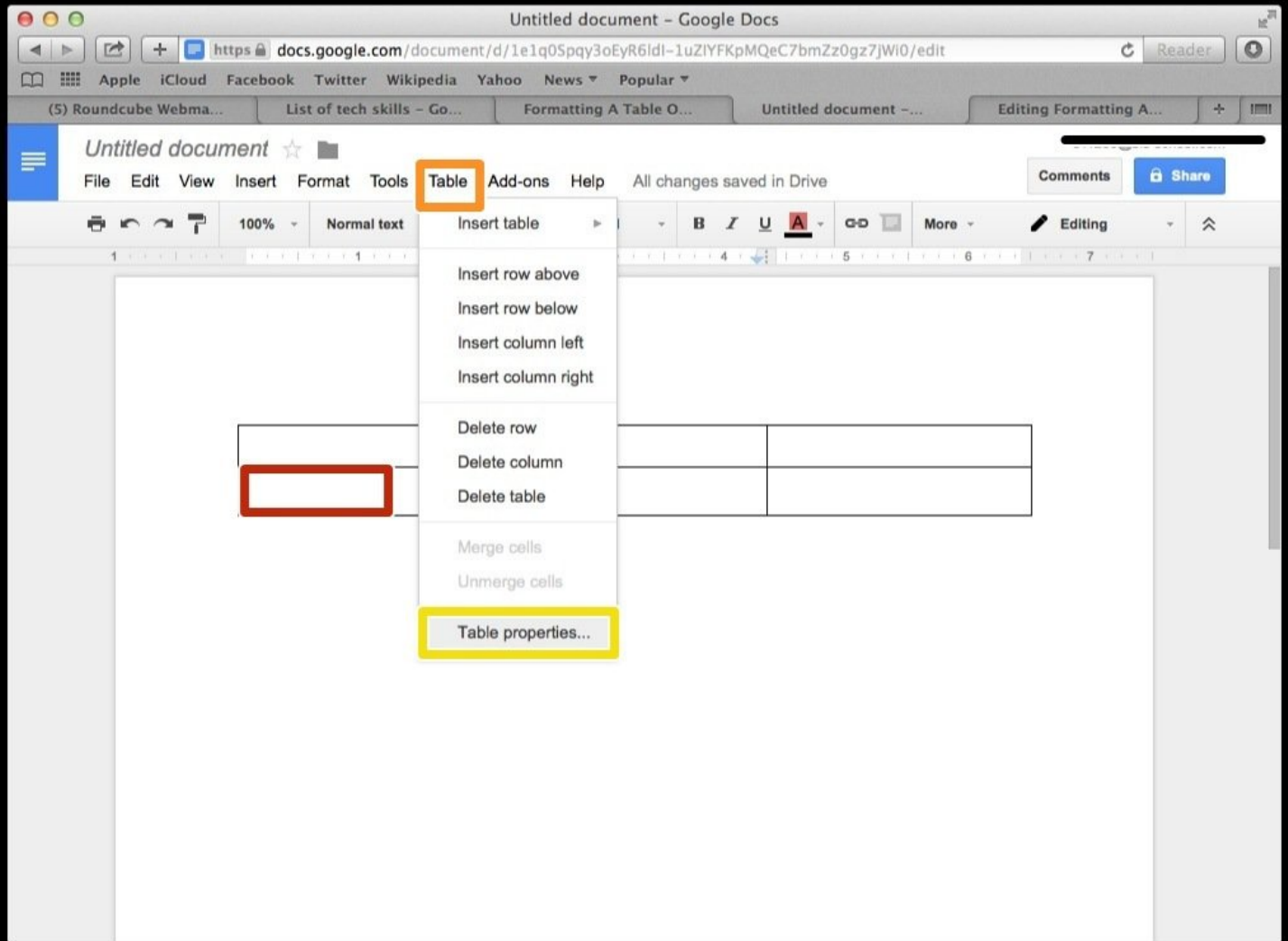


BIS Help Guides

Formatting A Table On Google Docs

Learn to format a table in google docs.

