# Create a Table in Text/Multimedia Content Area

Placing a table on a page allows material to be presented to course participants in an attractive way, which enhances readability and usability. Tables can be used to include tabular text or images. You can use tables to provide an overview of the contents of a course for a week or to align numbers correctly. The illustration below shows an example of a table that contains text.

Week 1 Overview	
Lesson 1	Introduction to Assistive Technology
Assignment	Review of Assistive Technology Site
Assignment	Challenges Discussion
Assignment	Continuum Discussion

INSERT THE TABLE
- Go to the **Week** where the table is to be added.
- Click the **Author** tab to go into the authoring mode.
- Click in the **Text/Multimedia Content Area**. **Text/Multimedia** is the only **Content Type** that can be used to create tables.
- Click the **Insert Table** icon on the **Toolbar** (see illustration below).
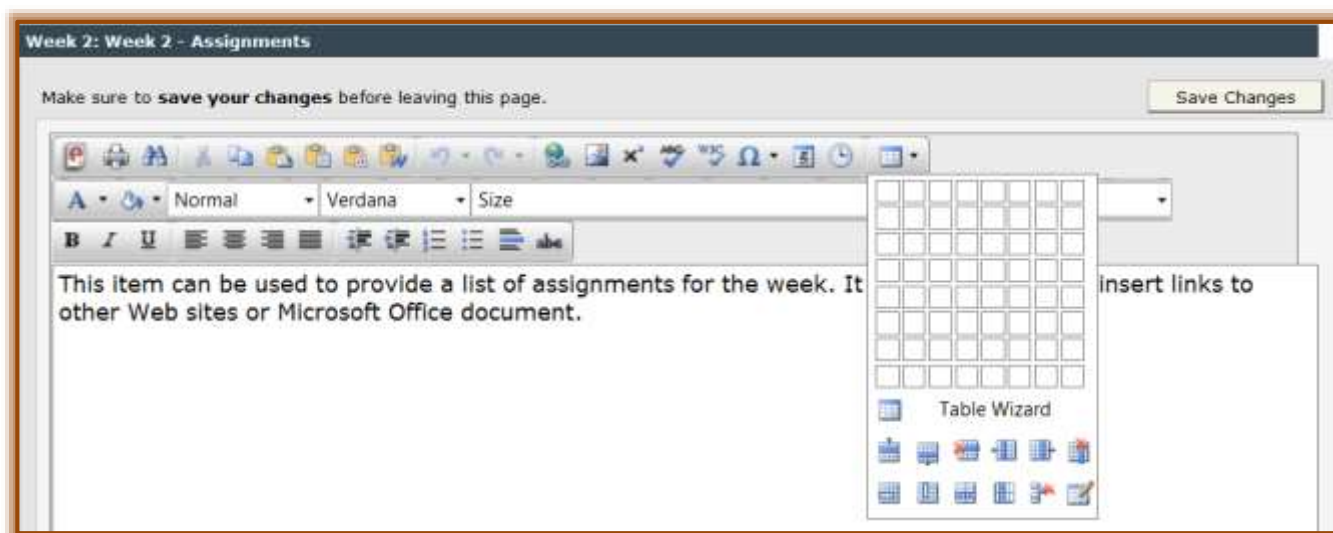
- Select the number of columns (down) and rows (across) that the table is to contain.
- Click with the left mouse button to insert the table into the **Visual Editor**.
- Click in the first cell of the table to input the text for the table (see illustration on next page).
  - ☆ A cell is where the column and row intersect.
  - ☆ To move between cells, click within each cell.
  - ☆ Pressing the tab key will select the table, not move from cell to cell.
- The cells of the table will expand when text or images are added to the table.

CHANGE THE TABLE SIZE
- It is also possible to change the size of the table by following the steps below.
  - ☆ Move the mouse pointer over the outer edge of the table.
  - ☆ The mouse pointer will change to a four-headed arrow.
  - ☆ When the four-headed arrow appears click the left mouse button.

