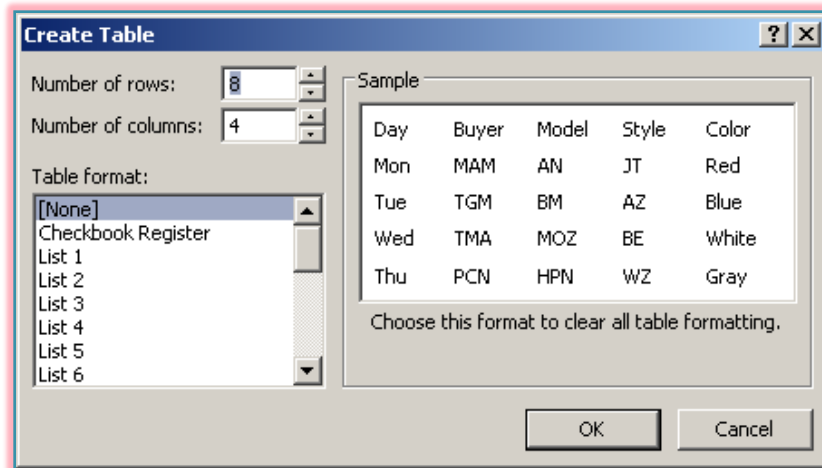


PUBLICATION TABLES

Another way to present information in a frame is by using a table. A table is used to place information in rows and columns, which makes it easy to arrange information in an easily accessible format. Like all the other objects in a publication, a table must be in a frame. Tables are added to a publication frame in much the same way as all other objects.

Creating/Inserting a Table

- ❖ Click the **Table Frame** (see illustration top right) button on the **Object** toolbar.
- ❖ The mouse pointer will turn into a cross hair shape (see illustration bottom right).
- ❖ Position the pointer where the upper-left corner of the table is to appear.
- ❖ Drag diagonally down to where the lower-right corner of the table is to appear.
- ❖ The **Create Table** dialog box will appear (see illustration below).



- In this dialog box, input the number of rows and columns for the table.
- Choose a format for the table under the **Table format** list, if desired.
- When an item in the list is chosen, a sample of the format will appear in the box on the right of the dialog box.
- ❖ When all the options have been chosen, click the **OK** button to exit the dialog box.
- ❖ The table will appear on the publication page.

Changing the Location of a Table

Tables can easily be moved to other locations in a publication because they are contained in a frame, just like other Publisher objects.


- ❖ Place the mouse pointer on the edge of the **Table Frame**.
- ❖ When the mouse pointer changes to a four headed arrow, drag the table to a new location.
- ❖ When the table is in the correct position, release the mouse button.

Sizing Tables

A table can be resized at any time. When the table's width is changed all the column widths will also increase. If the height of the table is changed, the row heights will also change. To resize the table, do the following:


- ❖ Click the table to select it.
- ❖ Place the mouse pointer on the appropriate sizing handle.
- ❖ The adjust icon will appear.
 - **Left-Right** - This icon is used to change the width of the table from the left and right side.
 - **Up-Down** - Use this icon to change the height of the table.



- **Diagonal**- To change both the width and height of the table, use this icon. 
- ❖ Once the arrow appears, drag the mouse to increase or decrease the size of the table.
- ❖ Release the left mouse button when the table is the appropriate size.
- ❖ To maintain the Table's Height/Width Ratio, select one of the Table's corner handles.
 - The mouse pointer will change to a two-headed diagonal arrow.
 - Click and drag the mouse to change the width and height of the table.

Sizing Table Columns and Rows

As stated before, when a table width or height is changed, the row height and column width are automatically changed. It is also possible to control individual row height and column width in a table to better accommodate text entries that are placed in a particular column. To change a column width or row height, follow the steps below.

- ❖ Click the table to select it.
- ❖ Place the mouse pointer on a column divider or to the right of the column or below the row divider that is to be resized.
- ❖ The **Adjust** icon (see illustrations at right) will appear. 
- ❖ Drag the mouse to increase or decrease the width or height of the column or row.
- ❖ Release the mouse button.
- ❖ The column or row will be sized accordingly.
- ❖ To keep the **Table Size** the same width or height when widening columns or rows:
 - Hold down the **Shift** key while dragging the **Column Width** or **Height** (Adjust) tool.
 - The table will stay the same size.
 - Only the column is widened.

