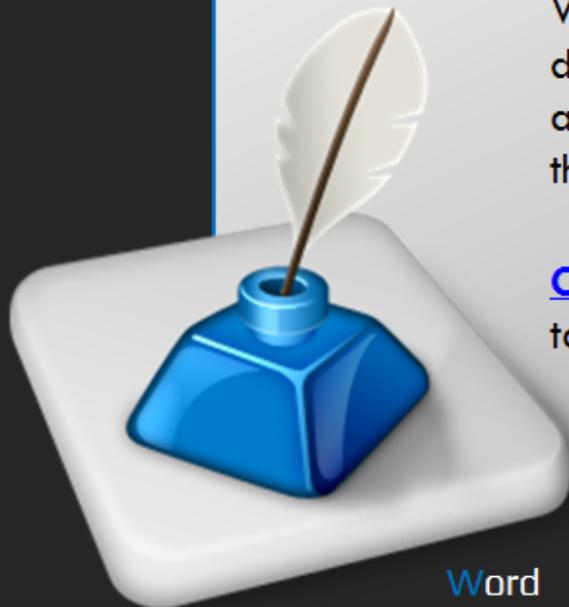


## Working with Tables in a Document (Part 2)

Word tables are very handy in organizing data in a document. Working with tables means a lot of tweaking and fine tuning, where users often waste time puzzling over the dialog boxes and toolbar.

[Click here](#) to know some timesaver tips of the basic table tasks (Navigating and Formatting).



Word

Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

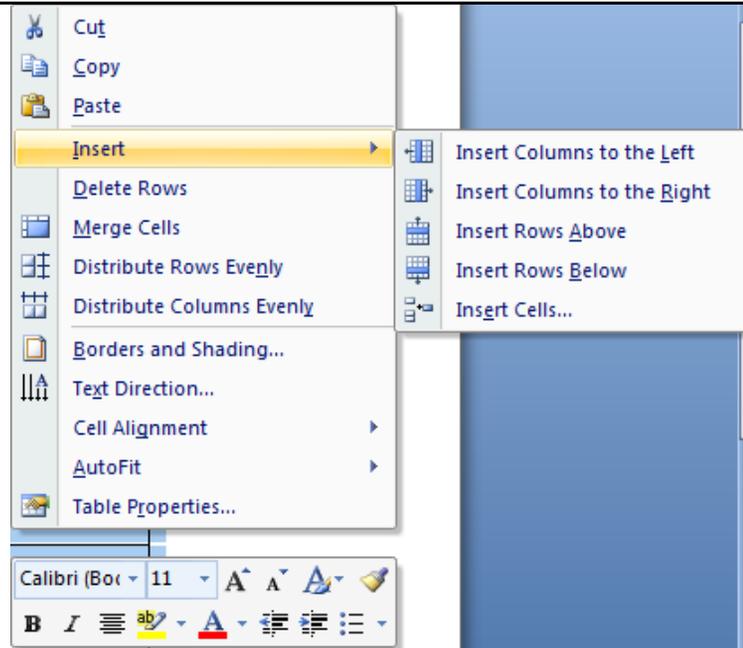
## Working with Tables in a Document (Part 2)

### A. NAVIGATING

Action	MS Word 2003/2007
1. Jump from one cell to another	<ul style="list-style-type: none"> <li>▪ To move forward: Press <b>Tab</b>.</li> <li>▪ To move backward: Press <b>Shift + Tab</b>.</li> </ul>
2. Jump to the first or last cell in a row	<ul style="list-style-type: none"> <li>▪ To move to the first cell: Press <b>Alt + Home</b>.</li> <li>▪ To move to the last cell: Press <b>Alt + End</b>.</li> </ul>
3. Jump to the first or last cell in a column	<ul style="list-style-type: none"> <li>▪ To move to the first cell: Press <b>Alt + Page Up</b>.</li> <li>▪ To move to the last cell: Press <b>Alt + Page Down</b>.</li> </ul>

