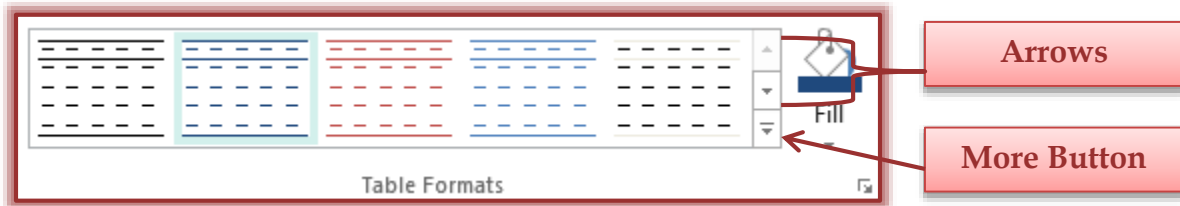


## Format a Table

### Choose a Table Design

Publisher provides a variety of designs to choose from, which are called formats. Each format has a combination of text formatting and alignments as well as cell and table patterns, shading, and borders. These formats may be modified, if necessary. Formatting may be copied from one cell to other cells with the Format Painter.

- ✦ Click in the table that is to be formatted.
- ✦ Click the **Table Tools Design Tab**.
- ✦ In the **Table Format Group**, click one of the formats for the table from the Table Format Gallery.



- ✦ To see additional format:
  - ☆ Click the arrows at the end of the gallery.
  - ☆ Click the **More Button** (see illustration above).

### Format the Table Manually

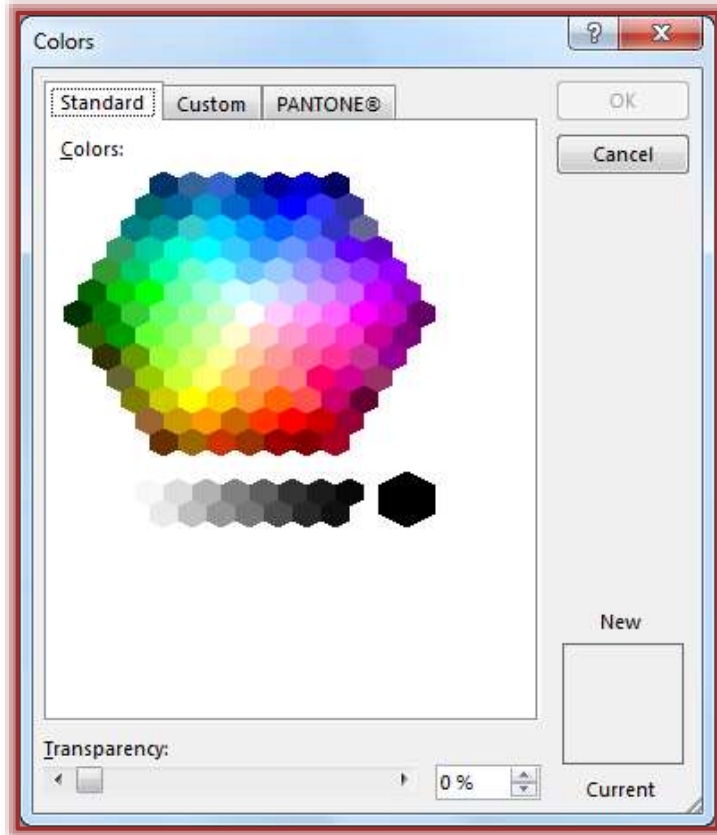
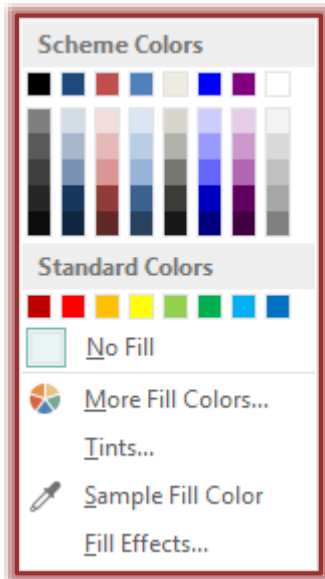
To format a table border and fill colors manually, the Line Color and Fill Color buttons on the Table Tools Design Tab may be used.

