

Tables

Sue Goldberg

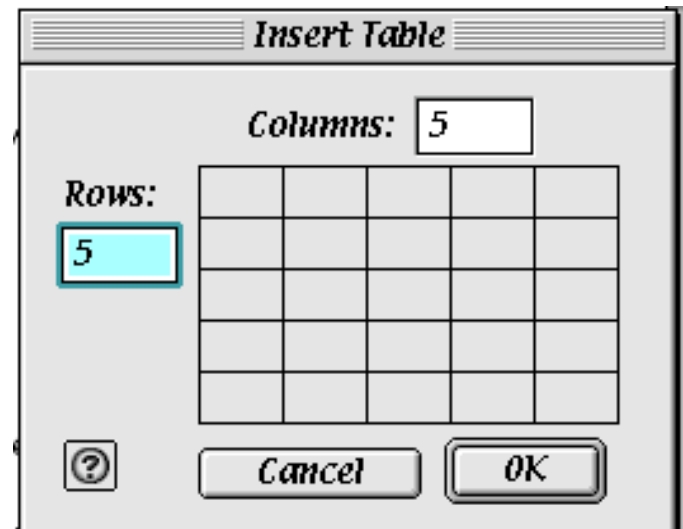
Tables are for organizing information in rows and columns, which can be used to display data in an easy-to-read format.

Math	Science
85	100


To create a Table as part of your text:

- Within a word processing document, use the Table menu and select "Insert Table"
- The dialog box will allow you to choose the number of rows and columns you want in your table

A Table made in this way will become the width of the page and be a part of the text on the page, moving as text is added above it.



To create a Table as a Frame:

- From the Tools palette, select the Table Creation tool 
- Enter the number of rows and columns you want
- The table will appear as a graphic that can be moved or resized

A Table made in this way will be any width you choose and can be controlled, including moved, using the Arrow tool.

To change the Column Width:

- Place the cursor over the vertical line dividing the columns and wait for the cursor shape to become a double line with an arrow.
- Drag the line to the right or left

To change the Row Height:

- Place the cursor over the horizontal line dividing the rows and wait for the cursor shape to become a double line with an arrow.
- Drag the line up or down

- cursor shape to become a double line with an arrow.
- Drag the line up or down

To type in the table:

- Double click inside the cell where you'd like to type. You should see the I shaped cursor
- As you type, the text will automatically wrap to the next line and the cell will expand

To Delete Columns or Rows:

Highlight the column(s) or row(s) to be deleted, then use the Table Menu

To Distribute Columns or Rows evenly:

Highlight any columns or rows to be affected, then use the Table Menu

To Divide Cells

Highlight the cell to be divided and use the Cutter Tool



a divided cell

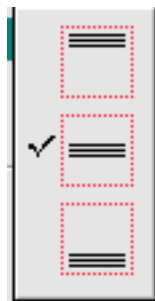


To Align the text in any cells:

Highlight the cells to be affected

Use the Table menu to select Vertical Alignment

Choose top, middle, or bottom



a	b	c	d	e
f	g	h	i	j



The cells a through e, are aligned in the middle.
The cells f through j are aligned at the bottom