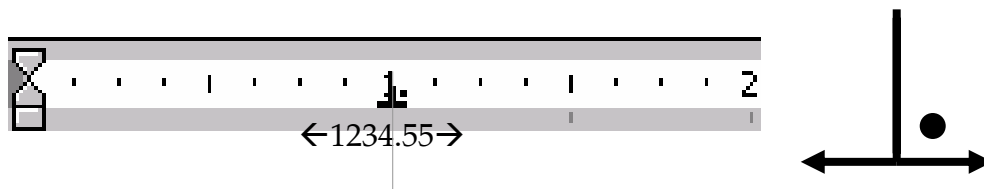
- **Center Tab Stop** - Text jumps to the tab stop and is centered on this tab stop.  $\Leftrightarrow$



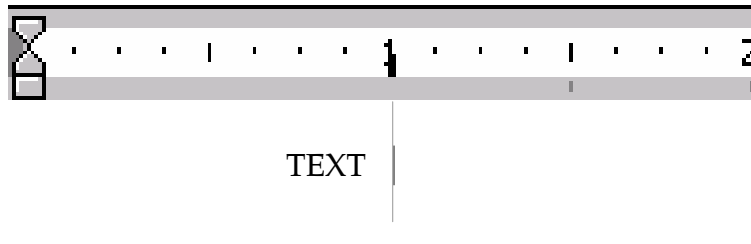
- **Right Tab Stop** - Text jumps to the tab stop and then will show to the left of the tab stop. Text stops on the right side and is typed  $\Leftarrow$  to the left.



- **Decimal Tab Stop** - Text jumps to the tab stop and then will show to the left of the tab stop. Text appears to the left of this stop until you hit the decimal key (the Period key), at which time it flows to the right of the tab stop.



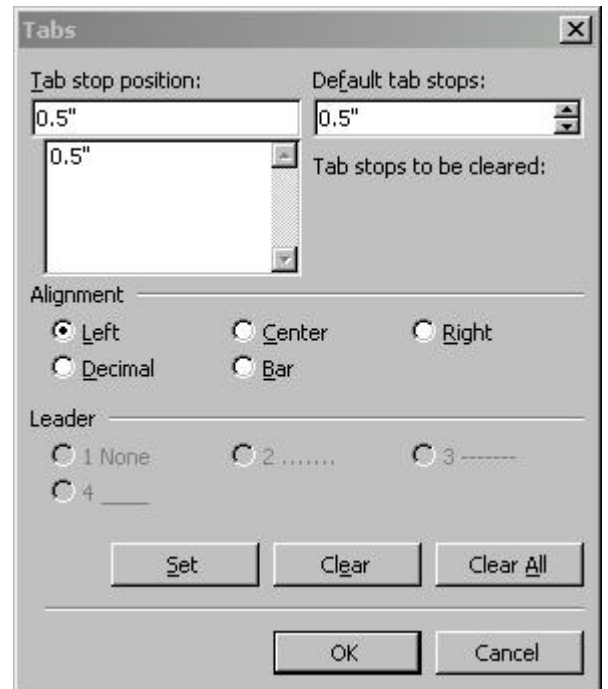
- **Bar Tab Stop** - This tab stop does not affect the flow of the text, but allows you to place a vertical line where this tab stop is set.





## Creating Custom Tabs

To create a custom tab, do the following:

1. Click on the **Format** Menu, and then **Tabs**.
2. In the **Tab Stop Position** box, type in the position that you want to set your tab to stop at.
3. Under **Alignment**, select the type of custom tab that you want to insert.
4. Once you select an alignment, you will be given the option of inserting a **Leader**. This is a leading character that will display up to and right before any tab that you insert.
5. Once you have everything set the way you like, click the **Set** button. This is VERY IMPORTANT, as you will lose your tab if you do not hit this button.
6. Click **OK**.





