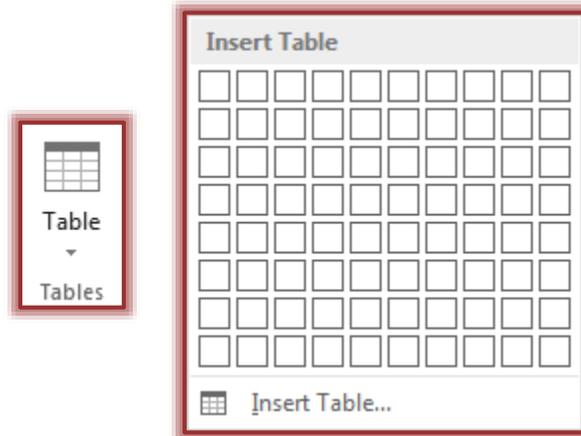


PUBLISHER-TABLES

Another way to present information in a frame is by using a table. A table is used to place information in rows and columns, which makes it easy to arrange information in an easily accessible format.

Create/Insert Table-Insert Table Grid

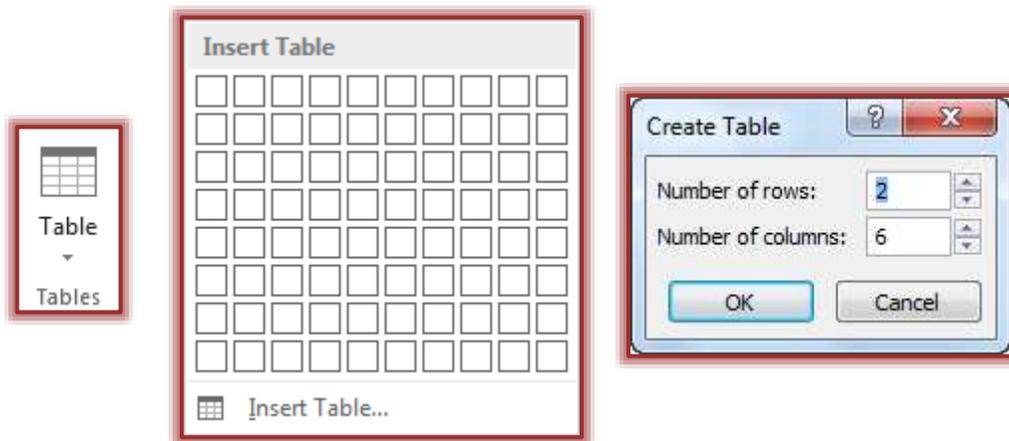
- ✦ Click the **Insert Tab**.
- ✦ In the **Tables Group**, click the **Table** button (see illustration below).



- ✦ A grid of cells will display (see illustration above).
- ✦ Move the mouse pointer over the squares to select the number of columns and rows for the table.
- ✦ Click the left mouse button.
- ✦ The table will appear in the publication.

Create/Insert Table-Insert Table Dialog Box

- ✦ Click the **Insert Tab**.
- ✦ In the **Tables Group**, click the **Table** button (see illustration below).
- ✦ Click the **Insert Table** link.
- ✦ The **Insert Table** dialog box will display (see illustration below).



Change the Location of a Table

Tables can easily be moved to other locations the same as other objects in a publication.

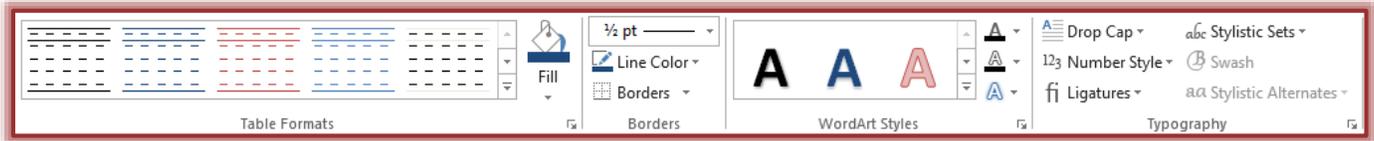
- ✦ Place the mouse pointer on the edge of the **Table Frame**.



- ✦ When the mouse pointer changes to a four headed arrow, drag the table to a new location.
- ✦ When the table is in the correct position, release the mouse button.

Table Tools Design Tab

This tab is used to change the design of the table, as well as to change the fill and line colors, arrange the table on the page and to change the size of the table.

