

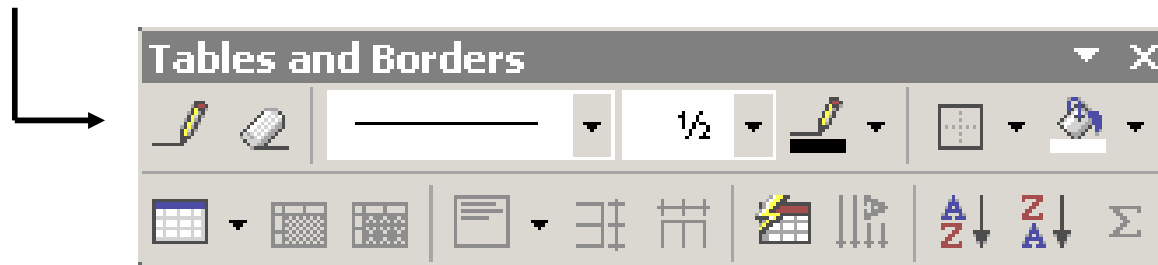
## FORMAT A TABLE

The table below has been formatted with:

- lines with different line weights (thickness)
- column headings shaded grey

Subject	Number of students
History	15
English	22
Chemistry	18

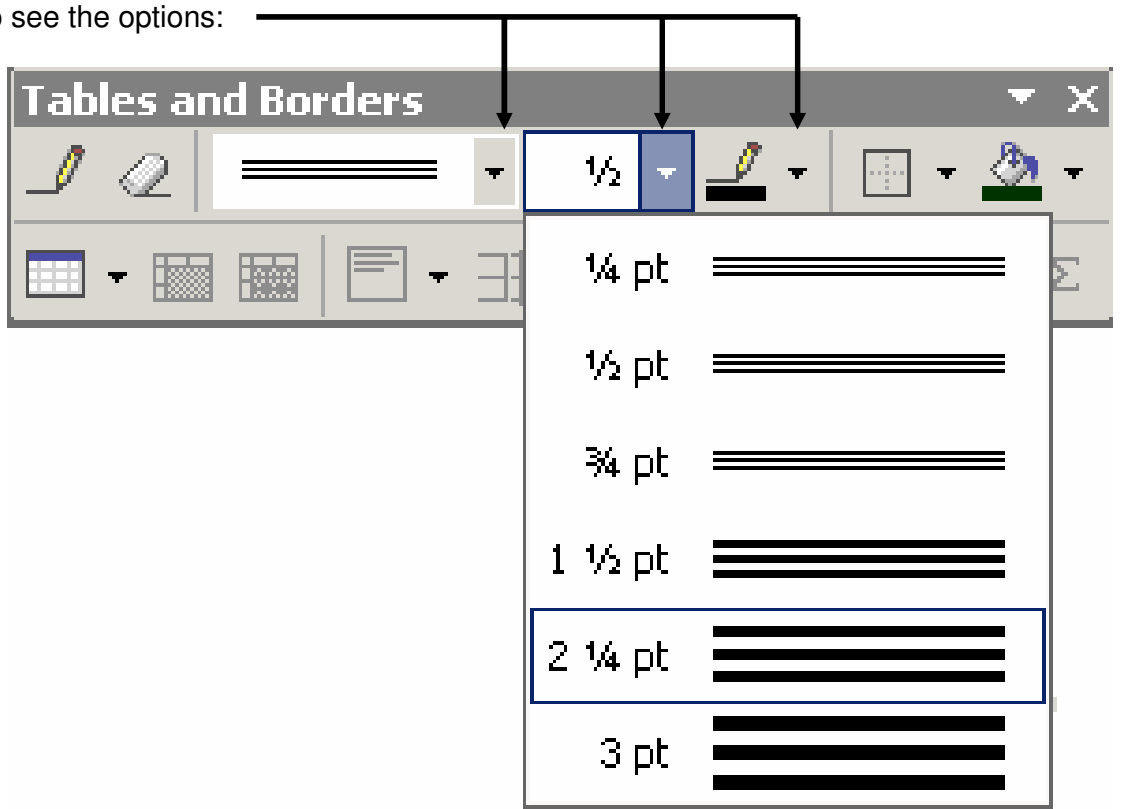
Use the tools in the top row of the **Tables and Borders** toolbar to format a table:

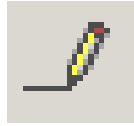


**To view the Tables and Borders toolbar:**

- 1. Click on **View**
- 2. Click on **Toolbars**
- 3. Click on **Tables and Borders**

Click on a menu triangle to see the options:



**To use the Line Style, Line Weight and Border Colour tools:**

1. Click on the **Draw Table** tool:
2. Click on the menu triangle to the right of the **Line Style**, **Line Weight** or **Border Colour** tool.
3. Click on a menu choice.
4. Move the pointer over the appropriate lines.

**To use the Shading tool:**

1. Click in the cell or cell to be shaded
2. Click on the menu triangle to the right of the **Shading** tool
3. Click on the shading colour.