## The Tab Box

The tab box is located in the upper left corner of the workspace in Microsoft Word. This box displays what type of tab you have selected for insertion. In order to change the type of tab, simply left click the box itself. You are able to cycle through each type of tab stop. You are also able to control “Indents” from this box. You can insert either a “First Line Indent” , or a “Hanging Indent” , from this box.



## Manually Insert Custom Tabs

Instead of going through the **Format, Tab** Menu, you are able to insert ANY of the tabs by following a few simple steps:

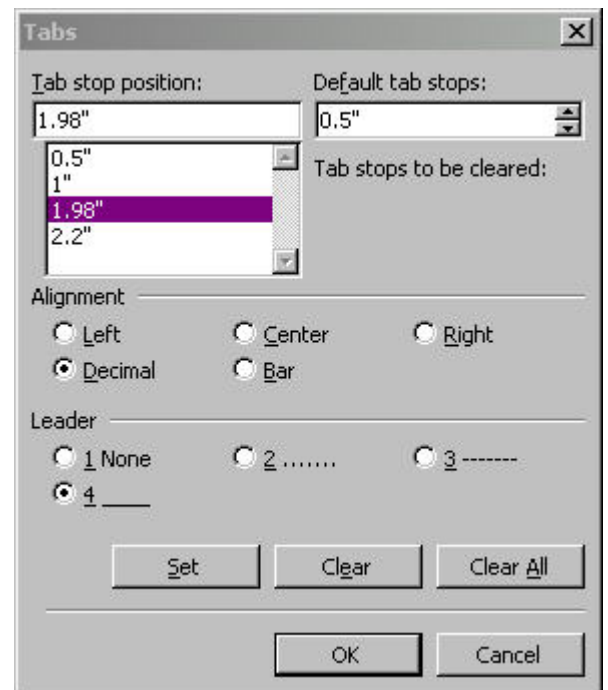
1. Click the **Tab Stop** Indicator (  )
2. Each time you click this indicator you will be shown a different type of tab stop (left, center, etc.). Click until you have the desired tab showing.
3. Now that you have the custom tab selected, click (with your left mouse button) on the horizontal ruler where you want to set the tab stop. Aim for the lower part of the ruler, where the default tabs are shown. 
4. The new tab stop will appear on the ruler, and all the default tabs below and to the left of that placing will disappear.

## Modifying Tabs

Once you have one or more tabs in a document, you may find the need to alter their properties. Perhaps a left aligned tab would be better replaced by a decimal tab? Perhaps you now have to print to a different size sheet of paper, and are having to revamp your entire project. Follow these steps in order to modify any tabs that you have inserted:

1. Click on the **Format** Menu, and then **Tabs**.
2. Select the tab that you would like to change.
3. Make all appropriate changes to the selected tab.
4. Click **Set**.
5. Click **OK**.

The changes you have made will NOT reflect in any previously entered stops. In order for these to be updated, you either have to go back and change each of them manually, or select the text you wish to change **BEFORE** you make the changes.



## Removing Custom Tabs

Once you have tabs inserted, it might become necessary to either change them, or to remove them completely. If you find the need to remove them, follow these directions:


1. Highlight all the text you wish to affect.
2. Click on the **Format** Menu, and then **Tabs**.
3. You have two options on what to remove:
  - a. You can select tabs individually, and click **Clear**.
  - b. You can click the **Clear All** button, therefore removing ALL custom defined tab stops. If you do this accidentally, you are able to undo it under the **Edit** Menu, and then **Undo**.

## Leaders

Tabs also have an advanced setting that you can create called a Leader character, which is typically used for a Table of Contents, or a telephone Directory. The following is an example of a Leader:

Introduction .....	Page 3
Chapter 1 .....	Page 5
Chapter 2 .....	Page 9

You may choose to insert a Leader with any type of tab. To insert a Leader, follow these steps:

1. Click the **Format** menu, then **Tabs**.
2. Under the **Tab Stop Position** box, select the tab to which you would like to add the Leader.
3. Under the **Leader** section, select whichever Leader you would like to use.
 
