Creating a Custom Format for a Table

You can also use the formatting tools available in Word to create your own table designs. For example, you can add or remove borders and shading; vary the line style, thickness, and color of borders; and change the orientation of text from horizontal to vertical. ▰▰▰ You adjust the text direction, shading, and borders in the table to make it easier to understand at a glance.

STEPS

1. **Select the Type and Location cells in the first row, click the Merge Cells button in the Merge group on the Table Tools Layout tab, then type Ad Location**
   The two cells are combined into a single cell containing the text "Ad Location."

2. **Select the Web, Print, and Misc. cells in the first column, click the Bold button B on the Mini toolbar, click the Text Direction button in the Alignment group twice, then deselect the cells**
   The text is rotated 270 degrees.

3. **Position the pointer over the right border of the Web cell until the pointer changes to ↔, then drag the border to approximately the ¼" mark on the horizontal ruler**
   The width of the column containing the vertical text narrows.

4. **Place the insertion point in the Web cell, click the Table Tools Design tab, then click the Shading list arrow in the Table Styles group**
   The gallery of shading colors for the Paper theme opens.

5. **Click Gold, Accent 3 in the gallery as shown in Figure D-20, click the Print cell, click the Shading list arrow, click Lavender, Accent 4, click the Misc. cell, click the Shading list arrow, then click Blue-Gray, Accent 6**
   Shading is applied to each cell.

6. **Drag to select the six white cells in the Web rows (rows 2 and 3), click the Shading list arrow, then click Gold, Accent 3, Lighter 60%**

7. **Repeat Step 6 to apply Lavender, Accent 4, Lighter 60% shading to the Print rows and Blue-Gray, Accent 6, Lighter 60% shading to the Misc. rows**
   Shading is applied to all the cells in rows 1–8.

8. **Select the last three rows of the table, click the Borders list arrow in the Table Styles group, click No Border on the menu that opens, then click in the table to deselect the rows**
   The top, bottom, left, and right borders are removed from each cell in the selected rows.

9. **Click the Pen Color list arrow in the Draw Borders group, click Blue-Gray, Accent 6, select the Total Cost row, click the Borders list arrow, click Top Border, click the 13,850 cell, click the Borders list arrow, then click Bottom Border**
   The active pen color for borders is Blue-Gray, Accent 6. You use the buttons in the Draw Borders group to change the active pen color, line weight, and line style settings before adding a border to a table. A top border is added to each cell in the Total Cost row, and a bottom border is added below 13,850. The completed table is shown in Figure D-21.

10. **Press [Ctrl][Home], press [Enter], type your name, save your changes, submit the document to your instructor, close the document, then exit Word**
    Press [Enter] at the beginning of a table to move the table down one line in a document.

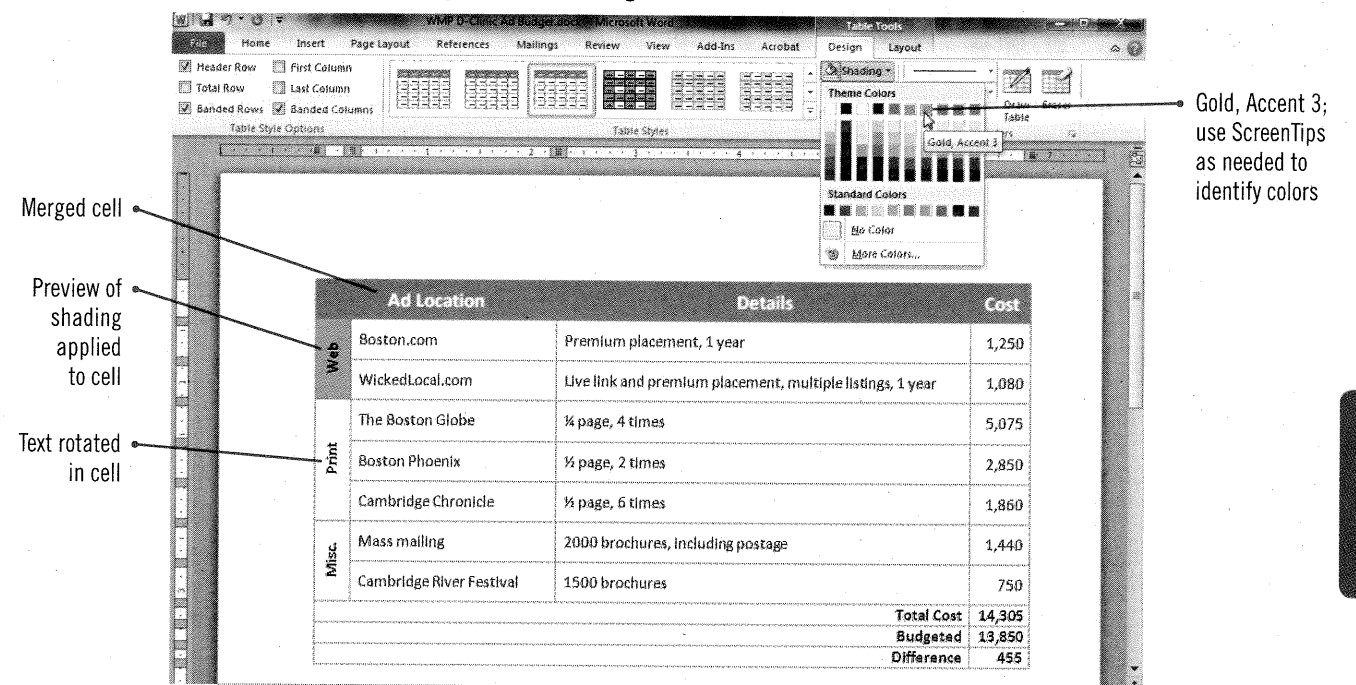FIGURE D-20: Gallery of shading colors from the Origin theme

- Merged cell
- Preview of shading applied to cell
- Text rotated in cell
- Gold, Accent 3; use ScreenTips as needed to identify colors

FIGURE D-21: Completed table

- Bottom border added to cell
- Top border added to Total Cost row

Drawing a table

The Word Draw Table feature allows you to draw table cells exactly where you want them. To draw a table, click the Table button on the Insert tab, and then click Draw Table. If a table is already started, you can click the Draw Table button in the Draw Borders group on the Table Tools Design tab to turn on the Draw pointer ✎, and then click and drag to draw a cell. Using the same method, you can draw borders within the cell to create columns and rows, or draw additional cells attached to the first cell. Click the Draw Table button to turn off

the draw feature. The borders you draw are added using the active line style, line weight, and pen color settings.

If you want to remove a border from a table, click the Eraser button in the Draw Borders group to activate the Eraser pointer ⌫, and then click the border you want to remove. Click the Eraser button to turn off the erase feature. You can use the Draw pointer and the Eraser pointer to change the structure of any table, not just the tables you draw from scratch.