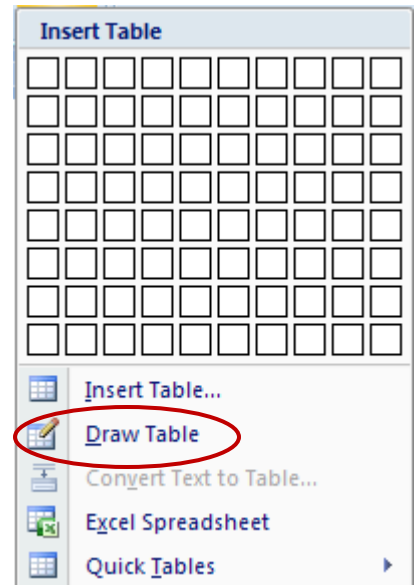


## DRAWING A CUSTOM TABLE

There are times when it might be necessary for a table not to contain the same number of cells in each row or column. The Draw Table feature allows for the customization of a table by drawing cells exactly where the user wants them. After the table has been drawn, it is possible to use the same formatting features as are used when creating a table using the Insert Table feature which is discussed in the **Insert Table** link. To draw a table, complete the following steps:

- ❖ Click where the table is to be created.
- ❖ Click the **Insert Tab**.
- ❖ In the **Tables Group**, click the **Tables** button.
- ❖ Click the **Draw Table** button in the list that appears (see illustration at right).
- ❖ The pointer will change to a pencil shape.
- ❖ To define the outer table boundaries, draw a rectangle.
- ❖ The **Table Tools Contextual Tab** will display, with the **Design Tab** selected.
- ❖ To create columns and rows, draw the column and row lines inside the rectangle.
  - A rectangle creates individual cells or the table boundaries.
  - Horizontal lines create rows.
  - Vertical lines create columns.
  - Diagonal lines split cells diagonally.
- ❖ Erasing Lines
  - Click the **Eraser** button in the **Draw Tables Group**.
  - Click any of the lines in the table.
  - The line will be removed from the table.
- ❖ To select a design for the table, in the **Table Styles Group**, click any of the designs.
  - To select from a larger gallery of designs, click the **More** button. This button is the bottom area on the right side of the gallery.
  - To scroll through the gallery one row at a time, click the up and down arrows on the right side of the gallery.
- ❖ When the table is finished, click a cell and start typing or insert a graphic.
- ❖ To apply shading to individual cells, click the **Shading** button, in the **Table Styles Group**.
- ❖ To change the appearance of borders in the table, click the **Borders** button in the **Table Styles Group**.
- ❖ To change the color of the pen that is being used to create the lines, click the **Pen Color** button.
- ❖ To change the style and weight of the lines, click the appropriate buttons above the **Pen Color** button.



### Tip:

- ✚ More than one formatting option can be applied to a line at a time while the table is being drawn. For instance, it is possible to change the Line Style, Line Weight, and Pen Color all at the same time by clicking on each of the options before drawing the table or a column or row in the table.
- ✚ Hold down the **CTRL** key to automatically apply text wrapping while the table is being drawn.