# 4. Adding content

Using tables

If you need to present information in rows and columns, a table is the obvious choice. Even if you only need a few rows, tables are easier to use than tabs, and less likely to go wrong.

Word includes options for creating basic tables you can format yourself, or you can choose from a library of built-in styles.

Formatting and structuring your table

If you have created a basic table from the *Insert* tab, you can use the *Table Tools Design* tab to change the formatting.
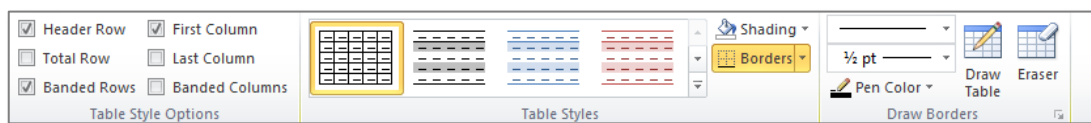
You can apply a built-in style from the *Table Styles* gallery, and also add your own shading and borders.

The selections you make in the *Table Style Options* group will determine how your table looks, and what you see in the *Table Styles* gallery. For example, if you deselect *Banded Rows*, Word will not display styles with alternately shaded rows.

To change the structure of your table, use the *Table Tools Layout* tab.
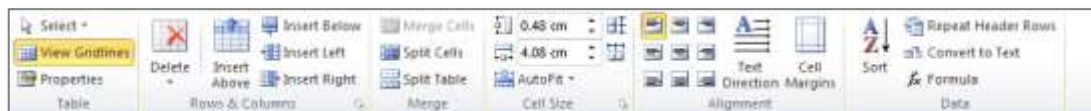
There are tools to insert and delete rows and columns, merge and split cells and change the alignment of text.

A useful option here is *AutoFit* in the *Cell Size* group. If you have a table you want to fit neatly onto a page, select *AutoFit to Window*. The table is resized to fit between the page margins.

Another option you may want to use is *Repeat Header Rows* in the *Data* group. This forces the header row to repeat on each page if the table splits across pages, making it much easier for the reader to navigate your table.

Inserting data from Excel

Although Word does include an option to create formulas in a table, it is much easier to perform any calculations in Excel, and then copy and paste the data into your document.

To insert a copy of the Excel content, you can use a simple copy and paste. However, another option is to insert the content as a *linked object*. This allows you to continue to work with the content in the source application without having to repeat the copy and