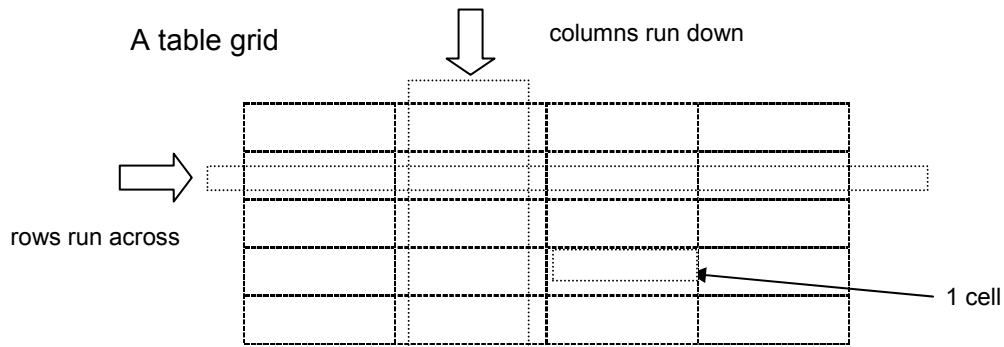# Activity 2.1 – Creating a table of data

A table is an effective way of laying out and handling data. In this and the following activities we will look at using tables in *Word*.

Information in a table is set out in a grid of cells organised into rows and columns.

A table grid   columns run down

rows run across   1 cell

1.   Start a new document and create a title across the top of the page such as:

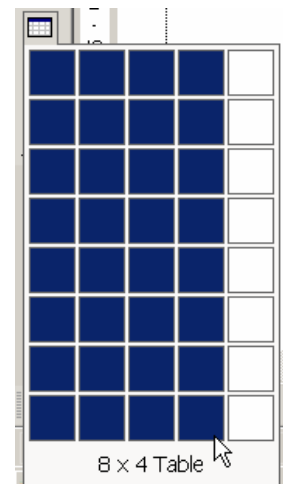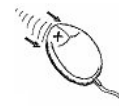<p align="center"><i>Outdoor Camping Supplies</i></p>

2.   Press *Enter* to move down a line and then by clicking on the *Insert Table* button create an 8 x 4 table.

To do this click and drag the mouse inside the grid that appears:

(If you do not have the insert table button on your toolbar use *Table > Insert > Table* from the top menu.)

3.   Enter the following data into the table. Use the *Tab* button to move to the next cell when ready.

Type	Size	Fill	Price
Summer Daze	Long	Polyester	$70.40
Yachting Special	Short	Dacron	$95.95
Travella	Long	Tetron	$88.50
Arabian Nights	Short	Fibrefill	$55.00
Frosty	Long	Down and Fibre	$98.90
Snow Seeker	Long	Feather Down	$120.95
South Pole	Long	Down	$160.90

8 x 4 Table

4.   We will now make the columns just fit the writing in them.

    a   Move your mouse until it is between two columns so that it changes to the mouse pointer, and then drag the column so that it just fits the text.

Type	Size	Fill
Summer Daze	Long	Polyest
Yachting Special	Long	Dacron
Travella	Long	Tetron
Arabian Nights	Short	Fibrefil

    b   Again move your mouse over the line between columns 2 and 3 until it changes to the

          mouse pointer, but this time *double click* the left button.

          The column will automatically shrink to just fit the writing.

    c   Repeat for the remaining columns.

5. a   With your mouse select the top row only give it a 20% shading (see p10).

Type	Size	Fill	Price
Summer Daze	Long	Polyester	$70.40
Yachting Special	Short	Dacron	$95.95

   b   Choose suitable fonts for the text.
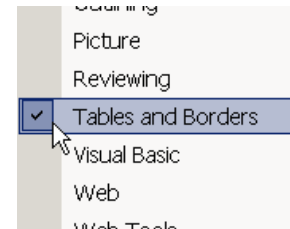
   c   Save, print, and add to your folio..

Activity 2.2 – Drawing a table

In addition to creating a table from a grid we can draw a table using the *Draw Table* tool .
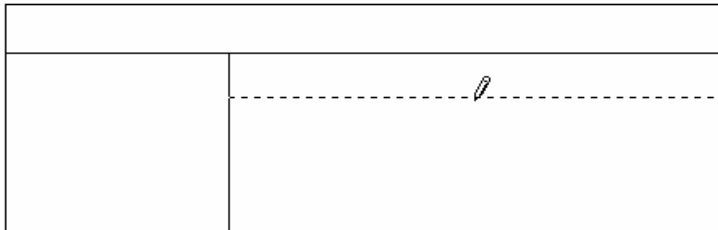
This tool is available on the *Tables and Borders* toolbar.

To bring up this toolbar either click on the button, or right click on any toolbar and choose *Tables and Borders*.

The draw table tool can be used to draw a table with lines in various places.

Any mistakes can be removed using the *Eraser* tool .

Use the draw table tool to prepare the following table and then complete it with your own data. (You can make this table as long as you like). Alternatively you can make the table about your favourite videos or movies (title, category, stars, rating, etc.).

My Favourite TV Shows

Day	Station	Time	Show	Rating
Monday	7	7:00	ACA	☆☆☆
	10	9:30	Rove Live	☆☆☆☆☆
Tuesday				