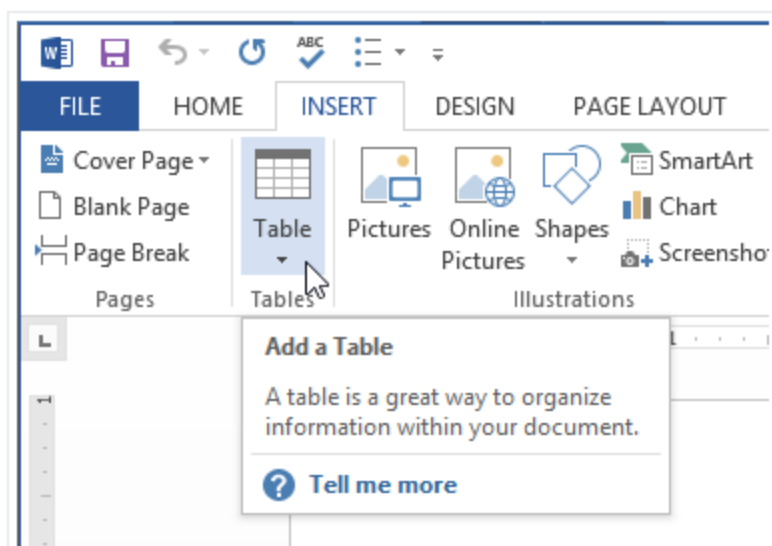
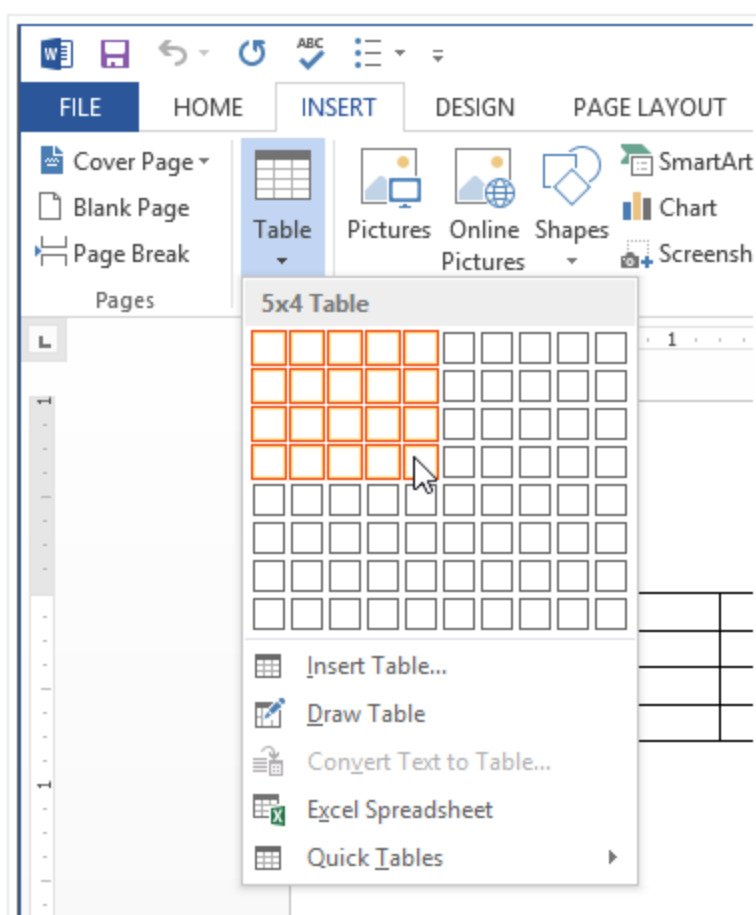


To insert a blank table:

1. Place your insertion point where you want the table to appear, then select the **Insert** tab.
2. Click the **Table** command.



3. A drop-down menu containing a grid of squares will appear. Hover the mouse over the grid to select the number of **columns** and **rows** in the table.



4. Click the mouse, and the table will appear in the document.
5. You can now place the insertion point anywhere in the table to add text.

Monday	Tuesday	Wed		

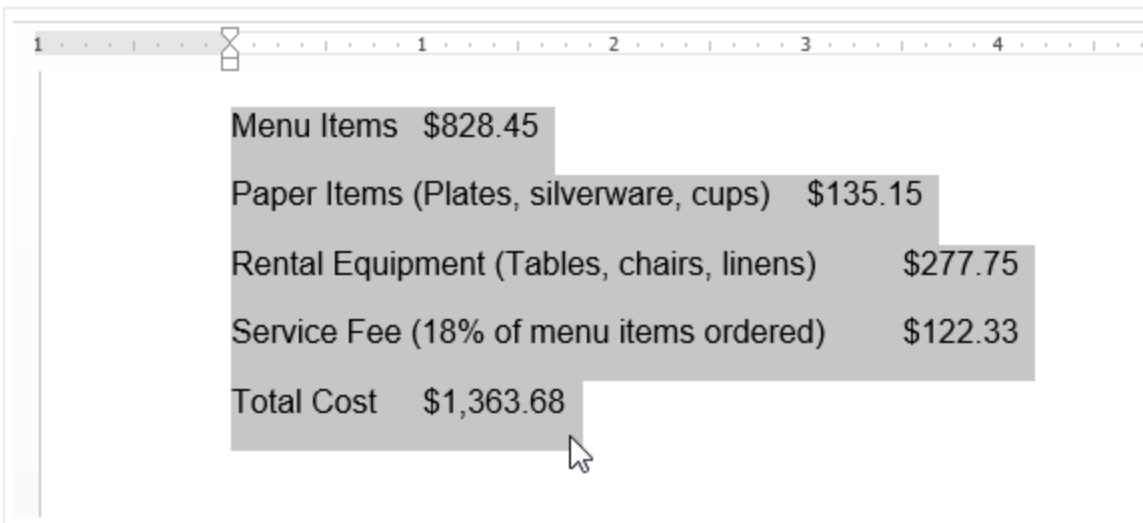
***** To move the insertion point to the next cell, press the **Tab** key while typing. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.

To convert existing text to a table:

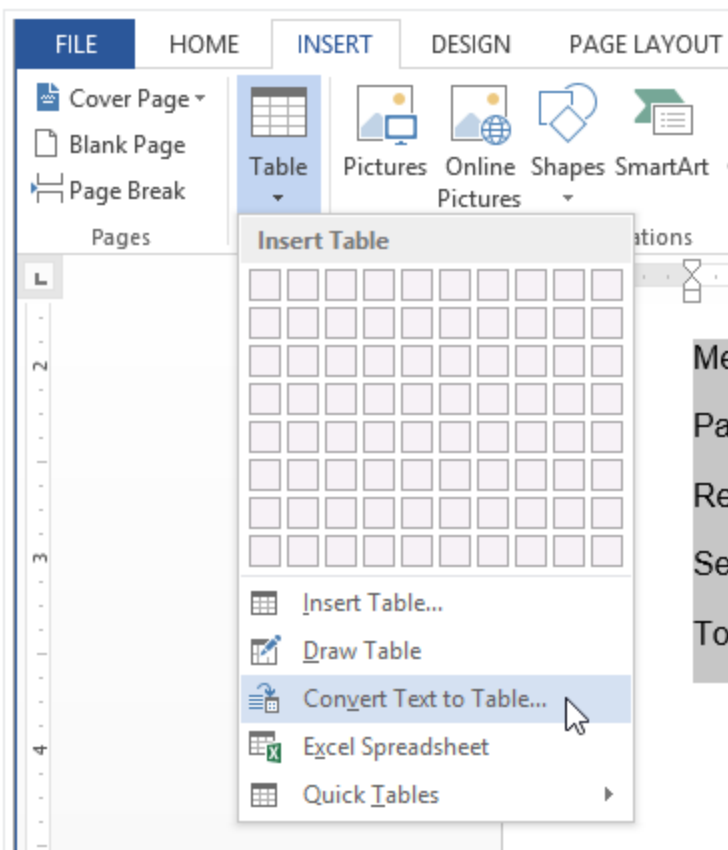
How to convert existing text to a table.

