

When you select the first column in the Type column, the last three rows is also selected.

TROUBLE

1. Click the Table Tools Design tab. The Table Tools Design tab includes buttons for applying table styles and for adding, removing, and customizing borders and shading in a table.
2. Click the More button  in the Table Styles group. The gallery of table styles opens, as shown in Figure D-17. You point to a table style in the gallery to preview the style applied to the table.
3. Move the pointer over several styles in the gallery, then click the Light Grid – Accent 4 style. The Light Grid – Accent 4 style is applied to the table, as shown in Figure D-18. Because of the structure of the table, this style neither enhances the table nor helps make the data more readable.
4. Click the More button  in the Table Styles group, then click the Light List – Accent 4 style. This style works better with the structure of the table, and makes the table data easier to read. Notice that the alignment of the text in the table changed back to top left when you applied a table style.
5. In the Table Style Options group, click the First Column check box to clear it, then click the Banded Columns check box to select it. The bold formatting is removed from the first column, and column borders are added to the table. When the banded columns or banded rows setting is active, borders are added between the columns or rows, or the odd columns or rows are formatted differently from the even columns or rows to make the table data easier to read.
6. Click the Page Layout tab, click the Theme Colors list arrow  in the Themes group, then click Paper in the gallery that opens. The color palette for the document changes to the colors used in the Paper theme, and the table color changes to lavender.
7. Click the Table Tools Design tab, click the More button  in the Table Styles group, then click the Light List – Accent 6 style. The table color changes to blue-gray.
8. Click the Table Tools Layout tab, click the table move handle  to select the table, click the Align Center Left button  in the Alignment group, select the Type column, click the Align Center button  in the Alignment group, select the Cost column, then click the Align Center Right button  in the Alignment group.
9. Select the last three rows of the table, click the Bold button  on the Mini toolbar, then click the Align Center Right button  in the Alignment group on the Table Tools Layout tab. The text in the last three rows is right-aligned and bold is applied.
10. Select the first row of the table, click the Center button  on the Mini toolbar, click the Font Size list arrow on the Mini toolbar, click 14, deselect the row, then save your changes. The text in the header row is centered and enlarged, as shown in Figure D-19. You can also use the alignment buttons in the Paragraph group on the Home tab to change the alignment of text in a table.

Applying a Table Style

Adding shading and other design elements to a table can help give it a polished appearance and make the data easier to read. Word includes predefined, built-in table styles that you can apply to a table to format it quickly. Table styles include borders, shading, fonts, alignment, colors, and other formatting effects. You can apply a table style to a table using the buttons in the Table Styles group on the Table Tools Design tab. You want to enhance the appearance of the table with shading, borders, and other formats, so you apply a table style to the table. After applying a style, you change the theme colors to a more pleasing palette.

STEPS

TROUBLE

If your gallery of table styles does not match the figure, use the ScreenTips to help you locate the correct style.

QUICK TIP

Click Clear in the gallery of table styles to remove all borders, shading, and other style elements from the table.

1. Click the Table Tools Design tab. The Table Tools Design tab includes buttons for applying table styles and for adding, removing, and customizing borders and shading in a table.

