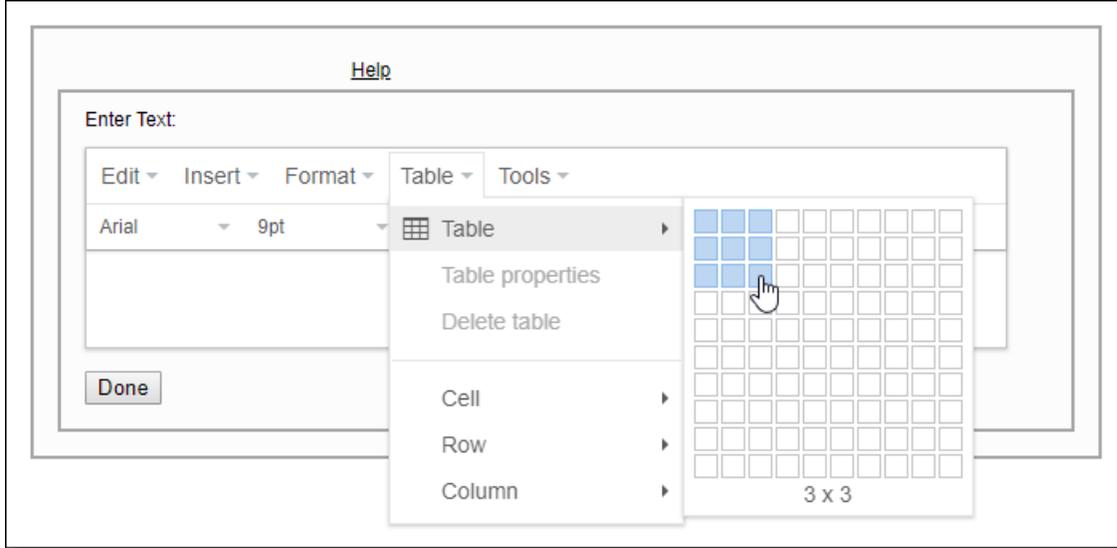


# 2.6.2 Insert and Format Tables

## Insert Tables

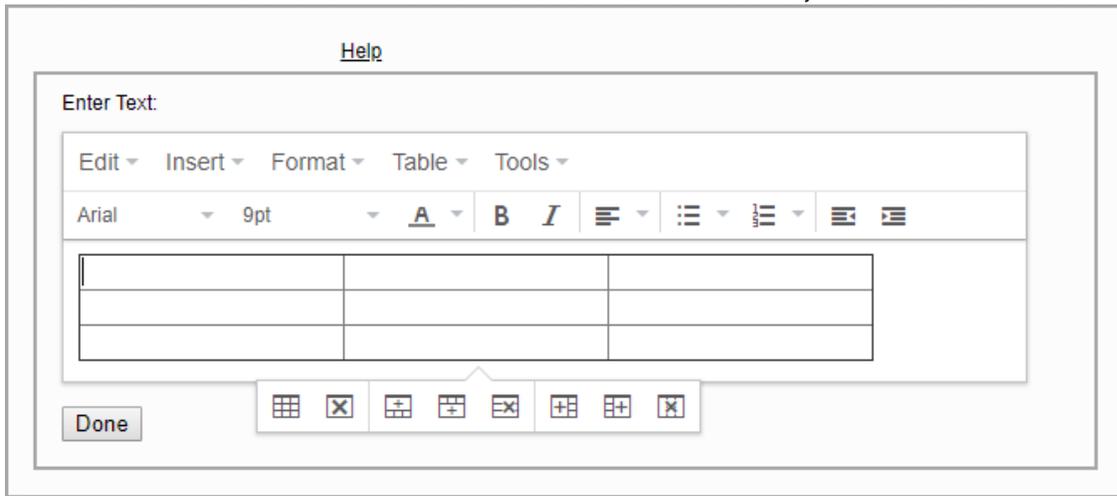
You can insert tables into a text editor.

1. Select the **Table Table** menu. Click and drag over the grid to select the desired number of columns and rows.



**i** You can insert as many columns and rows as needed. Single row tables are supported.

2. A table is inserted into the text editor. All the rows in the table are standard Table Body Rows. All the columns are the exact same width.



