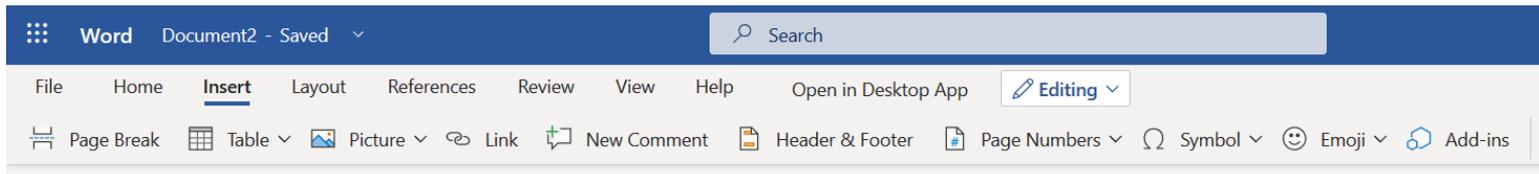


Tables



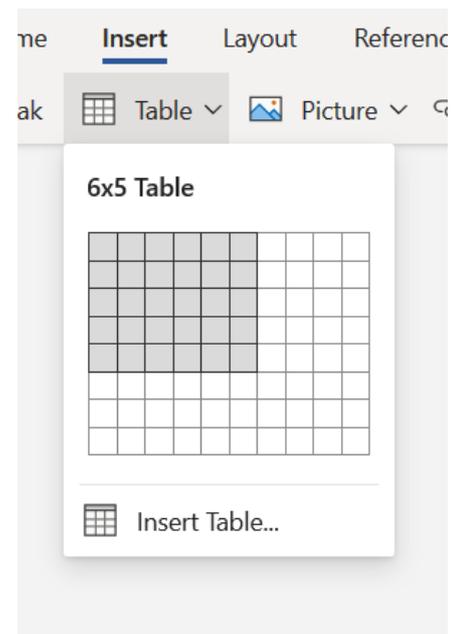
Tables can be a useful way of spacing things out on your page whilst using Microsoft Word. To begin with, place your cursor at the start of where you would like your table to go.

Then, click on the ribbon at the top of the screen and make sure that you are on “insert” and that it looks like this.

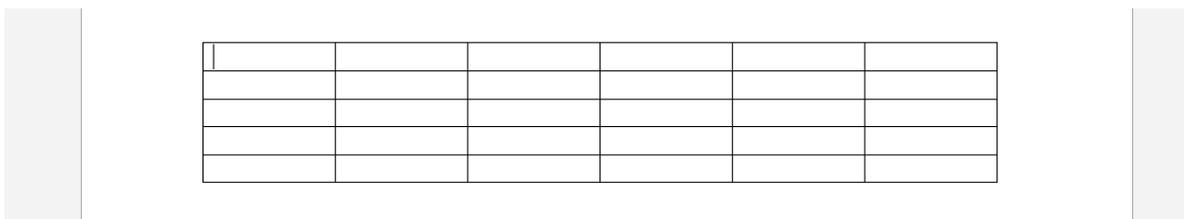


Then click on the little right arrow next to the word Table. A little table filled with squares will appear underneath. Move your mouse until you have “highlighted” the correct amount or rows and columns that you would like on your table and then click once to confirm it.

Remember, if you make a mistake you can also use Ctrl + Z to undo it!

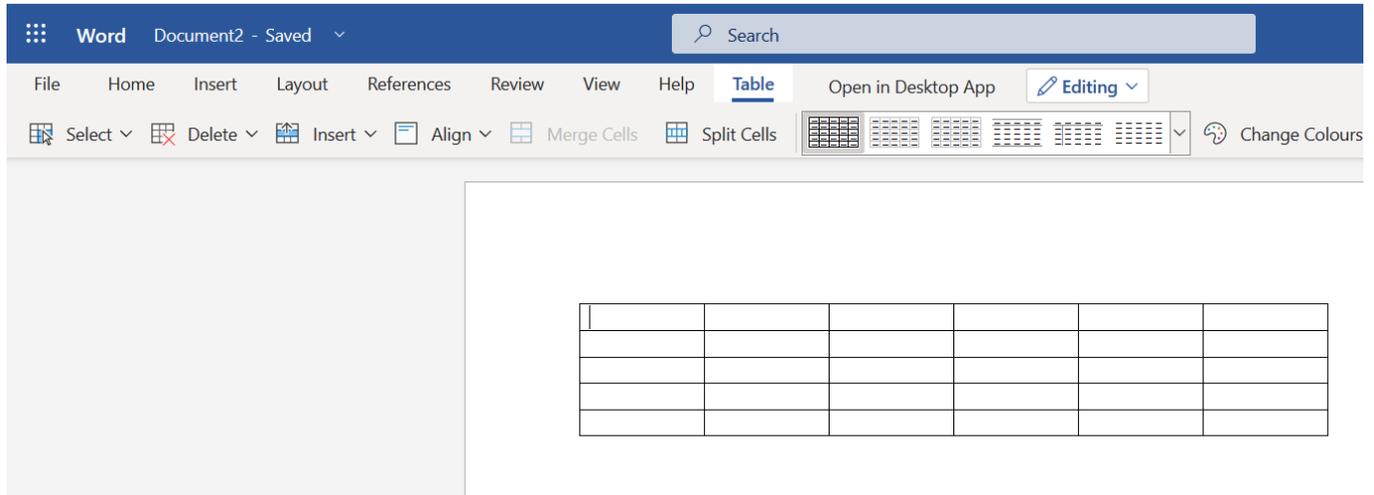


The table will then show up in your document where you had placed your cursor. After this is here, you can put your data in the correct square by simply clicking and typing as normal.

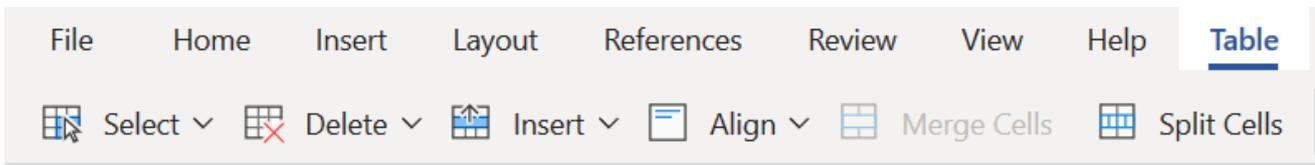


Tables

To change the borders on your table, go along to the tab named "Table" in the ribbon.



This menu will allow you to change the look of your table in many ways including:



Select the whole table or a particular row or column

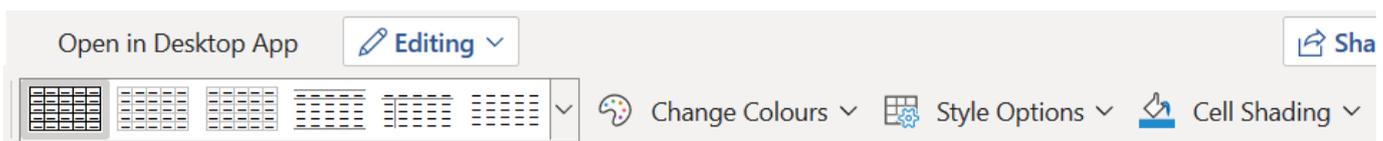
Delete the table, a row or a column

Insert additional rows or columns

Aligned the text to a different side of the cell

Merging cells (if more than two are highlighted)

Splitting cells (if you would like two boxes rather than the one you had chosen)



Change the borders around the table

Change the colours of each box in the table

Change the shade of each cell in the table