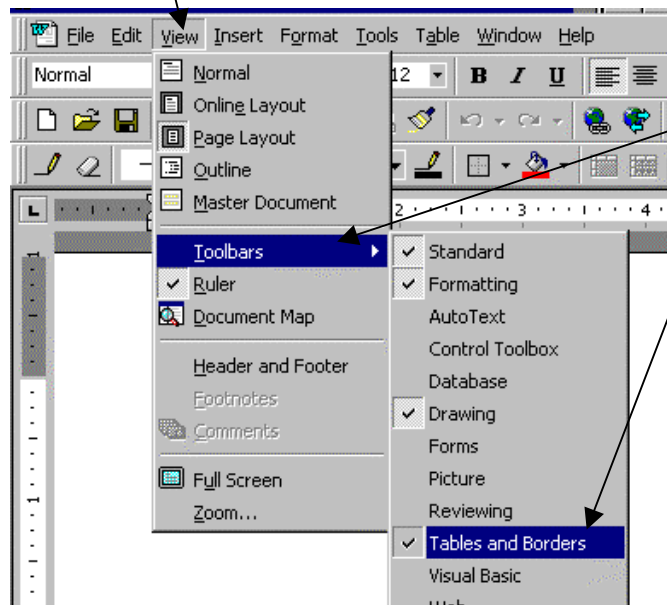


Hints from Marsha

Using and Formatting Tables

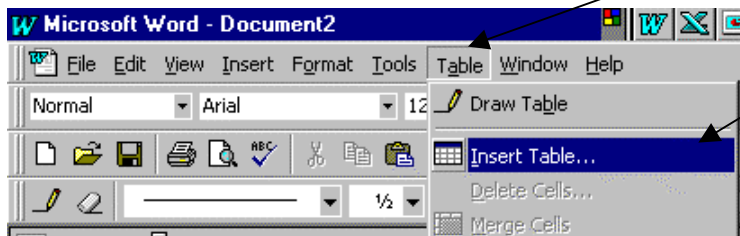
First turn on your table and border toolbar.
Click on View.



Move the cursor down to
Toolbars.

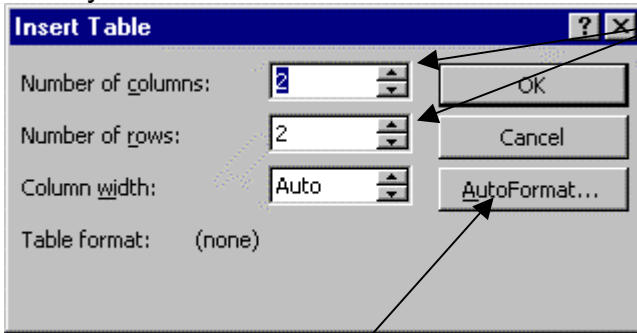
Click on Tables and Borders to
put a check in front of it. If it
already has a check, then you
have the Tables and Borders
toolbar turned on.

The easiest way to create any size table is to click on Table on the top menu bar.



Then click on Insert
table.

Then you will see this screen.

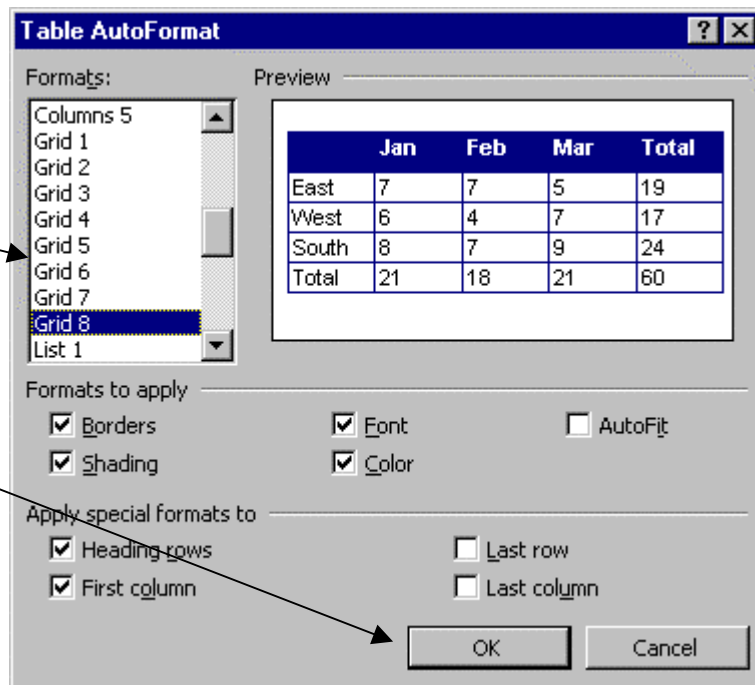


Select how many columns and rows you want by either typing in the number in the box, or use the up and down arrows to the right of each box.

If you click on the AutoFormat button, you can choose from a list of predefined table formats.

Click on any of the choices in the box on the left. Use the scroll bar to see more choices.

When you find one you like, click the OK button.



