

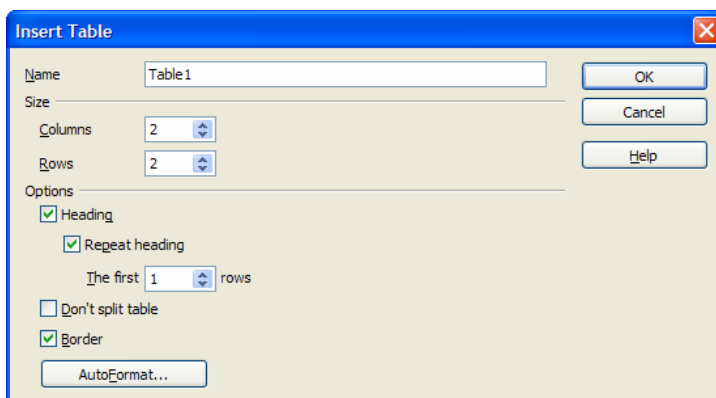
14. Tables

14.1 Overview

Tables are a convenient way of organising text into regular columns and rows. Traditionally, tabs have been used for this but tables offer a better alternative with much easier editing and the ability to apply sophisticated formatting such as shading, and borders.


14.2 Creating Tables

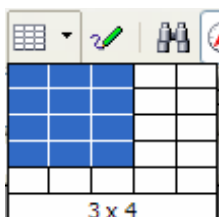
- place the cursor at the point in the document where the table is to appear
- select the **Table** menu, **Insert** and **Table...**



- from the **Insert Table** dialog box provide a suitable name for the table, (optional but useful if you want to quickly move to it later)
- next specify the required number of rows and columns
- if you prefer to add a border later simply remove the tick next to 'Border'
- if you don't want a heading row at the top de-select the 'Heading' box as well
- select **OK** when done

Alternatively...

- **Click** on the **Table** button on the toolbar  to see the **Insert table** dialog
- or...
- **Click and Hold** the **Table** button for a second and then **Drag** to see a window where you can specify the number of rows & columns...



The example above shows a table of 3 cells by 4 cells being specified.

A table with the desired number of rows and columns is now automatically created as shown below, (this one has borders enabled)...

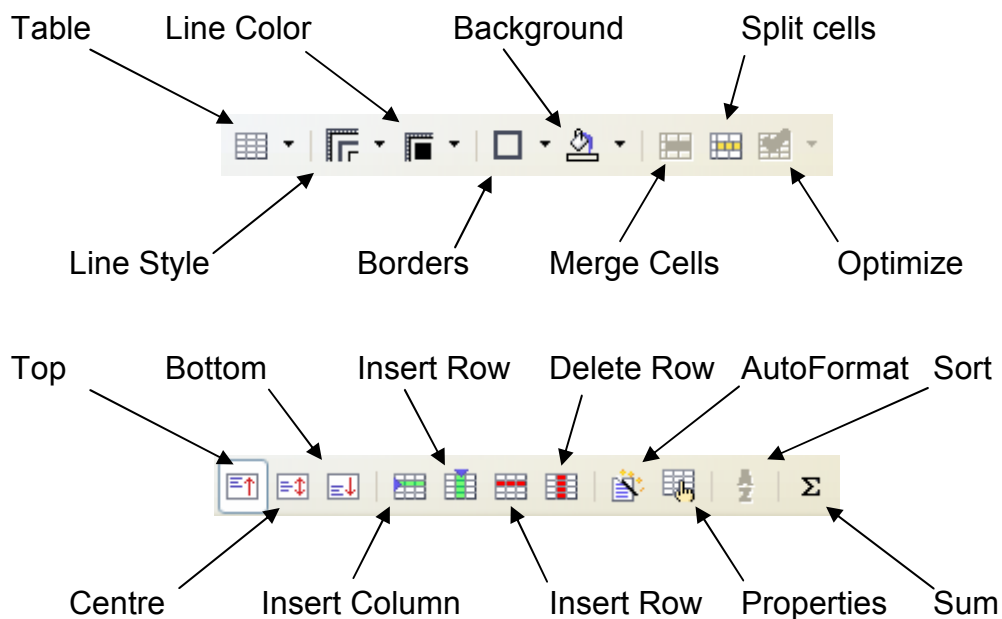
NB

Note that the column widths are set equal so the table spans the page width and the row heights are set to accommodate the current text style.

