

Tables -Exercises

Exercise 1: The Tables and Borders toolbar

1. Switch on the Tables and Borders toolbar

Exercise 2: Inserting a new table

1. Use the menu to add a table with 3 columns and 2 rows
2. Press **Enter** twice after this table to produce a space between it and the next table
3. Use the **Insert table** button to insert a table with 2 columns and 2 rows
4. Press **Enter** twice after the table
5. Insert a table with 3 columns and 2 rows

Exercise 3: Typing, moving around and selecting in a table

Type the following information in the first table you created

Country	No of men	No of women
China	45	34

2. Select the first row and make the headings bold
3. Select the first column and make the headings bold
4. Type the following in the second table

Name	Information
Janice Frailer	Has had a successful interview
	Have not yet received required photograph
Stan Marfu	Interview delayed due to difficulty finding suitable airfare. Photographs received

5. Underline the headings in the first row
6. Type the following in the 3rd table

Year	Bananas	Apples
1997	34.5	56
1998	45	58.6
1999	38.43	59.89

7. Make the headings in the first row bold
8. Make the headings in the first column bold

Exercise 4: Borders and gridlines

1. Remove the borders from the first table
3. Change the second table so that it has a border around the outside only
4. Change the second table so that there is a border below the heading row
5. Change the third table so that there is a solid border around the outside only

6. Change the third table so that it has dotted vertical and horizontal lines *inside* the table.
7. In the third table change the line under the heading row so that it is solid.
8. In the third table change the line at the right of the first column so that it is solid.
9. Change the borders on the *cell* for **1999 Apples** so that it has double line borders.

Exercise 5: Changing column width

1. Drag the columns in the first table to more suitable widths using the ruler
2. Make the first column in the second table 3.5cm wide
3. Make the columns in the third table of equal width
4. Make the **Banana** column wider and make the columns of equal width again so that the text does not wrap

Exercise 6: Changing row height

1. Make the first row in the second table taller
2. Use the ruler to make the first row in the first table taller
3. Make the first row in the third table 1.5cm tall
4. Make all the rows in the third table the same height
5. Change the rows in the third table to set the height automatically.
6. Save the file to the **your user area** as **Tables**

Exercise 7: Inserting cells, rows, columns

1. In the first table insert two rows after the heading and type **Thailand, 34, 23** in the first
2. In the second table insert a third column and head it **Accepted**
3. In the third table add two columns to the right of **Bananas**
4. Insert a cell to the right of the cell containing **1998** in the 3rd table (move cells right)

Exercise 8: Deleting a table, rows, columns or cells

1. Delete the empty cell in the 3rd row of the Fruit table, moving cells to the left
2. Delete the two blank columns in the Fruit table
3. Delete the empty row in the first table

Exercise 9: Change text direction and alignment in cells

1. Change the text direction of the fruit headings to *Vertical*, reading upwards
2. *Centre* the headings in the first table

Exercise. 10


- **Recreate the following table:**
 - Use any photo or Clip art (food related) you like.

 <p>My Grocery List</p>			
Produce	Dairy	Desserts	Toiletries
Banana	Milk	Cookies	Soap
Apples	Eggs	Cupcakes	Shampoo
Tomatoes	Cheese	Brownies	Toothpaste

The unformatted table is configured as follows:

1. There are 7 rows and 7 columns in the table.
 - a. An image is inserted into the first table cell.
 - b. Text is typed into the table cells.

When completed it should look like this.

						
My Grocery List						
Produce		Dairy		Desserts		Toiletries
Banana		Milk		Cookies		Soap
Apples		Eggs		Cupcakes		Shampoo
Tomatoes		Cheese		Brownies		Toothpaste

In the formatted table...

1. The cells in the first row are merged together.
2. The cells in the second row are merged together.
3. The image is centered.
4. The text is formatted. (Some items are centered, boldfaced, or have a different font size.)
5. Black shading is applied to each of the cells containing the topic headings.
6. All borders, except for the outside table border, are removed. The outside table border is formatted with a triple line border.

When completed it should look as per example at top of page