

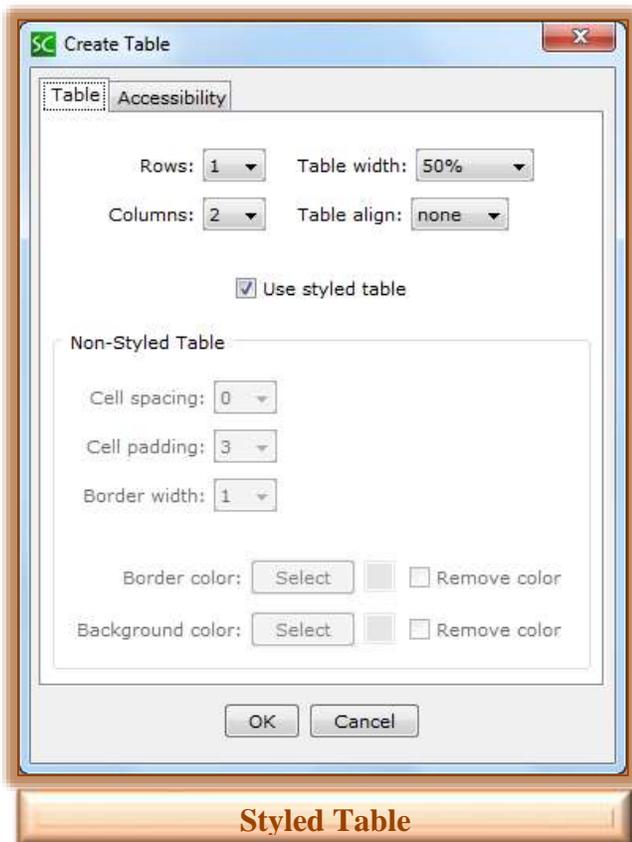
SoftChalk-Tables

This menu item contains the commands for creating, and working with tables. Tables can be used to line up columnar information properly in the SoftChalk window. It can also be used to align images so that one images can display side-by-side in the lesson.

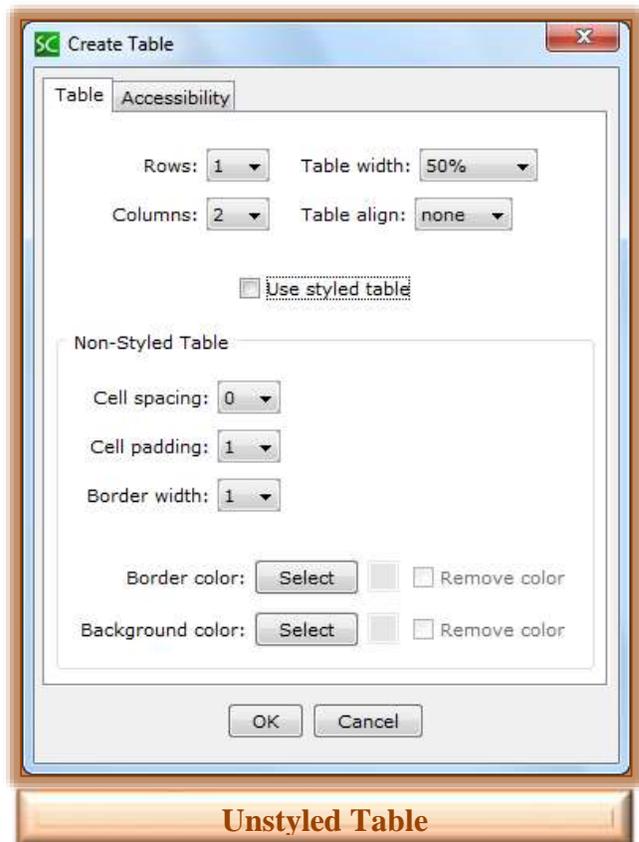
CREATE A TABLE

When creating a table in SoftChalk the options that are available for a lesson that has a style applied are different than for a table in a lesson that does not have a style applied.

