

## **UNDERSTANDING TABLES**

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### **INSERTING A TABLE:**

- Insert Ribbon: Table
  - How many rows & columns do you need?
  - Options: Highlight Desired rows/columns, Draw Table, Insert Table
  - Inserting (adding) columns or rows to an existing table
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### **TABLE PROPERTIES: (TABLE TOOLS – LAYOUT RIBBON)**

- Selecting: Table, Cells, Columns, Rows (multiples)
  - What are the default column width and row height?
  - Text wrapping: none or around
  - Table Positioning: Horizontal & Vertical Alignment (page or margins)
  - Manually adjusting column width & row height, adjusting cell width/height
  - Using Table Properties to set width and height
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### **TABLE LAYOUT: (The structure of the table)**

- Deleting tables, columns, rows, cells
  - Merging cells
  - Distributing rows & columns evenly
  - Cell alignment (the text in the cell)
  - Text Direction
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### **TABLE DESIGN: (The look of the table)**

- Borders (no borders, viewing gridlines)
    - The border menu
    - Borders and Shading
    - Use darker colors for borders
  - Shading
    - Use lighter shades
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### **GRAPHICS IN TABLES:**

- You can insert graphics into tables just like word processing
  - Adding clipart
    - Sizing
    - Copy & Paste clipart
    - Flipping clipart
    - Aligning graphics within cells
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### **SENDING EMAIL:**

- Send: (Use your contacts to address message, Watch Demo)
  - TO: ..... Mr. Merriman
  - CC: ..... Yourself
  - SUBJECT: ..... Understanding Tables
  - Standard message for submitting work via email