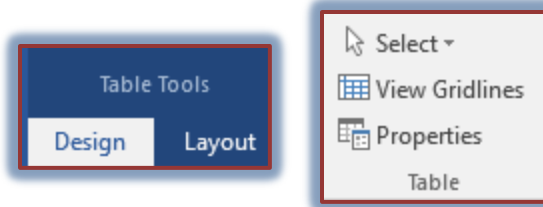


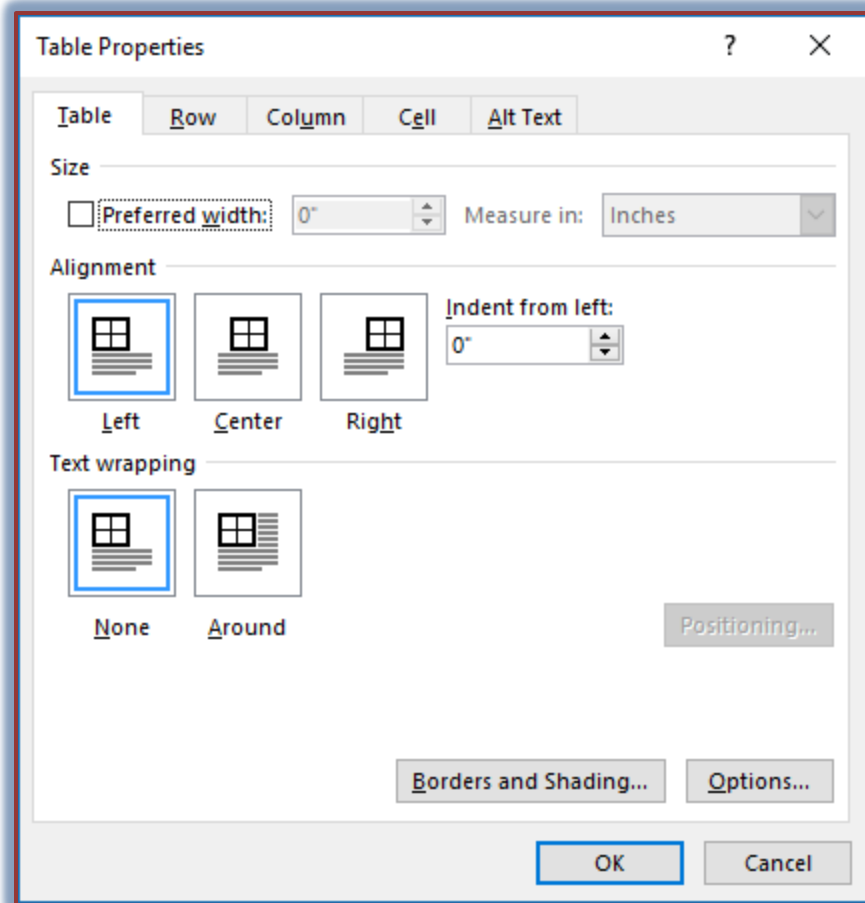
## TABLE PROPERTIES

It is possible to have text and other objects wrap around a table instead of having the text either at the top or bottom of the table. The feature to complete this is found under Table Properties. With this dialog box, it is also possible to horizontally align the table either in the center of the page, or at the left or right margin. Tables may be indented using the indent feature in this dialog box.

- ✦ Click within the table.
- ✦ The **Table Tools Contextual Tab** will display at the top of the ribbon.
- ✦ Click the **Layout Tab** under the **Table Tools Contextual Tab**.
- ✦ In the **Table Group**, click the **Properties** button.

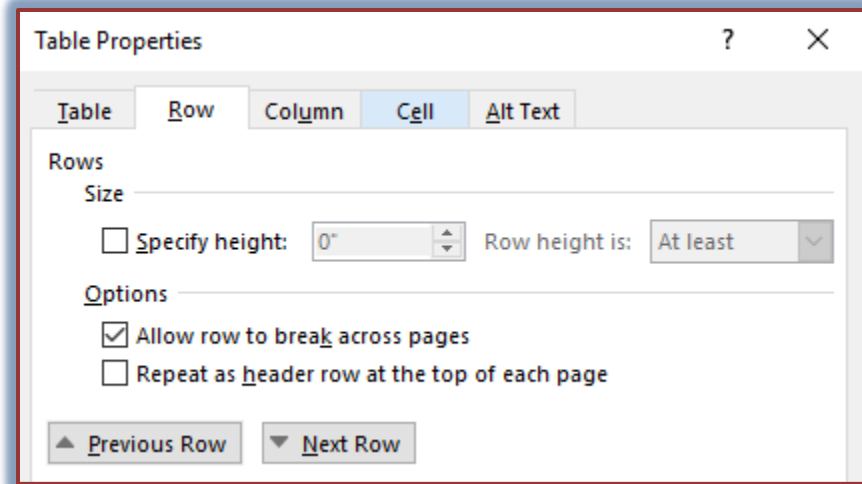


- ✦ The **Table Properties** dialog box will appear.