**i** When you insert a table, the **default table width** is **475px**. The **Column widths** are *475px divided equally by column count*. Column widths are set in pixels, not a percentage so the test driver can render the tables properly. See **Modify Table Properties** for changing the table width. See **Click and Drag to change table and column widths** or **Modify Cell Properties** below for changing the column widths.

By default, all rows are set as Body rows. See **Set a Header Row in a table** below for details on setting header rows.

The default setting for cell padding is **2px**.

3. Enter text in the cells and format the content using the formatting options.
4. Use the table buttons to add and delete columns and rows, delete the table, and open the table properties window.

Button	Description
	<b>Table Properties</b> - open the Table properties window.
	Delete Table
	Insert row before
	Insert row after
	Delete row
	Insert column before
	Insert column after
	Delete column



You are not allowed to insert a **table within a table**. When you try and save the item, an error message notifies you that a table within a table is not allowed.

**Write Question** Project: Vikys Project [Help](#)

It is not possible to submit as data needs correcting:

- Table within a table is not allowed.

Question Type: MCQ, One Correct Option Question Number : Unsaved Language: English

Weight : Default

\* Question Stem:

Table 1	Table 2	
Row 1	Row 1	
	Row 2	
Row 2		

\* Answer Options: Please select the correct answer by ticking the box next to it  Custom Option Label 

**Images and equations within tables** are not allowed. When you try and save the item, an error message notifies you that tables cannot have images or equations.

Text within tables cannot be set to **Justify**.

## Modify Table Properties

You can set the table width, cell spacing, cell padding, border width, table alignment, and table background color using the table properties.

1. Place cursor in the table.



2. Click the **Table properties** button.

3. On the **General** tab, enter the desired modifications.

The image shows a dialog box titled "Table properties" with a close button (X) in the top right corner. It has two tabs: "General" and "Advanced". The "General" tab is selected. The dialog contains the following fields:

- Width: 475px (text input)
- Height: (empty text input)
- Cell spacing: (empty text input)
- Cell padding: (empty text input)
- Border: 1 (text input)
- Caption: (checkbox, unchecked)
- Alignment: None (dropdown menu)

At the bottom right, there are "Ok" and "Cancel" buttons.

- a. Modify the table **Width**. (The pixel width of the entire table.)
- b. Enter the desired **Cell spacing**. (The amount of space between cells in pixels.)
- c. Enter the **Cell padding**. (The amount of space inside cells between the cell contents and the border.)
- d. Enter the **Border width**. This the width of the outside border on the table.
- e. Select the **Table Alignment** from the drop-down list. (The alignment of the table within the text area: Left, Center, or Right.)

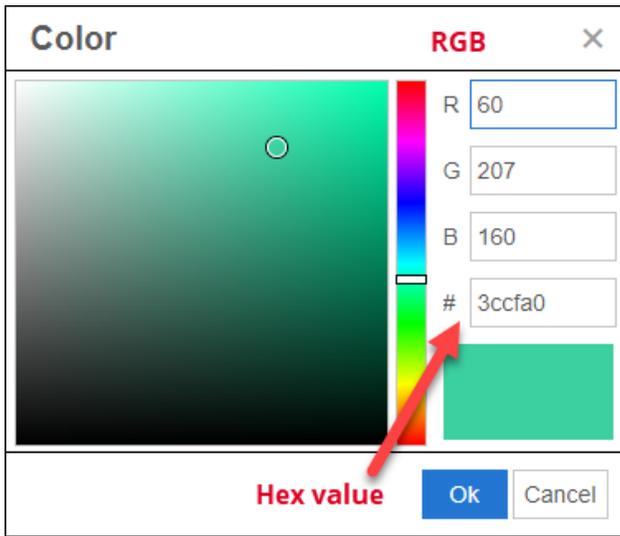
4. Click the **Advanced** tab to add background color to the entire table.

The image shows the same "Table properties" dialog box, but with the "Advanced" tab selected. The "General" tab is now disabled. The "Advanced" tab contains the following fields:

- Style: width: 475px; border-collapse: collapse; (text input)
- Border style: Select... (button)
- Border color: (empty text input)
- Background color: (empty text input) with a color selector icon (a square with a red border) to its right.