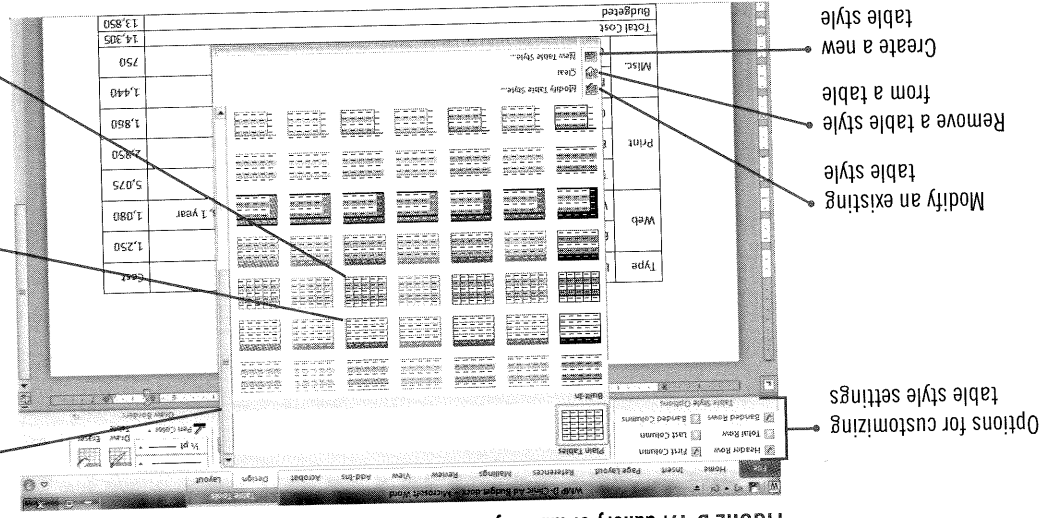


FIGURE D-17: Gallery of table styles

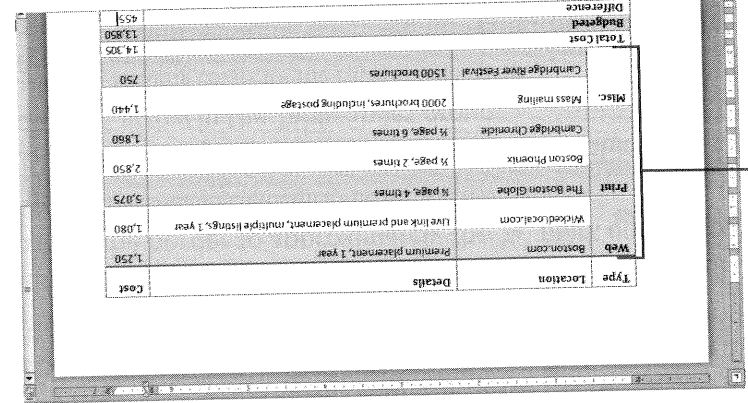


FIGURE D-18: Light Grid, Accent 4 style applied to table

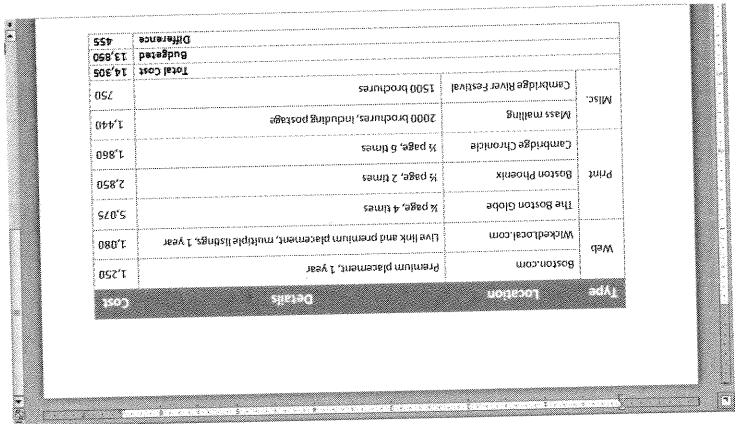


FIGURE D-19: Light List, Accent 6 style (Paper theme) applied to table

Using tables to lay out a page

Tables are often used to display information for quick reference and analysis, but you can also use tables to structure the layout of a page. You can insert any kind of information in the cell of a table—including graphics, bulleted lists, charts, and other tables (called **nested tables**). For example, you might use a table to lay out a résumé, a newsletter, or a Web page. When you use a table to lay out a page, you generally remove the table borders to hide the table structure from the reader. After you remove borders, it can be helpful to display the table gridlines onscreen while you work. **Gridlines** are blue dotted lines that show the boundaries of cells, but do not print. If your document will be viewed online—for example, if you are planning to e-mail your résumé to potential employers—you should turn off the display of gridlines before you distribute the document so that it looks the same online as it looks when printed. To turn gridlines off or on, click the View Gridlines button in the Table group on the Table Tools Layout tab.