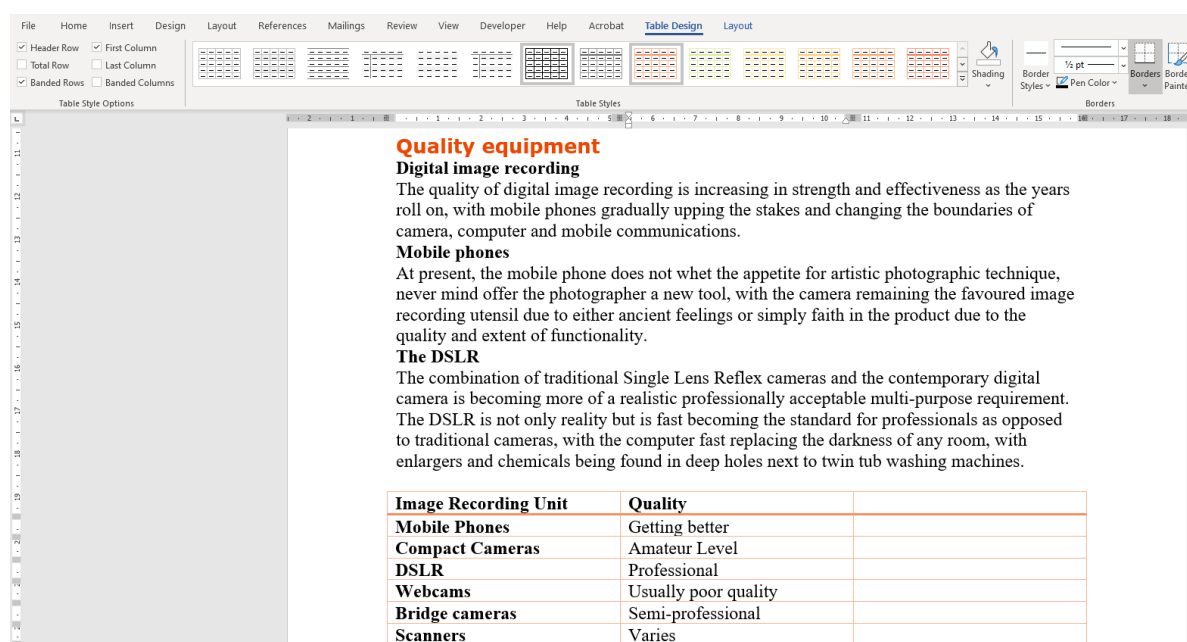


Microsoft Word Tutorial – Editing a Table

Purpose of tutorial: To change the contents, appearance and size of an already existing table within a Microsoft Word document. The tutorials for the insertion of tables should be used prior to this tutorial

Accessing the commands: Click within the table ... notice the tabs for Table Tools editing ribbons, more notably the Table Design and Layout grouped by Table Tools

Screenshot:



Step by step process:

1. Click within the table ... any cell
2. Notice the Table Tools grouping of tabs for Design ribbon and Layout ribbon
3. Click the Table Design ribbon tab and use the combination of groups to format the appearance. For example, clicking on a Table Style will provide immediate colours, lines and various means of quick formatting for the whole of the table
4. Click the Layout ribbon tab and edit the layout of the table as appropriate. For example, delete a column or align content of cells or adjust sizes of columns / rows
5. Contents of cells can be edited by the usual Microsoft Word processing means, including adjusting individual cell formatting in respect of contents. For example, apply bold to any characters or delete characters etc.

Note: Tables can have images and various other items inserted