

Using tables

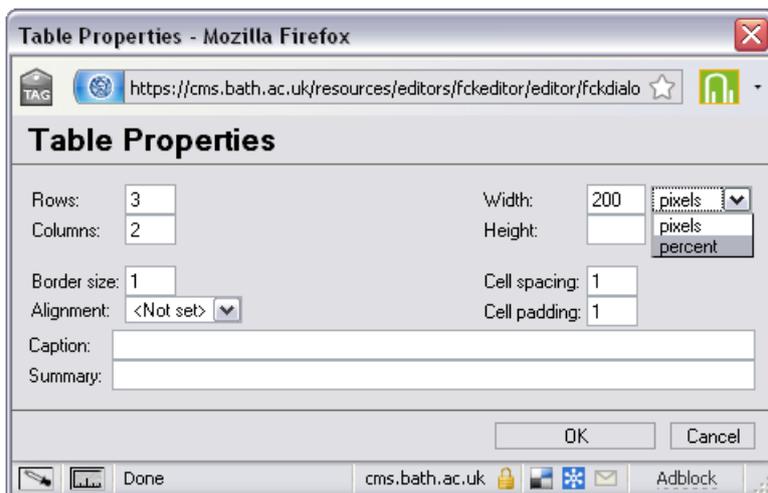
- Inserting a table with a border
- Inserting a table without a border
- Aligning text
- Changing column width
- Inserting and deleting columns and rows
- Making a cell span more than one column or row (merging cells)

Inserting a table with a border

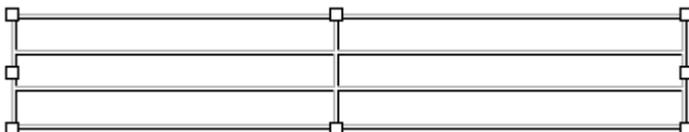
1. Click on the Insert/Edit Table button



2. Edit the table's properties; select percent from the drop-down on the right (75% is a good width); specify the number of rows and columns you require; don't bother setting the border size, as this is done separately; add a summary for accessibility. Click OK.



3. You now have a table with a border, like this:



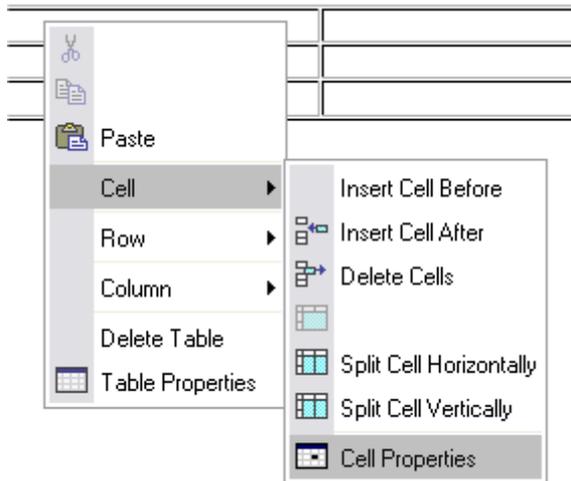
Inserting a table without a border

If you don't want a border, use the [HTML gallery](#) and select one of the table styles with no border.

