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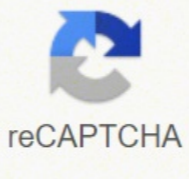
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How to make professional looking tables in word

In Microsoft Word, you can change the style and format of your table using Table Styles and Table Tools. While the most common table styles are available in the Table Styles group of the Design ribbon, additional table styles, such as the Table Elegant style, can be found in the Modify Style dialog. Once you've selected the table style you want to use in the Modify Style dialog, you can apply the style to your current document or new documents. Open the document containing the table you wish to modify in Word. Alternatively, create a new document, click the "Insert" tab, then the "Table" button to select a table to insert into your document. Click on the four-sided arrow icon in the top right corner of your table to select the entire table. Click the "Design" tab, then the "More" button in the Table Styles box and then "Modify Table Style..." to open the Modify Style dialog box. Click the drop-down box next to "Style Based On" under the Properties section, then scroll down and click "Table Elegant." Click the "New Documents Based on this Template" radio button if you want to use the Elegant Table style as the default for new documents. Click the "Only in this Document" radio button to apply the style only to your current document. Click "OK" to close the dialog and modify your table based on the Table Elegant style. edit hotspotsUse these commands to quickly insert or delete rows and columns. This can be especially useful if you need to add something to the middle of your table.Some tables require a layout that doesn't conform to the standard grid. In these cases, you may want to merge multiple cells (i.e., combine them into one) or split a cell in two.You can manually enter a desired row height or column width for your cells. You can also use the AutoFit command, which will automatically adjust the column widths based on the text inside.To keep your table looking neat and organized, you may want to distribute your rows or columns equally. This will make them all the same size. You can apply this feature to the entire table or just a small portion of it.By changing the alignment of your cells, you can control exactly where the text is located. In the example below, the text has been aligned to the center.You can easily change the direction of your text from horizontal to vertical. Making your text vertical can add style to your table; it also allows you to fit more columns in your table.Page 2 /en/word2013/tables/content/ Introduction A chart is a tool you can use to communicate data graphically. Including a chart in your document can allow your reader to see the meaning behind the numbers, and it can make showing comparisons and trends easier. Optional: Download our practice document. Word has several types of charts, allowing you to choose the one that best fits your data. In order to use charts effectively, you'll need to understand how different charts are used. Click the arrows in the slideshow below to learn more about the types of charts in Word. Word has a variety of chart types, each with its own advantages. Click the arrows to see some of the different types of charts available in Word.Column charts use vertical bars to represent data. They can work with many different types of data, but they're most frequently used for comparing information.Line charts are ideal for showing trends. The data points are connected with lines, making it easy to see whether values are increasing or decreasing over time.Pie charts make it easy to compare proportions. Each value is shown as a slice of the pie, so it's easy to see which values make up the percentage of a whole.Bar charts work just like column charts, but they use horizontal bars instead of vertical bars.Area charts are similar to line charts, except the areas under the lines are filled in.Surface charts allow you to display data across a 3D landscape. They work best with large data sets, allowing you to see a variety of information at the same time. Identifying the parts of a chart Click the buttons in the interactive below to learn about the different parts of a chart. donedonedonedonedonedoneedit hotspotsedit hotspotsThe data series consists of the related data points in a chart. In this example, as we can see in the legend, the yellow columns represent net sales in February.The horizontal axis (also known as the x axis) is the horizontal part of the chart. Here, the horizontal axis identifies the categories in the chart. In this example, each genre is placed in its own group.The legend identifies which data series each color on the chart represents. In this example, the legend identifies the different months in the chart.The title should clearly describe what the chart is illustrating.The vertical axis (also known as the y axis) is the vertical part of the chart. Here, the vertical axis measures the value of the columns. In this example, the measured value is each genre's total sales. Inserting charts Word uses a spreadsheet as a placeholder for entering chart data, much like Excel. The process of entering data is fairly simple, but if you are unfamiliar with Excel you might want to review our Excel 2013 Cell Basics lesson. Select the Insert tab, then click the Chart