Create your own format

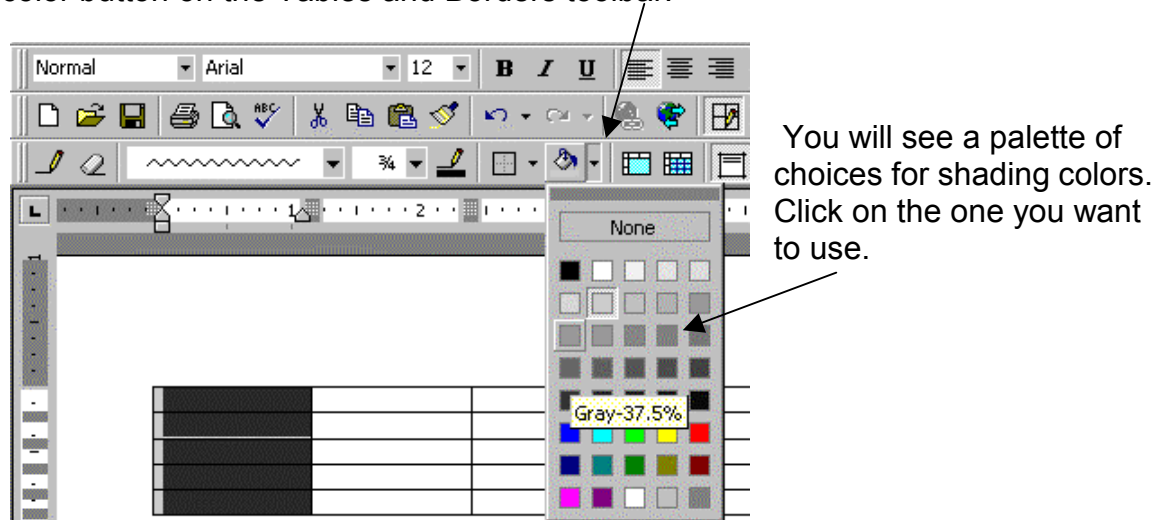
If you would rather create your own format, you can do that too.

After you have created your table. Highlight the row or column that you want to shade.

To highlight a column, move the cursor right above the column. The cursor will change to a dark down arrow (▼). Click and the column will be highlighted.

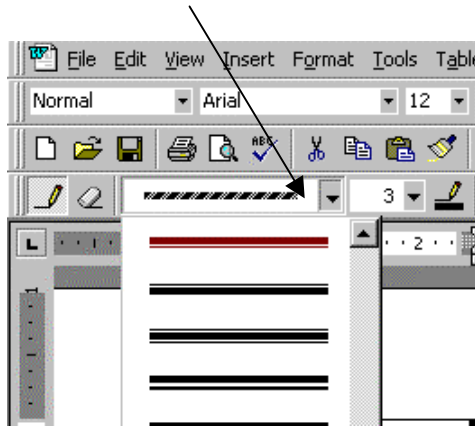
To highlight a row, move the cursor to the left of the row. When your cursor is an arrow pointing up and toward the row, click and the row will be highlighted.

Once you have chosen the row or column, click on the ▼ next to the shading color button on the Tables and Borders toolbar.



You can also change the way the lines of your table look.

Click on the ▼ next to the Line Style box. Choose a style by clicking on it.



You can also change the size of the line. Click on the ▼ next to the line weight box. Click on the size you want. (Note: some lines only come in one size)

After you have changed the type of line and it's size, your cursor will look like a pencil. Drag the pencil across the line you want to change. Click outside your table to turn the pencil off.

Adding Rows and Columns to a Table

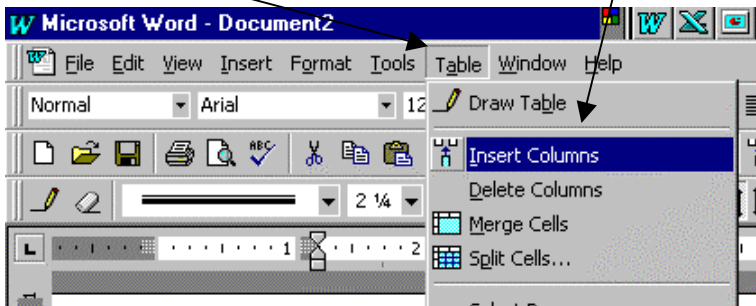
When you insert a new column or row in a table. The column will insert to the left of the selected column. A new row will insert above the selected row.

Highlight a row or column.

To highlight a column, move the cursor right above the column. The cursor will change to a dark down arrow (↓). Click and the column will be highlighted.

To highlight a row, move the cursor to the left of the row. When your cursor is an arrow pointing up and toward the row, click and the row will be highlighted.

Click on Table. Click on either Insert Columns or Insert rows.



You will see your new row or column in you table.

Adding a row at the end of the table

Put your cursor in the last cell of your table (last row, last column). Press the Tab key on the keyboard and you will have a new row.

Splitting Cells

You can split one cell, all the cells in a row, all the cells in a column, or all the cells in the whole table.

Highlight what you want to split (column, row, table). Or click in the one cell that you want to split.

Click on Table. Click on split cells. You will be asked how many rows, and columns. Make you selection. Click OK.

Merging Cells

To merge cells select the cells that you want to make into one cell. Click on Table. Click on Merge Cells.