

Figures and Tables in Microsoft Word 2007

If you need to include images, figures, and tables in your document, you want to make sure that they look professional and are incorporated into the paper effectively. This worksheet will give you some tips and reminders for using and formatting these types of objects. Images or figures may include things like pictures, charts, or graphs. Tables usually include information organized in rows and columns to allow you to easily see or compare data.

****If you use information from another source—including data or images—remember to cite the source!****

Working with Tables

- To insert a new table, select the **Insert** tab. On the left, you will see **Tables**. Click on the Tables button and drag the cursor to highlight the number of boxes you will need. Click when you have the correct number highlighted.
 - If you need to add more rows to the bottom, with the cursor in the bottom right box, hit the **Tab** key. A new row will appear at the bottom of the table.
 - To insert a new row within the table, highlight the row above or below where you want the new row to appear. Select the **Layout** tab. In the **Rows & Columns** box, select either **Insert Above** or **Insert Below**, depending on where you want the new row to appear. To insert new columns, highlight a column to either side of where you want the new column to appear and select either **Insert Left** or **Insert Right** depending on where you want the new column to appear.
 - To change the size of cells or of the table, hover over the line you want to move until the cursor changes to two arrows on either side of a double line. Click and drag to adjust the borders.
 - To change the size of individual cells, highlight the cell before clicking and dragging the borders.
 - To create a table with invisible borders, click somewhere on the table and look for the small box that appears at the top left of the table. Right click on that box. In the popup menu, select **Borders and Shading**. In the Borders and Shading box, find the **Setting** column on the left. Click **None**, then click **Ok**. The borders will disappear, but your information will still be organized on the page and you will still be able to work with the table.

- If a table spans multiple pages, you should make sure that the table headings are repeated on each page.
 - Click somewhere in the table. You should see new tabs appear at the top of the window, labeled **Table Tools**. Select the **Layout** tab.
 - Place the cursor within a cell on the top row (your headings row). In the **Data** box in the top right, click the **Repeat Header Rows** button. The top row will now be repeated automatically at the top of the table on each new page.

- If you need to include information from an Excel spreadsheet in your document, you want to make sure that you retain formatting when you move it from Excel into Word.
 - Highlight the information you need from Excel and hit **copy**.
 - In Word, place the cursor where you want the information to appear.
 - In the **Home** tab, find the **Paste** button. Click on word “Paste” (NOT on the clipboard image). In the dropdown menu, select **Paste Special**.
 - In the Paste Special box, select **Microsoft Office Excel 20xx Worksheet Object**.
 - The information you copied should appear, complete with formatting. If you need to edit the information or formatting, double click on the image. You will be able to edit the table as if it were in Excel. You can also change the size of the window to include more cells if you need to. When you are finished editing the information, double click somewhere else in the paper to get out of spreadsheet editing mode.

Captions

To label images, figures, and tables, use Word's Captions function. This will help your captions remain consistent throughout the document and will allow you to create an automatic index later if you need to create a list of figures.

- For tables, click in the table. When the box appears in the upper left, right click on the box. For images, right click anywhere on the image.
- In the popup menu, select **Insert Caption**.
- In the Caption box, in the **Caption** field, type your caption next to the "Figure" label.
- Under **Options**, select the appropriate choice in the **Label** dropdown menu.
 - If you would like to only have numbers without a "Figure" or "Table" label, check the **Exclude label from caption** box.
 - If you do not see the label you need, click the **New Label** button and type in a name for your label. This name will now appear in the Label dropdown menu and you can select it.
- Under **Options**, select the appropriate choice in the **Position** dropdown menu.
- If you need to use a different numbering system than the default (e.g. if you need to use roman numerals), click the **Numbering** button. In the Caption Numbering box, select the appropriate choice from the **Format** dropdown menu.
 - In this window, you can also choose to include chapter information with the caption, and you can choose punctuation to separate the chapter information and the label information. When selecting chapter information in the **Chapter starts with style** menu, Word will prompt you to select a heading. To use this function, your headings should be formatted using Word's Styles.*
- When you have finished formatting your caption, click the **Ok** button. Your caption will appear either above or below your object.
- To change the font of your captions, do not adjust the font within the document. Instead, adjust the Style for **Caption**.* This will ensure that your captions remain uniform.
- If you add more objects or delete some objects, you need to make sure the numbering is still correct. To do this, highlight an existing caption and right click on it. In the popup menu, select **Update Field**. Word will automatically correct the numbering.

** see our "Creating a Table of Contents and Converting to PDF in Microsoft Word 2007" handout.*

Size and Placement

- Figures and images should be a consistent size and alignment (either left aligned or centered) throughout.
- Make sure figures and tables do not extend outside the page margins. If your image is too wide for a single page, place it on a separate, landscape-oriented page.
- Don't split tables across multiple pages if you don't have to. If you need to, it is often better to leave white space on a page of text and put your table on a separate page if that will allow you to keep the table to one page.
- Place images, figures, tables near the place in the text where they are discussed. For example, if you refer to information from a table within your text, place the table on the next page rather than placing it pages away from the reference.