

How to Create a Table

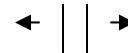
- On the task bar, click on **Table**.
- On the drop-down box that appears, place the cursor on **Insert**, and then left-click on **Table**.
- On the dialogue box that appears, select **Number of Columns** by using the arrows to scroll to the correct number or by clicking in the box and typing in the correct number.
- Select **Number of Rows** in the same way.
- Click **OK**.
- To enter text, place the cursor in the box and left-click.
- Text can be left-aligned or centered, using the buttons on the task bar.

Borders and Shading can be changed by left-clicking the cursor in one of the cells in the table and then...

- 1. On the task bar, click on TABLE.***
- 2. On the drop-down box, click on TABLE PROPERTIES.***
- 3. Select the TABLE tab.***
- 4. Left click on BORDERS AND SHADING.***
- 5. Make selections and click OK.***

The size of the columns and rows can be changed by using the mouse.

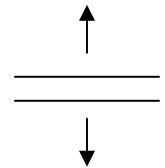
By placing the cursor on a line where the I changes to



you can left-click on the line and continue to HOLD DOWN the left button. Drag the line to the left or to the right and release the button on the mouse when you have the line where you want it placed.

You can also move a line up or down by placing the cursor on a line that appears.

Left-click and HOLD DOWN the left button to



drag the line up or down. Release the button on the mouse when you have the line where you want it placed.

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