

Instructions: Duplicate the page below.

- Read the instructions and look carefully at each table.
- Type everything shown (except this box), including your name, the date and the instructions written in the first person.
- Do not use copy and paste.

Your Name
Today's Date

I used **Table → Insert → Table → AutoFormat...** to create the table shown below.

Type	Animal	Food	Family	Skin
Can't Fly	Chicken	Chicken Meal	Bird	Feathers
Lives in Trees	Monkey	Banana	Mammal	Hair
Loyal	Dog	Dog Chow	Mammal	Hair

I inserted the table below using the **Table → Insert → Table** command.

Column	
width =	1"
2 columns	4 rows

The following table has 5 columns and 5 rows. Some cells are merged by selecting them and going to **Table → Merge Cells**.

	Merge these cells.			
Merge these cells.				

I created the table below by following the directions contained inside the cells. When finished, select the table and go to **Table → AutoFit → AutoFit to Contents**:

this							7 columns by
	is						7 rows
		A					
			table				
				without			
					any		
Try it!						borders	

Create a table like This using the Draw Table command. This is good for odd-shaped tables. Fill the cells with solid colors as well. Cell Fill: Light Blue	Make sure that Cell is selected in the Apply to menu when you add your fill color. Cell Fill: Pink
	Use the "paint bucket" in the Tables and Borders toolbar to add color to the cells. Cell Fill: Red