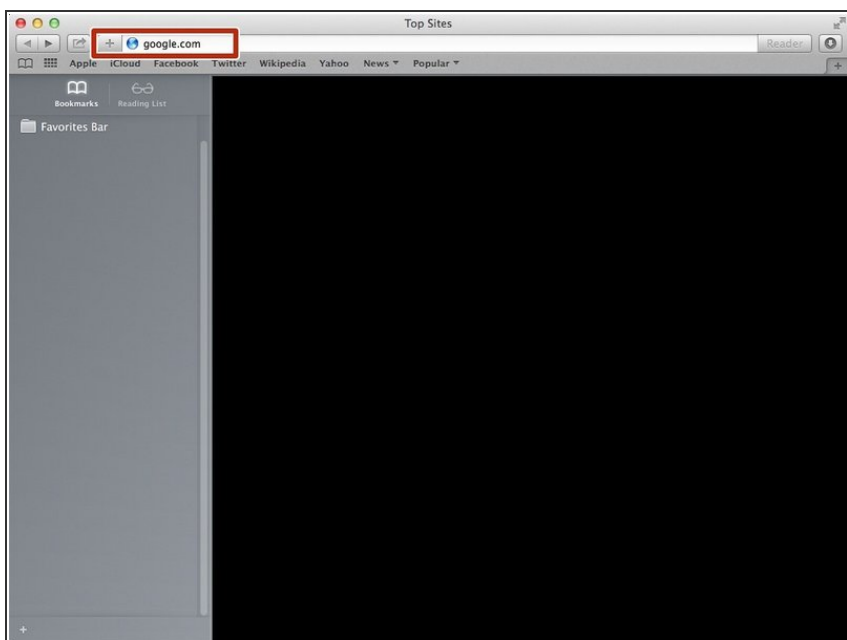
Written By: jacob



INTRODUCTION

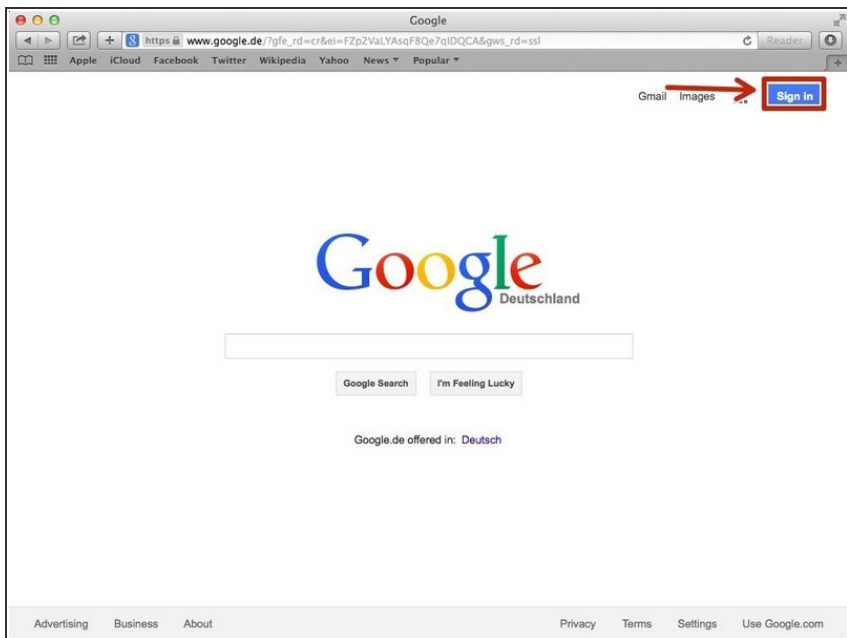
Learn to format a table in google docs.

Step 1 — How To Access Google.com



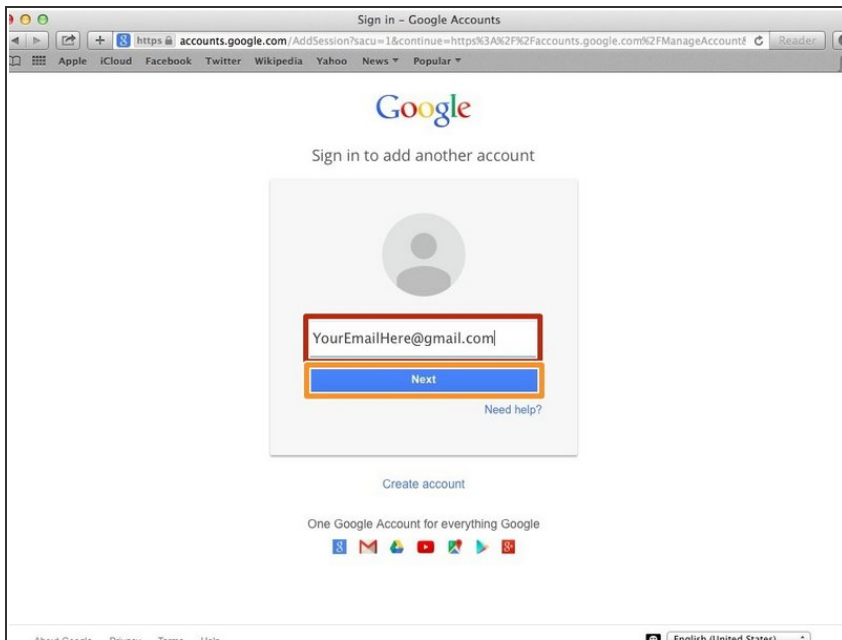
- Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button



