Using the Table Tools

In the last chapter you used TAB STOPS to create simple tables. When more detailed tables are required, Microsoft Word's TABLE TOOL can be used. Basically the TABLE feature is a simplified spreadsheet that can be inserted anywhere in a Word document. Its use can save you having to set margins and indents using the Ruler. Let's create a simple roster to illustrate the use of the table tools.

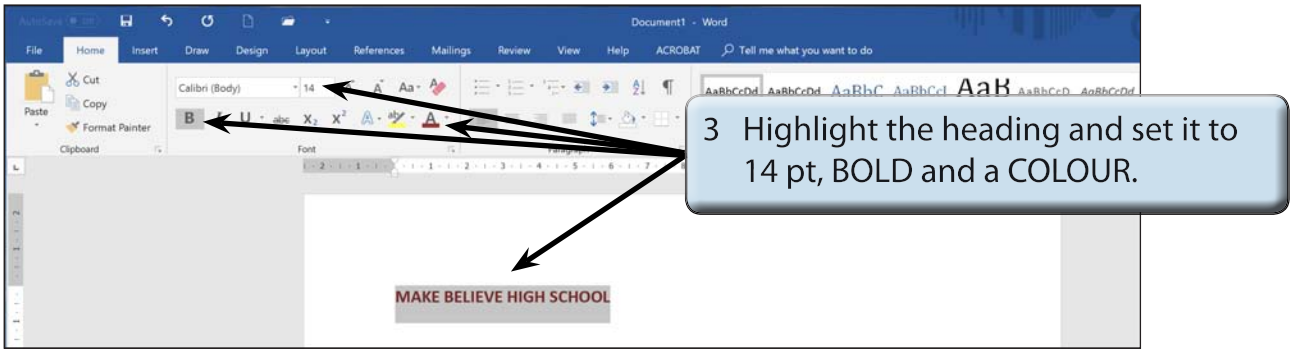
Entering the Heading

1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.

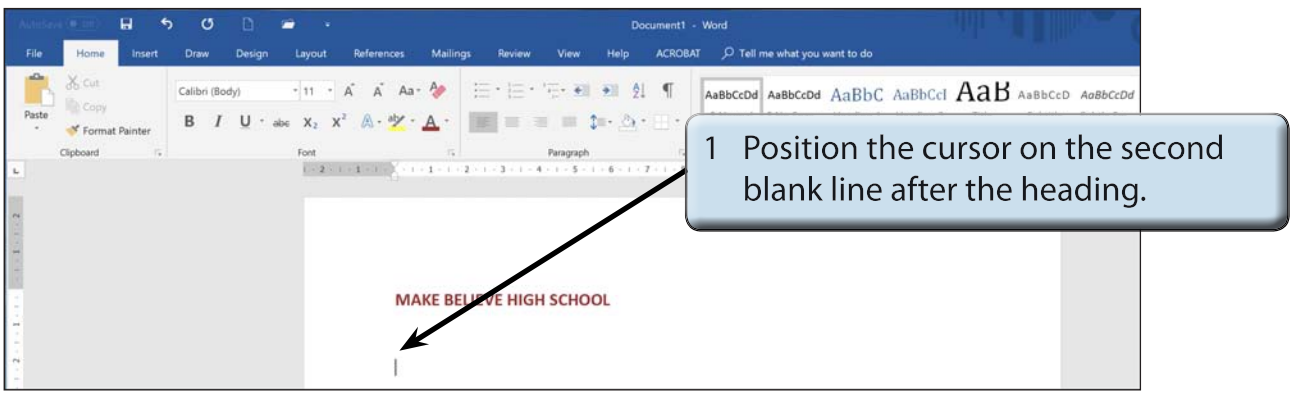
2 Enter the heading:

