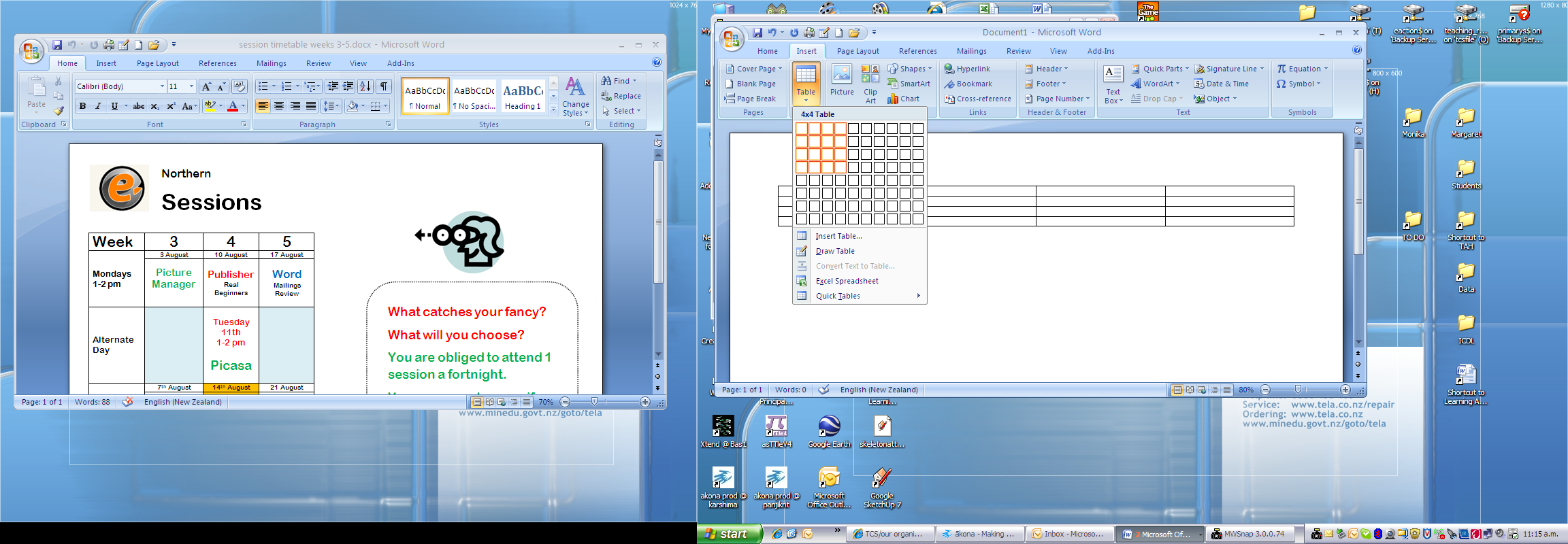
**Working with tables and clipart**

