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The Tables and Borders Toolbar

★ There are two tool buttons relating to tables which appear on the Standard tool.

★ The second of these allows you to insert a table and will be covered in the next lesson.

★ The first, the button allows you to control whether the specialised **Tables and Borders toolbar** is visible on-screen or not.

★ If the button is as shown , click it in order to view the toolbar. The

appearance of the button changes to and you will see the table toolbar shown below appear on screen. Click the button again to remove the toolbar from view.

Buttons from this toolbar will be explained throughout this course.

Switch on the Tables and Borders toolbar and leave it either "floating" or "docked" with your other toolbars.
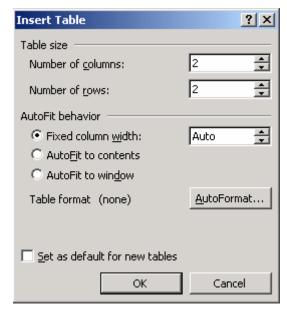
Inserting a New Table

There are **three main ways to insert a table** and these are explained below

Before using any of these methods make sure that you have clicked in the document at the point where you wish to insert the table

Insert Table dialog box:
Table size
Number of columns: 2
Number of rows: 2
AutoFit behavior
- Fixed column width: Auto
- AutoFit to contents
- AutoFit to window
Table format (none) AutoFormat...
□ Set as default for new tables
OK   Cancel

Using menu

★ Select Table, Insert, Table or click the ▦ ▾ button on the Standard toolbar.

★ The dialogue box shown right will appear

★ Type in, or use the arrow buttons to select, the required number of columns and rows

★ Click OK and the table framework will appear in the document.

★ The framework will automatically fit to the width of the page

Note: If you are likely to use this layout of table often it will be worth clicking to select Set as default for new tables so that the number of rows and columns you selected come up as default in the dialogue box in future.
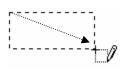
Using insert table tool button

3 x 4 Table

★ Click the ▦ button on the Standard toolbar

★ Move the mouse cursor across the drop down box shown right until you have the correct number of rows and columns selected. (Note the description at the bottom of the window – the example shows 3 rows by 4 columns)

★ Click on the bottom right cell of the selection

★ The table framework appears in the document.

★ The framework will automatically fit to the width of the page

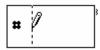## Using drawing tool

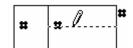This method allows much more freedom regarding the shape and position of the table

★ Make sure that the Tables and Borders toolbar is showing.

★ Click on the [✏] button. The mouse pointer changes to [✏] .

★ Click the left mouse button and drag the mouse to outline the form and position of the table

★ i.e. Click and drag diagonally down and to the right to outline the whole table. Release the mouse button to insert the new table outline

To create a column click and drag from the top

Click and drag across to add a row

★ When the table has been inserted you will see something like the framework shown right.
The boxes formed by the row and column headings are called cells.

★ If you have the non-printing symbols showing (using the [¶] button) you will see symbols inside the cells as shown below. These ¤ symbols indicate the end of the cell, or the end of the row.

Note: Remember to switch the drawing tool off once you have finished with it

Removing unwanted lines

Column and row lines can also be removed if they have been put in by mistake. To do this

click on the [⌫] button and click and drag over the lines which you wish to remove.

Exercise

1. Use the menu to add a table with 3 columns and 2 rows

2. Press Enter twice after this table to produce a space between it and the next table

3. Use the Insert table button to insert a table with 2 columns and two rows

4. Press Enter twice after the table

5. Use the Drawing tool to insert a table with 3 columns and 2 rows