

Figure 309 shows a sample table with rotated headings.

<i>This is long</i>	<i>Another long heading</i>	<i>A rotated heading</i>	<i>Another heading</i>	<i>Another heading</i>	<i>Another heading</i>	<i>Another heading</i>

Figure 309: A table with rotated headings

✓ Note

Text rotation within table cells can also be achieved with the use of paragraph styles, discussed in detail in Chapter 9, Working with Styles.

Data entry and manipulation in tables

Moving between cells

Within a table, you can use the mouse, the arrow keys, or the *Tab* key to move between cells.

The arrow keys move the cursor one text character left or right at a time. If a cell is empty, pressing the arrow key will move the cursor to the adjacent cell.

The *Tab* key moves directly to the next cell and, if the cursor is in the last cell in the table, creates a new row. Pressing *Shift+Tab* moves the cursor back a cell.

i Tip

To enter a *Tab* character as part of the text of the cell, press the *Ctrl* and *Tab* keys at the same time.

To move to the beginning of the table, press *Ctrl+Home*. If the active cell is empty, the move is to the beginning of the table. If the cell has content, the first press goes to the beginning of the cell and the next press goes to the beginning of the table. (Pressing again takes you to the beginning of the document.)

To move to the end of the table, press *Ctrl+End*. If the active cell is empty, the move is to the end of the table. If the cell has content, the first press goes to the end of the cell and the next press goes to the end of the table. (Pressing again takes you to the end of the document.)

Sorting data in a table

Just as in a spreadsheet, data in a table can be sorted. You can specify up to three levels of sorting (for example, sort first by age numerically, then alphabetically by name within each age).

To sort data in a table:

- 1) Select the table (or part of the table) to be sorted.
- 2) Choose **Table > Sort** on the Menu bar, or click the **Sort** icon on the Table toolbar.