

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.