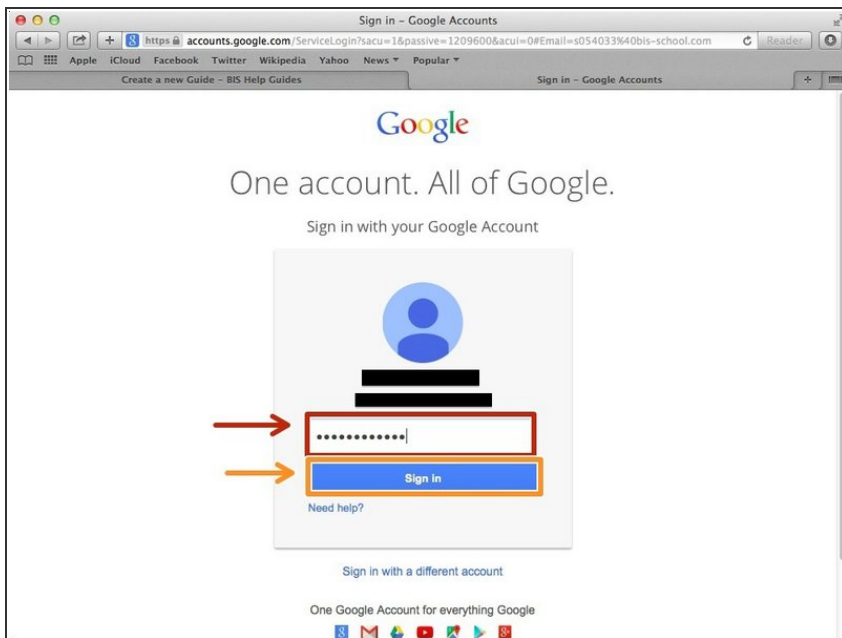
- Click on the "Sign In" button to sign in to your google account

Step 3 — Entering In Your Email



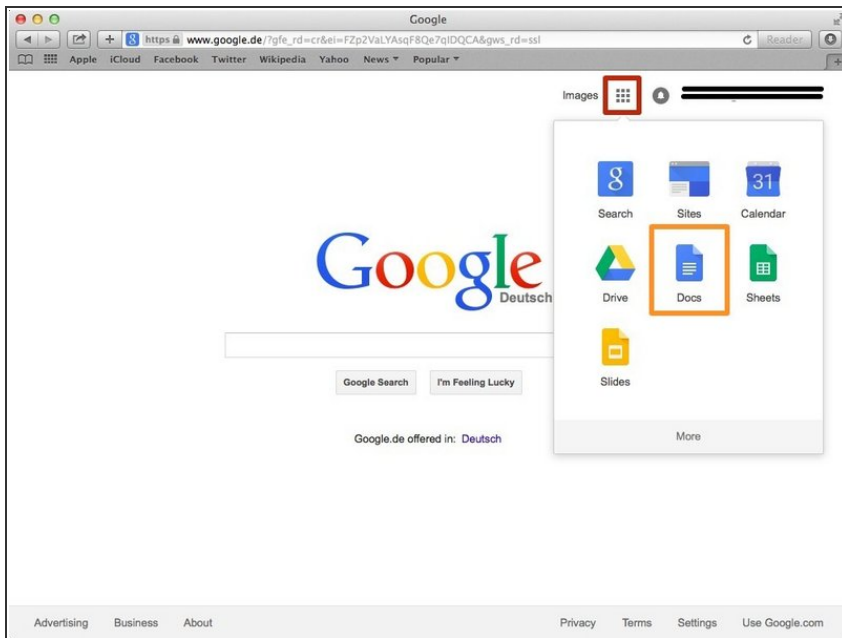
- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