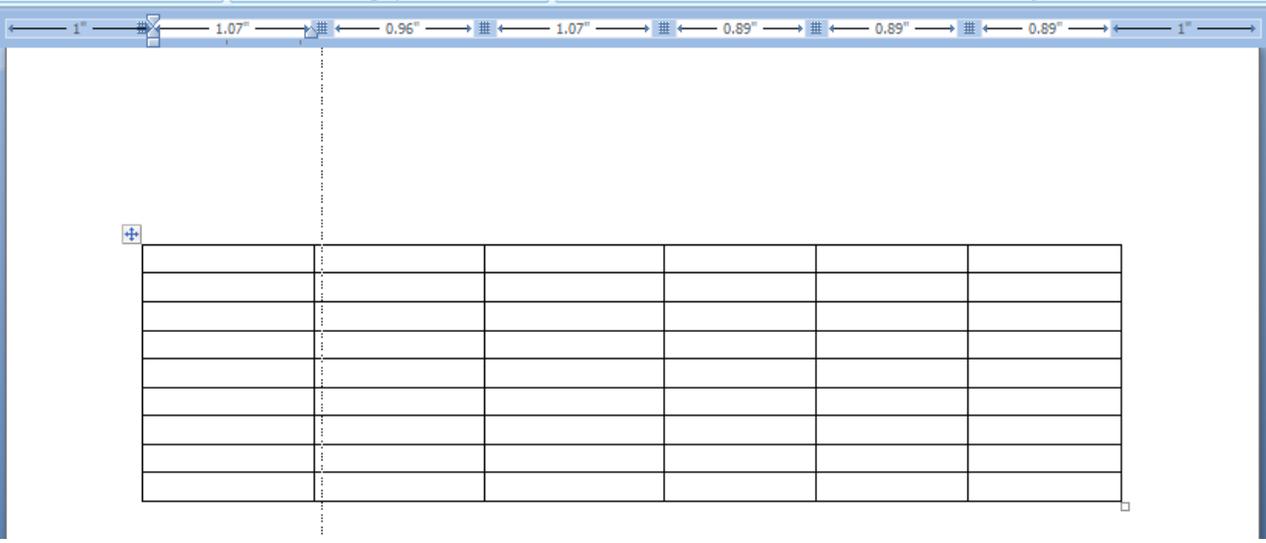
### B. FORMATTING

Action	MS Word 2003/2007
1. Split a table	<p>Place the insertion point/mouse pointer in the row above where you want the split to occur and press <b>Ctrl + Shift + Enter</b>.</p> <p><b>Note:</b> If you're at the beginning of the first table cell, this will insert a blank paragraph above the table.</p>
2. Add a row to the bottom of a table	Place the insertion point/mouse pointer at the end of the last table cell and press <b>Tab</b> .
3. Insert multiple rows/columns in a table	<p>Select as many rows/columns as you want to add, right-click and choose Insert then select on the following:</p> <ul style="list-style-type: none"> <li>▪ Insert Columns to the <u>L</u>eft</li> <li>▪ Insert Columns to the <u>R</u>ight</li> <li>▪ Insert Rows <u>A</u>bove</li> <li>▪ Insert Rows <u>B</u>elow</li> </ul>



Word will add the new rows/columns depending on your selection.  
 The new rows/columns will all be formatted the same as the first row/column in your selection.

4. Move a row/rows up or down	Select the row(s) you want to move then press <b>Alt + Shift + up or down of the arrow key</b> as many times as needed to move the selected row(s) to the spot you want.
5. Automatically resize a column to fit its contents	Double-click on the boundary to the right of the column you are resizing.
6. Resize a column without affecting the table width	<ul style="list-style-type: none"> <li>▪ Drag the right boundary of the column you want to resize. Word will adjust that column and the one on its right but keep the table the same width.</li> <li>▪ Or hold down <b>Ctrl + Shift</b> as you drag the boundary. Word will change the width of the column to the left and resize the columns to the right proportionally, leaving the table width unchanged.</li> </ul>
7. Resize a column with more precision	Hold down <b>Alt</b> as you drag a column boundary. Word will display the margins and column widths on the horizontal ruler. It will also give you finer control over the dragging process.

	
8. Insert a tab in a table cell	Press <b>Ctrl + Tab</b> .

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