

HOW TO CREATE TABLES IN THE RICH TEXT EDITOR

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Using tables in the **RTE** can help to organize your content to be more effective visually. However, there are some differences in how tables work in the **RTE** and in MS Word.

To add a table, click the **Insert Table** icon in the menu bar.



Figure 1. **Insert table** icon

To edit or add cells, rows, or columns, right-click within the table boundary and use menu commands. To edit the features of the table, click **Table Properties**.

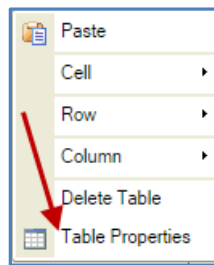


Figure 2. **Table Properties** menu

The default table has three rows and two columns, and a border. You can change the dimensions of the table, or adjust the borders, by changing the properties.

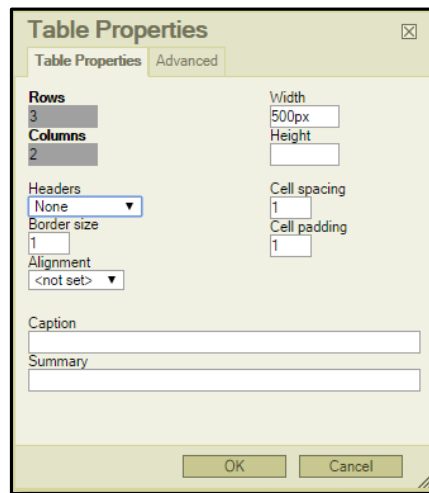


Figure 3. **Table Properties**

If you want to edit the size of the boxes in the table, right click in the table. Select Cell in the menu and then select Cell Properties.

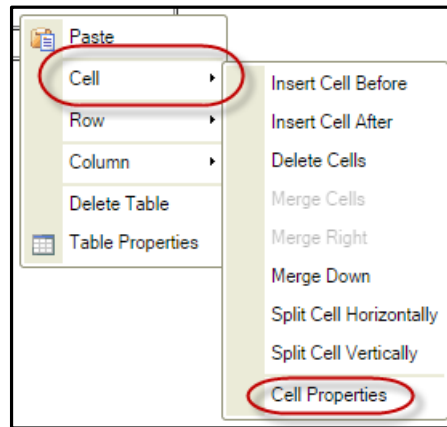


Figure 4. Cell Properties Menu

The width and height of the column of cells is edited using the Width and Height boxes within Cell Properties.

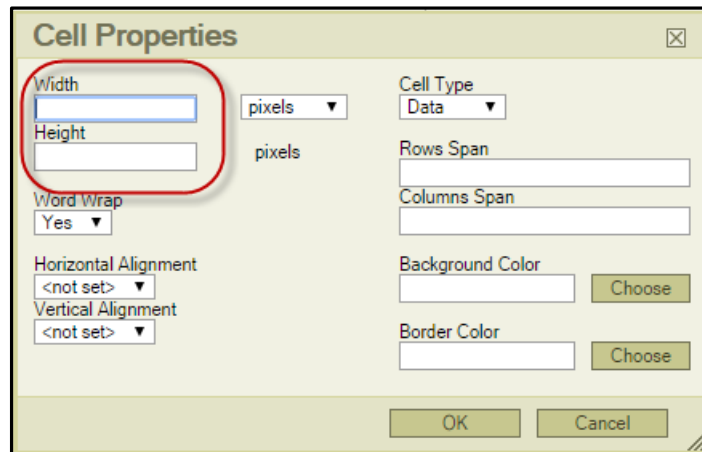


Figure 5. Cell Properties

***For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888 or visit usailc.org.**