**Notes about Tables**

**Insert a Table**

1. In the **Insert** tab, under the **Tables** section, click **Table**
2. Drag your mouse across the grid to select the number of **rows and columns** for your table (ex. 3x2 would be a 3 column, 2 row table)

**OR**

1. Select **Insert Table** and enter the number of columns and rows for your table
2. Click **OK**

**Add a Table Border**

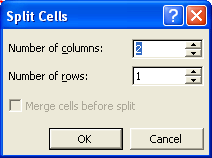
1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table.**
3. Under **Table Tools**, click the **Design** tab.
4. In the **Table Styles** group, click **Borders**, and then do one of the following:
5. Click one of the predefined border sets.
6. Click **Borders and Shading**, click the **Borders** tab, and then choose the options that you want.

**Shading**

1. Under **Table Tools**, click the **Layout** tab.
2. In the **Table** group, click **Select**, and then click **Select Table.**
3. Under **Table Tools**, click the **Design** tab
4. In the **Table Styles** group, click **Shading** and choose the color of your choice.
5. You can also shade individual cells by **highlighting** that cell that you wish to be shaded.

**Merging Cells**

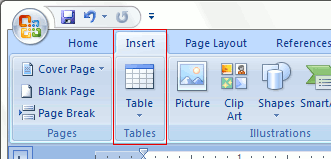
1. Select the cells that you want to **merge** by clicking the left edge of a cell and then **dragging across** the other cells that you want.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Merge Cells**.

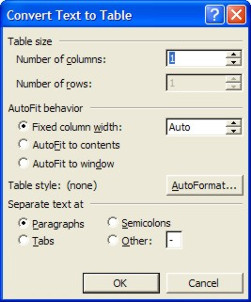
**Splitting Cells**

1. Click in a cell, or select multiple cells that you want to **split**.
2. Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Cells**.
3. Enter the number of columns or rows that you want to split the selected cells into.

**Convert Text to Table**

1. Insert separator characters  — **such as commas or tabs** — to indicate where you want to divide the text into columns.
2. Use paragraph marks to indicate where you want to begin a new row. For example, in a list with two words on a line, insert a comma or a tab after the first word to create a two-column table.
3. Select the text that you want to convert.
4. On the **Insert** tab, in the **Tables** group, click **Table**, and then click **Convert Text to Table**.





1. In the **Convert Text to Table** dialog box, under **Separate text at**, click the option for the separator character that is in your text.
2. In the **Number of columns** box, check the number of columns. If you don't see the number of columns that you expect, you may be missing a separator character in one or more lines of text