

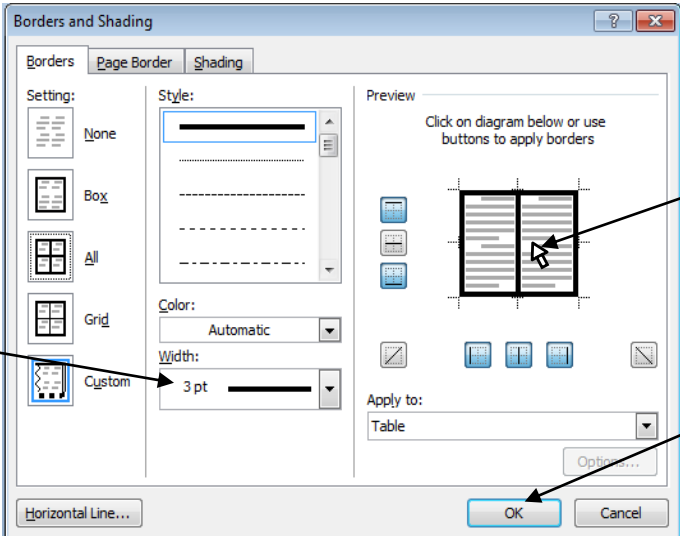
Word allows you to design the borders for a whole table or for each cell individually. If you would like to use a table for layout purposes only, then you can choose 'no border'. These invisible borders can be seen on the screen (if 'View Gridlines' is on) but will not appear when you print the document.

## Task 1 – Borders

- Open a new page in Microsoft Word. Type your headings and start a new paragraph.
- Create a table with 3 columns and 5 rows.
- Type in the following scientific data. Make the first row larger than the others. Use Arial size 12 font and bold the headings. Align all text in the centre of the cells.

Temperature	Time 1	Time 2
20	45	49
30	34	31
40	27	23
50	19	20

- Select all cells in the table. Under 'Table Styles' in the 'Design' tab, click on the drop down menu next to 'Borders'. Select 'Borders and Shading'. (You may also right-click in the table and select 'Border and Shading' from the context menu).
- Select '3 pt' in the 'Width' selection box. In the table 'Preview' remove the middle horizontal line by clicking on it. There will no longer be any visible horizontal lines inside the table. Click on 'OK'.

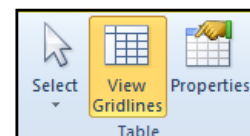


a. Select 3 pt in the 'Width' box.

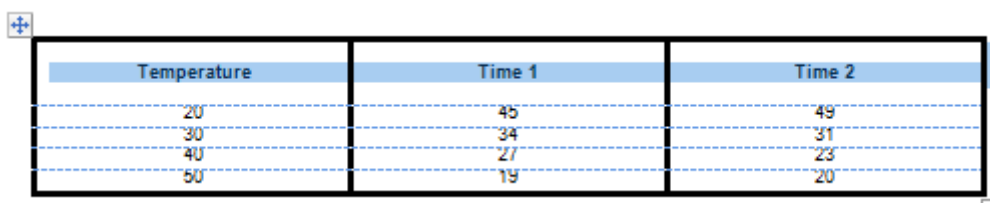
b. Remove the middle horizontal line by clicking on it.

c. Click on 'OK'.

- To show the invisible cell borders, open the 'Layout' tab under 'Table Tools' and click on the 'View Gridlines' icon.

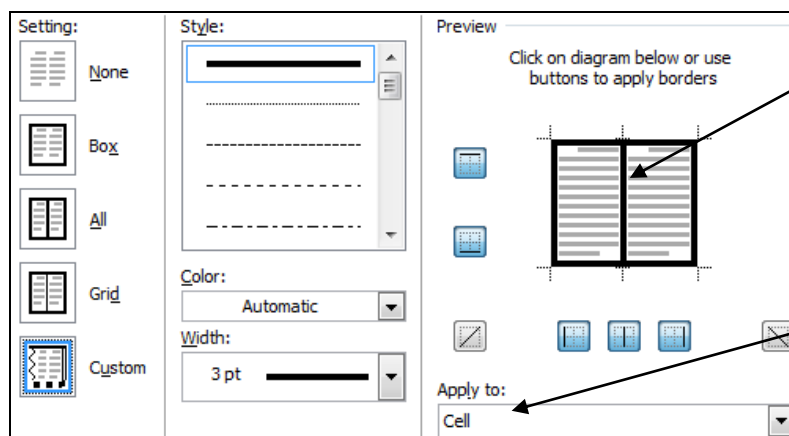


- Select the top row of the table.



Temperature	Time 1	Time 2
20	45	49
30	34	31
40	27	23
50	19	20

- h. Open the 'Borders and Shading' dialogue box and set all borders to 3 pt. Make sure that it is applied to the selected cells rather than the whole table. Click OK.



a. Select all borders as 3 pt.

b. Apply to 'Cell' rather than the whole table.

- i. Make the data rows slightly taller so that the numbers are not so squashed. This can be done by selecting the 4 rows and changing the row height in the 'Cell Size' group under the 'Layout' tab. A quicker method is to drag down the lower border of the table to make the last row much larger, then by 'Distributing Rows Evenly'.

Temperature	Time 1	Time 2
20	45	49
30	34	31
40	27	23
50	19	20

- j. Save the file as 'WS – Tables Borders'.

### Task 3 – Further Practice

Reproduce this table:

Age (years)		Average Height (cm)	
		Boys	Girls
8		116	112
10		125	125
12		131	132
14		143	145

### Extension

Open the 'Insert' tab, click on 'Table' and select 'Draw Table'. Use the pencil to draw a rectangle on the page (it will be a table). Add lines for rows and columns. Hold down the 'Shift' key to rub out lines and merge cells. Try diagonal cells like the ones shown. Try typing in these triangles. Are they actually different cells or just diagonal borders?

