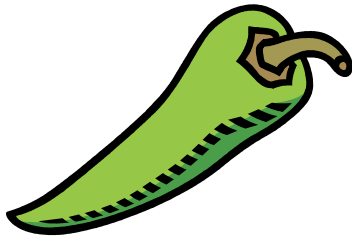


**CTE 629D**  
**Working with Tables**  
**Don Carlin**

In this activity, you will learn to make tables from scratch, modify tables, and convert text to tables and tables to text. To begin, we will make a table for a jalapeño jelly recipe. Below is the recipe need for this activity.

**Jalapeño Jelly**

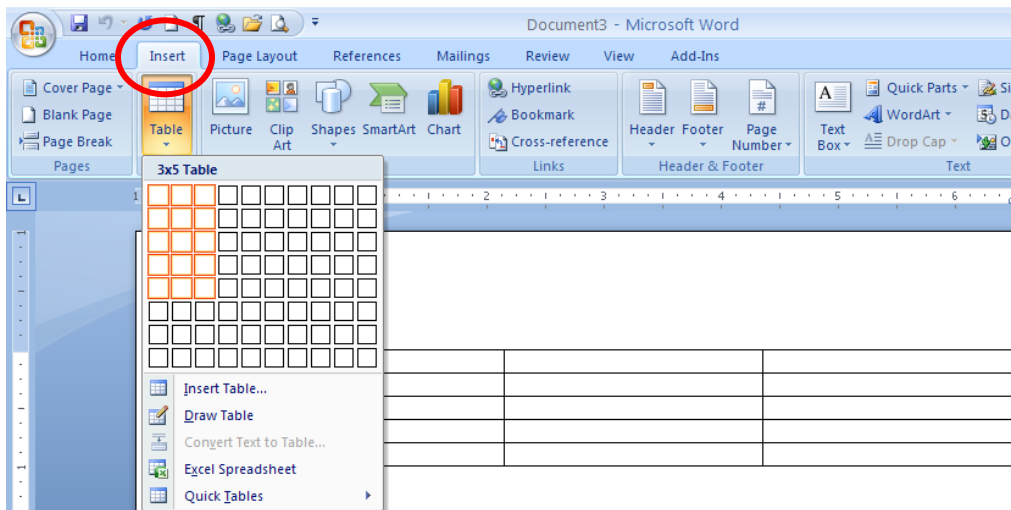


- |                               |                     |
|-------------------------------|---------------------|
| 3 Jalapeno peppers            | 4 Bell peppers      |
| 5 cups sugar                  | 1 cup white vinegar |
| 1 package or bottle of pectin |                     |

Open the peppers and remove seeds and veins. Run peppers through food processor until finally chopped. (I usually add the vinegar to the food processor with the peppers). Add all juices to a pot with the sugar and boil for 10 minutes. Remove from heat, add pectin, and continue boiling until it reaches the hard boil stage. Boil for 1 minute. Pour into sterile jars to within ½ inch of the top. Put on cap, screw band firmly tight. Process in boiling water bath for 5 minutes. Makes 5 ½ pints.

**Creating a Table**

1. Click the Insert Tab. Select Table. Highlight three columns and five rows.



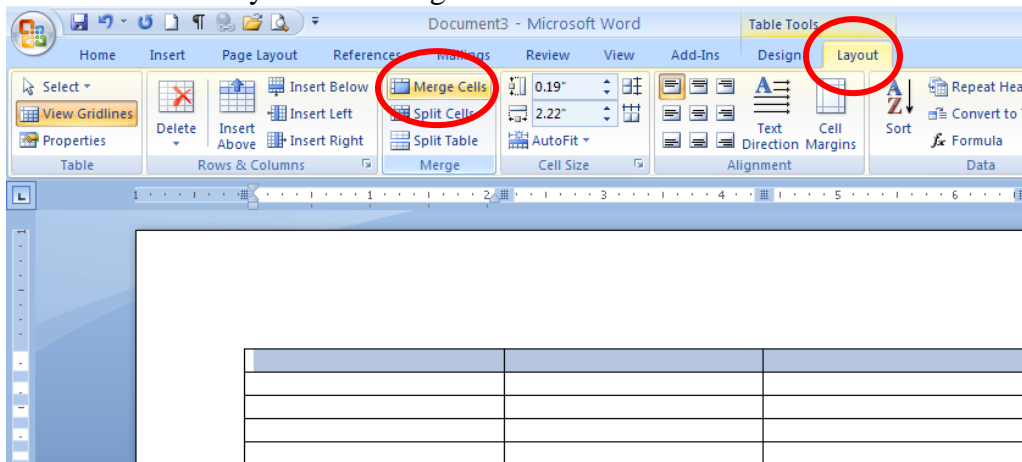
2. Highlight the three cells of the top row.