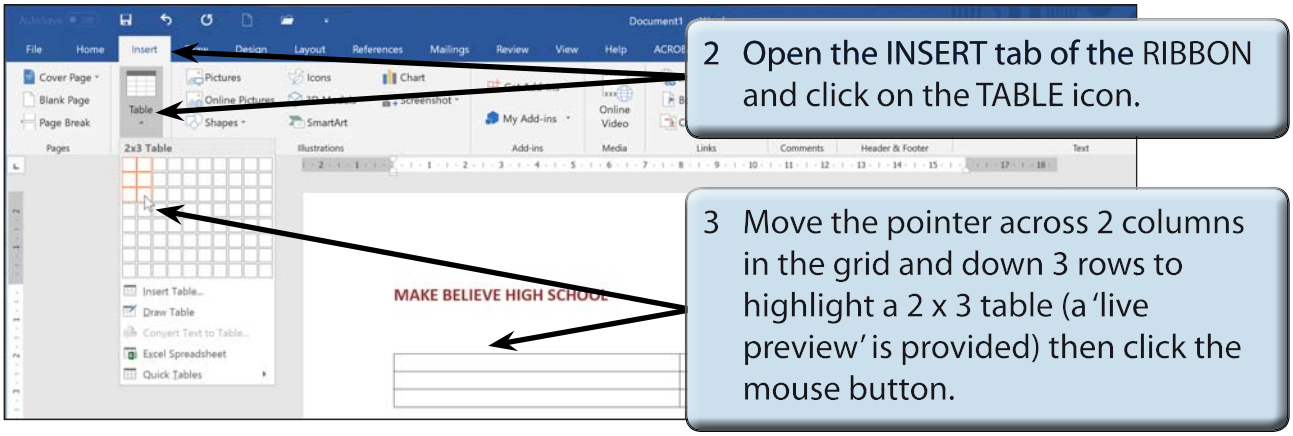
MAKE BELIEVE HIGH SCHOOL

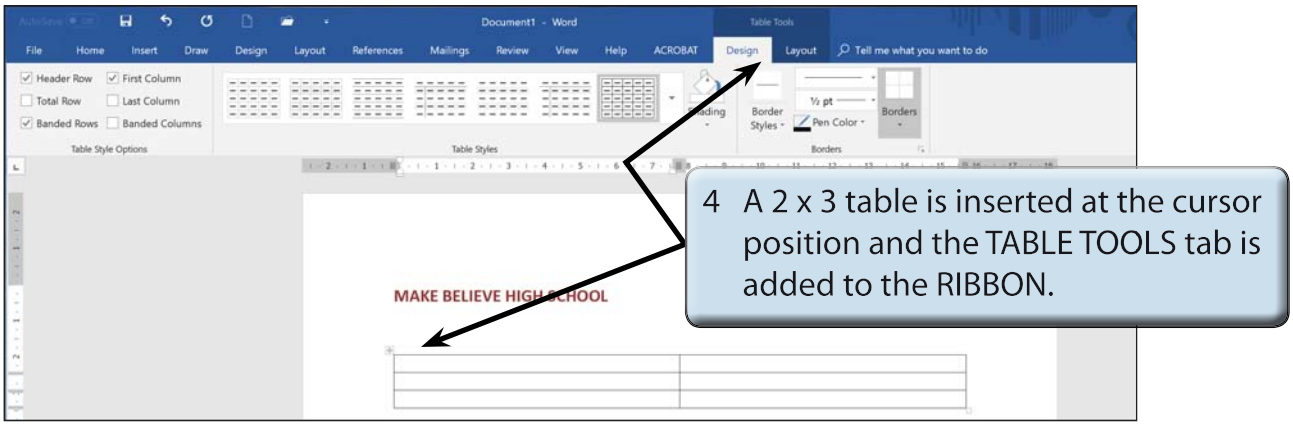
and press the <enter> key twice to add some space after it.