4. Click OK

From now on, whenever you use this tab stop, you will have a leader from the left margin to the tab.

## Proportional Fonts

Most word processing typefaces are *proportional*, meaning each character is a different width (contrast this with `monospaced` typefaces, where each character – such as M and I – occupy the same width).

For example, contrast the word *smile* in the proportional times New Roman font with the same word printed beneath in the monospaced Courier New font.

smile

smile

See how each character is a different width in the proportional font – making it very space efficient. The monospaced font has no such elegance.

So, trying to type words and then fill in the gaps between them with spaces will lead to uneven alignment.

## Format Painter

The Format Painter tool is of great use in many situations. It is located on the **Standard** toolbar, and looks like this: 

This tool allows you to apply formatting to elements in your document simply by copying previous formatting. For example, I may like paragraph headings to be bold, in the Arial font, and size 24. Instead of going through each of these steps to do this for each individual heading, I simply highlight the first heading (with the formatting already applied), click the **Format Painter** shortcut, and then highlight the next heading. The headings should now have identical formatting.

You can apply this to anything including fonts, spacings', and Tabs!!

## Tabs Example

### SUPPLIES

Item	Quantity	Individual Cost	Total Amount
Pens (boxes)	5	\$ 4.00	\$ 20.00
Pencils (boxes)	2	\$ 1.00	\$ 2.00
Scissors	3	\$ 1.00	\$ 3.00

(Note to you, I have different tabs set for the headings and the items)

## Tables

Tables add visual interest and clarity to your document. You can use tables to organize information into a grid made up of cells. Each cell in a table can contain elements such as text, numbers, graphics, bulleted lists, and fields.

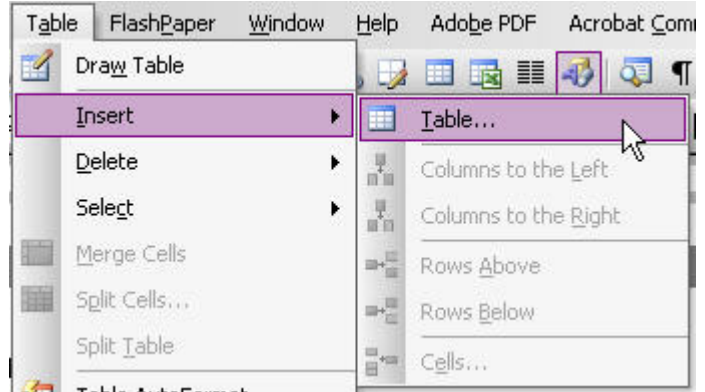
You can easily insert tables into your Microsoft Word document. However, for complex calculations and statistical analysis, we suggest Microsoft Excel.

### Inserting Tables into your Word Document

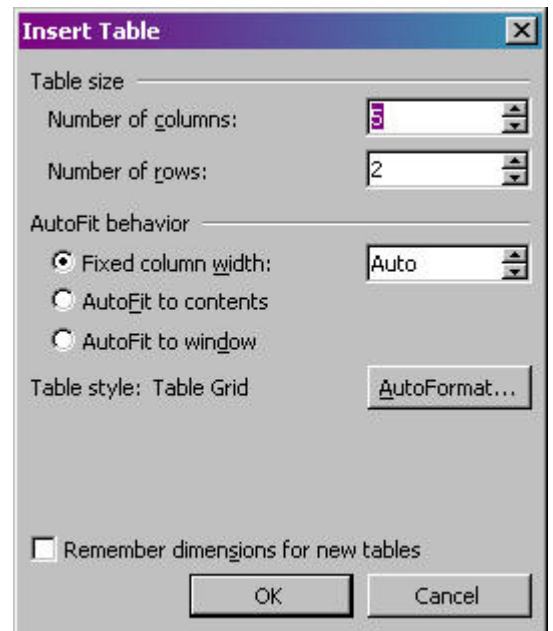
There are different methods you can use to insert a table into your Word document. If you are less experienced with tables, you might want to consider using the "Insert Table" option. Otherwise, you can use the "Insert Table" Button on the standard toolbar.