# CTE 629D

## Working with Tables

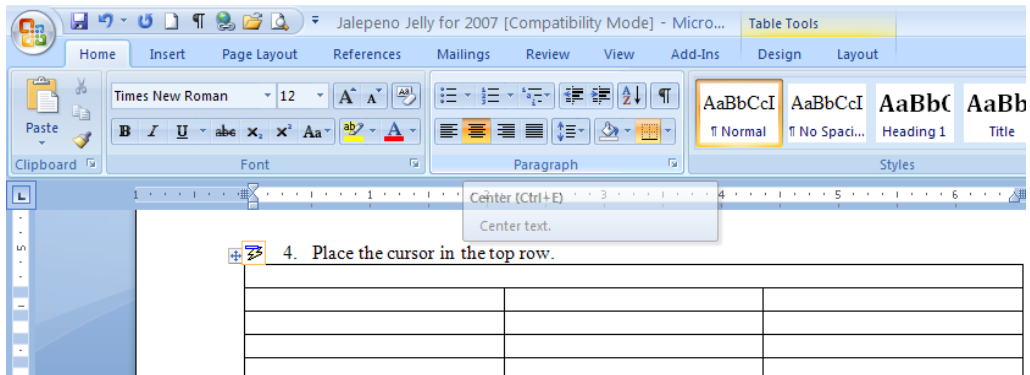
Don Carlin

3. Click on Layout then Merge Cells.



Your Table should now look like this.


4. Place the cursor in the top row and press the Center Align button on the Home Ribbon.

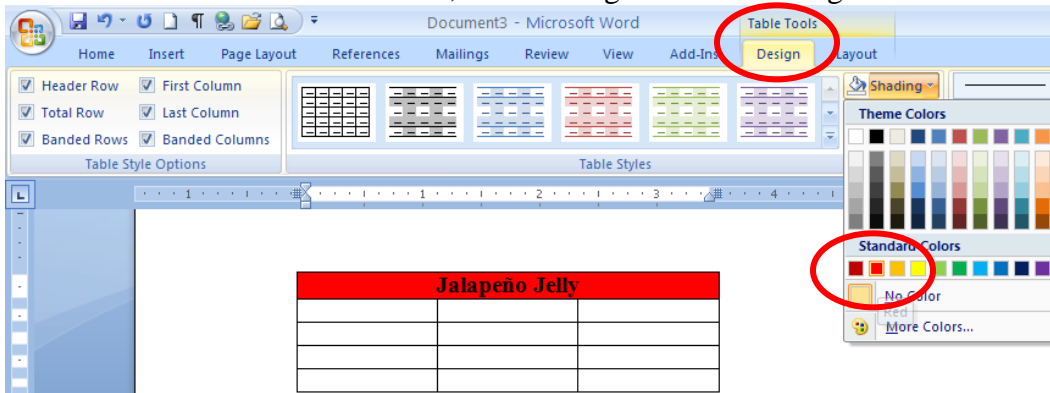



**CTE 629D**  
**Working with Tables**  
**Don Carlin**

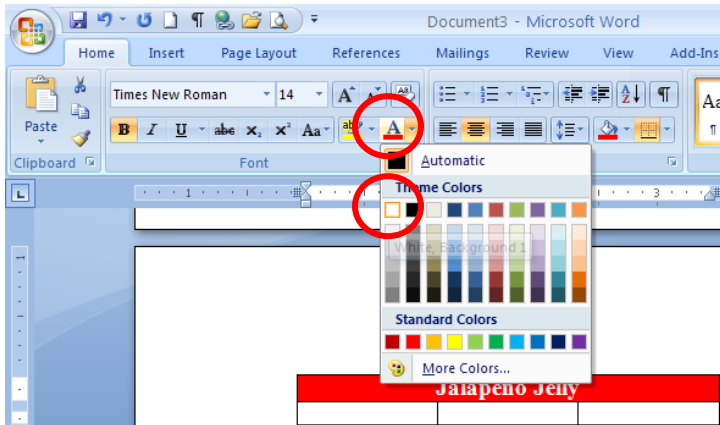
5. Type or cut and paste from above the words Jalapeño Jelly in the top row of the table.

