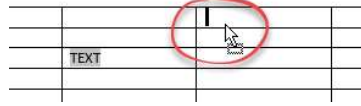




Tables - Working with Text

How do I move text between cells?

1. Select the text you wish to move.
2. Position your cursor over the selected text.
3. Click and hold down the left mouse button.
4. Drag the text to the required location.

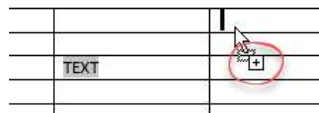


- The cursor will appear as a white arrow with a box underneath it. The vertical line illustrates where the text will be placed when you release the mouse button.
5. Release the mouse button.

How do I copy text between cells?

1. Select the text you wish to copy.
2. Position your cursor over the selected text.
3. Click and hold down the left mouse button.
4. Drag the text to the required location.
5. Press and hold <Ctrl>.

The cursor appears as a white arrow with a box with a plus sign in it. A vertical line will illustrate where the text will be placed when you release the mouse button.



6. Release the mouse button.
7. Release the <Ctrl> key.

How do I alter text alignment in a cell?

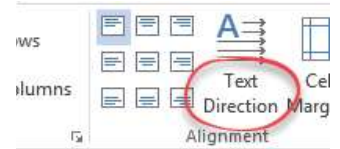
1. Position your cursor in a cell (to alter one cell) or select the cells you wish to change.
2. Click to display the 'Table Tools, Layout' ribbon.
3. In the 'Alignment' section click one of the 9 options to select it.



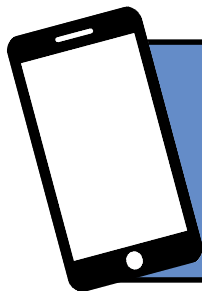
How do I change the direction of my text?

1. Position your cursor in a cell (to alter one cell) or select the cells you wish to change.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Text Direction' button.

- The text will run vertically from top to bottom.
4. Click again to run the text vertically from bottom to top.
 5. Click for a third time to return your text to its normal, horizontal state.



You may have to adjust the height of your row after changing the direction of your text.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support
at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk