

# UPGRADING YOUR WORDPERFECT TABLE SKILLS

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## INTRODUCTION

Unknown to many if not most WordPerfect users is the depth of its extraordinary Tables features. Surely, all WordPerfect users know how to make a simple table and probably do so very often. But, how many know that WordPerfect's Table features have the capacity to perform many of the functions of a full-blown spreadsheet software program? Well, that's the truth and it has been since WordPerfect was owned WordPerfect Corporation, pre-Novell, pre-Corel, and pre-Vector. <sup>2</sup>

How did WordPerfect come to have such powerful Tables features? According to Gordon McComb, Ford Motor Company is to be thanked for the same. In an April 2005 thread at WordPerfect Universe (<http://www.wpuniverse.com/vb/showthread.php?s=&threadid=17560&perpage=10&pagenumber=3>):

WPCorp had long favored outside "pre-betas" to large accounts, because they wanted to add features that the large accounts would buy into. It made economical sense for programmers to change directions, even if they considered the program mostly done. My understanding is that we can credit Ford Motor Company for the tables feature in WordPerfect. It's still better than the one in Word (especially after they rolled PlanPerfect's feature set into it). They added tables at Ford's request, and we all benefitted.

But, here's the rub: WordPerfect doesn't contain much on-line (or other) help for learning how to use the more advanced table features. While this paper is not a comprehensive study, in this two part series you should find some help with understanding how to use WordPerfect's more simple but also more powerful features. <sup>3</sup> Although WordPerfect 12 is used in the discussion here, WordPerfect users should find very few differences between what's shown here when using WordPerfect 6.1, 7.0, and, most particularly, WordPerfect 8.0, 9.0, 10.0, or 11.0, or, most likely, WordPerfect 13, now in Beta testing. My outline:

**Part I: Getting Down The Basics:** WordPerfect Version Variations; Vocabulary; Interface Items; Making Tables; Formatting the Table; Borders/Fill; Table Position; Adding & Deleting Rows & Columns; Joining & Splitting Cells

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<sup>1</sup> Revision Date: 7/24/2005. I'm a lawyer in Oklahoma City and a long-time devotee of WordPerfect. My website includes a good bit about using WordPerfect, particularly Macros: <http://www.dougloudenback.com/wp.htm>. My *Grande Macros* for Oklahoma lawyers, marketed through the Oklahoma Bar Association, is presently in its sixth release. See <http://www.dougloudenback.com/grande1.htm>. Corel included me as a "Case Study" (hmm...) at [http://www.corel.com/content/pdf/profiles/doug\\_loudenback.pdf](http://www.corel.com/content/pdf/profiles/doug_loudenback.pdf). In this document, **dark red links** are internal, and **blue links** are to web addresses. Generally, "title" links move forward to the next topic or subtopic.

<sup>2</sup> WordPerfect was initially created in 1979, owned by Satellite Software International (SSI), which became WordPerfect Corporation in 1986. In 1989, the venerable WordPerfect 5.1 for DOS was released. Novell Corporation purchased the entire product line in 1994, but, then, in 1996, sold WordPerfect and most (not all) associated programs to Corel Corporation, the current owner – even though ownership of Corel Corporation itself changed in 2003 when Vector Capitol Corporation acquired Corel and took the company "private". At and before that time, WordPerfect had been pronounced "dead" by many. Instead, since Vector Corporation acquired Corel, WordPerfect has been instilled with a new vitality and life and shows every sign of being "a survivor" of the Microsoft dreadnaught. That said, those who "built" the product over time are long departed from the employ of those who currently own it.

<sup>3</sup> Additional Internet resources are: The Land Grant Training Alliance, *Learning WordPerfect 8.0 Tables*, <http://www.lgta.org/wp8table/wp8tab.contents.htm> (not bad at all); and Sam Houston State University, *WordPerfect 2000 – Guide To Tables* ; [http://www.shsu.edu/administrative/training/guides/pdfs/wordperfect\\_tables.pdf](http://www.shsu.edu/administrative/training/guides/pdfs/wordperfect_tables.pdf) (only useful for beginners). If you want more, I highly recommend *Using WordPerfect 12 Special Edition* by Laura Acklen & Read Gilgen, Que Corporation (2005). The Table of Contents is here, [http://wpwriter.com/html/se\\_using\\_wp12\\_table\\_of\\_content.html](http://wpwriter.com/html/se_using_wp12_table_of_content.html), and the book can be ordered at a considerable discount at <http://www.amazon.com>. And, *WordPerfect Universe*, <http://www.wpuniverse.com>, is the best place on the web for specific help about anything having to do with WordPerfect.

**Part II: Beginning to Make It Hum:** Copying Tables; Joining Tables; Sorting Table Data; Using Line Numbering in Tables; Simple Formulas; The Formula Toolbar & How to Use it

**Part III: Designing A Porsche – When A Model T Just Won’t Do:** Using Advanced Formulas; Referencing Values in Different Tables

## PART I: GETTING DOWN THE BASICS

**1. WORDPERFECT VERSION VARIATIONS.** This will be a short section. WordPerfect Tables have remained pretty much the same since WordPerfect 6.1 was released by Novell Corporation in 1994, and only the WordPerfect interface (Menu, Property Bar) have changed, and then just a little. WordPerfect 6.1 through WordPerfect 9.0 did not include a Tables a “Menu” item, but WordPerfect 10.0 and later do. Either WordPerfect 7.0 or 8.0 (I no longer have WordPerfect 6.1 or 7.0 installed on any computer, so I’m unsure about this) did not contain a “context sensitive” “Property Bar”, so that, (in this instance) when the insertion point was within a table, its characteristics and content changed. Most probably, anyone reading this is using WordPerfect 8.0 (released in 1996, I think) or higher, and in the remainder of this discussion I’ll limit my remarks to WordPerfect 8.0 or higher, even though, aside from these two WordPerfect interface issues, most of that which follows would be equally applicable to WordPerfect 6.1 or 7.0.

**2. VOCABULARY.** There’s not much to know, but you do need to know the following:

**A. Tables & Columns & Rows & Cells.** A table is a “grid” consisting of columns and rows. All “columns” are vertical. All “rows” are horizontal. Every table will have at least one column and at least one row. A “cell” is the “space” in a table formed by the intersection of a row and a column. It’s just like the old kid game you used to play (maybe still do) called, “Battleship.” We are talking coordinates, vertical (columns) and horizontal (rows).

**B. Table Names.** In this “Basics” section, what I want you to understand is that EVERY table in a document has a distinct name. WordPerfect automatically supplies the initial name when you create a table, e.g., TABLE A, TABLE B, and so on. Understanding that each table in a document has a distinct name when you start doing more elaborate things with multiple tables later on is essential. You can rename any table name, but how to do that is not covered in this “Basics” section.