Inserting the Table

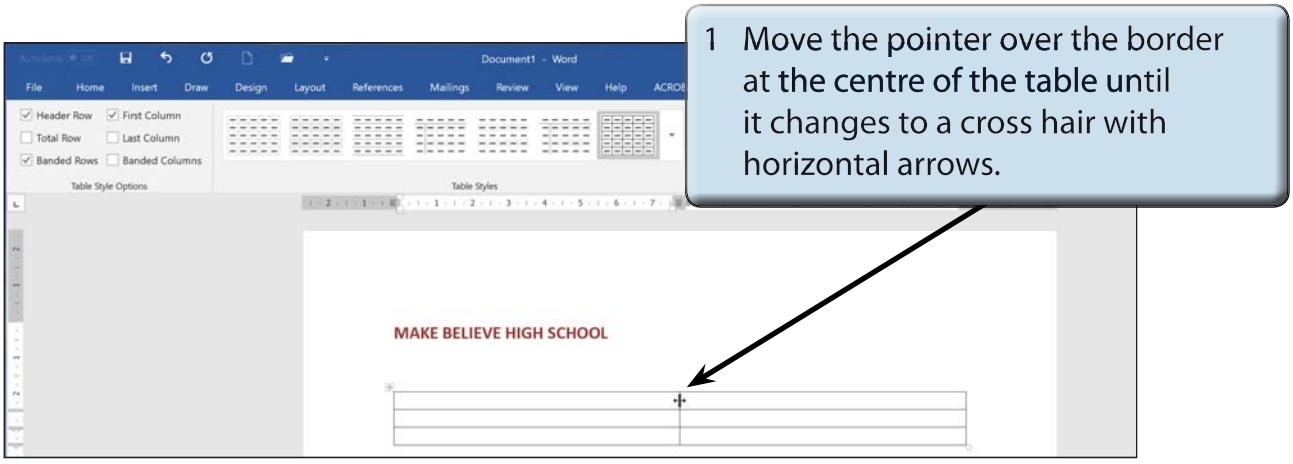






Changing Column Widths

The widths of columns can be adjusted.



