Making Tables in Word 2007

There are several ways to make journal quality tables right in your Word document. This handout will outline seven different ways to produce tables in Word. The integrated nature of Excel and Word creates opportunities for several table-making options in Word. There are advantages and challenges to each strategy. We recommend Example 3, because it is the most general and easy to use. At the end of the document we discuss how to align the decimal points in your table.

Example 1 - Embedding an Excel file into a word document: The first example will use an Excel table and embed it into the Word document.

1. Create your table in Excel.
2. Select the table and copy.
3. Go to Word and put the cursor where you want your table.
4. Click on Paste ➔ Paste Special ➔ Microsoft Office Excel Worksheet Object.

Results: Your table looks like a picture and you can change the size of it as such (see below). However, if you double-click on the table, it will turn into a spreadsheet in the Word document.

<table>
<thead>
<tr>
<th>Variables</th>
<th>Model 1</th>
<th>Model 2</th>
<th>Model 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education level</td>
<td>22.80 ***</td>
<td>16.45 ***</td>
<td>12.56 ***</td>
</tr>
<tr>
<td>Parity</td>
<td>3.67 **</td>
<td>2.77 *</td>
<td>1.22</td>
</tr>
<tr>
<td>Race</td>
<td>1.89</td>
<td></td>
<td>0.97</td>
</tr>
<tr>
<td>Race*Edu level</td>
<td></td>
<td></td>
<td>-4.31 ***</td>
</tr>
</tbody>
</table>

Note. If the preference is to work with a Word table rather than an Excel object, then in step 4 select Paste instead of Paste Special and the table will be inserted as a Word table. This can be more useful because it is easier to format and align decimals in Word compared to Excel.
The other six ways are done directly from Word itself. All six methods can be accessed using the Insert Table → Table, shown below.

The first of these methods looks like an Excel spreadsheet which is easily modified from Word. The other five methods utilize either predefined table templates or draw a table.

**Insert a Table - Table Templates**

**Example 2 - Using Word’s Excel spreadsheet option for making tables**

1. Go to the Insert Tab on your Word Toolbar
2. Click on Tables → Excel spreadsheet
3. Create your table as you would in Excel
4. While the spreadsheet is active, click the view table on the Word toolbar and uncheck “gridlines”
5. Move your mouse to anywhere that is NOT on the table and the table will appear in word

**Result:** Your table should look like a normal table that you copied and pasted from Excel.
**Insert a Table - Table Templates (cont’d)**

**Example 3 - Using Word’s Table feature**

1. Go to the Insert Tab on your Word Toolbar
2. Click on how many rows and columns you want
3. Type in desired data.

<table>
<thead>
<tr>
<th>Variables</th>
<th>Model 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education level</td>
<td>22.8***</td>
</tr>
<tr>
<td>Parity</td>
<td>3.67**</td>
</tr>
<tr>
<td>Race</td>
<td></td>
</tr>
<tr>
<td>Race*Edu level</td>
<td></td>
</tr>
</tbody>
</table>
Result: This will produce a grid which can be further customized.

**Insert a Table - Table Templates (cont’d)**

**Example 4 - Using Word’s Insert Table command**

Alternatively the **Insert Table** option could also be used.

1. Specify the desired numbers of columns and rows.

2. Type in desired data.

<table>
<thead>
<tr>
<th>Variables</th>
<th>Model 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education level</td>
<td>22.8***</td>
</tr>
<tr>
<td>Parity</td>
<td>3.67**</td>
</tr>
<tr>
<td>Race</td>
<td></td>
</tr>
<tr>
<td>Race*Edu level</td>
<td></td>
</tr>
</tbody>
</table>
Insert a Table - Table Templates (cont’d)

Example 5 - Using Word’s Quick Tables command

1. Click where you want to insert a table.
2. On the Insert tab, in the Tables group, click Table then point to Quick Tables.
3. Click the table that you want from the list of Built-Ins.
Using Word’s Quick Tables command
(cont’d)

A very useful feature of quick tables is that if you modify one of the existing template tables and wish to use it throughout the rest of the document or want it for other documents you can save it by adding to the quick table gallery.

1. Click in the table that you want to add.
2. Under Table Tools, click the Layout tab.
3. In the Table group, click Select, and then click Select Table.
4. On the Insert tab, in the Tables group, click Table.
5. Point to Quick Tables, and then click Save Selection to Quick Tables Gallery.
6. Fill out the information in the Create New Building Block dialog box:
   - Name Type a unique name for the building block.
   - Gallery Select Tables from the list.
   - Category Select a category, such as General or Built-In, or create a new category.
   - Description Type a description of the building block.
   - Save in Click Building Blocks in the list.
Create a Table – *Draw a table or Convert text to a table*

**Example 6 - Using Word’s Draw Table command**

You can draw a complex table — for example, one that contains cells of different heights or a varying number of columns per row.

Click where you want to create the table.

1. On the **Table tab** click on **Draw Table**.

   1. To define the outer table boundaries, draw a rectangle.
   2. Then draw the column lines
   3. Then draw the row lines
Example 7—Using Word’s Convert Text to Table command

Variables, Model 1, Model 2, Model 3
Education Level, 22.8***, 16.45***, 12.56***
Parity, 3.67**, 2.77*, 1.22
Race, 1.89*, 0.97
Race*Edu level, 4.31***

1. Insert separator characters — such as commas or tabs — to indicate where you want to divide the text into columns. Use paragraph marks to indicate where you want to begin a new row.

2. For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table.

3. Select the text that you want to convert.

4. On the Insert tab, in the Tables group, click Table, and then click Convert Text to Table.

5. In the Convert Text to Table dialog box, under Separate text at, click the option for the separator character that you used in the text.

Result: See table on next page
Alignment of Decimal Points

1. On the left hand side of the top ruler you will see a button that looks like an L. This is the tab button.

   a) Click (3 times) on it until you see and upside down T with a dot on one of the arms.
You will need to know where the Design and Layout Table Tools tabs are when working on the design and structural layout of a table. The Design and Layout tabs are only visible after you have clicked inside of a table, and appear at the top of the screen on the ribbon.

Adjustments can be made to the table by adding columns, rows, merging cells, adjusting the height and width of cells, text alignment among other things.

Design and Layout of Tables

b) Highlight the column that has your figures and then click on the top ruler about where you want the decimal point to show in your table. All the decimal points should now align.
Important things to remember:

- You will have to merge the top cells if your title is long
  - Highlight the cells right click merge cells
- You will have to get rid of the gridlines
  - Highlight the entire table
  - Click on the No Boarder button (also found under the design tab)

You then should have a journal quality table.

For more help on making journal quality tables, come down to the Center for Family and Demographic Research in 5 Williams Hall.