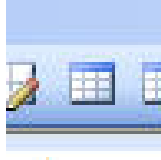


How to make a table in Microsoft Word.

In this tutorial we will reproduce the table found on page 62 of the lab manual.

1. Open Microsoft Word and begin with a blank page.
2. You may notice a button on the toolbar which looks like a small grid.



3. This button is the “Insert Table” button. If you press it a grid will appear. The table we want to create has 4 rows and 3 columns move your mouse over and down until the grid size is selected and press the mouse button again.
4. The following table should appear when you are finished.

5. Select the top 3 cells by clicking in the left one and dragging the mouse to the right. They should turn black when selected.
6. Right click on the selected cells and choose “Merge Cells”. The table should now appear like the one below.

7. Place the cursor in the upper cell and type exactly what is in you lab manual. Repeat this step for the other cells. Your table should appear like the one below.

Pulse Rate (beats/min)		
	Before Exercise	After Exercise
Nonathletes	71.6	145.8
Basketball players	71.9	146.1

8. Some of the text should be centered in their cells. Select the cells that require text to be aligned in the center and press the “Center” alignment button on th toolbar. The table should now appear as it does below.

Pulse Rate (beats/min)		
	Before Exercise	After Exercise
Nonathletes	71.6	145.8
Basketball players	71.9	146.1

9. Let's shrink the size of the table so that it looks nice. If you place your cursor on the vertical line between the Nonathletes cell and the 71.6 cell the cursor will change shape and allow you to change the width of the cells. Place the cursor on that location and double click the mouse button. It will automatically fit the column to the text. Try this for the other columns. The result should look like the table below.

Pulse Rate (beats/min)		
	Before Exercise	After Exercise
Nonathletes	71.6	145.8
Basketball players	71.9	146.1

10. While this table looks fine you will notice that the table in the lab manual has thinner columns and the Exercise column labels take up two lines. If you drag the column widths (as above) to a smaller size you can achieve the same effect. It might look like the table below when finished.

Pulse Rate (beats/min)		
	Before Exercise	After Exercise
Nonathletes	71.6	145.8
Basketball players	71.9	146.1

11. Select the column heading cells and press the "Bold" button on the toolbar. The result should look like the table below.

Pulse Rate (beats/min)		
	Before Exercise	After Exercise
Nonathletes	71.6	145.8
Basketball players	71.9	146.1

12. If you place your cursor above the table we will create our table caption. Type in the table caption as it appears in the lab manual. The result will look like the following:

Table 1. Overall Averages of Pulse Rate (10 subjects in each group; 3 trials for each subject; pulse taken before and after 5-min step test).

Pulse Rate (beats/min)		
	Before Exercise	After Exercise
Nonathletes	71.6	145.8
Basketball players	71.9	146.1

13. To change the margins for the caption so that it fits nicely above the table place the cursor at the beginning of the paragraph (before the word Table). Above the page and below the toolbar you will see a ruler. Place your mouse over the small grey rectangle on the left hand side of the ruler. This is the “Left Indent” adjustment slider. Click on it and drag it until it lines up with the left side of the table. Repeat the same procedure with the “Right Indent” which appears as a triangle shaped slider on the right side of the ruler. Slide this controller until it lines up with the right side of the table. Change the justification to “Full justified”. The result should appear as below.

Table 1. Overall Averages of Pulse Rate (10 subjects in each group; 3 trials for each subject; pulse taken before and after 5-min step test).

Pulse Rate (beats/min)		
	Before Exercise	After Exercise
Nonathletes	71.6	145.8
Basketball players	71.9	146.1

14. Now to get rid of extra lines in our table we can select all of the we can use the border button located in the toolbar or select cells, right click on them and chose “Borders and Shading”. Experiment with the different border tools to create the table below:

Table 1. Overall Averages of Pulse Rate (10 subjects in each group; 3 trials for each subject; pulse taken before and after 5-min step test).

Pulse Rate (beats/min)		
	Before Exercise	After Exercise
Nonathletes	71.6	145.8
Basketball players	71.9	146.1