


SELECT TABLE ELEMENTS

It is essential to understand how to select rows, columns, cells, or the whole table in order to enter text, to modify text, and to format the table. Once a cell has been selected, text is entered into it in the same way that you would enter text in a regular Word document.

To Select	Do this
The Entire Table	<ul style="list-style-type: none">➤ Click  next to the Table or click anywhere in the table.➤ Click the Table menu, point to Select, and then click Table.
One or more rows	<ul style="list-style-type: none">➤ Click in the left margin next to the first row that is to be selected.➤ Drag to select the rows that are needed.
One or more columns	<ul style="list-style-type: none">➤ Move the insertion point just above the column until the mouse pointer turns to a downward pointing black arrow.➤ Click and Drag with the mouse pointer to select the columns needed.
The column or row with the insertion point	<ul style="list-style-type: none">➤ While in the table, click the Table Tools Contextual Tab.➤ In the Table Group, click the Select button.➤ Click the appropriate option in the list that appears.
A single cell	<ul style="list-style-type: none">➤ Triple click within the cell.➤ Click and Drag across the text.
More than one cell	<ul style="list-style-type: none">➤ Click and Drag across the cells to be selected.