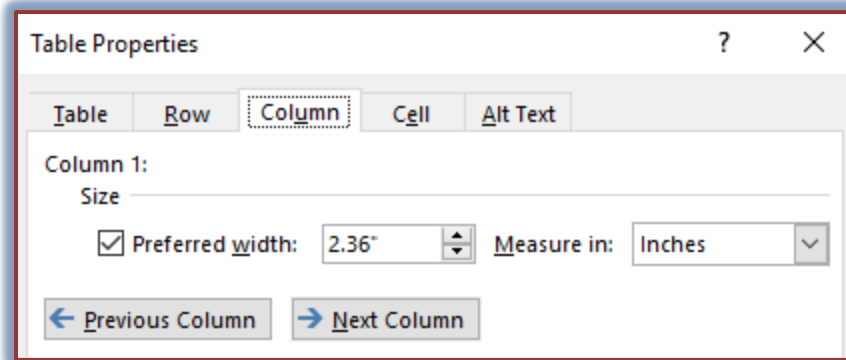
- ✦ Click the **Table** tab – This tab is used to change the properties of a table.
  - ★ **Size** – Use this option to change the size of the table by percentage or by inches.
  - ★ **Alignment** – Use this option to specify whether the table should be aligned to the **Left**, **Center**, or **Right** on the page.

- ★ **Indent from Left** – Use this option to specify how many inches the table should be indented from the left edge of the page.
  - ★ **Text Wrapping** – This option is used to specify how text is going to be allowed to wrap around the table.
    - ✦ **None** – Text will **not** be allowed to wrap around the edges of the table.
    - ✦ **Around** – Text will be allowed to wrap around the edges of the table.
  - ★ **Borders and Shading** – Use this option to apply different styles of borders and shading to the cells of the table.
  - ★ **Options** – Click this button to specify spacing between cells and the margins in a table.
- ✦ Click the **Rows** tab– The options in this tab are used to change the proportions of a row.

