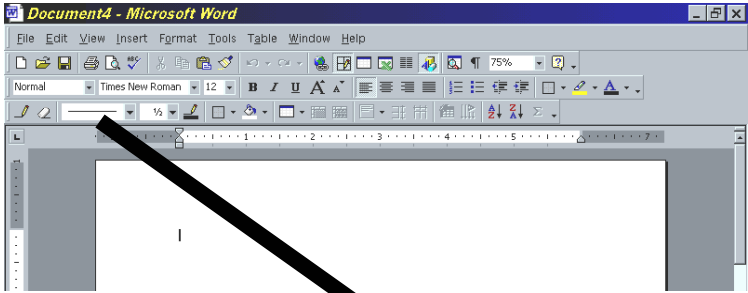


TABLES AND BORDERSTOOLBAR



* If you do not have a Tables and Borders Toolbar on your workspace go to **VIEW – TOOLBARS** and choose **TABLES AND BORDERS**



DRAW
ERASER
LINE STYLE
LINE SIZE/WEIGHT
LINE COLOR
BORDERS
CELL COLOR
INSERT A NEW TABLE
MERGE CELL
SPLIT CELL
CELL ALIGNMENT
DISTRIBUTE ROWS EVENLY
DISTRIBUTE COLUMNS EVENLY
TABLE AUTOFORMAT
TEXT DIRECTION
SORT A – Z
SORT Z – A
AUTOSUM