Skills to practice using tables

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Insert | Table |  |  |  |
| Rows |  |  |  |
| Columns |  |  |  |
| Delete | Rows |  |  |  |
| Columns |  |  |  |
| Format | Cells | Alignment | Horizontal | Left, right, centre, fully justified |
| Vertical | Top, centre, bottom |
| Colour, shading |  |  |
| Rows | Breaks across page |  |  |
| Gridlines | Show |  |  |
| Hide |  |  |
| Text Wrapping | Cells |  |  |  |