Using Grow to Fit Text Feature

The row height of a table does not have to be increased in order to accommodate several lines of text in a row's cell. The **Grow to Fit Text** feature will take care of this. Just make sure this feature is selected in the **Table** menu. Having it selected is the default. To remove this feature, click **Table** and then click **Grow to Fit Text** to remove the check mark beside the feature. This feature will make the height of the row become greater, when needed, when text is being typed into the cell.

Adding/Inserting Columns and Rows

As work is being done on a table, it may become necessary to add a column or row to the table. With the **Table** feature, it is possible to add one column or row or to add multiple columns or rows. These columns or rows may be added in the middle of a table or at the end. To add a column or row, complete the steps below:

- ❖ Click anywhere in the row or column before which a column or row is to be inserted.
- ❖ Click the **Table** option on the **Menu Bar**.
- ❖ Move the mouse pointer over **Insert**.
- ❖ Click one of the options below.
 - Columns to the Left
 - Columns to the Right
 - Rows Above
 - Rows Below
- ❖ Adding columns or rows to a table makes the table and its frame larger as well. It may be necessary to adjust the size of the column or rows in order for them to fit in the desired space.

Deleting Columns and Rows

As work is being done on a table, it may become necessary to delete a column or row from the table. With the Table feature, it is possible to delete one column or row or to delete multiple columns or rows. These columns or rows may be deleted from the middle of a table or at the end. To delete a column or row, complete the steps below:

- ❖ Click anywhere in the row or column that is to be deleted.
- ❖ Click the **Table** option on the **Menu Bar**.
- ❖ Move the mouse pointer over **Delete**.
- ❖ Make a selection from **Table, Columns,** or **Rows**.
- ❖ The column or row where the insertion is located will be deleted.

Entering Information into the Table

Text is entered into an existing table frame one cell at a time. A cell is the box created by the intersection of a column or row. Each cell acts like a mini-text frame. Text can quickly be copied from a selected cell to one or more selected cells either to the right or below the original cell. After the text has been entered, it can be formatted using any of the text attribute tools discussed earlier in this document. To enter text into a table, follow the steps below:

Entering Text Into a Cell

- ❖ Click the first table cell where text is to be entered.
- ❖ Type the text for the first cell.
- ❖ Press the **Tab** key to move to the next cell.
- ❖ Enter the text for this cell.
- ❖ Continue this procedure until all the text has been entered.

Inserting Identical Text Into Several Cells

- ❖ Click the cell that is to be copied.
- ❖ Drag to select the cell or cells where the text is to be pasted.
- ❖ The text can be pasted either below or to the right of the cell containing the text that was copied.
- ❖ Click the **Table** option on the **Menu Bar**.
- ❖ Click **Fill Down** to copy the text to cells below.
- ❖ Click **Fill Right** to copy the text to cells to the right.

Moving Around and Selecting Parts in a Table

Moving Around a Table

Text can be entered and edited in a cell in the same way that it is entered or edited in a text frame. The insertion point shows where text that is typed will appear in the table. The table below shows methods of moving from cell to cell.

Moving from Cell to Cell	
To Move	Do This
To any cell, or to text within a cell	Click in the cell or text
To the next cell	Press Tab
To the preceding cell	Hold down the Shift key and press Tab
Forward one character or cell	Press the right arrow key
Backward one character or cell	Press the left arrow key
Up one row or cell	Press the up arrow key
Down one row or cell	Press the down arrow key

Selecting Parts of a Table

Once a table has been created, text is entered into cells in the same way it is in a text frame. The first row of the table is good for column headings or a table title. The left-most column is good for row labels. In order to enter text, it is important to know how to move around the table. Knowing how to select cells, rows, and columns is essential to working with tables. Cells must be selected in order to format them, enter text into them, delete unnecessary text, and add or remove rows and columns. It is possible to select and format one cell at a time or to select a range of cells to format. A range of cells is a group of two or more adjacent cells. The table below provides the directions for selecting different table parts.

Selecting Table Parts Using the Mouse

To select	Do this
A single cell	Drag over the cell or double-click within the cell.
A range of cells	Drag from the cell in the upper-left corner of the range to the cell in the lower-right corner of the range.
One or more rows	Click the row selector button for the first row to be selected, and then drag to select the row selector buttons for the other rows that are to be selected. The row selector is a black arrow that points to the right.
One or more columns	Click the column selector button for the first column that is to be selected. Drag to select the column selector buttons for the other columns that are to be selected. The column selector is a black arrow that points down.
The entire table	Click and drag through the columns and rows to select the table.

Selecting Table Parts Using a Menu

It is also possible to select different parts of a table by using menus. Clicking in the appropriate cell, row, column, or table does this. After the appropriate table element has been selected, click the **Table** menu option on the **Menu Bar**, point to **Select**, and click **Table**, **Rows**, **Columns**, or **Cells**.

Selecting Text in a Table

It is possible to format text in a table in the same way that text in a text frame is formatted. Just select the text to be formatted, and then apply a new font type, font size, font color, and any other formatting. The table below provides methods for selecting text in a table.

To select	Do this
One word	Double-click the word.
Some text in a cell	Drag the I-beam pointer across the text
All text in a cell	Click in the cell and press Ctrl+A.
All text in a cell	Triple-click in the cell.

Using Special Cell Formats

It is possible to control the formatting of individual cells in a table. For example, it is possible to merge several cells and use the merged cells as a place to add a heading for the table. It is also possible to insert a diagonal line in cells in a Publisher table. This makes it possible to divide the cell into two areas.

Merging Cells

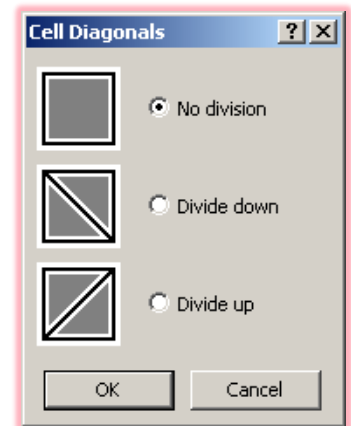
The Merge Cells command removes the column dividers between the cells and merges the cells into one continuous cell. To merge cells in a table, follow these steps:

- ❖ Click the table to select it.
- ❖ Drag to select the cells that are to be merged.
- ❖ Click the **Table** menu option on the **Menu Bar**.
- ❖ Click the **Merge Cells** option.
- ❖ The cells will be merged into one cell.

Inserting a Diagonal Line in a Cell

A cell can be divided diagonally; making the cell in effect two different cells that can contain different information. To divide a cell diagonally, follow these steps:

- ❖ Drag to select a cell or cells in the table to split diagonally.
- ❖ Click **Table** on the **Menu Bar**.
- ❖ Click **Cell Diagonals** from the list of options.
- ❖ The **Cell Diagonals** dialog box will display (see illustration at right).
- ❖ In the **Cell Diagonals** dialog box, select **Divide down** or **Divide up**.
- ❖ Click **OK** to close the dialog box and accept the changes.
- ❖ A diagonal line will divide the cell.
- ❖ Click **Cancel** to exit the dialog box without making the changes.

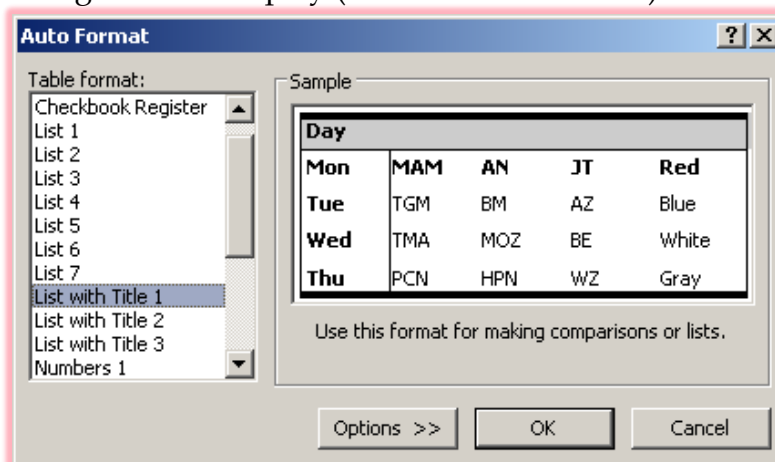


Formatting a Table

Choosing a Table Format (AutoFormat)