At the bottom right, there are "Ok" and "Cancel" buttons.

- a. Click the **Background color** edit square on the far right side of the window.
- b. The **Color selector** window opens. Select the desired color. This changes the color of all the cells in the table. See **Color selector** for details on how to select a color (RGB, Hex value, or click and drag to select a color).

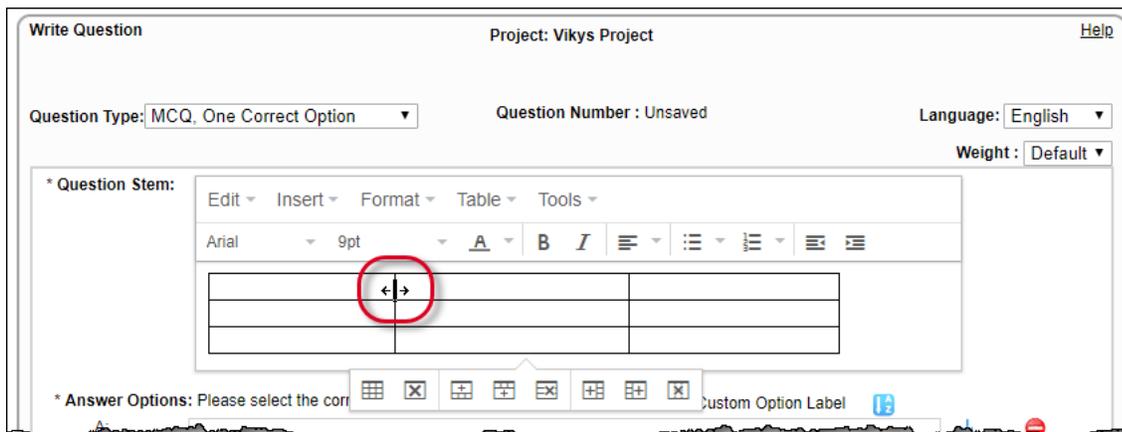


c. Click **OK** to close the Color selector window.

5. Click **OK** to close the Table properties window. All the formatting selections are applied to the table.

## Click and Drag to change table and column widths

Balance your **Mouse pointer** over a column divider or the right edge of the table  $\leftarrow\| \rightarrow$ , hold the mouse button down and drag the column or table Edge left or right to adjust the width.



Do not change the height of the rows. The test driver does not support row height settings.

## Modify Cell Properties

You can set the cell width, horizontal text alignment, and cell **background color** using the cell properties.

1. Place the cursor in the desired cell you want to modify, or select the group of cells you want to modify. (For example, you may want to change the width of a column of cells. Select the entire column and then proceed to step 2.)
2. Select the **Table Cell Cell properties** menu.
3. Enter the **General Cell properties**.

**Cell properties** [X]

General | **Advanced**

Width: 153px      Height: 10px

Cell type: Select...      Scope: Select...

H Align: None ▾      V Align: Select...

Ok    Cancel

- a. Modify the cell **Width**. (The pixel width of the selected cells. You cannot modify the width of only one cell.)
- b. Select the desired horizontal alignment from the **H Align** drop-down list. (You can align the text within the cell: Left, Center, or Right.)

4. Click the **Advanced** tab to add color to the selected cells.

**Cell properties** [X]

General | **Advanced**

Style: width: 153px;

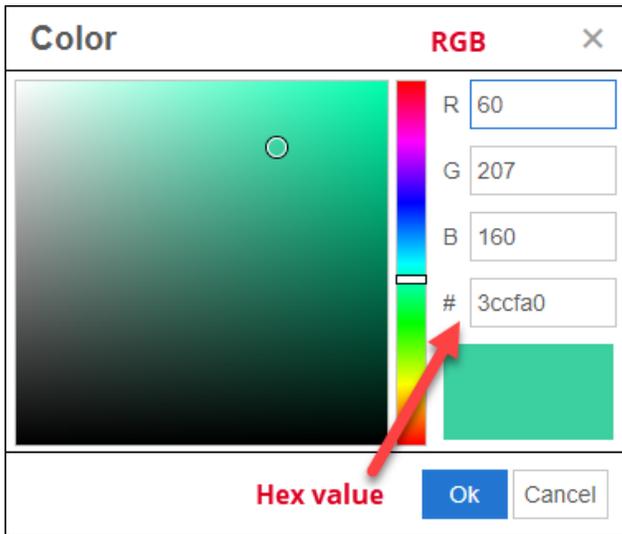
Border style: Select...

