

# BOXED TABLE FEATURE

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of cells (where a row and column intersect) that you can fill with text. Tables are often used to organize and present information.

To create a table:

- ❑ Insert Tab, Table Group
- ❑ Insert, Table - specify the number of columns and rows you want
- ❑ Click OK

## General Instructions:

To add/remove borders: Select the cell(s) to add or remove borders  
Table Tools Contextual Tab, Design tab, Borders button in Styles Group, Select the borders you want

OR

Right Click on selected cells, Borders & Shading button

To Merge cells: Select cells to merge-- Table Tools contextual tab, select Layout Tab, Merge Group, Merge cell button (removes vertical lines) or Right click, Merge cells.

To add shading: Select the cells to shade, Table Tools contextual tab, Design tab, Table Styles Group, Shading button or Right Click, Borders and Shading.

To remove shading: Select the cells, Right Click, Borders and Shading, Shading, No Fill

To align columns: Select the cells to align (Left, Right, Center), use alignment buttons on toolbar

CENTURY COLLEGE				
	Students Enrolled			
Program	Last Year		This Year	
	Females	Males	Females	Males
Actuarial Sciences	10	14	12	11
Hospitality Management	125	89	134	112
Sports Management	55	63	67	68
Environmental Management	85	74	78	68

cursor in the last cell of the table and push the TAB key  
(to add a new row after the last row of the table.)

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cursor in the row above or below where you want to add an  
Table Tools Contextual Tab, Layout Tab, Row and

Column Group, select the option you need.

**To add a column:**

Place your cursor in the column where you want to add an additional column. Table Tools Contextual Tab, Layout Tab, Row and Column Group, select the option you need.

**To Increase or Decrease Column Widths:**

**SHORTCUTS:**

- ✓ **Ruler:** Position the mouse pointer on a column marker until it turns into an arrow and drag to left or right as needed.
- ✓ **Double Click Gridlines:** Position the mouse pointer on the right gridline for double arrow, and then double click.

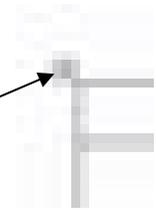
Place your mouse pointer on the vertical lines between columns until the pointer becomes a double arrow. Hold down the left mouse button and move either left (to decrease) or right (to increase) the width of the columns. Move the lines until the typed lines fit in the column. **DO NOT CHANGE THE LEFT AND MARGINS—use the left and right margins given (1") unless otherwise instructed.**

**Or**

Size Group, AutoFit—select **AutoFit to Contents**

**To change row height:**

- Select the entire table (use the "move table" box handle)
- Right Click, Table Proprieties
- Row, Specify Height, .3"
- Select Cell Tab, Vertical Alignment, Center



**To Horizontally Center Table (between margins):**

- ✓ Select the table (use the "move table" box handle)
- ✓ Right Click, Table Proprieties
- ✓ Table tab
- ✓ Alignment - Center

**To Add a Table Design:**

- ✓ Make sure your cursor is in the table
- ✓ Table Tools, Design Tab, Table Styles Gallery
- ✓ Select the design you want from the gallery
- ✓ **BE SURE TO CENTER TABLE AGAIN HORIZONTALLY AND ALSO CENTER CELL CONTENTS VERTICALLY— adding Styles sometimes changes these features.**