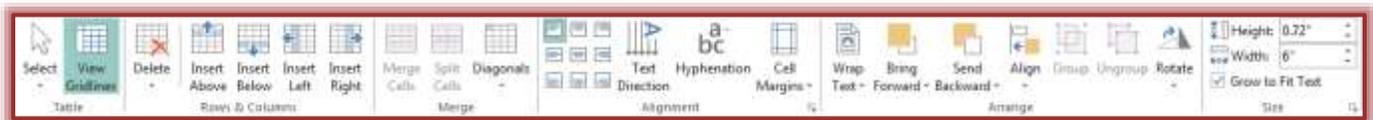


Group and Button	Description
Table Formats Group	
Table Design Gallery	This gallery is used to apply a pre-formatted design to the table. Move the mouse pointer over each design to see a Live Preview. To see more designs, click the arrows or the More button at the end of the gallery.
Fill	Use this button to fill the selected cell(s) with a solid color. Click the More Colors button to see a gallery of additional colors.
Format Shape	This feature will open the Format Table dialog box. This dialog box is used to fine-tune the look of the table. This button appears in the lower-right corner of the Table Formats Group.
Borders Group	
Line Weight	To change the width of the line for border, click this button. A gallery of different border line widths will appear.
Line Color	This button is used to change the color of the line for the border.
Borders	Use this button to specify where the border will appear in the cell. A gallery of different options will display.
Word Art Styles Group	
Word Art Styles	This feature is used to add some artistic flair to text within a table, such as the title. The button in the bottom-right corner of the gallery is used to display additional artistic effects.
Text Fill	To change the fill color of the Word Art, select this button. A gallery of different colors will display. Click the More Colors link to display a grid of additional colors.
Text Outline	Select this option to change the color and weight of the outline of the Word Art. A gallery of different colors will display. Click the More Outline Colors link to display a grid of additional colors.
Text Effects	This feature can be used to add a reflection, shadow, glow, or 3-D effect to the Word Art image. Move the mouse pointer over each of the items to display a gallery of available options.
Text Fill Effects	To open the Format Shape dialog box, click this button. This button appears in the lower-right corner of the Word Art Styles Group.
Typography Group	
Drop Cap	To apply a large capital letter to the beginning of a paragraph, use this button.

Group and Button	Description
Number Styles	Click this button to select a display style for the numbers that have been input into the text box.
Ligatures	Use this button to turn on ligatures for the selected text. Ligatures are used to tie two or more letters together.
Stylistic Sets	This button is used to select a set of alternative character shapes for the selected text.
Swash	This button is used to turn on flourishes for the selected text. Flourishes are looped or curly lines that are added to text.
Stylistic Alternatives	To choose a different character shape for the selected text, click this button.

Table Tools Layout Tab

This tab is used to select rows and columns in the table, to insert new rows or columns, to merge cells within the table, or to align the text within a table. The table below describes the button in each of the groups on the ribbon.



Group and Button	Description
Table Group	
Select	Click this button to select the current table, cell, column, or row.
View Gridlines	This button is used to view gridlines in a table. These lines are used as a guide when working with a table.
Rows and Columns Group	
Delete	When this button is clicked, options for deleting a row, column, or table will appear. The row or column where the insertion point is located will be deleted if one of those options is selected.
Insert Above	Click this button to insert a row above the currently selected row.
Insert Below	To insert a row below the currently selected row, click this button.
Insert Left	To insert a column to the left of the currently selected column, click this button.
Insert Right	Click this button to insert a column to the right of the currently selected column.
Merge Group	
Merge Cells	To merge two or more cells into one cell, select the cells that are to be merged, and then click this button.
Split Cells	This button is used to split a cell into two or more cells.
Diagonals	Click this button to split the cells diagonally into multiple new cells. The options are No Division , Divide Down , or Divide Up .
Alignment Group	
Align Top Left	Click this button to align the text in a cell vertically at the top of the cell and horizontally to the left.

