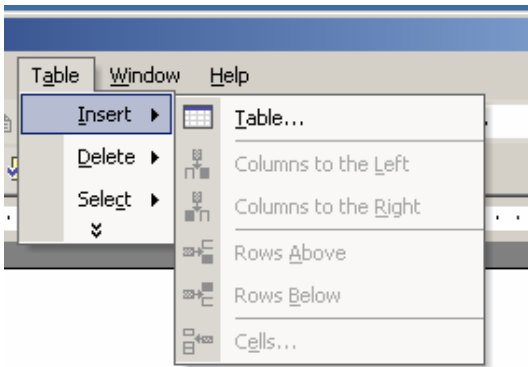
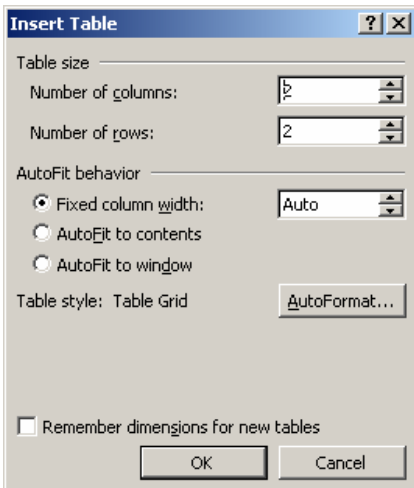


How to Format a Table

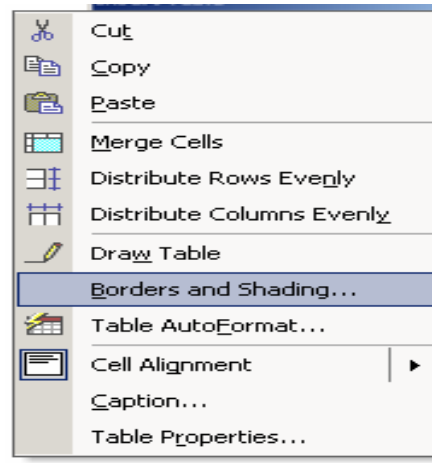
1. Go To **Table**. Select **Insert** then Select **Table**.



2. Select your desired number of **Rows** and **Columns**.



3. Right Click on your Table and Choose **Borders and Shading**



4. Select the **Borders** Tab to edit the borders of y

Borders Tab

Click here to select a border color

Click here to select line size of your table

Click here to apply your changes to either the whole table or only the cell you are on.

5. Select the **Shading** Tab to edit the background color of your table.

Shading Tab

Choose a Table fill color

Click here to alter the transparency of your fill color

Click here to apply your changes to either the whole table or only the cell you are on.