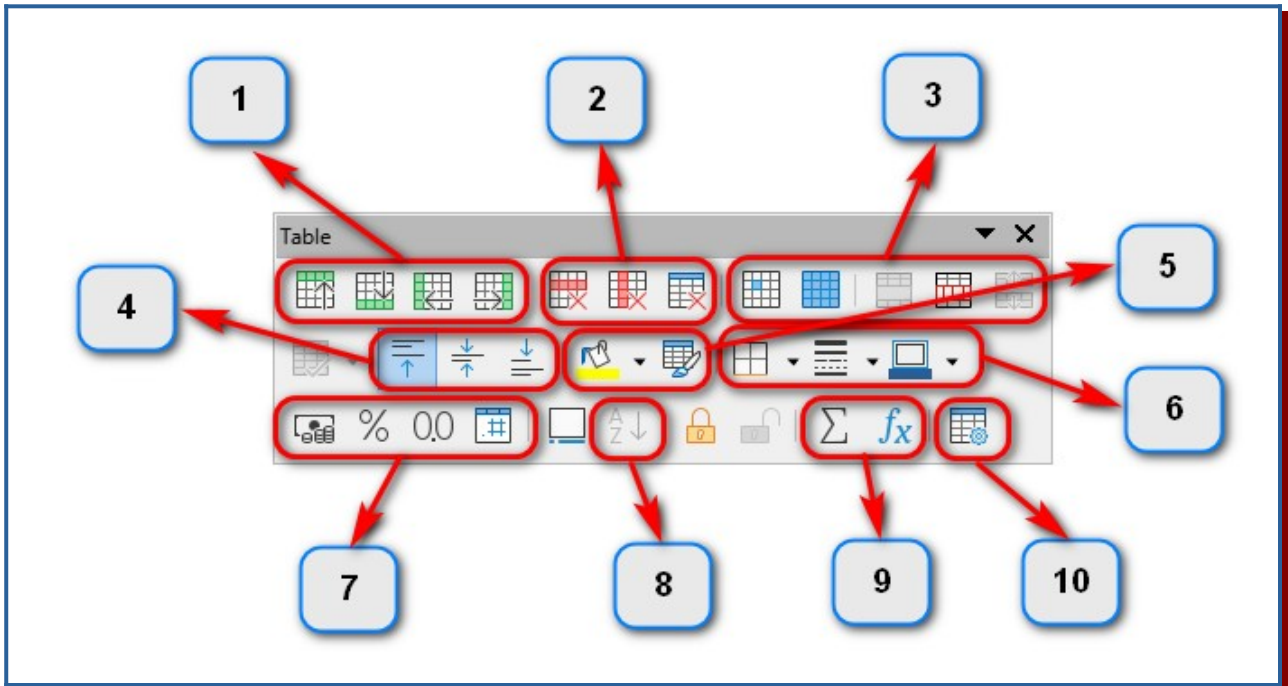


Activity 5: TABLES

First of all, read and learn, before doing anything...

Tables are organized into rows and columns of blocks, called cells. Each cell in a table can be filled with information (text, graphics, equations...) and its format can be defined: size, colours, font...

All the commands are in the Toolbar **Table** menu and all commands can also be selected with the **toolbar** icons (only appears when a table has been created).

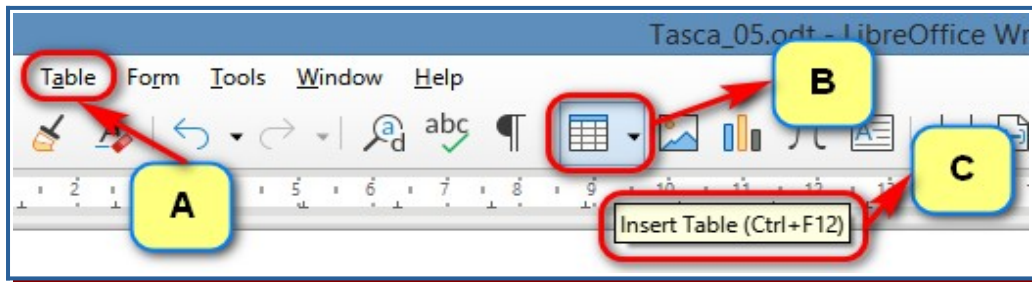


The editing options on the toolbar are:

