

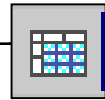
Table Bellwork

1. **Row:** Adjacent (touching) cells that span **horizontally** across the page.

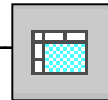
2. **Column:** Adjacent (touching) cells that span **vertically** down the page.

3. **Cell:** The box where a single row and a single column intersect.

4. **Split Cells:** Converting a single cell into two or more cells.



5. **Merge Cells:** Converting two or more cells into a single cell.



6. **Draw Table Tool:** Pencil tool allows the user to create custom tables by adding individual borders anywhere in a table.

7. **Text Alignment:** The arrangement of text relative to the margin. Flush Left means lined up with the left margin.

8. **Gridlines:** Nonprinting lines that display on the screen to show the boundary lines of a table.

9. **AutoFit:** AutoFit to Window will distribute columns evenly from margin to margin and Autofit to Contents will snap column sizes to the longest entry in that column.

10. **Table AutoFormat:** The Autoformat feature provides several built-in table styles that include borders, background shading, and character formats.