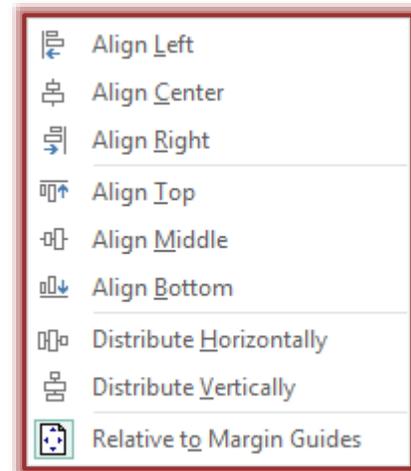
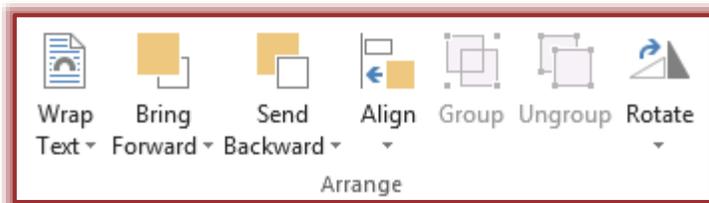
Group and Button	Description
Align Center Left	Click this button to align the text in selected cells centered vertically and left aligned horizontally.
Align Top Right	Click this button to align the text in a cell vertically at the bottom of the cell and horizontally to the left.
Align Top Center	To align the text in a cell to the top of the cell vertically and centered horizontally, click this button.
Align Center	To align the text in a cell in the center of the cell both vertically and horizontally, click this button.
Align Center Right	This button is used to align the text in a cell centered vertically and right horizontally.
Align Bottom Left	This button is used to align the text in a cell to the top of the cell vertically and to the right in the cell horizontally.
Align Bottom Center	To align the text in a cell to the bottom of the cell vertically and centered horizontally, click this button.
Align Bottom Right	This button is used to align the text in a cell to the bottom of the cell vertically and to the right in the cell horizontally.
Text Direction	To change the direction of the text in a cell, click this button. The direction will change each time the button is clicked.
Hyphenation	Use this button to change the hyphenation behavior for the selected text.
Cell Margins	To change the margins in a cell, click this button. The Table Options dialog box will display.
Format Shape	This feature will open the Format Table dialog box. This dialog box is used to fine-tune the look of the table. This button appears in the lower-right corner of the Table Formats Group.
Arrange Group	
Wrap Text	Click this button to change the way text wraps around a table. A gallery of different wrap options will display.
Bring Forward	In Publisher, it is possible to layer objects. This button is used to bring a table forward when other objects are placed on top of it. Click the button to select from Bring Forward or Bring to Front .
Send Backward	When objects are layered in a publication, this button is used to move the table or other object backward in the group. Click this button to choose from Send Backward or Send to Back .
Align	Use this button to align the table in relation to the publication margins. When the button is clicked a gallery of different alignment options will appear. The Relative to Margins option must be selected in order to choose the other options.
Group	To join two or more objects so that they appear as one, click this button. The objects must be selected to activate this button.
Ungroup	Click this button to break a group of objects back into individual objects.

Group and Button	Description
Rotate	This button is used to rotate or flip the selected object. When the button is clicked a list of different options will display. When objects have been grouped, the group of objects will rotate or flip, not the individual objects within the group.
Size Group	
Height	Use this button to change the height of the table or of a selected row. The height can be typed into the box or the spinner arrows can be used to change the height of the row.
Width	To change the width of the table or of a selected column, click this button. The width can be typed into the box or the spinner arrows can be used to change the width of the row.
Grow to Fit Text	This button can be used to allow the table to grow as more text is added. The check mark in the box indicates that this option is active.
Format Auto Shape: Size	Select this option to open the Format Shape dialog box with the Size tab selected. In this dialog box, the size and rotation of the table can be changed.

Align Table

Tables can be aligned relative to the margins in the publication. Once the option has been chosen, then the alignment can be selected.

- ✦ Click the **Tables Tools Layout Tab**.
- ✦ In the **Arrange Group**, click the **Align** button.
- ✦ Click the **Relative to Margin Guides** option to select it.



- ✦ Click the **Align** button again.
- ✦ Click the **Alignment** that is to be used for the table.

Size Tables

A table can be resized at any time. When the table's width is changed all the column widths will also increase. If the height of the table is changed, the row heights will also change. To resize the table, do the following:

- ✦ Click the table to select it.
- ✦ Place the mouse pointer on the appropriate sizing handle.

- ✚ The adjust icon will appear.
 - ☆ **Left-Right** - This icon is used to change the width of the table from the left and right side.
 - ☆ **Up-Down**- Use this icon to change the height of the table.
 - ☆ **Diagonal**- To change both the width and height of the table, use this icon.
- ✚ Once the arrow appears, drag the mouse to increase or decrease the size of the table.
- ✚ Release the left mouse button when the table is the appropriate size.
- ✚ To maintain the Table's Height/Width Ratio, select one of the Table's corner handles.
 - ☆ The mouse pointer will change to a two-headed diagonal arrow.
 - ☆ Click and drag the mouse to change the width and height of the table.