- **Insert Table:** In your document, place your cursor where you wish to insert a table. Then click the **Table** menu, **Insert** → **Table**.

Once you make your selection, the **Insert Table** window will appear.



Input the necessary information needed to create your table. Decide on the number of rows and columns. **Autofit** refers to the space that the table takes up in your document. For your initial table, you might want to set the **Fixed column width** to **Auto**. This sets the width to all of the columns in your table to an equal amount, and the table itself will take up the entire width of the document. When you have decided on all of your table options, click the **OK** button. The table will then be automatically inserted into your document.



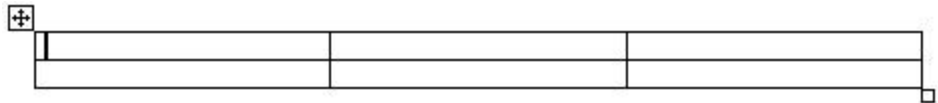
- **Insert Table Button:** In your document, place your cursor where you wish to insert a table.

Click the “Insert Table” Button. You will see the button expand.

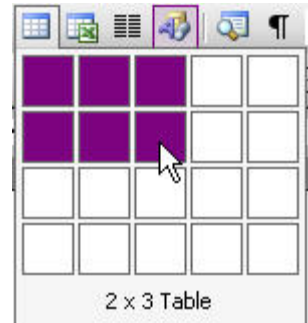
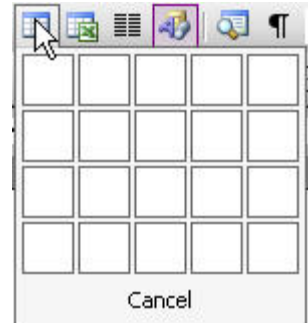
Drag your mouse down and to the right in order to highlight the cells. If you want to insert more than the allotted number of rows/columns, then click and drag down and to the right. This will expand the selection options to as large as you would like.

Once you have the desired number of rows and columns highlighted, either click the mouse button, or, if you are already holding down the mouse button, release it.

You should see a table appear in your document where you had the cursor placed, with the number of rows and columns that you had selected.



If you should wish to cancel this at any time, either hit the ‘ESC’ key on your keyboard, or click the “Cancel” button at the bottom of the window.



## The Table and Borders Toolbar

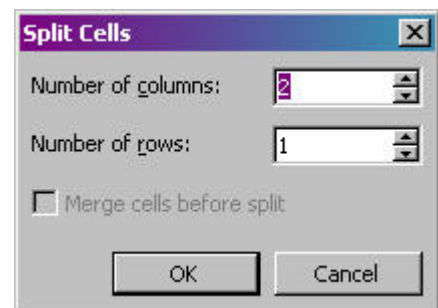
You'll primarily be using the **Tables and Borders** toolbar for formatting and modifying the appearance of your table.



1. **Draw Table:** Lets you create a table by drawing it freehand (see above section).
2. **Eraser:** You can remove parts of your table by using the eraser to click and drag on lines, rows and columns.
3. **Line Style:** Click on the small triangle to show the drop down menu. From here, you can choose a line style for your borders, such as solid, dotted, dashed, and more.

