Welcome to Lesson 4 on How to create and modify tables using the TFE. Specifically, you will learn how to insert, merge & split rows and columns. You will also learn how to change the border size, font, color & alignment of the cells and table properties.

To create a table, you need to select the Table menu from the top tool bar.
Then you need to select the **Insert Table** option.

The **Insert Table Property** dialog box appears.

The table property menu controls the size, layout and background of the table.

- The size gives you the option to control how many rows and columns you want to have created in your table.
- The Layout controls the alignment, width, border size and cell padding and spacing.
- The background option determines the color of the table.
In this example, we will change the size of the table to 3 rows and 3 columns and then choose the Ok button to apply the changes.

For this example we will type the words **Faculty, Staff and Students** in the highlighted cells.
We need to highlight the words **Faculty, Staff & Students** in order to make changes to the text.

Next we will choose the **Center Alignment** icon to center the text.
Then we select the **Font drop-down** to change the font style.

Then we select **Verdana** from the Font drop-down menu.
Next we will make changes to the cells with the text.

You need to keep in mind that you can only make property changes to the table cells one cell at a time.

First we have to place the cursor in the table cell that we want to make a change to.

Then we need to right-click and select **Cell Properties** from the mini-menu.
From the **Cell Properties** dialog box we are going to **select the color black** from the color drop-down menu.

In this example we have gone ahead and applied the black background to each cell that has text.
Next we are going to change the color of the text. To do this we need to select the color option from the Format menu. Then select the color White from the color menu.

Next we will merge two table cells to make one. To do this we need to highlight two horizontally adjoining cells, then selecting the merge icon from the toolbar.
Next we will split one table cell to make two table cells.

To do this we need to place the cursor inside the table cell that we want to split, and then select the Split Cells icon from tool bar.

Since we want to split the cell into two, we will keep the default and select the OK button.
Next we will change the border size of our table. With our cursor located inside the table we need to right-click and select **Table Properties** from the menu.

We will change **Border size** to 0.
Then we need to select **OK** to apply the changes.

We need to select the **Submit** button to finalize the document.
During Lesson 4 you have learned how create and manipulate tables using the TFE.

Specifically, you learned how to:
- insert, merge and split rows and columns.
- change the border size of table
- change the font, color
- alignment of content placed inside the table

To learn what other features the Text Formatting Editor has to offer, continue on to Lesson 5.