Size Table Columns and Rows

As stated before, when a table width or height is changed, the row height and column width are automatically changed. It is also possible to control individual row height and column width in a table to better accommodate text entries that are placed in a particular column. To change a column width or row height, follow the steps below.

- ✚ Click the table to select it.
- ✚ Place the mouse pointer on a column divider or to the right of the column or below the row divider that is to be resized.
- ✚ The **Adjust** icon (see illustrations at right) will appear.
- ✚ Drag the mouse to increase or decrease the width or height of the column or row.
- ✚ Release the mouse button.
- ✚ The column or row will be sized accordingly.
- ✚ To keep the **Table Size** the same width or height when widening columns or rows:
 - ☆ Hold down the **Shift** key while dragging the **Column Width** or **Height** (Adjust) tool.
 - ☆ The table will stay the same size.
 - ☆ Only the column is widened.



Move Around a Table

Text can be entered and edited in a cell in the same way that it is entered or edited in a text frame. The insertion point shows where text that is typed will appear in the table. The table below shows methods of moving from cell to cell.

Moving from Cell to Cell	
To Move	Do This
To any cell, or to text within a cell	Click in the cell or text
To the next cell	Press Tab
To the preceding cell	Hold down the Shift key and press Tab
Forward one character or cell	Press the right arrow key
Backward one character or cell	Press the left arrow key
Up one row or cell	Press the up arrow key
Down one row or cell	Press the down arrow key

Select Parts of a Table

Once a table has been created, text is entered into cells in the same way it is in a text frame. The first row of the table is good for column headings or a table title. The left-most column is good for row labels. In order to enter text, it is important to know how to move around the table. Knowing how to select cells, rows, and columns is essential to working with tables. Cells must be selected in order to format them, enter text into them, delete unnecessary text, and add or remove rows and

columns. It is possible to select and format one cell at a time or to select a range of cells to format. A range of cells is a group of two or more adjacent cells. The table below provides the directions for selecting different table parts.

Selecting Table Parts Using the Mouse	
To select	Do this
A single cell	Drag over the cell or double-click within the cell.
A range of cells	Drag from the cell in the upper-left corner of the range to the cell in the lower-right corner of the range.
One or more rows	Click the row selector button for the first row to be selected, and then drag to select the row selector buttons for the other rows that are to be selected. The row selector is a black arrow that points to the right. →
One or more columns	Click the column selector button for the first column that is to be selected. Drag to select the column selector buttons for the other columns that are to be selected. The column selector is a black arrow that points down. ↓
The entire table	Click and drag through the columns and rows to select the table.

Select Table Parts Using the Ribbon

It is also possible to select different parts of a table by using the ribbon. Clicking in the appropriate cell, row, column, or table does this. After the appropriate table element has been selected, click the **Table Tools Layout Tab**. In the **Editing Group**, click the **Select** button. Click the option to select the **Cell, Column, Row, or Table**.



Select Text in a Table

It is possible to format text in a table in the same way that text in a text frame is formatted. Just select the text to be formatted, and then apply a new font type, font size, font color, and any other formatting. The table below provides methods for selecting text in a table.

Selecting Text in a Table Cell	
To select	Do this
One word	Double-click the word.
Some text in a cell	Drag the I-beam pointer across the text
All text in a cell	Click in the cell and press Ctrl+A.
All text in a cell	Triple-click in the cell.

Enter Information into the Table

Text is entered into an existing table frame one cell at a time. A cell is the box created by the intersection of a column or row. Each cell acts like a mini-text frame. Text can quickly be copied from a selected cell to one or more selected cells either to the right or below the original cell. To enter text into a table, follow the steps below:

Enter Text into a Cell

- ✚ Click the first table cell where text is to be entered.
- ✚ Type the text for the first cell.
- ✚ Press the **Tab** key to move to the next cell.
- ✚ Enter the text for this cell.

✦ Continue this procedure until all the text has been entered.

Insert Identical Text into Several Cells

✦ Click the cell that is to be copied.

✦ Drag to select the cell or cells where the text is to be pasted.

✦ The text can be pasted either below or to the right of the cell containing the text that was copied.

✦ Do one of the following:

☆ Click the **Home Tab** and then click the **Paste** button in the **Clipboard Group**.