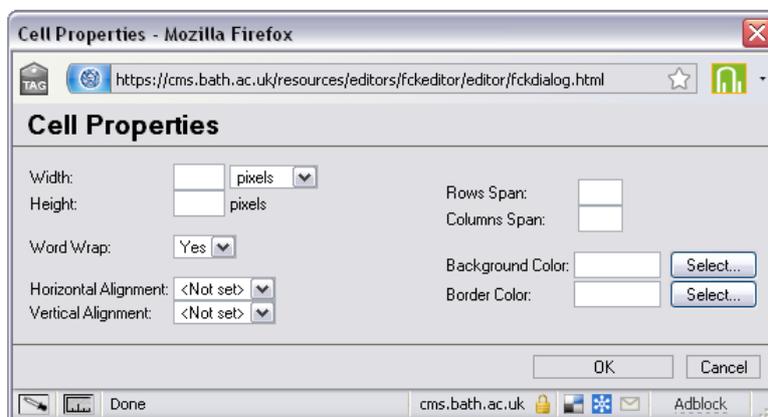
Aligning text

1. Highlight the cell or cells you wish to modify.

2. Right-click on them.



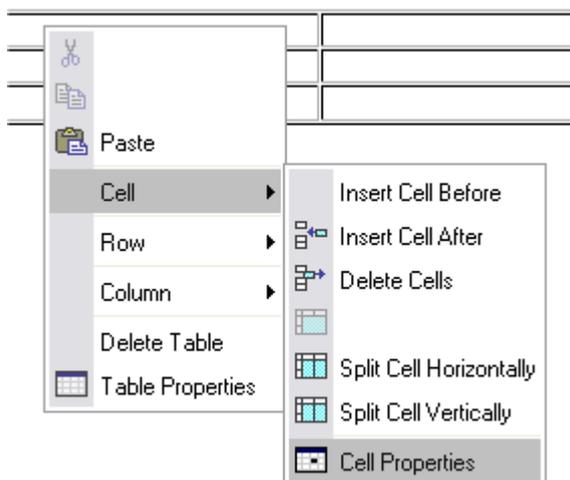
3. Select Cell Properties



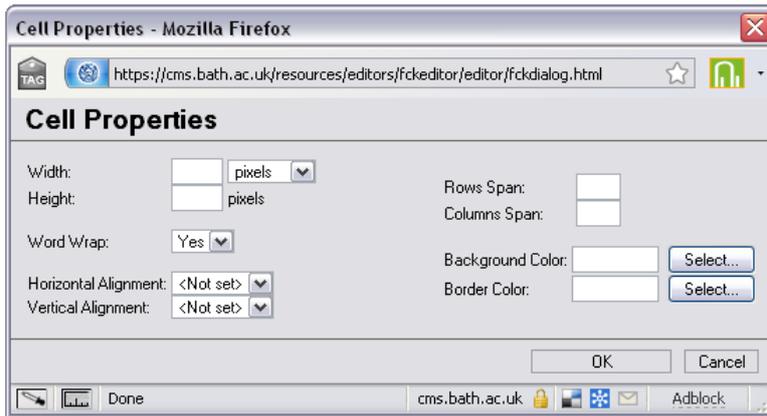
4. Select your preferred text alignment from Horizontal Alignment
5. Click OK

Changing column width

1. Right-click on any cell in the column whose width you want to set
2. Select Cell Properties



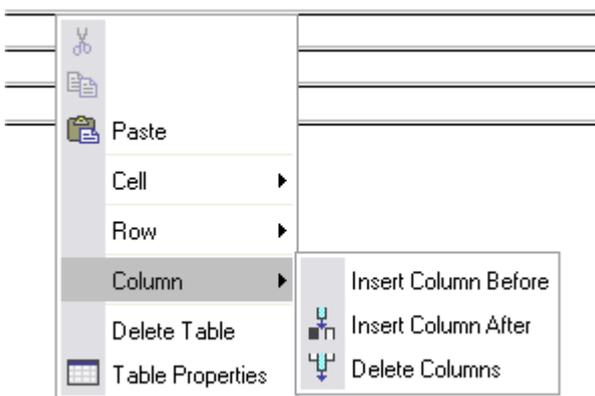
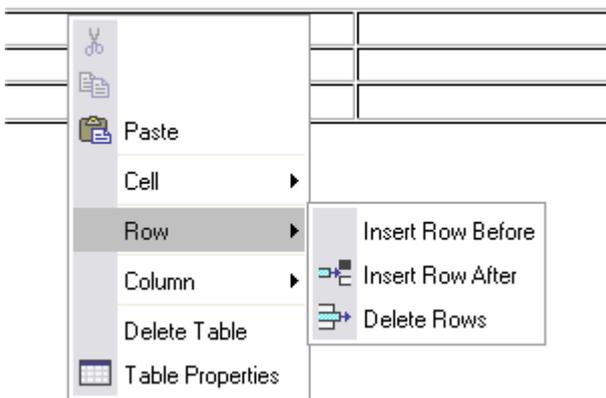
3. Select percent from the drop-down box next to width, then enter your preferred percentage (e.g. 25)



4. Click OK

Inserting and deleting columns and rows

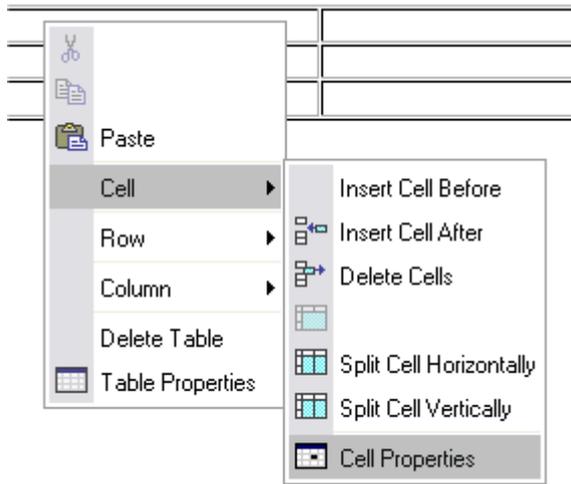
Right-click on the row or column you wish to modify, and select the appropriate option.



Making a cell span more than one column or row (merging cells)

1. Right-click on the cell you want to modify

2. Select Cell Properties



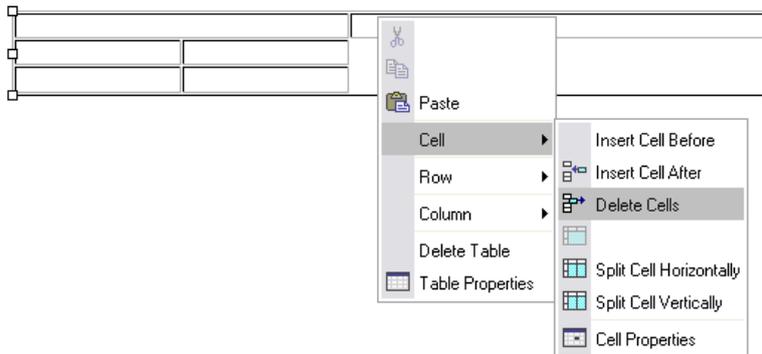
3. Enter the number of rows or columns to be spanned in Rows Span or Columns Span



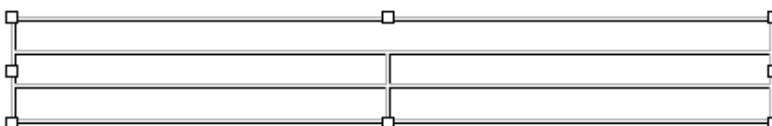
- 4. Click OK
- 5. This will result in the wrong number of cells in the row (or column), like this:



6. Now right-click on the extra unwanted cell, and select Delete Cells:



7. Your table will now look like this:



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