WORD 2000 BASIC UPDATES:

Draw and erase table tools

Draw tool   You can use this intuitive drawing tool to create and customize tables much the same way you would use a pen — just click and drag to draw the table boundaries and cell partitions, in any height and width you want.

[1]**Eraser tool**   You can use this tool to remove any cell, row, or column partition or block of partitions so that they merge. In earlier versions of Word, you could merge cells only if they were in the same row. In Microsoft Word 2000, you can merge any adjacent cells — vertically or horizontally.

Nested tables

[2]In Word 2000, you can create nested tables — tables inside other tables. Click and drag to draw a nested table just as you would any table.

Vertical and horizontal alignment

You can align text both vertically and horizontally from convenient alignment toolbar buttons. If your text is oriented vertically, the buttons automatically adjust to give you the correct alignment.

Vertical text direction

You can make your text flow vertically (rotated 90 degrees) in table cells, text boxes, and frames. This is a useful feature for creating labels and also for publishing oriented documents where credits or copyrights are printed sideways.

Table resizing

In-table row resize   You can adjust any row's height directly in your table by dragging the row border up or down, just as you adjust column widths. If you hold down ALT while you drag the column border, the new vertical ruler shows you the exact row height.

Table move handle   You can use the mouse to move your table to another position on the page.

Table resize handle   You can change the size of the entire table while maintaining the same row and column proportions.

1. Rest the pointer on the table until the table resize handle appears on the lower-right corner of the table.

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[1] Not an improvement
[2] What is the point of this?

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Daniel F McAuley

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