Exercise 10

* In your table document, draw a table and add the following information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learner Name | Demographic Form | Copy of ID | Copy of Licence | Copy of PrDP |
| Golele H.A | Yes | Yes | Yes | Yes |
| Duma T.P | Yes | Yes | Yes | Yes |
| Gabathole G.S | Yes | Yes | Yes | Yes |
| Khanji H.R | Yes | Yes | Yes | Yes |
| Baloyi P. | Yes | Yes | Yes | Yes |
| Dhlamini G.M | Yes | Yes | Yes | Yes |

* Draw a line in the first column from the second to the last rows and move the initials from the firs column to the second column

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learner Name | Demographic Form | Copy of ID | Copy of Licence | Copy of PrDP |
| Golele  | H.A | Yes | Yes | Yes | Yes |
| Duma  | T.P | Yes | Yes | Yes | Yes |
| Gabathole  | G.S | Yes | Yes | Yes | Yes |
| Khanji  | H.R | Yes | Yes | Yes | Yes |
| Baloyi. | P | Yes | Yes | Yes | Yes |
| Dhlamini  | G.M | Yes | Yes | Yes | Yes |

Format A Table

Merge cells into one cell in a table

You can combine two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

* Select the cells and then select the Table Merge Cells menu
* You can quickly merge multiple cells by selecting them and clicking Merge Cells on the Format menu



Split a cell into multiple cells in a table

* Select the cells and then select the Table Split Cells menu
* To quickly split multiple cells, select them, and then click Split Cells
* Select the options you need

Change the column width in a table

* Rest the pointer on the column boundary you want to move until it becomes, and then drag the boundary until the column is the width you want.
* To change a column width to a specific measurement, click a cell in the column. On the Table menu, click Table Properties, and then click the Column tab. Choose the options you want.
* To make the columns in a table automatically fit the contents, click a table, point to AutoFit on the Table menu, and then click AutoFit to Contents.

Change the row height in a table

* Rest the pointer on the row **boundary** you want to move until it becomes a resize pointer, and then drag the boundary.
* To change a row height to a specific measurement, click a cell in the row. On the Table menu, click **Table Properties**, and then click the **Row** tab. Select the options you want.

Tip To display row height measurements, click a cell, hold down ALT as you drag the markers on the vertical ruler



Make multiple columns or rows the same size

* Select the columns or rows you want to make the same size.
* On the Tables and Borders toolbar, click Distribute Columns Evenly or Distribute Rows Evenly