- Click **Table** on the **Menu Bar**.
- Select **Create Table** from the menu list.
- The **Create Table** window will display (see illustrations below).



Styled Table



Unstyled Table

Both Styled and Unstyled Table

- Select the number of columns and rows for the table.
 - You can select up to 25 rows.
 - You can select up to 25 columns.
- Click the **Table Width** list arrow to specify the width for the table.
- If a table and sidebar appears on the same page, the table width should be 99 percent or less.

Styled Table

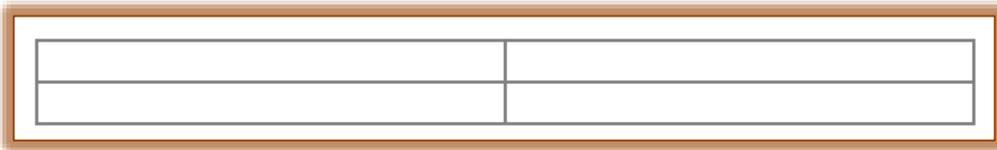
- If a style has been applied to the lesson, SoftChalk uses default settings for the cell spacing, padding, border width, border colors, and background colors.
- These settings are grayed out when creating a table in a Styled Lesson.
- If you click the **Use styled table** check box, you will be able to change these options.

Unstyled Table

When working with tables in an Unstyled Lesson, the following options will be available in addition to the ones under the Both Styled and Unstyled Lesson section.

- ☞ **Cell Spacing** - This is the spacing between the cells of a table. This spacing does not appear in the main SoftChalk editing window. It only appears in the web browser.
- ☞ **Cell Padding** - This refers to the spacing around the text in a cell of the table.
- ☞ **Border Width** - To remove a border for the table, change this option to zero. As the number increases, the wider the border will be.
- ☞ **Border Color** - Select this option to change the color for the outside border for the table.
- ☞ **Background Color** - This option is used to change the background color for the table. The background will be changed for the whole table, not just a particular cell, row, or column.

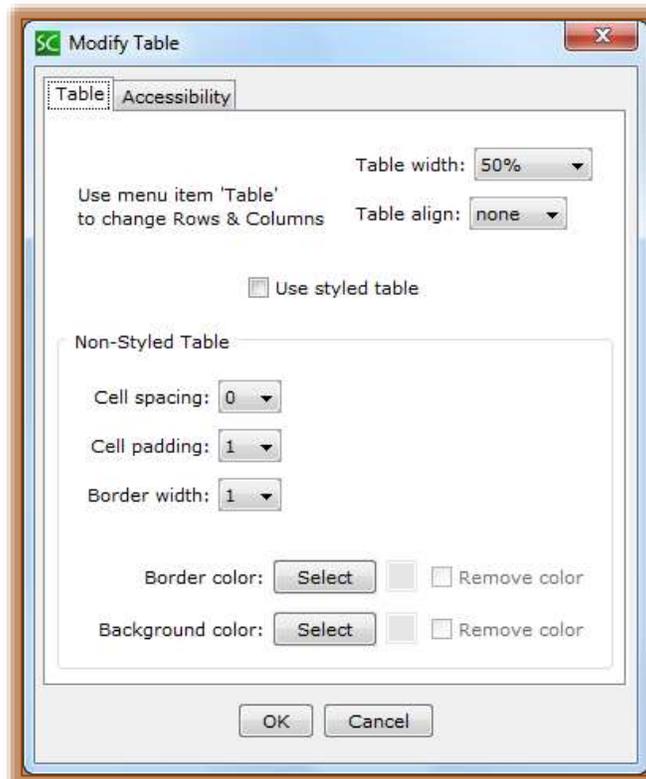
The table will appear in the lesson window (see illustration below).



- ☞ To add text to a cell, click within the cell.
- ☞ To move from cell-to-cell, press the **Tab** key.
- ☞ Press the **Shift + Tab** key to move back a cell.
- ☞ To add another row to the end of the table, press the **Tab** key while in the last cell.

