

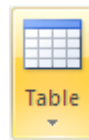
Microsoft Word - Drawing a Custom Table



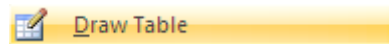
Drawing a Custom Table.

It is also possible to draw your own custom table, inserting the vertical, horizontal and diagonal lines.

1. **Click** on the **Insert** → **Table** button.



2. **Click** → **Draw Table**.



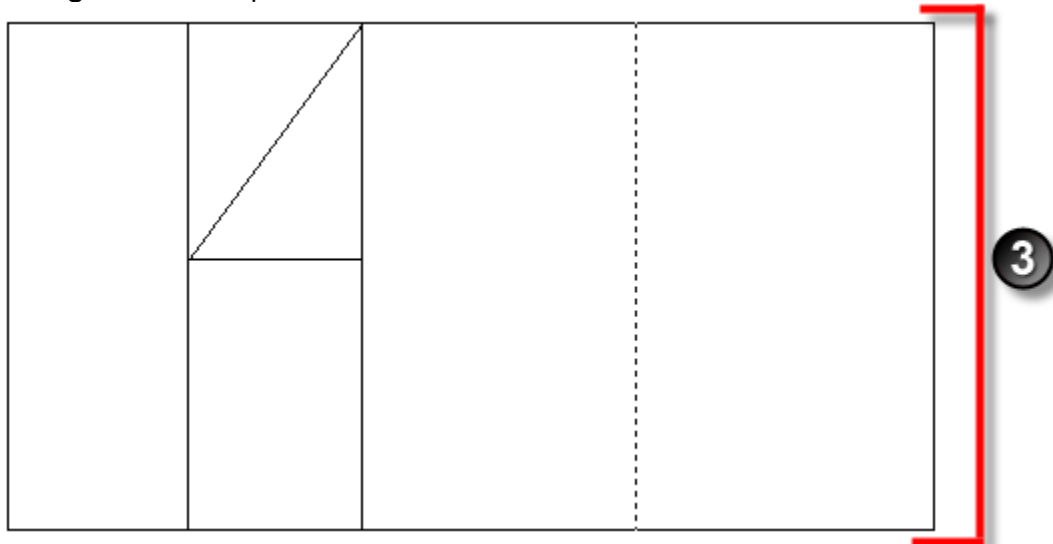
3. **Draw** your custom table.

A rectangle creates individual cells of the table boundaries.

Horizontal lines: creates rows.

Vertical lines: creates columns.

Diagonal lines: splits cells.



4. If you wish to delete a line, press and hold **Shift**, **click** on the line(s) you wish to **delete**.
5. Once you have completed the table **click** outside of the table.

