

Using the Table Tools

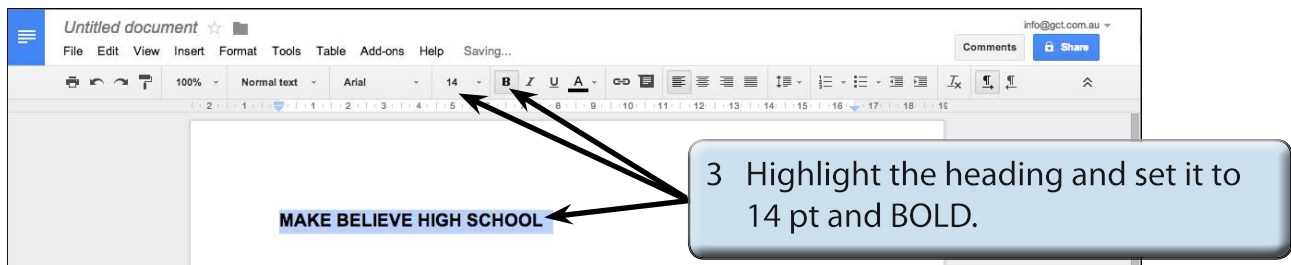
Tables can be inserted into Google Documents. Basically, the TABLE is a simplified spreadsheet that can be inserted anywhere in a document. Its use can save you having to set margins and indents using the Ruler. Let's create a simple roster to illustrate the use of the table tools.

Starting the Document

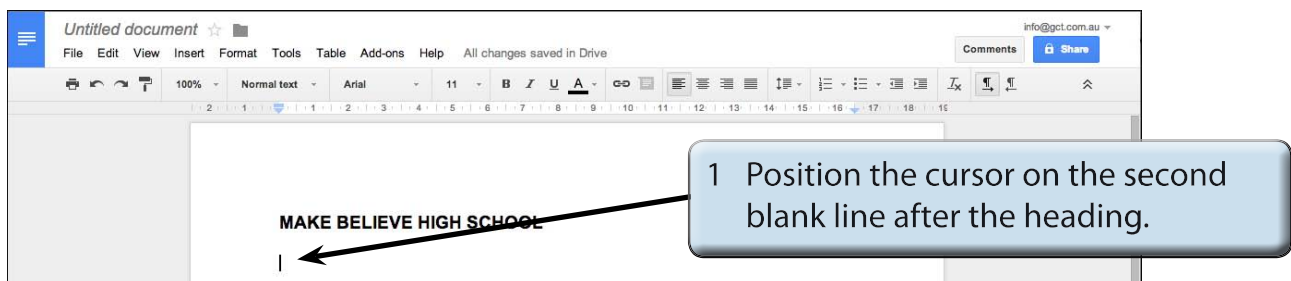
- 1 Load Google Docs or start a NEW DOCUMENT.
- 2 Enter the heading:

