

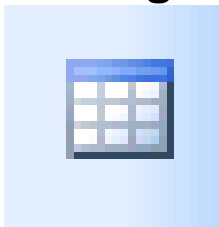
# Proicere, Inc.

## MS Publisher 2007: Tables

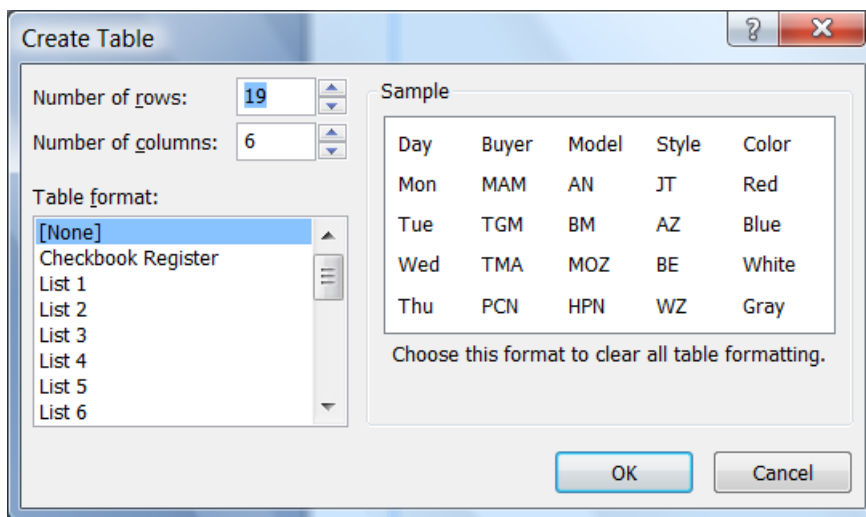
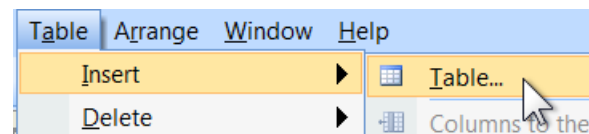
Lesson Notes

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### Creating Tables

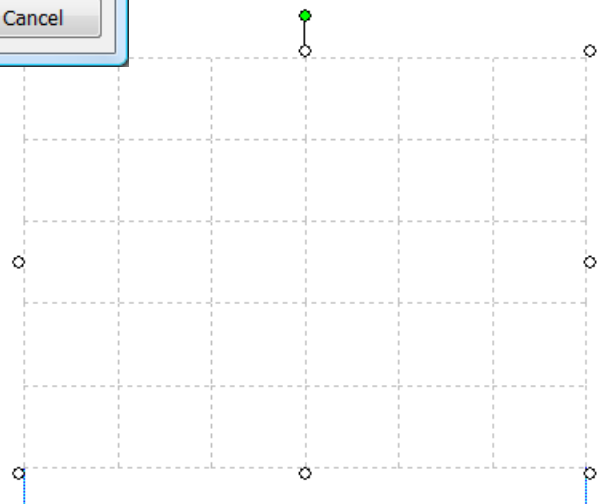


Choose either the Table Tool on the Object Tool Bar or Table from the Menu to bring up the dialog box for creating a table.



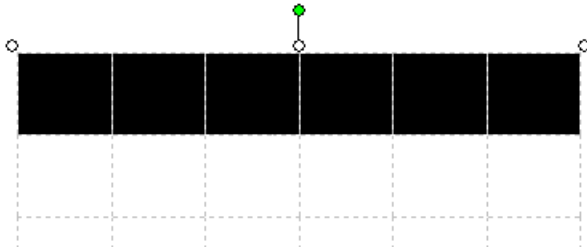
In the dialog box choose the number of rows and columns needed and a format if desired.

Once the Ok button is selected, the table will insert into the document.