In this example, each row of information contains an **item name** and **price**, separated by tabs. Word can convert this information into a table, and it will use the tabs to separate the data into two columns.

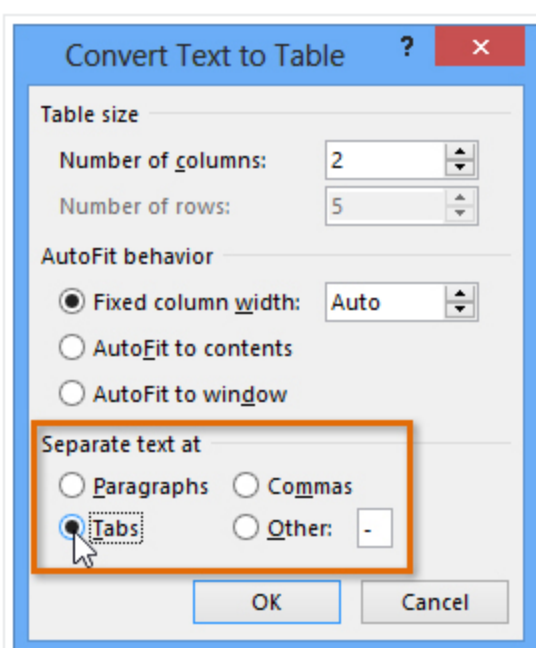
1. Select the text you want to convert.



2. From the **Insert** tab, click the **Table** command.
3. Select **Convert Text to Table** from the drop-down menu.



4. A dialog box will appear. Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.



5. Click **OK**. The text appears in a table.

Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total Cost	\$1,363.68

Modifying tables

It's easy to modify the look and feel of any table after adding it to a document. Word includes different options for customizing a table, including **adding rows or columns** and changing the **table style**.


To add a row or column:

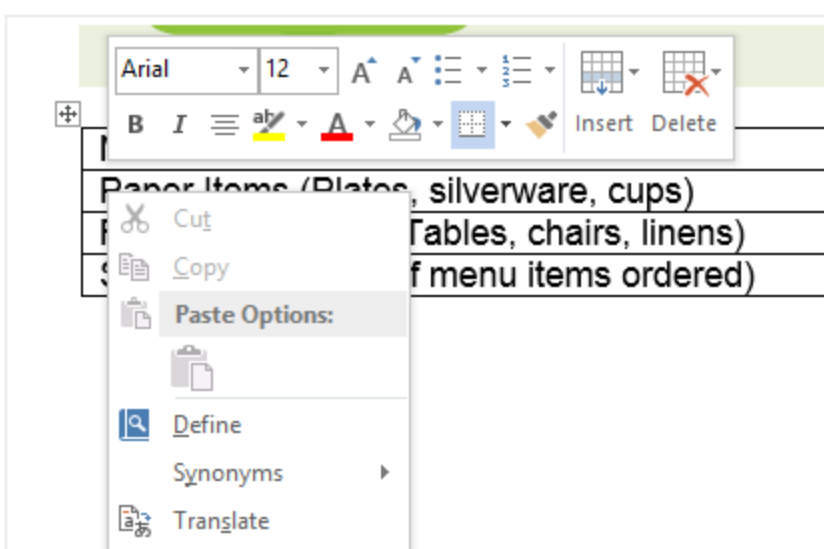
1. Hover the mouse near the location where you want to add a row or column, then click the **plus sign** that appears.

