

Working With Tables Using Kompozer



Video Created By

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Lesson Plan

- Inserting Tables
- Styling Tables
- Content Alignment
- Adding of Rows/Columns



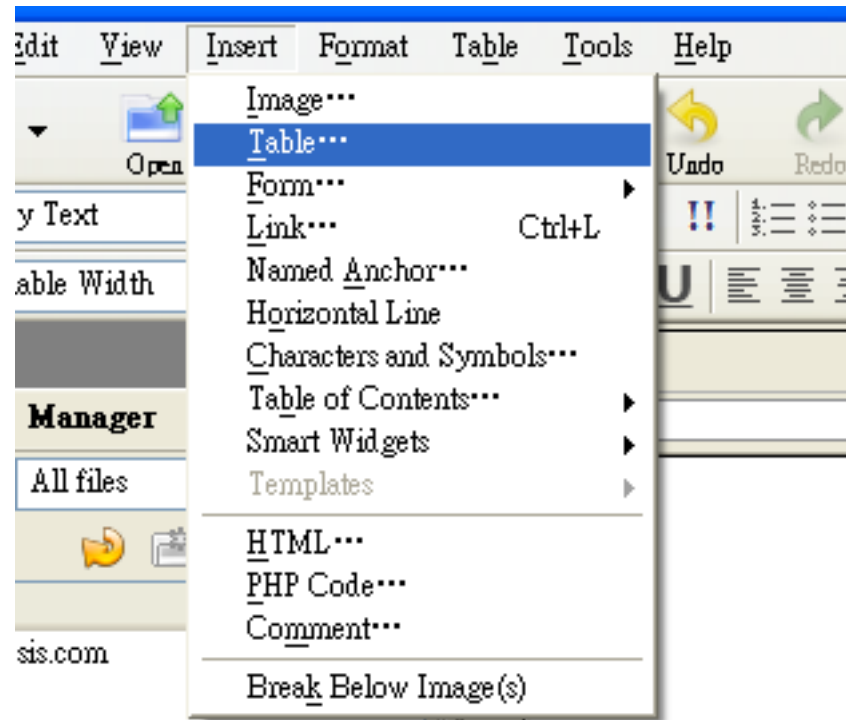
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Insert Table(1)



- Select 'Insert' and choose 'Table'



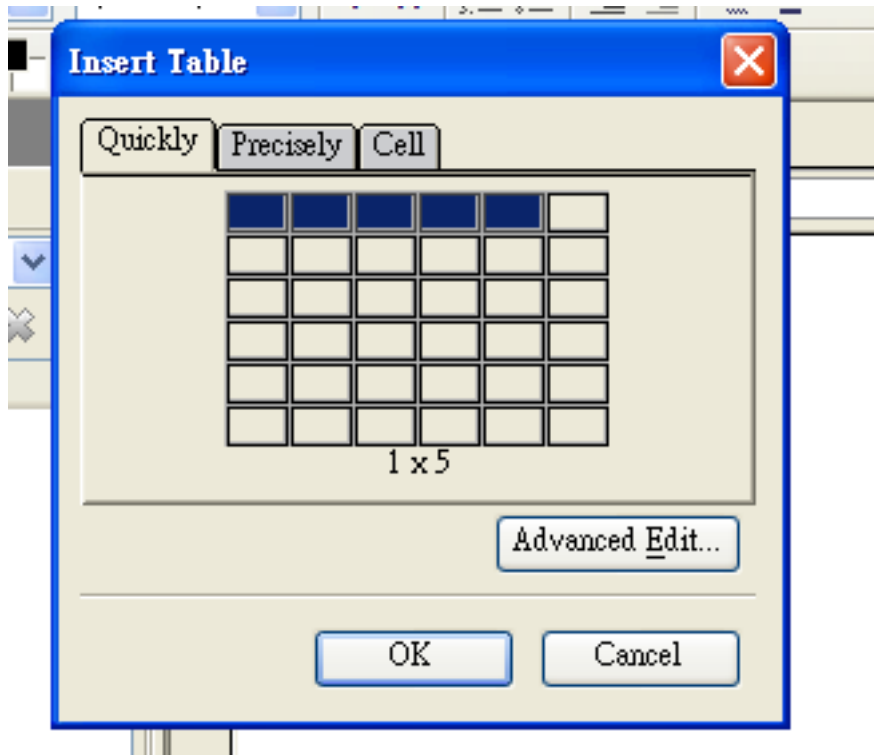
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Insert Table(2)



- You will see the following on your screen:



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Insert Table(3)



- Each of the tab 'quickly', 'precisely' and 'cell' all you to define the table properties
- 'Quickly' allows you to visually select the number of rows and columns and insert the table by clicking 'OK'
- 'Precisely' allows you to do the same as above but you will need to type in the number of rows or columns

