Tutorials For OpenOffice

Tables

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A well designed table can help readers understand what you are saying.   You can use tables for text or numbers and/or you can put other objects such as pictures in cells.

Open A New Text Document

Click **File > New > Text Document**. (The Untitled1 - OpenOffice.org Writer document appears.)

Create A Table

You can click "View > Toolbars > Table" to make the "Table Toolbar" visible. The "Table Toolbar" appears automatically when you create a table or select an existing Table.

1. Click **Table > Insert > Table** or click the **Table** icon on the **Table Toolbar** to insert a table. (The "Insert Table" window appears.)

2. In the **Name** box, you will see **Table1.**   (This means that this is the first table you inserted in this document. If you insert another table in this document, the name will be "Table2".)

3. Under **Size**, **Columns**, click on the to change the number to **5**. Under **Rows,** click

on the to change the number to **5.**

4. Under **Options > Borders > OK.** (A table appears that has 5 rows and 5 columns. There is a check mark by Borders by default. To have a table without the borders being seen or printed, remove the check mark by Borders. The "Table Toolbar" appears automatically if you have not already clicked "View > Toolbars > Table" to make the "Table Toolbar" visible.)

Use "AutoFormat" To Create A Table

You can use "AutoFormat" to make your table formats consistent.

1. Click **Table > Insert** or click the **Table** icon on the **Table Toolbar**.

2. Click **AutoFormat** located at the bottom left corner of the **Insert Table** window or click the **AutoFormat** icon on the **Table Toolbar**. (The "AutoFormat" window appears. On the left, you will see a list of formatted tables.)

3. Click **Black 1**

4. At the bottom right, click **More.** You can change **Number, Borders, Fonts , Pattern, and Alignment.** Click each of these to see the changes in the menu box.

5. Click **OK**. (The table appears in your document. If you cannot see the rows and columns, click "Table > Table Boundaries", a check mark will appear before "Table Boundaries". If you were to print the table now, there would be no lines/borders around the cells. "Table Boundaries" can be shown or hidden around table cells. The boundaries are only visible on screen and are not printed.)

6. In the Black row, type **Measurements.** ("Measurements" appears as white text on the black background.)

7. In the first row in the left column, type **1 cup**

8. In the second row in the left column, type **4 cups.**

9. In the first row in the right column, type **8 fluid ounces.**

10. In the second row in the right column, type **32 fluid ounces.**

Use AutoText To Store A Table

You can store formatted text, text with graphics, tables, and fields as "AutoText". You may create the "AutoText" in a new text document by clicking "New > Text Document" or you can create it in the same document where you want to use the table more than once. **Note:** If your table is at the beginning of the page, you will not see a paragraph mark above the table. Click in the table to add a space above the table so that the paragraph mark will be visible above the table. Click in the space after the table so the paragraph mark will be visible.
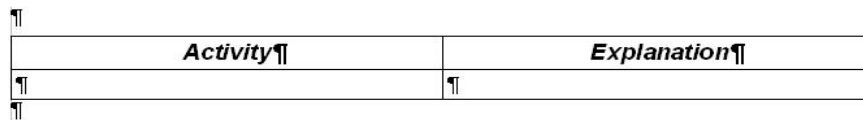
Create The AutoText

1. Using the table below, press **CTRL- F10** or click the **Nonprinting Characters** icon

to make the paragraph marks visible.

Activity	Explanation

2. Place the cursor to the left of the paragraph mark that is just above the table.

¶

Activity¶	Explanation¶
¶	¶

¶

3. Drag down so the entire line just below the table is selected.

4. Click **Edit > AutoText** or press **CTRL-F3** to bring up the **AutoText** menu. (In the menu box, there is a list of "AutoText".)

5. Click **My AutoText**, if it is not already selected. In the **Name** dialog box, type **My Lessons** as the name for the table.

6. After you type **My Lessons**, the suggestion for the shortcut is **ML or ml**. (You may use the suggested shortcut or type a shortcut of your choice.)

7. Click **AutoText > New.** Check **Show preview..** (This makes the table an "AutoText". You only have to do this once. You can now use the shortcut to use this table in any document.) Click **Close**.

8. Click **File > New > Text Document**. (The **Untitled1 - OpenOffice.org Writer** document appears.)

9. Click where you want the table to be inserted. Click **Edit > Autotext** or **CTRL F3** (The "Autotext" window appears.)**,** choose the **My Lessons** AutoText**,** click **Insert.** (The table will appear in your document.)

10. Or to quickly insert **AutoText**, type the **shortcut** for the **AutoText** in your document where you want the **AutoText** and then press **F3**.   (Type the shortcut, **ML or ml,** on your document and press **F3.** The table will appear in your document.)

Insert Row(s)

1. To add additional rows, click after the last word in the last column on the right. Press the **tab** key. (A row appears after the last row.)

2. To add rows between rows, click in the row in the Table where you wish to add a row before or after.

3. Click **Table > Insert > Rows** or click the **Insert Rows** icon on the **Table Toolbar** to insert one row at a time**.**

4. Under **Insert, Amount,** click on the and select the number, **4,** for the number of

rows. Under **Position,** click **Before.**   ("A<u>f</u>ter" is the default selection. 4 new rows are added in the Table.)

