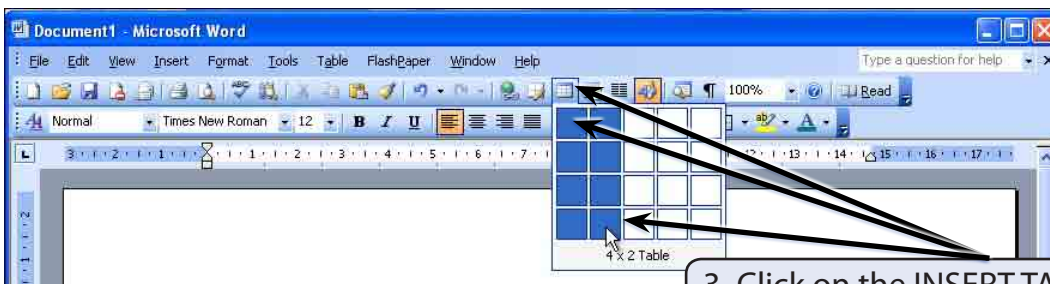


Using Tables

The TABLES feature of a word processing program allows you to quickly enter items in columns and rows without the need to insert numerous tab stops. The table is basically an abbreviated spreadsheet that can be inserted anywhere in a document.

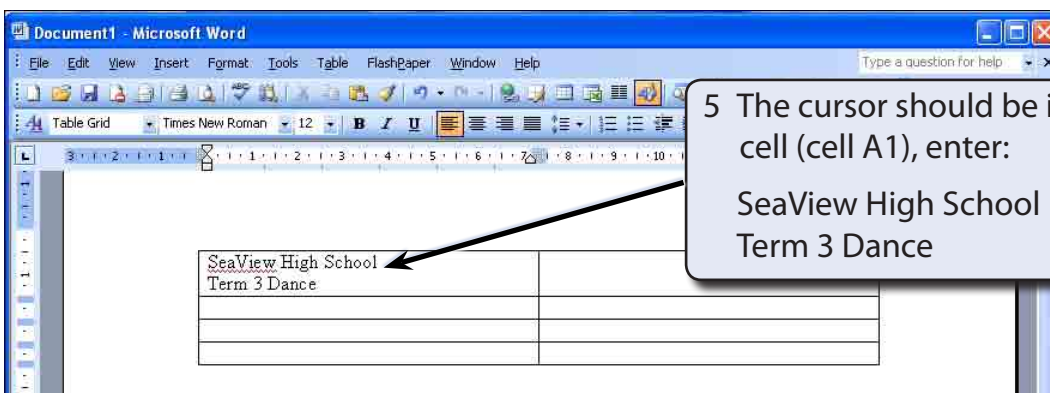
Entering the Data

- 1 Load Microsoft Word or close the current file and start a new BLANK DOCUMENT.
- 2 Press <enter> to leave a blank line.



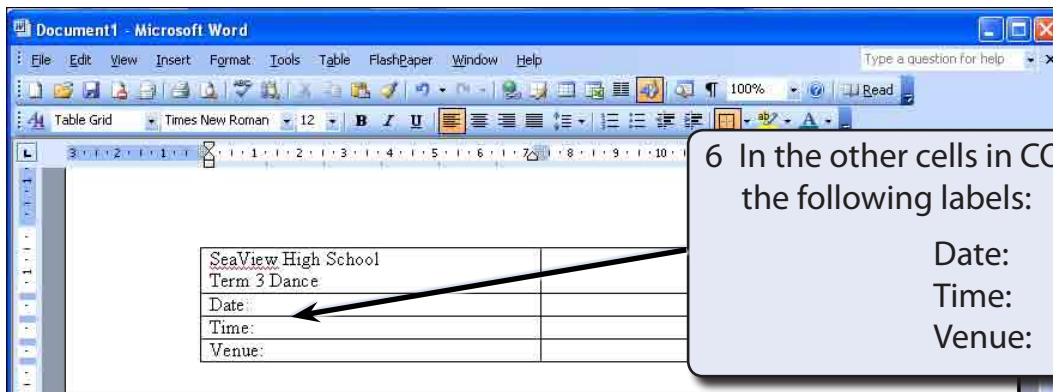
- 3 Click on the INSERT TABLE button in the STANDARD Toolbar and drag down 4 rows and across 2 columns to define the size of the table.

- 4 When you release the mouse button the table should be created.



