

Tables in Word

- Type in any text you'd like above the table (examples: title, directions, etc.)
- Click on the TABLE menu, select INSERT from the list, and then select TABLE.
- Type in the number of columns you'd like. (It is not necessary to change the number of rows, as you can add new rows just by pressing the TAB key when you are working in your table.) Click OK. Here is a sample of a 2-column, 2-row table.

- Type your text in the table, using the TAB key to move from cell to cell.
- If you need to add a column, right click on one of the columns and select INSERT COLUMN from the list.
- If you'd like to type text below the table, click your mouse in the space below the table. The cursor should appear there.

Change the Border or Shading in a Table

- Highlight the whole table.
- Click on the TABLE menu and select TABLE PROPERTIES.
- Click on the TABLE tab.
- Click on the BORDERS AND SHADING button.
- In the BORDERS tab, you can choose "no border", or you can adjust the thickness and the color of the border.
- In the SHADING tab, you can choose a fill color for your cells.
- Here is a sample of the same table as above, with a thick blue border, and light blue shading.

Vertical Alignment

- To adjust the vertical alignment in a cell or table, first highlight the cell or table.
- Click on the TABLE menu and select TABLE PROPERTIES.
- Click on the CELL tab.
- Choose TOP, CENTER or BOTTOM for the vertical alignment. Here is an example of a table with the vertical alignment changed in each cell.

Top	Center	Bottom
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Add a Page Border

- Highlight the table.
- Click on the TABLE menu and select TABLE PROPERTIES.
- Click on the TABLE tab.
- Click on the BORDERS AND SHADING button.
- Choose the middle tab for PAGE BORDER.
- Choose the type of border from the images on the left side of the box.
- Choose the style of border (including thickness, color and art) from the middle of the column.