14.3 The Table Toolbar

This appears automatically whenever the cursor is placed within a table, (if it doesn't then select **View** and **Toolbars** and select it from the list).

It comprises of two rows of button with access to many useful options for working with tables...



NB

It's worth spending some time exploring the full range of Table options available – and don't forget to use Shift + F1 to get further help on a button.

14.4 Entering Text

To enter text in a table...

- **Click** in the cell where the text is to appear
- type the text and press **Tab** to accept the entry and move to the next cell
- press **Return** to force a new paragraph within a cell
- press **Shift + Return** to force a new line within a cell
- press **Ctrl + Tab** to insert a tab stop within a cell

14.5 Moving Around the Table

Use the following keys to quickly move around a table...

To do this...

Move to next cell right

Move to next cell left

Move to next cell up

Move to next cell down

Top left cell

Bottom right cell

Press these keys...

Tab, (or right cursor)

Shift + Tab, (or left cursor)

Up cursor

Down cursor

Ctrl + Home

Ctrl + End

14.6 Making Selections in Tables

In order to edit tables it is necessary to be able to select the cells, rows or columns first. Fortunately Writer has two special cursors to help with this.

4. The **Column**-select Cursor - move the cursor to the *top edge of a column* and the cursor changes to a small black downwards arrow
5. The **Row**-select Cursor - move the cursor to the *far left* edge of the table and the cursor changes to a small black right arrow

To select this...

Several cells

A row

A column

Several Rows or Columns

Whole table

Use these techniques...