MODIFY A TABLE

- ☞ Click within a cell of a table.
- ☞ Click the **Table** tab.
- ☞ Select **Modify Table**.



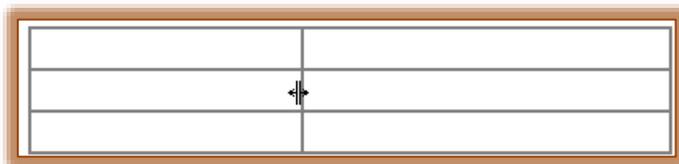
- ☞ The **Modify Table** window will appear (see illustration on previous page).
- ☞ Make the necessary modifications to the table.
- ☞ Click the **OK** button.

DELETE A TABLE

- ☞ Click within a cell of a table.
- ☞ Click **Table** on the **Menu Bar**.
- ☞ Select **Delete Table**.
 - ☞ The table will be deleted immediately; no verification window will appear.
 - ☞ To restore the table, do one of the following:
 - ✦ Click the **Edit** tab and then click the **Undo** button.
 - ✦ Use the keyboard combination **Ctrl + Z**. This is the same as the **Undo** command.

CHANGE COLUMN WIDTH

- ☞ Move the mouse pointer over a column dividing line.
- ☞ The pointer will change to a double-headed arrow as shown in the illustration below.

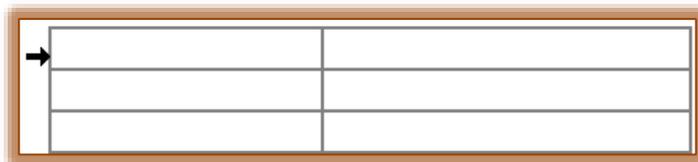


- ☞ Drag to the left or right to change the column width.

SELECT ROW AND CREATE COLUMN HEADER

A header row created with this option will insert a header at the top of each column of the table. It is used to explain the information in each table column. A Header Row usually is formatted with bold and centered. The Header Row can also be formatted with a different background and font color.

- ☞ Move the cursor to the left side of the row.
- ☞ The mouse pointer will change to a black arrow as shown in the illustration below.

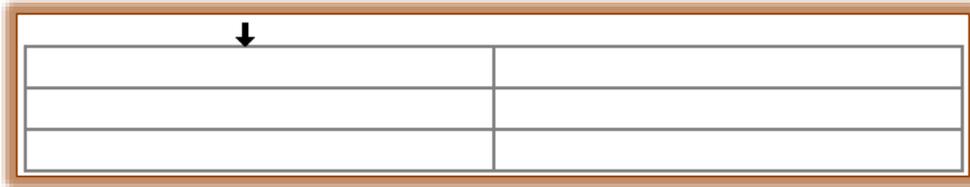


- ☞ Click the left mouse button to select the row.
- ☞ Click **Table** on the **Menu Bar**.
- ☞ Select **Row** from the list of options.
- ☞ Select **Make Column Headers**.
- or
- ☞ Right-click in the selected row.
- ☞ Select **Table** from the list of options.
- ☞ Click **Make Column Headers**.
- ☞ Headers will appear in the first row of the table.
 - ☞ If the **Used Styled Table** checkbox was not selected, the headers will be in bold and centered in the cell.
 - ☞ If the **Used Styled Table** checkbox was selected, the headers will appear in the format set by the style.

SELECT COLUMN AND MAKE ROW HEADER

A header created with this option will insert information to the left of each row of the table. It is used to explain the information in each table row. A Header usually is formatted with bold and centered. The Header Row can also be formatted with a different background and font color.

- 🖱 Move the mouse pointer over the top of the first column of the table.
- 🖱 The pointer will change to a blank downward pointing arrow as shown in the illustration below.