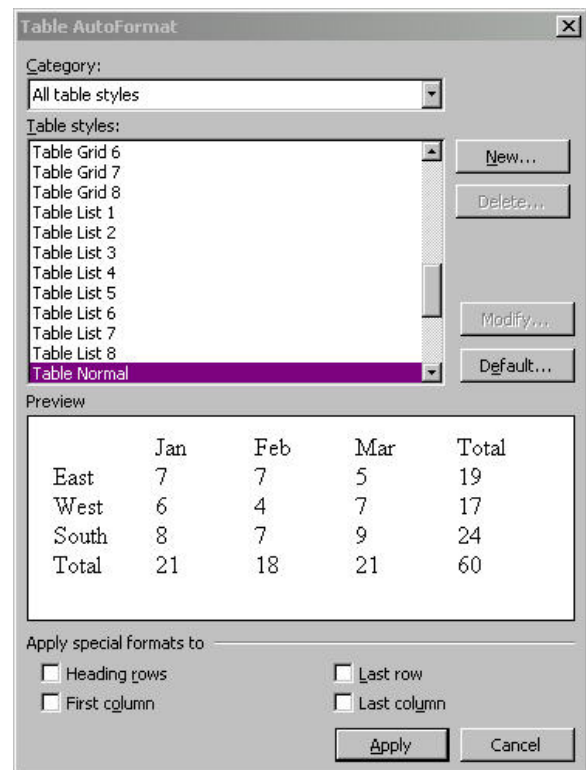
4. **Line Weight:** Click on the small triangle to show the drop down menu. Using this, you can choose a line thickness for your table line borders. The bigger the line weight, the thicker the line.
5. **Border Color:** By clicking on this button, you can access the color template that will allow you to apply a color to your line borders.
6. **Borders:** To apply a certain border style to the borders of specific cells, or to remove the borders from specific cells completely, use your mouse to select the desired cells. Then, use the **Borders** menu to apply or remove borders from those selected cells. You can identify the cells that have borders by the border type icons that are a light shade of gray in the **Borders** menu.
7. **Shading Color:** You can apply a background color to cells, rows, and columns by accessing the color palette that appears when you click on the small triangle next to the paint bucket.
8. **Insert Table:** Clicking on this icon brings up the **Insert Table** window which allows you to input specific information about the look and design of your table.
9. **Merge Cells:** Merging cells is the act of selecting more than one separate cell and merging them so that they become one. First, select the cells that you want to merge with your mouse (by clicking and holding within one cell and dragging the mouse across the cells you want to select), and then click on the **Merge Cells** icon. Word will automatically merge the two cells together.

10. **Split Cells:** Splitting a cell is the act of selecting a specific cell, and dividing it into one or more rows or columns. Select the cells that you want to split, and then click on the **Split Cells** icon. Once you do this, the **Split Cells** window will appear. From here, you can decide how many rows or columns you wish to create from the one cell.



11. **Align:** Choosing an alignment from the drop-down menu allows you to format the text or content within a cell. From here, you can make your text right, left, and centered aligned. There are also other alignments to choose from, such as different horizontal and vertical alignments.
12. **Distribute Rows Evenly:** Makes the heights between rows equally spaced. Select the desired rows that you wish to format, and then click on the **Distribute Rows Evenly** icon.

13. **Distribute Columns Evenly:** Makes the widths between columns equally spaced.
14. **Table AutoFormat:** Clicking on this icon brings up the **Table AutoFormat** window. There are a number of pre-made design table templates you can use to apply to your table. You can customize colors, fonts, borders, and other table features.
15. **Change Text Direction:** This allows you to modify the orientation of text within a cell. The default setting is horizontal, but by clicking on this icon, you can change the orientation of the text to display vertically.
16. **Sort Ascending:** Sort a selection of text in cells in ascending order.
17. **Sort Descending:** Sort a selection of text in cells in descending order.
18. **AutoSum:** Automatically calculates formulas within cells.



## Inserting Text and Content into a Table

To begin adding text to a table, click your cursor in the cell where you want the text to be placed.

Begin typing (or paste text from another source) into the cell (To move from one cell to another, hit the "Tab" button on your keyboard, and continue typing in the cell as needed).

You can format the text within the cell using the Formatting toolbar, just as you would edit any other text in Microsoft Word.

