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PowerPoint - Table Borders and Fill

Creating a table in PowerPoint is pretty simple, but did you know you can adjust the borders and fill of the table? Read here to learn the basics.

First, you need to **create a table**:

- PowerPoint 2003 - from the menu bar and choose Insert, Table or you can click the table icon on the Tool bar.
- PowerPoint 2007 and above – choose the Insert tab on the Ribbon and then choose Table.

Each of these methods allows you identify the number of columns and rows you want for your table.

Now that you've created your table you can adjust the **borders and fill**. These options can be applied to the entire table, a column or a row.

- To highlight the entire table – move your mouse over the edges of the table, look for the 4-sided arrow and click to highlight.
- To highlight a column – move your mouse over the top of the column, look for the single arrow and click to highlight.
- To highlight a row – put your cursor in the first cell and hold down the Shift key and drag your mouse to highlight the entire row.

PowerPoint 2003 – with your table, rows or columns highlighted you will see a Table tool bar appear. This gives you options for border width, type, location, color, and cell background (see below). If you don't see this tool bar, you can right click and choose Borders and Fill.



PowerPoint 2007 and above – with your table, rows or columns highlighted the menu ribbon displays the Design tab. Here you can choose from a lot of options for your table – such as Table Style Options, Table Styles, Word art Styles and Draw Borders (see below).



There are many variations and uses of tables in PowerPoint. The best way to learn is to experiment with the different options to see what you can create.

If you need help with any PowerPoint project we can help, just contact us at info@aapk.com.

The Internet Turns 20 - Looking Back

Yesterday the first web site celebrated its 20th birthday. It was a simple page posted on the first URL. Now you can turn back time and visit that site or your favorite web site (including mine) and see how it looked in the early days!

The first web site was launched by the European science agency CERN. It described the basic features of the web, how to access other's files and how to set up your own server. To see that original site visit the first URL <http://info.cern.ch/hypertext/WWW/TheProject.html>

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If you want to take a trip into the web's past, the best place to do it is at www.waybackmachine.org. This group has archived over 240 billion web pages from 1996 to a few months ago. Just enter a URL and select the archive dates available for that site. It's interesting to see the evolution of any site.

For instance here's a link to my original web site from December, 1998 - <http://web.archive.org/web/19981206201211/http://www.aapk.com/>. The way back machine is also a great resource to find defunct sites – like one of my favorites that I created years ago - <http://web.archive.org/web/20061205050411/http://braineebunch.com/>.

Since these early sites, soooo much has changed since about the internet. But you can relive those old days at the way back machine!

If you need help with a web site or issues about the web, contact us at info@aapk.com

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You Have To Laugh

Funny Video: Girl playing with her 14 dogs - http://www.cnn.com/video/?hpt=hp_c4#/video/living/2013/04/12/orig-jtb-14-german-shepherds.youtube

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Contact us - 203-305-3124 or at info@aapk.com

AAPK - 45 Shadyside Lane, Milford, CT 06460

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