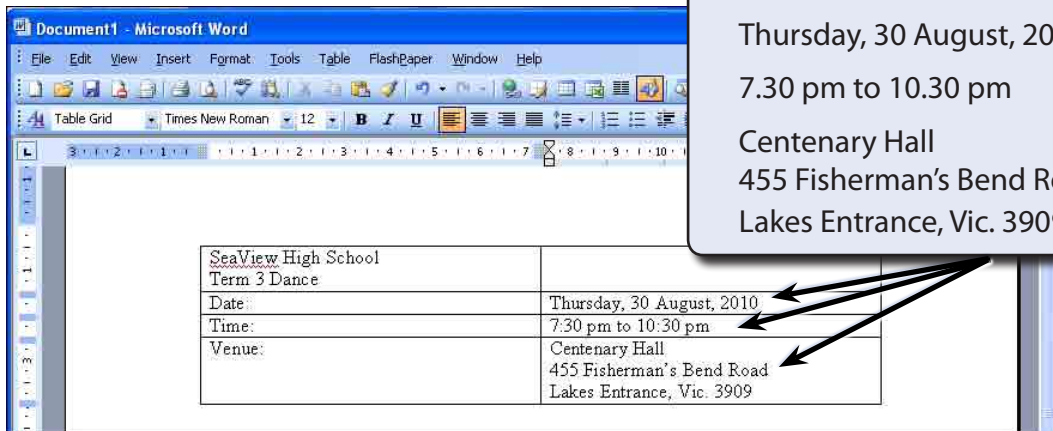
- 5 The cursor should be in the top left cell (cell A1), enter:
SeaView High School <enter>
Term 3 Dance

NOTE: The cell will increase in size when you press the <enter> key.



6 In the other cells in COLUMN A enter the following labels:
Date:
Time:
Venue:

NOTE: The DOWN ARROW key can be used to move the cursor down one cell.

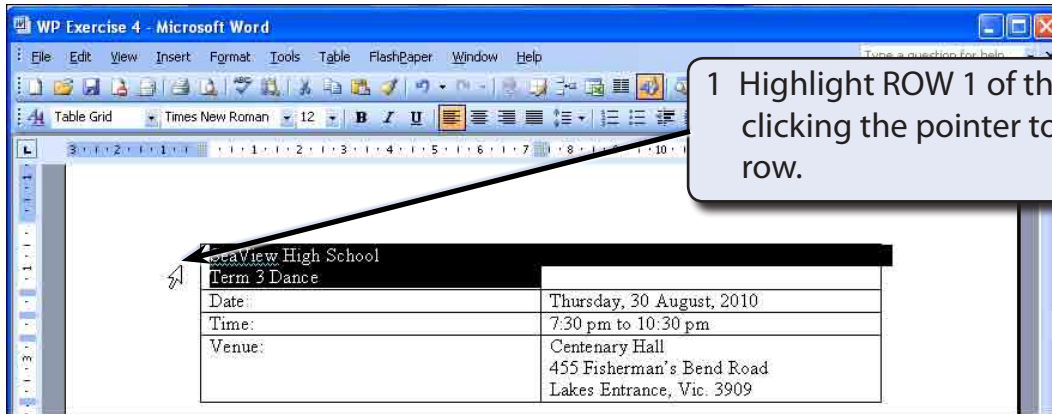


7 In the last three cells of COLUMN B enter:
Thursday, 30 August, 2010
7:30 pm to 10:30 pm
Centenary Hall
455 Fisherman's Bend Road
Lakes Entrance, Vic. 3909

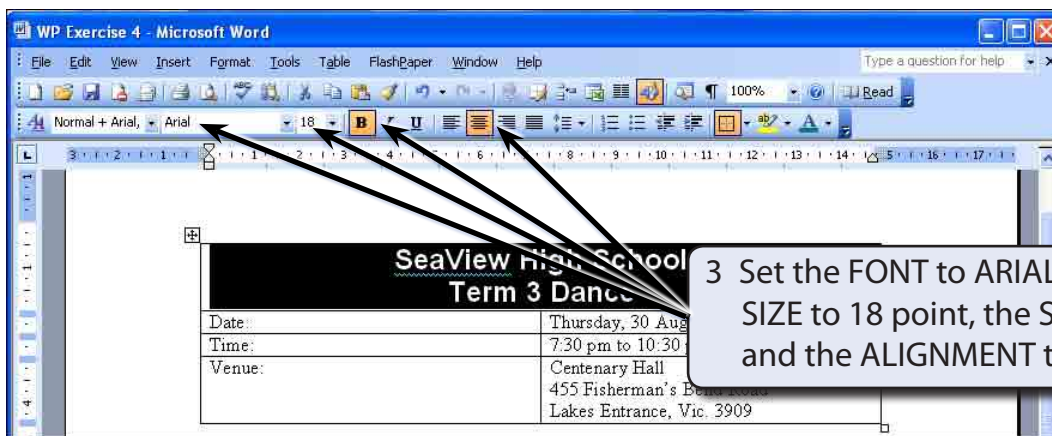
8 Save the document in your STORAGE folder under the file name:
WP Exercise 4

Formatting the Heading

The heading needs to be centred, spread out over the top two cells of the table and shaded.

