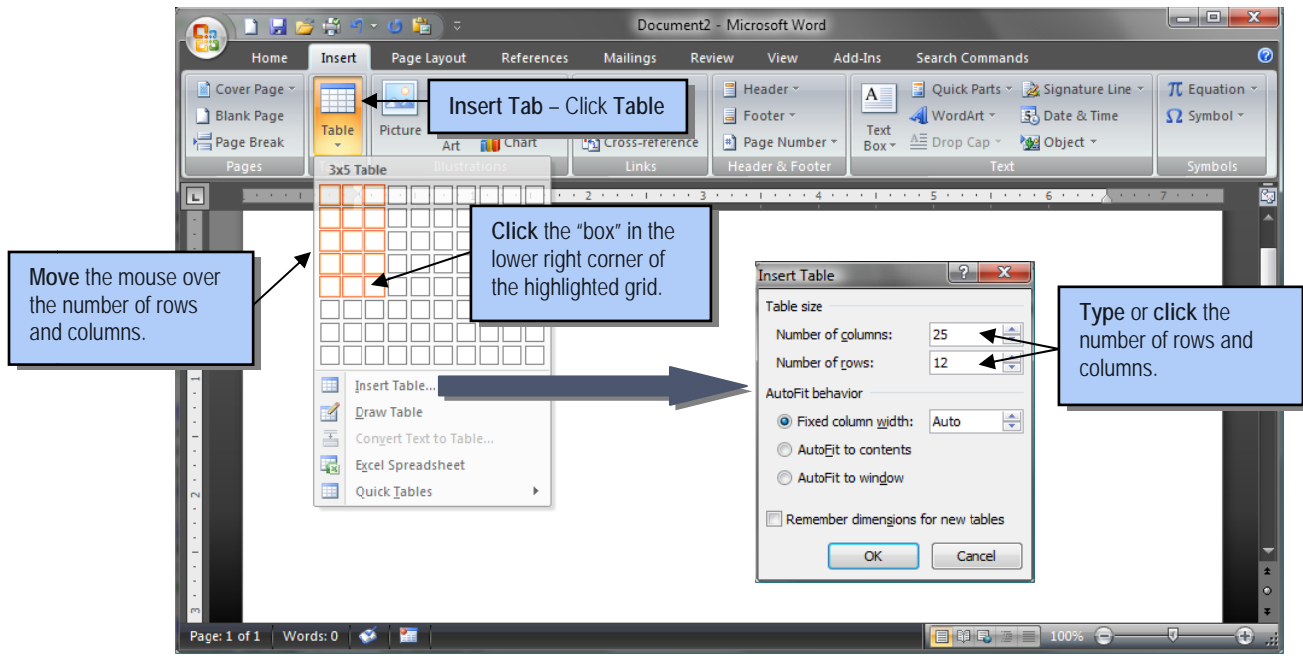


CREATING TABLES

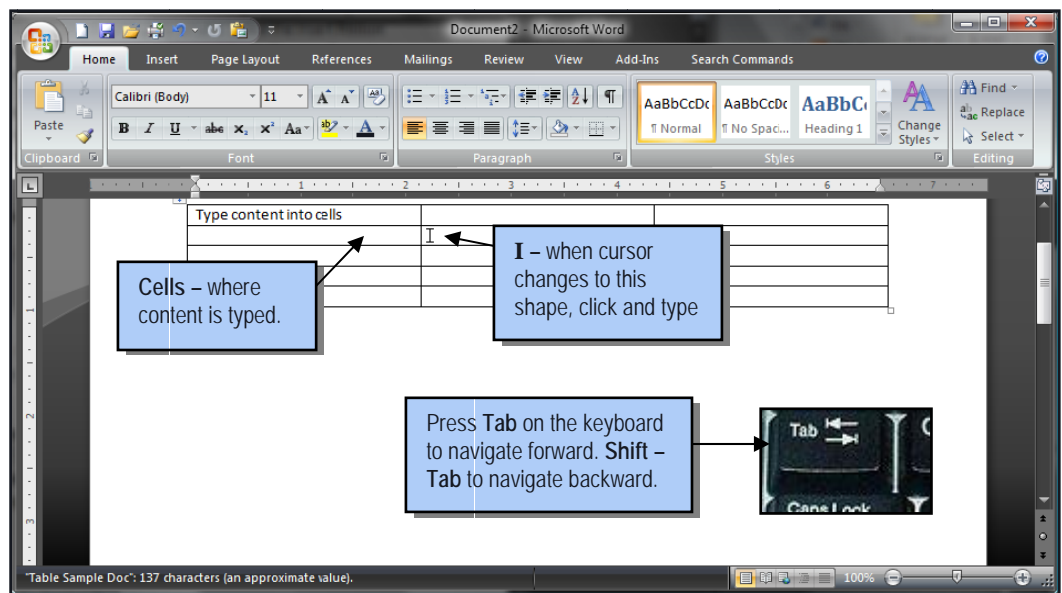


Create simple tables in Word 2007 by clicking the **Insert** tab. Then click the **Table** button.

