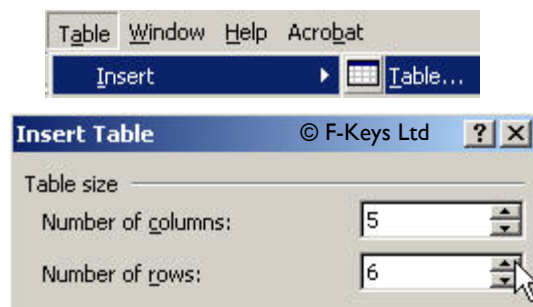
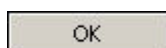


Creating a Table

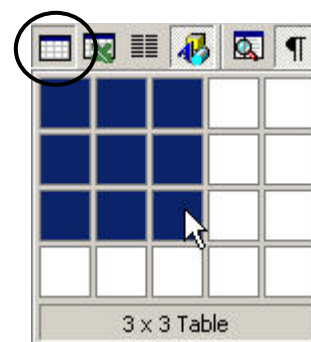
Inserting a Table

- 1) Select **Table/Insert/Table...** from the drop down menus
- 2) Set the **Number of Columns** required
- 3) Set the **Number of Rows** required
- 4) Click the **OK** button



OR

- 1) Click on the Insert Table icon on the Standard tool bar
- 2) Drag down and across till the required number of Columns and Rows are selected.
- 3) Click on the lowest right hand square to insert table



Moving Around a Table

Press

Tab	To move one cell to the right
Shift+Tab	To move one cell to the left
Arrow Up	To move up one row
Arrow Down	To move down one row

Pressing the Tab key while in the last row of the last column will ADD an additional Row to the bottom of the table using the same number of Columns as the Row immediately above.

Selecting Table Elements

Cell	Position the mouse pointer just inside left hand side of the cell and click with the left mouse button.
Row	Position the mouse pointer to the outside the left most cell and click with the left mouse button
Column	Position the mouse pointer just above the top most cell of the column and click with the left mouse button
Table	Place the text cursor into any cell and from the drop down menus select Table/Select/Table .

Inserting Text to a Table

To insert text or data into a table, position the text cursor into the required cell and type required text or data.