





- Click once in the first cell of the second row. Type 'State', press tab and type 'Capital'. Continue with 'Population', and 'Famous People'.
- Select through the entire row and bold and center the text. The table should appear as below.

<b>Characteristics of States in the United States – 2004</b>					
<b>State</b>	<b>Capital</b>	<b>Population</b>	<b>Famous People</b>		

- Fill in the rest of the information in the table.

### **Set Table Properties**

Other formatting options for table can be found in the 'Table Properties' dialogue window. To access:

- Click once in a table.
- From the 'Table' menu, select 'Table Properties'.
- By selecting the different tabs, different properties of the table can be set.
- The vertical alignment of a cell can be set by selecting the 'Cell' tab.
- Select the type of vertical alignment, such as 'Center'. Click OK. The contents of the cell are now centered vertically in the cell.

### **Other Table Operations**

- Change the width or height of a cell by dragging the border of the cell.
- Split a cell by selecting 'Split cells...' from the 'Table' menu.
- Insert columns or rows by selecting 'Insert' from the 'Table' menu.