

## SoftChalk-Table Menu

This menu item contains the commands for creating, and working with tables.

File Edit Insert Format Tools Table Properties Preview Web Help

Menu Item	Description
<b>Create Table</b>	Select this feature to add a table to a lesson. Tables are good for lining up columns of material so the material will display properly in the browser. Images and other objects can be added to a table. For example a two column table could have an image in one cell and text in another cell. This is a good way for text to appear beside an image.
<b>Modify Table</b>	After a table has been created, this feature can be used to make changes to different parts of the table such as the table width and the width of the border.
<b>Row</b>	This feature is used to add a row or remove a row from a table. A row can be inserted above the selected row or appended to the bottom of the table. It is also possible to insert or remove a column header by selecting this feature.
<b>Column</b>	Use this feature to add a column or remove a column from a table. It is possible to insert a column to the left of the selected column or to append the column to the end of the table. It is also possible to insert or remove a row header by selecting this feature.
<b>Cell</b>	To add a header to a row or column, select this feature. When this feature is selected, it is possible to choose how the text will align in the selected cell.
<b>Merge Cells</b>	This feature is used to merge adjoining cells so they become one cell. This can be done to create a header for two table columns or to insert a title for the table.
<b>Split Cells</b>	Select this feature to divide one cell into two or more cells. When this feature is selected the Split Cells dialog box will appear. This dialog box is used to decide how many columns and rows the cell will be split into.
<b>Convert Table to Text</b>	To change the selected table into text, select this option. The text will no longer be in columns. Each item in the cell will be on a separate row in the lesson.
<b>Delete Table</b>	Select this feature to remove the table from the lesson. All the data in the table will also be removed.