**C. Column & Row Names.** Every column, and every row, has a name. By default, columns are alphabetical letters or some combination thereof. After the 26<sup>th</sup> column, column name “letters” repeat the cycle, beginning with column AA for the 27<sup>th</sup> column, and AB for the 28<sup>th</sup> column, and so on. It’s the same with rows, except that they have numeric names. The 1<sup>st</sup> row name is “1”, the 2<sup>nd</sup>, “2”, and so on, in an ever expanding numerical sequence. You can rename any column or row name, but how to do that is not covered in this “Basics” section.

**D. Cell Names.** A “cell” is the “space” in a table formed by the intersection of a row and a column. Again, it’s just like the “Battleship” game. We are talking coordinates, vertical and horizontal. “Columns” are vertical, and “Rows” are horizontal. WordPerfect Tables use this method for naming cells: Column Name + Row Number, and in that order. Here’s a simple table that should make the cell naming structure clear – in this illustration, the Column Letters and Row Numbers are not part of the table:

	Column A	Column B	Column C
Row 1	Cell A1	Cell B1	Cell C1
Row 2	Cell A1	Cell B2	Cell C2

You can also rename particular cells, but I’m not getting into that in this “Basics” section, though it would be good for you to remember that it can be done.

**3. INTERFACE ITEMS.** In WordPerfect 8.0 and higher, two items are noteworthy:

**A. The Menu.** The “Menu” bar is located in the same place in virtually all, if not totally all, software programs designed to work in Windows, any version. It’s located at the top of active window, and, in WordPerfect, it begins with the words, “File, Edit, View, Insert,” etc. In WordPerfect 12, the Table drop-down menu looks like the following, depending on whether the insertion point is within a table or not:

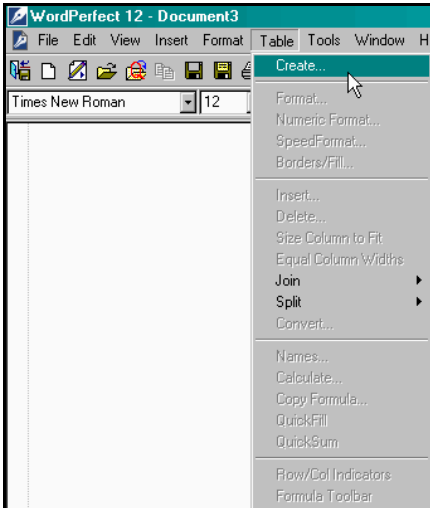


Figure 1 - Not in Table

At left, only “Create,” “Join” and “Split” are available, if the insertion point is not in a table.

At right, other items are available, if the insertion point is within a table. If multiple cells had been selected, all items would be available.

“Create” is not available in WordPerfect if the insertion point is in a table. However, see **Drag To Create**, below.

Below, I’ll describe the Table Menu items very briefly. But, it’s easy enough to figure out what any item does by trying it out.

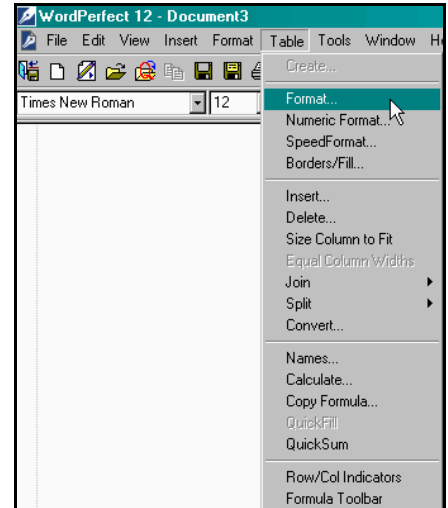


Figure 2 - In Table

**B. The Property Bar.** The “Property Bar” is located immediately below the Icon toolbar ... the Icon toolbar is the one with static (they don’t change) icons on it, immediately below the Menu bar. The WordPerfect Property Bar changes content depending on the location of the insertion point ... if it’s in a column, one thing; if in an automatic paragraph, another; if text is selected, another; etc. The “normal” and “in a table” Property Bars look substantially like the following:

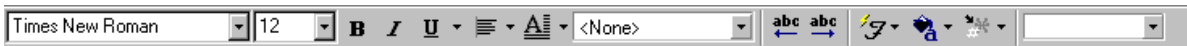


Figure 3 – Insertion point not in Table, and only in regular text

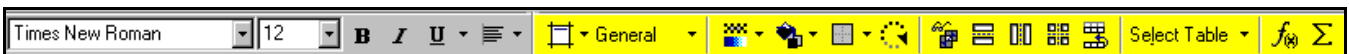


Figure 4 - Insertion point is in table; the colored part is marked for emphasis here

Since this is not a Tables “treatise”, I’m not intending to elaborate on each of the items in the Table Property Bar. It is sufficient for these purposes if you just know what the icons represent:



Figure 5 - Table Property Bar, annotated

In a nutshell: **1** vertically aligns text in a cell – top, bottom, center; **2** is numeric format – general; mixed; integer; fixed; percent; currency; accounting; commas; scientific; date; text; or other; **3** is table fill (numerous options are possible); **4** is table foreground (ordinarily, text color); **5** changes the outside line style in the currently selected cell(s); **6** rotates the content of the currently active cell 90° clockwise; **7** is “quick join” – joins cells by dragging; **8** is “quick split row” – splits rows by clicking or dragging; **9** is “quick split columns” – splits columns by clicking or dragging; **10** is “quick split columns and rows” – splits columns and rows by clicking

or dragging; **11** inserts a row above the current row; **12** selects the current table, or a column or row; **13** turns on the formula toolbar; and **14** is “quick sum” – calculates the total of the cells above, or to the left, of the current cell.

**4. MAKING A TABLE.** It’s best, of course, if you give thought to the numbers of columns and rows you want in a table before you make it ... *particularly columns* – rows are far more forgiving than are columns. That said, tables may be made by one of two general methods, by using “Drag-To-Create” or not. I’ll call the latter, “Ordinary Tables”. To turn on or off the “drag to create” feature, click Table | Create ... in the Menu. “Drag-to-create” tables are made within a text box; “ordinary” tables are not.

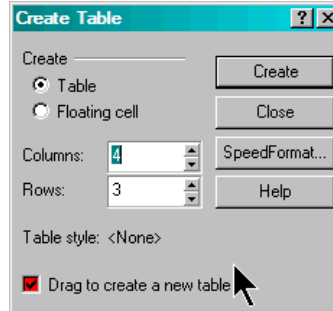


Figure 6 – drag to create on

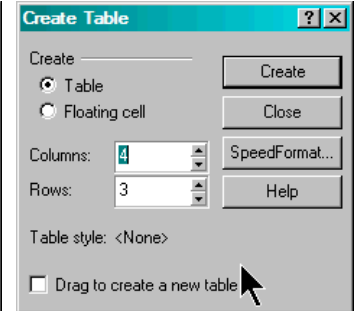


Figure 7 – drag to create off

Once “Drag to create a new table” is checked (Figure 6), it remains the default for new table creation until it is “unchecked (Figure 7).

