

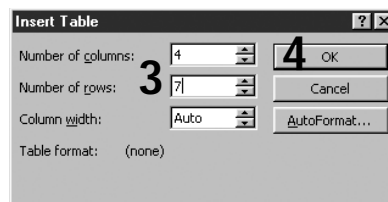
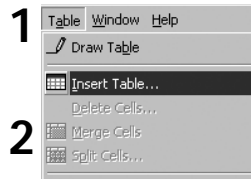
Table

Headings	Last Name	First Name	Address	City	Province	Postal Code
Row	Harmelin	Martin	2351 Park Road	Halifax	NS	B3J 2S9
	Thorn	Teresa	76 Spring Garden Road	Halifax	NS	B3J 5M5

Labels: Column (above 'First Name'), Cell (above '2351 Park Road'), Border (right side), Gridline (bottom side).

## Create a Table

1. Click on **Table**.
2. Click on **Insert Table**.
3. Type number of rows and columns.
4. Click on **OK**.



## Enter Information

1. Click in a cell.
2. Click on the text entry icon.
3. Press **Tab**.

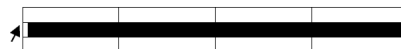
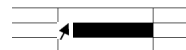
## Change Height or Width

1. Point to line.
2. Drag line when you see two arrows.



Last Name	First Name	Address	Phone Number
Chen	Chi	20A Meadlands Drive	765-8795
Chen	Gerald	187 James Crt.	872-3542

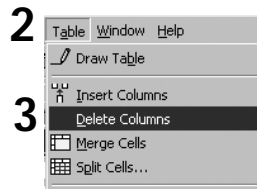
## Highlight

- Cell**      Click on the left edge of the cell.
- Column**      Click above the column.
- Row**      Click to the left of the row.





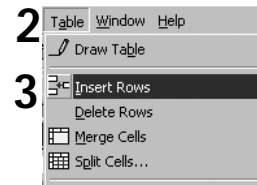
## Delete Rows and Columns

1. Highlight Row or Column.
2.  on **Table**.
3.  on **Delete Columns** or **Delete Rows**.




## Insert Rows and Columns

1. Highlight Row or Column.
2.  on **Table**.
3.  on **Insert Columns** or **Insert Rows**.

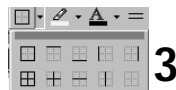


## Borders


1. Highlight Cells.
2.  on arrow beside Border button.



3.  on type of border.



## Format Cells

1. Highlight Cells.
2.  on a format (Bold, Centre, 18 point, etc.)

Adjectives	Nouns	Verbs	Adverbs
happy	cats	eat	quickly
young	boys	speak	loudly