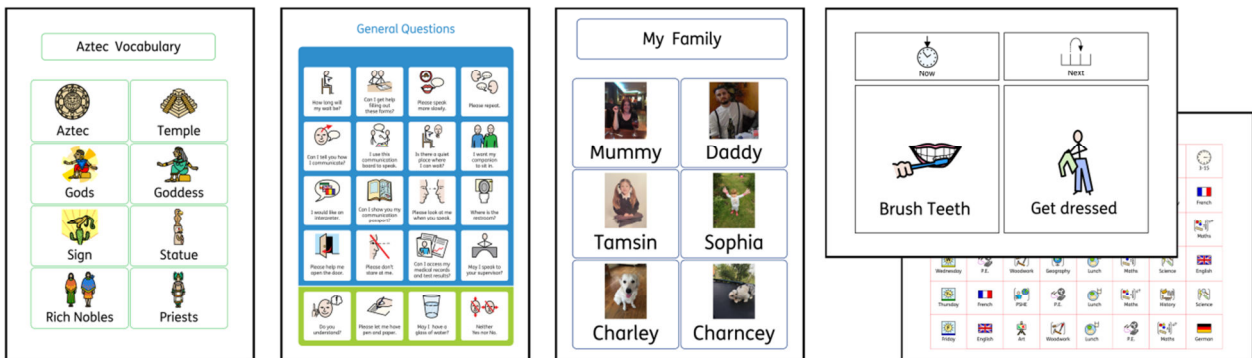




Create a Table

Use tables in documents to help with the layout of content

Flashcards, labels, vocabulary grids, timetables, name badges, word searches, communication boards and much more can be created by adding a table from the Create toolbar.

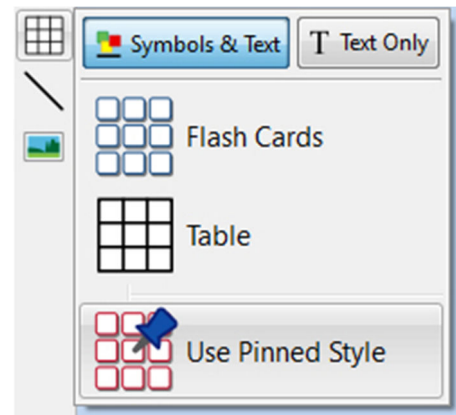


1. To create a table:

Click the **Table** icon in the **Create toolbar** to the left of the screen.

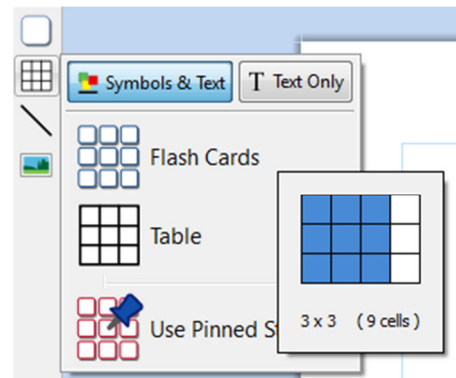
From the **Table** menu that appears, you can:

- Choose the content mode of your table from **Symbols & Text** or **Text Only**
- Choose the style, Flash Cards or Table
- Choose to create a table using a pinned style



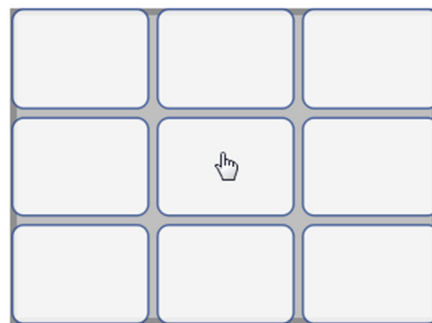
2. When you select the type of table that you would like to create, the **table creator** will appear under your mouse pointer. The table creator shows you the number of rows and columns and the total number of cells that will be created.

Drag the table creator to the dimensions you require, click once to confirm your choice and create the table



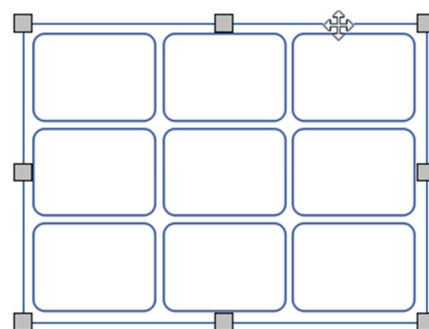
3. A **preview** of the table will attached to your mouse pointer so that you can see exactly where it will be when you place it in your document.

Left-click on the page to place the table. Right-click to cancel creating the table, you can also press the **Esc** key on your keyboard to cancel creating the table.



4. When the table has been placed, you can move it by dragging the edges and resize it with the **sizing handles**.

When the table has been placed, you can **click in a cell** to start typing.



Tip: The **Table Layout** and **Cells** tabs appear on the top toolbar when a table is selected. These tabs can be used to edit the appearance and settings of your table.