**A. Applicable to Both Methods.** Whether making tables with or without the drag-to-create feature, some things are common to both methods. While you could use the Table Menu, Create, selection, it’s easier to make a table by using the Table icon in the Icon toolbar (Figure 6), called the “Table Quick Create” icon. Move the mouse pointer to that icon, click it, and a “No Table” mini-dialog appears. Then, simply drag over the number of rows and columns you want the table to initially contain:

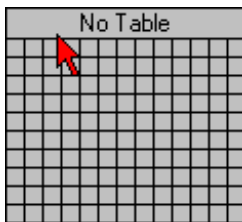


Figure 8 – no table

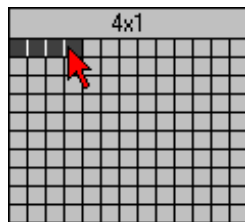


Figure 9 – drag over columns

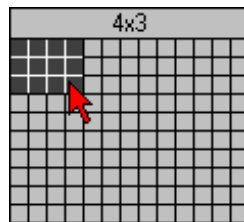


Figure 10 – drag over rows

In WordPerfect 12, the largest table you can make this way is 32 columns and 45 rows. You can add more columns and rows manually, if you want. The maximum number of columns in one table is 64; the

maximum number of rows is 32,767, which is 2,097,088 cells. So, don’t plan on making a table larger than that!

Or, using the Table Menu, select Table | Create..., set the numbers of columns and rows you want, and click the Create button, shown in Figure 11.

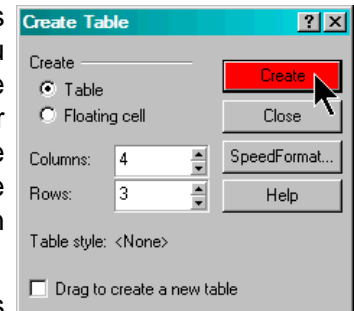


Figure 11 – using the Menu

**B. Ordinary Method.** With drag-to-create turned off, a table containing the number of columns and rows you specify will be immediately created. Each column and row will have single-line borders, no “outside” border will be set (other than the existing cells’ single lines), and all cells, rows, and columns will have the same formatting characteristics. Justification will be set as “Left”, and the table width will be “Full” (left to right margins). Of course, you can change any/all of those settings as is elsewhere shown in this paper. Two “ordinary method” side-by-side tables are not possible (unless done within separate columns ... *not* “table” columns, but “column” columns).

**C. Drag-To-Create On.** With drag-to-create turned on, tables are actually created within text boxes. Since multiple text boxes exist on the same “line”, side-by-side tables can be made on the same line, too, as can tables “in” an ordinary or in a drag-to-create table, which I’m not illustrating here, but the principle is exactly the same as shown below. Table creation is like that stated in A., above, except that, after identifying column and row dimensions, a marker is then placed in the document at which time you “drag” the insertion point over the area in which you want the table to initially exist.

To illustrate, I'll use the same "4 x 3" column/row structure shown in **Figure 10** and make a pair of them side-by-side. I'm skipping a graphic of Figure 10, but that's what I'm doing first, just like shown above. In the following graphics, each figure represents the space between page margins, plus a bit more.

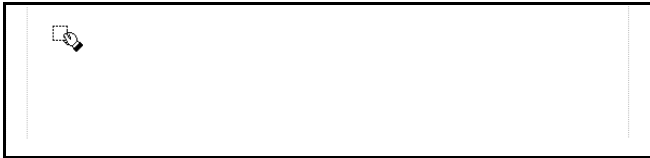


Figure 12 – 1<sup>st</sup> table showing beginning drag point

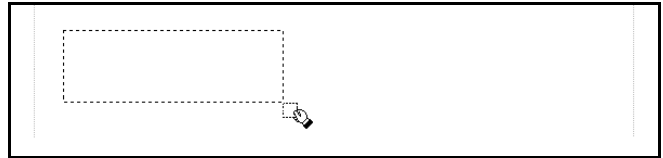


Figure 13 – 1<sup>st</sup> table showing ending drag point

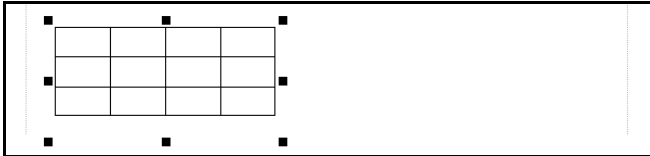


Figure 14 – 1<sup>st</sup> table after mouse button is released; table is in a text box

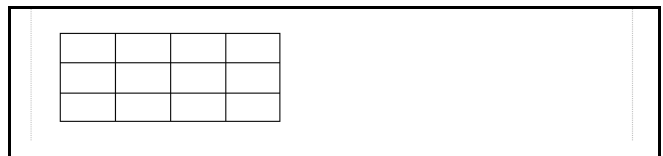


Figure 15 – 1<sup>st</sup> table after text box is deselected; text box has no visible borders

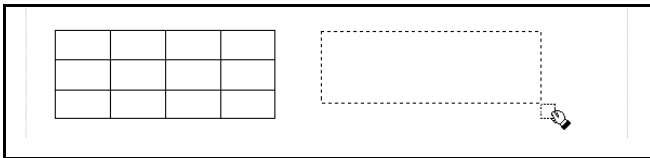


Figure 16 – making 2<sup>nd</sup> table as shown in Figures 12 & 13

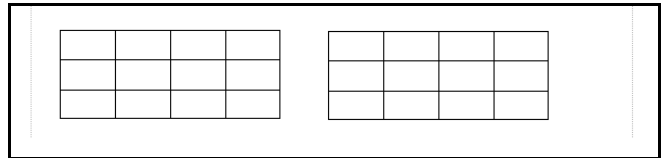


Figure 17 – completing 2<sup>nd</sup> table as shown in Figures 14 & 15

Now that I've illustrated the differences between "drag-to-fit" and "ordinary" tables, everything which follows relates solely to the "ordinary" tables approach. But, keep in mind that the "ordinary" approach is not the only way.

**D. Yet Another Way – Convert.** A table may also be created from a selection of text. Some "delimiter" needs to separate the text which will be converted for this to work exactly as it should. The delimiter (something that determines boundaries) may be Tabs, Commas, Paragraphs, or something else that you would uniquely define. This is best seen by example.



Figure 18 – the above text items have been separated by Left Tabs. I hope I've got the colors right!

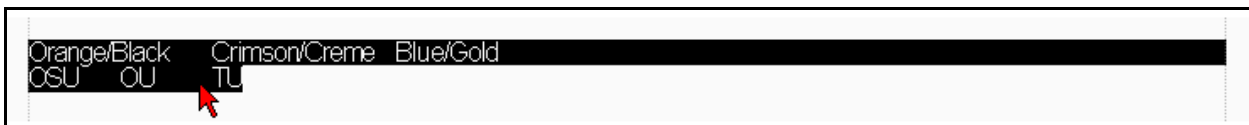


Figure 19 – the text shown in Figure 18 has now been selected

With the text selected, click Table | Convert ... on the Table Menu (Figure 20). That opens the Convert dialog (Figure 21).

