

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.