☆ Right-click in the cell where the text is to be copied to and then select **Paste**.

NOTE: Text can be copied from other programs such as Word and then pasted into the cells.

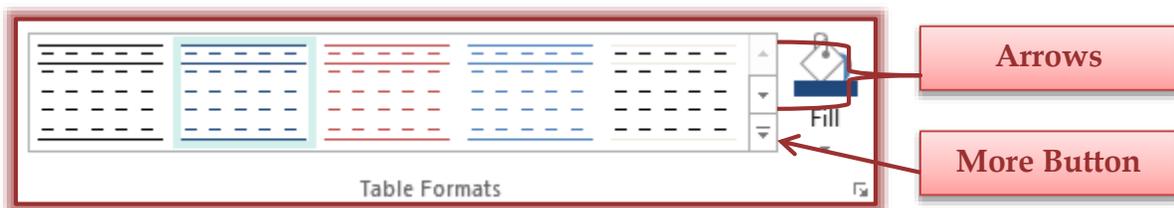
Choose a Table Design

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

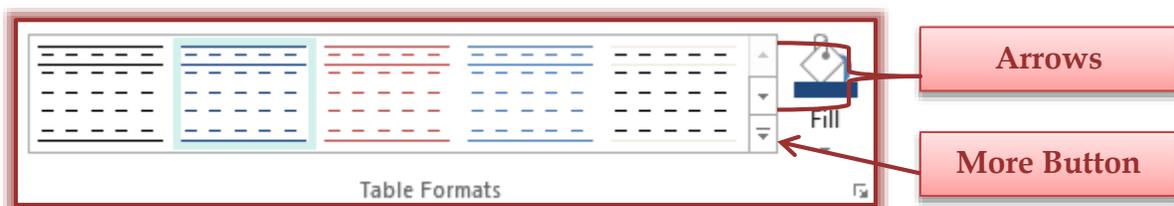
To format a table border and fill colors manually, the Line Color and Fill Color buttons on the Table Tools Design Tab may be used.

Add a Fill Color to Certain Cells in the Table,

✦ Select the cells that are to be formatted.

✦ Click the **Table Tools Design Tab**.

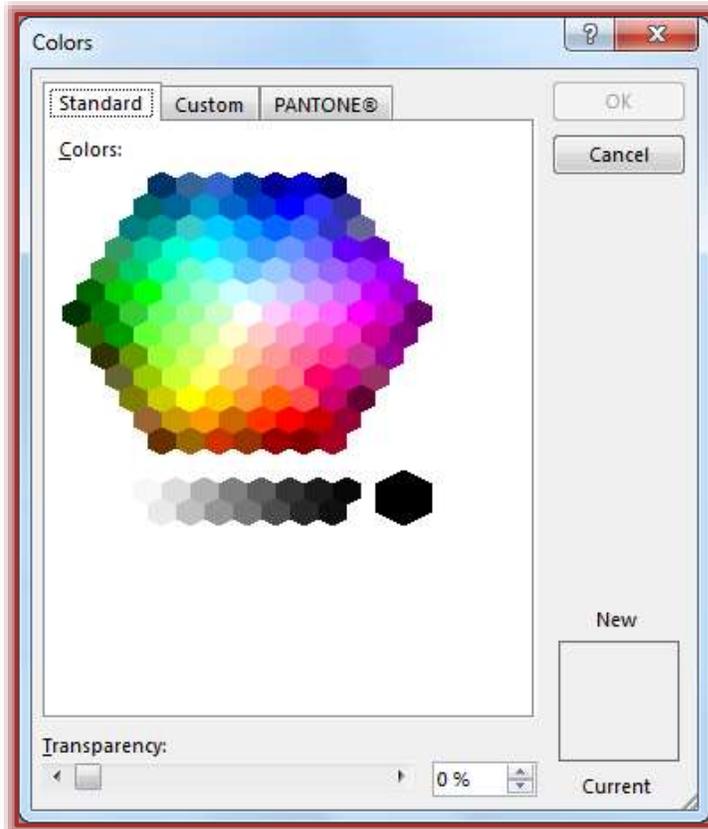
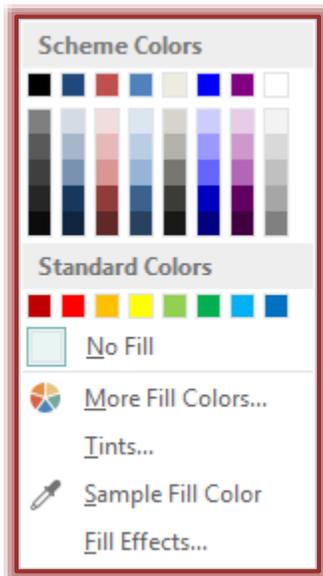
✦ In the **Table Format Group**, click the arrow at the bottom of the **Fill** button (see illustration).



