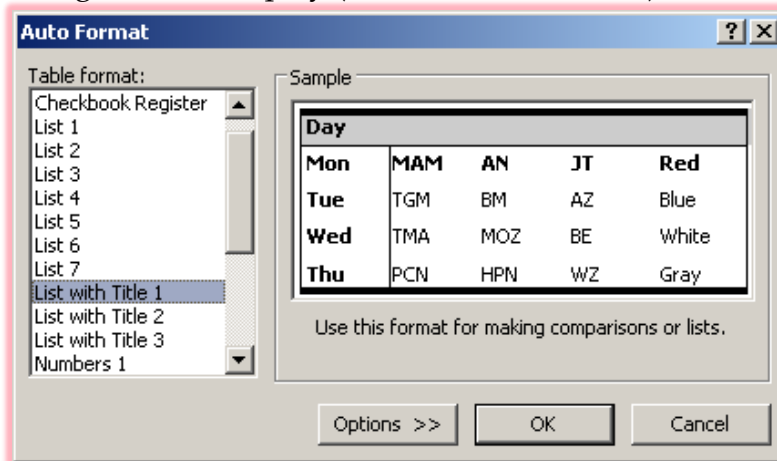


Formatting a Table

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).



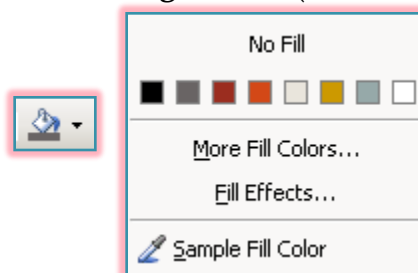
- ❖ Click a format from the **Table Format** list.
- ❖ An image of the format will appear under the **Sample** box on the right.
- ❖ Click **Options** to choose different formats to apply to the table. These options are:
 - Text formatting
 - Text alignment
 - Patterns and shading
 - Borders
- ❖ Click 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).

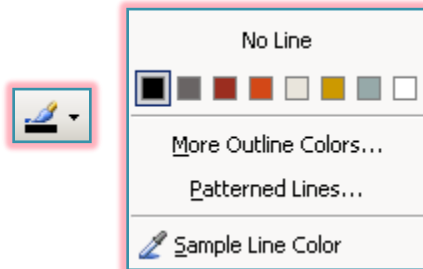


- ❖ A gallery of **Fill Colors** will display (see illustration above right).

- ❖ 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.

