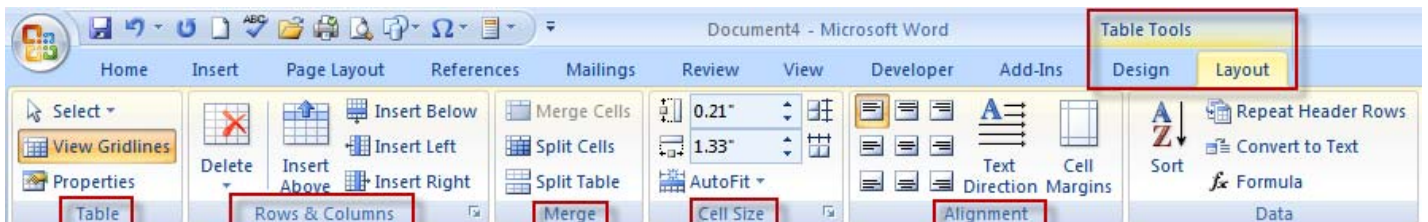
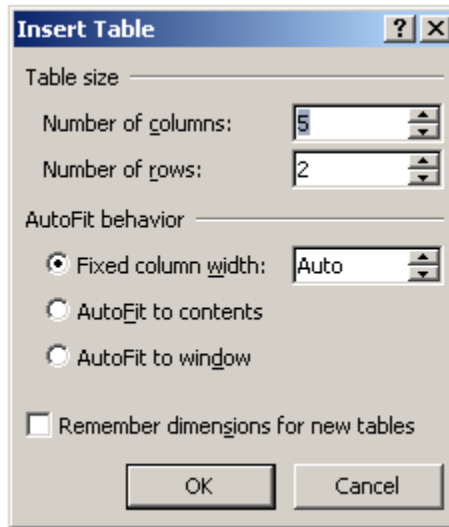
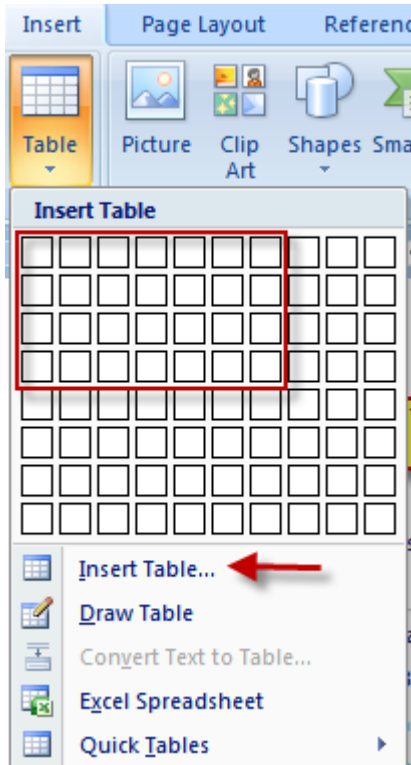


TABLES IN WORD



MERGE CELLS

This is a merged row.							

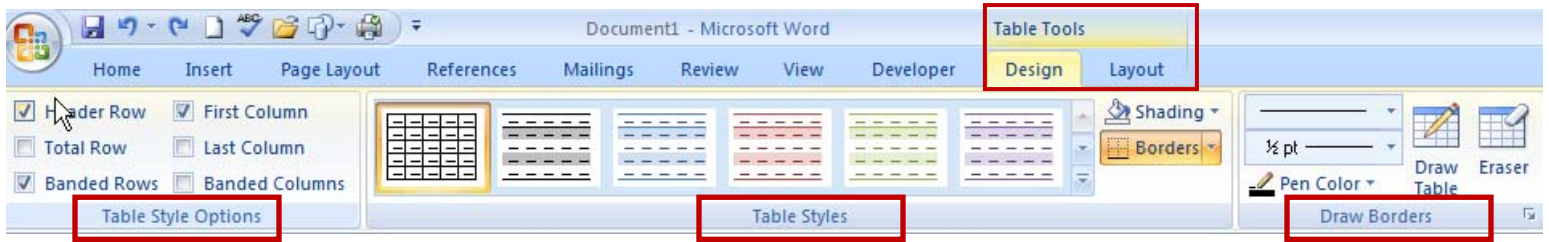
The first row in the table was merged to make one large row TABLE TOOLS→LAYOUT→MERGE

SPLIT CELLS – This option is used to evenly divide a cell in a table. See the sample below:

1	2	3	4	5	6		

The first row in the table was divided by splitting the cells: TABLE TOOLS→LAYOUT→SPLIT CELLS

TABLES IN WORD



BORDERS are an important part of tables. Go to Table Tools→Design→Borders→Borders and Shading

REMOVE BORDERS: Go to Table Tools→Design→Borders→No Border

