The ‘Tables and Borders’ toolbar provides a quick way of carrying out many of the tasks involved when creating and formatting tables.

**Task 1 – Creating and Formatting a Table using the ‘Tables and Borders’ Toolbar**

a. Open a new document. Open the ‘Tables and Borders’ toolbar either by clicking on ‘Table’ in the main menu and selecting ‘Draw Table’, or by clicking on the ‘Tables and Borders’ icon in the standard toolbar.

b. The ‘Tables and Borders’ toolbar contains the following icons:

c. Click on the ‘Draw Table’ icon in the top left hand corner of the toolbar. Use the mouse button and pointer to draw a square on the screen.

d. Add a vertical line to create 2 columns. Add two horizontal lines to create 3 rows in the right hand cell. Make these rows different heights.

e. Select the 3 right hand cells as shown.

f. Click on the ‘Distribute Rows Evenly’ icon to make the height of these cells equal.
g. Choose a border by clicking on the arrow alongside the 'Line Style' icon and selecting a style from the drop-down menu.

```
  1. Click and hold down mouse button
  2. Select a style
```

h. Click on each of the outside borders (or trace over them with the mouse button held down).

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i. Select the dashed line from the 'Line Style' menu, and a red border using the 'Border Color' icon. Click on the two horizontal lines in the right cell.

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j. Place the cursor in the left hand cell. Click on the down arrow next to the 'Shading' icon and select 'Light Yellow' from the colour palette. Type the text in each cell as shown in the picture below.

```
Left cell Top right cell
Middle right cell
Bottom right cell
```

k. Click inside the left cell so that the cursor flashes in that cell. Click on the down arrow next to the 'Cell Alignment' icon and choose 'Align Center Left' from the selection.

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l. In a similar way align the other pieces of text like this:

<table>
<thead>
<tr>
<th>Top right cell</th>
<th>Middle right cell</th>
<th>Bottom right cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Align Top Left</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Align Center</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Align Bottom Right</td>
<td></td>
</tr>
</tbody>
</table>

m. Your table should now look like the one below.

```
Left cell Top right cell
Middle right cell
Bottom right cell
```

n. Save your work as 'Toolbar'.