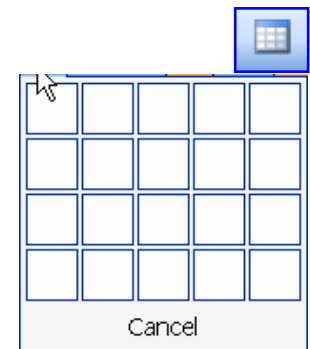
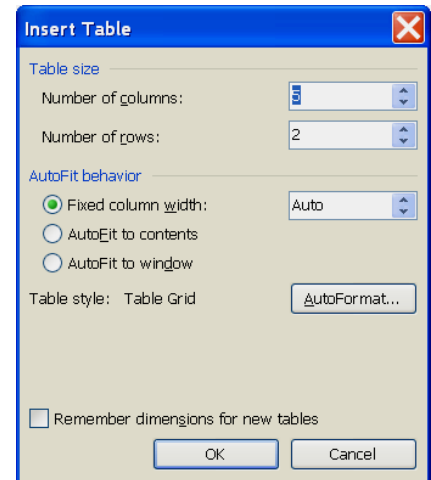


INSERTING A TABLE

It is possible to create Nested Tables (a table created within a table), Floating Tables (tables with text wrapped around them), and side-by-side tables (separate but adjacent tables). To insert a new table at any location in a document, complete the following steps:

- ❖ Position the insertion point at the location where the table is to be created.
- ❖ Do one of the following:
 - Click **Table** on the **Menu Bar**.
 - Choose **Insert** from the list of choices.
 - Choose **Table** from the next list.
 - The **Insert Table** dialog box will appear (see right).
 - In the **Number of Columns** box, input the number **two (2)** by typing the number or using the spinner arrows.
 - In the **Number of Rows** box, input the number **two (2)** by typing the number or using the spinner arrows.
- or
- Click the **Insert Table** button on the **Standard** toolbar (see illustration top right).
- A grid to define the dimensions of the table will be displayed (see illustration bottom right).
- Move the mouse pointer until the number of columns and number of rows are selected.
- If more columns and rows are needed than are displayed on the grid, scroll the mouse down under the number is chosen.
- The number of columns and rows will be displayed at the bottom of the grid.
- Click the left Mouse button.
- A table grid with the specified number of columns and rows will appear in the document.
- ❖ A table is similar to a worksheet in Excel, in that it contains columns, rows, and cells.
 - The cell is the area where text or numbers are entered.
 - The row is the horizontal area of the table.
 - The column is the vertical area of the table.
- ❖ Position the insertion point in the upper left cell of the table.
- ❖ Input the data for the table.
 - To move to a new cell, press the **Tab** key.
 - To move back a cell, hold down the **Ctrl** key and then press the **Tab** key.
 - To add a new row at the end of the table, press the **Tab** key.
- ❖ To apply an automatic table format to the table, click **Table** on the **Menu Bar**.
- ❖ Choose **Table AutoFormat** from the list of options.
 - A list of predefined formats will appear.
 - Click on each format to see what each one looks like.
 - Scroll through the list until a desired format is found.
 - Once the format is chosen, click **OK** to apply the format to the table.



- ❖ Click **OK** to accept the automatic column width.
 - Columns will be distributed evenly between the margins in the document.
 - To specify the width of the column:
 - Click the spinner arrows next to the **Auto** box for the **Fixed Column Width** option.
 - **AutoFit to Contents** sets the width of the column to the longest item in the column.
 - **AutoFit to Window** automatically changes the width of a table to fit a Web page so it will fit in a Window browser.