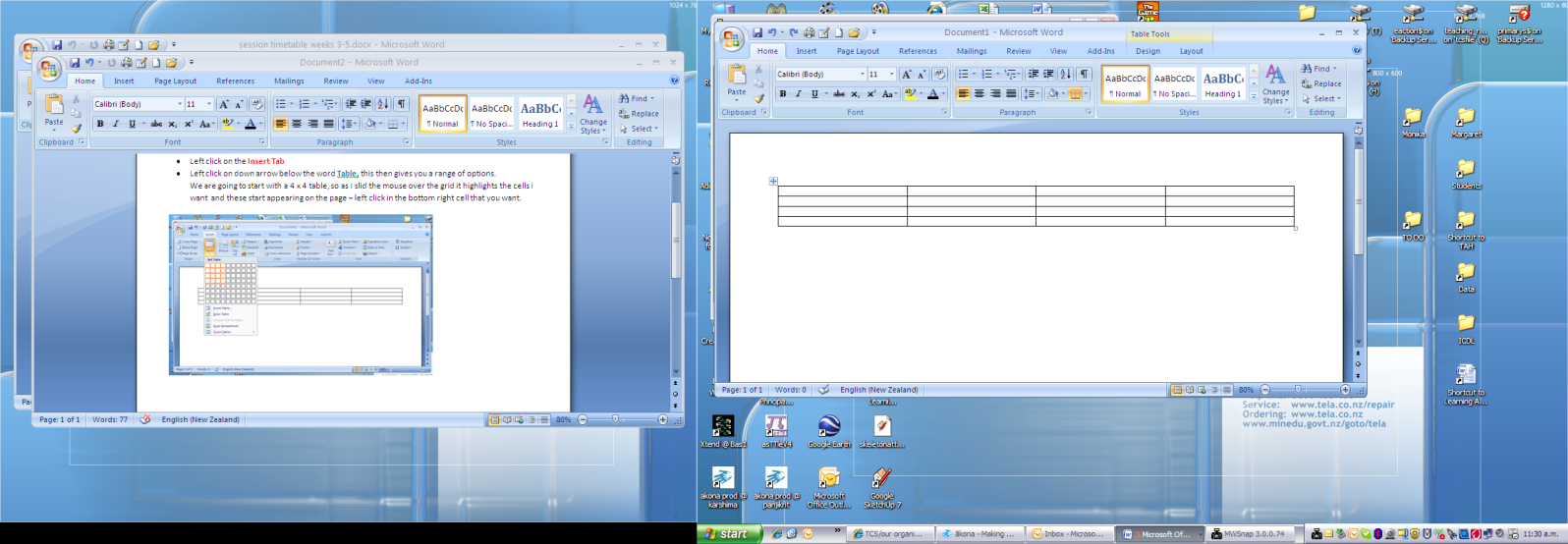
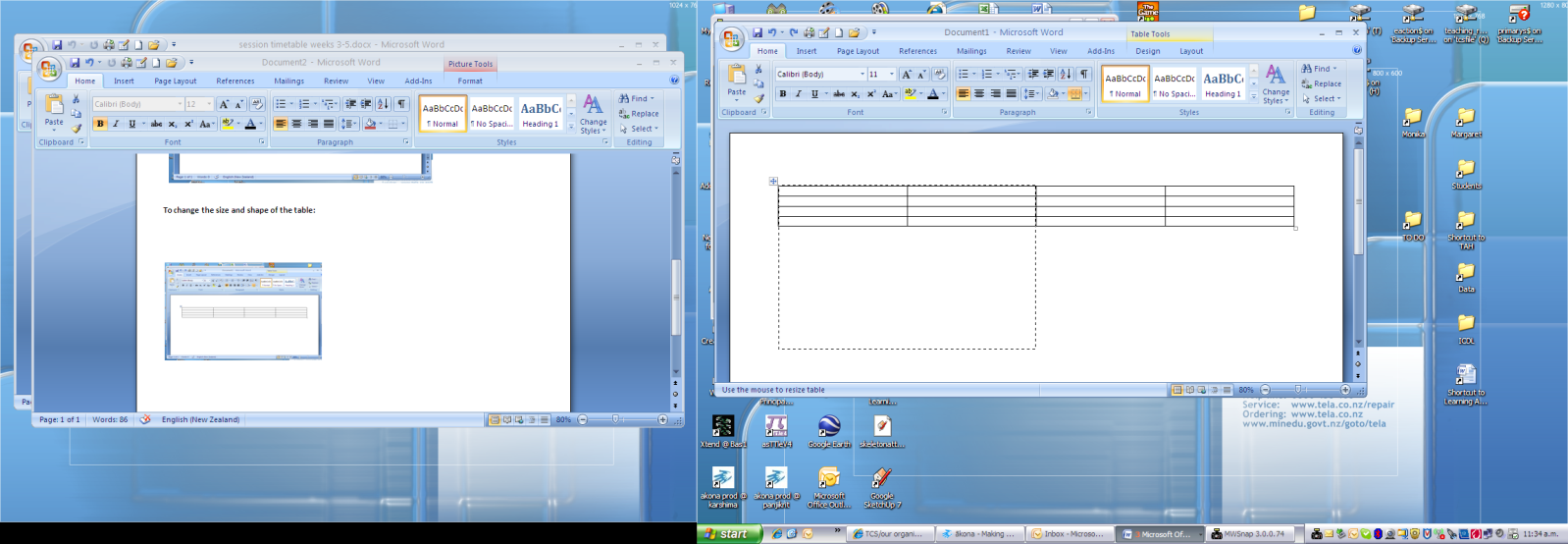
**To insert a table:**