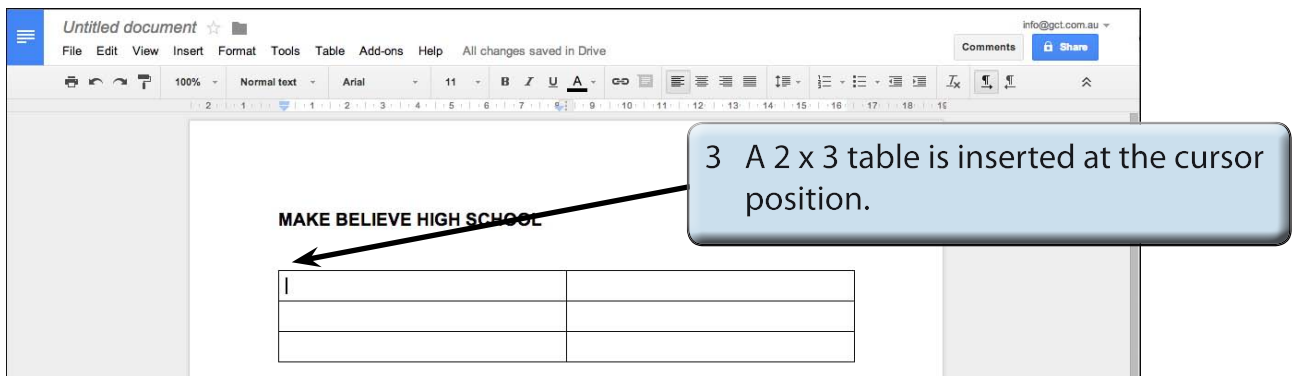
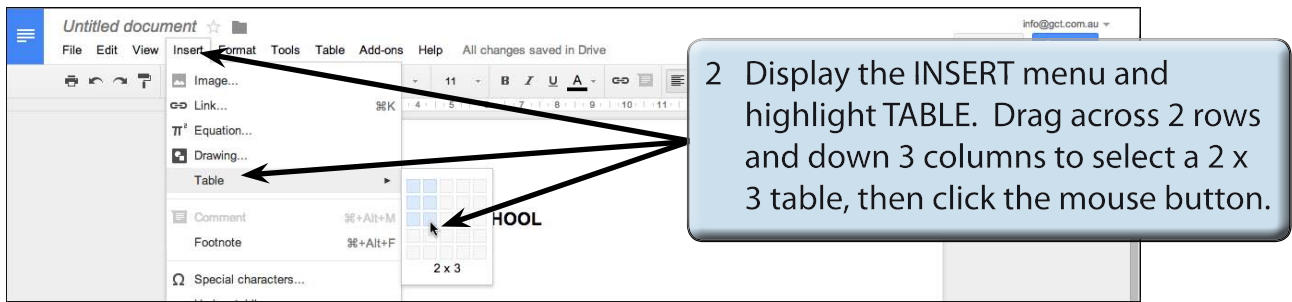
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and press the <enter> or <return> key twice to add some space after it.



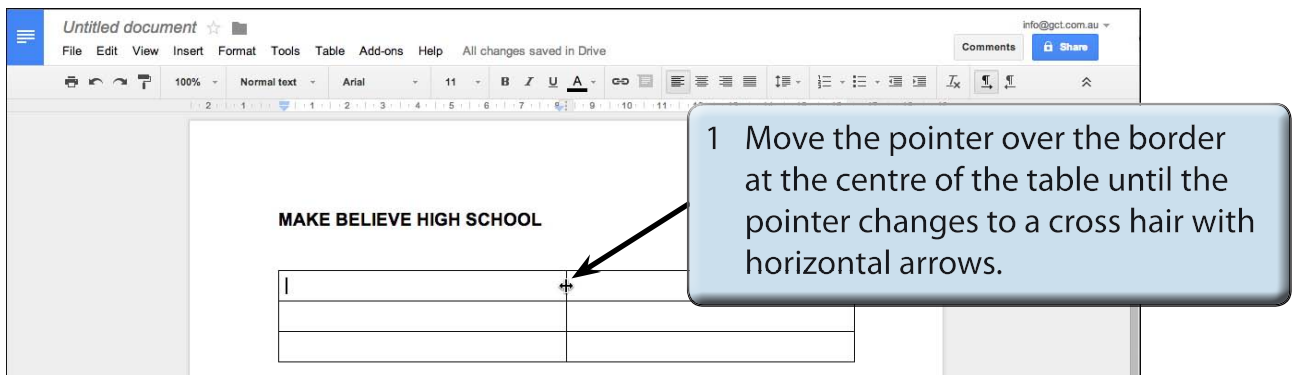
Inserting the Table





Changing Column Widths

The widths of columns can be adjusted.



2 Drag the border to the left so that COLUMN A is 4 cm wide.

3 COLUMN B is now much wider.

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| | |
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| | |

Entering the Headings

The headings for the table will be entered in the top row.