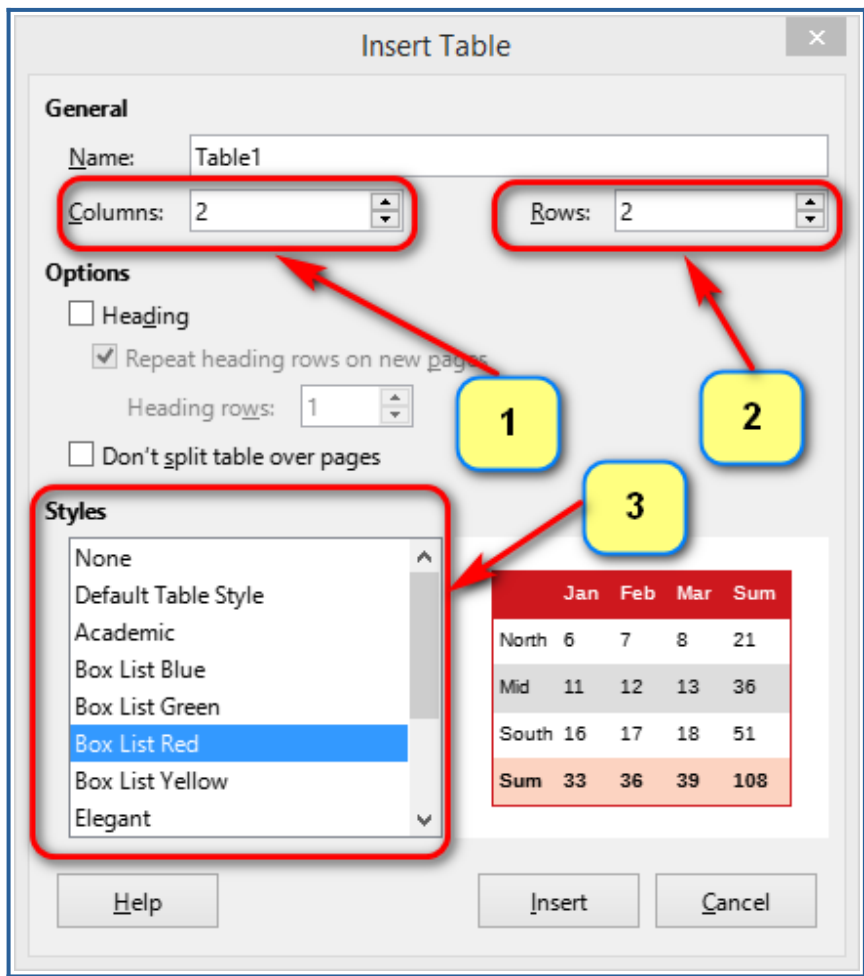
- 1) Insert rows or columns before or after the cell where the cursor is located.
- 2) Delete rows, columns or the whole table.
- 3) Select cells, select the whole table, join or separate the selected cells and divide the table.
- 4) Vertical alignment: top, centred or bottom.
- 5) Cell colour.
- 6) Edge style.
- 7) Number format: currency, percentage, decimal...
- 8) Sort contents of the selected cells.
- 9) Add values of the selected cells or insert a related function values from different cells.
- 10) General table properties.

Insert a table into a document

You may insert a table using three paths:



A) In the main menu, select **Table** → **Insert** and indicate the number of columns (1) and the number of rows (2). You may also indicate a colour style (3).



B) On the function bar icon, you only need to choose the number of rows and columns in the drop-down.

C) The **Ctrl** and **F12** key combination opens the same dialog as option A.

Now is your turn...

You should prepare a table with the information from the country of the European Union that the teacher tells you. The final aspect must be similar to this:

SPAIN	
Capital	Madrid
Official EU language	Spanish
EU member country	since 1 January 1986
Currency	€ Euro area member since 1 January 1999
Schengen	Schengen area member since 26 March 1995
Surface area (thousands of km²)	505,944
Position by surface	2
Population	47,394,223
Position by population	4
Political system	
Spain is a parliamentary democracy and constitutional monarchy with a head of government -the prime minister- and a head of state -the monarch. A council of ministers is the executive branch and is presided over by the prime minister. Spain is a unitary state, composed of 17 autonomous communities and 2 autonomous cities with varying degrees of autonomy.	
Flag	

When you have finished, save the file as Activity_05.odt and send to your teacher in pdf format.