CREATING AN APA APPROVED TABLE

Open a blank document in Word, and make the following modifications:

- Ensure that the margins are set to 1” Top, Bottom, Left, and Right
  - Note that for a NAU Dissertation, you will want the left (binding) margin to be 1.5”
- Depending on the size of the table, you may need to set the page to landscape orientation
  - Note that for a NAU Dissertation, you will want the top (binding) margin to be 1.5”
- Turn the Text Boundaries option on – this will show you the margin boundaries
- Activate the Show/Hide feature
- Ensure that the Editing Ruler is active
- Type the Table # (on line 1)
- *(In Italics)* Type the Table Title (on line 2)
- Determine the number of Rows and Columns (keep in mind this is trial on error)
- Insert a Table with the appropriate number of Columns and Rows
- Center the Full/Entire Table on the page
- As a default, Word puts the boundaries on the table… remove (hide) them for the entire table at this point – you will add them where appropriate later in the table creation
- Adjust the column sizes
- Merge appropriate cells
- Enter the labels and values
- *Italicize* and [Center] labels as appropriate
- Left align the labels in the left most column
- Align the numeric values (*M* and *SD*) by the decimals
  - This can be made specific by adjusting the decimal tab alignment
  - Once you have one column adjusted…
    - Activate (double click) the Format Painter (a Paint Brush will appear)
    - Paint (highlight) the columns that will use the same alignment
    - Repeat this process for the next set(s) of columns with the same alignment criteria
    - To de-activate the Format Painter – press the ESC key
- Add the appropriate lines
- Adjust the spacing… APA suggest that Tables should be double-spaced