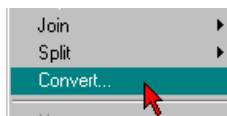


Figure 20

WordPerfect "sensed" that Tabs were the delimiters. The same is true for paragraphs and commas (as delimiters). But, since I "know" that Tabs were the separators, I'm being sure that the Tabs radio button is clicked.

Other options are possible, but I'm not going there in this paper. Experiment on your own.

Click the OK button and, voila ....

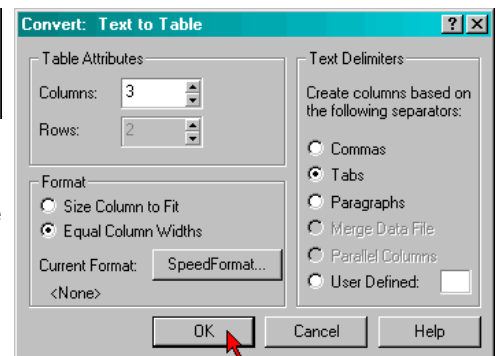


Figure 21 – convert text to table dialog

Orange/Black	Crimson/Creme	Blue/Gold
OSU	OU	TU

Figure 22 – the text has been converted to a table but you may want to adjust formatting, etc.

**5. FORMATTING THE TABLE.** The ability to format WordPerfect tables easily and in so many different ways is absolutely outstanding. This will cover some, but not all, of the possibilities. While you can always use the Table Menu item to do what I'm describing here, I'm a fan of "quicker is better". And "quicker" means, more often than not, "right-click". In any table cell (or selection of table cells), your right-click mouse button pops up the menu shown in Figure 23.

The formatting options described in this paper are Format ..., Numeric Format, and Borders/Fill. Even as to these items, all possibilities are not fully described ... just enough to get you going on your formatting of WordPerfect tables.



Figure 23 – right-click menu

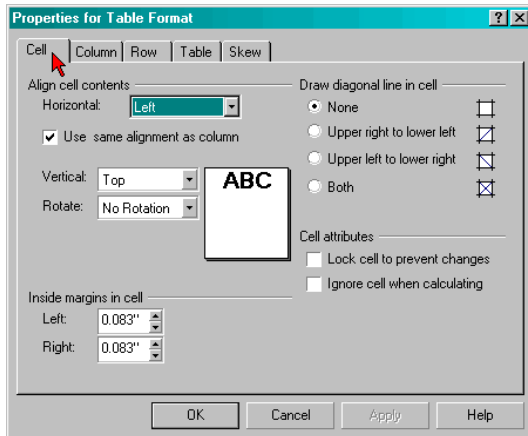


Figure 24 – the Cell format tab view

**A. Format ...** This is the choice when you want to do formatting other than Numeric format or Borders/Fill. Beginning at Figure 24 is a look at the what you get when you select Table Format menu.

**(1) The Cell Tab.** When Format... is selected, the Properties for Table Format dialog opens, and, ordinarily, in the "Cell" tab view (notice the 5 tabs at the top of the dialog). The main things I want you to notice in the Cell page are these:

**Align cell contents: Horizontal:** This can be Left, Right, Center, Full, All, or Decimal Align; **Vertical:** This can be Top, Bottom, or Center.

**Cell Attributes:** Notice that you can "lock" the cell. If a cell is "locked" and (in the Table tab page) and cell "locks" are not disabled, the cell will be inaccessible and will be skipped when navigating the table, which can come in handy for those table cells you don't want to be easily changed by you or others.

**(2) The Column Tab.** The main items I want you to notice are:

**Horizontal alignment:** You can set this to Left, Right, Center, Full, All, or Decimal Align;

**Column Width:** You can set a fixed column width, if you want, by checking the "Always keep with the same" check box;

**Decimal alignment:** The default is 2 digits after decimal, but, if you will be entering any negative numbers and use "Decimal Align" as the Horizontal position, my recommendation is that you use the "From right margin" option instead, as shown in Figure 26. This is explained further in *Numeric Format*, below;

**Inside margins:** see *Padding*, below.

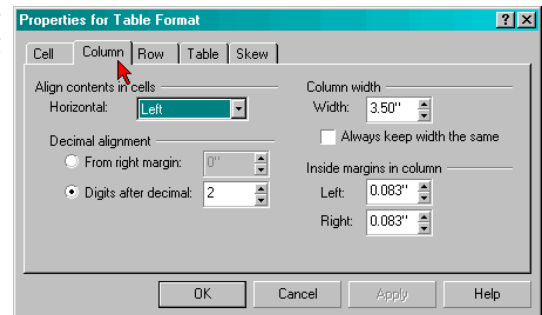


Figure 25 – the Column format tab view

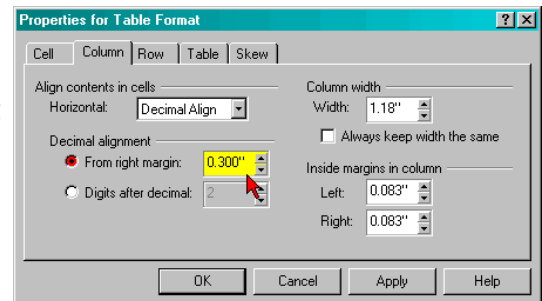


Figure 26 – Decimal alignment

**(3) The Row Tab.** Mainly, notice these items:

**Divide row across pages:** If this is checked, the row will “split” if a page break is encountered, so that the row continues on the next page. Otherwise, the row will be “forced” onto the next page if a page break is encountered.

**Header row:** If a row contains “titles”, you will probably want to the row to appear on the top of each new page, if a page break is encountered. If that’s so, click the check box.

**Lines of text per row:** If you want the row to automatically expand to accommodate text which wraps beyond a single line’s content, be sure that the “Multiple lines” radio button is checked. Otherwise, the row will NOT expand if the text exceeds what is possible for a single line.

**Row height:** If this is set to “Automatic”, table rows will expand as much as needed to accommodate the amount of text entered in the table cell row. Otherwise, it will stop expanding at the measurement specified in “Fixed” or “At least” (the latter is in WordPerfect 12 and later versions only), a feature I think that was mainly added in Wp12 to accommodate to saving files to MS Word.

**Row margins:** see *Padding*, below.

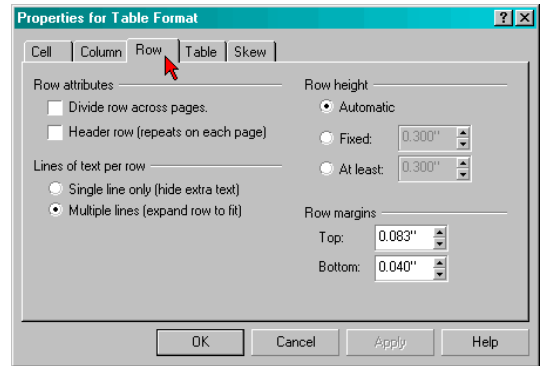


Figure 27 – the Row format tab view

**(4) The Table Tab.** Mainly, notice these items:

**Align contents in cells:** This sets the default for table cells, which can be overwritten for individual cells, columns, and rows. The choices are Left, Right, Center, Full, All, or Decimal Align.