command in the Illustrations group.Clicking the Chart commandA dialog box will appear. Select a category from the left pane, and review the charts that appear in the right pane.Select the desired chart, then click OK.Inserting a chartA chart and a spreadsheet will appear. The data that appears in the spreadsheet is placeholder source data that you will replace with your own information. The source data is used to create the Word chart.The placeholder source data and the corresponding chartEnter your data into the worksheet.Entering data into the worksheetIf necessary, click and drag the lower-right corner of the blue line to increase or decrease the data range for rows and columns. Only the data enclosed by the blue lines will appear in the chart.Dragging the blue line to decrease the data rangeWhen you're done, click the X to close the spreadsheet.Closing the Excel worksheetThe chart will be completed.The completed chart You can edit the chart data at any time by selecting your chart and clicking the Edit Data command on the Design tab. The Edit Data command Creating charts with existing Excel data If you already have data in an existing Excel file that you would like to use for a Word chart, you can transfer the data by copying and pasting it. Just open the spreadsheet in Excel, select and copy the desired data, and paste it into the source data area for your Word chart. You can also embed an existing Excel chart into your Word document. This can be useful when you know you'll need to update the data in your Excel file and would like the Word chart to automatically update whenever the Excel data is changed. Read our guide on Embedding an Excel Chart for more information. Modifying charts with chart tools There are many ways to customize and organize your charts. For example, Word allows you to change the chart type, rearrange a chart's data, and even change the layout and style. To change the chart type: If you find that your data isn't well suited to a certain chart, it's easy to switch to a new chart type. In our example, we'll change our chart from a line chart to a column chart. Select the chart you want to change. The Design tab will appear on the right side of the Ribbon.Selecting a chart to changeFrom the Design tab, click the Change Chart Type command.Clicking the Change Chart Type commandA dialog box will appear. Select the desired chart type, then click OK.Selecting a new chart typeThe chart will change in the document.The new chart type To switch row and column data: Sometimes you may want to change the way charts group your data. For example, in the chart below the book sales data is grouped by genre, with columns for each year. However, we could switch the rows and columns so the chart will group the data by year, with columns for each genre. In both cases, the chart contains the same data; it's just organized differently. The data grouped by genre, with columns for each year Select the chart you want to modify. The Design tab will appear.From the Design tab, select the Edit Data command in the Data group.Clicking the Edit Data commandClick the chart again, then select the Switch Row/Column command in the Data group.The Switch Row/Column commandThe rows and columns will be switched. In our example, the data is now grouped by year, with columns for each genre.The switched row and column data We've noticed that when numeric data has been entered in the first column of the spreadsheet, switching rows and columns may cause unexpected results. One solution is to type an apostrophe before each number, which tells the spreadsheet to format it as text (instead of a numeric value). For example, the year 2013 would be entered as '2013. Adding an apostrophe before numeric data To change the chart layout: Word's predefined chart layouts allow you to modify chart elements—including chart titles, legends, and data labels—to make your chart easier to read. Select the chart you want to modify. The Design tab will appear.From the Design tab, click the Quick Layout command.Clicking the Quick Layout commandSelect the desired predefined layout from the menu that appears.Selecting a layoutThe chart will update to reflect the new layout.The new chart layout To change a chart element (such as the chart title), click the element and begin typing. Changing the chart title To change the chart style: Chart styles allow you to quickly modify the look and feel of your chart. Select the chart you want to modify. The Design tab will appear.From the Design tab, click the More drop-down arrow in the Chart Styles group.Clicking the More drop-down arrowA drop-down menu of styles will appear. Select the style you want to use.Changing the chart styleThe chart will appear in the selected style.The new chart style You can also use the chart formatting shortcut buttons to quickly add chart elements, change the chart style, and filter the chart data. Chart formatting shortcuts Challenge! Open an existing Word document. If you want, you can use our practice document.Insert a new chart. If you're using the example, edit the data for the chart by deleting the data from October through December.Try changing the chart type and layout.Switch the row and column data.Apply a chart style. If the new style includes a chart title or any labels, edit them. /en/word2013/checking-spelling-and-grammar/content/

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