## Inserting an Image into a Table

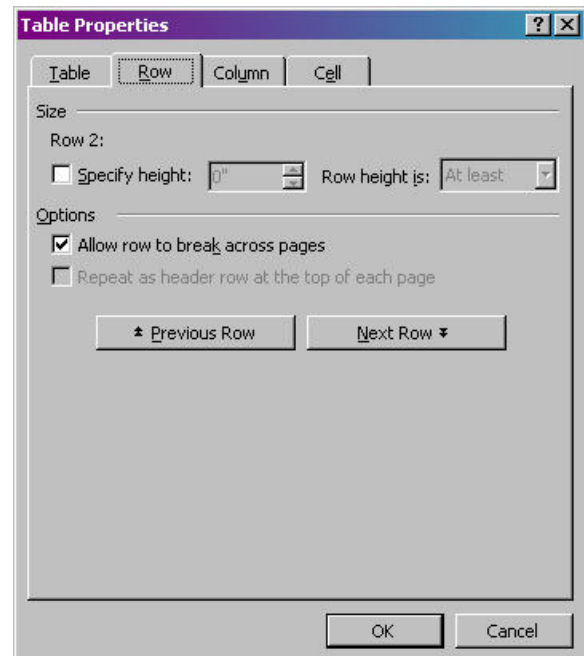
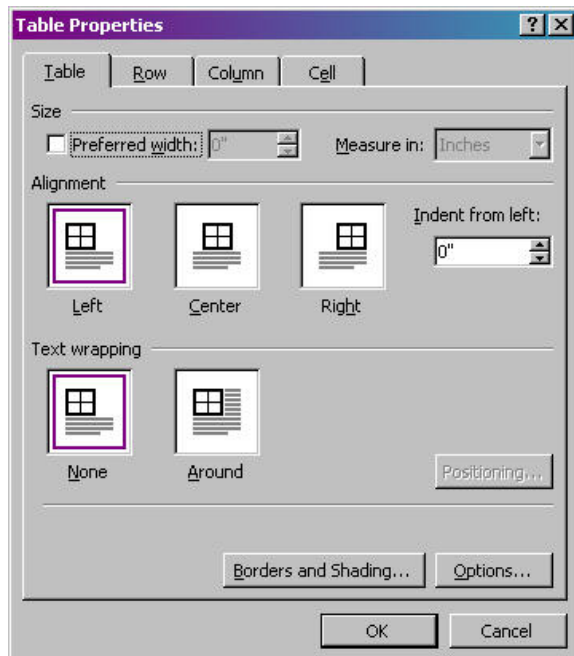
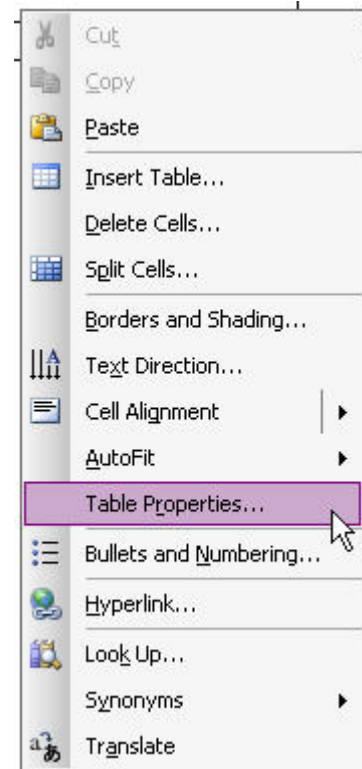
Place your cursor into the cell where you wish to insert an image. Click the **Insert** Menu, **Picture**, and then choose from **Clip-Art**, or **From File**. Locate a picture, and click on **Insert** to put the image into a cell.

