



## Advanced Editing of Tables in MS Word

GRS Writing Group – WED 19 JUL 2017

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What do you want to know about editing tables?

### Editing tables

#### Adding text above tables

- If you have a table at the top of your document but forgot to add room for text click in the first cell in the table then press together: [Ctrl] + [Shift] + [Enter] to automatically add a new blank line above the table.

#### Tables that break over a page

- If a Table is greater than one page – repeat header rows on second page and do not allow rows to break over page. <https://support.office.com/en-us/article/Repeat-a-table-heading-on-subsequent-pages-2ff677e0-3150-464a-a283-fa52794b4b41>

#### Portrait or landscape orientation

- If a table reads better in landscape insert section breaks before and after table and change page orientation to landscape <https://support.office.com/en-us/article/Rotate-a-page-to-landscape-or-portrait-orientation-in-Word-9b5ac1af-9998-4a37-962b-a82b689572a9>

#### Table position on page

- Adjust table properties and use table fit function to re-position table on page and distribute columns. <https://support.office.com/en-us/article/Resize-a-table-column-or-row-9340d478-21be-4392-81cf-488f7bbd6715>
- Consider manually adjusting column widths using ruler or column width settings <https://www.teachucomp.com/adjust-row-height-and-column-width-in-word-tables-tutorial/>

#### Row fomats

- Adjust font type, size and spacing of text within cells as normal
- Adjust row height [https://wordribbon.tips.net/T005981\\_Adjusting\\_Table\\_Row\\_Height.html](https://wordribbon.tips.net/T005981_Adjusting_Table_Row_Height.html)
- Consider position of text within cell and adjust using table cell alignment functions <https://support.office.com/en-us/article/Align-a-table-or-text-within-a-table-6a361fc0-b68a-4622-8f89-e2f3ff163acd>

#### Adding and removing borders

- Add borders to every cell in the table to visualise and potentially correct the distribution of rows and columns <https://support.office.com/en-us/article/Show-or-hide-gridlines-for-all-tables-in-a-document-84780485-af90-49b1-82a0-682cd7fc9dad>
- Then adjust borders of cells to distinguish headings and highlight divisions between data

#### Alignment of data in columns

- Should your numbers align? Consider right justification of columns containing numbers. Consider number of significant figures for each column – they should probably be the same
- If you have errors presented in your data (ie  $\pm 13.24$ ) this can create problems with aligning your numbers and can make the data difficult to read. Consider separating your error data into a separate column – but remove any borders between the two columns and reduce the cell margins to make the numbers appear continuous.

[https://word.tips.net/T000085\\_Changing\\_Spacing\\_Between\\_Table\\_Cells.html](https://word.tips.net/T000085_Changing_Spacing_Between_Table_Cells.html)



Ways to improve on Word Table Styles <https://office-watch.com/2014/8-ways-to-improve-on-words-table-styles/>

Advanced Table techniques and design [http://www.wwp.co.uk/userfiles/files/Word%202013%20-%20Advanced%20tables\(1\).pdf](http://www.wwp.co.uk/userfiles/files/Word%202013%20-%20Advanced%20tables(1).pdf)

Next session: WED AUG 9 Differentiation of your voice in academic writing

Further details of the UWA GRS Writing Group, including advice sheets to download, here: [www.postgraduate.uwa.edu.au/students/resources/communities#writinggroup](http://www.postgraduate.uwa.edu.au/students/resources/communities#writinggroup)