

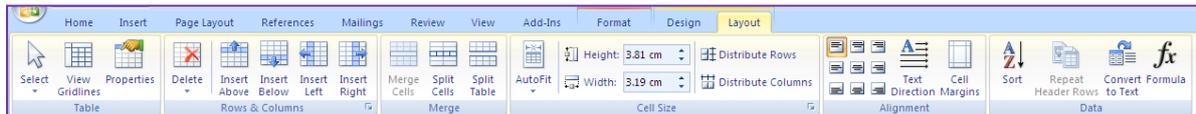


Need to Know IT

Tables - Part 2 of 2

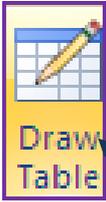
Customising a Table

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.

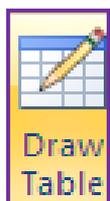


Tables can be customised to create different sized rows and columns. Different sized cells can be used to place information in a precise place on the page.

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.

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

This is the same table with the borders hidden.

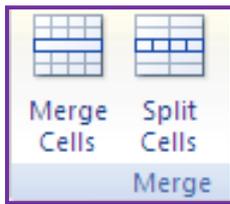


This space has been created by merging 3 cells.

The '**Alignment**' function has been used to position the image in the centre of the space.
The '**Draw Table**' function on the '**Design**' ribbon was used to create this section.

The '**Borders**' function has been used to create this border.

Merge Cells

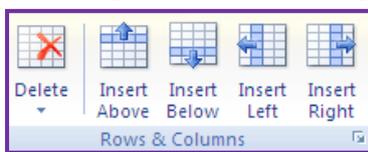


The **'Merge Cells'** function on the **'Layout'** ribbon is used to merge two adjoining cells. Select the cells to be merged and click the **'Merge Cells'** icon.

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.

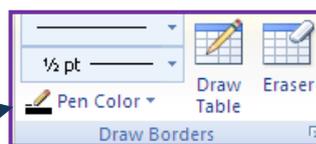


Draw Table Options

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

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used to draw the table.

'Layout' ribbon.

Header Rows

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



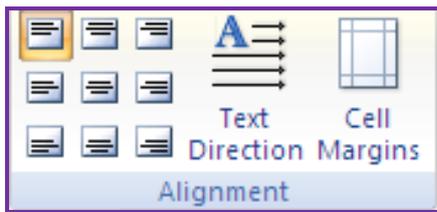
Large tables may occupy more than one page. The 'Repeat Header Rows' function is used to display the column headings on each page.

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.