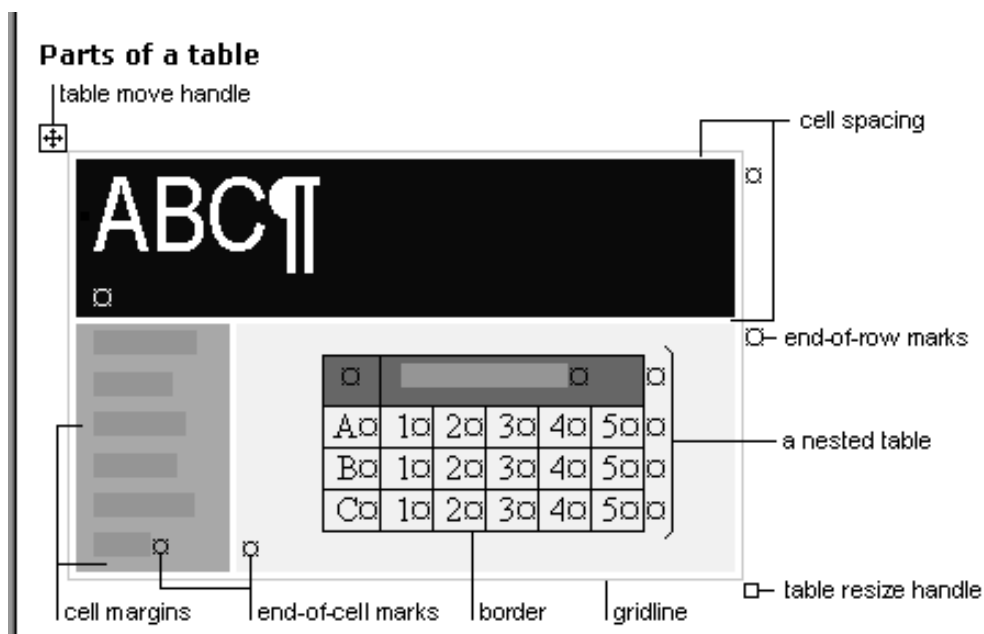


Microsoft Word

Creating Tables

A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information, but they have a variety of other uses as well. You can use tables to align numbers in columns, and then sort and perform calculations on them. You can also use tables to create interesting page layouts and arrange text and graphics.

Parts of a table



Borders and gridlines

By default, tables have a black ½-pt, single-line, solid-line border that will be printed. If you remove this border, you will still see the gridlines that form the cell boundaries. Gridlines are not printed.

End marks

End-of-cell and end-of-row marks are nonprinting characters that, like gridlines, appear only on the screen.

Cell spacing and margins

If you are using a table to arrange text and graphics — for example, on a Web page — you can add spacing between table cells. You can also add cell "padding" (spacing between the boundary of the cell and the text inside the cell) by changing the cell margin.

Nested tables

If you use a table to lay out a page, and you want to use another table to present information, you can insert a nested table — a table within a table. Learn about nested tables.

Table move handle and resize handle

Use the table move handle to move the table to another place on a page, and use the table resize handle to change the size of a table.

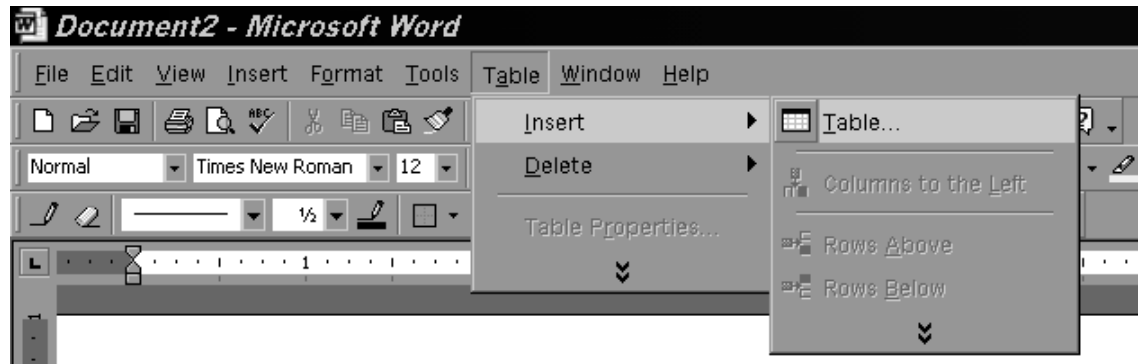
Rows are horizontal

Columns are vertical

Creating tables

You can quickly create a simple table by using the **Insert Table** command.

