

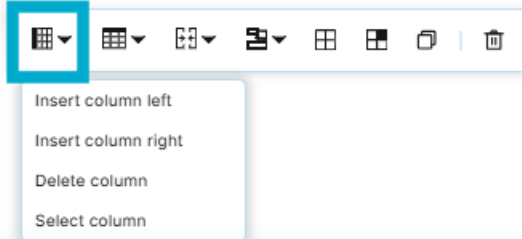




## The first button allows you to amend columns:

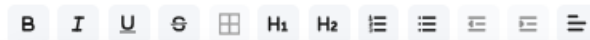
This is your answer box for Question 1. If you use the Excel spreadsheet, you **must** copy and paste any calculations and workings that accompany your answer into this box.

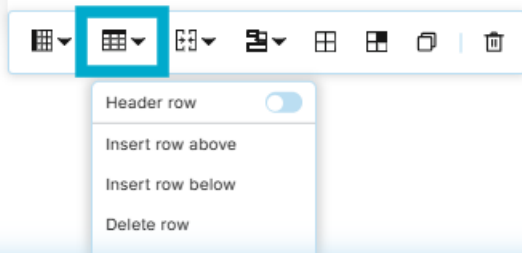


## The second button allows you to amend rows:

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The fifth button is table properties, and the sixth is cell properties:

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B I U ☞ ☒ H<sub>1</sub> H<sub>2</sub> ☰ ☷ ☱ ☲ ☳


☒ ☒ ☒ ☒ ☒ ☒ ☒

Table properties

This is your answer box for Question 1. If you use the Excel spreadsheet, you **must** copy and paste any calculations and workings that accompany your answer into this box.

B I U ☞ ☒ H<sub>1</sub> H<sub>2</sub> ☰ ☷ ☱ ☲ ☳

			hhh	

☒ ☒ ☒ ☒ ☒ ☒ ☒

Cell properties

Both of these buttons provide various functionality regarding borders etc, either in respect of the whole table or an individual cell:

**Table properties**

**Border**

none

**Background**

Color

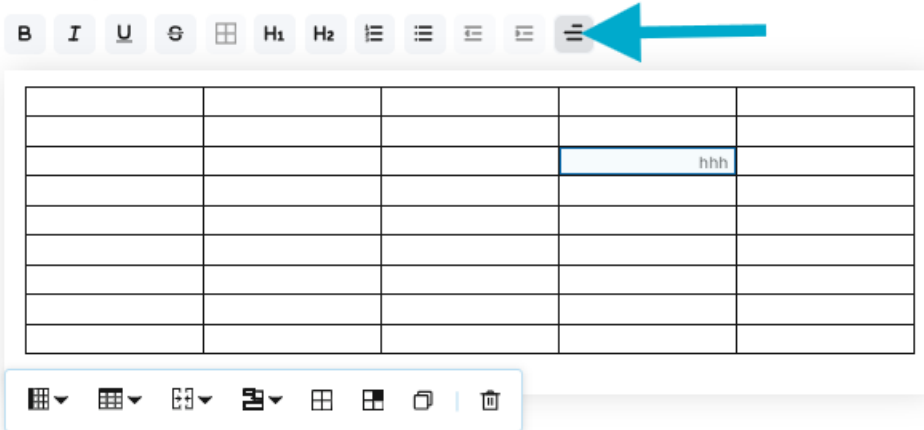
**Dimensions and alignment**

Width  Height  ☰ ☷ ☱

✓ Save      ✗ Cancel

We do not recommend you use these, other than to align text, as you do not need to add borders or amend colours. You can also align text within a table by using the main toolbar:

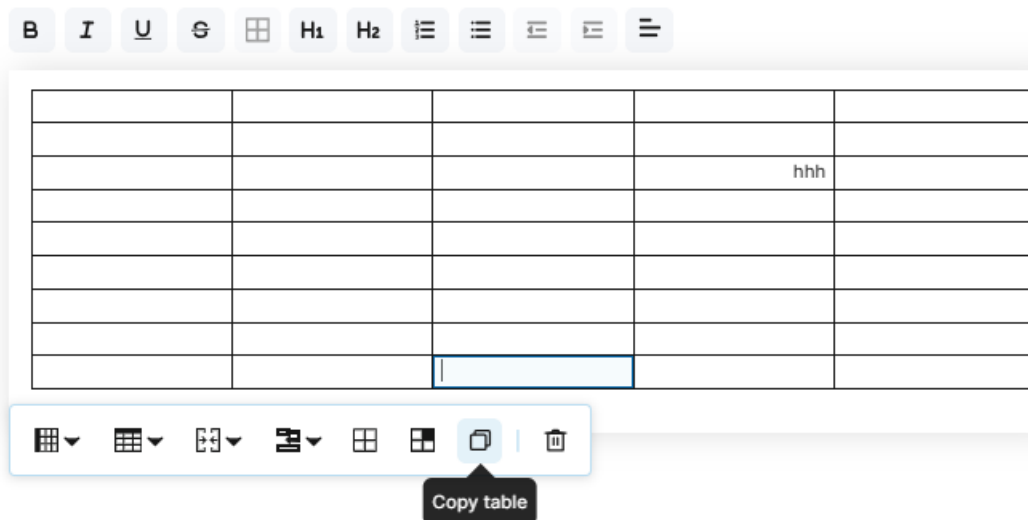
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The screenshot shows a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Table (grid icon), Heading 1 (H1), Heading 2 (H2), Bulleted List (list icon), Numbered List (list icon), Decrease Indent (left arrow), Increase Indent (right arrow), and Text Alignment (center icon). A blue arrow points to the Text Alignment button. Below the toolbar is a table with 5 columns and 10 rows. The cell at row 3, column 4 contains the text "hhh". Below the table is a secondary toolbar with icons for Table (grid icon), Table (grid icon), Table (grid icon), Table (grid icon), Table (grid icon), Table (grid icon), Copy (document icon), and Delete (trash icon).

The penultimate button is to copy the table:

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The screenshot shows the same rich text editor toolbar as above. The penultimate button, the Copy icon (document icon), is highlighted with a tooltip that says "Copy table". Below the toolbar is a table with 5 columns and 10 rows. The cell at row 3, column 4 contains the text "hhh". Below the table is a secondary toolbar with icons for Table (grid icon), Table (grid icon), Table (grid icon), Table (grid icon), Table (grid icon), Table (grid icon), Copy (document icon), and Delete (trash icon).

