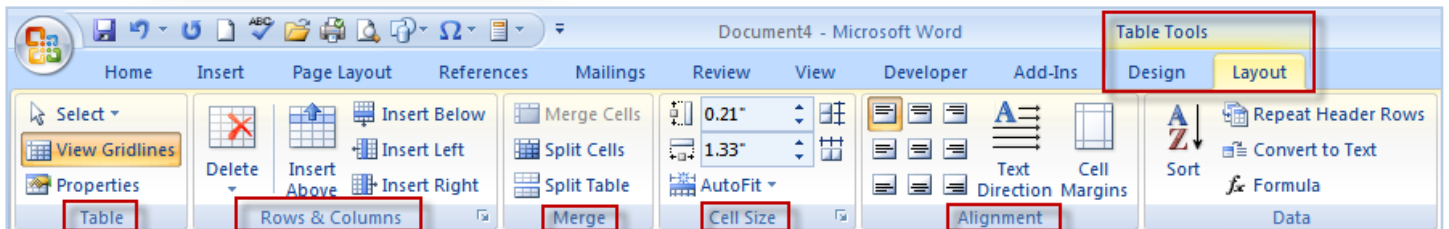
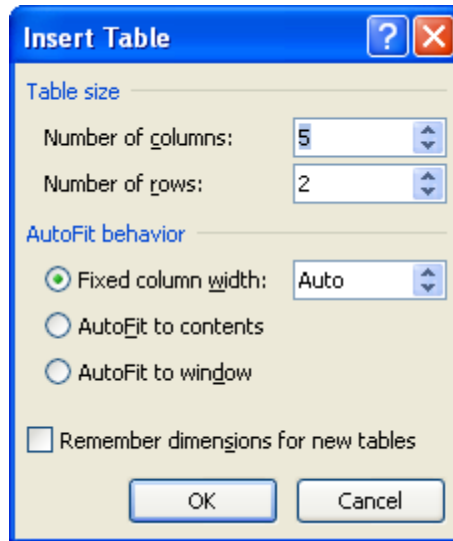
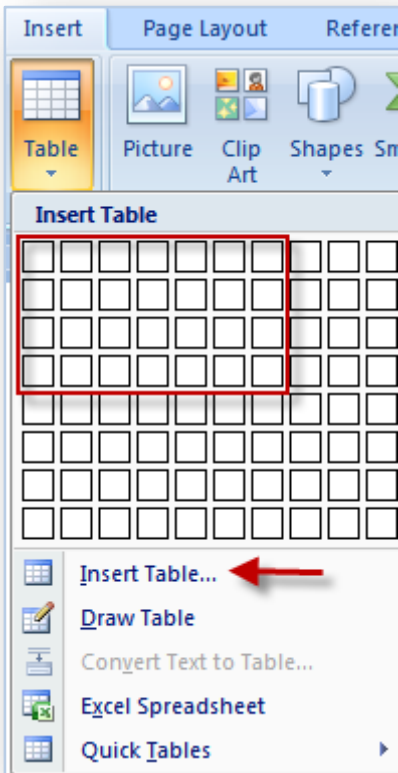
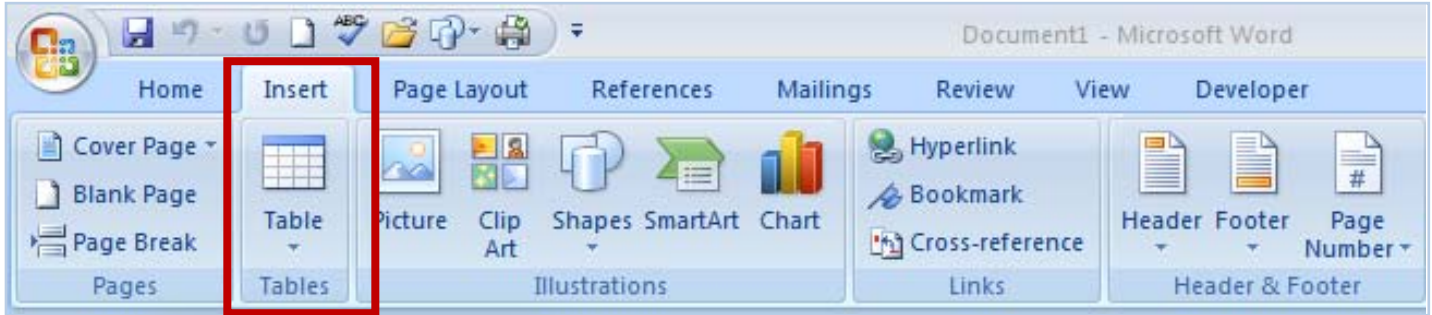


TABLES in WORD - NOTES



MERGE CELLS

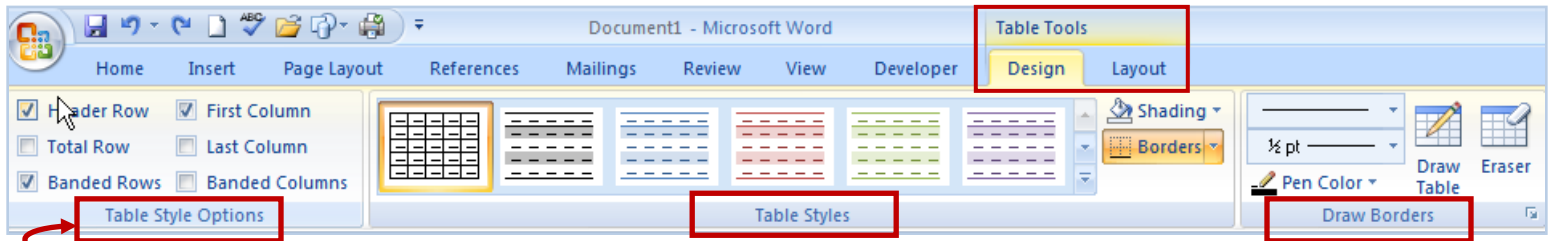
| | | | | |
|-----------------------|--|--|--|--|
| This is a merged row. | | | | |
| | | | | |

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**



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