✦ A gallery of different **Fill Colors** will display (see illustration on next page).

✦ Choose a **Fill Color** from the **Fill Color** palette.

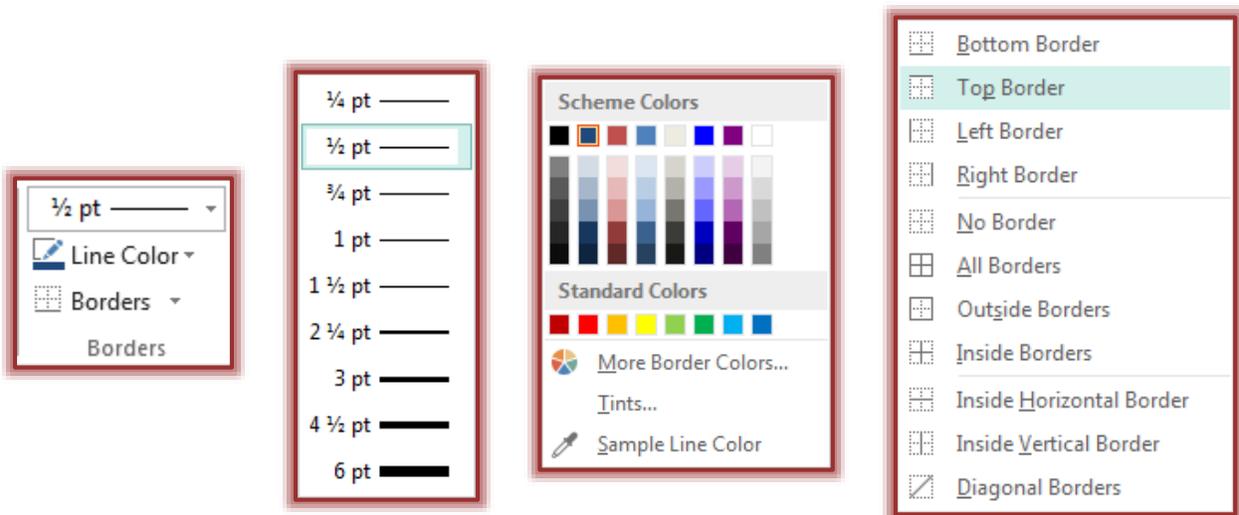
✦ For additional colors, click the **More Colors** button.



- ✚ The **Colors** window will display (see illustration above).
- ☆ 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).



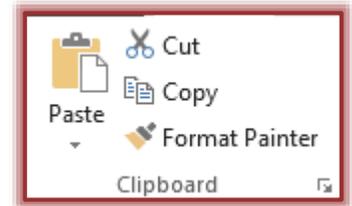
- ✦ Click the **Line Color** button to change the color of the line.
- ✦ Click the **Borders** button to select the borders to be applied to the table or cells.

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.



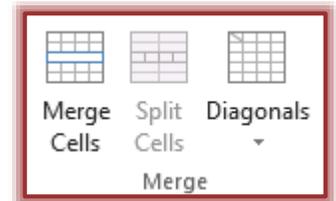
Copy Formatting to Nonadjacent Cells

- ✦ 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.

Merge Cells

The Merge Cells command removes the column dividers between the cells and merges the cells into one continuous cell. To merge cells in a table, follow these steps:

- ✦ Drag to select the cells that are to be merged.
- ✦ Click the **Table Tools Layout Tab**.
- ✦ In the **Merge Group**, click the **Merge Cells** button (see illustration at right).
- ✦ The cells will be merged into one cell.



Insert a Diagonal Line in a Cell

A cell can be divided diagonally; making the cell in effect two different cells that can contain different information. To divide a cell diagonally, follow these steps:

- ✦ Drag to select a cell or cells in the table to split diagonally.
- ✦ Click the **Table Tools Layout Tab**.
- ✦ In the **Merge Group**, click the **Diagonals** button (see illustration below).
- ✦ Select from one of the options as shown in the illustration below.
- ✦ A diagonal line will divide the cell.

