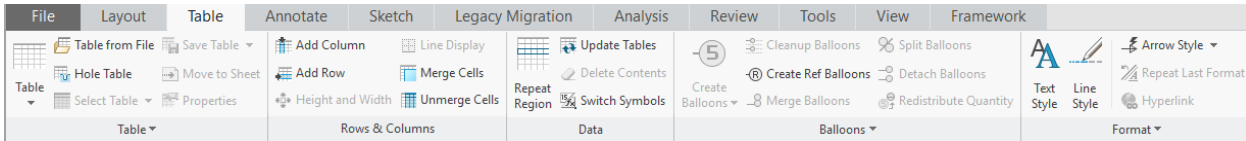


# Assembly: Bill of Materials (BOM) Table Creation

By: Matthew Jourden  
Brighton High School  
Brighton, MI

Bill of Material (BOM) Charts are used to provide information about the part (i.e. quantity, sheet where dimensions are placed, cost, manufacturer, etc.)

## 1. Select Table Tab



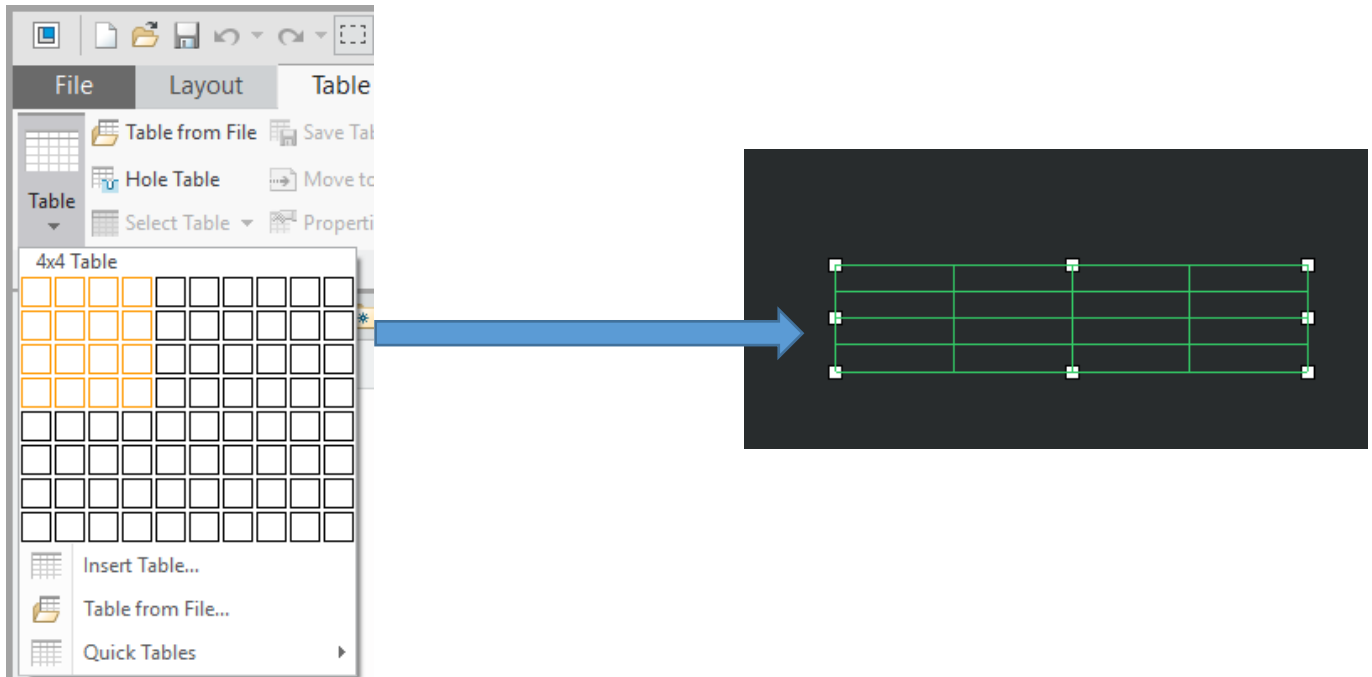
## 2. Select Table Icon > Select total number of cells needed by highlighting > Left Click on Drawing to Place

