
Introduction to Tables in Pages

Pages has tables that may be just what you need to create to **display, organize, add** and **sort data**. The majority of instructions in this handout (Anatomy, Sorting, Sums & Autofill) are directly transferable to **Numbers**.

The types of tables in Pages are:

Headers
Both a Header Column
and a Header Row.

Basic
Header Row,
no Header
Column

Plain
No Headers.

Sums
Header Row, Header
Column plus Footer Row.

Think in three levels: Table, Cell and Text.

Click the upper left circle= table level.

Click once on a cell= cell level. (note: if you type with the cell selected, it will replace text)

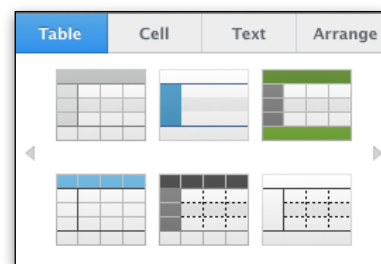
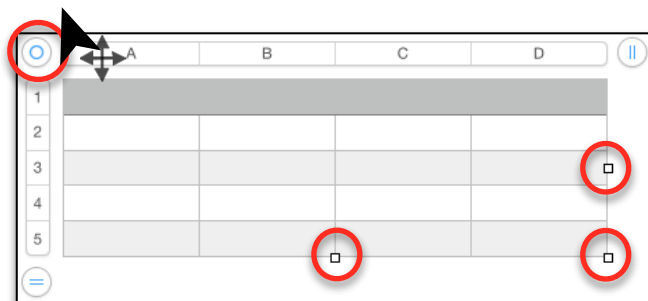
Double click in a cell=text level.

If your table will run to several pages, use **Word Processing** or the **Numbers** app. Tables in **Page Layout** are limited to one page. In this class, we will use **PL**.

Open Pages and double click on a blank document. Go to the **File Menu** and choose **“Convert to Page Layout.”**

Anatomy of a Table

Go to the **Insert Menu** and click on **Table and choose the type**. We will use **“Basic.”** The advantage of using the Insert Menu is it names the type of table; the advantage in using the Table Icon (if you have it in the Tool Bar), is that it shows pictures of 24 different styles but does not name them.

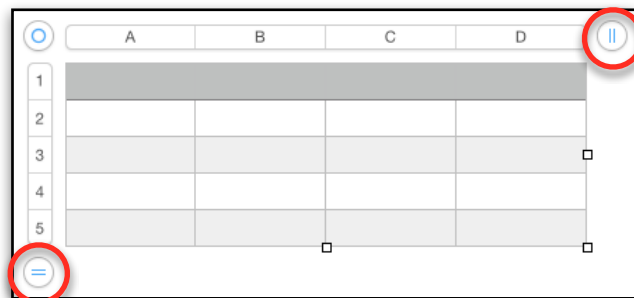


Click on the **empty circle** at the **top left** to show “Selection Handles” at the bottom and the right side to select the whole table. **Drag by the handles** to change the size of the table. **Move** by press and drag anywhere on the table.

Delete by pressing the delete key.

Change the style by clicking on one in the Format Panel, Table Tab.

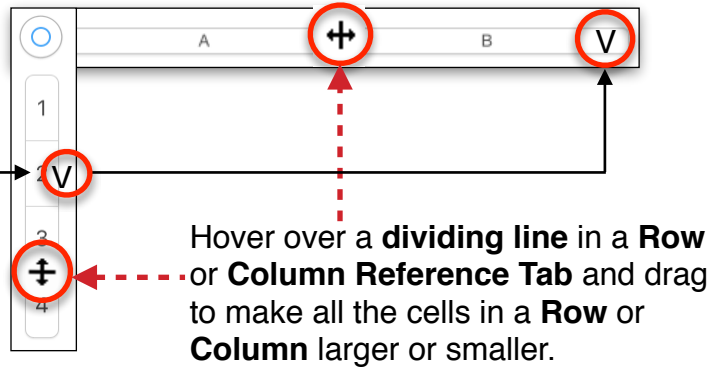
Click on the **top right “II”** to **change the number of columns**, click on the **bottom left =** to **change the number of rows**.



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The Letters & Numbers are called **Reference Tabs** and you can do many things from them.

Hover to see, then **click** on the **Disclosure “V”** on the **right** side of a **Row** or **Column Reference Tab** which allows you to **Repeat, Add, Convert** and **Delete Rows** and to **Add, Sort** and delete **Columns**.



Navigating in a Table

Use your **Mouse** or the **Arrow** Keys to move anywhere in the table.

Press the **Tab** Key to **move** from cell to cell, **left to right** in a **Row**. When you get to the end of a Row, it will drop down to the next Row (or add a Row).

Shift + the **Tab** Key to move backward (**right to left**) cell to cell in a Row.

Click a **Reference Tab** to select an entire Row or Column.

Shift Click to select **adjacent cells**.

Command Click to select **non-adjacent cells**.