Click + Drag over the cells with the cursor

Click with Row cursor

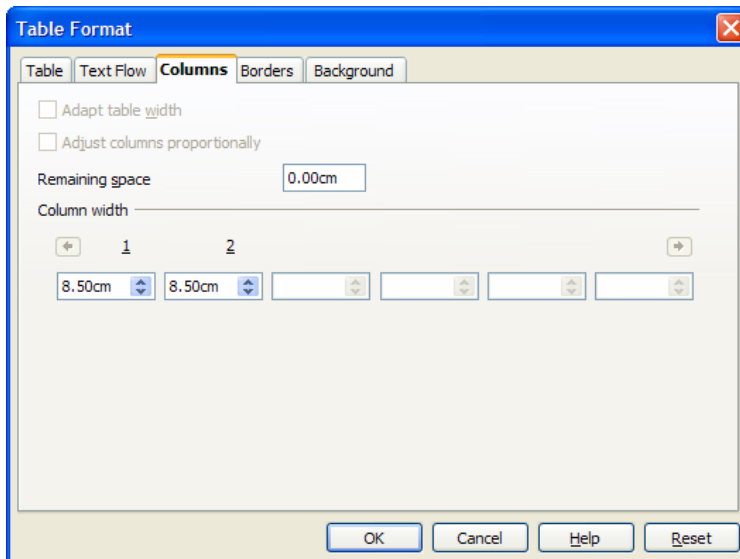
Click with the Column cursor

Click + Drag with the Row or Column cursor

Place cursor in table and chose Table and Select Table

14.7 Changing Column Width

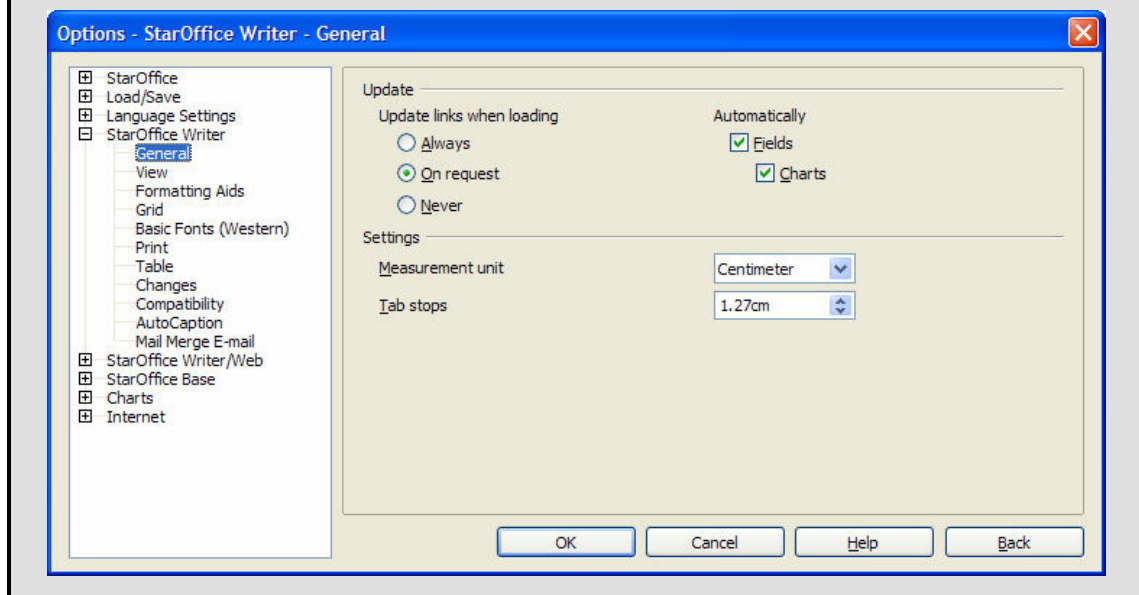
- select **Table** and **Table Properties**
- in the **Table Format** dialog select the **Columns** tab as shown below...



- in the dialog box specify the desired column width for any of the columns in the table

NB

To change the current 'measurement units' select **Tools and Options**. Next open the **StarOffice Writer** category on the left and select **General**.



Alternatively, you can also change column width as follows...

- point to the grey vertical line which divides the columns, (the cursor changes to two vertical lines with arrows)
- **Click + Drag** this left or right to adjust the column width visually or...
- you can also use **Alt + Left** or **Right Arrow** on the keyboard to change the width by a set amount

14.8 Changing Row Height

Writer automatically sets the height of table rows to accommodate the size of the text entered. You can increase this, however, to give extra white space around the text.

To change the row height...

- point to the grey vertical line which divides the rows - the cursor changes to two vertical lines with arrows
- **Click + Drag** this up or down to adjust the row height visually or...
- you can also use **Alt + Up** or **Down Arrow** on the keyboard to change the height by a set amount

