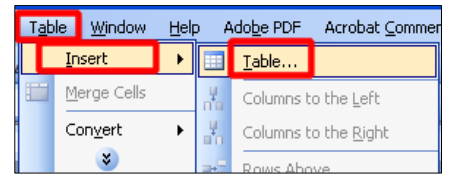


## Tables (Grid )

Open Microsoft Word

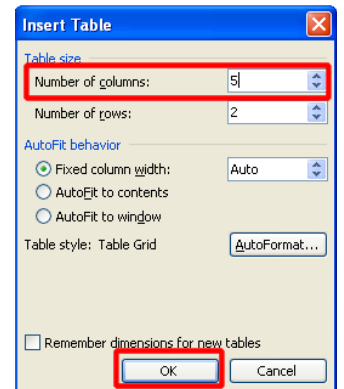
Click the **Table** menu>**Insert**>**Table** to create your table



Type in the number of columns you will require

The number of Rows is not important here as they are added as required

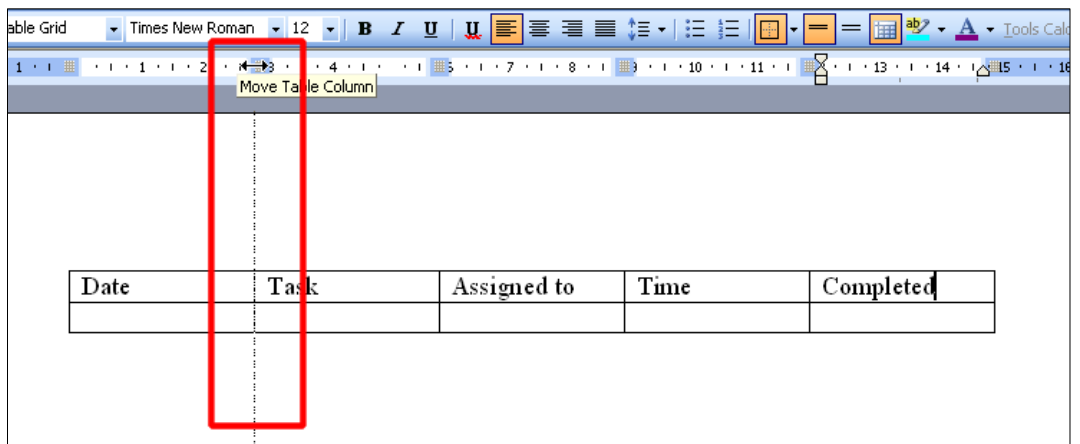
Click **OK** to accept the settings



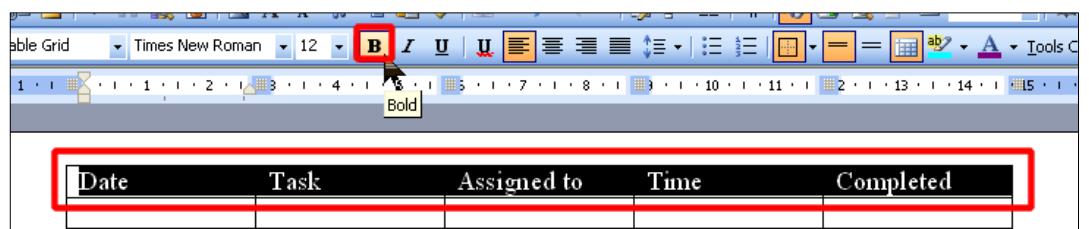
Type the heading text into the first row of your grid  
(see below)

Date	Task	Assigned to	Time	Completed

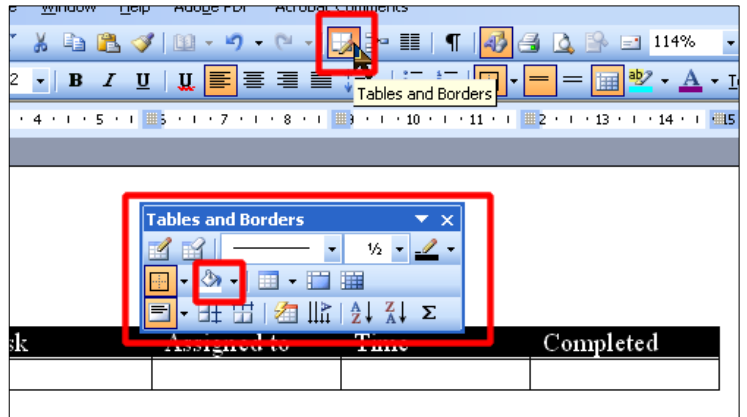
The cell widths can be changed by dragging the 'boundary control' on the ruler bar (see below)  
-this will change the column to the LEFT of your marker



