

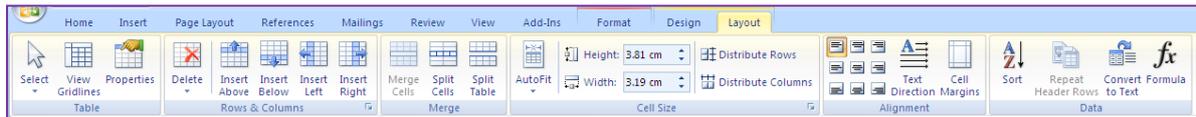


# Need to Know IT

## Tables - Part 2 of 2

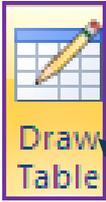
### Customising a Table

Tables can be customised using the functions on the '**Layout**' ribbon. This ribbon is only displayed when the table is active. Additional functions are also located on the '**Design**' ribbon.



Tables can be customised to create different sized rows and columns. Different sized cells can be used to place information in a precise place on the page.

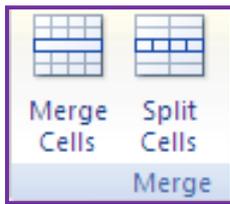
The following table contained 5 columns and 3 rows, but cells have been merged and extra cells drawn to create a table with a variety of different rows and columns.

	<p>This space has been created by merging 3 cells.</p> <p>The '<b>Alignment</b>' function has been used to position the image in the centre of the space.</p>	<p>The '<b>Borders</b>' function has been used to create this border.</p>
	<p>The '<b>Draw Table</b>' function on the '<b>Design</b>' ribbon was used to create this section.</p>	

This is the same table with the borders hidden.

	<p>This space has been created by merging 3 cells.</p> <p>The '<b>Alignment</b>' function has been used to position the image in the centre of the space.</p> <p>The '<b>Draw Table</b>' function on the '<b>Design</b>' ribbon was used to create this section.</p>	<p>The '<b>Borders</b>' function has been used to create this border.</p>
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## Merge Cells

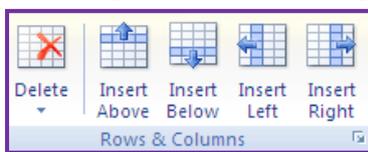


The '**Merge Cells**' function on the '**Layout**' ribbon is used to merge two adjoining cells. Select the cells to be merged and click the '**Merge Cells**' icon.

An individual cell can also be split into a number of smaller cells. Select the cell and click the '**Split Cells**' icon.

When the 'Split Cells' dialogue box opens, select the required number of rows and columns.

## Adding and Deleting Rows



Use the '**Insert**' icons on the 'Layout' ribbon to insert rows or columns. The table must be active and the position of the cursor will determine where the rows / columns are placed.

The '**Delete**' function is used to delete rows, columns or the entire table.

## Adjusting the Size of a Row or Column

Text automatically reflows to fit the column. Rows and columns can be adjusted manually by clicking the borders and dragging to the required size.

The '**Distribute Columns**' function is used to make selected columns the same width. Select the columns and then click the '**Distribute Columns**' icon.

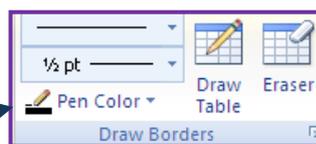


## Draw Table Options

The '**Draw Table**' icons are located on the '**Design**' ribbon.

This is used to select the type and thickness of the line used to draw the table

The '**Pen Color**' changes the colour



Click the '**Draw Table**' icon to manually draw an entire table or part of a table.

The '**Eraser**' can be used to erase lines between columns and rows. It is similar to using the '**Merge Cells**' function on the

## Tables – Part 2

used to draw the table.

'Layout' ribbon.

### Header Rows

The '**Repeat Header Rows**' icon is on the table '**Layout**' ribbon.



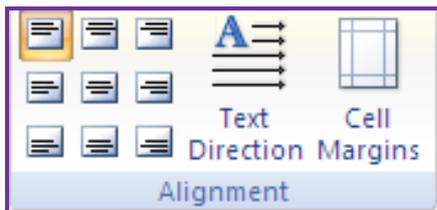
Large tables may occupy more than one page. The '**Repeat Header Rows**' function is used to display the column headings on each page.

Make sure that the cursor is in the heading row and click the '**Repeat Header Rows**' icon.

The icon will be 'greyed out' if the header row is not selected.

### Aligning Text

The '**Alignment**' options are on the table '**Layout**' ribbon.



The cell alignment options are used to position text or an image within a cell.

Select the cell and click the required alignment for the cell contents.

### The Sort Function

The '**Sort**' function is on the table '**Layout**' ribbon.



The '**Sort**' function is used to sort data either alphabetically or numerically.

Select the data and click the '**Sort**' icon to open the '**Sort**' dialogue box.