Complete the pop-up window that appears with desired rows and columns.



Formatting tables

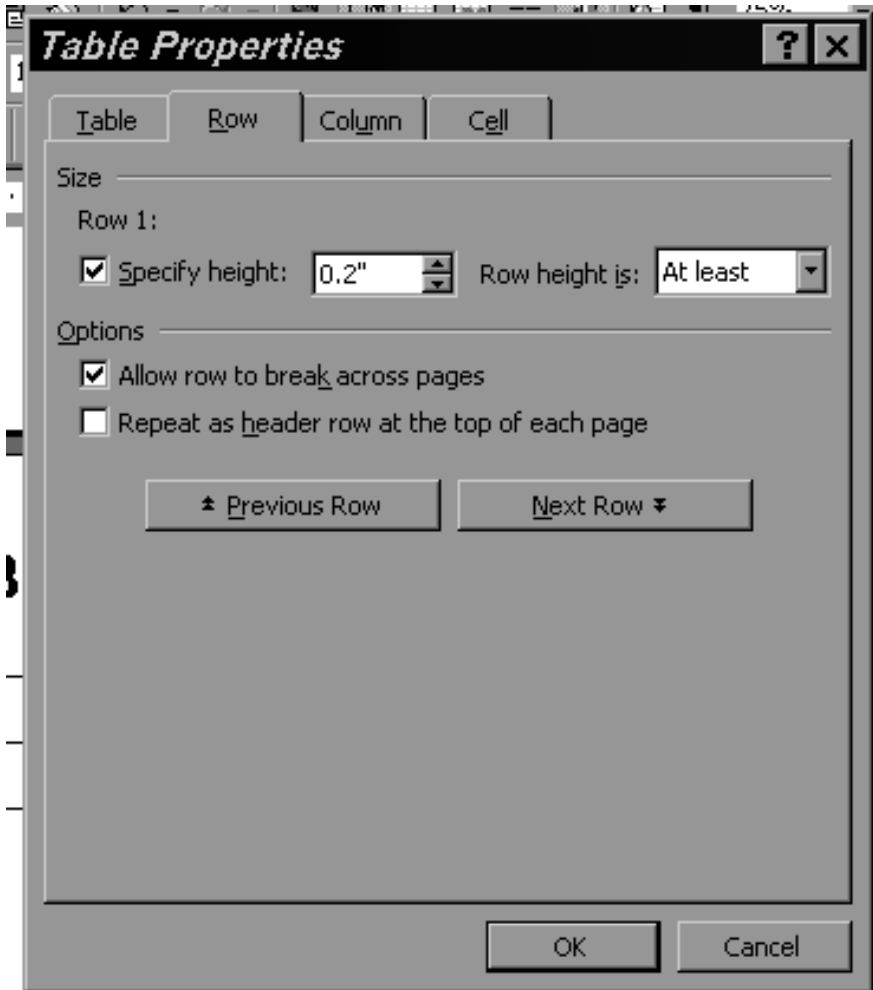
The two instructed forms of formatting your table is by either using the **Table Toolbar** or the **Table pull-down menu**.

You can enhance your table by adding borders and filling cells with colors, patterns, or shading.

Quick Tips!

- **Move from cell to cell by hitting cell or shift-Tab to go backwards**
- **You can always add more rows or columns**
- **Rows can be added by hitting tab at the last cell**
- **Cells can be split or merged**
- **It is easier to set margins before beginning!**
- **Tables can be hidden by using NO BORDER for the LINE STYLE**
- **Use the Row Height or Column Width to set exact or equal areas.**

TABLE PROPERTIES POP-UP WINDOW



- Use for making cells, rows, or columns exact specified heights or widths.
- To access click in your table one time then TABLE – TABLE PROPERTIES