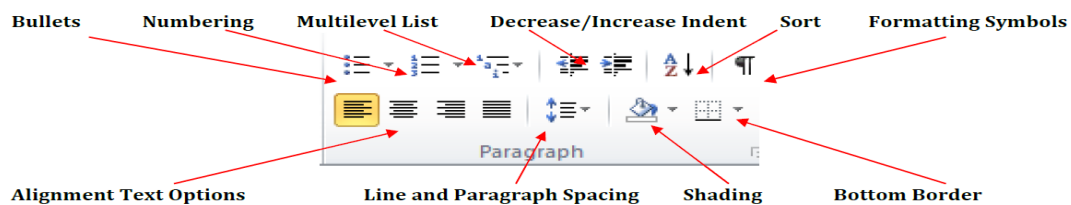# Paragraphs and Tables (In Ms Word)

In the following we hope that you will have knowledge of formatting, including use of the Paragraph group and recognize how to create, format, and edit a table.

## 1   Paragraph Group

There are numerous format options located in the **Paragraph group**:



**Exercise 1: (Alignment)**

Let's try out the **Alignment buttons**.

1. Type this paragraph:

*Today we're learning more about Word 2010. In this exercise, we're going to use the Alignment buttons in the Paragraph group.*

2. Select the paragraph. Notice that the **Align Text Left** button is highlighted, which is the default alignment. Click on the **Center Text** button. Notice that the paragraph then centers itself.

3. Click on the following two buttons, **Align Text Right** and **Justify**. Notice that the text is aligned accordingly.

Justify is even spacing across the entire page. In other words, the text is aligned both Left and Right, so spaces between letters and words are added or removed as necessary.
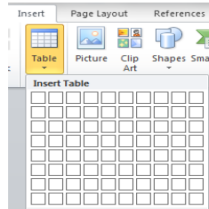
## 2   Tables

Word 2010 allows you to easily create and format a table. The Table options are located on the **Insert** tab.
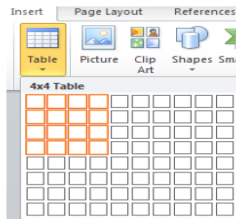


## 2.1   Creating a Table

To create a table, click on the **Table** button in the **Tables Group:**

You can then design your table via the **Insert Table grid**.

**Exercise 2: (Creating a 4x4 table)**

4. Click the **Table** button.

5. Use the grid to select a table that is 4x4:



You'll then have a table that looks like this:

| | | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## 2.2  Table Styles

Once you've selected your table, a **Table Tools menu** will pop-up:



Similar to the **Style Groups**, there are a number of one-click formatting options. To see additional options, click on the down arrow in the lower left corner of the table styles menu:



You can also manually format your table by selecting different styles of borders and shading:

## 2.3 Merging Table Cells

Sometimes it's necessary to remove—called **Merge** in Word—cells in your table (a good example of merging is creating a Header row). To do this, select the cells that you wish to merge. Then click the **Merge Cells** button in the **Merge** group under the **Table Tools>Layout** tab. Or, you can right click and select **Merge Cells** from the menu.

**Exercise 3: (Merging Cells: Creating a Header Row)**

1. Select the first row (all four cells)
2. Right-click and select **Merge Cells.**

You'll now have a single cell at the top of your table:

|  |  |  |  |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 2.4 Splitting Table Cells

The opposite of **merging (fusionner)** cells is **splitting (fractionner)**. There is a **Split Cells** button in the **Merge group** under the **Table Tools>Layout** tab. Or, you can right click and select **Split Cells** from the menu. Let's reinstate the cells we just merged in **Exercise 3**.

**Exercise 4: (Splitting Cells)**

1. Place your cursor and click inside the first (header) cell.
2. Go to the **Table Tools>Layout** tab and click **Split Cells.**
3. A box will appear that allows you to select the number of rows and columns you wish to create within this cell.

In our case we want 4 columns and 1 row:
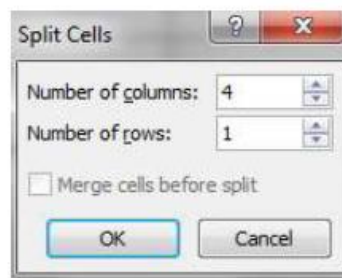


You'll then have a table that, once again, looks like this:

|  |  |  |  |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |