TablesITEMNEEDEDBooks1Pens3Pencils2Highlighter2 colorsScissors1 pairTables 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 TownPoint APoint BPoint CPoint DPoint EPoint A—Point B87—Point C6456—Point D373291—Point E93355443—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.CollegeNew studentsGraduating studentsChangeUndergraduateCedar University110103+7Oak Institute202210-8GraduateCedar University2420+4Elm College4353-10Total99890890Source: Fictitious data, for illustration purposes onlyNext, 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.