


Tables can be most easily created and edited in design view. **Insert -> Table** brings up a Create Table wizard in which the number of columns and rows can be specified, and certain rows and columns can be defined as row or column headers.

It is probably best to adjust the overall width of the table before typing in the table contents. The cells will adjust in width as content is added. Also column widths can be further adjusted by dragging column borders to the desired width.

Copy Data Tables

- Copy & Paste data from spread sheet, or drag and drop sheet.
- In design view select a column and change horz or vert alignment
- In design view change column widths as required.
- In design view select title row and make header



The screenshot shows a properties panel with the following settings: Horizontal alignment is set to 'Center', Vertical alignment is set to 'Default', and the 'Header' checkbox is checked.

If a table already exists in Word or Excel for example, then copy and paste the table in design view is the quickest way to create a web based table. Alternatively drag the excel file into design view from the files panel.

If you want to change the alignment of text within a column, then select the column and in the properties panel select **Horz** (short for horizontal alignment) and select **Center** to centre the text.

To make the first row of a table into table headers, select the row and click **Header** in the properties panel

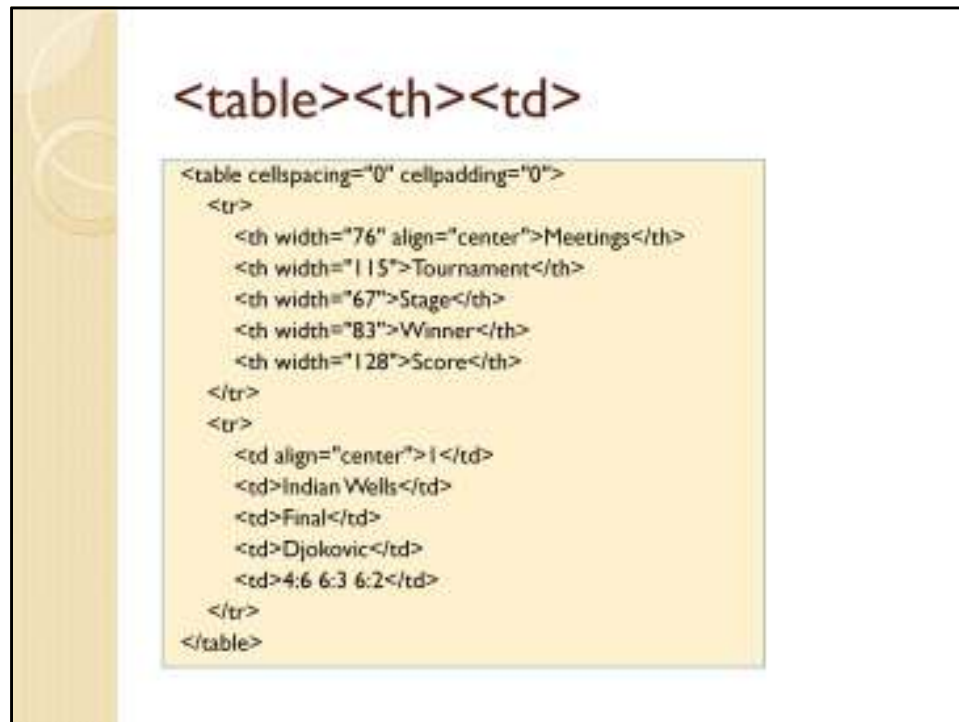
Data Tables



The screenshot shows a web page layout. At the top, there is a yellow header bar with the text "Web Site Title" in red. Below this is a navigation menu with five items labeled "Menu Item 1" through "Menu Item 5". The main content area features a table titled "Djokovic vs Nadal: 2011 Meetings". The table has five columns: "Meetings", "Tournament", "Stage", "Winner", and "Score". Below the table, there is a green footer bar containing the text "Copyright ©2012 St" and "About Us | Contact Us".

Meetings	Tournament	Stage	Winner	Score
1	Indian Wells	Final	Djokovic	4-6 5-7 6-2
2	Miami	Semi	Djokovic	4-6 6-3 7-5
3	Madrid	Final	Djokovic	7-5 6-4
4	Rome	Final	Djokovic	6-4 6-4
5	Wimbledon	Final	Djokovic	6-4 6-1 1-6 6-3
6	US Open	Final	Djokovic	6-2 6-4 6-7 6-1

The table will look similar to the one shown above where the first row are column headings.



There is quite a lot of code needed to create an HTML table. The table is enclosed in `<table>` tags, and each row in the table is enclosed in `<tr>` tags.

Each cell in the table is either a `<td>` for a normal cell, or `<th>` for a row or column heading cell. As each table tends to have different column widths this is a case where some styling can be included in the html.

More Structure

- `<thead>`
- `<tbody>`
- `<tfoot>`

- `<figure>`
 - `<figcaption>`
 - `<table>`
 - `</table>`
- `</figure>`

Tables can be given more structure if needed for styling purposes. Tables can be subdivided into **<thead>**, **<tbody>** and **<tfoot>**. If you need to add a **caption** to the table then the table can be enclosed inside a **<figure>** and the caption added with a **<figcaption>**

Apply CSS Styles

```
table
{
    margin-left:50px;
    border: solid thin #000;
}

td, th
{
    padding:8px;
    border: thin solid #666
}

th
{
    background-color:#0FC;
}
```

Simple styling can be added so that the table has space around it (margin) and a border. All cells can also be given a border and some space inside the cells using padding. Finally yhr column headings can be made to stand out by selecting a background colour.

Table Appearance

Image **Web Site Title**

Menu Item 1 | Menu Item 2 | Menu Item 3 | Menu Item 4 | Menu Item 5 | Menu Item 6

Djokovic vs Nadal: 2011 Meetings

Meetings	Tournament	Stage	Winner	Score
1	Indian Wells	Final	Djokovic	4:6 6:3 6:2
2	Miami	Semi	Djokovic	4:6 6:3 7:6
3	Madrid	Final	Djokovic	7:5 6:4
4	Rome	Final	Djokovic	6:4 6:4
5	Wimbledon	Final	Djokovic	6:4 6:1 1:6 6:3
6	US Open	Final	Djokovic	6:2 6:4 6:7 6:1

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The screen shot above shows the effect of that simple styling on the example table.

CSS3 Tables

	Small Storage	Small Medium	Small Business	Small Office
Storage Space	512 GB	1 TB	2 TB	4 TB
Bandwidth	50 GB	100 GB	100 GB	Unlimited
VMware Licenses	Unlimited	Unlimited	Unlimited	Unlimited
Price	14.90 \$	12.90 \$	Free	Free
VM I/O	✓	✓	✓	✓
VMware Tools	✓	✓	✓	✓
Price per month	\$ 2.90	\$ 5.90	\$ 9.90	\$ 14.90

Using CSS3 to style tables can result in tables that have very distinctive styles.