Microsoft Word Tables

CS-150L

Computing for Business Students

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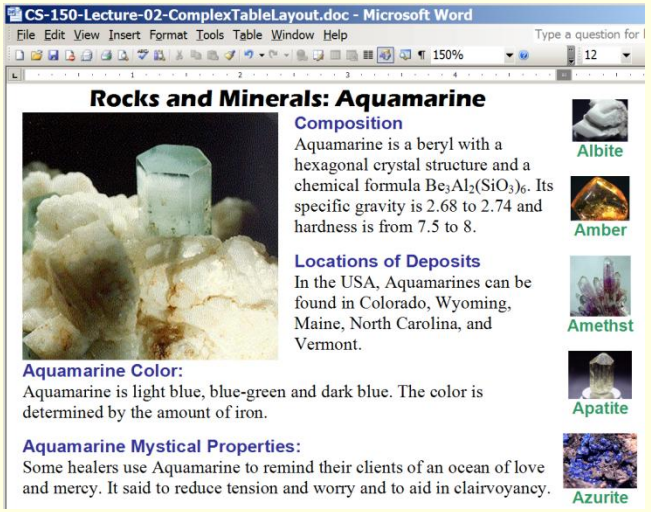
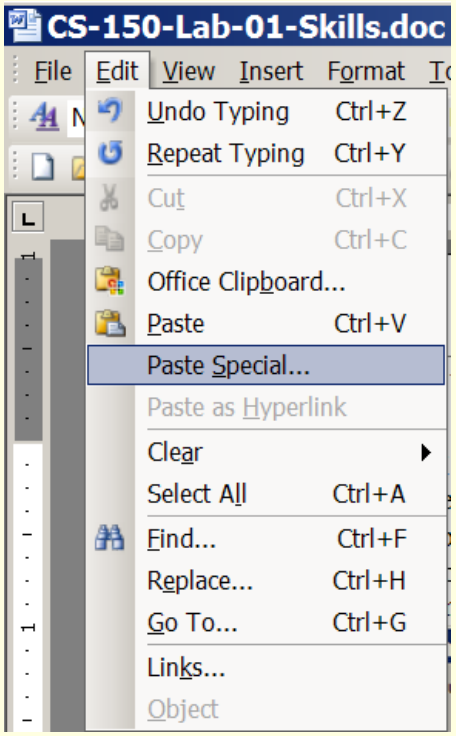
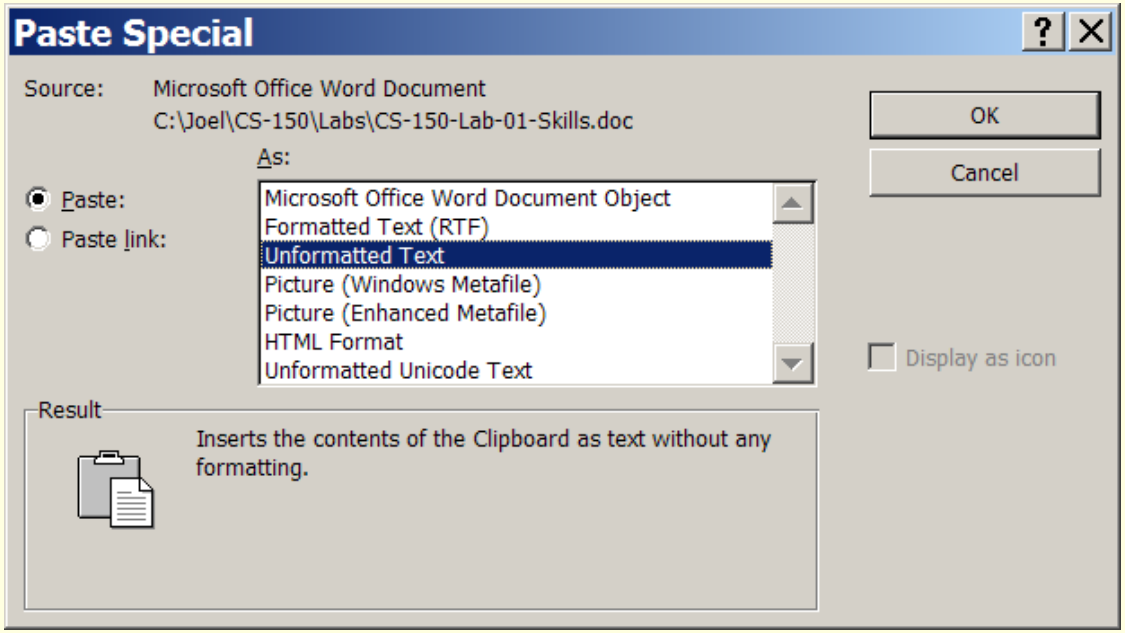


