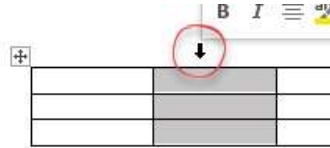




Tables - Working with Columns

How do I select a column?

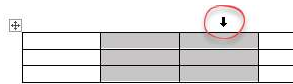
1. Position your cursor at the top of a column until it changes in appearance to a black down pointing arrow
2. Without moving the mouse, click once on the left mouse button.



How do I select more than one column?

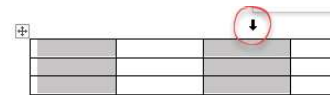
To highlight consecutive columns:

1. Position your cursor at the top of a column until it changes in appearance to a black down pointing arrow
2. Without moving the mouse, click once on the left mouse button
3. With the first column highlighted, keep your finger on the mouse button and drag the mouse left or right to highlight adjacent columns.



To highlight non-consecutive columns:

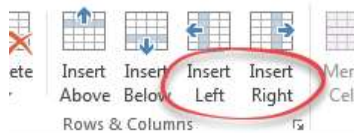
1. Position your cursor at the top of a column until it changes in appearance to a black down pointing arrow
2. Without moving the mouse, click once on the left mouse button
3. Press and hold the <Ctrl> key.
4. Move your cursor to the top of the next column to be highlighted.
5. Click the left mouse button.
6. Keep your finger pressed on the <Ctrl> key and repeat steps 3 and 4 until all required columns are highlighted.



How do I insert a column?

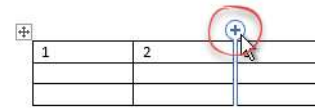
Method One:

1. Click in or select the row above or below where you want an extra row to be created.
2. Click the Table Tools, Layout ribbon.
3. Click the 'Insert Left' or 'Insert Right' button.



Method Two:

1. Position your cursor at the top of the column, next to where you want the new column inserted.
2. Click the 'Plus' that appears between the columns.
3. A new row will be created. Click the 'Plus' to again to add further rows.



How do I insert multiple columns?

Method One:

1. In the table - Select the number of columns you wish to insert. (For example, to insert 3 columns select 3 columns next to where you want them inserted.)
2. Click the Table Tools, Layout ribbon
3. Click the 'Insert Left' or 'Insert Right' button.

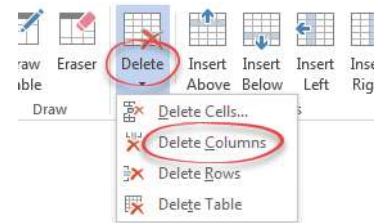
Method Two:

1. In the table - Select the number of columns you wish to insert. (For example, to insert 3 columns select 3 columns next to where you want them inserted.)
2. Click the 'Plus' that appears between the columns.

How do I delete columns?

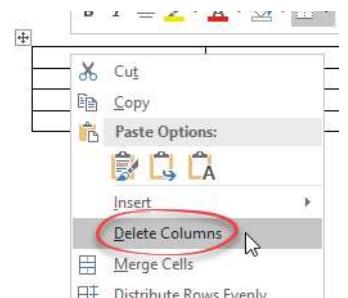
Method One:

1. Select the column(s) you wish to delete.
2. Click the Table Tools, Layout ribbon.
3. Click the 'Delete' button.
4. Click 'Delete Columns'.



Method Two: Right Click

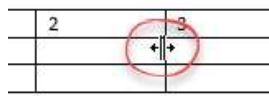
1. Select the column(s) you wish to delete.
2. Right click.
3. Click 'Delete Columns'.



How do I change the width of the columns?

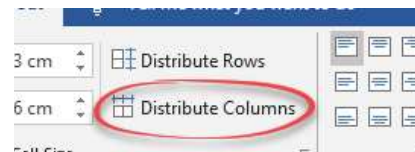
Method One:

1. Position your cursor over the vertical border of the column you wish to alter.
The cursor will change from its normal state to one which has 2 vertical lines with left and right pointing arrows as illustrated.
2. Click and HOLD the left mouse button.
3. Drag the mouse to the left or right to increase/decrease the width of the column.



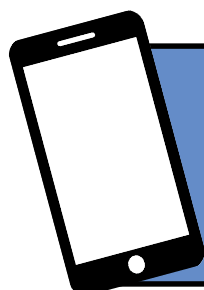
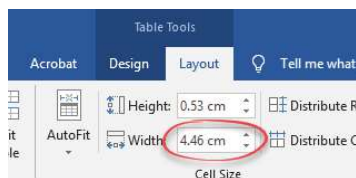
How do I make the columns equal width?

1. Select the columns you wish to make equal width, or click anywhere within the table to make ALL columns equal width.
2. Click the 'Table Tools, Layout' ribbon.
3. Click the 'Distribute Columns' button.



Method Two:

1. Click within the column or select the columns you wish to alter.
2. Click the 'Table Tools, Layout' ribbon.
3. In the 'Cell Size' section use the width spin controls to adjust the width of the selected column(s).



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