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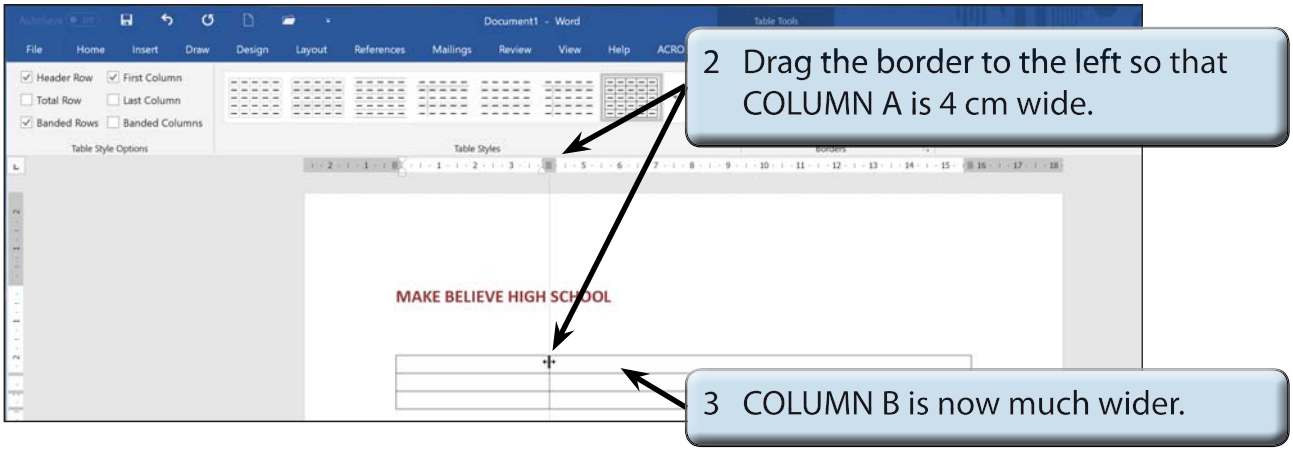
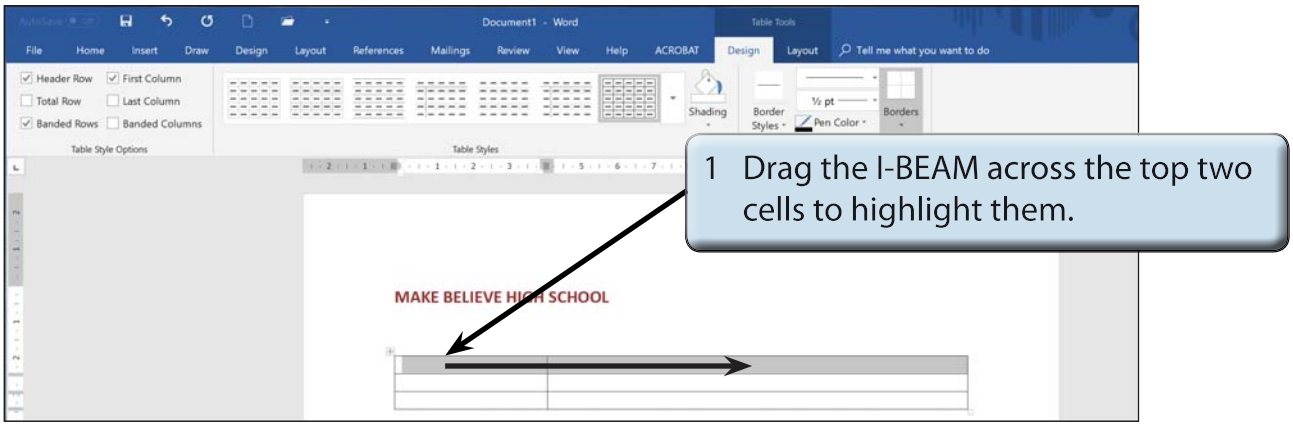
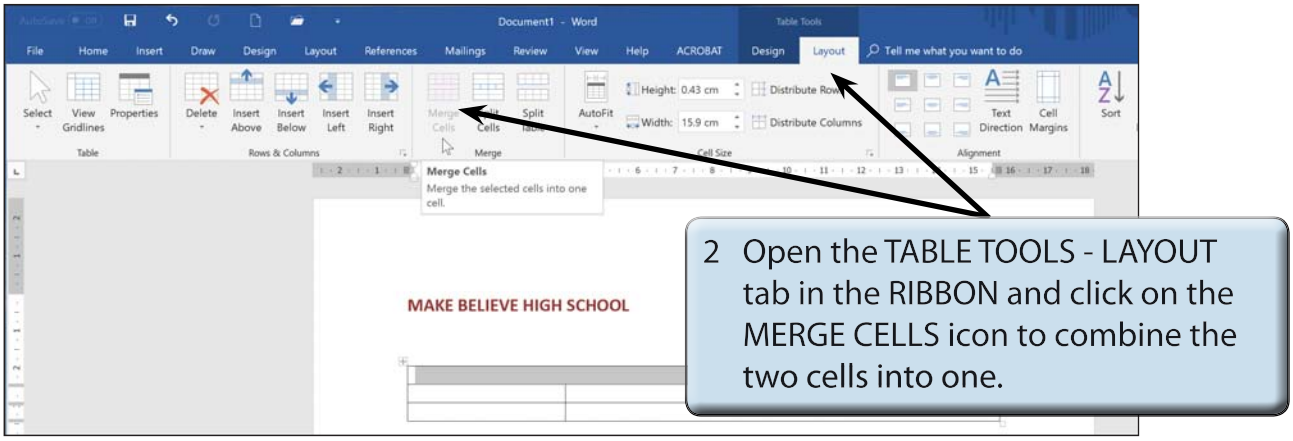
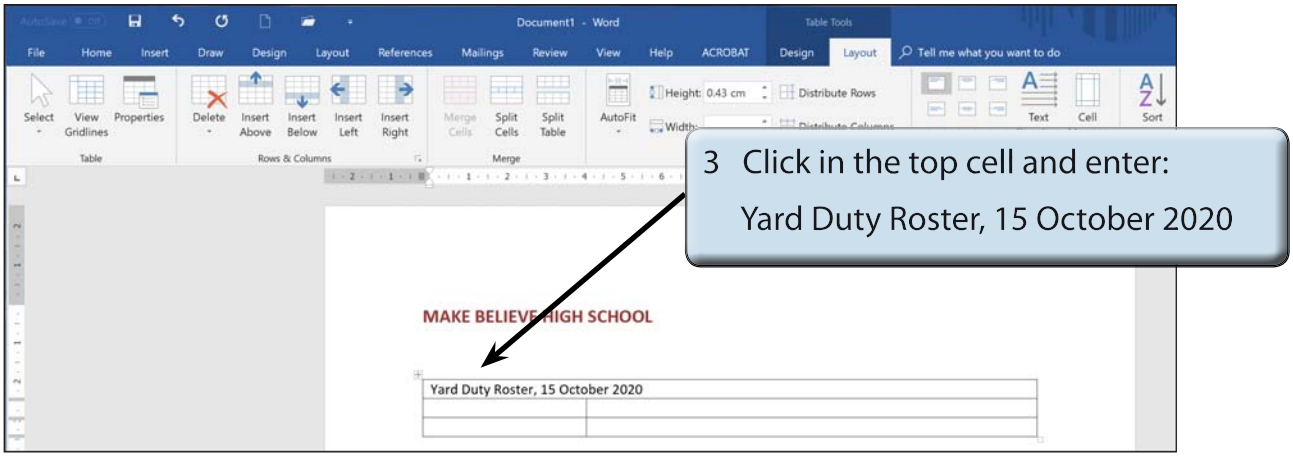