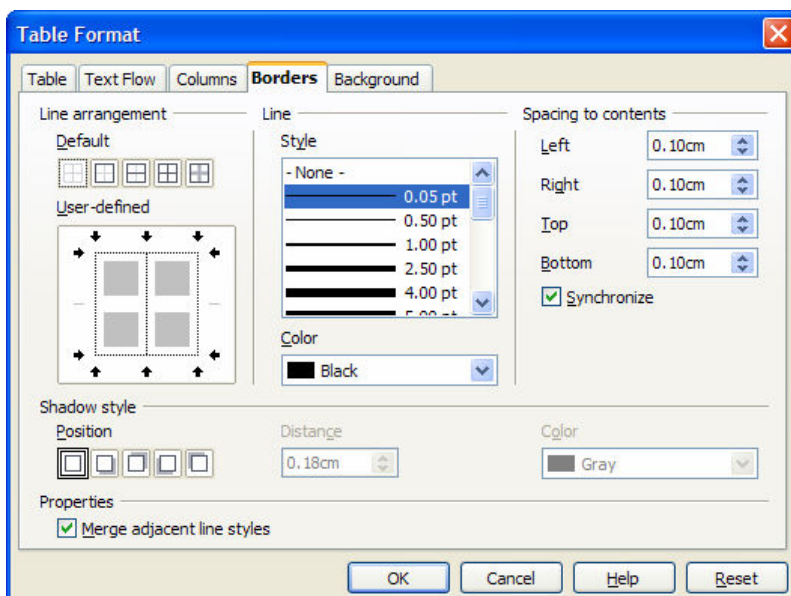
NB

Note the row height can be assessed using the vertical ruler on the left of the screen.

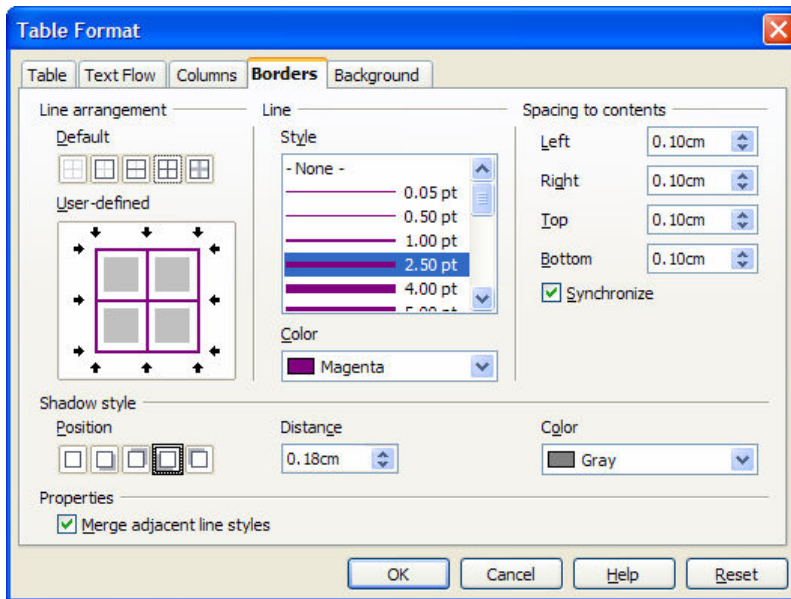
14.9 Adding Borders

Borders can easily be added to any number of cells....

- select the cells which require borders to be added
- select **Table** and **Table Properties**
- in the **Table Format** dialog select the **Borders** tab as shown below...



- in the dialog box you can make any (or all) the following settings...



- select the **Style** of line to be used from the middle box, (i.e. thick, thin, dashed)
- select the desired line **Color**, (if you don't want black)
- now pick one of the built-in **Line arrangements** from the left
- the result is previewed in the window on the left, (and you can keep making changes and viewing the results until you select **OK**)
- optionally, you can also set the amount of spacing between the cell edges and the text in the **Spacing to contents** boxes, (de-select the 'Synchronize' tick box if you don't want all the sides to have the same spacing)
- finally select a **Shadow** style and **Color**, (if needed)
- select **OK** to finish

To add borders to specific sides of a selection...

- proceed as above then...
- observe the 'preview window' on the left hand side
- simply **Click** on the appropriate edge here to add (or remove) borders, as defined by your previous selection of style, colour etc
- continue until all borders have been specified and select **OK**

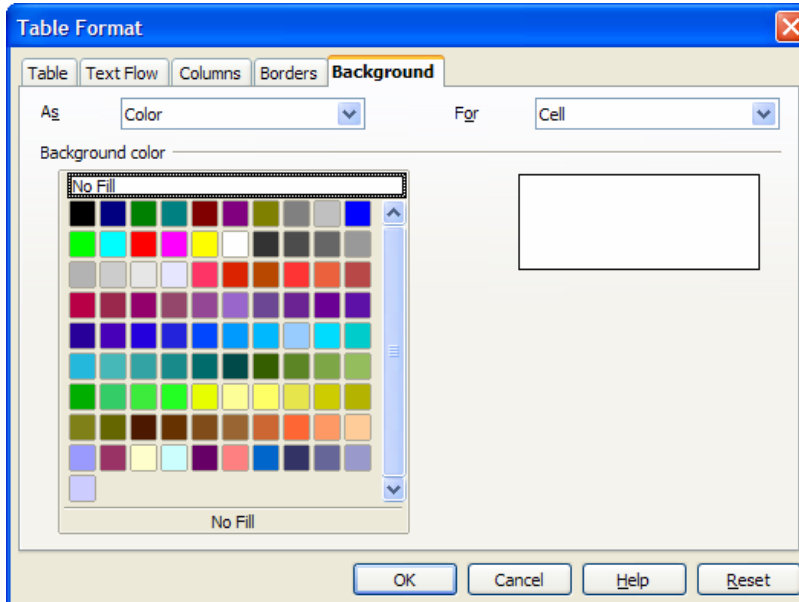
NB

Using this last method you can make every line in a table different – if you really wanted to!

14.10 Adding Shading

To add shading to cells...

- select the cells to be shaded
- select **Table** and **Table Properties**
- in the **Table Format** dialog select the **Background** tab as shown below...



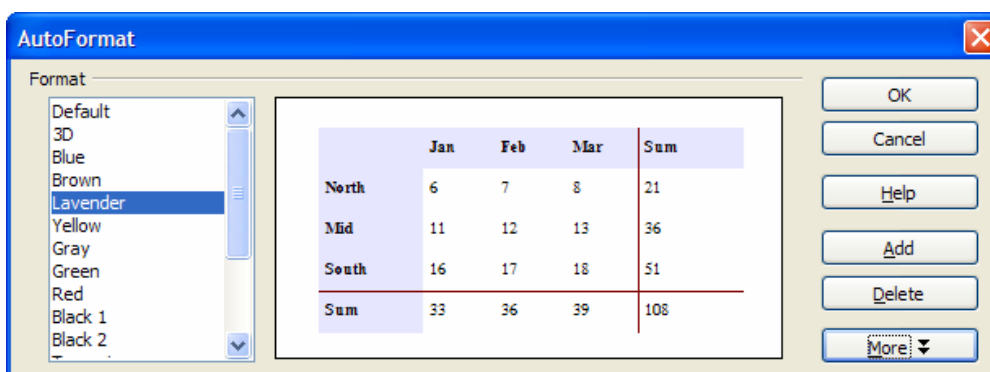
- select the desired 'Background color' from the palette on the left
- note the result is previewed on the right
- select **OK** to finish

14.11 Table AutoFormat

As an alternative to choosing your own format, Writer allows you to apply many pre-defined formats to existing tables.

- Click anywhere in the table
- choose the **Table** menu and **AutoFormat**

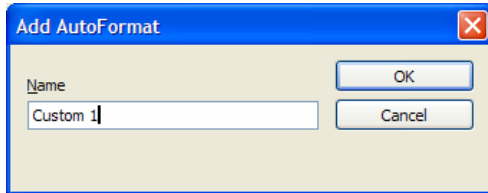
The following dialog box appears...



- select a **Format** from the list on the left
- as usual the 'preview window' shows you what it will look like
- click **OK** to apply the changes

If you have an existing table whose formatting you would like to use again you can add it to the AutoFormat list as follows...

- Click anywhere in the table with the formats you want to add
- choose the **Table** menu and **AutoFormat**
- in the **AutoFormat** dialog select the **Add** button...