- ☆ Handles (white squares) will appear around the outer edge of the table (see illustration at right).
- ☆ Move the mouse pointer over one of the handles until a two-headed arrow appears.
- ☆ Click and drag with the mouse.
- ✝ Click the **Save Changes** button at the bottom or top of the window.
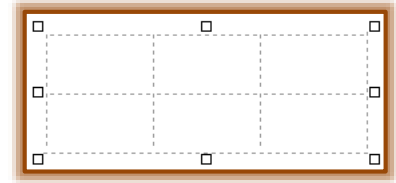
FORMAT THE TABLE

- ✝ To apply formatting to the table:
  - ☆ **Right-click** on the table.
  - ☆ A menu of formatting options will appear (see illustration below).
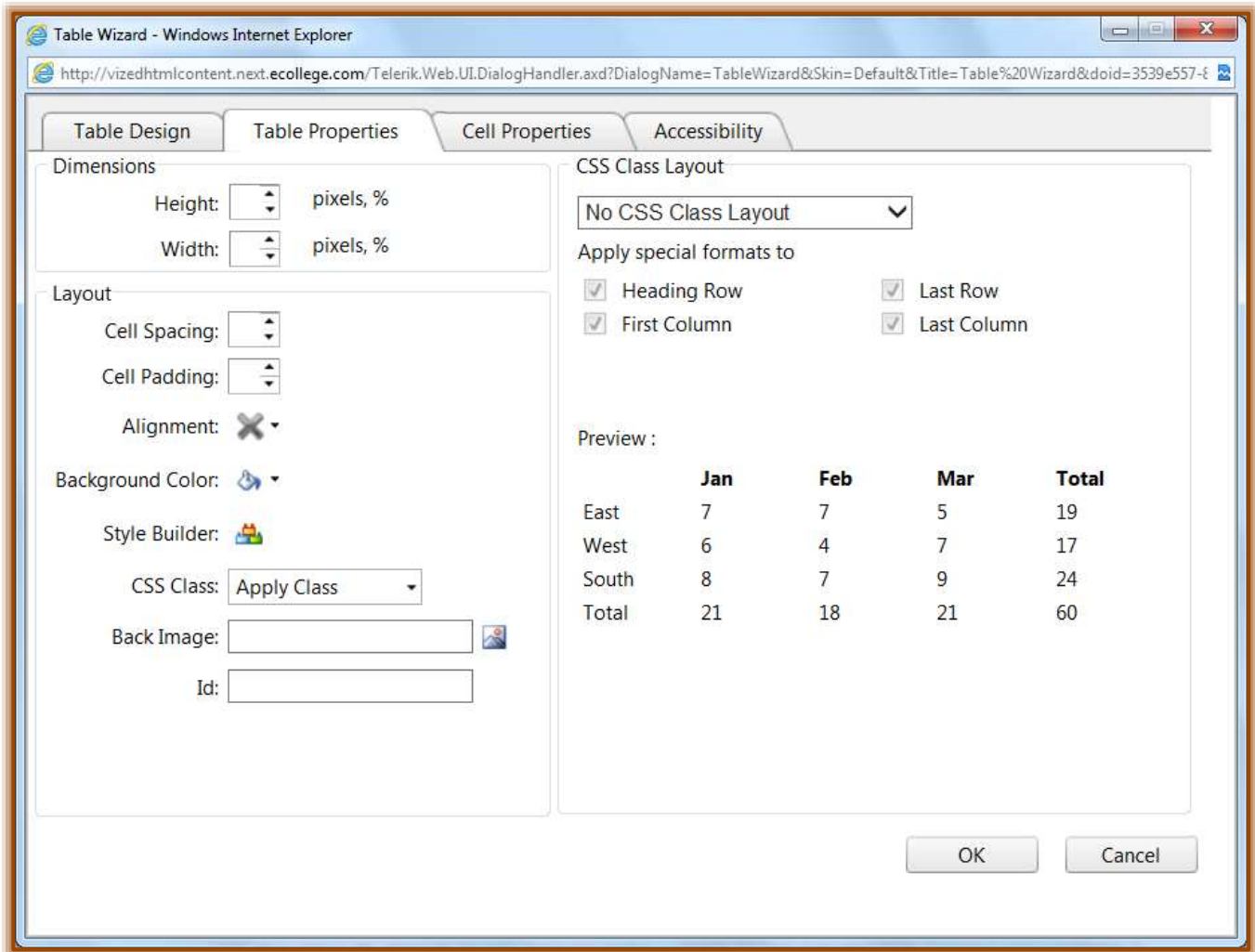
- ☆ Click **Table Properties** to make changes to the table such as alignment, layout, or background color.
- ☆ Click **Cell Properties** to make changes to individual cells in the table.
- ☆ Click the other options in the menu to add or remove rows or columns.
- ✝ These options are also available under the table grid which is accessed by clicking the Table button on the toolbar.