

6.2 Using tables to organise lists



Description:

Tables are a neat way of presenting a lot of words.

Topic: Eric William Vincent RANSOM
 Topic Type: Person - genealogy
 Son of Arnold and Amy Ransom.

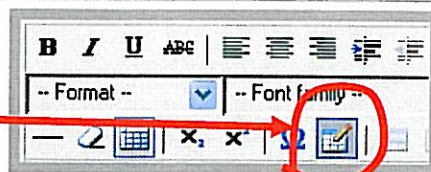
Wayne Vincent Geary	Shirley Rose RANSOM m. Lauchlan GEARY	Eric William Vincent RANSOM	Arnold Reginald RANSOM
Daryl Colin Geary			
Caroline Rose Geary			
Bruce Lindsay Geary			
Tracy Lee Geary			
Marie Dawn Adams			
Lynette Gay Adams			Amy Rachel SALMONS

Step by Step:

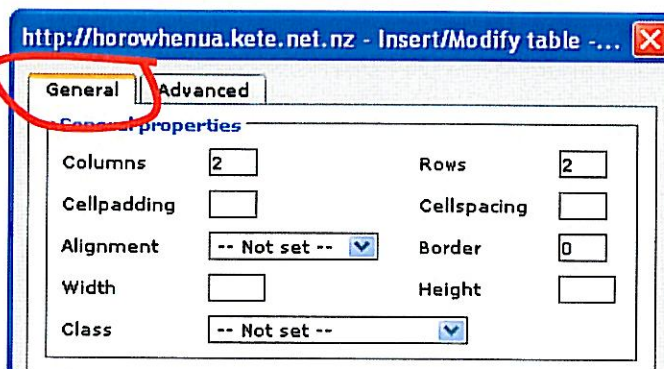
- ① Either **Create** or **Edit** the Topic.
- ② Click on the **Insert New Table** button.
- ③ Enter **table properties** into pop up window.
- ④ Don't forget to check the **second tab** of the window (called **Advanced**).
- ⑤ Click on **Insert** button.
- ⑥ Click inside a cell of your new table and start **typing**.
- ⑦ To **change the appearance** of the table, click inside the table and then click on the **Insert New Table** button.
- ⑧ To the right of the **Insert New Table** button there are buttons to format a row and a cell **Update** button.
- ⑨ To the right again are buttons to **insert and delete** both rows and columns from a table.

More detailed explanation:

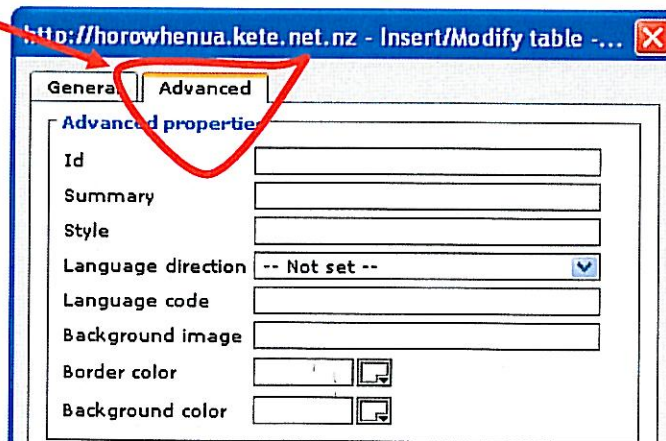
- ② Click on the **Insert New Table** button.



- ③ Enter **table properties** into the pop up window - the **General** tab allows you to change the appearance of the table:
 - Number of columns,
 - Number of Rows,
 - Cellpadding,
 - Cellspacing.



- ④ Don't forget to check the **Advanced** tab of the window - here you can set the
 - Border Colour (first make sure you have set a Border width on the first tab),
 - Background Colour for all cells in the table.



- ⑤ Click on **Insert** button at the bottom left of the window to see your table.
- ⑥ Click inside a cell of your new table and start typing.
- ⑦ To **change the appearance** of the table, click inside the table and then click on the **Insert New Table** button.

Continued overleaf ...

Continued ...

8 To the right of the **Insert New Table** button are:

The **Table row properties** button allows you to change how a row looks (e.g. colour and border)



The **Table cell properties** button allows you to change the way a cell looks.