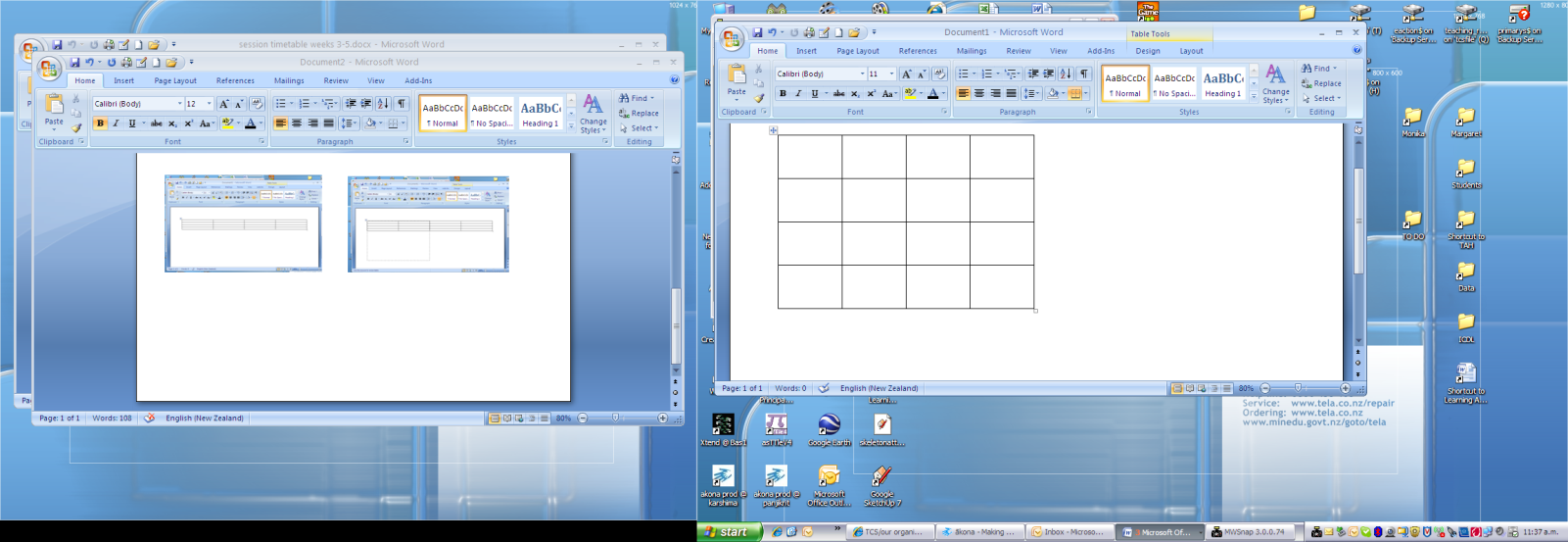
* Left click on the **Insert Tab**
* Left click on down arrow below the word **Table,** this then gives you a range of options. We are going to start with a 4 x 4 table, so as I slid the mouse over the grid it highlights the cells I want and these start appearing on the page – left click in the bottom right cell that you want.