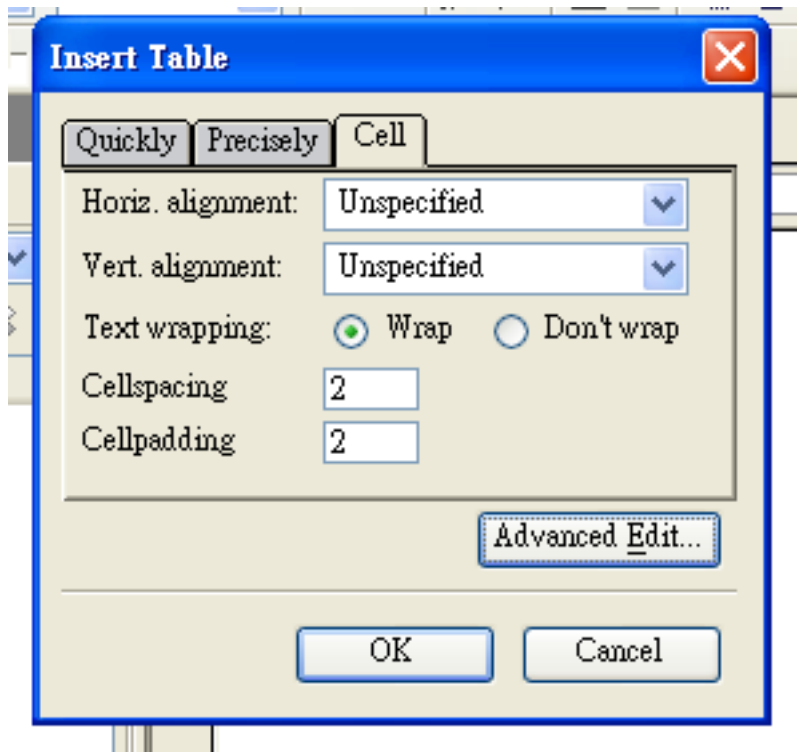
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Styling the Table(1)



- 'Cell' allows you to define other properties of the table



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Styling the Table(2)



- **What each of the choices does are as follows:**
- * **Size:** Use this to specify the number of rows and columns. Enter the width of the table and then choose "% of window" or "pixels." If you specify width as a percentage, the table's width changes whenever the KompoZer window's or browser window's width changes.
- * **Borders and Spacing:** Use this to specify, in pixels, the border line width, the space between cells, and the cell padding (the space between the contents of the cell and its border).
- Note: KompoZer uses a dotted outline to display tables with a zero border; the dotted line disappears when the page is viewed in a browser.
- * **Table Alignment:** Use this to align the table within the page. Choose an option from the drop-down list.
- * **Text Wrap:** Select "Don't wrap" from the drop-down list to keep text from wrapping to the next line unless you insert a paragraph break. Otherwise, choose Wrap.

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Styling the Table(3)



- * **Caption(this is found in advance edit):** Choose the caption placement from the drop-down list.
- * **Background Color(this is found in advance edit):** Use this to choose a color for the table background, or leave it as transparent.

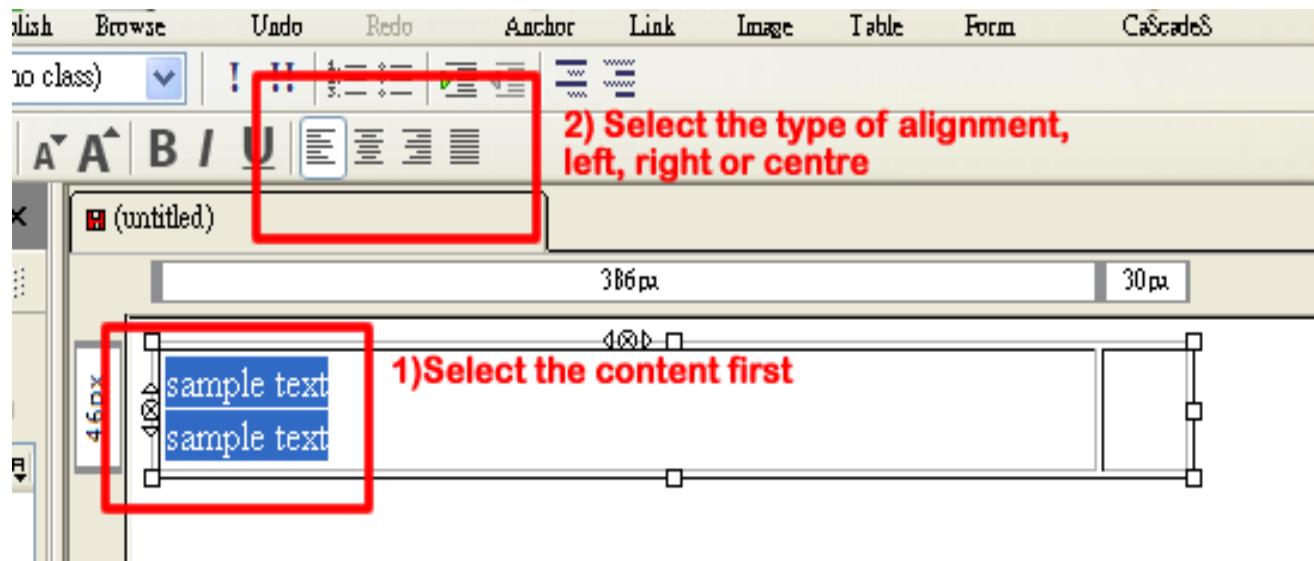
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Content Alignment



- Content Alignment can be achieved by selecting the contents in the table cell and then choosing the type of alignment:



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Adding Rows or Columns



- ✓ Adding of rows or columns can be achieved by
 - ✓ 1. Click inside the table where you want to add a cell (or cells).
 - ✓ 2. Open the Table menu and then choose Insert.
 - ✓ 3. Choose one of the cell groupings.
(You can also insert a new table within a table cell.)

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Removing or Deleting



- ✓ To delete a cell, row, or column:
 - ✓ 1. Click a row, column, or cell to place the insertion point. Or, select neighboring cells to delete more than one row at a time. To select neighboring cells, drag over the cells you want to select. To select individual cells in a table, hold down the Ctrl key (Windows, Linux or Unix) or the Command key (Mac OS) and click on the cells you want to select.
 - ✓ 2. Open the Table menu and choose Delete.
 - ✓ 3. Choose the item you want to delete.

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- How To Create Sales Letters That Sell Better Than A Top Sales Person
- The 1 and Only Low Cost, High Revenue Business Model That You Can Get Started Using Little Or No Money
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