#### Add a Fill Color to Certain Cells in the Table,

- ✦ Select the cells that are to be formatted.
- ✦ Click the **Table Tools Design Tab**.
- ✦ In the **Table Format Group**, click the arrow at the bottom of the **Fill** button (see illustration).

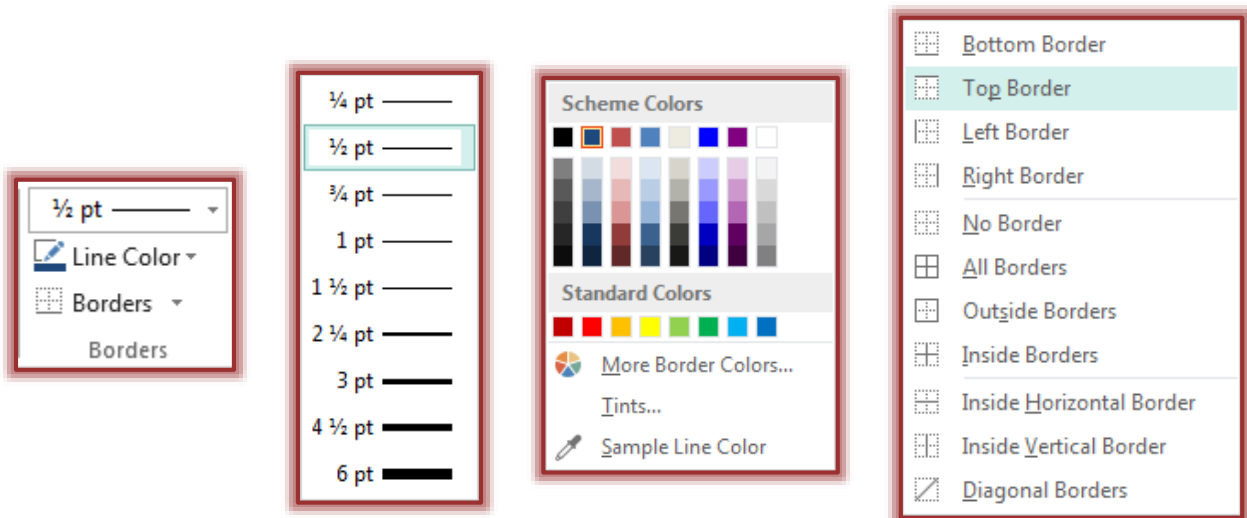


- ✦ A gallery of different **Fill Colors** will display (see illustration on next page).
- ✦ Choose a **Fill Color** from the **Fill Color** palette.
- ✦ For additional colors, click the **More Colors** button.
- ✦ The **Colors** window will display (see illustration on next page).
  - ☆ Click the **Standard** tab to view a palette of additional colors.
  - ☆ Click the **Custom** tab to change the tone of the color.
  - ☆ Click the **PANTONE** tab to select more colors.
- ✦ Click **OK** to apply the color to the selected cells.



### Add Border Colors to a Table

- ✦ Select the entire table or a cell, row, or column in the table.
- ✦ Click the **Table Tools Design Tab**.
- ✦ In the **Borders Group**, click the **Line Weight** (top) button to change the width of the line (see illustration below).



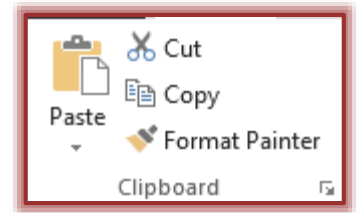
- ✦ Click the **Line Color** button to change the color of the line.
- ✦ Click the **Borders** button to select the borders to be applied to the table or cells.

### Use the Format Painter Button

The Format Painter button is used to apply formatting to adjacent or nonadjacent cells in a table. Clicking the button once applies formatting one time to a cell or group of cells. To apply the same formatting to several nonadjacent cells, double-click the button and start applying the formatting to as many cells as desired.

### Copy a Cell's Format

- ✦ Select the cell whose format is to be copied.
- ✦ Click the **Format Painter** button in the **Clipboard Group** on the **Home Tab** (see illustration at right).
- ✦ Click the cell or drag across a range of cells whose format is to be changed.



### Copy Formatting to Nonadjacent Cells

- ✦ Select the cell whose formatting is to be copied.
- ✦ Double-click the **Format Painter** button in the **Clipboard Group** on the **Home Tab**.
- ✦ Click the cells to which the formatting is to be applied.
- ✦ Click the **Format Painter** button again to turn the **Format Painter** off.