Form Creation in Word

Use of Tables

Whilst text and pictures can be inserted straight into a new Word document, tables can be used to help control the layout and appearance of a page.   This is particularly useful when creating a form.

Inserting a Table

From the Insert tab select Table and then select the number of rows and columns required by moving the mouse over the matrix, or by clicking on "insert table" and stipulate the number of rows and columns.

e.g. insert a table 5 x 2

Once the table has been inserted as a matrix, it can be manipulated to create the required layout.

Merging Cells

In the example below, we have a 3 x 3 table. By selecting cells (drag mouse across cells with left button pressed) and then right click on the selection and select "merge cells" from the menu. (Here we select the top row and then the left column)

Before   After

Splitting Cells

We can create cells by splitting a larger one as in the example below. Using the "Draw Table" tool in the Tables tools draw in the cell borders as requires. (remember that the maximum original table size will be maintained)

Before   After

Resizing

Columns and rows can be resized by dragging the borders. (There are restrictions such as over-all page size and the size of adjoining cells.)

Aligning Cell Contents

Select a Row(s), Column(s) or cell(s) and then right click on the selection. From the menu, select cell alignment and choose one of the 9 options.