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Cell Alignment, Delete Insert Rows and Columns in Tables MS Word

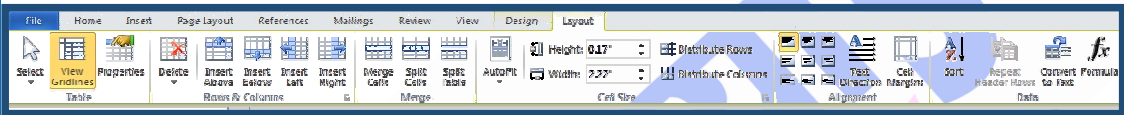
Microsoft Word

Module 24 - Cell Alignment, Delete Insert Rows and Columns in Tables MS Word

Helping Tool of Table Layout Menu

Layout Menu

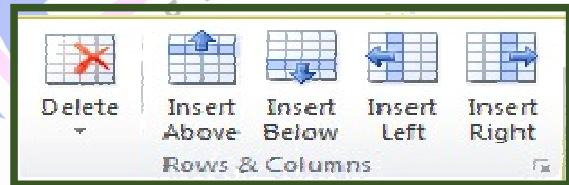
In Microsoft Word 2010, the Layout tab under Table Tools is specifically designed to help you manage the layout and structure of your table. It appears when you click inside a table and provides various options for adjusting the table's size, alignment, and other features.



Row & Column Group

In Microsoft Word, under the Table Tools > Layout tab, the Rows & Columns group provides several tools to manage the rows and columns within your table. This group allows you to insert, delete, and modify the structure of the table efficiently.

Rows & Columns group:



Insert Rows and Columns:

- **Insert Above:** Adds a new row directly above the currently selected row.
- **Insert Below:** Adds a new row directly below the currently selected row.
- **Insert Left:** Adds a new column to the left of the currently selected column.
- **Insert Right:** Adds a new column to the right of the currently selected column.

Delete Rows and Columns:

- **Delete Rows:** Deletes the entire row(s) that you have selected.
- **Delete Columns:** Deletes the entire column(s) that you have selected.

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Alignment Group

In Microsoft Word 2010, the Alignment group is located under the Table Tools > Layout tab. This group provides options for controlling the alignment of text within table cells, as well as options for managing the orientation of text. Here are the key features in the Alignment group:



Align Text:

This section allows you to control how text is positioned within a cell. There are several alignment options to choose from:

- **Top Left:** Aligns the text to the top left corner of the selected cell.
- **Top Center:** Aligns the text to the top center of the selected cell.
- **Top Right:** Aligns the text to the top right corner of the selected cell.
- **Center Left:** Aligns the text to the middle left of the selected cell.
- **Center Center:** Centers the text both vertically and horizontally in the selected cell.
- **Center Right:** Aligns the text to the middle right of the selected cell.
- **Bottom Left:** Aligns the text to the bottom left corner of the selected cell.
- **Bottom Center:** Aligns the text to the bottom center of the selected cell.
- **Bottom Right:** Aligns the text to the bottom right corner of the selected cell.

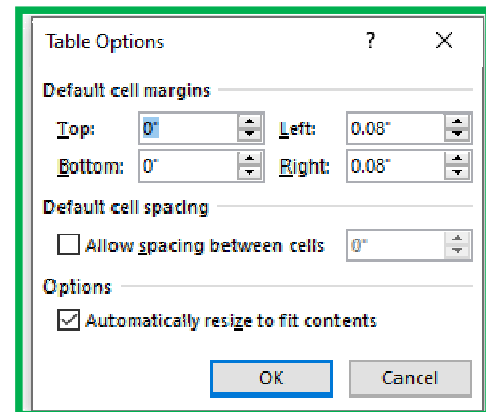
Text Direction:

This option allows you to change the orientation of the text inside a cell. You can rotate the text to vertical or other angled orientations.

- **Rotate Text Up:** Rotates the text 90 degrees to the right (vertical text).
- **Rotate Text Down:** Rotates the text 90 degrees to the left (vertical text).
- **Flip Text:** Reverses the text direction (turns it upside down).

Cell Margin

In Microsoft Word 2010, Cell Margins refer to the amount of space between the content of a cell and the borders of the cell itself. Adjusting the cell margins allows you to control the padding within the cell, making the text or other content inside the cell more visually appealing and easier to read.



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Cell Size Group

In Microsoft Word, the Cell Size group is located under the Table Tools > Layout tab. This group contains options that allow you to adjust the size of the cells in your table, including the height and width of rows and columns.



Key Features of the Cell Size Group:

Height (for rows):

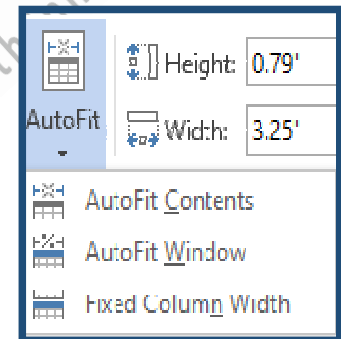
- **Specify Row Height:** You can set a specific height for the selected row(s).
- **Automatically Resize to Fit Content:** This option adjusts the row height to fit the content inside the cells automatically.
- **Minimum Row Height:** This sets a minimum height for the row, ensuring that the row doesn't become smaller than a certain height.

Width (for columns):

- **Specify Column Width:** You can set a specific width for the selected column(s).
- **Distribute Columns Evenly:** This option ensures that all selected columns have the same width.

AutoFit:

- **AutoFit Contents:** Adjusts the column widths so that the contents fit perfectly inside each cell.
- **AutoFit Window:** Resizes the entire table to fit the window or page width, adjusting the column widths accordingly.
- **Fixed Column Width:** Keeps the column widths fixed, no matter how much content is in the cells.



Distribute Row & Column

Distribute Rows/Columns evenly adjusts the selected rows or columns to ensure they all have the same height or width, creating a uniform look for your table.

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Assignment

Make this Following Table in MS Word



Company Name

123 Address
Anywhere, USA 54321
Phone: (555) 555-5555
email@companyemail.com

Date: 8/13/24
Invoice # 7577
PO # PO # 234567

Bill To:

Contact Name
Company Name
Address
City, State, Zip
Phone

Quantity	Description	Unit price	Amount
1	Item 1	\$ 5.00	\$ 5.00
1	Widget 2	\$ 2.00	\$ 2.00
1	Gadget 3	\$ 2.00	\$ 2.00
1	Tool 4	\$ 4.00	\$ 4.00
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
	Subtotal	\$	13.00
	Credit	\$	1.00
	Tax		8.20%
	Balance due	\$	12.98

Make all checks payable to <Company name>. Or submit payment via <Venmo> or <Paypal> account.

Thank you for your business!

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