**Decimal alignment:** Same as discussion for Column Tab, above, and see *Numeric Format*, below.

**Column Width:** This is the default; to force all columns to have the same width, click the “Always keep width the same” box.

**Table size:** Changes the number of columns and/or rows.

**Table position on page:** The default is “Full” (margin width), but other options are Left, Right, Center, From Left Edge of Page. If an option other than “Full” is selected, the “grayed” box shown here will be active, and you can set the precise location.

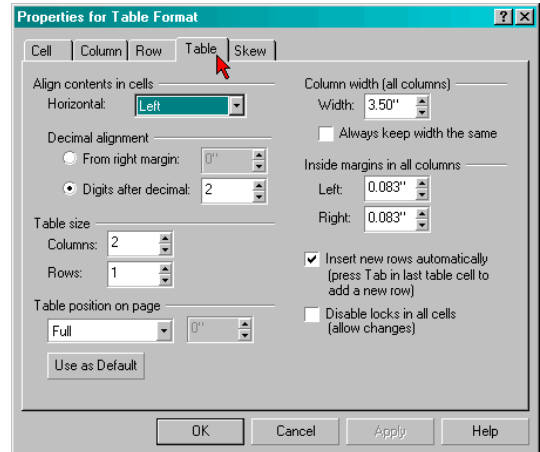


Figure 28 – the Table format tab view

**Insert new rows automatically:** If you are at the last cell in a Table and you press the Tab key, a new row will automatically be inserted below the last row(that new row will have the same characteristics of the row in which the Tab key was pressed). If you want to disable that feature, “uncheck” the checkbox.

**Disable locks in all cells:** If you’ve “locked” one or more cells in the table (see Cell, above), they will not be readily available for editing unless this box is checked. Normally, you’d only want that to happen if you’re wanting to change something you’ve already done. To “unlock” all table cells, in a cell not marked to be “locked”, right-click, chose Format ... and then the Table tab, and click “Disable Locks...” and then all “locked” cells will be accessible.

**(5) The Skew Tab.** Actually, this is a pretty cool feature, but I’m not going to get develop in this paper.

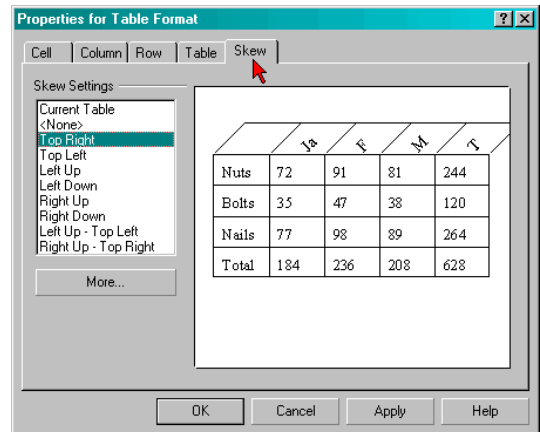


Figure 29 – the Skew format tab view

But, know that, instead of rotating text items 90°, you can also “skew” them ... the default is 45°, but you can change the angle to whatever you want, if desired. To do so, select the choice you want in the “Skew Settings”, and then click the “More...” button. Play with the feature, if you’re interested, and it will come easy as you see how it works.

**B. Padding/Margins.** In all Tab views except “Skew”, reference is made to “Margins” ... Left and Right for Columns and Cells, Top and Bottom for Rows. To me, this means, “Padding” – the amount of white space on all sides of a table cell. The defaults for each such setting are shown in the various figures, above, but there may be circumstances that you’d want to change that.

Figure 30 shows two tables, both with the same data, but with different lines, vertical padding, vertical position, and row height.

I’m not saying that you will want to do it this way – I’m only intending to show you a few options so that you will be open to what is possible.

Things You Need Plenty of in America		Things You Need Plenty of in America	
Camping Gear	\$2,500.50	Camping Gear	\$2,500.50
Guns	19,250.33	Guns	19,250.33
Computers	39,250.00	Computers	39,250.00
Average Household Expense	\$61,000.83	Average Household Expense	\$61,000.83

**Figure 30** – Padding example; Left table uses WordPerfect defaults; Right table sets 0.0” as Row Top/Bottom padding (margins), 0.2” as a “fixed” row height, and sets “Center” as the cell vertical position, and eliminates interior lines, except for the title

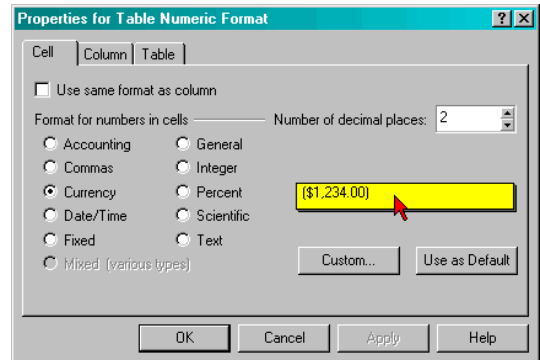
**6. NUMERIC FORMAT:** *Figures 4 and 5* show the “Numeric format” item in the Table Property bar. By default, the text for that item reads, “General”. To change the numeric format of a cell (or selected cells), either click that item and select what you want in the drop-down list, or right-click in the cell (or in the selected cells) and select “Numeric Format...” in the pop-up list (*Figure 10*). You have more versatile possibilities with the latter method, which I’ll show in the next series of images.

Figure 31 shows the 3 tabs at the top – Cell, Column, and Table. The content of each tab’s dialog is the same, so I’ll just focus on the Cell tab dialog.

Note that the choice(s) you make here have nothing to do with the data you might enter in a cell – the choice(s) strictly relate to how the data will be displayed.

Most of the choices are straightforward – just select what you want. But, notice that I’ve highlighted the (\$1,234.00) box – that box shows you how negative numbers will be displayed.

By default, negative numbers will be shown with a beginning and ending parenthesis. But, you can click the “Custom...” button and change that to a minus (–) sign, if you wish (as you can do with any other numeric format selection). I’ve chosen negative numbers, though, for a purpose. If you have a column which contains strictly money or comma values, chances are good that you’ll want those items to be “decimal aligned” and that “decimal align” will have been set in the Format dialog for cells in that column. But, if you accept WordPerfect’s default for “numeric format”



**Figure 31** – the Cell Numeric Format dialog

(beginning and ending parentheses), unless you take another step, the table cell will look like Figure 32, which, of course, is not what you want. One solution would be to click the “Custom” button and set a “minus” sign as the method of handling negative numbers.