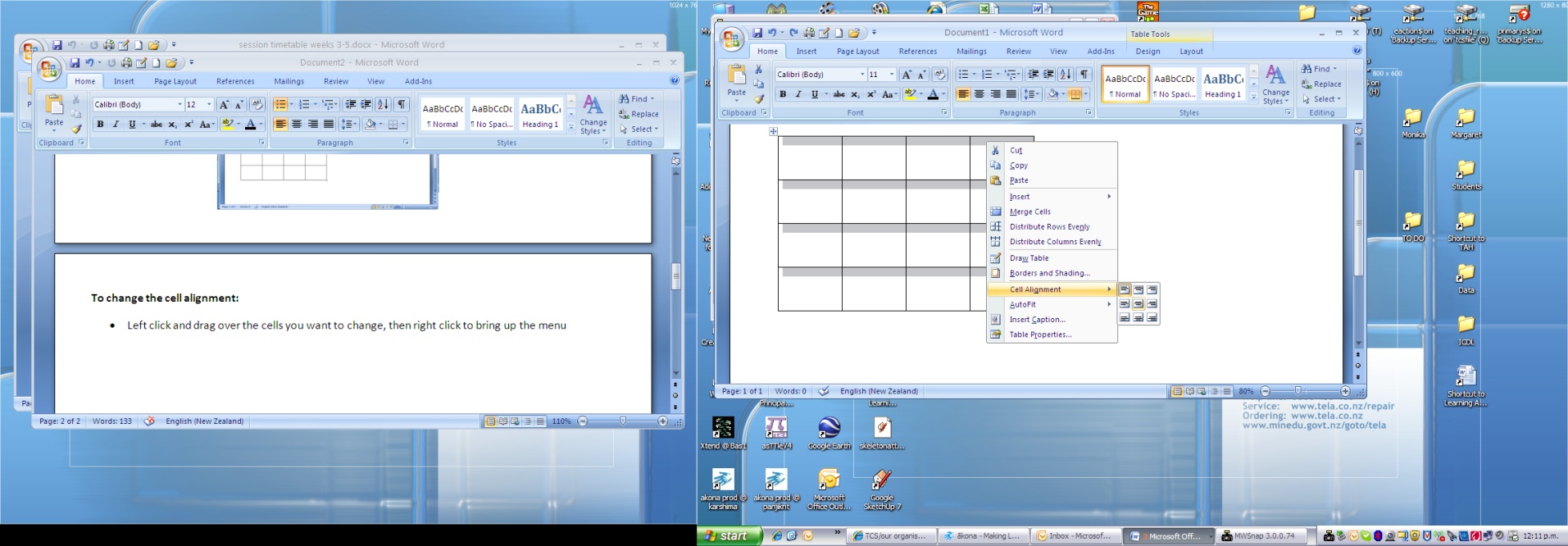
**To change the size and shape of the table:**

* Left click and drag the square at the bottom right hand corner of the table to the desired size and shape