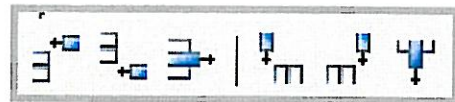
Vincent RANSOM m	Mary Ann JOSEPH	Roland (Tim) RANSOM	Ronald (Clive) SUTTON
			Reginald SUTTON
			Leslie RANSOM
			Bybil (June) RANSOM
			Eric RANSOM
			Eric RANSOM
			Eric RANSOM
			Eric RANSOM
			Eric RANSOM

In this example (left) colour is used to clarify the genealogical relationships between the people. The colours are defined using the 'hexadecimal' codes (obtained from the Internet or a book) e.g. CCCCCF is a soft mauve.

9 To the right again are buttons to help you **insert** and **delete** rows and columns in a table.

Hover your mouse over button for a description.

To use, just click in your table then click on the relevant insert or delete button.



Examples of Tables:

The topic at **right** uses a table to contain links to **audio files**.

The topic **below** uses tables to manage **genealogical data** (see sheets 7.1 and 7.2 for more on this.)

Topic: Charles Welby Remembers

Topic Type: Publication

Listen to Mr Chas. Welby, aged 96 in 1988, talk about his memories of Levin. Interviewed by Eleanor Kea



Photos: [Primary school](#)



[First job](#)

Recorded on 2 December 1988, click on the links to hear Mr Chas. Welby talk. The recording has been divided into Internet access, you may prefer to download the entire interview of xx min (at wv MB) - this file is at the bottom of the

01	Introduction	41sec
02	His father came to New Zealand in 1886 on the Adelaide	2min 37sec
03	About his mother and brother	1min 51sec
04	Chas came to Levin as a baby, the family settling by the lake	1min 44sec
05	In 1892 his father won a ballot for 5 acres in the Horowhenua Village Block	2min 20sec
06	Talks about early lighting in Levin - kerosene, gas and electricity	2min 10sec
07	School recollections - started at school (see photo) by Government Experimental Farm	2min 31sec
08	Left school before 14 years old. Remembers 1st bicycle his family had	1min 35sec

Kete Horowhenua

The stories of the district as told by its people

[<< Back to "John Robert RANSOM"](#)

Topic: Stewart Wilfred Nivison RANSOM

Topic Type: Person - genealogy

Eldest child of Will and Nancy Ransom, sister of Jean and husband of Ava.



Stewart survived his sister Jean, and upon been built by Will and Jean, to the Horowhenua Historical Society since the society's i

Stewart Ransom	Will Ransom	Vincent Ransom
Jean Ransom	Nancy Kellock	Mary Ann

Get Involved

[Edit](#) [History](#) [Discuss](#) | Flag as: [inaccurate](#) [typo](#)

Topic: Hungry in Oxford Street?

Topic Type: General

There is no reason to stay hungry for long in Oxford Street, Levin, with over 28 cafes, eateries, restaurants and takeaway shops to

Tags: [food](#), [cafes](#), [eating](#), [leeds](#), [restaurants](#), [pizza](#), [take out](#)

Here are some of them:

NAME	ADDRESS	PHONE
71 Oxford Street	71 Oxford Street, Levin	
The Bakers	80 Oxford Street, Levin	(06) 367 3554
Berthia	Corner York and Oxford Streets	(06) 367 6382
Cafe Fibra	Levin Mall, Oxford Street, Levin	(06) 368 4569
Cafe Uno	Levin Mall, Oxford Street, Levin	(06) 368 6251
Cafeteria	255 Oxford Street, Levin	(06) 367 6482
Chatter Noodles	225 Oxford Street, Levin	(06) 367 6275
Cobb & Co	On Oxford and Durham Streets, Levin	(06) 368 9157
Five Star Takeaway	70 Oxford Street, Levin	(06) 368 9852
Helm Conary	323 Oxford Street, Levin	(06) 368 2682
HO Takeaways	320 Oxford Street, Levin	(06) 367 2450
Kim Grill	33 Oxford Street, Levin	(06) 368 4724
Levin Cosmopolitan Club	47-51 Oxford Street, Levin	(06) 368 2571



The **Hungry in Oxford Street** topic (right) has a picture in a table - using the merge cell feature to create a larger 'cell' or space