

# FORMATTING A TABLE

## What is a Table?

A Table is a chart of data that is created using Word.

### 1. HEADER

- a. Click on View - Header and Footer
- b. Type the 4 parts of information in Header
  - i. First Name and Last Name
  - ii. Teacher and Hour
  - iii. Date

### 2. MARGINS

- a. Use default settings
- b. Do NOT Change

### 3. CENTER TABLE VERTICALLY

- a. Go to File - Page Setup
- b. Click on Layout Tab
- c. Locate Vertical Alignment
  - i. Click on pull-down arrow
  - ii. Click on Center
- d. Click on OK

### 4. INSERT TABLE

- a. Click on Table - Insert - Table
- b. Number of Columns
  - i. Data that goes from the top to the bottom
  - ii. Type # of columns needed for table
- c. Number of Rows
  - i. Data that goes from side to side
  - ii. Type # of Rows needed for table
  - iii. Count rows needed for Title, Headings and Data
- d. Click on OK

### 5. TABLE TITLE

- a. Highlight Title row
- b. Right Click
- c. Click on Merge Cells
- d. Highlight Title row
- e. Set the format for the Title
  - i. Change format by clicking the following on the Menu Bar
    1. Size 14
    2. Bold
    3. Center
  - ii. ALL CAPS (Push Cap Lock key)
- f. Type the Title

## 6. COLUMN HEADINGS

- a. Highlight Heading rows
- b. Change alignment format to Center
- c. Type the Headings using Initial Caps
- d. When you see a comma, hit tab to type the next word in the next column

## 7. DATA

- a. Check the alignment of columns
  - i. Text - Align Left
    1. Highlight any columns that have text
    2. Click on the Align Left button
  - ii. Numbers - Align Right
    1. Highlight any columns that have numbers
    2. Click on the Align Right button
- b. Double Space the Data
  - i. Highlight ALL the data rows
  - ii. Click on Format - Paragraph
  - iii. Locate Line Spacing
    1. Click on the pull-down arrow
    2. Choose Double
  - iv. Click on OK

## 8. SOURCE:

- a. Click just below the table
- b. Align Left
- c. Type the word - Source:
- d. Type the site address or book title
- e. Click on OK