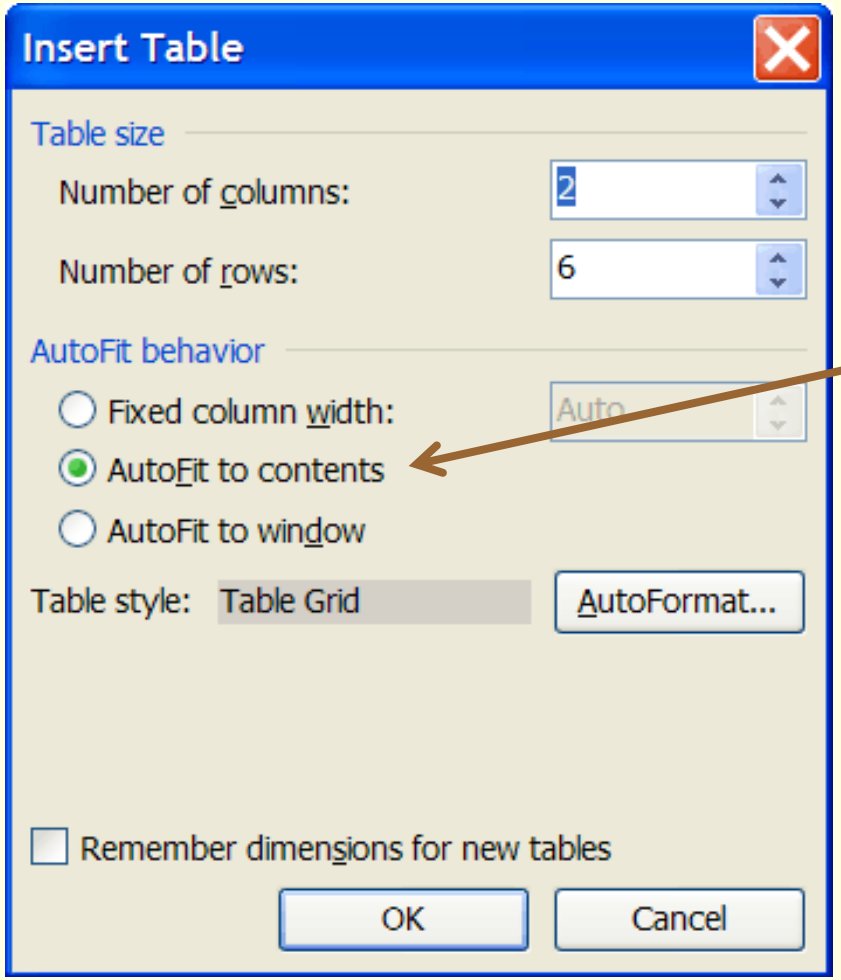
Paste as Unformatted Text





Effective Java (2nd Edition)
by Joshua Bloch
List Price: $49.99

Insert Ribbon→Table→Insert Table...



Default Table:

- Columns = 2
- Rows = 2
- ***AutoFit to contents***

The Columns get bigger	

Table From Past CS-150 Exam

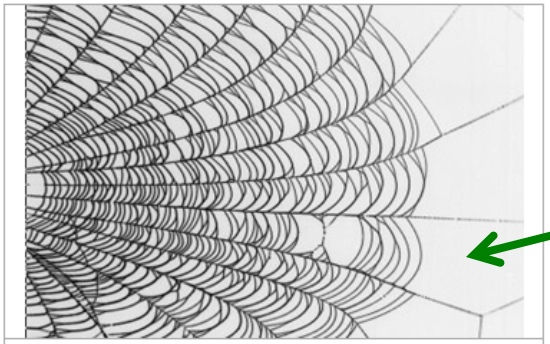
Merge Cell used on selected cells.

