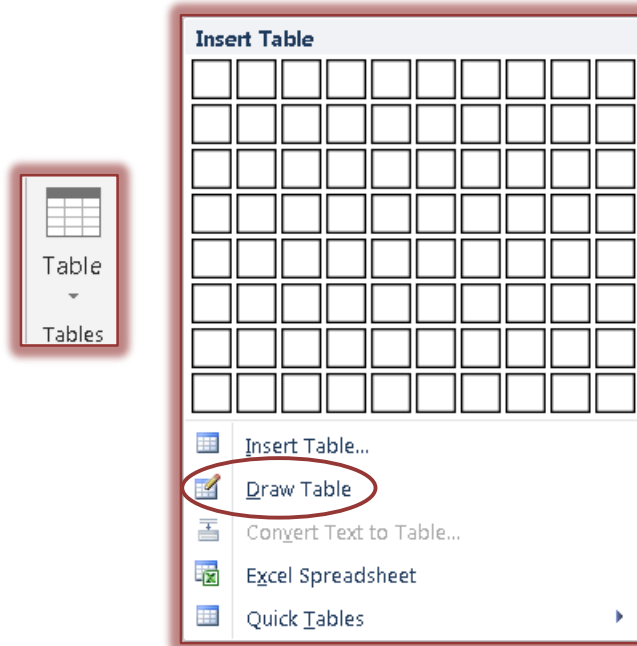


DRAW A CUSTOM TABLE

There are times when it might be necessary for a table not to contain the same number of cells in each row or column. The Draw Table feature allows for the customization of a table by drawing cells exactly where the user wants them. Vertical, horizontal, and diagonal lines can be drawn. After the table has been drawn, it is possible to use the same formatting features as are used when creating a table using the Insert Table feature which is discussed in the **Insert Table** link. To draw a table, complete the steps below.

Create Table

- ✚ Click where the table is to be created.
- ✚ Click the **Insert Tab**.
- ✚ In the **Tables Group**, click the **Tables** button (see illustration below left).

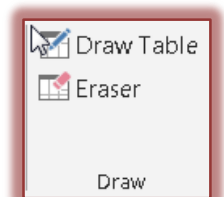


- ✚ Click the **Draw Table** button in the list that appears (see illustration above right).
- ✚ The pointer will change to a pencil shape (see illustration at right).
- ✚ To define the outer table boundaries, draw a rectangle.
- ✚ The **Table Tools Contextual Tab** will display, with the **Design Tab** selected.
- ✚ To create columns and rows, draw the column and row lines inside the rectangle.
 - ★ A rectangle creates individual cells for the table boundaries.
 - ★ Horizontal lines create rows.
 - ★ Vertical lines create columns.
 - ★ Diagonal lines split cells diagonally.



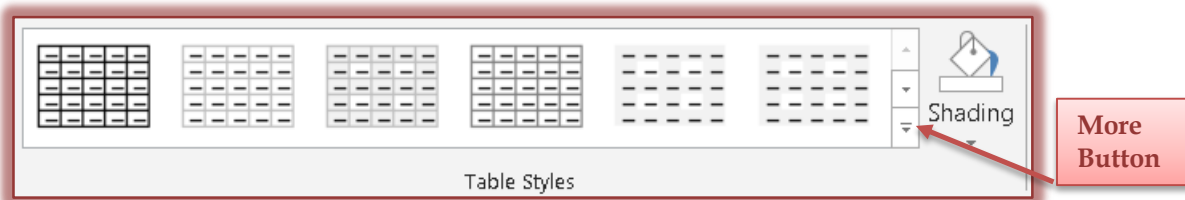
Erasing Lines

- ★ Click the **Table Tools Layout Tab**.
- ★ Click the **Eraser** button in the **Draw Group** (see illustration at right).
- ★ Click any of the lines in the table.
- ★ The line will be removed from the table.

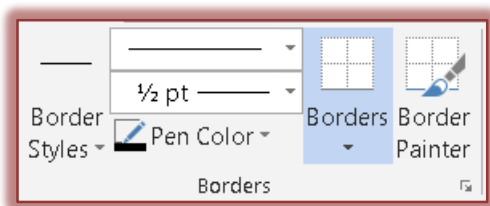


Apply Design

- ✚ Click the **Table Tools Design Tab**.
- ✚ In the **Table Styles Group** (see illustration below), click any of the designs.



- ★ To select from a larger gallery of designs, click the **More** button.
- ★ To scroll through the gallery one row at a time, click the up and down arrows on the right side of the gallery.
- ✚ When the table is finished, click a cell and start typing or insert a graphic.
- ✚ To apply shading to individual cells, click the **Shading** button, in the **Table Styles Group**.
- ✚ To change the appearance of borders in the table, click the **Borders** button in the **Borders Group**.



- ✚ To change the color of the pen that is being used to create the lines, click the **Pen Color** button in the **Borders Group**.
- ✚ To change the style and weight of the lines, click the appropriate buttons above the **Pen Color** button in the **Borders Group**.

Tip:

- ✚ More than one formatting option can be applied to a line at a time while the table is being drawn. For instance, it is possible to change the Line Style, Line Weight, and Pen Color all at the same time by clicking on each of the options before drawing the table or a column or row in the table.
- ✚ To change the format of lines that are already in the table, select the options and then click the line.
- ✚ Hold down the **CTRL** key to automatically apply text wrapping while the table is being drawn.