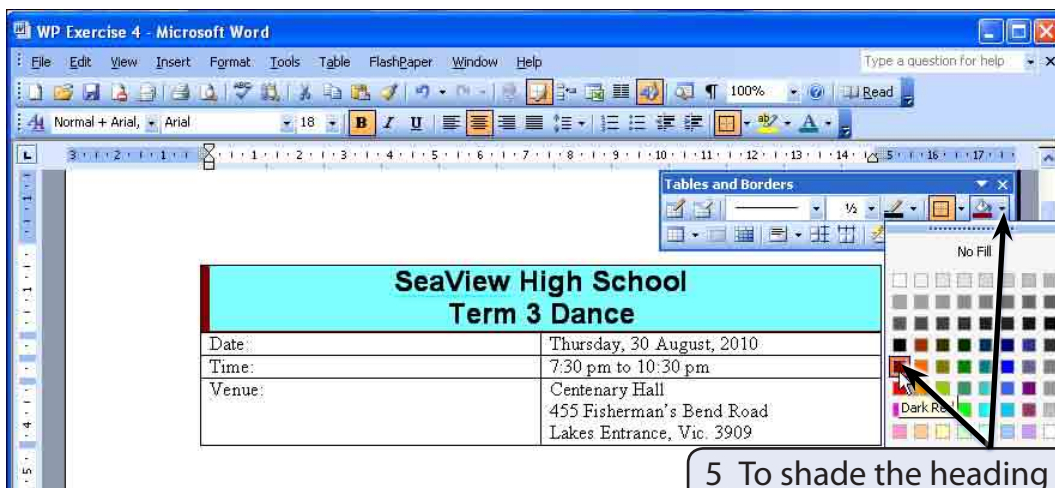


- 2 Display the TABLE menu and select MERGE CELLS. This will combine the two highlighted cells into one cell.

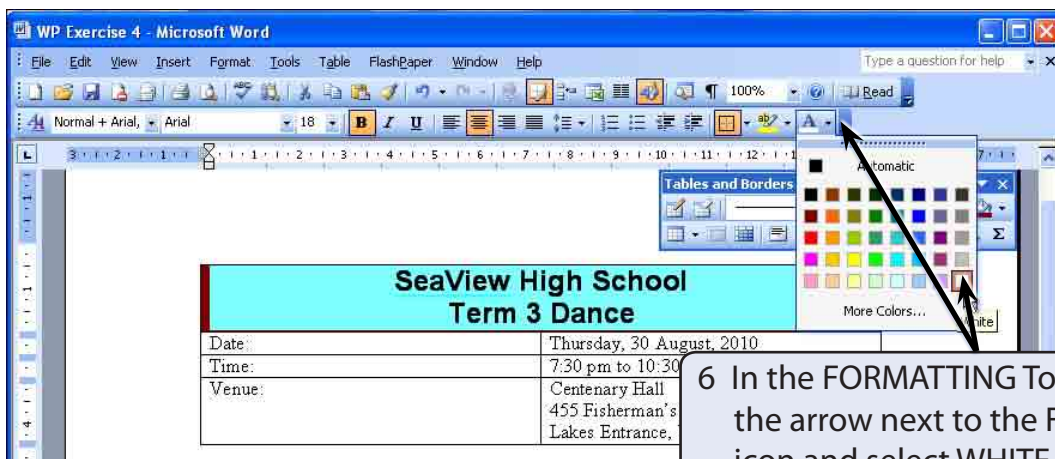


- 4 Display the VIEW menu, highlight TOOLBARS and select TABLES AND BORDERS to open the TABLES AND BORDERS Toolbar.

NOTE: There is also a TABLES AND BORDERS button in the STANDARD Toolbar that can be used to open the TABLES AND BORDERS Toolbar.



5 To shade the heading click on the arrow next to the SHADING COLOUR button in the TABLES AND BORDERS Toolbar and select a strong colour such as DARK RED.



6 In the FORMATTING Toolbar, click on the arrow next to the FONT COLOUR icon and select WHITE to set the text to white.

7 Resave the document.