Example of a negative number	(2,500.20 )
------------------------------	----------------

**Figure 32** – a soft line break is forced after the 2<sup>nd</sup> digit



Here’s a better solution: if you want negative numbers to be enclosed in parentheses, you must take an extra step. In the Format ... dialog, click the “From right margin” radio button, and then set a value which works for what you’re doing – here, I’ve used “0.300”, a good value for two digits after the decimal for numbers ... most likely, that’s what you will be doing.

Having done that, the same table shown in Figure 32 will then look like Figure 34.

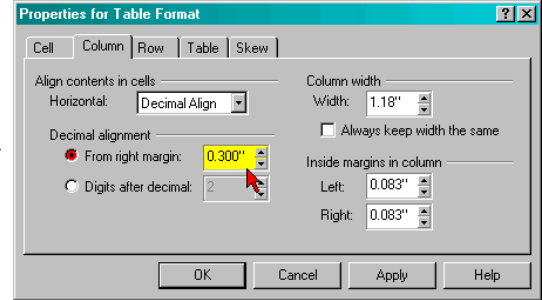


Figure 33 – set decimal align by distance

**7. TABLE BORDERS/FILL:** This discussion strictly has to do with what you might call “cosmetics” – the art of “looking good”! But, isn’t that what you’d want, anyway, for your presentation to be eye-catching and pleasing to the reader, most especially if your reader is a guy/gal with a black robe? Don’t underestimate the value of “looking good”. While some parts of what I’m describing here could be done by clicking the “Table Fill” item shown in **Figures 4 and 5**, once again, I’m a fan of doing a right-click and selecting “Borders/Fill”, since more options exist that way. That’s what I’ll be showing here.

Example of a negative number	(2,500.20)
------------------------------	------------

Figure 34 – Negative number parentheses after being fixed

When you right-click in a cell (or in a selection of cells) and select “Borders/Fill...”, the Borders/Fill dialog opens. It contains two tabs at the top, as shown in Figures 35 and 36:

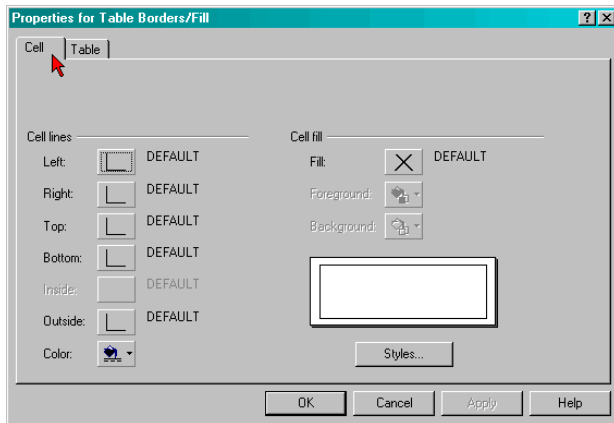


Figure 35 – the “default” Cell tab for Borders/Fill

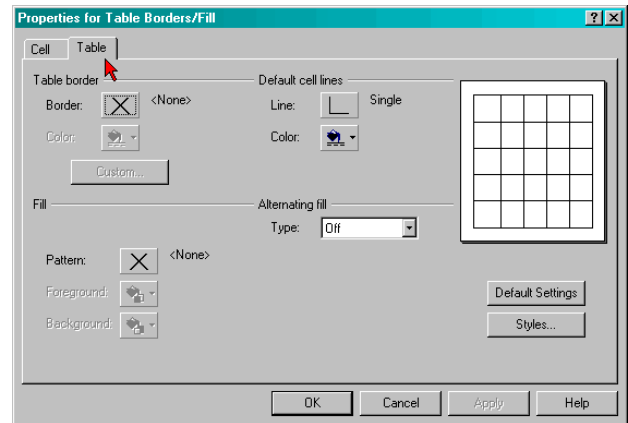


Figure 36 – the “default” Table tab for Borders/Fill

The “Cell” tab has to do with the cell (or selection of cells), while the “Table” tab has to do with the entire Table. By default, they look like the above. But, as with everything in WordPerfect, the user “rules” and you can change what you want. This discussion is just enough to get you started.

**A. Lines (Borders):** Note that Table “defaults” are set in the Table tab view, but that you can selectively change the defaults in the Cell tab view – either for an individual cell or for a selection of multiple cells. Each of the Cell line positions (e.g., Left, Right, etc.) have button to the right, followed by descriptive text (e.g., “Default”) as to the currently set value. To change a value, click the button and select what you want, as shown here for “Double”.

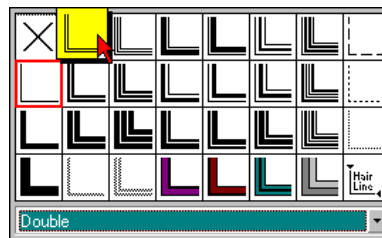


Figure 37 – line options

You can also change the color of the line. Click on the “Color” button and the line color palette opens. Either pick a color shown (the most recently used colors will be at the top) or click the “More...” button if you’re wanting to be more particular.



Figure 38 – line color

**B. Fill:** Each table cell can have “fill” – a color and/or a design. To change a fill (or to experiment to find something you like), click the Cell fill button shown in Figure 35 which opens the fill palette.

“X” means, “No fill”. As you hover (not click) your mouse pointer over a pattern, its name appears in the bottom area of that box – see that “<None>” is shown as the pointer hovers over the “X” pattern.

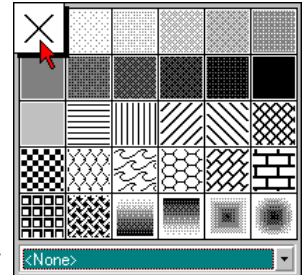


Figure 39 – Fill palette

All possible patterns will not be displayed in the palette. To see what’s currently available, click the triangle at the end of the descriptive text box. You can then select from the drop-down list shown in Figure 40.

In the palette, after the “X” (no fill) item, the next two rows in the palette are percentage fills, 5% through 100%, and the remainder are various fill styles which are WordPerfect predefined fills – unless you have added one or more “custom” fill styles.

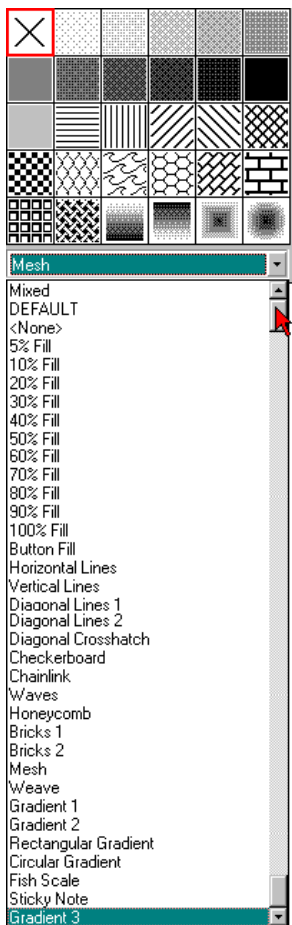


Figure 40 – Drop-down list

As to the latter, note that “Gradient 3” (bottom of Figure 40) is one I’ve added which is not a WordPerfect predefined fill. In the illustrations which follow, that’s the “fill” I’ll be using.

