Creating Tables in Word 2007 Notes

1. Table command is located in the…

Ribbon Tab: ____________________________

2. Selecting blocks on the grid under the ____________________________ command will determine how many ROWS and COLUMNS are created in your table.

3. To type the number of rows and columns you want added to the table you need to open the ____________________________ dialogue box.

4. To select the entire table, click the Select All Table button located...

5. Two new Ribbon tabs available when a table is selected are…

__________________________ and ____________________________
### Creating Tables in Word 2007 Notes

6. *Table Styles* options located in the *Table Tools Design* tab will...

7. The option to add borders around the table cells is located on the
   - **Table Tools Tab:** ____________________________
   - **in the Command Group** ____________________________

8. Options to insert rows and columns in an existing table are located on the...
   - **Table Tools Tab:** ____________________________
   - **in the Command Group** ____________________________

9. The Select options that are available in the Table Command Group on the Table Tools Design tab are:
   - i.
   - ii.
   - iii.
   - iv.

10. Insert Columns Left and Insert Columns Right command will add an additional column to your table to the left or right of.

11. *Insert Rows Above* and *Insert Rows Below* command will add an additional column to your table to the left or right of.
### Creating Tables in Word 2007 Notes

12. The *Merge Cells* Command will allow you to…

13. The *Split Cells* Command will allow you to…

14. The *Split Cells* Dialogue Box provides the ability to select the number of _________________ and _________________ that you want to divide the selected cell into.

15. Options to change the height of a row and the width of column are located in the **Table Tools Tab**: ________________

   *in the Command Group* ________________

16. You may also resize a row or column by clicking and dragging on a cell ________________.

17. Commands in the *Alignment* Command Group on the *Table Tools Layout* tab allow you to place information ________________ - left, center, and right – and ________________ - top, bottom, and middle – in a cell.

18. In the Data Command Group on the Table Tools Layout Tab, the ________________ option will allow you to place your information in order alphabetically.
### Creating Tables in Word 2007 Notes

19. In the *Table Styles* Command Group on the *Table Tools Design* Tab, the ______________________ option provides for

   i.  
   ii.  
   iii.  
   iv.  

20. Border colors and styles may be added by using the command options in the

   **Command Group:** ______________________ in the *Table Tools Design* Tab.

21. Some of the table options are available by using the mouse to

   ___________________________ on a cell.