





- Under **Size**, **C**olumns, click on the  to change the number to **5**. Under **R**ows, click on the  to change the number to **5**.
- Under **Options** > **B**orders > **OK**. (A table appears that has 5 rows and 5 columns. There is a check mark by **B**orders by default. To have a table without the borders being seen or printed, remove the check mark by **B**orders. The "Table Toolbar" appears automatically if you have not already clicked "**V**iew > **T**oolbars > **T**able" to make the "Table Toolbar" visible.)

Use "AutoFormat" To Create A Table


You can use "AutoFormat" to make your table formats consistent.

- Click **Table** > **I**nsert or click the **Table**  icon on the **Table Toolbar**.
- Click **AutoFormat** located at the bottom left corner of the **Insert Table** window or click the **AutoFormat**  icon on the **Table Toolbar**. (The "AutoFormat" window appears. On the left, you will see a list of formatted tables.)
- Click **Black 1**
- At the bottom right, click **M**ore. You can change **N**umber, **B**orders, **F**onts, **P**attern, and **A**lignment. Click each of these to see the changes in the menu box.
- Click **OK**. (The table appears in your document. If you cannot see the rows and columns, click "**T**able > **T**able **B**oundaries", a check mark will appear before "Table **B**oundaries". If you were to print the table now, there would be no lines/borders around the cells. "Table **B**oundaries" can be shown or hidden around table cells. The boundaries are only visible on screen and are not printed.)
- In the Black row, type **Measurements**. ("Measurements" appears as white text on the black background.)
- In the first row in the left column, type **1 cup**
- In the second row in the left column, type **4 cups**.
- In the first row in the right column, type **8 fluid ounces**.
- In the second row in the right column, type **32 fluid ounces**.

Use AutoText To Store A Table

You can store formatted text, text with graphics, tables, and fields as "AutoText". You may create the "AutoText" in a new text document by clicking "**N**ew > **T**ext Document" or you can create it in the same document where you want to use the table more than once. **Note:** If your table is at the beginning of the page, you will not see a paragraph mark above the table. Click in the table to add a space above the table so that the paragraph mark will be visible above the table. Click in the space after the table so the paragraph mark will be visible.

Create The AutoText

- Using the table below, press **CTRL- F10** or click the **Nonprinting Characters**  icon to make the paragraph marks visible.



| <i>Activity</i> | <i>Explanation</i> |
|-----------------|--------------------|
| | |

- Place the cursor to the left of the paragraph mark that is just above the table.



| Activity¶ | Explanation¶ |
|-----------|--------------|
| ¶ | ¶ |
| ¶ | ¶ |

- Drag down so the entire line just below the table is selected.
- Click **Edit > AutoText** or press **CTRL-F3** to bring up the **AutoText** menu. (In the menu box, there is a list of "AutoText".)
- Click **My AutoText**, if it is not already selected. In the **Name** dialog box, type **My Lessons** as the name for the table.
- After you type **My Lessons**, the suggestion for the shortcut is **ML or ml**. (You may use the suggested shortcut or type a shortcut of your choice.)
- Click **AutoText > New**. Check **Show preview..** (This makes the table an "AutoText". You only have to do this once. You can now use the shortcut to use this table in any document.) Click **Close**.
- Click **File > New > Text Document**. (The **Untitled1 - OpenOffice.org Writer** document appears.)
- Click where you want the table to be inserted. Click **Edit > Autotext** or **CTRL F3** (The "Autotext" window appears.), choose the **My Lessons** AutoText, click **Insert**. (The table will appear in your document.)
- Or to quickly insert **AutoText**, type the **shortcut** for the **AutoText** in your document where you want the **AutoText** and then press **F3**. (Type the shortcut, **ML or ml**, on your document and press **F3**. The table will appear in your document.)



Insert Row(s)

- To add additional rows, click after the last word in the last column on the right. Press the **tab** key. (A row appears after the last row.)
- To add rows between rows, click in the row in the Table where you wish to add a row before or after.
- Click **Table > Insert > Rows** or click the **Insert Rows**  icon on the **Table Toolbar** to insert one row at a time.
- Under **Insert, Amount**, click on the  and select the number, **4**, for the number of rows. Under **Position**, click **Before**. ("After" is the default selection. 4 new rows are added in the Table.)




Insert Column(s)

- Click in the second column, click **Table > Insert > Columns** or you can click the **Insert Column**  icon on the **Table Toolbar** to insert one column at a time.
- Under **Insert, Amount**, click on the  and click **1**.
- Select the position of column(s) **Before > OK**. ("After" is the default selection. A column appears between the original first and second columns.)