Border color: [Color selector]

Background color: [Color selector]

Ok    Cancel

- a. Click the **Background color** edit square on the far right side of the window.
- b. The **Color selector** window opens. Select the desired color. This changes the color of all the cells in the table. See [Color selector](#) for details on how to select a color (RGB, Hex value, or click and drag to select a color).



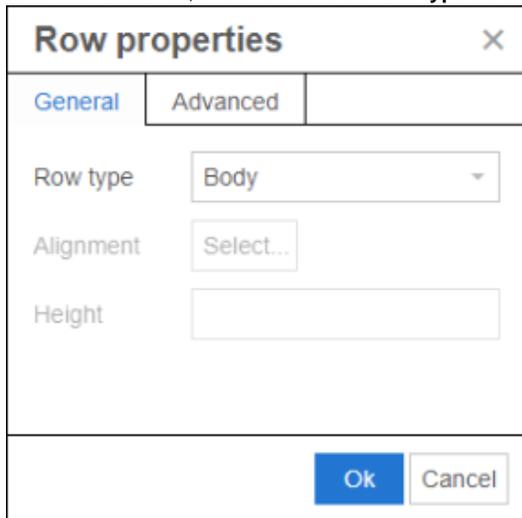
c. Click **OK** to close the Color selector window.

5. Click **OK** to close the Cell properties window.

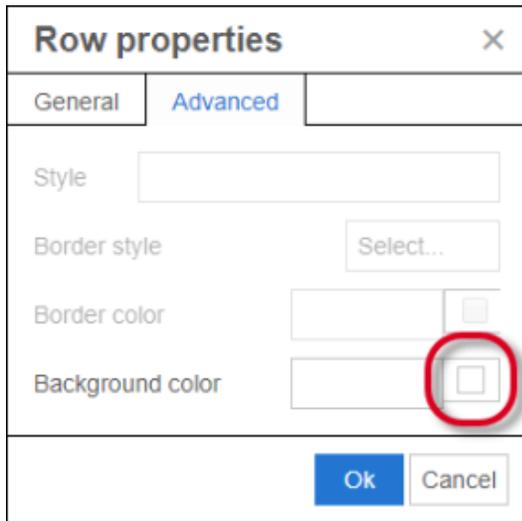
## Modify Row Properties

You can specify the row type, and the row background color using the row properties.

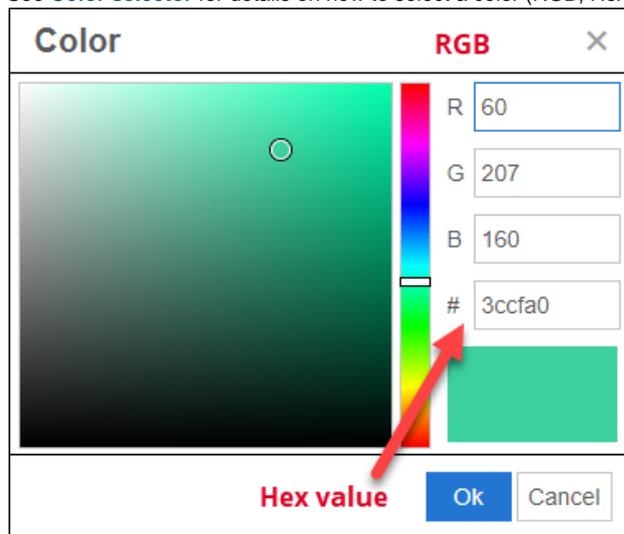
1. Place your cursor in the desired row.
2. Select the **Table Row Row properties** menu.
3. On the **General** tab, select the desired **Row type** from the drop-down list. (Header, Body, or Footer.)



