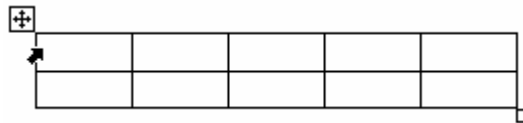


**Title:** Word - Tables - Highlighting (cells, rows, columns, & tables)

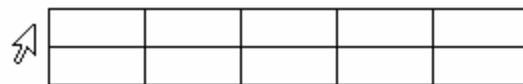
**Purpose:** This document describes how to highlight the different parts (cells, rows, columns) of a table as well as an entire table.

**Highlighting Basics:** The basic steps in any highlighting task is to first position the cursor correctly, then left-clicking (or if dragging the mouse is necessary, then holding down the left mouse button), and finally releasing the left mouse button. When working with the tables, the first step (positioning the cursor correctly) varies depending on what part of a table you want to highlight. The sections below focus mainly on this step.

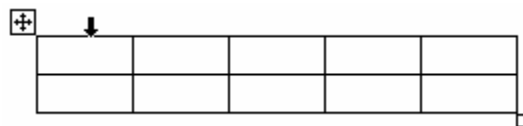
**Highlighting Cells:** Position the cursor on the left edge of the cell (or there are multiple cells then focus on the upper left cell initially) that you want to highlight until the cursor changes to a solid black arrow as shown below, and then click (or hold and drag) the left mouse button.



**Highlighting Rows:** Position the cursor on the left side of the row (or there are multiple rows then focus on the upper row initially) that you want to highlight until the cursor changes to a white arrow as shown below, and then click (or hold and drag) the left mouse button.



**Highlighting Columns:** Position the cursor over the column (or there are multiple columns then focus on the left column initially) that you want to highlight until the cursor changes to a solid black arrow as shown below, and then click (or hold and drag) the left mouse button.



**Highlighting Tables:** There are several ways to highlight an entire table. One way is to position the cursor on the upper left corner of the table until the cursor changes to two double arrows in the shape of a cross as shown below, and then click the left mouse button. Other ways involve following the instructions for highlighting rows or columns for the entire table.