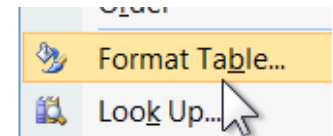


## Borders and Shading

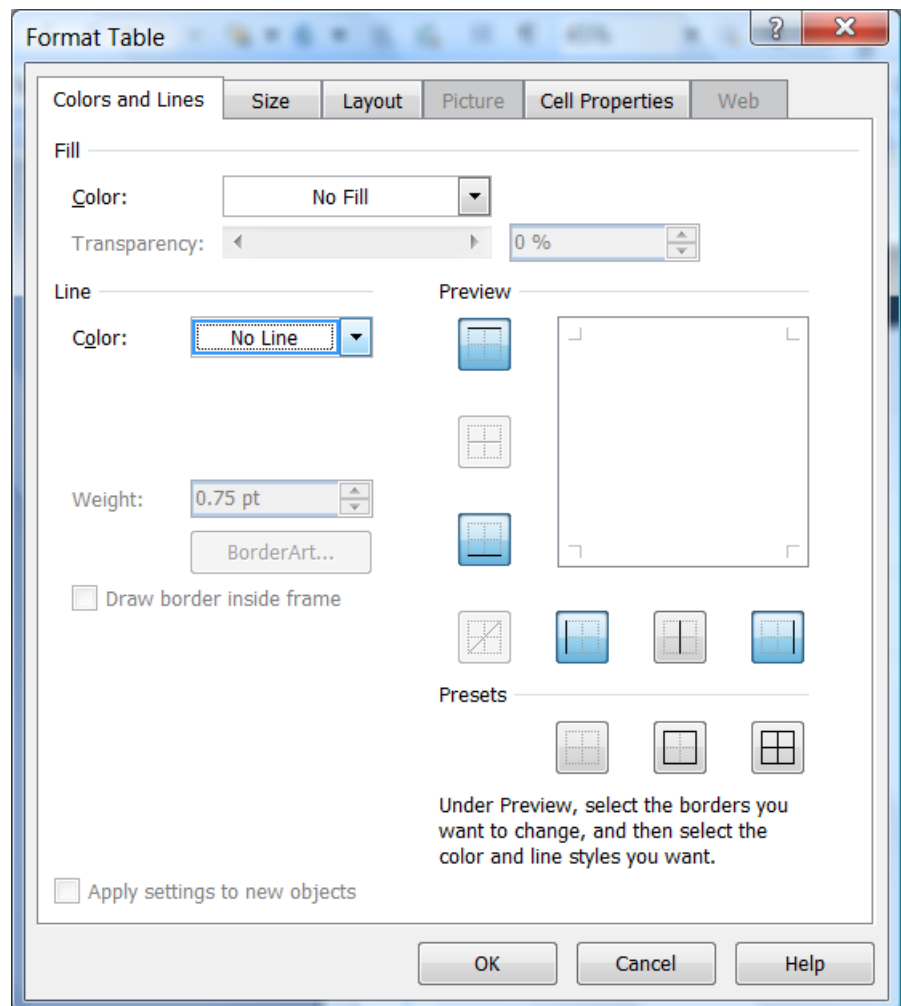
To change the borders or shading of the table, select the cells to be changed.



Right click on the selected cells and choose Format Table from the pop up menu.

