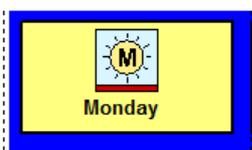


Communicate: In Print

Making a visual timetable

Advanced Skills (V2.8 or newer)

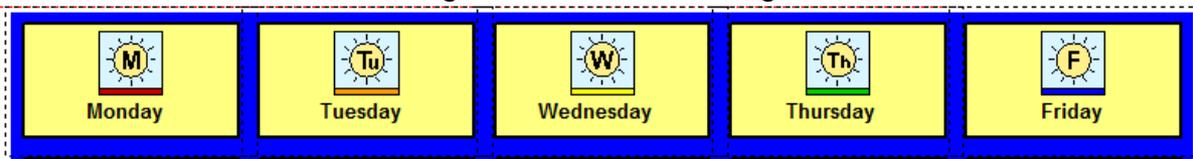
Changing the colour of selected cells



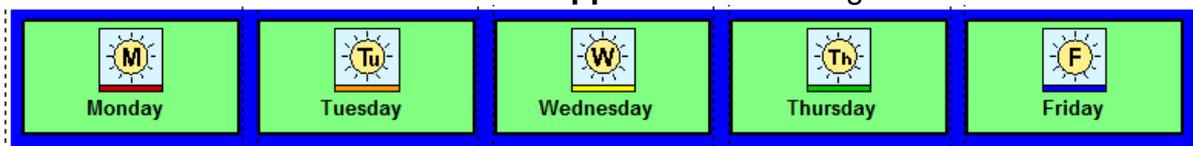
Click into the first cell you want to change the colour of.

Notice the dotted lines that appear around the cell.

Press **Ctrl + Shift** whilst clicking each of the remaining cells.



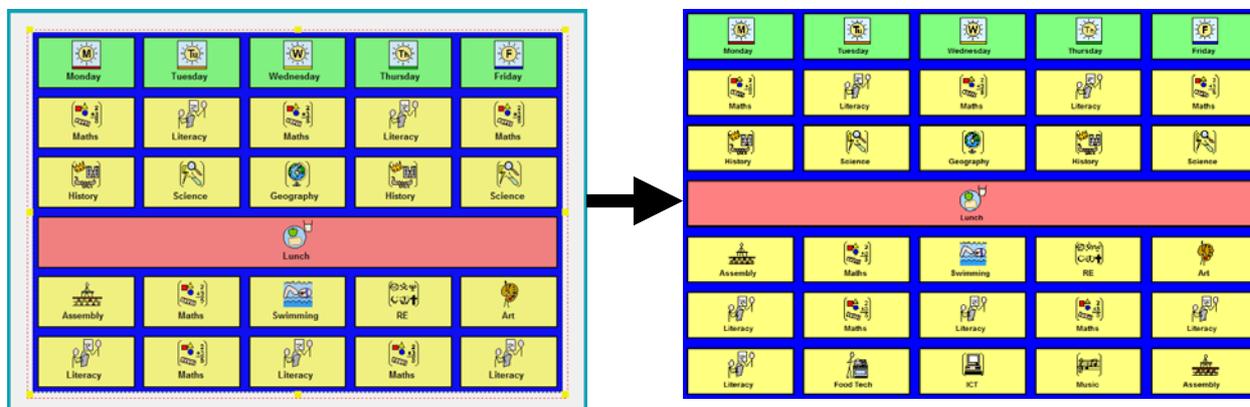
Go to **Frames and Pictures** and then **Appearance** to change the colour of the cells.



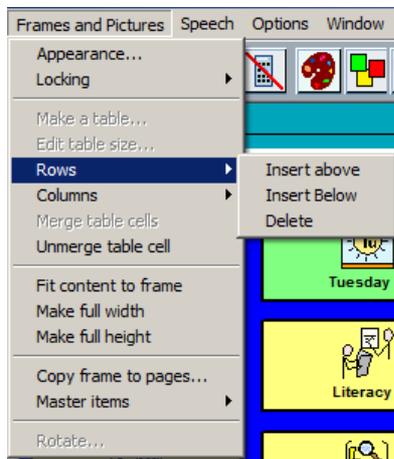
Adding a column or row

Right click on the table, **yellow handles** will appear.

Click and drag to shrink the table to make room for the column or row you wish to add.



Click into the cell above/next to the space you want to add a column or row.



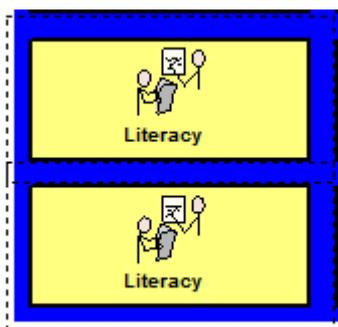
Go to **Frames and Pictures**

Then go to **rows** or **columns** > **insert** (whichever is appropriate)

A blank column or row will appear. Fill in the cells with text.

Note: The new column or row will have the same formatting as the rest of the table

Merge or enlarge cell size



Click into the first cell you want to merge

Press **Ctrl + Shift** while clicking into the second cell you want to merge

Go to **Frames and Pictures** > **Merge table cells**



Put your cursor in the new enlarged cell

Click on the **Expand**