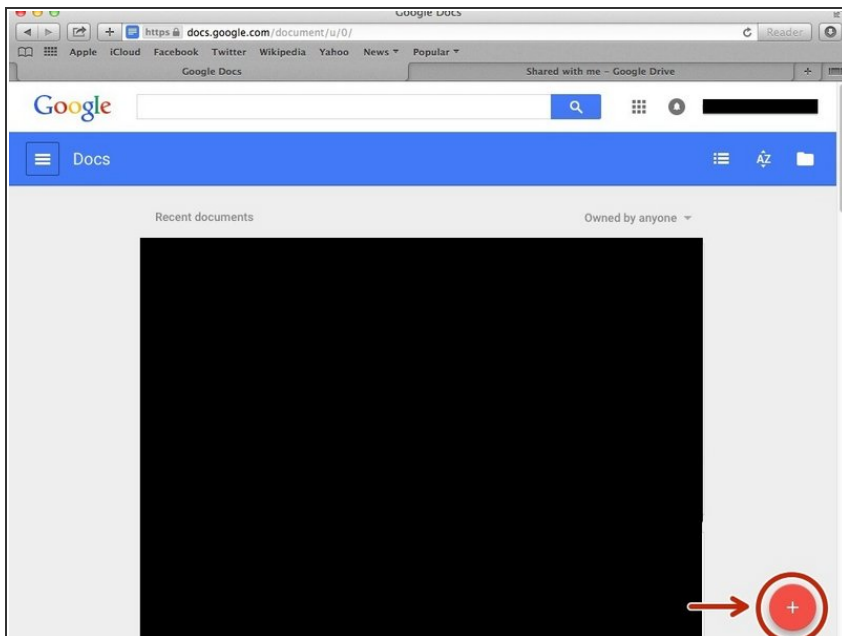
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs



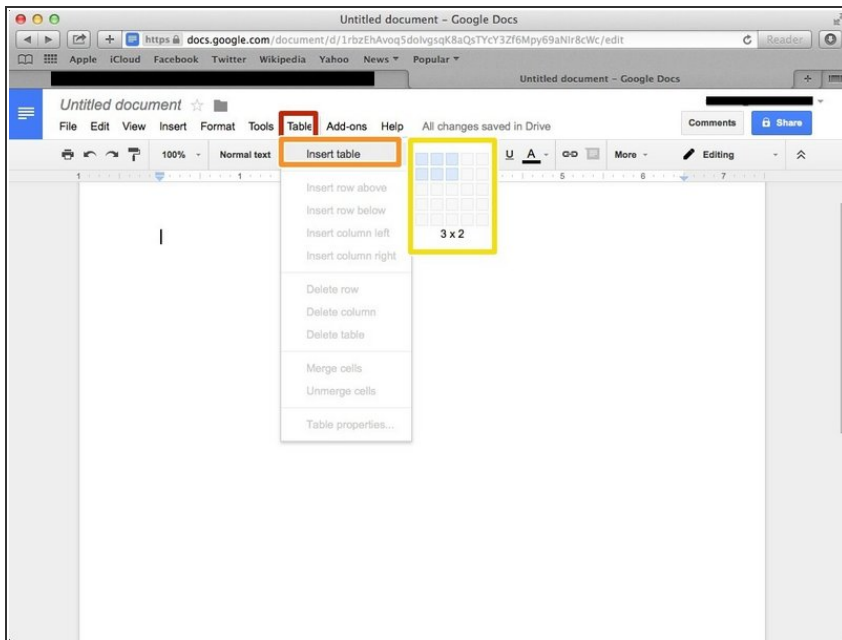
- Click on this button to open a menu of options
- Click on the "Docs" Button

Step 6 — Creating New Google Docs



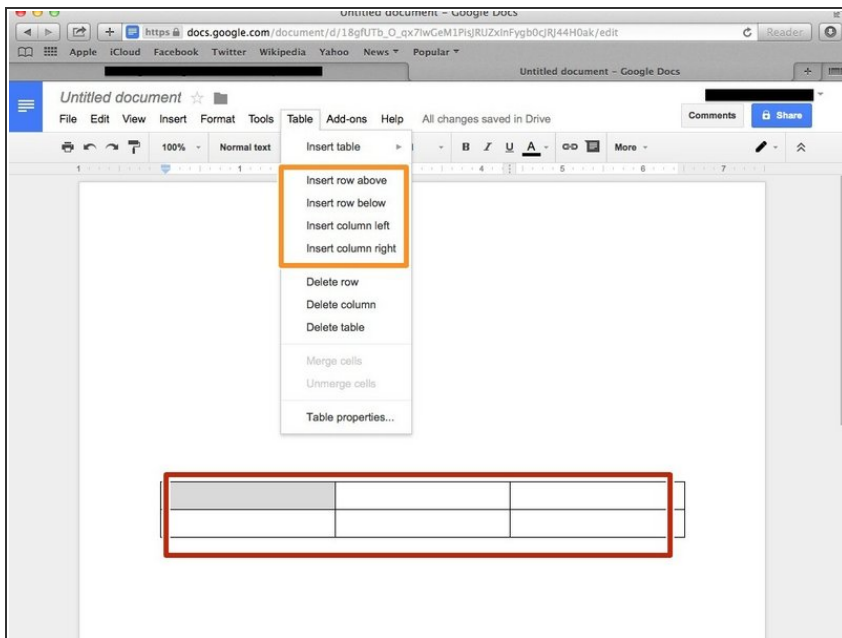
- Click on the red "+" button on the bottom right of the screen to make a new google doc

Step 7 — Finding "Insert Table" On The Menu



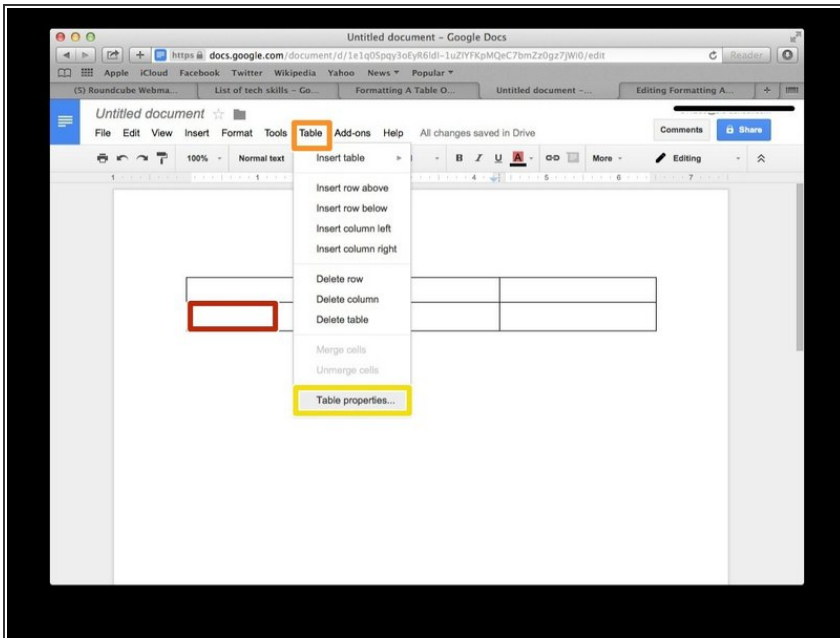
- Click on the "Tools" button
- Click on the "Insert Table" option on the tools menu
- Create the table with the dimensions you want

Step 8 — Inserting New Columns Or Rows In Your Table



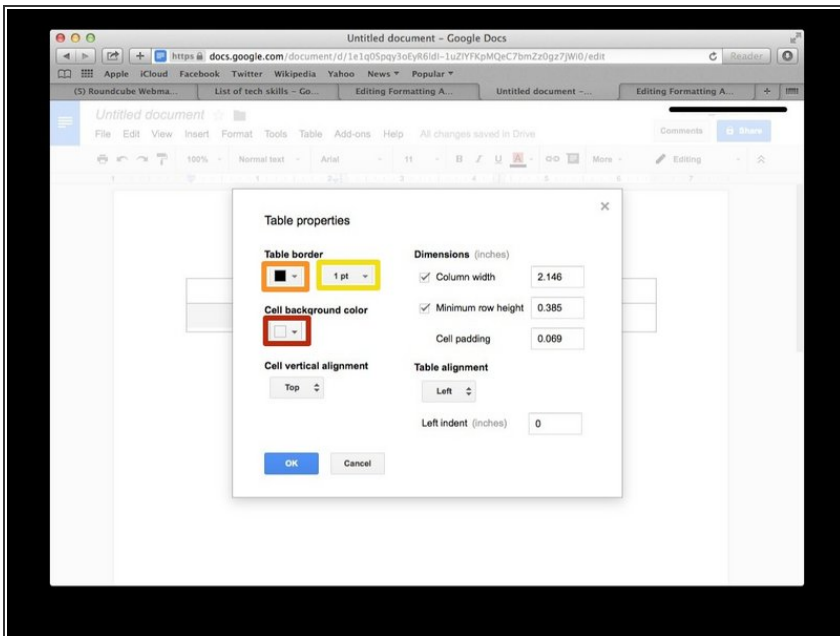
- This is the table you created and you can type in any of the boxes
- Insert new columns or rows with these options

Step 9 — Formatting A Table On Google Docs



- Put your cursor into one of the boxes of your table
- Select table
- Select the 'Table properties' option

Step 10



- To give your table a different coloured background select the 'Cell background colour' option
- To change the colour of the box's border select the 'Table border' option
- To change the table thickness click here