Insert Column(s)

1. Click in the second column, click **Table > <u>I</u>nsert > <u>C</u>olumns** or you can click the **Insert Column** icon on the **Table Toolbar** to insert one column at a time**.**

2. Under **Insert, <u>A</u>mount,** click on the and click **1**.

3. Select the position of column(s) **<u>B</u>efore > OK.** ("A<u>f</u>ter" is the default selection. A column appears between the original first and second columns.)

Delete Rows Or Columns

1. Click in one of the empty rows you just added. Click **T<u>a</u>ble > <u>D</u>elete, > <u>R</u>ows** or click the **Delete Row** icon on the **Table Toolbar.** (The row is deleted.)

2. Click in the empty column you just added. Click **T<u>a</u>ble > <u>D</u>elete > <u>C</u>olumns** or click the **Delete Column** icon on the **Table Toolbar.** (The middle column is deleted.)

Merge Cells

1. Click outside the margin to the left of the one of the rows that you just added or click the **Select Row** icon on the **Table Toolbar**. (The pointer becomes a small arrow ➡ when it is outside the Table margin. You will see "Select table row". The row is highlighted.)

2. Click **Table > <u>M</u>erge Cells** or click the **Merge Cells** icon on the **Table Toolbar.** (The table row is one long row with just one cell (column).

Split Cells

1. Click in the **left** cell (column) of one of the rows you added. Click **Table > Split Cells** or click the **Split Cells** icon on the **Table Toolbar.**   (The "Split Cells" window appears.)

2. Under **Split cell into**, click on the to change the number to **3**.

3. Under **Direction**, click **<u>H</u>orizontally > <u>I</u>nto equal proportions.** (The cell is divided into 3 equal sections.)

4. Click in the **right** cell. Click **T<u>a</u>ble > S<u>p</u>lit Cells.** Under **Split cell into**, click on the to change the number to **3**.

5. Under **Direction**, click **<u>V</u>ertically .** (The cell is divided into 3 parts.)

Resize/Move The Table

By default, tables are the full width of the page. Tables can be resized by dragging the borders of columns and rows or the border of the Table to change the width. You use the same method to change the height of the columns and the table. This method can be frustrating. There is another way.

1. Click **Table > Table Properties...** or click the **Properties** icon on the **Table Toolbar.**

2. Click the **Tables** tab. (The "Table Format" window appears.)

3. Under **Properties, Width**, click **Relative.**

4. Click the to change the number to **50%**.

5. Under **Alignment**, click **Center > OK.** (The Table is smaller and centered. You can also move the Table to the left or to the right.)

Merge Tables

Combine two consecutive tables into a single table. The tables must be directly next to each other and not separated by an empty paragraph. If you choose this command when the cursor is in the middle of three consecutive tables, you are prompted to select the table that you want to merge with.

1. Type the shortcut, **ml**. Press **F3**. (A new table appears.)

2. Type the shortcut **ML**. Press **F3**. (A second table appears below the first table.)

3. Delete the spaces between the two Tables. Click **Table > Merge Table.** (The two Tables become one Table.)

Split Table

Split Table gives you choices of split table with heading or without heading.

Click anywhere in the table. Click **Table > Split Table > Copy heading.** (The Table splits into two tables. Both tables have the table heading.)

Convert Text To Table and Table to Text

Writer makes it easy for you to convert from a table to text or text to a table.

1. Type **In most cases your eyeglasses will be adjusted by the optical store where you had your prescription filled.** (Start a new Paragraph here) **When a local optical professional is adjusting your eyeglasses for you, it is called a "fitting".**

2. Highlight the text and click **Table > Convert > Text to Table > Paragraph** if it is not already selected. (The "Convert Text To Table" window appears. There is a dot in the circle before "Paragraph".) Under **Separate text at ,** you must select **Tabs or Semicolon or Other** to determine what will be used to divide the data into different

cells. (A table appears with each paragraph in its own row.)

3. Click in the table. Click **T**a**ble > C**o**nvert > T**a**ble to T**e**xt > P**a**ragraph** if it is not already selected. (The text appears as you typed it.)

4. Highlight the text below, click **T**a**ble > C**o**nvert > T**e**xt to Table > S**e**micolons** if it is not already selected. (You will get a table like the one in Step 5 .)

> 1 inch [in];;2.54 cm
>
> 1 foot [ft];12 in;0.3048 m
>
> 1 yard [yd];3 ft;0.9144 m
>
> 1 mile;1760 yd;1.6093 km
>
> 1 int nautical mile;2025.4 yd;1.853 km
>
> 1 int nautical mile;2025.4 yd;1.853 km

5. Using the table below, click in the table. Click **T**a**ble > C**o**nvert > T**a**ble to Text > S**e**micolons** if it is not already selected. (You will get the text in Step 4 .)

1 inch [in]		2.54 cm
1 foot [ft]	12 in	0.3048 m
1 yard [yd]	3 ft	0.9144 m
1 mile	1760 yd	1.6093 km
1 int nautical mile	2025.4 yd	1.853 km

Delete A Table

1. Click in the table you want to delete.

2. Click **T**a**ble > D**e**lete > T**a**ble**.;The table is deleted.

3. To undo **Delete Table**, click on the **Undo** ↶ ⋅ ↷ ⋅, icon on the **Standard Toolbar**.

Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to tutorialsforopenoffice@yahoo.com

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