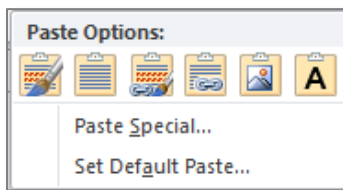


## Task 4.1 Creating a table from Excel data

If you have calculations to perform, enter your figures into Excel then copy and paste them into your document. You can choose from a variety of **Paste Options**.




**Live Preview** shows you how each option will look before you make a choice.

### Try this...

1. Click on **Start** and **All Programs** and open **Microsoft Excel 2010** from the **Microsoft Office** group.
2. Click on the **File** tab, and **Open**, then in the **Documents** library, navigate to the folder **Thesis ► Practice files** and open the file **chapter 1\_data.xlsx**.
3. Select from cell **A1** to cell **F6** and on the **Home** tab, click **Copy**.
4. Use the Word icon on the taskbar at the bottom to return to the document **intro\_chapter1.docx**.
5. Press **Ctrl** and **End** to move to the end of the document, click after the table and press **Return** or **Enter** to create a new paragraph.

*Make sure you have at least one blank paragraph between the tables before you paste, otherwise Word will attempt to join them together.*

6. On the **Home** tab, click the *down arrow* at **Paste** in the **Clipboard** group.
7. Run your cursor over the paste options to see how they will look, then choose **Use Destination Styles** .

*The table displays as a simple grid. You can now format it as you wish.*

8. Click anywhere in the table, then on the **Table Tools Design** tab.
9. In the **Table Styles** group, click on the **More** button and choose **Medium Shading 1 - Accent 1** (2<sup>nd</sup> column, 4<sup>th</sup> row).
10. In the **Table Style Options** group, deselect **First Column** and **Banded Rows**.

*The table design changes.*

11. Click on the **Table Tools Layout** tab, and in the **Cell Size** group, click on **AutoFit** then select **AutoFit Window**.

*The table expands to fit the page – the page is the table's 'window'.*

12. Click in the first row and in the **Data** group, click on **Repeat Header Rows**.
13. Scroll to the next page to check that the header has repeated.