

Two Word Table Tricks

You can use tables to perform simple spreadsheet functions inside Word 2007.

For example, in the bottom cell of a table column you can enter `=SUM(ABOVE)` and Word will automatically total the column. If you change values in the column, just select the bottom cell and hit **F9**. Word will recalculate. Likewise you can total a row by entering `=SUM(LEFT)` in the rightmost cell. You can also average a row or column using `=AVERAGE()` rather than `=SUM()`. To automatically paste a function in a cell table, click in the cell, then select **Layout** under **Cell Tools**, and then select **Formula**.

Note: Word only calculates until it reaches the first cell with no number in it. You can work around this limitation by entering a zero (0) in the empty cell and changing its color to white.

You can also sort tables by columns. Click anywhere in the table. On the **Home** tab, click the sort button (letter A over letter Z with a downward pointing arrow next to them). Specify the column you want to sort by and whether you want to sort highest to lowest (descending) or lowest to highest (ascending). Then click OK.

Although the steps are slightly different, these same functions are available in earlier versions of Word.