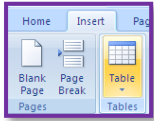




# Need to Know IT

## Tables - Part 1 of 2



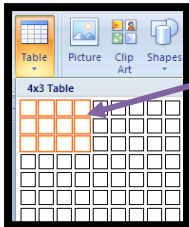
The '**Table**' icon is located on the '**Insert**' tab.

Tables are used to display information in columns and rows, and they can be used as a way of positioning information on a page.

### Creating a Simple Table

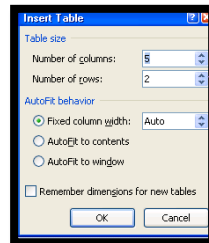


Click the icon to open the '**Insert Table**' dialogue box. This has a number of options for creating a table.

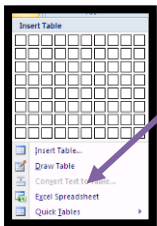


The table grid can be used to create a grid that has up to 10 columns and 8 rows. Click the top left hand square of the grid and then drag to select the required number of columns and rows.

The '**Insert Table**' option is used to create tables with more than 10 columns or 8 rows.



Click the up and down arrows to select the required number of rows and columns.

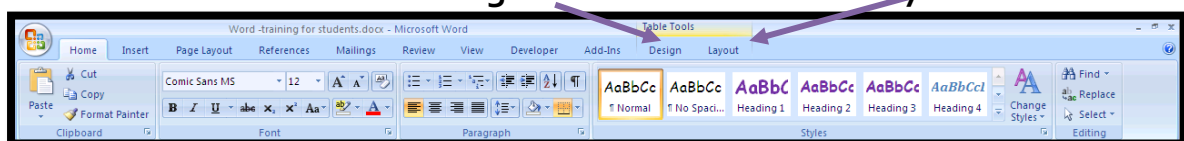


The '**Draw Table**' option is used to manually draw a table. This can be useful for drawing tables that have an irregular pattern of rows and columns. The mouse cursor changes to a pencil shape. The '**Design**' tab opens automatically when the table is being drawn.

As soon as the table is created, 2 additional tabs are added to the Microsoft Word ribbon. These tabs are only visible when the table is selected.

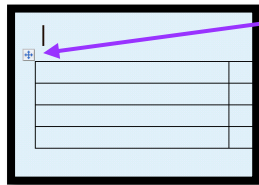
The '**Design**' tab

The '**Layout**' tab

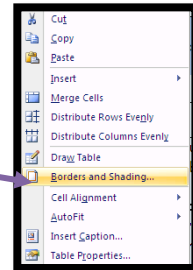


## Borders and Shading

Borders and shading are used to accentuate different parts of the table. They can also be used to hide some of the lines on the table.



Right mouse click the table handle to select the entire table and access the context sensitive menu for the table.

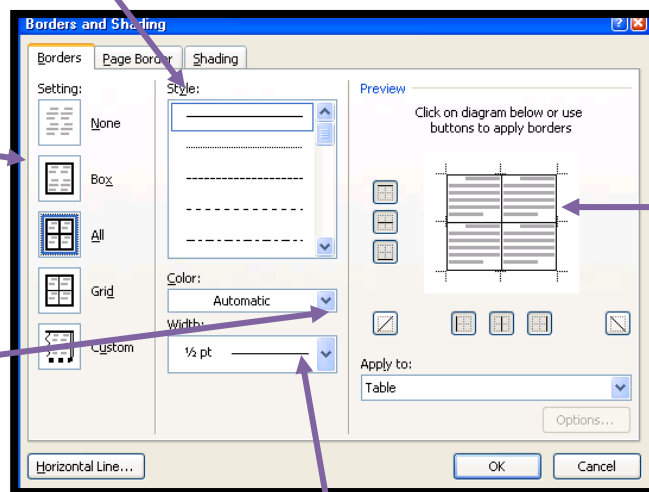


Select '**Borders and Shading**' to open the '**Borders and Shading**' dialogue box.

This changes the Style of the border – e.g. from an unbroken line to a dotted line.

Click the required setting to apply preset changes to the table

This changes the colour of the line.



The lines correspond to the part of the table that has been selected.

Click the lines to apply changes to the table.

This changes the thickness of the line

## Shading

Shading and patterns can be applied to the table or to a row, column or cell in the table.

Click the '**Shading**' tab to open the shading options

Click the drop down arrow to display the colour palette.

Click the drop down arrow to display the pattern options