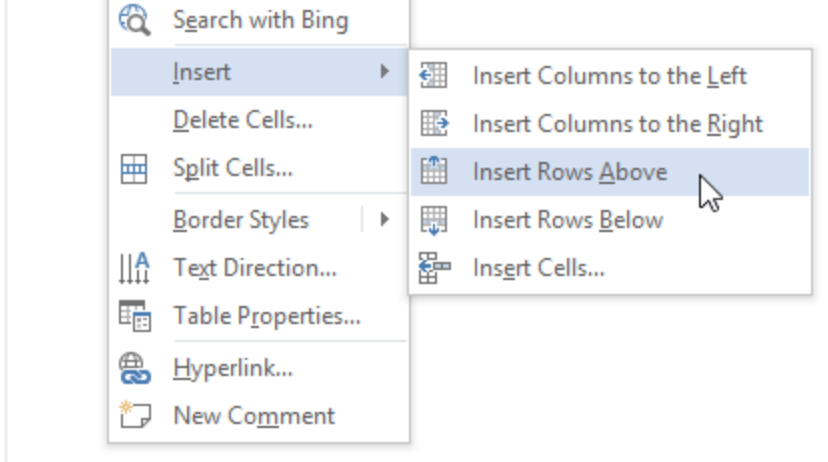
Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$227.75
Service Fee (18% of menu items ordered)	\$122.33

2. A new row or column will appear in the table.

Menu Items	\$828.45
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$227.75
Service Fee (18% of menu items ordered)	\$122.33

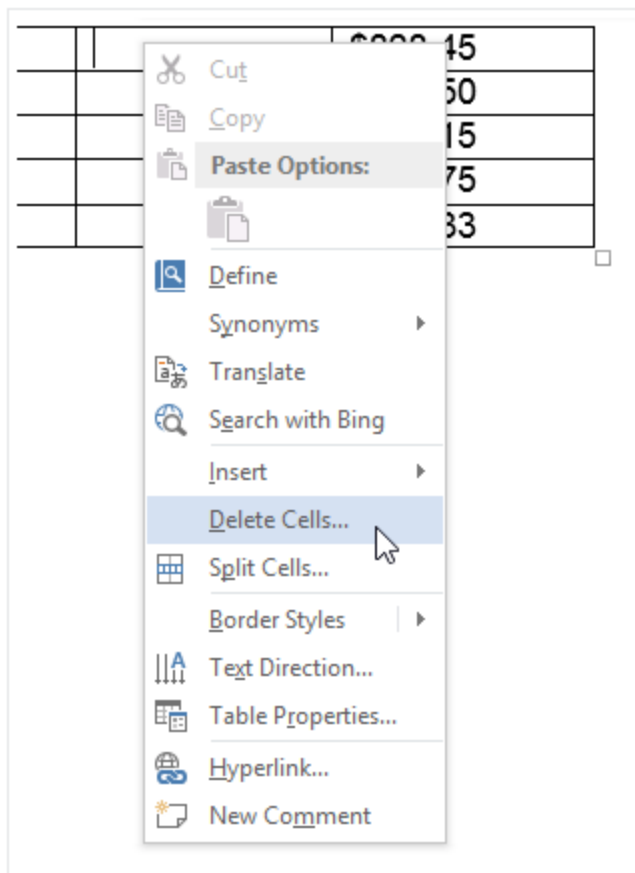
 Alternatively, you can right-click the table, then hover the mouse over **Insert** to see various row and column options.



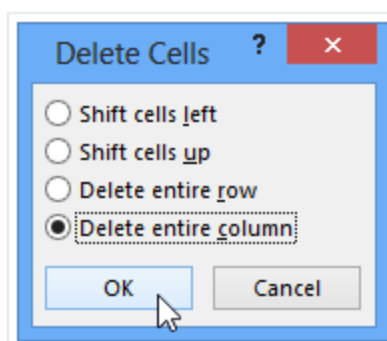


To delete a row or column:

1. Place the insertion point in the **row** or **column** you want to delete.
2. Right-click the mouse, then select **Delete Cells...** from the menu that appears.