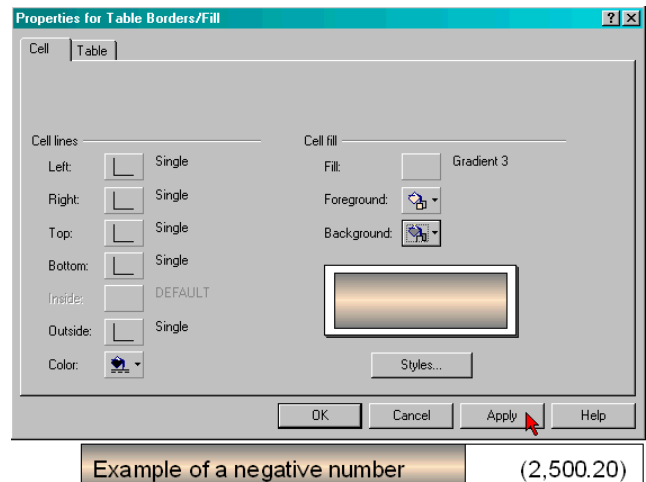
I’ve also selected foreground and background colors (tan and a gray). A preview of what the fill looks like appears in the preview box.

However, you can also preview the fill in the document itself by clicking the “Apply” button, as shown in Figure 41.

If you’re happy, click the OK button, but, otherwise, try another or just click the Cancel button to exit the dialog altogether.

Although I don’t intend to elaborate, note that you can also click the “Styles...” button. That opens the dialog shown in Figure 41. Click the “Fill” radio button and select the style you want to view. With a style selected, you can click the “Edit...” button to change it.

Or, you can make an entirely new style by clicking the “Create...” button. Another dialog will open (not shown here) in which you name and set up the new style.



Example of a negative number (2,500.20)

Figure 41 – Previewing the fill with the Apply button

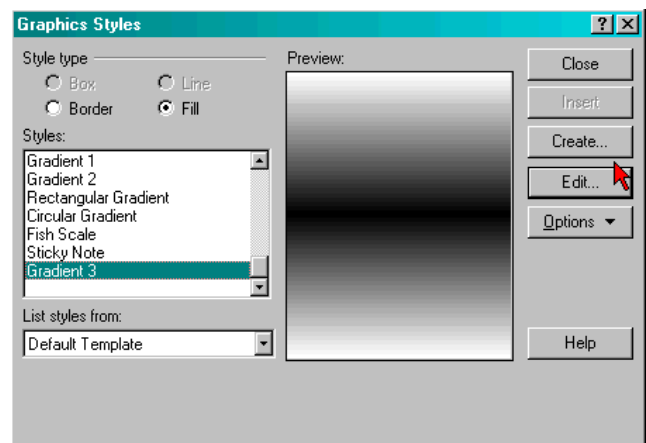


Figure 42 – Graphic Styles dialog with Create & Edit buttons

**C. Formatting Selections.** What’s said here applies to both lines and fills. The purpose here is to show that you can affect selections of cells, and not just treat one at a time.

To select cells in a table, drag over contiguous cells that you want to treat. The entire selection will be in reverse display. Right-click in the selection, and select Borders/Fill... in the pop-up menu. Although not shown here, I've selected double-line (see **Figure 37**) as the "Outside" line style, which results in Figure 44.



Figure 43 – showing contiguous cells selected



Figure 44 – double-line around the previously selected cells

**8. TABLE POSITION.** When you create an "ordinary" table, by default it will be set to your left and right margins. You can change that. This can be done in the Format ... dialog, with the Table Tab view open. For example, the small table shown in Figure 44 (and elsewhere) has the settings shown in Figure 45.

If "From Left Edge" is selected, the distance box (with 4" in it) is available, but not otherwise.

Other options are Left, Right, Center, and Full (the default).

You can also affect table position by dragging on the left and right table cell borders.

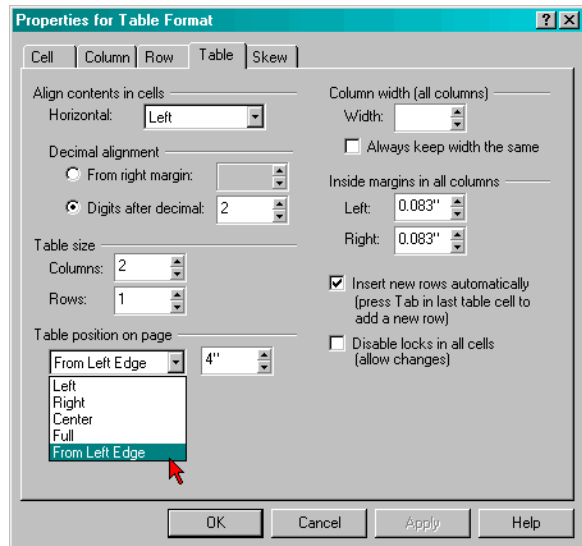


Figure 45 – Table position on page options

Figure 46, below, shows that I'm set to drag the leftmost cell's left border and Figure 47 shows that I've done so. Figure 48 shows me dragging the rightmost cell's right border to the left.

You may need to adjust column widths after doing this type of exercise.



Figure 46 – getting ready to drag leftmost table border

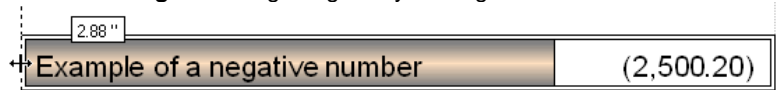


Figure 47 – dragging the left border to the left

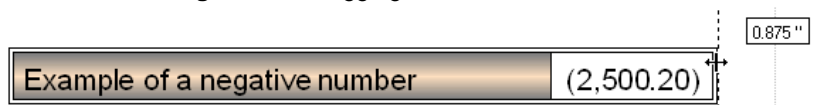


Figure 48 – dragging the right border to the left

**9. ADDING & DELETING ROWS & COLUMNS.** After making a table, you may need to add or delete rows and/or columns. This section discusses some of the most common ways to do that. As said before, it is much easier to add rows after a table is initially created than it is to add columns – easier, in the sense that the structure of your table will likely be less affected if you add (or delete) rows than it will be if you add (or delete) columns. So, give some particular planning to what columns you want before you make the table in the first place.