To make the headings more pronounced select the whole row by dragging the mouse across the cells and then use BOLD or other formatting options to change the heading appearance



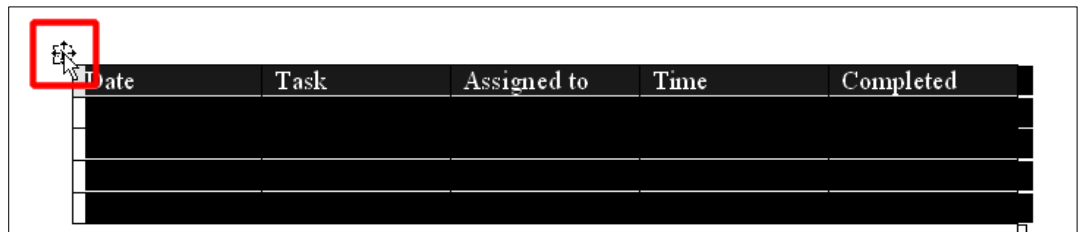
Turn on the Table toolbar for access to more options. The toolbar icon is at the top of your screen (*see right*)



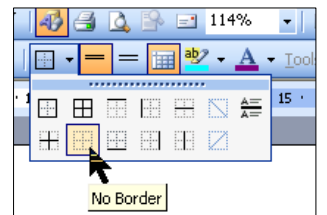
If you highlight the top row of heading as in the previous example, you can use the *FILL* tool (paint pot) to add shading or background colour to your heading cells (*see right below*)

To remove the printable border lines from your table the complete table by holding the mouse over the table then clicking the small crosshair box —top left of the table (*see below*)

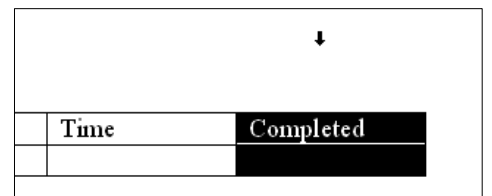
You can also limit this to a row by only highlighting the specific row as you did in a previous example



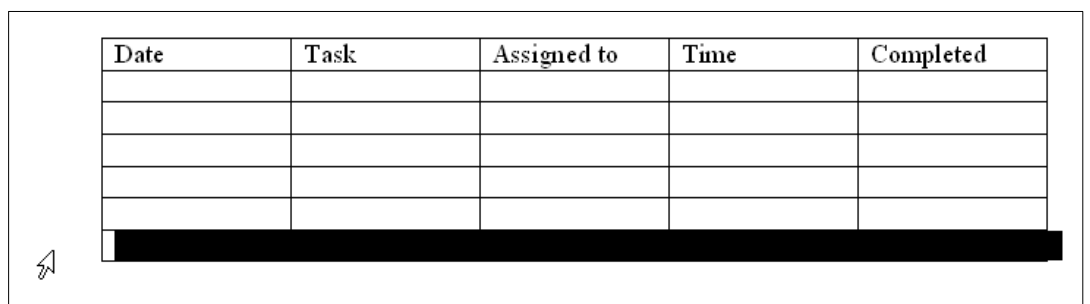
Next, click the *borders icon* (click on the arrow) and select the ‘No border’ option. The grey lines that are visible are just the control guidelines which do not print out.



You may delete a column by holding your mouse over the top of the table column and clicking. The use SHIFT and DEL keys on the keyboard to remove it. (*see right*)



The same applies to deleting a row. From the margin, point to the row and click. Use SHIFT and DEL keys on the keyboard to remove it. (*see below*)



Rows may be added to the table at any time by pressing the TAB key when the cursor is in the last cell of the table. This adds a new row in the style of the one above.