A grid will appear along with additional options. **Move** your mouse to highlight the desired number of rows and columns (up to 10 columns by 8 rows).

To add a larger table, click **Insert Tables** and *type* or *click* the increase/decrease arrows to change the number of rows and columns and click **OK**.

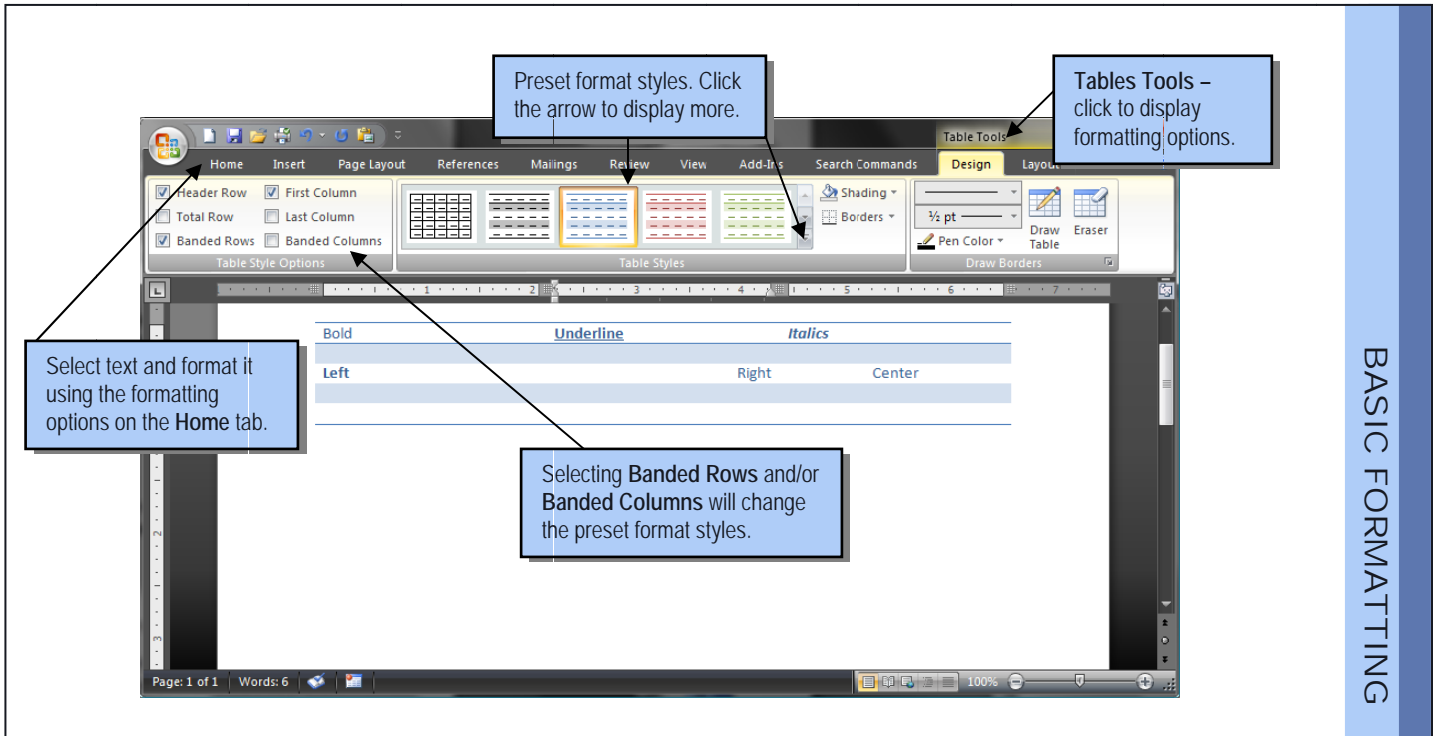
NAVIGATING TABLES



Tables consist of rows and columns. The boxes or rectangles created where they intersect are called *cells*. Type the contents of your table into cells.