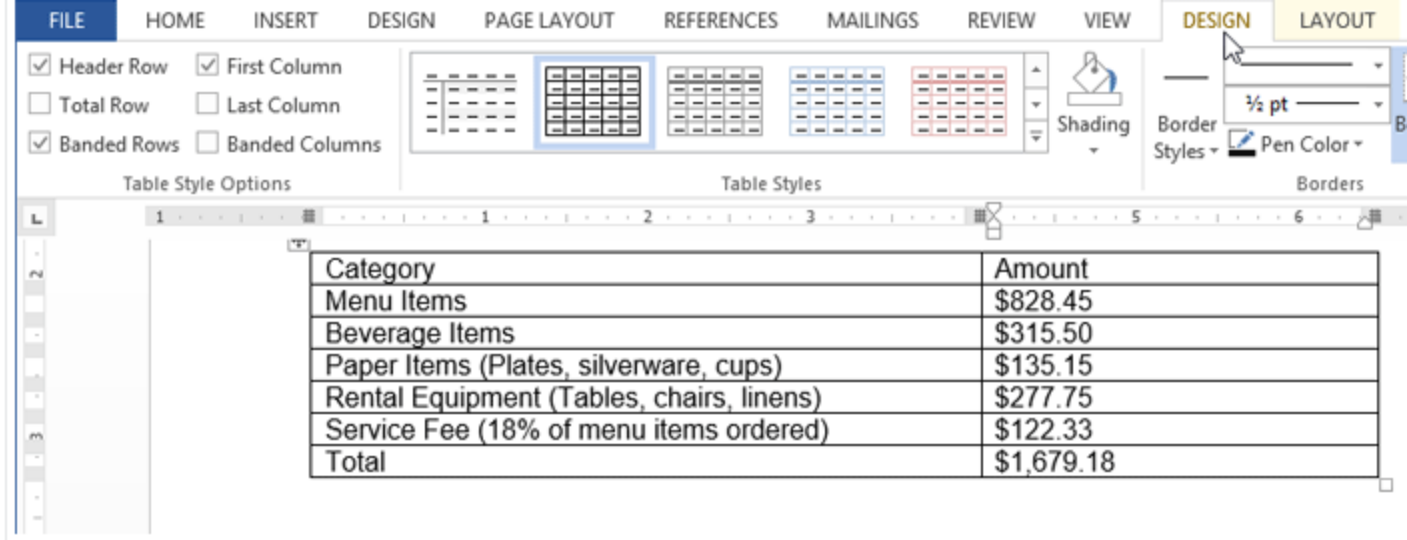
3. A dialog box will appear. Select **Delete entire row** or **Delete entire column**, then click **OK**.



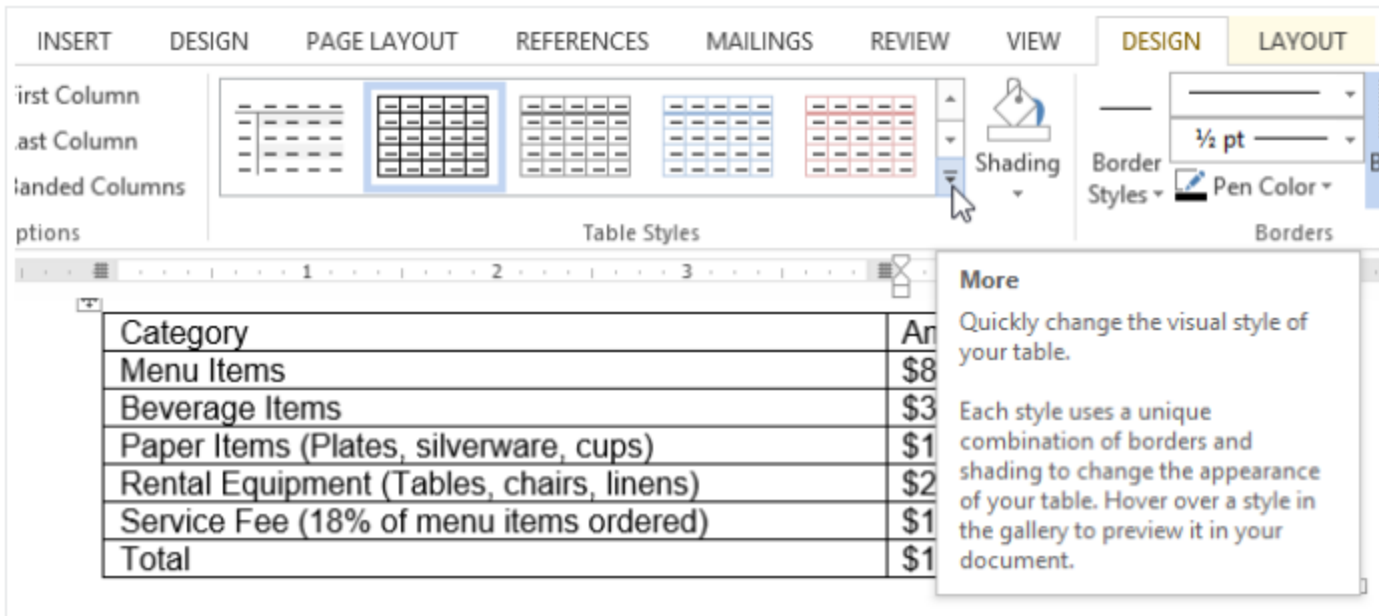
4. The column or row will be deleted.

