

FrontPage 2003: Tables

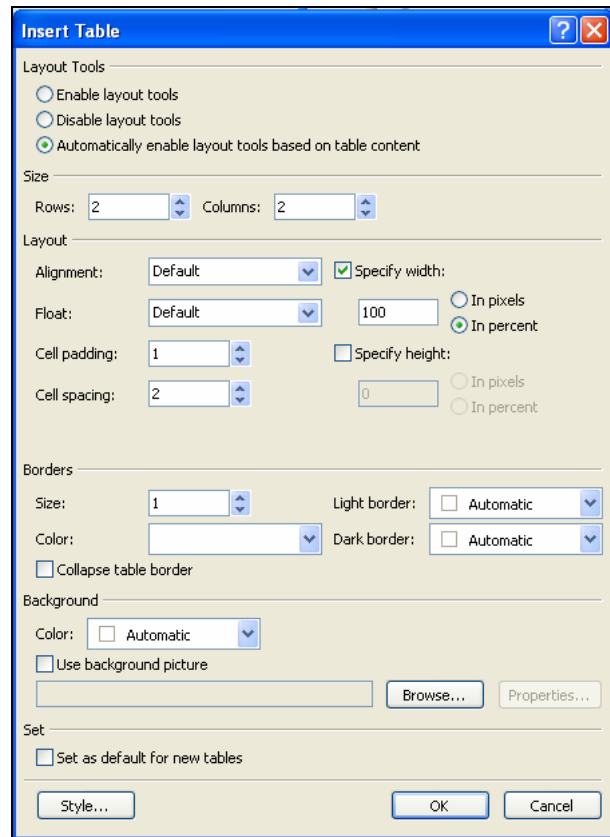
Inserting a Table

Since traditional word processing formatting doesn't always work on webpages, you can use a table to organize pictures, paragraphs, and placement of objects on the page.

Use Table>Insert>Table.
Choose the number of rows and columns. At this time, you can also make decisions about border width, colors, & pictures.

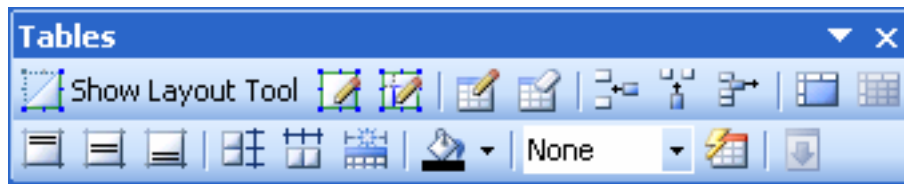
If you want a table for organizing only, make sure that the Borders>Size is 0.

Click OK.



Using the Table Toolbar

You can use the menu commands or you can use the Table toolbar. To see the toolbar, use View>Toolbars>Tables. With the toolbar buttons, you can draw & erase table lines; insert & delete rows, columns, & cells; merge & split cells; align text or objects in cells; and evenly distribute rows or columns.




Inserting Cells, Rows, and Columns in a Table

To insert a cell, click a cell in the row and column where you want to insert a new cell.

Use Table>Insert Cell.

To insert a row or column, click a cell in the row and column where you want to insert a new column or row.


Use Table>Insert>Rows or Columns.
Choose how many rows or columns you want to add.
Choose which direction you want the row or column added.
Click OK.

To insert just one row or column, use the “Insert Rows” or “Insert Columns” button  on the Tables toolbar.

Merging and Splitting Cells

To merge cells, select the cells you want to merge.
Use Table>Merge Cells.

To split a cell, select the cell you want split.
Use Table>Split Cells.
Choose whether to split into columns or rows & the number of columns or rows. Click OK.

After selecting the cell or cells, you can also use the “Merge Cells” or “Split Cells: buttons  on the Tables toolbar.


Inserting & Deleting a Table Caption

Click the table to label with a caption.
Use Table>Insert>Caption.

Delete a caption by selecting it and pressing the Delete key.

Deleting Cells & Tables

To delete a cell, select the cell you want to delete.
Use Table>Delete Cell.

You can also delete cells by selecting the cells and using the  “Delete Cells” button on the Tables toolbar.

To delete a row or column, select the row or column you want to delete.
You can also choose just a cell & then use Table>Select Row or Column to finishing selecting the row or column.
Use Table>Delete Row or Column.

To delete a table, use Table>Select>Table. Press the Delete key.

Adding Images to a Table

Click the table cell.

Use Insert>Picture>From File.

Find the picture in your Images folder on your website.

Select the image you want to insert.

Click Insert.

Changing Cell & Table Properties

Select the cell or table to be changed.

Right-click & choose either Cell Properties or Table Properties.

Make changes.

Click OK.

You can make color changes as well as

- Alignment; left, right, or center

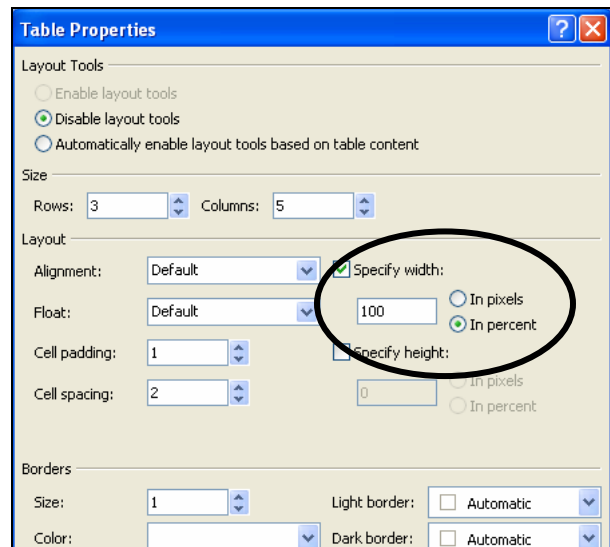
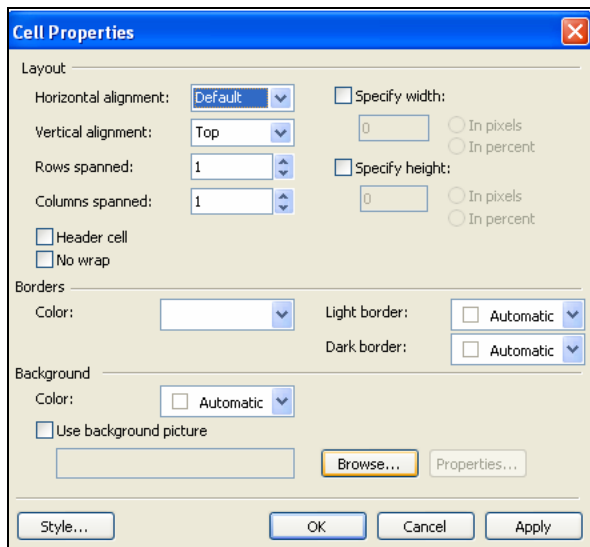
- Table border thickness (Size box)

- Space between the contents of a cell and the sides (Cell Padding)

- Space between the cell borders (Cell Spacing box)

- Color for table's borders

- Changing the width of the table



It is always a good idea to make sure that your tables have a page width of 100 percent rather than a certain number of pixels. This allows the table to change to the width of the viewer's screen.

Specify width:

In pixels

In percent