<b>Jalapeño Jelly</b>		

6. On the Tables Tools ribbon, select Design. Select Shading then select red.

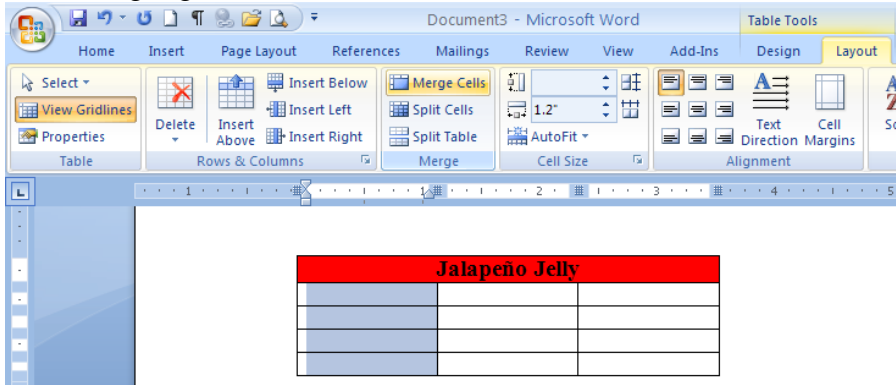


7. Select the color white from the font color menu on the Home Ribbon.



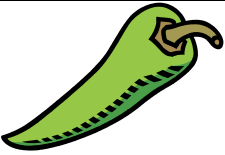
**CTE 629D**  
**Working with Tables**  
**Don Carlin**

8. Highlight the four cells in the first column. From the Table Menu, Select Merge Cells.

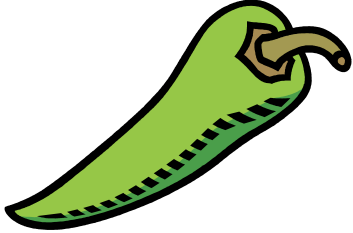


Jalapeño Jelly		

9. Copy the jalapeño image at the top of the page or paste your own image in the merged cells. .

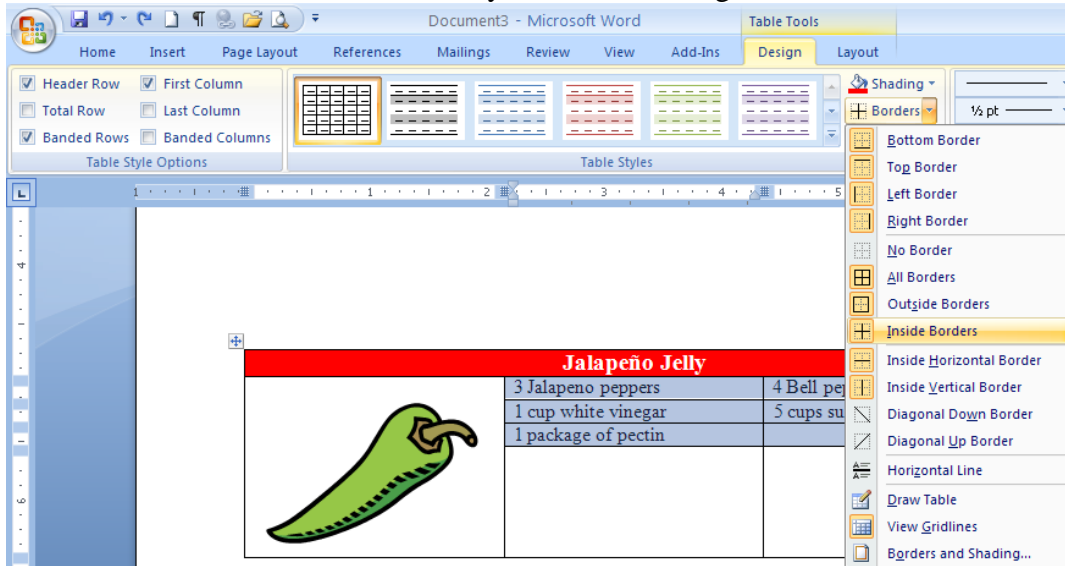
Jalapeño Jelly		
		

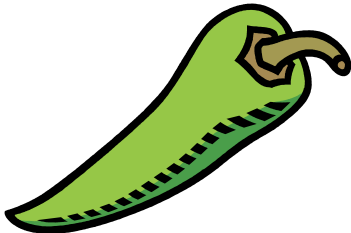
10. Copy or type the ingredients into the top five cells.