- enter a suitable name for the table and **OK** when done
- the custom table format is now added to the list and can be applied as shown above

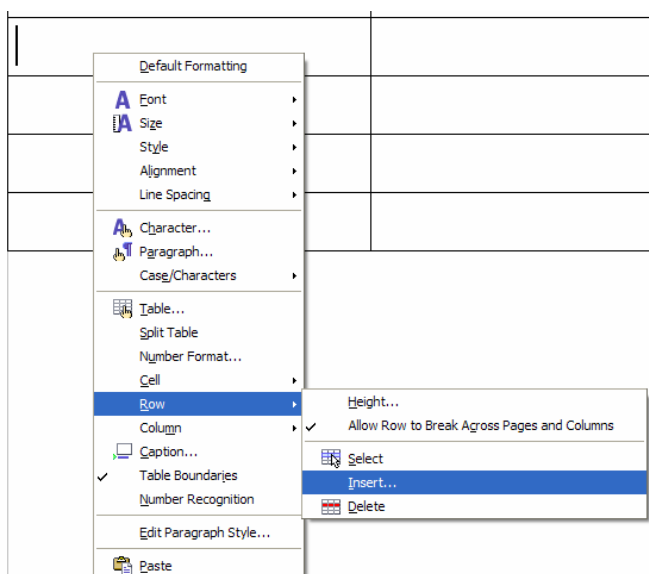
NB

If you want to disable some of the formatting options simply select the More button and de-select the ticks next to the item that's not needed...

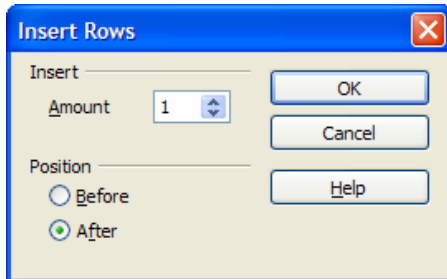
14.12 Inserting Rows and Columns

To insert a row (or column) into an existing table...

- **Right Click** anywhere in the relevant row (or column) and select either **Row** or **Column** and then **Insert**





- you can also select **Insert Rows** and **Columns** from the **Table** menu, (as long as the cursor is in the table first)
- in the dialog box select the number of rows (or columns) to be inserted in the 'Insert Amount' box
- next specify whether you want them to be inserted 'Before' or 'After' the current selection



- select **OK** when done

Alternatively, you can use the following buttons on the Table toolbar...

- Insert Row 
- Insert Column 

NB



When using the buttons rows are always inserted below and columns to the left of the current selection.

14.13 Deleting Columns and Rows

Deleting columns and rows follows a similar process as when inserting them.

- **Right Click** anywhere in the relevant row (or column) and select either **Row** or **Column** and then **Delete**
- you can also select **Insert Rows** and **Columns** from the **Table** menu, (as long as the cursor is in the table first)

Alternatively, you can use the following buttons on the Table toolbar...

- Delete Row 
- Delete Column 

14.14 Deleting a Table

- place the cursor anywhere in the table to be deleted
- select **Table, Delete** and **Table**

14.15 Sorting Tables

Any data that is contained in a Writer table can be sorted. Sorts can be performed on text, numbers or dates and can be either ascending or descending. In addition, compound sorts can also be created up to 3 levels deep, (for example, surname within job grade within department).

To perform a simple (one column) sort...

- select the column which is to be used to sort the data, (this is optional but the process is slightly easier if you do it now)
- choose **Table** and **Sort**
- in the **Sort** dialog box note that the selected column is shown in the 'Sort by' box, (check this is correct)



If the top row of the table contains text labels then these will be used to identify the column. If not they will be identified simply as Column 1, Column 2 etc

- specify the **Type** of sort required, (i.e. text, numeric or date)
- specify whether the sort is **Ascending**, (e.g. A-Z, 0-9) or **Descending**, (e.g. Z-A, 9-0)
- select **OK** to sort

To perform a 'compound' sort...

- follow the above steps to open the **Sort** dialog
- in the dialog box specify the first column to sort in the top **Sort By** box
- repeat with the **Then By** boxes to specify subsequent sort levels
- select **OK** to perform the sort



Regular text may be sorted by converting it first to a table, performing the sort and finally converting it back to text, (use the 'Convert Text to Table' option in the 'Table' menu for this).