

To Create a Table using AppleWorks



If this button is available on your Tool bar, click it at the place where you want to insert a Table.



Select "Custom" table type and click on Next.

Categories In:

Border Style:

of Rows:

of Columns:

Make your choices from the location of categories, border style, number of rows and columns from the pull-down menus.

From the *next* screen, choose the Data Format type, how you'd like "Wrap Cell Text" option, the text will size itself to fit the cell. Press **Create** when you're done.

ie, double-click the title in your

Your table should appear in the place where you've indicated by the position of your cursor.



Bridge	Fiske	Estabrook	Diamond
Drop off software		Co:Writer handout	Mtg. w/Child Study
Check lab equipment	Appointment for testing	See grade 4 teacher	Test scanner
Note to tech	Check in w/I LP	Set date for	
			Schedule Bowman