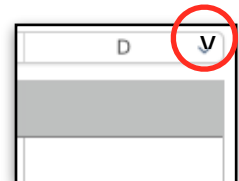
Sorting

Let's start with a simple table that we will format and sort. Go to the **Insert Menu** and insert a **Basic Table**. It will take up the entire width of your document.

NOTE: If you want to be able to send emails from your table, be sure the **Edit Menu > Substitutions > Smart Links** is checked (it is checked as a default). Uncheck if you just want a list.



First go to the Column “D” **Disclosure “V”** in the **Reference Tab** and choose **Delete Column**.



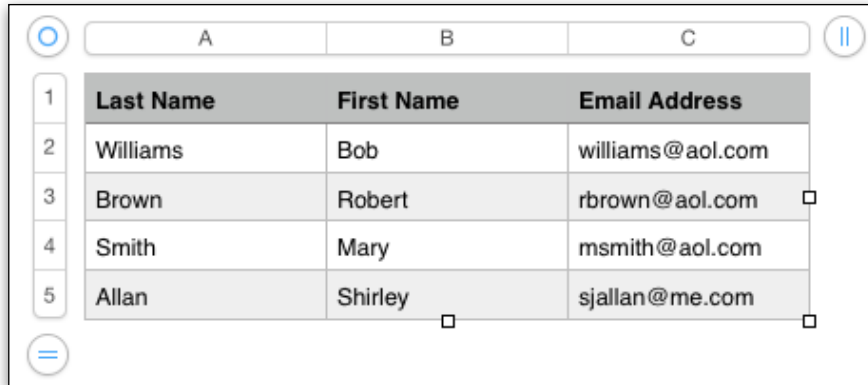
In Header cell A-1, type in **Last Name**. In Header B-1, type in **First Name**. In Header C-1, type in **Email Address**. Your Headers will look like this:

A screenshot of a table with three columns labeled 'A', 'B', and 'C' and one row labeled '1'. The cells contain the text 'Last Name', 'First Name', and 'Email Address' respectively. The table has a scroll bar on the right.

	A	B	C
1	Last Name	First Name	Email Address

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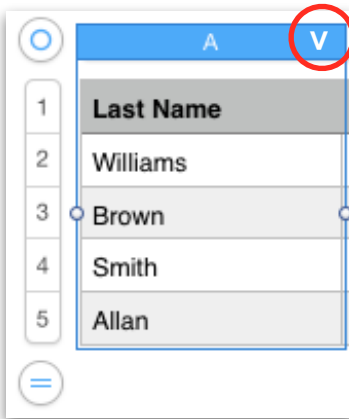
Type the following in the cells shown below.



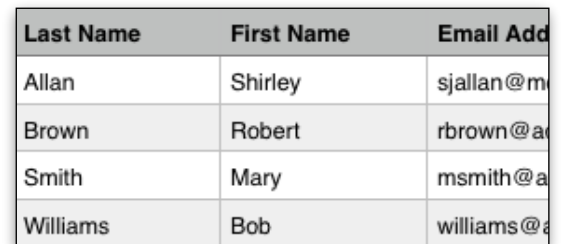
	A	B	C
1	Last Name	First Name	Email Address
2	Williams	Bob	williams@aol.com
3	Brown	Robert	rbrown@aol.com
4	Smith	Mary	msmith@aol.com
5	Allan	Shirley	sjallan@me.com

Now **Select the entire Last Name Column** by clicking on the **Reference Tab**. The column will be outlined lightly in blue.

Use the **Column Reference Tab Disclosure “V”** to **Sort Ascending**. The **entire table will be sorted**.



	A	B	C
1	Last Name	First Name	Email Address
2	Williams	Bob	williams@aol.com
3	Brown	Robert	rbrown@aol.com
4	Smith	Mary	msmith@aol.com
5	Allan	Shirley	sjallan@me.com



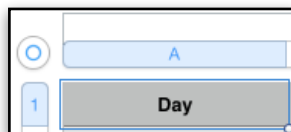
Last Name	First Name	Email Address
Allan	Shirley	sjallan@me.com
Brown	Robert	rbrown@aol.com
Smith	Mary	msmith@aol.com
Williams	Bob	williams@aol.com

NOTE: Sort again each time you add names. You may sort by any column.

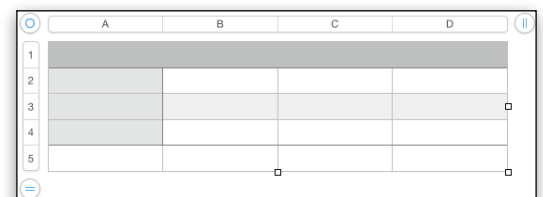
Sums

Next let's try a "Sums" Table. Go to the **Insert Menu > Table** and choose **Sums**. This time we will try a **text Auto Fill**.

Type "Day" in A-1 (center using text tab).

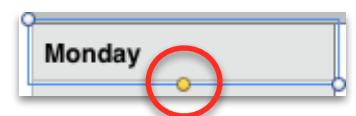


	A	B	C	D
1	Day			



	A	B	C	D
1				
2				
3				
4				
5				

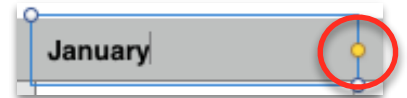
Below Day, type Monday in A-2. In A-2, **hover** and you will see a **yellow dot** at the **bottom of the cell** indicating you can drag it downward and the table will fill in the following days.