Jalapeño Jelly		
	3 Jalapeno peppers	4 Bell peppers
	1 cup white vinegar	5 cups sugar
	1 package of pectin	

**CTE 629D**  
**Working with Tables**  
**Don Carlin**

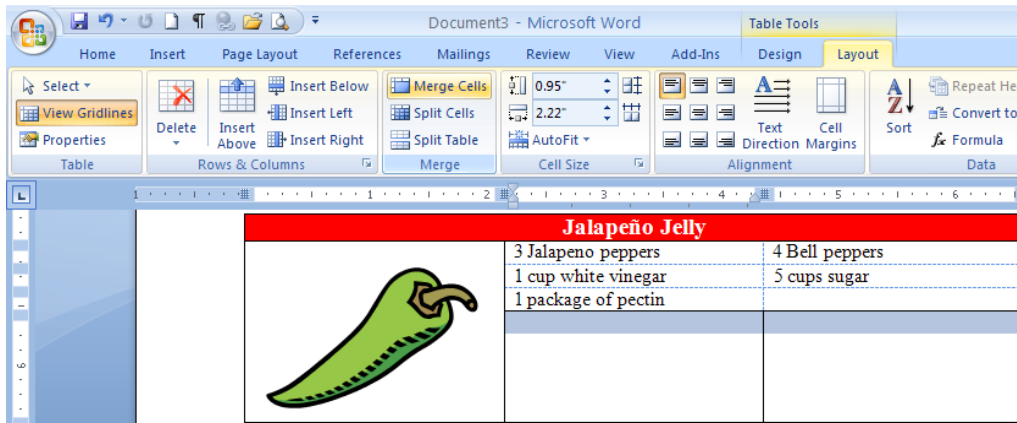
11. Highlight the six ingredient cells. Click on the Borders button on the Table Design ribbon. Select Inside Borders, you will be turning off the inside borders.

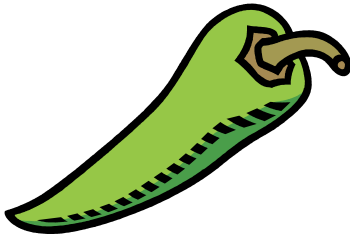


<b>Jalapeño Jelly</b>		
	3 Jalapeno peppers	4 Bell peppers
	1 cup white vinegar	5 cups sugar
	1 package of pectin	

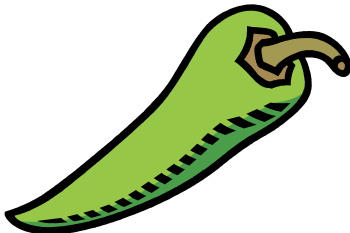
12. Highlight the two bottom cells. Select Borders from the Tables Tools Design ribbon. Select Merge Cells.

**CTE 629D**  
**Working with Tables**  
**Don Carlin**



<b>Jalapeño Jelly</b>		
	3 Jalapeno peppers	4 Bell peppers
	1 cup white vinegar	5 cups sugar
1 package of pectin		

13. Copy the directions from the top of the page and paste them in the merged cells on the bottom row.

<b>Jalapeño Jelly</b>		
	3 Jalapeno peppers	4 Bell peppers
	1 cup white vinegar	5 cups sugar
1 package of pectin		
<p>Open the peppers and remove seeds and veins. Run peppers through food processor until finally chopped. (I usually add the vinegar to the food processor with the peppers). Add all juices to a pot with the sugar and boil for 10 minutes. Remove from heat, add pectin, and continue boiling until it reaches the hard boil stage. Boil for 1 minute. Pour into sterile jars to within ½ inch of the top. Put on cap, screw band firmly tight. Process in boiling water bath for 5 minutes. Makes 5 ½ pints.</p>		