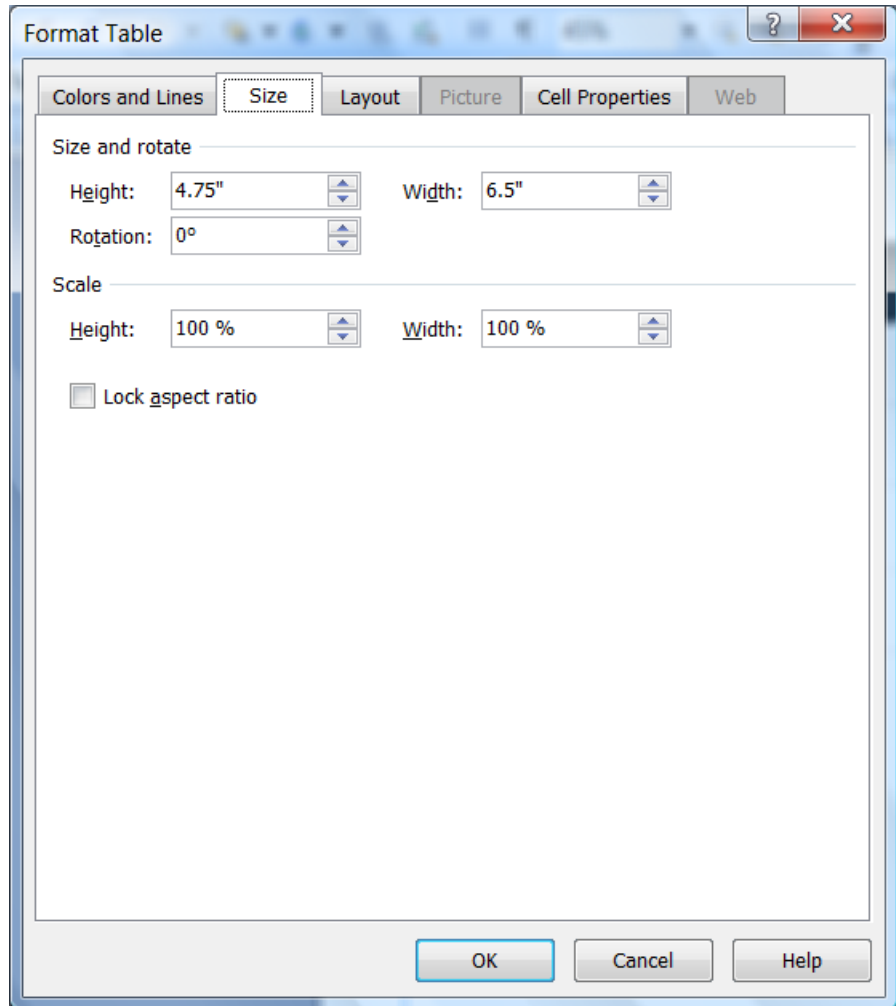


The dialog box will open.

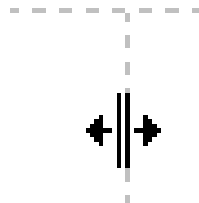


## Size

Select the cells to be changed then use the Size tab to change the size of the cells.

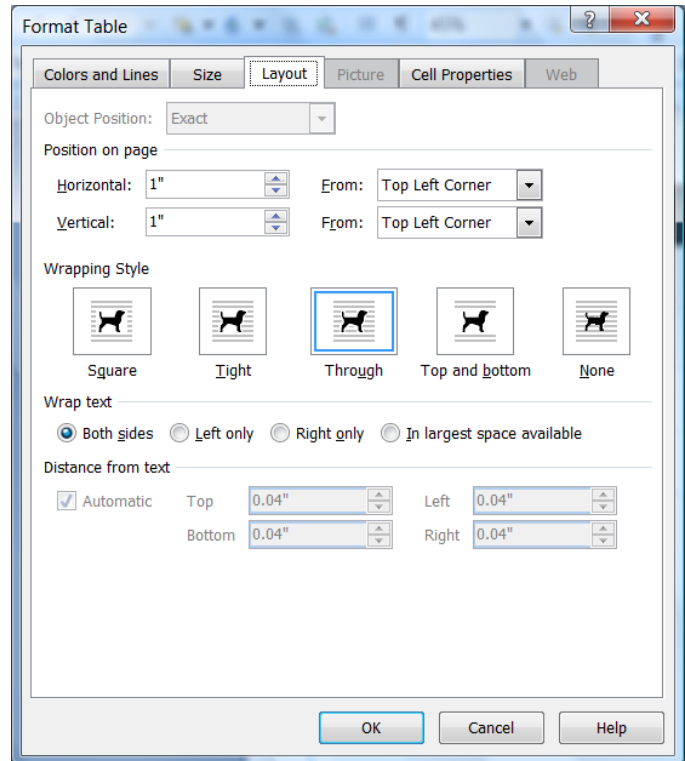


Or take the mouse over the edge of the cell wall to change the whole column or row size.



## Layout

Wrapping and position of the whole table can be changed in the Layout tab.



## Cell Properties

The Vertical alignment and the margins within a cell can be changed in the Cell Properties tab.