Delete Rows Or Columns

1. Click in one of the empty rows you just added. Click **Table > Delete, > Rows** or click the **Delete Row**  icon on the **Table Toolbar**. (The row is deleted.)
2. Click in the empty column you just added. Click **Table > Delete > Columns** or click the **Delete Column**  icon on the **Table Toolbar**. (The middle column is deleted.)

Merge Cells



1. Click outside the margin to the left of the one of the rows that you just added or click the **Select Row**  icon on the **Table Toolbar**. (The pointer becomes a small arrow  when it is outside the Table margin. You will see "Select table row". The row is highlighted.)
2. Click **Table > Merge Cells** or click the **Merge Cells**  icon on the **Table Toolbar**. (The table row is one long row with just one cell (column).)

Split Cells

1. Click in the **left** cell (column) of one of the rows you added. Click **Table > Split Cells** or click the **Split Cells**  icon on the **Table Toolbar**. (The "Split Cells" window appears.)
2. Under **Split cell into**, click on the  to change the number to **3**.
3. Under **Direction**, click **Horizontally > Into equal proportions**. (The cell is divided into 3 equal sections.)
4. Click in the **right** cell. Click **Table > Split Cells**. Under **Split cell into**, click on the  to change the number to **3**.
5. Under **Direction**, click **Vertically**. (The cell is divided into 3 parts.)

Resize/Move The Table

By default, tables are the full width of the page. Tables can be resized by dragging the borders of columns and rows or the border of the Table to change the width. You use the same method to change the height of the columns and the table. This method can be frustrating. There is another way.

1. Click **Table > Table Properties...** or click the **Properties**  icon on the **Table Toolbar**.
2. Click the **Tables** tab. (The "Table Format" window appears.)
3. Under **Properties**, **Width**, click **Relative**.
4. Click the  to change the number to **50%**.
5. Under **Alignment**, click **Center > OK**. (The Table is smaller and centered. You can also move the Table to the left or to the right.)

Merge Tables

Combine two consecutive tables into a single table. The tables must be directly next to each other and not separated by an empty paragraph. If you choose this command when the cursor is in the middle of three consecutive tables, you are prompted to select the table that you want to merge with.

1. Type the shortcut, **ml**. Press **F3**. (A new table appears.)
2. Type the shortcut **ML**. Press **F3**. (A second table appears below the first table.)
3. Delete the spaces between the two Tables. Click **Table > Merge Table**. (The two Tables become one Table.)

Split Table

Split **Table** gives you choices of split table with heading or without heading.

Click anywhere in the table. Click **Table > Split Table > Copy heading**. (The Table splits into two tables. Both tables have the table heading.)

Convert Text To Table and Table to Text

Writer makes it easy for you to convert from a table to text or text to a table.

1. Type **In most cases your eyeglasses will be adjusted by the optical store where you had your prescription filled.** (Start a new Paragraph here) **When a local optical professional is adjusting your eyeglasses for you, it is called a "fitting".**
2. Highlight the text and click **Table > Convert > Text to Table > Paragraph** if it is not already selected. (The "Convert Text To Table" window appears. There is a dot in the circle before "Paragraph".) Under **Separate text at** , you must select **Tabs** or **Semicolon** or **Other** to determine what will be used to divide the data into different cells. (A table appears with each paragraph in its own row.)
3. Click in the table. Click **Table > Convert > Table to Text > Paragraph** if it is not already selected. (The text appears as you typed it.)

4. Highlight the text below, click **T**able > **C**onvert > **T**ext to **T**able > **S**emicolons if it is not already selected. (You will get a table like the one in Step 5 .)

1 inch [in];;2.54 cm

1 foot [ft];12 in;0.3048 m

1 yard [yd];3 ft;0.9144 m

1 mile;1760 yd;1.6093 km


1 int nautical mile;2025.4 yd;1.853 km

1 int nautical mile;2025.4 yd;1.853 km

5. Using the table below, click in the table. Click **T**able > **C**onvert > **T**able to **T**ext > **S**emicolons if it is not already selected. (You will get the text in Step 4 .)

| | | |
|---------------------|-----------|-----------|
| 1 inch [in] | | 2.54 cm |
| 1 foot [ft] | 12 in | 0.3048 m |
| 1 yard [yd] | 3 ft | 0.9144 m |
| 1 mile | 1760 yd | 1.6093 km |
| 1 int nautical mile | 2025.4 yd | 1.853 km |

Delete A Table

1. Click in the table you want to delete.
2. Click **T**able > **D**elete > **T**able.;The table is deleted.
3. To undo **Delete Table**, click on the **Undo**  icon on the **Standard Toolbar**.