

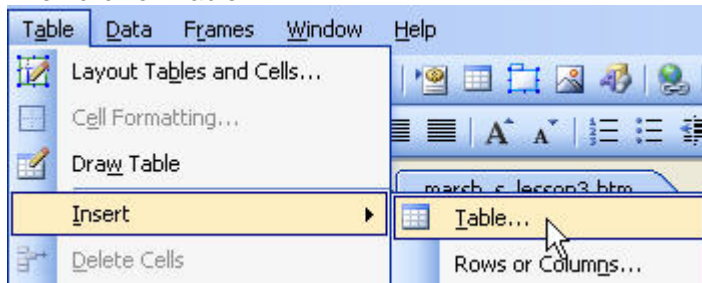
Lesson 4 – Tables

In this lesson you will learn how to:

- Create a table in FrontPage
- Modify the table
- Modify the individual cells of the table

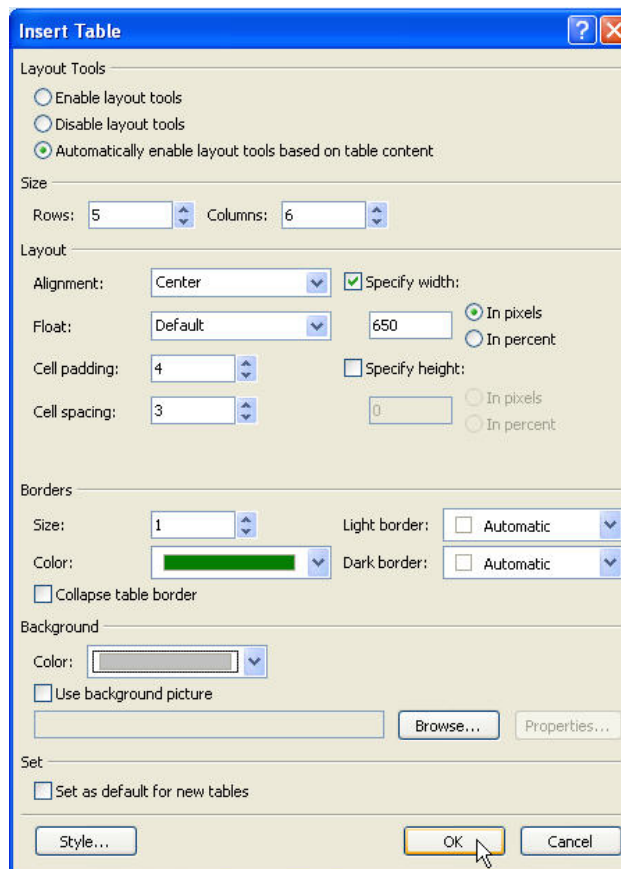
Creating a Table in FrontPage

1. Open FrontPage and open the page on which you want to work
2. Click on Table
3. Then click on Insert
4. Then click on Table



Modifying the Table

1. When the Insert Table window appears you have several options... (you may also access this pop-up screen by right clicking on the table and going to 'Table Properties')



- a. Change 'Rows' and 'Columns' to reflect the size you need
- b. Choose 'Alignment' to place the table on the page where you want
- c. Choose 'Specify Width' if you do not want the table to cover the width of the page
(a good rule to follow is to not have anything on your page more than 800 pixels wide, to avoid horizontal scrolling)
- d. Adjust 'Cell padding' and 'Cell spacing', which is the distance between the borders of the cells and the text/graphic
- e. Adjust the thickness of the border on the table ('0' makes the border invisible)
- f. Set the border color and background color
- g. Use a picture for the background color by checking 'Use background picture' and browsing for a picture

Modifying the Individual Cells

1. Right click on the cell you wish to modify
2. Click on 'Cell Properties'
3. Modify the individual cell from the Cell Properties window