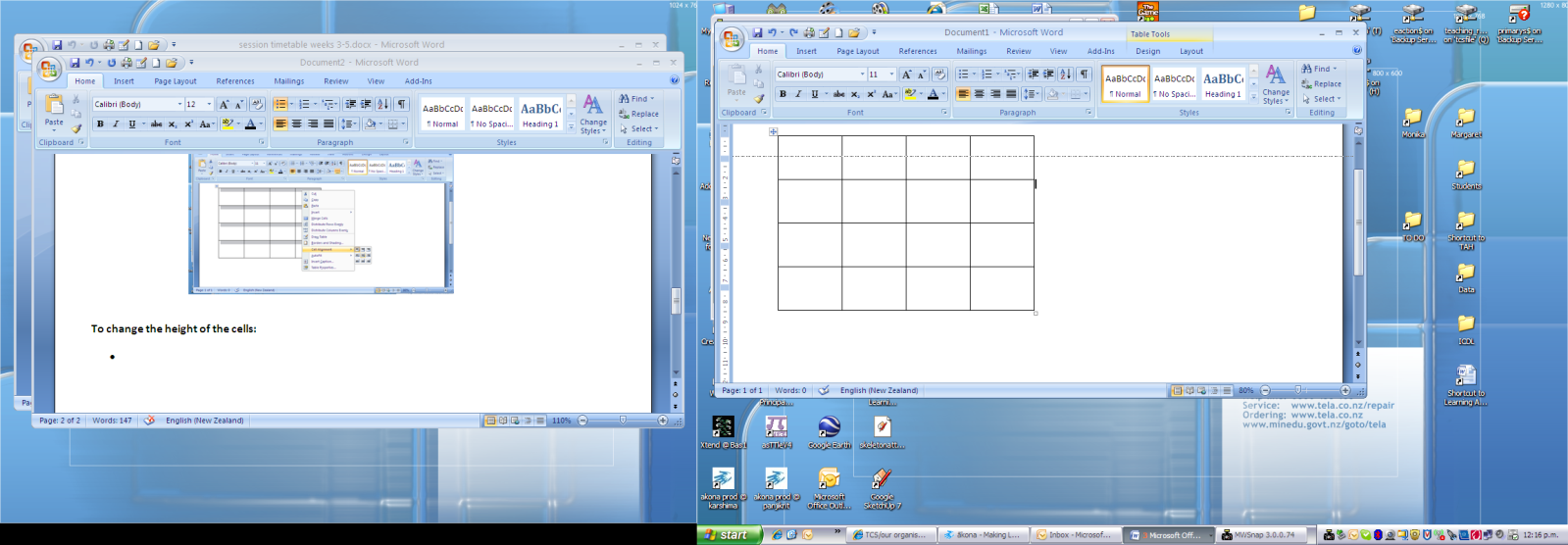
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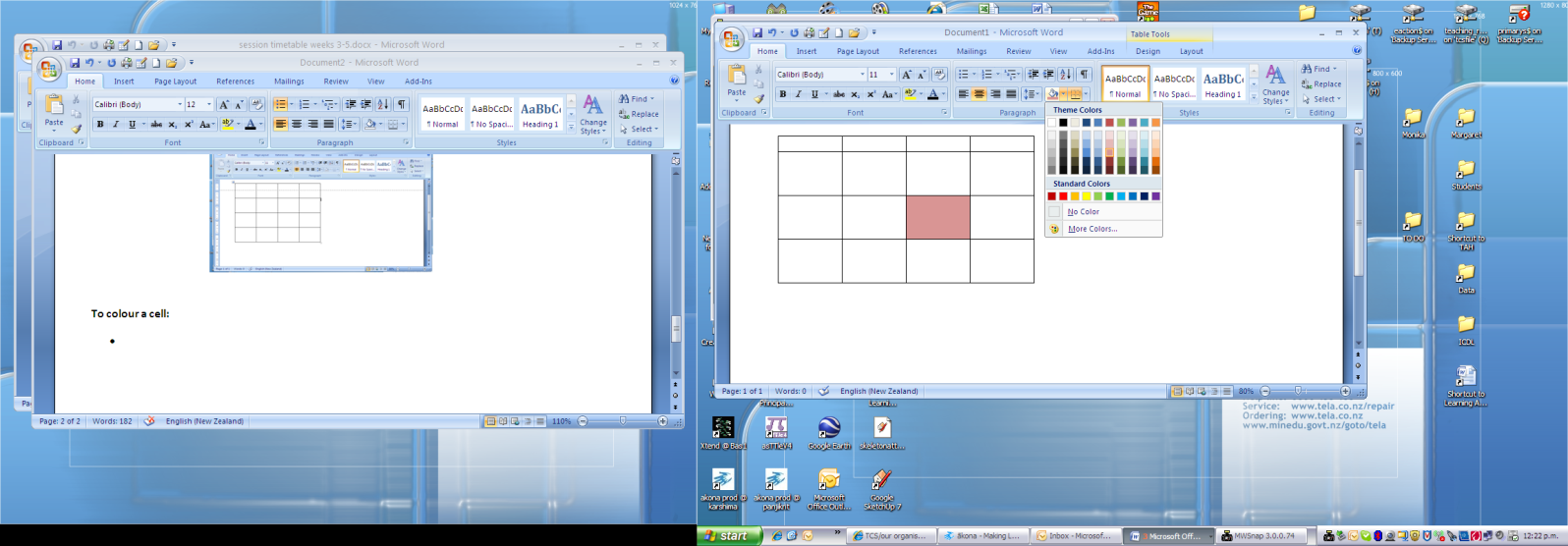
**To change the cell alignment:**

* Left click and drag over the cells you want to change,
* right click to bring up the menu, select cell alignment selecting the appropriate alignment

