

## Tables

ITEM	NEEDED
Books	1
Pens	3
Pencils	2
Highlighter	2 colors
Scissors	1 pair

Tables in Word can vary from the extremely simple to the extremely complex. calibre tries to do its best when converting tables. While you may run into trouble with the occasional table, the vast majority of common cases should be converted very well, as demonstrated in this section. Note that for optimum results, when creating tables in Word, you should set their widths using percentages, rather than absolute units. To the left of this paragraph is a floating two column table with a nice green border and header row.

Now let's look at a fancier table—one with alternating row colors and partial borders. This table is stretched out to take 100% of the available width.

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—				
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—

Next, we see a table with special formatting in various locations. Notice how the formatting for the header row and sub header rows is preserved.

College	New students	Graduating students	Change
	<i>Undergraduate</i>		
Cedar University	110	103	+7
Oak Institute	202	210	-8
	<i>Graduate</i>		
Cedar University	24	20	+4
Elm College	43	53	-10
Total	998	908	90

*Source:* Fictitious data, for illustration purposes only

Next, we have something a little more complex, a nested table, i.e. a table inside another table. Additionally, the inner table has some of its cells merged. The table is displayed horizontally centered.