Portable Rewritable Storage Media		
Description	***First Year of Wide Commercial Availability***	***Capacity (Kilobytes)***
5¼-inch DD floppy	1978	360
3½-inch HD floppy	1987	144,000
12 cm CD-RW	1997	650,000
12 cm Blu-ray RE	2007	25,000,000

Format → Borders and Shading used to create the 3 different types of cell borders

Image layout Options

1.1: Uniform Resource Locator



Photograph by Ted Wilcox

When most people
referring to the
abbreviated as "the
system of interlink
Internet. With a W
Internet Explorer or
interact with Web pa
vid
from the use of *hypertext*. Hyper
example, another webpage). This
(usually by clicking on the hyperl

Double-click on image to open *Format Picture* dialog.

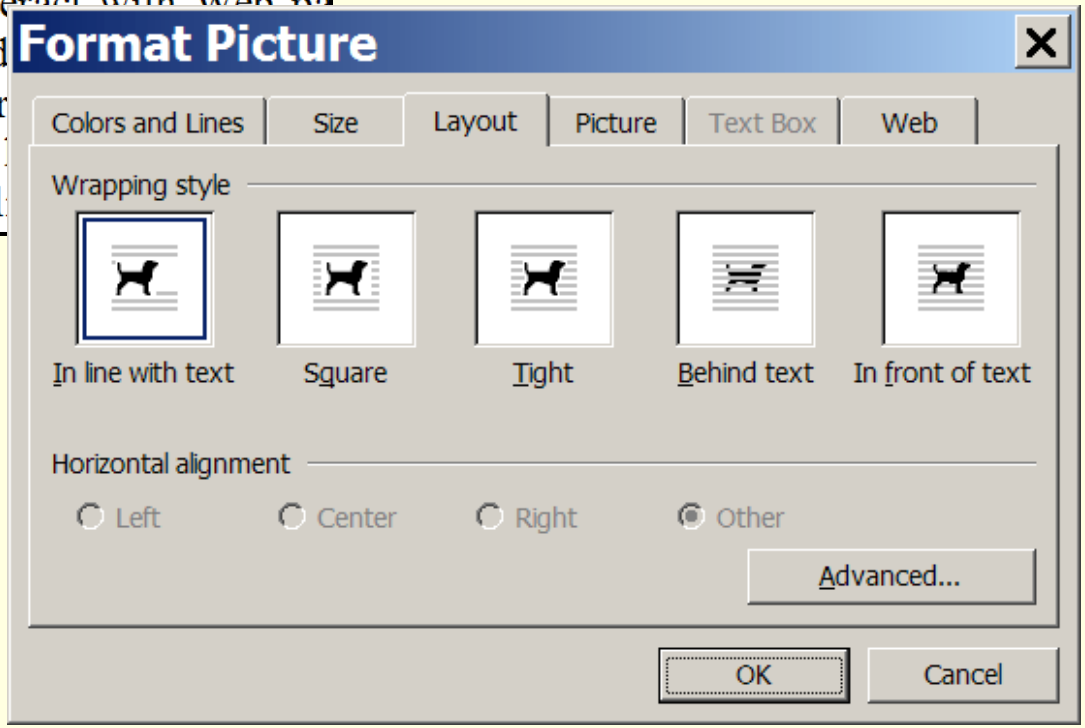


Table with two rows, one column, and hidden borders

Use Tables for Complex Layouts

CS-150-Lecture-02-ComplexTableLayout.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Rocks and Minerals: Aquamarine

Composition

Aquamarine is a beryl with a hexagonal crystal structure and a chemical formula $Be_3Al_2(SiO_3)_6$. Its specific gravity is 2.68 to 2.74 and hardness is from 7.5 to 8.

Locations of Deposits

In the USA, Aquamarines can be found in Colorado, Wyoming, Maine, North Carolina, and Vermont.

Albite

Amber

Amethst

Apatite

Azurite

Aquamarine Color:

Aquamarine is light blue, blue-green and dark blue. The color is determined by the amount of iron.

