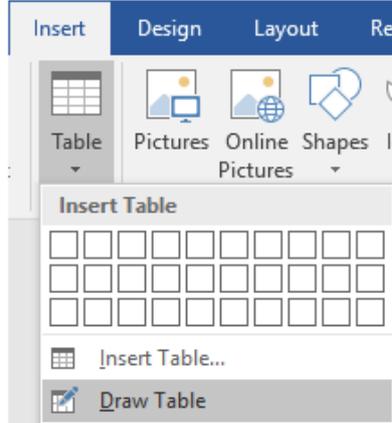


Microsoft Word

Creating Tables using the Drawing Tools

Note: These instructions apply to desktop versions of Word only.

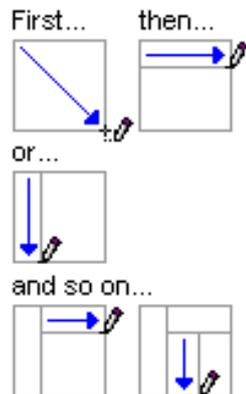
If you want more control over the shape of your table's columns and rows or something other than a basic grid, the **Draw Table** tool helps you draw exactly what you want.



You can even draw diagonal lines and cells within cells.

- click **Insert, Table, Draw Table** (the mouse pointer changes to a pencil)
- draw a rectangle to make the table's borders
- position the cursor inside the rectangle and draw lines for columns and rows inside the rectangle

Note: If the lines look crooked it's not a problem, Word straightens them as you draw



To erase a line:

- click the **Table Tools Layout** tab (Word 2013, 2016)
- click the **Table Tools Design** tab (Word 2007, 2010)
- click the **Eraser** button and then click the line that you want to erase



To distribute all of the rows and columns evenly:

- On the **Table Tools Layout** tab, in the **Cell Size** group, click **Distribute Rows** or **Distribute Columns**

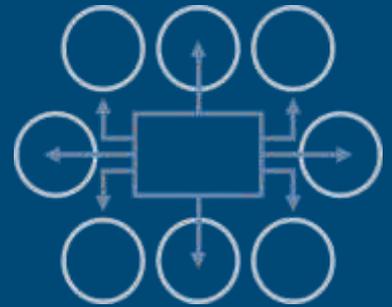
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