1	Day			
2	Monday			

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Similarly, type in January in B-1 and drag the **yellow dot** at the **right edge** of the cell to fill in the following months. If spelled wrong will drag the same word across the row.



Now fill in some numbers for the months and days of the week. Make up any numbers.

	A	B	C	D
1	Day	January	February	March
2	Monday			
3	Tuesday			
4	Wednesday			
5				

Next, **SELECT** the **CELL** where you want to show a total. Go to the **Insert MENU** and choose **Formula >SUM**. Note that there are other functions besides Sums that you can use.

B
January
12
44
21

Sum
Average
Minimum
Maximum
Count
Product

B
January
12
44
21
77

B
January
12
800
21
833

Now change one of the numbers in the column above the total and see the total change automatically when you click in the Total cell or move to the next cell.

Alternatively, type an **Equals** sign in the cell you want to total and then select the cells from the column above.

B	January	Februar
	12	
	44	
	21	
=		

B	January	Februar
	12	
	44	
	21	
fx	B2 + B4	

If you want to **skip** a cell, hold down the **Command Key** and then choose the cells.

Click the **red X** to **reject**, click the green to **accept**. Control click>cut or Edit> Delete to remove.

NOTE! You don't have to use a "Sums" **Table** to use functions. Clicking in a cell below a column of numerical values in any table will do.

At this point, you may notice that the **text** goes into a cell to the **left**, **digits** go to the **right** automatically when you move to the next cell. To center all info, **select the entire table** by clicking on the circle at the top left and choosing center Align. **Note:** You should explore all the Format Panel Table Tab and Cell Tab for more options e.g. Name, Outline, Grid lines, Alternating Row Color etc.



Autofill

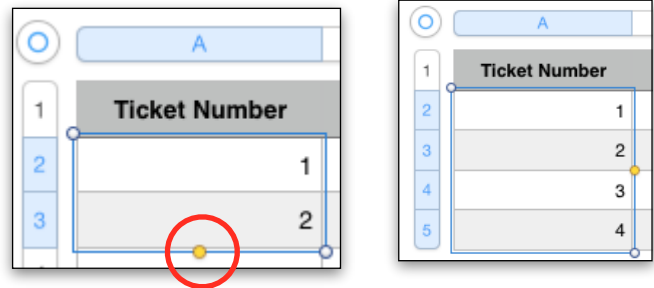
Auto Fill works on digits too. A little like the Days of the Week and Months of the year.

Suppose you need to issue tickets or keep track of a **number of reservations**. With the Insert Menu, choose Basic Table.

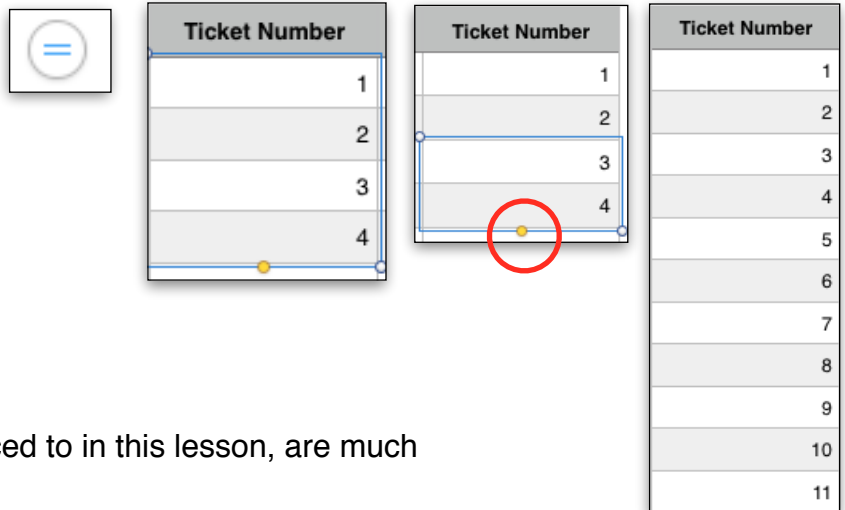
You can center your text in a header cell using the Text Tab > Style and Alignment.



Fill in the **first two cells**, hold the **Shift Key down** and select **BOTH** of the first two cells. Drag the **yellow fill dot** down to fill in the following numbers.



Add more **Rows** with the lower left equal in the circle. Add more **numbers** by holding the **Shift Key down** and **selecting the LAST TWO** numbers in the column. Drag the **yellow fill dot** down.



The basics that have been introduced to in this lesson, are much the same in **Numbers**.

The **advantage** to using **Pages** is that you don't have to use the more complicated Numbers.

The **advantage** to using **Numbers** is that there are more formulae to use, you can do charts automatically, **AND** more importantly, Numbers will open Excel Documents as well as export Numbers documents to Excel format.