1 Click in the top left cell and enter:
Yard Duty Roster

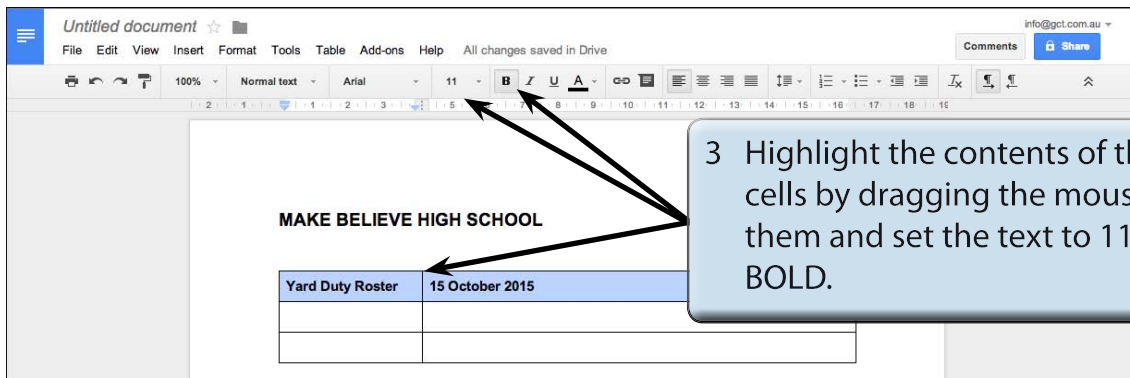
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| | |
|------------------|--|
| Yard Duty Roster | |
| | |
| | |

2 Press the <tab> key to move the cursor across to the next cell and enter:
15 October 2015

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| | |
|------------------|-----------------|
| Yard Duty Roster | 15 October 2015 |
| | |
| | |



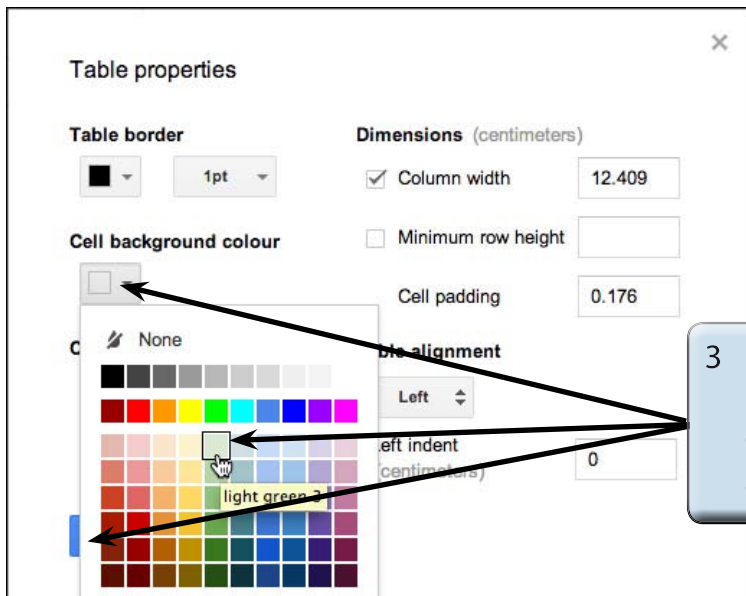
3 Highlight the contents of the two cells by dragging the mouse across them and set the text to 11 pt and BOLD.

NOTE: Unfortunately, at this point in time, Google Docs does not allow you to merge groups of cells into one cell, so the headings needed to be entered over 2 cells.

Shading Cells

Cells within the table can be shaded.

- 1 The top two cells should still be highlighted.
- 2 Display the TABLE menu and select TABLE PROPERTIES.



3 In the TABLE PROPERTIES dialogue box click in the CELL BACKGROUND COLOUR box, select a light colour and select OK.