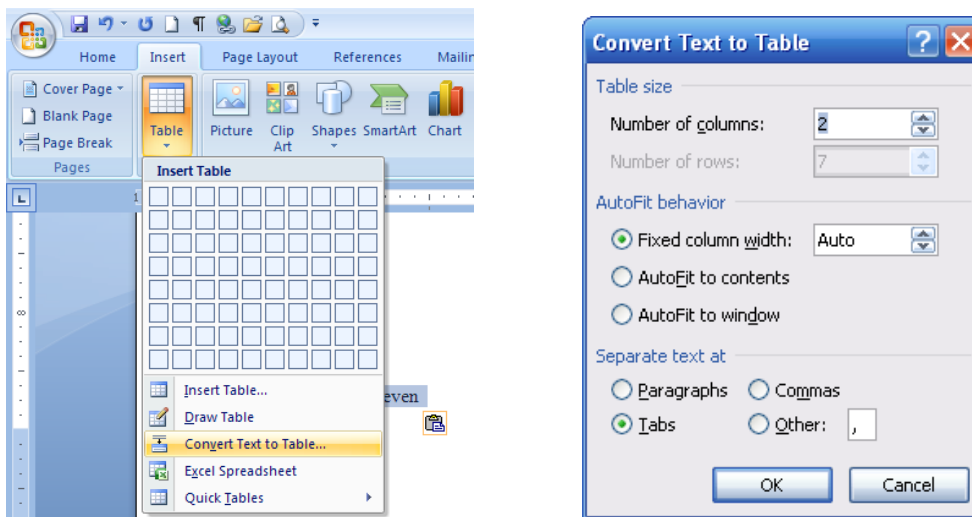
**Congratulations, you are done!**

## Converting Text to a Table

Type the list of words below, put one tab between each word. It may not look like there is a tab between Yellow and Two, but there is.

Red One  
YellowTwo  
Green Three  
Pink Four  
Blue Five  
OrangeSix  
Tangerine Seven

Highlight the list of words. Click on the Insert ribbon and select Table, and then select Convert Text to Table. From the new window, two columns and seven rows looks good, Click OK.



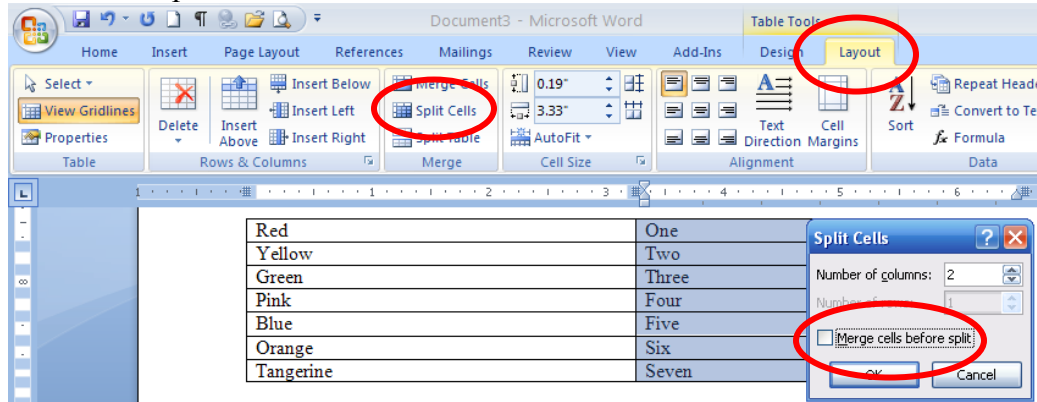
The results should look like this.

Red	One
Yellow	Two
Green	Three
Pink	Four
Blue	Five
Orange	Six
Tangerine	Seven

**CTE 629D**  
**Working with Tables**  
**Don Carlin**

**Adding Columns**

Highlight the second column. From the Layout Menu, Select Split Cells. Uncheck the “Merge cells before split” and Click OK.



Your Results should look like this.

Red	One	
Yellow	Two	
Green	Three	
Pink	Four	
Blue	Five	
Orange	Six	
Tangerine	Seven	

**Adding Rows**

Add the exercises in your new column.

Red	One	Power Walking
Yellow	Two	Jogging
Green	Three	Swimming
Pink	Four	Hiking
Blue	Five	Stair Master
Orange	Six	Elliptical
Tangerine	Seven	Weights

