Skills to practice using tables

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| --- | --- | --- | --- | --- |
| Tables can be manipulated |  |  |  |  |
| Vertical alignment |  | Horizontal alignment |  | Borders/gridlines |
| Top edge | Looks like this | Left | Text with this alignment looks like this. | Thick 3pt border on this cell |
| Middle | Looks like this | Centre | Text with this alignment looks like this. | No right border on this cell. |
| Bottom | Looks like this | Right | Text with this alignment looks like this. | No top,right or bottom border on this cell. |
|  |  | Fully justified | Fully justified text has a straight margin on both left and right sides of the text. | No right border on this cell. |
| Table formatted by <Your name> | | | | |