NOTE: Columns: 4 columns will be needed for majority of BHS assemblies

Rows: 1 – Title of Chart (i.e. Parts List)

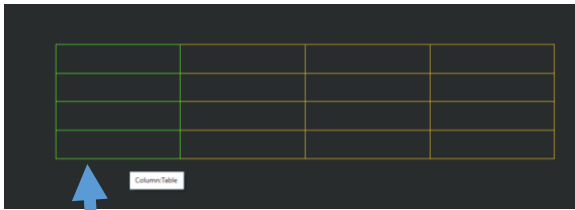
1 – Category Titles

1- Row per Part

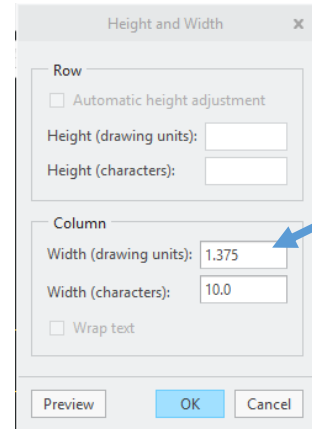


### 3. Modify Row or Column Height

- a. Select one Row/Column: Place Cursor on the outer edge of the row or column for size adjustment > Double Click on the Edge



Place Cursor on the edge > Wait till the whole column or row are highlighted > Double Click

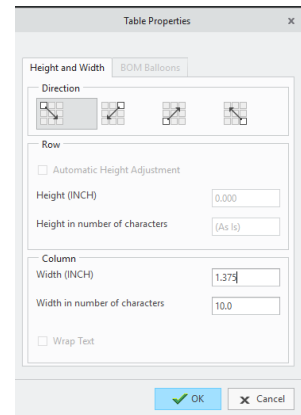
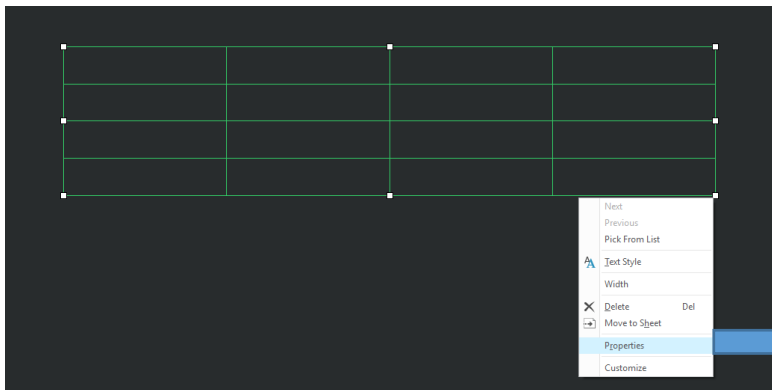


Adjust based on drawing Units

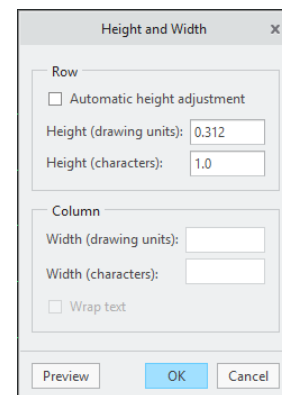
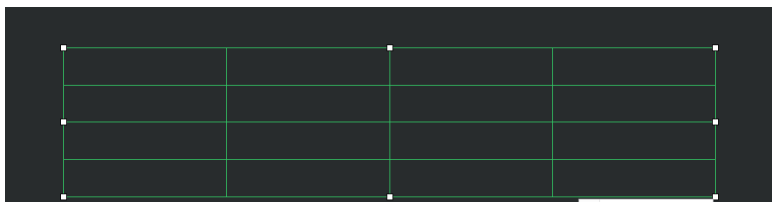
- b. Select Multiple Rows or Columns

