

## Tips on Word Tables Especially when creating forms

I've found that it is best to start with half inch margins all around, then make the table outer perimeters confirm to that (without going beyond it).

Then, when you are making your table, you figure out the MOST number of columns you could have in a row. The row with Street, City, State & Zip could have had as many as 8 (when you figure a separate cell for the place where they put in their data) but I typically would move the Street to a separate row (with two columns), giving the user the luxury of having nearly a whole line to write out a street address.

Then, there is the issue of creating a cell with a different column width than the one above or below it. The secret is to click in the upper left part of the single cell (that you want to differ from what is above or below it) and that will highlight it. (You click just when you see the black arrow slanted to the right). Then, with that cell highlighted, go to its right border and click and drag it left or right to size it. Doing that won't change or wreck the cells (and their columns) above or below it.

Lastly, and this is very iffy, . . .

Sometimes when you want various cells to have a bottom border (cells where they would type or write data) but when you tell that cell to have a bottom border, it gives the whole row a bottom border (underlining the field names). I think the technical name for this is pukey. (whatever).

I've had luck trying a couple of things.

1. Go to the cell underneath the (unwanted) underlined field name cell and using the borders thing, tell it not to have a top border. That takes the bottom border (of the cell above) away and often leaves the cell to the right of it with a bottom border.
2. Sometimes I've taken a cell for the data (that I do want underlined) that is to the right of a field name and right clicking and splitting that cell into two columns. Then I give each of those two cells (next to each other) a bottom border and since they don't have a left or right border, it looks like one wide cell. Strangely, that often allows the field name cell (to the left) to act more independent and not have a bottom border.