4. Click the **Advanced** tab to add color to the selected row.



- a. Click the **Background color** edit square on the far right side of the window.
- b. The **Color selector** window opens. Select the desired color. This changes the color of all the cells in the table. See **Color selector** for details on how to select a color (RGB, Hex value, or click and drag to select a color).

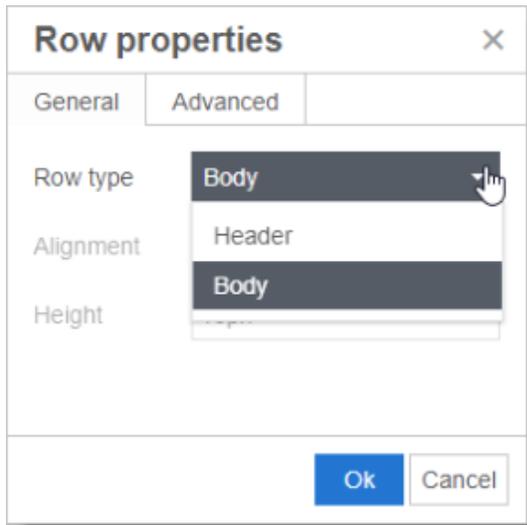


- c. Click **OK** to close the Color selector window.
5. Click **OK** to close the Row properties window.

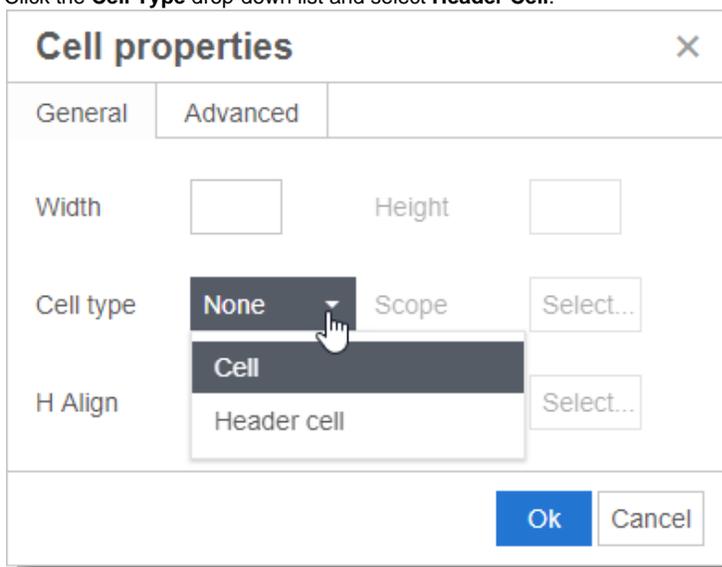
## Set a Header Row in a table

By default when you insert a table, all the rows are set as **Body type**. You must manually set a row as a Header row, and you must set the cell as a Header cell.

1. Click in the top row of the table and select the **Table Row Row Properties** menu.
2. Click the **Row type** drop-down menu and select **Header**.



3. Click **OK**.
4. Click and drag over the top row to select the top row (the cells are highlighted in blue when selected).
5. Select the **Table Cell Cell Properties** menu.
6. Click the **Cell Type** drop-down list and select **Header Cell**.



7. Click **OK**.



Multiple Header rows are not supported by the test driver. If you set more than one row as a Header row, when you save the item, an error notifies you that Tables can not have more than one header row.

Write Question Project: Vikys Project [Help](#)

It is not possible to submit as data needs correcting:

- Tables can not have more than one header row.

Question Type: MCQ, One Correct Option Question Number : Unsavd Language: English

Weight : Default

\* Question Stem:

\* Answer Options: Please select the correct answer by ticking the box next to it  Custom Option Label ↓

A: 

Header row 1	Header row 1
Header row 2	Header row 2
Body row	Body row
Body row	Body row

↓

Correct

B: 

Header row	
------------	--

↓

If you have a single row table, you cannot set the row as a Header row. An error message notifies you of this when you save the item.

Write Question Project: Vikys Project [Help](#)

It is not possible to submit as data needs correcting:

- Single row table can not have a header row.

Question Type: MCQ, One Correct Option Question Number : Unsavd Language: English

Weight : Default

\* Question Stem:

Header row		
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\* Answer Options: Please select the correct answer by ticking the box next to it  Custom Option Label ↓