Tables are an extremely useful tool. They can be used to set out columns of information, organize pictures on a page or create borders around sections of work. Although all of these tasks can be achieved using other methods, tables remain a popular way of producing good results.

Task 1
Link each of the following jobs to the table that might be used for the task.

a. Set out newspaper columns **b.** Organize photographs **c.** Format headings and paragraphs **d.** Write a chemical equation **e.** Layout a magazine page

1.

2.

$$\gamma\phi\delta\gamma\delta\phi\ \delta\phi\sigma\delta \quad + \quad \gamma\delta\sigma \quad \rightarrow \quad \delta\sigma\phi\delta\phi\ \delta\phi\gamma\gamma\phi\gamma\delta$$
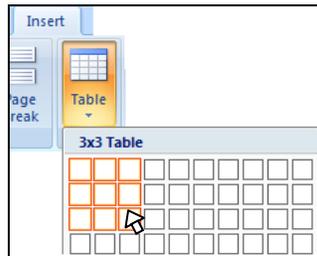
3.

4.

5.

Task 2 – Creating a Table

a. Open a new page in Microsoft Word. Type your headings and start a new paragraph.

b. Click on the 'Insert' tab then on the 'Table' icon. Use your mouse pointer to select a 3x3 table then click on the bottom-left corner square (in this case, it is 3 squares across and 3 squares down).
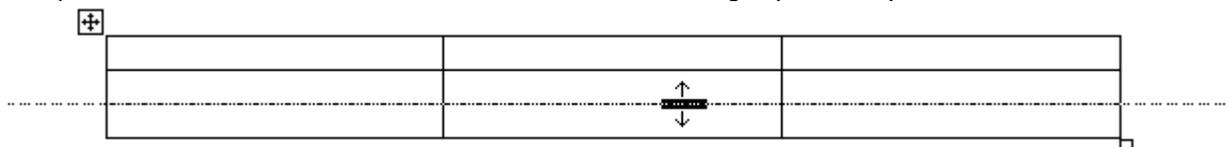

c. A table like the one below should appear.

3 columns

3 rows

Cells (there are 9 of them)

d. Hold your mouse over the 3rd horizontal line so that the cursor changes (see below). Click and hold the left mouse button.

ORB Education Quality Teaching Resources

e. Drag the mouse pointer about 2cm down the screen then release the mouse button. The second row of the table should now be larger.

f. Continue to drag rows and columns until you have a table similar to the one shown below.

g. Place your mouse pointer in the top left cell. Click and hold down the left mouse button. Drag the mouse pointer down to the bottom left cell and release the button. The 3 cells in the first column should be selected as shown.

h. Click on 'Merge Cells' in the 'Merge' group of the 'Layout' tab.
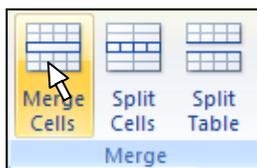
i. The table should now be similar to the one shown below.

j. Place your mouse pointer in the center cell. Click on 'Split Cells' in the 'Merge' group of the 'Layout' tab. Select 2 columns and 2 rows in the selection boxes and click on 'OK'. The table should now appear like the one below. Save your page as '**Tables**'.

Task 3 – Further Practice

Use the tools described above to create each of the 5 tables in Task 1. Create a space after each table so that Word does not try and join them together. You can create space in between by pressing the 'Enter key' a few times. Save your work.

ORB Education Quality Teaching Resources