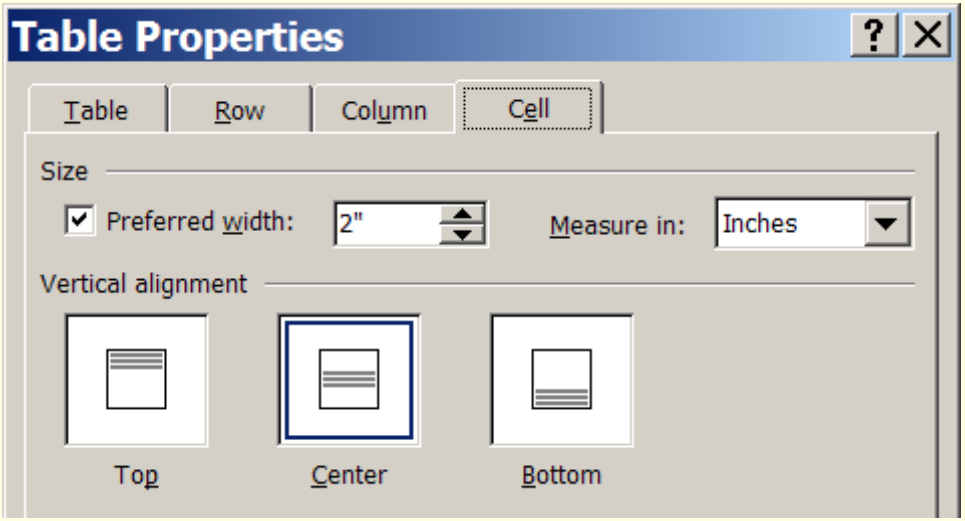
Aquamarine Mystical Properties:

Some healers use Aquamarine to remind their clients of an ocean of love and mercy. It said to reduce tension and worry and to aid in clairvoyancy.

Try using *nested tables* without boarders.

Vertical Centering in a Table

One Row	There are Two Rows Here	This Last Column Has Three Rows of Text

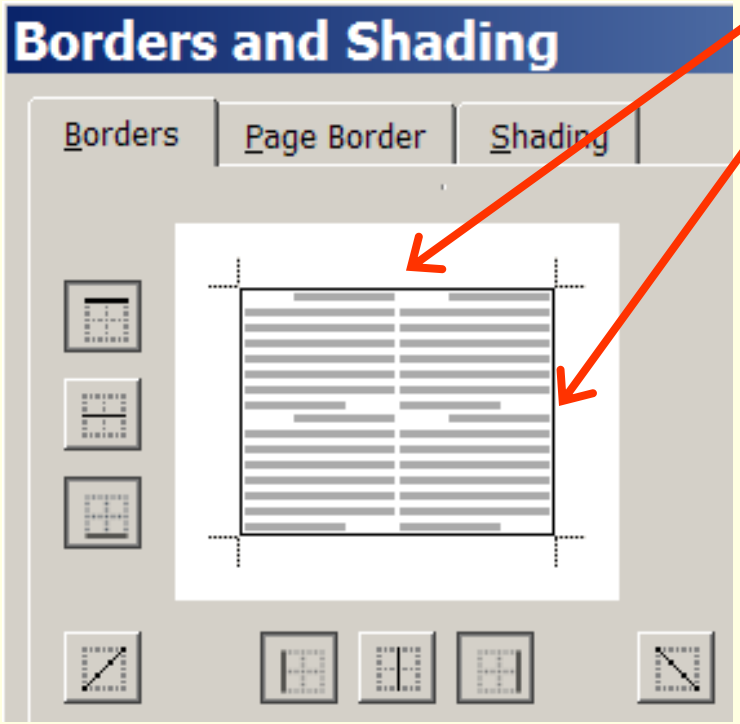


*****Bad*****
Centered by adding spaces

One Row	There are Two Rows Here	This Last Column Has Three Rows of Text

"It did not print the borders inside the table"

No inside borders are selected, Thus, none will Print. In Normal and Page Layout View, however, table shows non-printing ***guide lines.***



2	7	6
9	5	1
4	3	8

Use ***Print Preview*** from the ***File*** menu to see how the page will print.