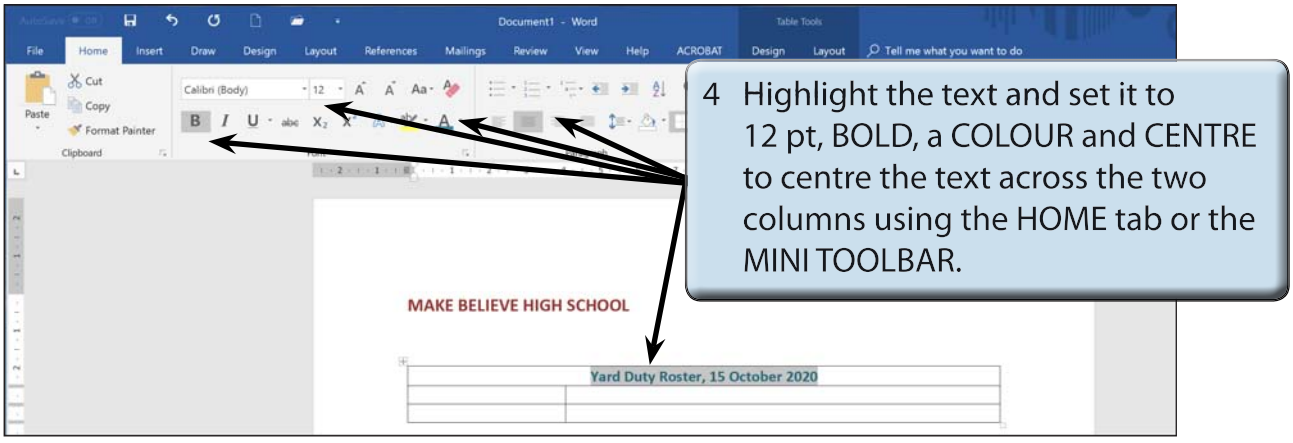
Merging Cells

A heading will be entered in the top row, but it will need to extend across the top of the table, so the top two cells will be merged into one cell.









NOTE: You can click to the left of a row to highlight the whole row. You can also click in the first cell to be highlighted then hold down the SHIFT key and click on the last cell to be highlighted.

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