**A. Adding Rows Automatically.** If the Table Format settings are set to "Insert new rows automatically" (the default – Figure 49), position the insertion point in the last table cell and press the Tab key. That automatically adds a

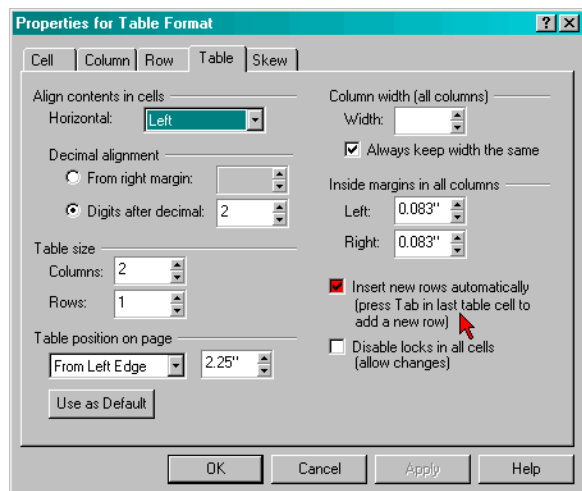


Figure 49 – Adding a row automatically

new row after the last row. The new row will be structured on the formatting of the then-current last row (in which the Tab key is pressed).

If that option is not checked, pressing the Tab key in the last table cell moves the insertion point to the next line after the table.

**B. Adding Rows & Columns Manually.** To add rows or columns manually, either use the Table menu item, Insert ..., or right-click in a table cell and select Insert... from the pop-up menu. Either way, a dialog will open, shown in Figures 50 and 51.

Click the appropriate radio button for what you want to insert, Columns or Rows, and type in or select a number.

Set the placement as before or after the current column or row (as appropriate). If you are inserting columns, you can click the “Keep column widths the same”, if you want.

Then, click OK and the action you’ve indicated will be done. If you’ve added columns, you may (probably will) need to do some resizing.

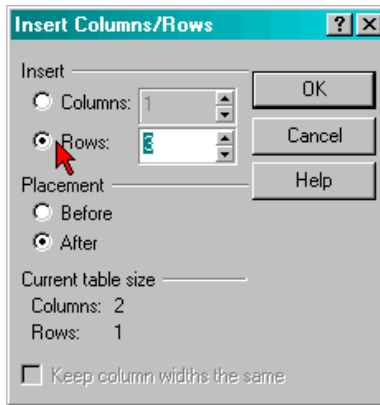


Figure 50 – Adding rows

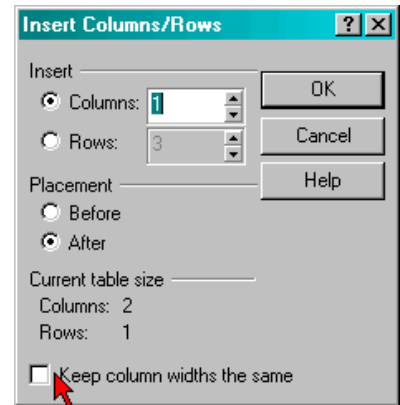


Figure 51 – Adding columns

Note that you can automatically insert a row above the current row by pressing Alt+Insert, or you do the same by clicking the Insert Row icon in the Table Property Bar. If multiple rows are selected (e.g., 2), the same number of rows (e.g., 2) will be inserted.

**C. Deleting Rows Automatically.** Press Alt+Delete to delete the row in which the insertion point is located. If multiple rows are selected, Alt+Delete will delete the selected rows.

**D. Deleting Rows or Columns Manually.** To delete rows or columns manually, either use the Table menu item, Delete ..., or right-click in a table cell and select Delete... from the pop-up menu. Either way, a dialog will open, shown in Figures 52.

Select what you want to delete ... and note that you can also just delete either the cell contents in the column or row or only the formulas.

If multiple columns or rows are selected before doing this operation, the choices made here will operate on the entire selection.

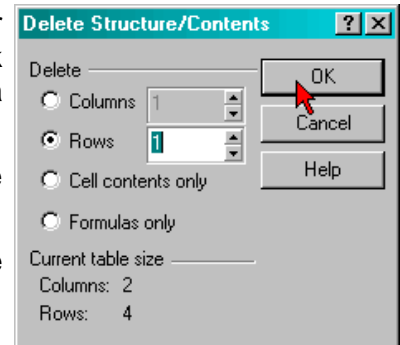


Figure 52 – deleting rows/columns

**E. Joining & Splitting.** On occasion, you may want to join contiguous cells, columns or rows, or you may want to split cells, columns or rows into pieces. This presents a glimpse into such things, but is by no means “definitive”. In fact, it presents a very cursory look at joining and splitting, and should only be seen as a starting point for your later expansion on such things. But, it’s a start.

**(1) Joining.** Let’s use the “school colors” example shown in **Figure 22** and insert a row above the existing top row so that the table looks like this (the inserted row is at the top):

Orange/Black	Crimson/Creme	Blue/Gold
OSU	OU	TU

Figure 53 – Figure 22 table with row inserted at the top; the new row has the same formatting as the anchor row

Orange/Black	Crimson/Creme	Blue/Gold
OSU	OU	TU

Figure 54 – the “new” row’s cells are selected

At this point, either select Table | Join from the Table Menu, or right-click in the selection and select Join Cells in the pop-up menu. The result of “joining” these cells (with some descriptive text added after doing so) is this:

Oklahoma NCAA Division I Universities' Color Preferences		
Orange/Black	Crimson/Creme	Blue/Gold
OSU	OU	TU

Figure 55 – cells are now joined and descriptive text has been added

Most probably, you’ll want to center justify the new top row (and maybe the other cells, as well), but that stuff ’s covered in other topics in this paper.

**(2) Splitting.** Cells (or selections of cells) can be split (divided) into multiple columns or rows. For a single cell, use Table | Split... or right-click in the cell and select Split Cell... but for a selection of cells use Table Split (to select what you want to split, columns or rows, and how many pieces you want. Here’s an example. Right-click in the cell below “Award Item To” and the Split Cell dialog opens:

		Award Item To

Figure 56 – insertion point is below the “Award Item To” cell

I’ll select “Columns” and set “2”. Click the OK button.

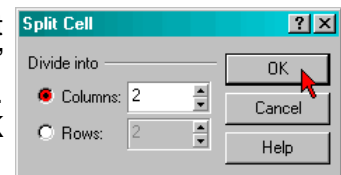


Figure 57

		Award Item To
		Husband    Wife

Figure 58

The original cell has now been split into 2 columns, and I’ve added descriptive text to show the purpose. This cursory description should be enough to get you started.

**10. NEXT.** That’s it for Part I, *Getting Down the Basics*, though much more could have been said. Once again, this paper is not a treatise – at best, it is a starting point. Additional features will be covered in Part II, *Beginning to Make It Hum*, and Part III, *Designing A Porsche – When A Model T Just Won't Do*, for the most part this ends my description of basic WordPerfect Table stuff. For additional resources, see **footnote 3** on the 1<sup>st</sup> page of Part I. <sup>4</sup>

<sup>4</sup> Parts II & III are not yet written. When they are, this footnote will be deleted and links will exist to them.