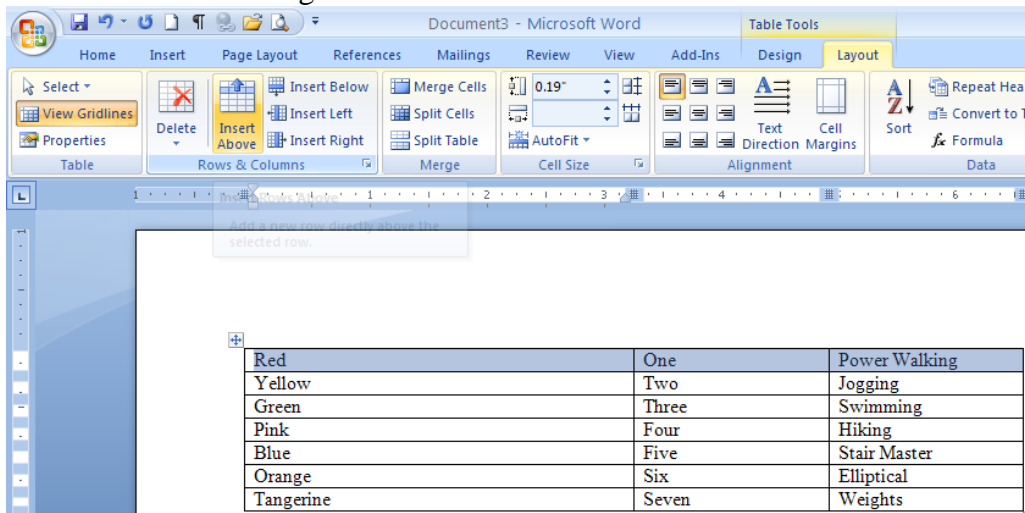


# CTE 629D

## Working with Tables

### Don Carlin

Highlight the top row of your table. Click on Layout on the Tables Tools ribbon. Select Insert Above. Add the headings as shown below.

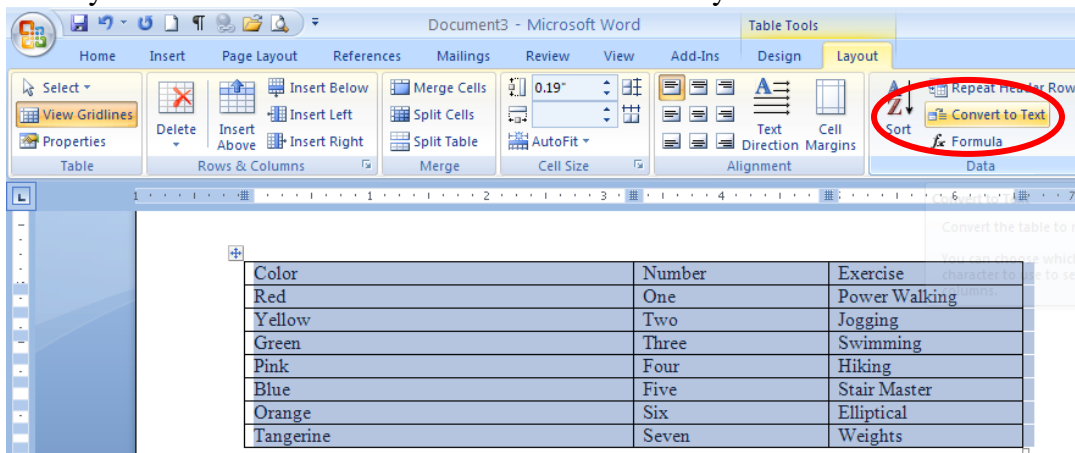


Your table should now look like this.

Color	Number	Exercise
Red	One	Power Walking
Yellow	Two	Jogging
Green	Three	Swimming
Pink	Four	Hiking
Blue	Five	Stair Master
Orange	Six	Elliptical
Tangerine	Seven	Weights

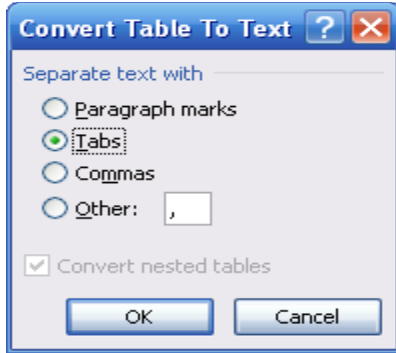
## Converting a Table to Text

Select your table. Click on Convert to Text from the Layout tool on the Table Tools Ribbon.



**CTE 629D**  
**Working with Tables**  
**Don Carlin**

At the new window, click OK. The Tabs default is okay in this case.



You should now have three columns of words.

Color  
Red  
Yellow  
Green  
Pink  
Blue  
Orange  
Tangerine

Number  
One  
Two  
Three  
Four  
Five  
Six  
Seven

Exercise  
Power Walking  
Jogging  
Swimming  
Hiking  
Stair Master  
Elliptical  
Weights