Place Cursor on the edge of Column > Left Click to Select > Hold Control Key > Move Cursor to Next Row/Column > Left Click > Repeat until all selections are complete > Right Mouse Button > Select Properties (Can also Select Width for Columns or Height for Rows or Rows/Height Combined)

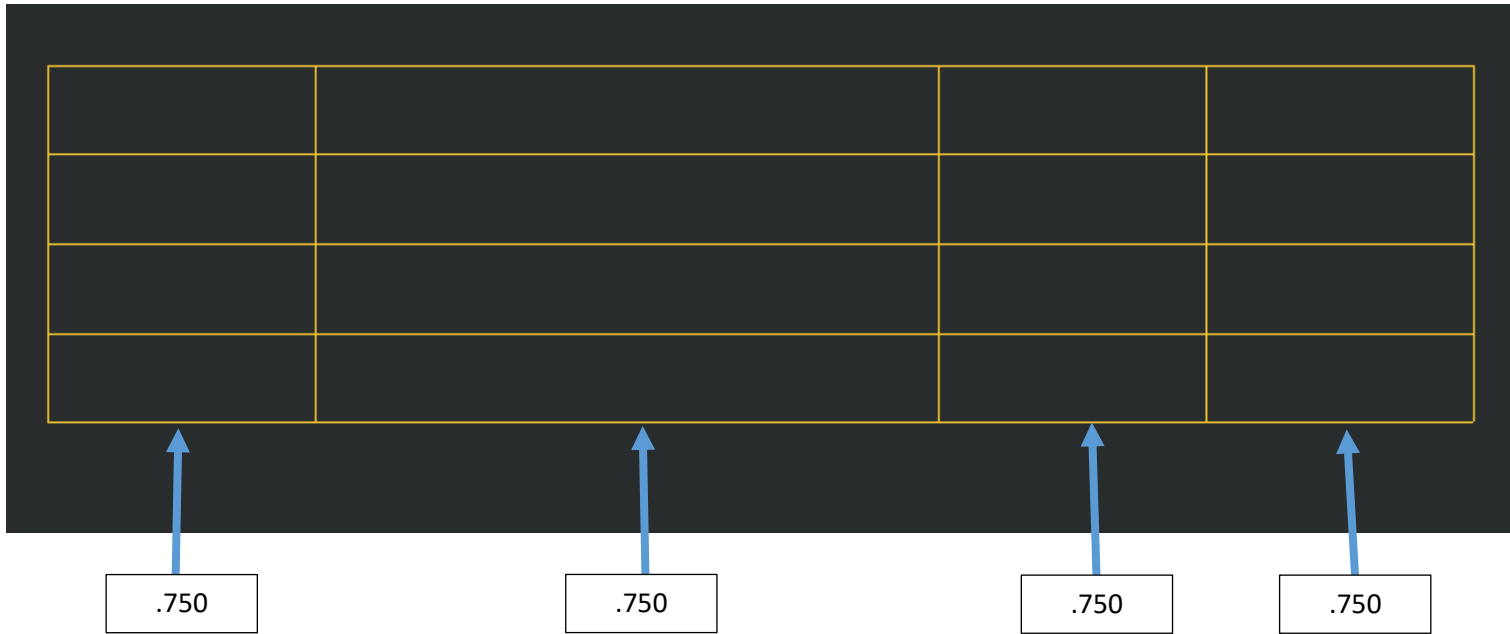
Columns Selected



Rows Selected

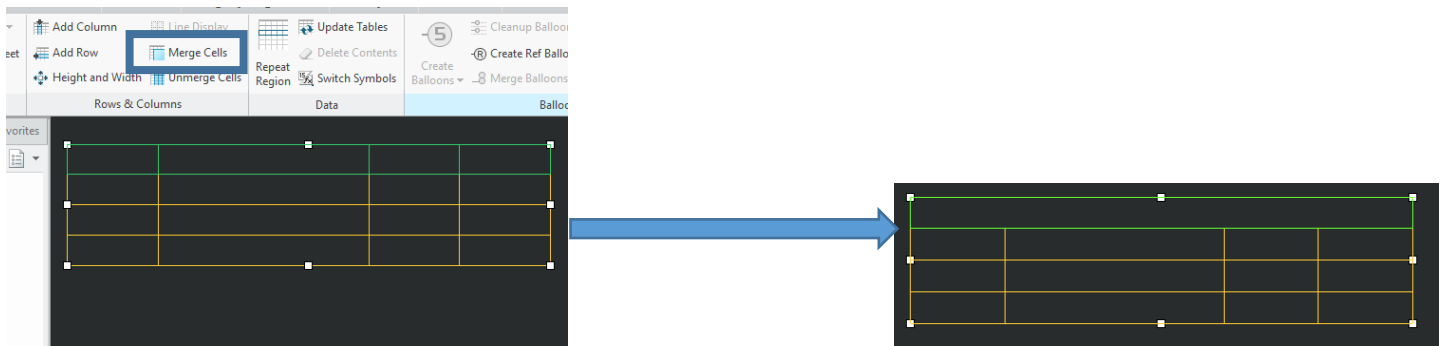


The Following Shows Basic Size of BOM Charts that works for Classes at BHS  
Row Height = .250



#### 4. Merge/Un-Merge Cells

- a. Select Each Cell to be Merged > Select Merge



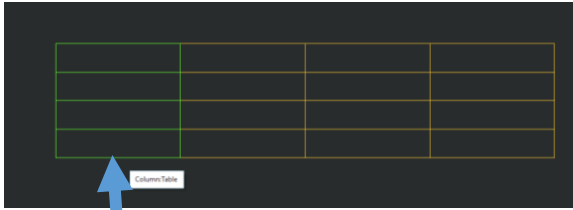
#### 5. Adding Row or Column

- a. Select Add Row or Add Column >
  - i. Select Vertical Line for New Column
  - ii. Select Horizontal Line for New Row

NOTE: The size of the New Column or Row will take the size of the previous Row (Above) or Column (Left) of the selection

## 6. Delete Row or Column

- Select the whole Row or Column by placing the cursor on the outside edge > Left Click > Press Delete Key