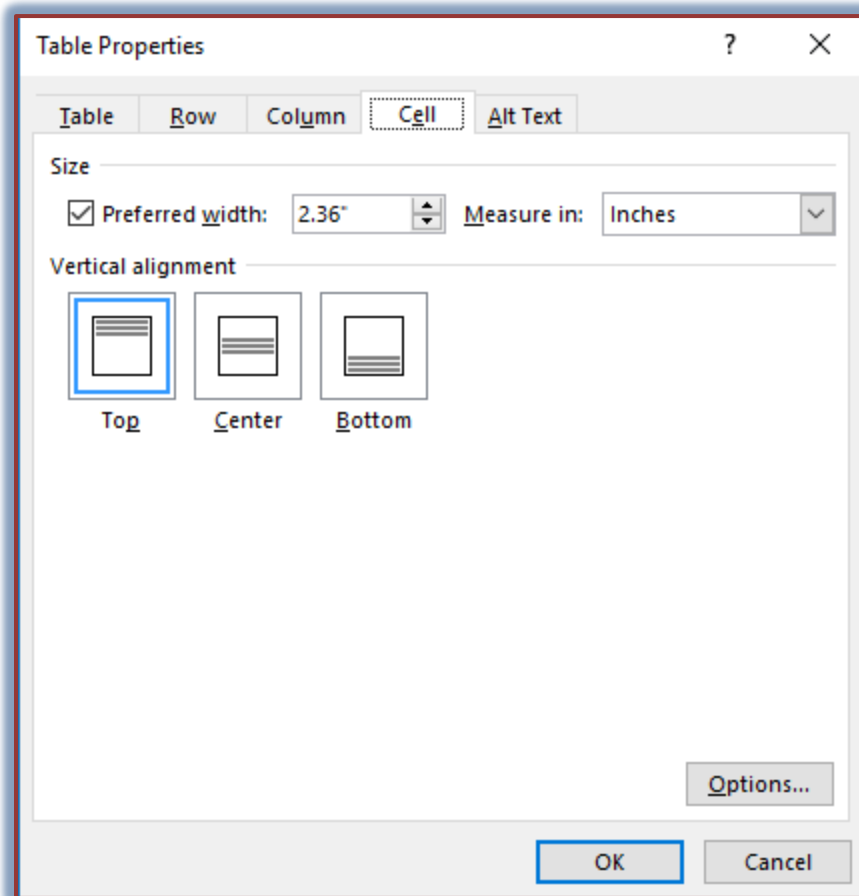


- ★ **Size**
    - ✦ **Specify height** - Click the spinner arrows to change the height of the row.
    - ✦ **Row height is**
      - **At least** – The height has to be at least this height or more. The height will adjust in proportion to the size of the font and the content of the row.
      - **Exactly** – The row must be exactly the height specified. The height will not adjust in proportion to the size of the font and content.
  - ★ **Options**
    - ✦ **Allow row to break across pages** – If this box is checked, the text in a row can go to the next page if it won't fit on the current page. To keep rows from splitting across pages, clear the checkbox.
    - ✦ **Repeat as header row at the top of each page** – When this option is selected, the header row will repeat at the top of each page of the table.
  - ★ **Previous Row** – To move the insertion point to the row before the selected row, click this button.
  - ★ **Next Row** – To move the insertion point to the row after the selected row, click this button.
- ✦ **Columns** – This dialog box is used to change the proportions of a column.
- ★ **Size**
    - ✦ **Preferred Width** – This option is used to specify the width of the column.
    - ✦ **Measured in** – Use this option to choose whether to measure the width of the column in percent or in inches.

- ✦ **Previous Column** – Click this button to move the insertion point to the column before the selected column.
- ✦ **Next Column** – To move the insertion point to the column after the selected column, click this button.

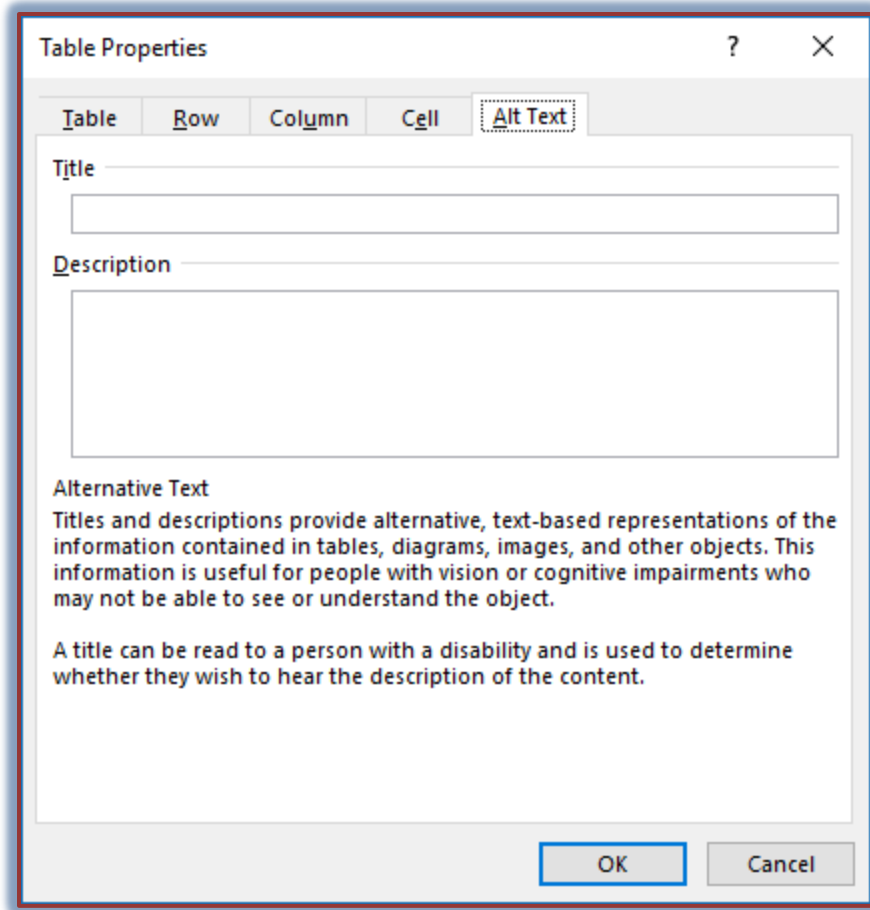


- ✦ **Cell** – Changes the proportions of a cell.



- ★ **Preferred Width** – This option is used to specify the width of the cell.
- ★ **Measure in** – Use this option to choose whether to measure the width of the cell in percent or in inches.
- ★ **Vertical Alignment** – This option is used to specify how the text should be aligned vertically (between top and bottom of the cell). The options here are **Top**, **Center**, or **Bottom**.
- ★ **Options** – Click this button to specify the margins for the cells and to specify how text will wrap within a cell.

✦ **Alt Text** – The illustration below shows the Alt Text properties dialog box.



- ★ These properties are used to input text that will display while tables are loading or if they are missing.
- ★ Web search engines use the alternative text to help find Web page.
- ★ This text is also used to assist people with disabilities.
- ★ A text reader will read the text so that the person can know what the object is.