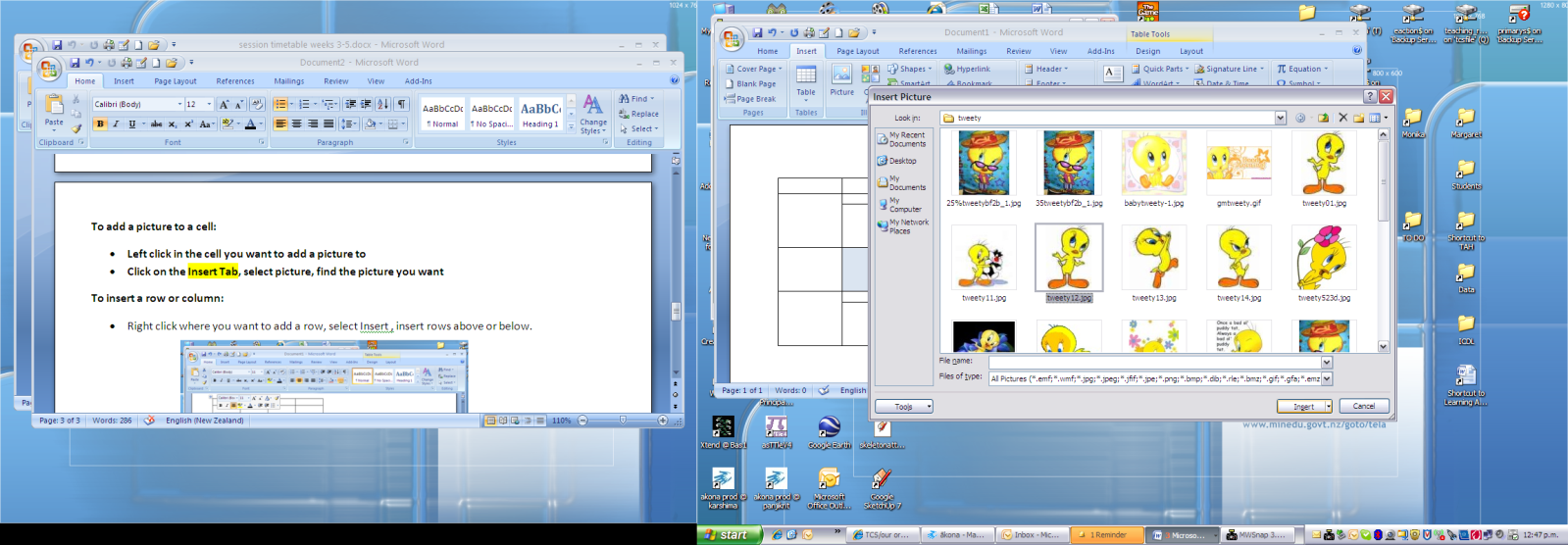
**To change the height of the cells:**

* take the mouse to just below the line you want to move, the mouse icon will change
* left click and drag the line to where you want it.