To apply a table style:

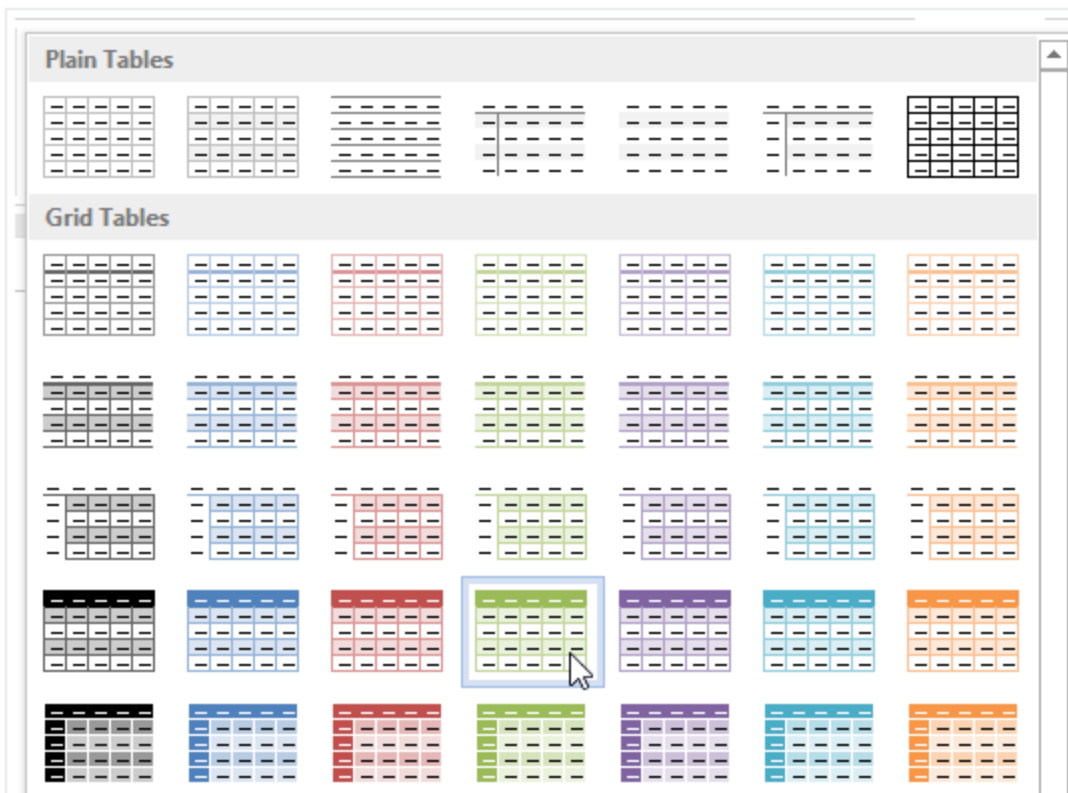
1. Click anywhere on the table, then click the **Design** tab on the right side of the Ribbon.



2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see all available table styles.



