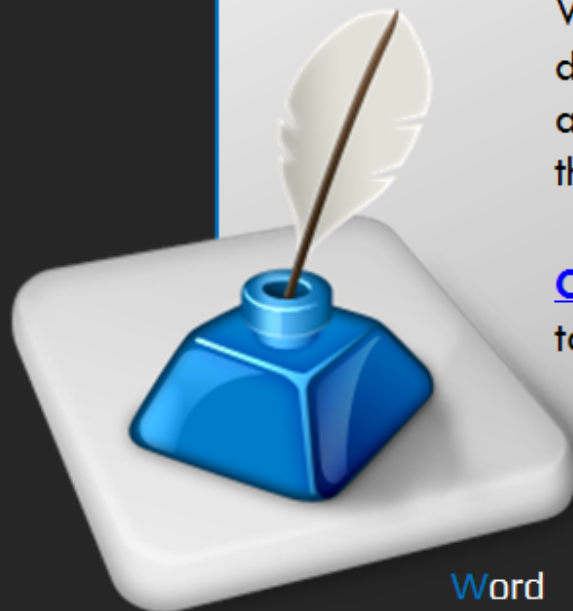


Working with Tables in a Document (Part 1)

Word tables are very handy in organizing data in a document. Working with tables means a lot of tweaking and fine tuning, where users often waste time puzzling over the dialog boxes and toolbar.

[Click here](#) to know some timesaver tips of the basic table tasks (Selecting and Deleting).


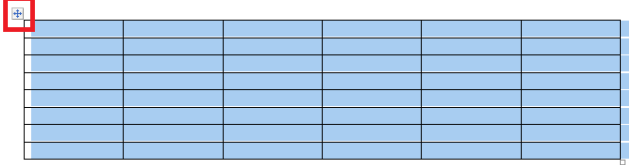
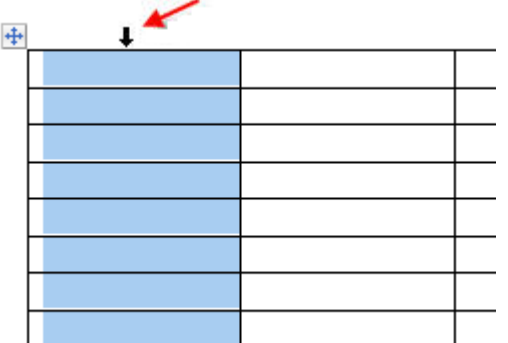


Word

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various
office and branch applications.

Working with Tables in a Document (Part 1)

A. SELECTING AND REARRANGING

Action	MS Word 2003	MS Word 2007
1. Select an entire table	<p>Do either of the following:</p> <ul style="list-style-type: none"> ▪ Press Alt and double-click on the table. ▪ Place the insertion point in any table cell, and then press Alt+5 using the numeric keypad. (Make sure your keyboard's NumLock key is turned off.) 	<p>Click on the table's selection icon  when it appears near the table's upper-left corner.</p> 
2. Select a column	<p>Press Alt and click on the column.</p>	<p>Position the mouse pointer above the top of the column so it turns into downward-pointing arrow and click.</p> 
3. Select from the current cell to the top or bottom of the column	Press Alt+Shift+Page Up or Alt+Shift+Page Down .	
4. Select from the current cell to the beginning or end of the row	Press Alt+Shift+Home or Alt+Shift+End .	

B. DELETING

Action	MS Word 2003/2007
1. Delete a selected table	Press Backspace .
2. Delete the contents of a selected table	<ul style="list-style-type: none"> ▪ All contents: Select the entire table and press Delete. ▪ Contents of a specific cell: Select the contents of that cell and press Delete.

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