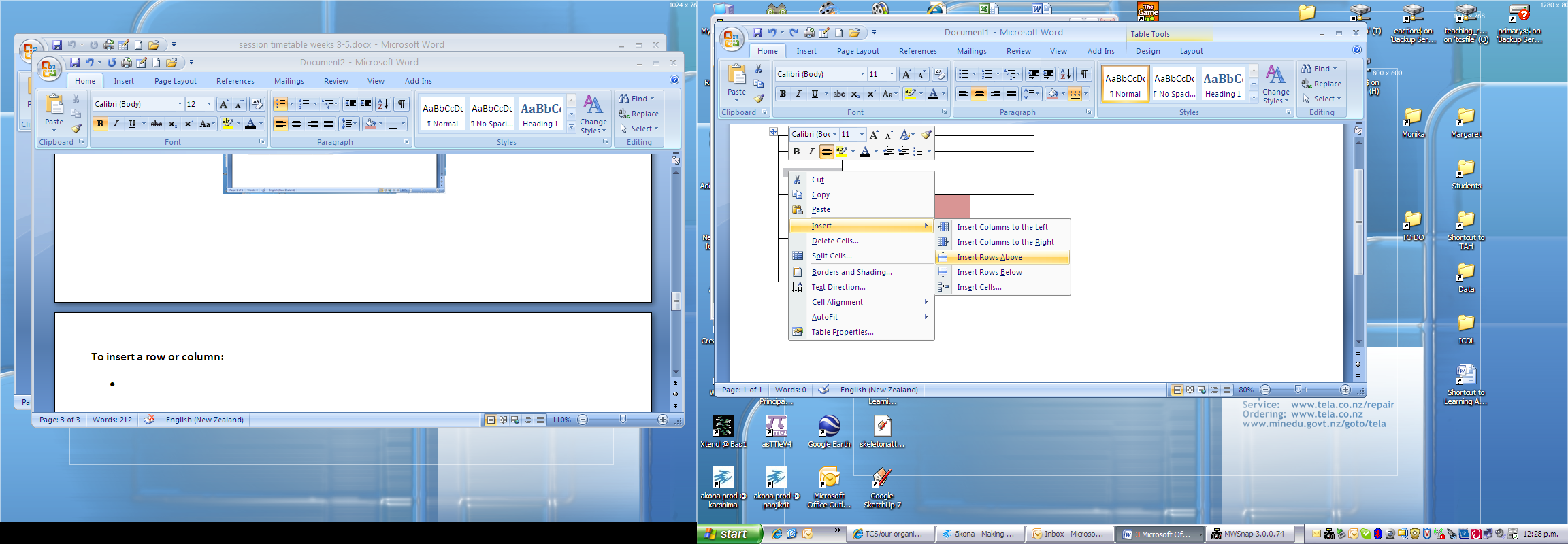
**To colour a cell:**

* Left click in the cell, go to the paint pot in the paragraph section of the home tab and select the colour you want.

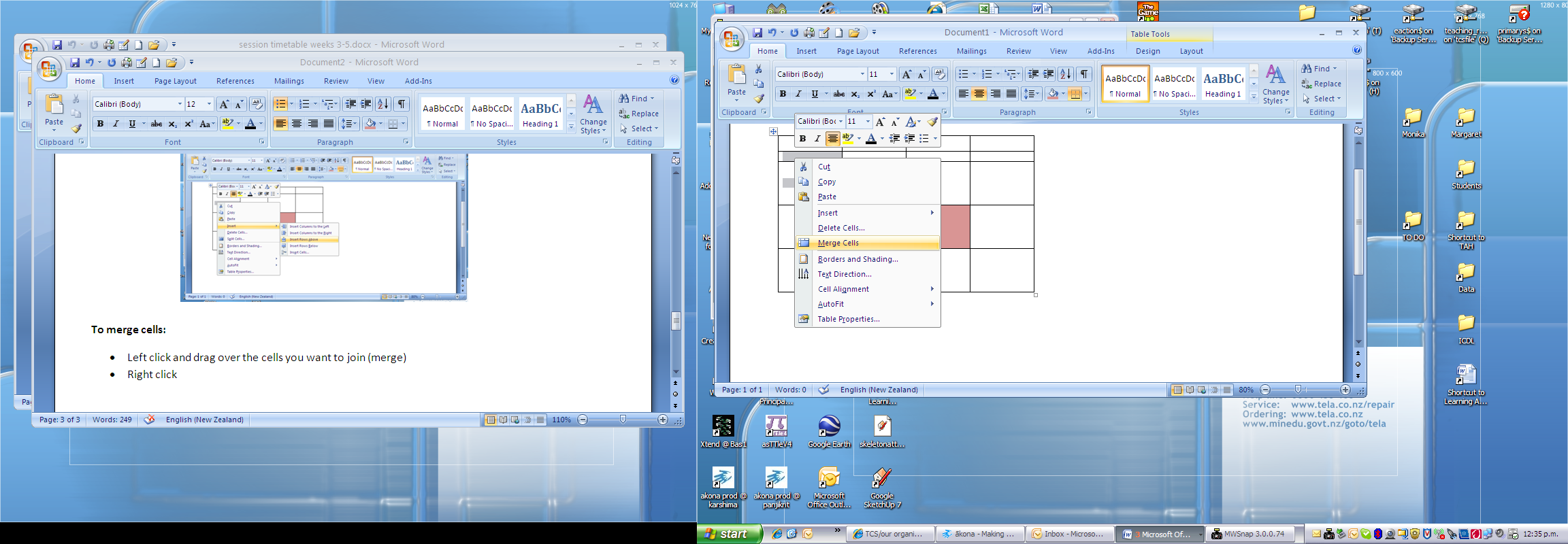
**To add a picture to a cell:**

* Left click in the cell you want to add a picture to
* Click on the Insert Tab, select picture, find the picture you want, click on insert

**To insert a row or column:**

* Right click where you want to add a row, select Insert , insert rows above or below.

**To merge cells:**

* Left click and drag over the cells you want to join (merge)
* Right click and select Merge cells