3. Select the **desired style**.



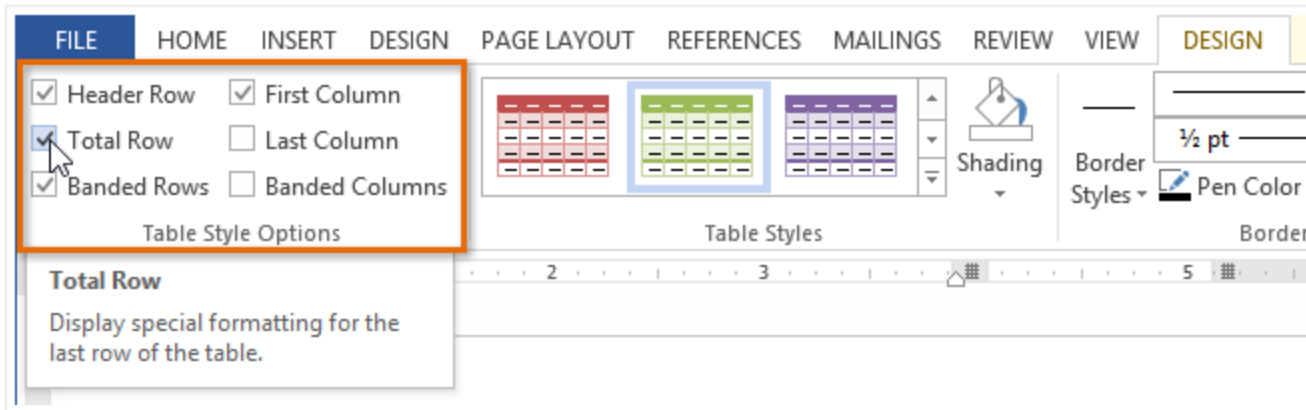
4. The selected **table style** will appear.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.18

To modify table style options:


Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere on the table.
2. Click the **Design** tab on the right side of the Ribbon, then **check** or **uncheck** the desired options in the **Table Style Options** group.



3. The table style will be modified.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.18

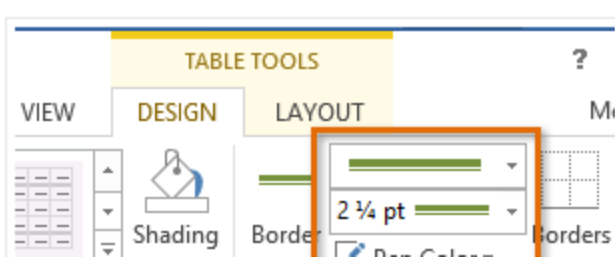
 Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to experiment to get the exact look you want.

To add borders to a table:

1. Select the cells you want to add a border to.

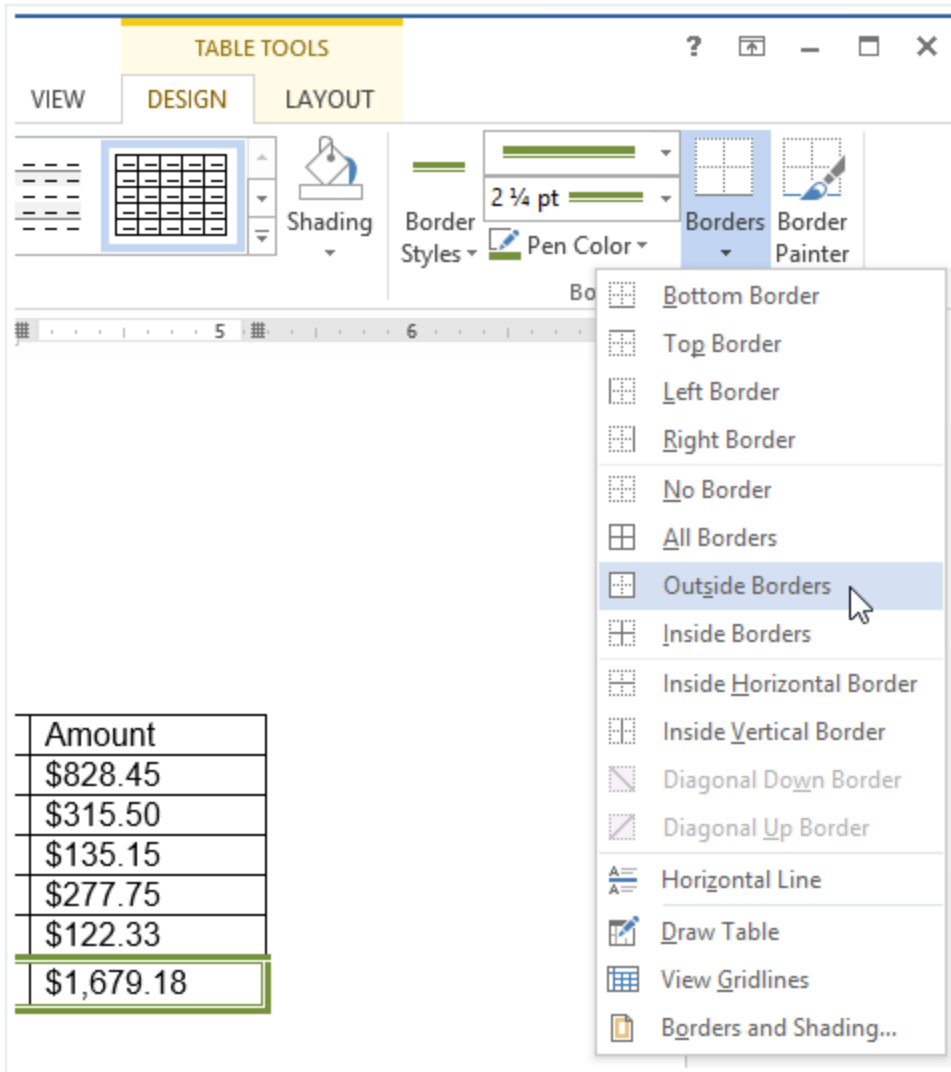
The screenshot shows the same table as above, but with a mouse cursor hovering over the bottom-right cell (Total: \$1,679.18). The table is currently unbordered.

2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.





3. Click the **Borders** drop-down arrow.
4. Select the desired **border type** from the menu that appears.



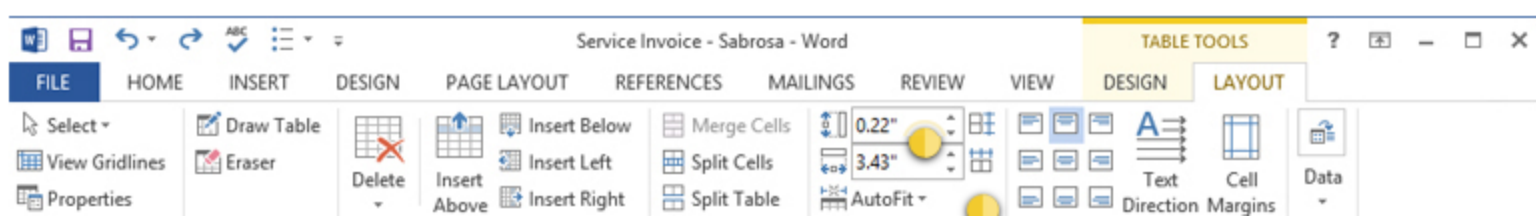
5. The border will appear around the selected cells.

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.18

Modifying a table using the Layout tab

When you select a table in Word 2013, the **Layout** tab appears under **Table Tools** on the Ribbon. From the **Layout** tab, you can make a variety of modifications to the table.

Click the buttons in the interactive below to learn about the different ways you can modify a table with the Layout tab.





Challenge!

1. Open an existing Word 2013 document. If you want, you can use our [practice document](#).
2. **Convert some text** into a table. If you are using the example, convert the text below the **Sabrosa Company Label**.
3. Apply a **table style**, and experiment with the **Table Style Options**.
4. Insert a **column** into the table.
5. Delete a **row** from the table.
6. Insert a **blank table** with six rows and two columns.
7. Add **borders** to the blank table.