Navigate from cell to cell by clicking in them when the cursor looks like an "I". You may also navigate by pressing the **Tab** key on the keyboard which will move the cursor from the upper left to the lower right.

Notes: Holding the **Shift** key down and pressing **Tab** moves the cursor in the opposite direction. Clicking **Tab** in the last cell (lower right corner) of the last row will add another row to the table.

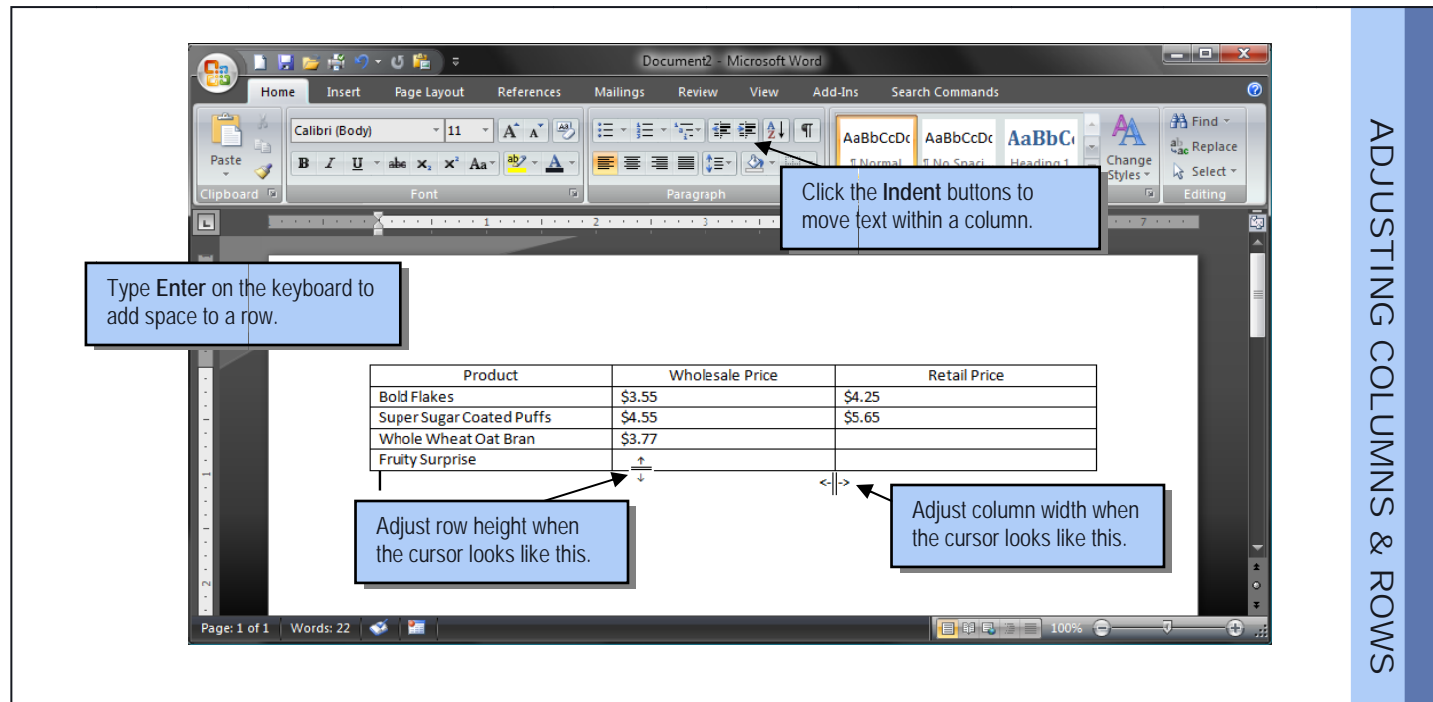


BASIC FORMATTING

Select text in the table then use the **Home** tab to format the text as bold, underlined, centered, etc. **Table Tools** provides table formatting

options such as column and row shading. Preset format styles are displayed in the center of the ribbon. Additional options are displayed when clicking the arrow in

the lower right corner of the styles pane. Selecting **Banded Rows** and/or **Banded Columns** changes the shading options of rows and columns.



ADJUSTING COLUMNS & ROWS

Adjusting the height of a row is accomplished by holding your mouse near one of the horizontal

cell borders then clicking and dragging up or down with the left mouse button. You may also use the **Enter** key on the keyboard to add lines to a cell.

To change the width of a column hold your mouse near a vertical line then click and drag left or right.