## Modifying Table Properties

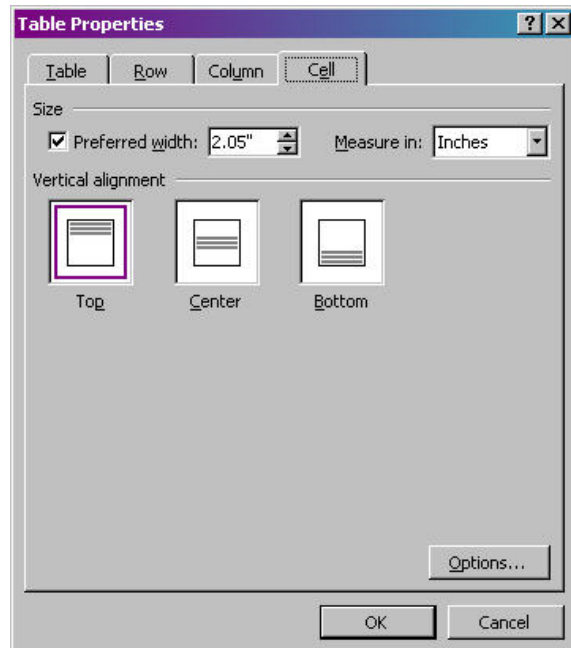
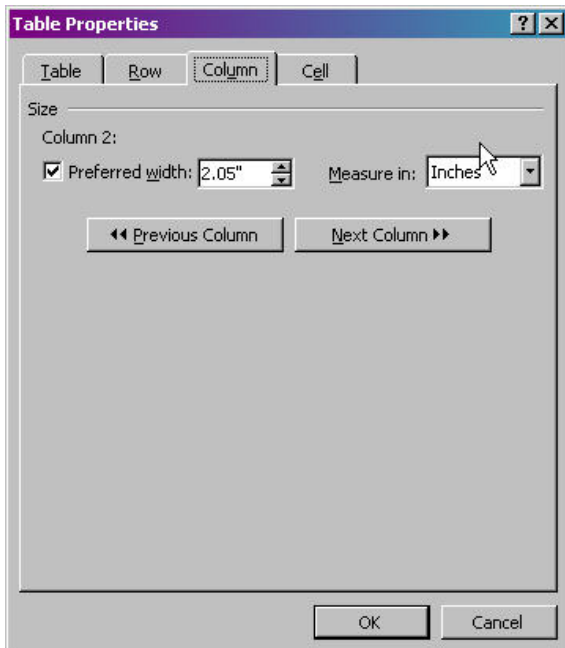
You may change your tables “properties” at any time. To do to this, right-click inside the constraints of the table, and choose **Table Properties**.

A new window with four tabs will appear.

- **Table:** This tab allows you to change the alignment of the table from Left, Center, or Right. You are also given the option of what type of text wrapping you would like your table to have. From here you can also access such feature as **Border and Shading** as was previously covered, and under the **Options** Menu you are given the ability to edit the default cell margins.
- **Row:** This tab allows you to specify the height of the currently selected row (a row can be selected by having the cursor active in it). You are also given the ability to switch between rows from within this tab, therefore not forcing you exit and select a different row each time you want to edit a different one.



- **Column:** This tab allows you to specify the width of the currently selected column (a column can be selected by having the cursor active in it). You are also given the ability to switch between columns from within this tab, therefore not forcing you exit and select a different column each time you want to edit a different one.
- **Cell:** This tab gives you the option to set a preferred width for cells. This can be particularly handy if you know the exact measurements you would like to use. You are also given the ability to have the cells align their content at the Top, Center, or Bottom.



## Table Example

Class	Participants	Date	Time
Intro to Office 2003	9	February 16, 2005	1 p.m. – 4 p.m.
Digital Image Suite	10	March 17, 2005	10 a.m. – 12 p.m.
Advanced Outlook 2003	7	March 29, 2005	2 p.m. – 4 p.m.
Contribute	12	April 26, 2005	2 p.m. – 4 p.m.
Banner	500	May 1, 2005	9 a.m. – 10 a.m.

**Questions or Problems?**

Contact the Technology Assistance Center (TAC)

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E-mail: [tac@uncw.edu](mailto:tac@uncw.edu).

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