

Tables

This half day (3 hour) course is aimed at users who generally feel confident working in InDesign, and want to learn more about Tables. The course is not suitable for beginners.

Creating a table

- Specifying the number of columns and rows

Table Options

- Table Setup

- Row/Column strokes

- Fills

Cell Options

- Text inset

- Vertical Justification

- First Baseline Offset

- Clipping

- Rotation

Splitting and Merging cells

- Distribute rows/columns

- Inserting/Deleting Rows and Columns

- Adjusting Row Height and Column Width

- Inserting a picture in a table

- Headers and Footers

- Placing a Word document containing tables

- Creating a library of tables for future use