How do I change the style of my table?
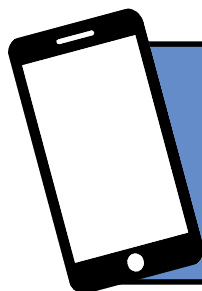
After constructing your table it is possible to use the 'Table Styles' options to reformat its style rather than choosing the line formatting/border shading yourself.

1. Click within your table.
2. Click to display the 'Table Tools, Design' ribbon.
3. Choose one of the styles displayed or use the drop down menu to display further options.

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.