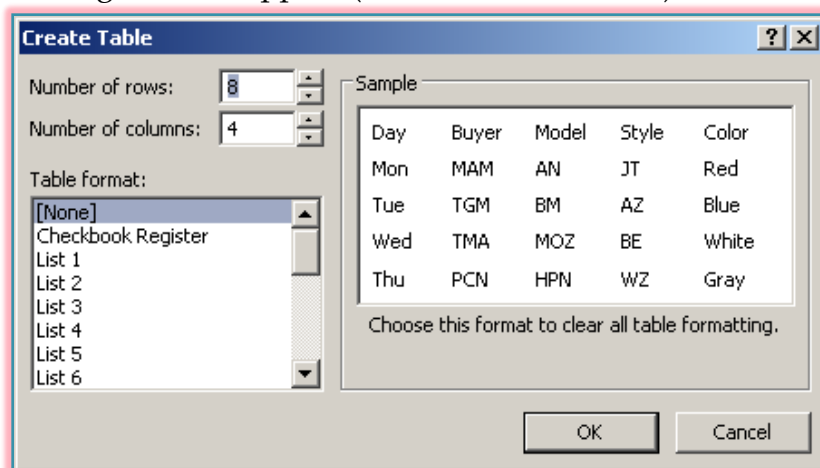


CREATING AND MODIFYING PUBLICATION TABLES

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.

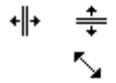
- ❖ Place the mouse pointer on the edge of the **Table Frame**.
- ❖ When the mouse pointer changes to a four headed arrow, drag the table to a new location.
- ❖ When the table is in the correct position, release the mouse button.

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.