

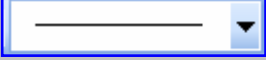
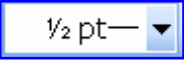
















## TABLES

A table is used to organize data into columns and rows. The area where a row and column intersect is called a cell. This is the area where text, graphics, or other objects, including another table, can be inserted. Tables can contain anything that a Word document can contain. Word tables are best suited for formatting text. If calculations need to be performed, it would be better to use Microsoft Excel. Creating a Table can be done by using the **Tables and Borders** toolbar, by using the **Tables** button on the **Standard** toolbar, or by choosing **Table, Insert Table** from the **Menu Bar**. Tables can be used in place of columns or tabs when creating lists with more than one column. It is possible to remove the borders from around a table so that the lines will not show when the document is printed. The table below shows the buttons that are normally available on the **Tables and Borders** toolbar.

### TABLES AND BORDERS TOOLBAR

Button	Used to
<b>Draw Table</b> 	Draw a table and/or the cells in a table.
<b>Eraser</b> 	Erase or remove a border between cells or from the outside edge of the table.
<b>Line Style</b> 	Determine the line styles to use for table, text, and so forth.
<b>Line Weight</b> 	Determine the thickness of borders for a table, text, and so forth.
<b>Border Color</b> 	Determine the color of borders for a table, text, and so forth.
<b>Outside Borders</b> 	Add or remove individual borders for a table, text, and so forth.
<b>Shading Color</b> 	Determine the shade, color or pattern of cells. Used to fill the cell with a color or pattern.
<b>Insert Table</b> 	Insert a new table into a document. Also used to insert new rows, columns, cells, or to determine column width.
<b>Merge Cells</b> 	Make one or more selected cells into a single cell.
<b>Split Cells</b> 	Divide a selected cell into two or more cells.
<b>Align</b> 	Change the alignment of text in a cell. Options are Top Left, Top Center, Top Right, Center Left, Center Center, Center Right, Bottom Top, Bottom Center, and Bottom Right.
<b>Distribute Rows Evenly</b> 	Make all the selected rows the same height.
<b>Distribute Columns Evenly</b> 	Make all the selected columns the same width.

Button	Used to
<b>Table AutoFormat</b>	 Apply predetermined formats to a table. A list of different formats will appear along with a preview of each one.
<b>Change Text Direction</b>	 Change the orientation of text. The text may be rotated so it appears either vertically or horizontally on the page.
<b>Sort Ascending</b>	 Sort the table column where the insertion point is located in ascending (A-Z or 1-100) order.
<b>Sort Descending</b>	 Sort the table column where the insertion point is located in descending order (Z-A or 100-1) order.
<b>AutoSum</b>	 Perform calculations on columns or rows of numbers in a table.