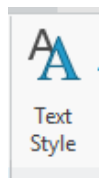
Place Cursor on the edge > Wait till the whole column or row are highlighted > Press Delete Key

## 7. Text

- Double Click on the Cell to Place text in > Type Text  
NOTE: Text is automatically placed in the Top Left of the Cell
- Change Justification > Place all text in the cells

PART LIST			
PART#	PART NAME	QTY	SHEET
1	BASE PIECE	1	2
2	PLUG	1	2

- Select all Cells by Selecting Control and Left Clicking on Each Cell > Select Text Style Icon Change Properties of the Cells > Press OK



Text Style dialog box settings:

- Copy from: Style name: Default
- Character: Font: As Is, Height: [blank], Thickness: 0.000000, Width factor: 0.800000
- Note/Dimension: Horizontal: Center, Vertical: Middle, Line spacing: 0.500000, Margin: 0.150000

Change Horizontal and Vertical Alignment

PART LIST			
PART#	PART NAME	QTY	SHEET
1	BASE PIECE	1	2
2	PLUG	1	2

All Cells Centered

PART LIST			
PART#	PART NAME	QTY	SHEET
1	BASE PIECE	1	2
2	PLUG	1	2

Part Names Left Justified

Recommended: Balances Table since Part Names are various lengths.