Publisher provides a variety of designs to choose from, which are called formats. Each format has a combination of text formatting and alignments as well as cell and table patterns, shading, and borders. These formats may be modified, if necessary. Formatting may be copied from one cell to other cells with the Format Painter.

- ❖ Click in the table that is to be formatted.
- ❖ Click **Table** on the **Menu Bar**.
- ❖ Click **Table AutoFormat** from the list of available options.
- ❖ The **Auto Format** dialog box will display (see illustration below).



- ❖ Click a format from the **Table Format** list.
- ❖ An image of the format will appear under the **Sample** box on the right.

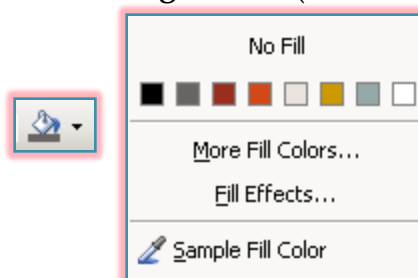
- ❖ Click **Options** to choose different formats to apply to the table. These options are:
 - Text formatting
 - Text alignment
 - Patterns and shading
 - Borders
- ❖ Click the various formatting option check boxes to either select or deselect them.
- ❖ Click the **OK** button to exit the dialog box and apply the formatting to the table.

Formatting the Table Manually

To format a table border and fill colors manually, the Line Color and Fill Color buttons on the Formatting toolbar may be used.

Adding a Fill Color to Certain Cells in the Table,

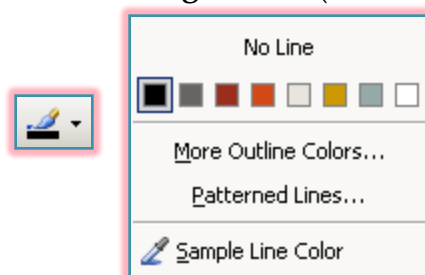
- ❖ Select the cells that are to be formatted.
- ❖ Click the **Fill Color** button on the **Formatting** toolbar (see illustration below left).



- ❖ A gallery of **Fill Colors** will display (see illustration above right).
- ❖ Choose a **Fill Color** from the **Fill Color** palette.
- ❖ For additional colors, click the **More Colors** button.
- ❖ To add **Fill Effects** to the cell, click the **Fill Effects** button. With this option, it is possible to add Gradients, Texture, Patterns, Pictures, and Tints to a cell or range of cells.

Adding Border Colors to a Table

- ❖ Select the entire table or a cell, row, or column in the table.
- ❖ Click the **Line Color** button on the **Formatting** toolbar (see illustration below left).



- ❖ A gallery of line colors will display (see illustration above right).
- ❖ Choose any of the border colors provided on the **Line Color** palette.
- ❖ To view additional line colors, click the **More Outline Colors** link.
- ❖ To display other line patterns, click the **Patterned Lines** link.

Using the Format Painter Button

The Format Painter button is used to apply formatting to adjacent or nonadjacent cells in a table. Clicking the button once applies formatting one time to a cell or group of cells. To apply the same formatting to several nonadjacent cells, double-click the button and start applying the formatting to as many cells as desired.

Copying a Cell's Format

- ❖ Select the cell whose format is to be copied.
- ❖ Click the **Format Painter** button on the **Standard** toolbar (see illustration at right).
- ❖ Click the cell or drag across a range of cells whose format is to be changed.



Copying Formatting to Nonadjacent Cells

- ❖ Select the cell whose formatting is to be copied.
- ❖ Double-click the **Format Painter** button on the **Standard** toolbar (see illustration at right).
- ❖ Click the cells to which the formatting is to be applied.
- ❖ Click the **Format Painter** button again to turn it off.

