
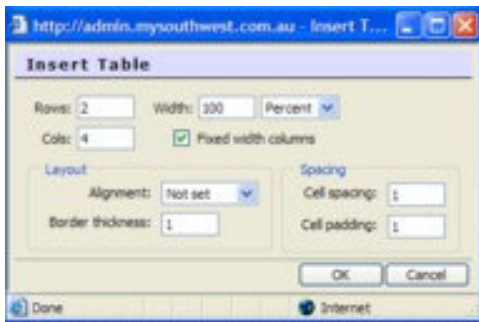


# Fact Sheet 16 - Tables



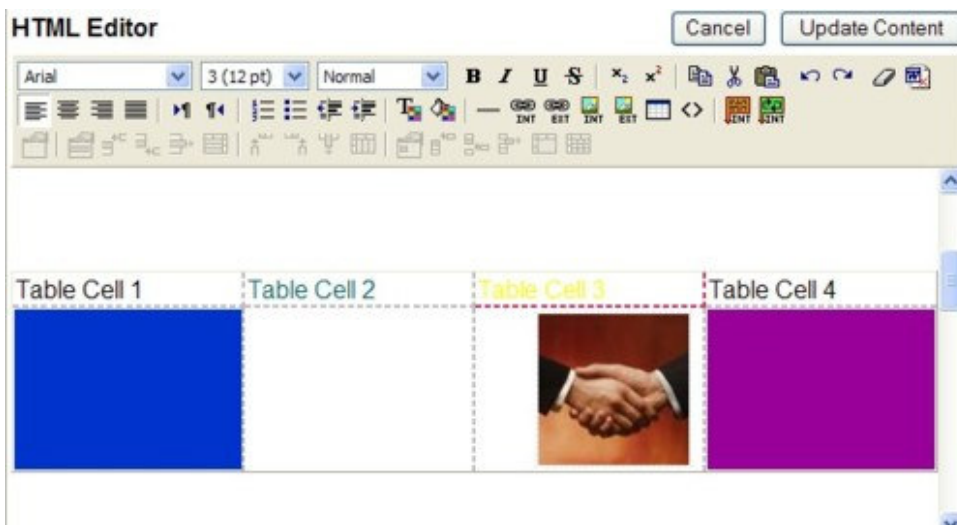
Within the HTML editor you can insert a table by clicking on this icon .

A new window will open and you will be required to fill in some information.



Enter the number of rows and columns required, how wide it should be with regard to the page, how much the cells should be spaced apart within the table, the border (if any) and the alignment of text or pictures within the table.

You may need to experiment with various types of tables before you get what you need. The major advantage of tables is that they allow you to precisely space items of text, or images, on your webpage with minimal effort. The following is a 2 row, 4 column table with custom colours and outlines added to each cell. To modify the contents of a table, **right click** on the table itself and choose from the menu options available.



# Fact Sheet 16 - Tables

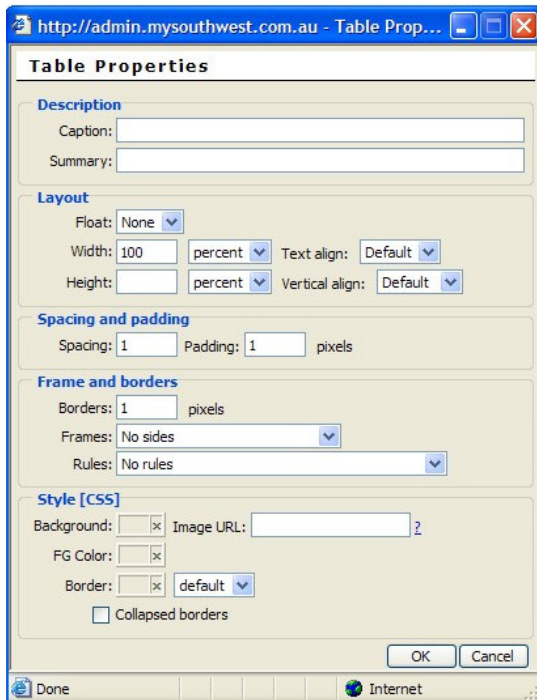
Once you have a table inserted into your page the following HTML Editor icons will be of use:



The icons are grouped into functions that will affect the whole table, those that will alter rows, those that deal with columns and finally those that alter the individual cells. The icons are from left to right:



**Table Properties:** This will open a dialogue box that will allow you to alter the various properties of the table as a whole:



The easiest way to discover what each of the properties will do is to change one of them and see how it alters the appearance of your table.

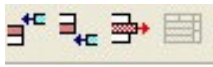
N.B. Borders and colours may not show any change to the table until you exit the editor as a whole. It is vital that you view the finished page in a separate browser window. That will display your page as it looks on the internet and you will be able to see what your changes actually look like.

# Fact Sheet 16 - Tables

## ROWS



This icon allows you to alter the properties of the row that you are in when you select it. Again this will open a dialogue box but this time any changes you make will only apply to that row.



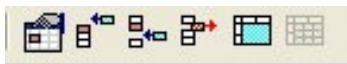
The next icons allow you to insert a new row before the row you are currently in, insert a row after the row you are currently in, delete the row you are currently in or, finally, to split the row you are currently in. The split function will only work once you have a row that has previously been merged (see merge cells below).

## COLUMNS



The next set of icons deal with columns. These will allow you to perform the same actions on columns as you were able to use with rows. Namely, to insert a column before the current column, after the current column, delete the current column and to split the current column. The split function will only work once you have a row that has previously been merged (see merge cells below).

## CELLS



The final set of icons allows you to perform actions on individual cells. You can display the properties of a cell (and alter them). Insert a cell before the current one, after the current one or you can delete the current cell. The final two icons allow you to merge and split cells. To merge two or more cells you click into a cell and select the merge icon. You will be prompted with regard to how many columns and rows you wish to merge. Having merged a cell you can then split it back into separate rows and columns by use of the split icons mentioned previously.

Again, the best advice is to create a table, fill it with some text and then play around with all of the icons you have available.