- 🖱 Click the left mouse button to select the column.
- 🖱 Click **Table** on the **Menu Bar**.
- 🖱 Select **Column** from the list of options.
- 🖱 Select **Make Row Headers**.
- or
- 🖱 Right-click in the selected column.
- 🖱 Select **Table** from the list of options.
- 🖱 Click **Make Row Headers**.
- 🖱 Your headers will appear in the table.
 - 🔗 The text will be centered and in bold format.
 - 🔗 Headers can be created whether there is text in the fields or whether the field is empty.

INSERT/DELETE ROWS

To insert a row at the end of the table, you can go to the last cell and then press the **Tab** key. You can also insert columns and rows by following the directions below.

Insert a Row

- 🖱 Select one of the rows in the table.
- 🖱 Click **Table** on the **Menu Bar**.
- or
- 🖱 Right-click inside one of the cells and move the mouse pointer over **Table**.
- 🖱 Select **Row** from the list of options.
- 🖱 Select either **Insert Row Above** or **Append Row to Bottom**.
- 🖱 The new row should appear in the table.

Insert a Column

- 🖱 Select one of the rows in the table.
- 🖱 Click **Table** on the **Menu Bar**.
- or
- 🖱 Right-click inside one of the cells and move the mouse pointer over **Table**.
- 🖱 Select **Column** from the list of options.
- 🖱 Select either **Insert Column to the Left** or **Append Column to the End**.
- 🖱 The new row should appear in the table.

Delete a Row or Column

- Select the row or column that is to be deleted.
- Click **Table** on the **Menu Bar**.
or
- Right-click inside one of the cells and move the mouse pointer over **Table**.
- Select **Row** or **Column** from the list of options.
- Select the **Delete** option.
- The row will be removed from the table.

MERGE CELLS

When working with tables, you might want to combine two or more cells into one to create a header that spans all the columns in the table. This can be accomplished by using the Merge Cells feature.

- Select the cells that are to be merged. When cells are selected, they change to a different color as show in the illustration below.

Program	
Word	
Excel	
PowerPoint	

Selected Cells

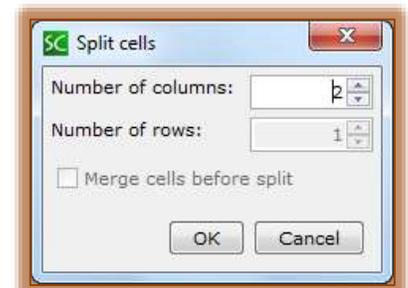
- Choose **Table** from the **Menu Bar**.
or
- Right-click within the selected area and move the mouse pointer over **Table**.
- Select **Merge Cells** from the list of options.
- The selected cells will be merged into one cell as shown in the illustration below.

