

Creating a table

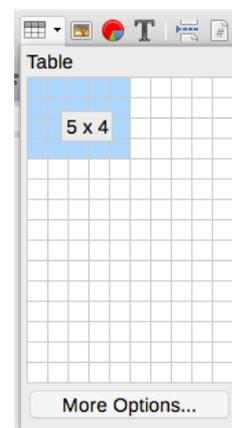
Before you create a table in a Writer document, it helps to have an idea of the visual result you want and an estimate of the number of rows and columns required. Every parameter can be changed at a later stage; however, thinking ahead can save time as changes to fully formatted tables often require a significant effort.

Creating a new table

To quickly create a table with the default properties, click the **Insert Table** icon on the Standard toolbar. On the drop-down graphic, choose the size of the table (up to fifteen rows and up to ten columns). To create the table, click the cell that you want to be on the last row of the last column.

To create a new table and specify the properties for the table, position the cursor where you want the table to appear, then use any of the following methods to open the Insert Table dialog:

- Choose **Table > Insert Table** on the Menu bar.
- Press **Ctrl+F12**.
- On the Standard toolbar, click the **Insert Table** icon and select **More Options** at the bottom of the drop-down graphic.



In the *General* section of the Insert Table dialog (Figure 297), in the *Name* box, you can enter a different name from the Writer-generated default for the table. This might come in handy when using the Navigator to jump quickly to a table.

In the *Columns* and *Rows* boxes, specify the number of columns and rows for the new table. You can change the size of the table later, if necessary.

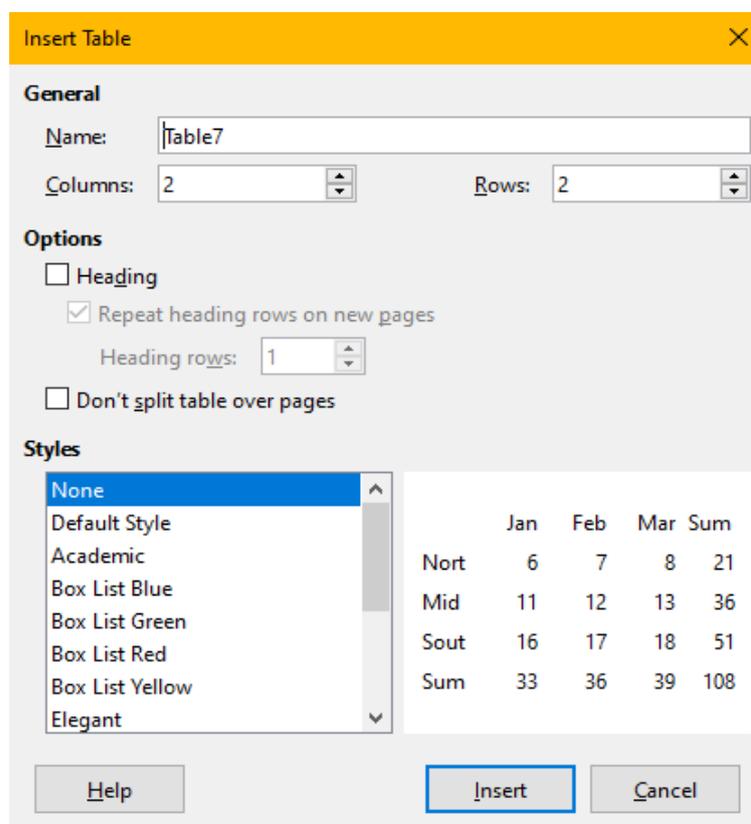


Figure 297: Insert Table dialog