

Tables

Tables can be used like tabs to create rows and columns of information

Creating a Table

1. Select **Table** from the menu bar. Then select **Insert Table**
2. Type in the number of columns you want, press Tab and type in the number of rows you want
3. Click **OK**
4. The table will now appear on your screen.

If it is outlined with a dotted line, these are guidelines only and will not print. If the lines are solid they will print

Changing Column Width

1. Place the mouse pointer dividing line to the right of the column you want to change.
2. When it is a double headed arrow, press and hold the left mouse button down.
Drag the mouse to the right to increase the width and to the left to decrease width.
Let go when the correct size has been reached.

Editing text in the table

1. Place the cursor in the cell you want to add text to.
Start typing and the height of the cell will adjust itself to accommodate all the text.
To start a new line within a cell just press <**Enter**>

Highlighting whole columns

1. Move the mouse pointer until over the top of column you want to highlight until it turns into an arrow pointing downwards.
2. Click the left mouse button once, this will highlight the whole column

Highlighting whole rows

1. Move the cursor into the left margin until the mouse pointer turns into an arrow point left to right ↖
2. Click the left mouse button once, this will highlight the whole row

Deleting a column or a row

1. Highlight the row or the column
2. Click **Table** then **Delete row** or **Delete column**

Changing Alignment of a row or column

1. Highlight the row or column (see above)
2. Click on the align tool you want (left, right or centre).

Now anything in that row or column will be moved to the left, right, or centre of the cell

Removing borders

Only remove borders once you have entered all your text

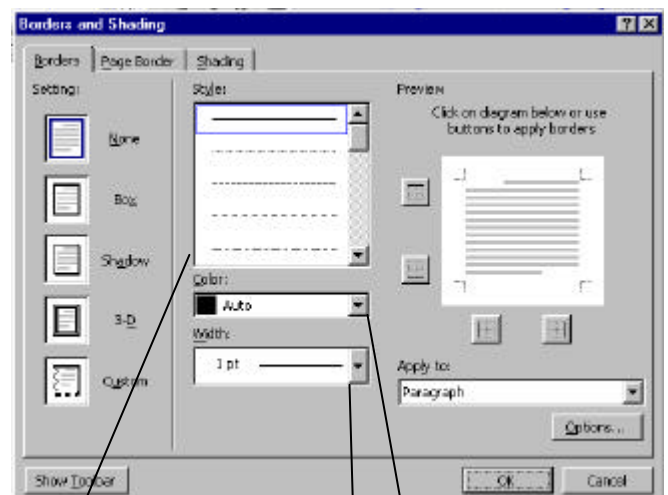
1. Highlight the whole table. E.g. highlight the first column as above, keep the left mouse button pressed, drag the mouse to the last column of the Table and release.

Make sure only the Table is highlighted.

2. Click on **Format** then **Borders and Shading.....**
3. On the left of the screen there are the **Setting:** options, click on the first box **None**
4. Click **OK**
5. Click away from the table to take the highlight off.

Inserting or changing the format of borders

1. Highlight the cells/rows/columns you want to change the borders on
2. Click **Format** then **Borders and Shading..**
3. Click on the **Borders Tab.**
4. First choose the line style and thickness you want (see below 1 and 2)
5. Then select the colour you want (see below (3))
6. Now select where you want the lines to be displayed. They will be displayed in relation to the highlight on your table i.e. if you have only highlighted a row any lines you add will only take effect on the row not the rest of the Table. Click on the diagram to the right of the box showing where you would like the lines to be i.e. top, bottom, left or right. Click **OK**. Experiment to try out different combinations.



Shading Cells

1. Highlight the cells/rows/columns you want to shade
2. Click **Format** then **Borders and Shading..**
3. Click on the **Shading Tab**
4. Click on the Colour or Shade you would like, Click **OK**

Merge Cells

| Heading | |
|----------------|-----------|
| djfkdfkd | adfjdikjf |
| akfdjf | dfadlsjf |

1. If you want to create a Table like the one above you need to merge cells together. First create the table as normal, in above case 3 rows by 2 columns
2. Highlight the cells you want to merge
3. Click **Table** then **Merge**
4. Click off the Table to take the highlight off