Program	
Word	
Excel	
PowerPoint	

Merged Cells

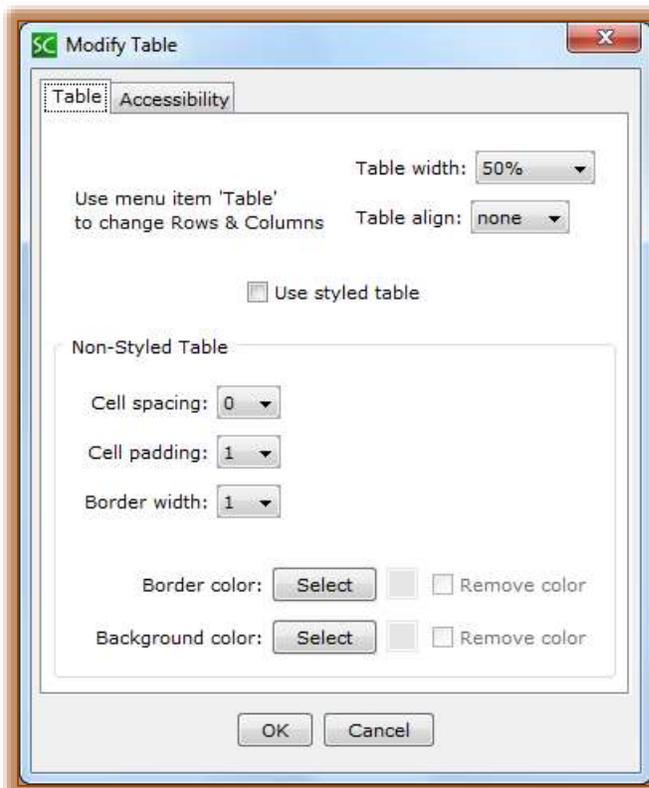
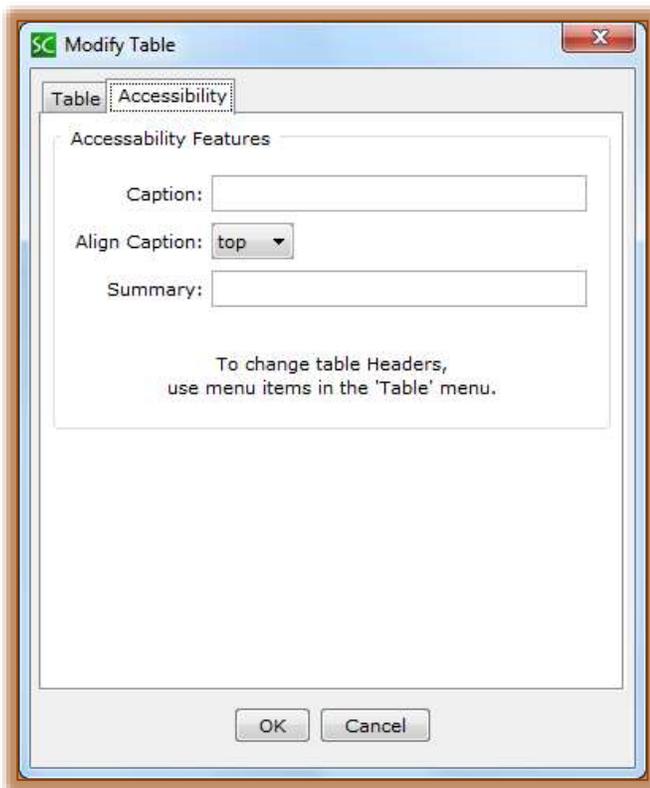
SPLIT CELLS

- Select the cell that is to be split.
- Choose **Table** from the **Menu Bar**.
or
- Right-click within the selected area and then move the mouse pointer over **Table**.
- Select **Split Cells** from the list of options.
- The **Split Cells** dialog box will display (see illustration at right).
- Use the scroll box to select the number of columns into which the cell is to be split.
- Click **OK**.
- The number of cells specified will appear in the table.



ENTER A TABLE CAPTION

- 1. Click the **Table** tab on the **Menu Bar**.
- 2. Select **Modify Table** from the list of options.
- or
- 3. Right-click in the table and then move your mouse pointer over **Table**.
- 4. Click **Modify Table**.
- 5. The **Modify Table** dialog box will appear.
- 6. Click the **Accessibility** tab (see illustration below left).
- 7. Enter the text for the caption in the **Caption** box.
- 8. Select the alignment option by clicking the **Align Caption** list arrow. The options are **Top**, **Left**, or **Right**.
- 9. Input a summary for the table in the **Summary** box.
- 10. Click **OK**.



WRAP TEXT AROUND TABLE

If a table has a width of less than 100 percent, then it is possible to wrap text around the table.

- 1. Enter text below the **Table**.
- 2. Right-click in the **Table** and then move the mouse pointer over **Table**.
- or
- 3. Click **Table** on the **Menu Bar**.
- 4. Select **Modify Table** from the list of options.
- 5. Set the **Table Align** value to either **Left** or **Right** (see illustration above right).
- 6. Click **OK**.
- 7. The text will appear around the **Table**.