

## Create a Table

### Overview

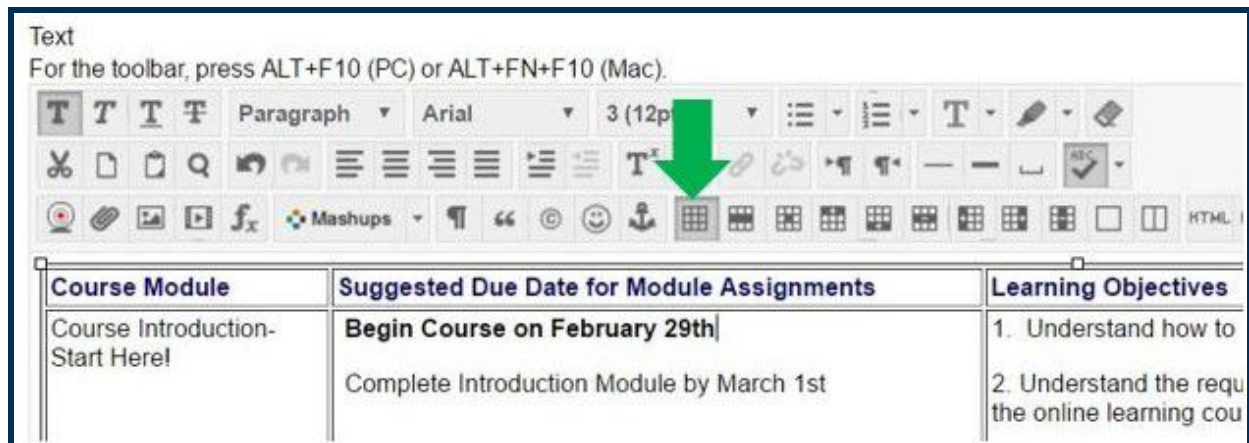
This tutorial will explain how to create a **Table**. Tables can be created in Items, Pages, Discussion Threads, or any other area that hosts a Content editor.

### Quick Steps

Content editor > Insert/Edit Table > Set Options > Insert

### Step 1

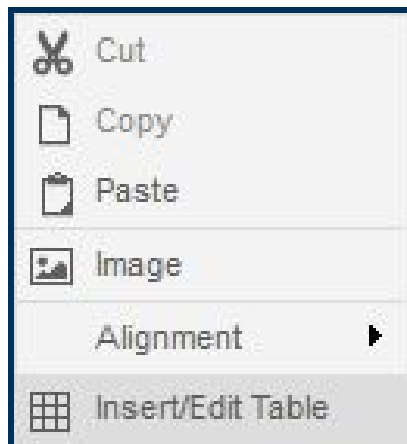
When using a Content editor, click the Insert/Edit Table button.



Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Course Module	Suggested Due Date for Module Assignments	Learning Objectives
Course Introduction-Start Here!	<b>Begin Course on February 29th</b> Complete Introduction Module by March 1st	1. Understand how to 2. Understand the requ the online learning cou

Alternatively, you can right-click inside of the Content Editor and select the Insert/Edit Table option from the Contextual menu.



- Cut
- Copy
- Paste
- Image
- Alignment
- Insert/Edit Table**

## Step 2

From the General tab, you can set the basic properties for a table. Note that after creation, you can continue to edit a table using the table functions and commands present in the Content editor. You can also resize a table by clicking and dragging the table border anchors.

## Step 3

Click Insert.

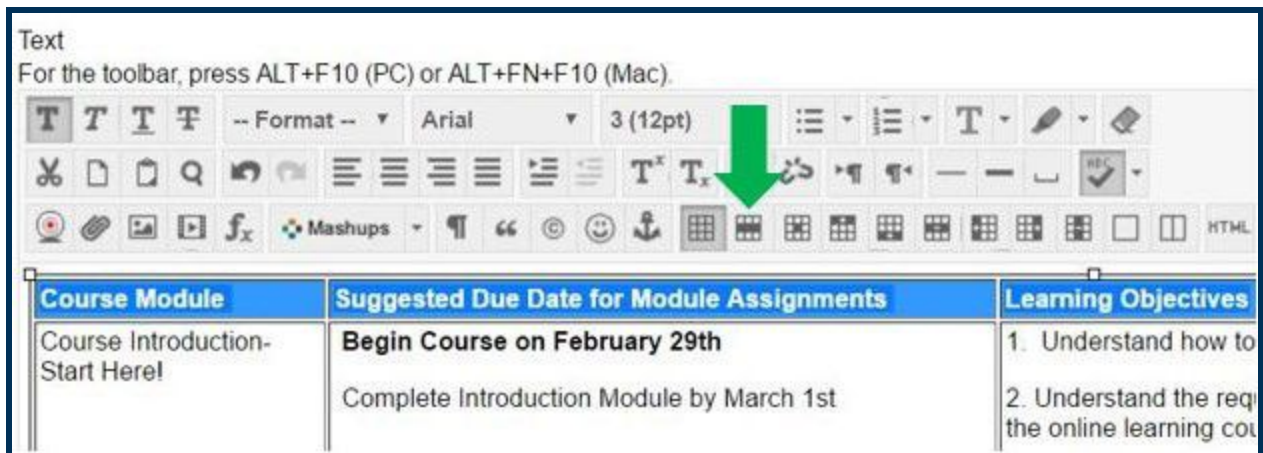
### Set the Header Row of the Table

#### Step 1

Select the first row of the table.

#### Step 2

Click the *Row Properties* button to open the Table Row Properties window.



The screenshot shows a content editor interface. At the top, there is a text area with the text "Text" and "For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)". Below this is a toolbar with various icons. A green arrow points to the "Row Properties" button, which is represented by a grid icon with a small 'x' in the top-right corner. Below the toolbar is a table with three columns: "Course Module", "Suggested Due Date for Module Assignments", and "Learning Objectives". The table contains the following data:

Course Module	Suggested Due Date for Module Assignments	Learning Objectives
Course Introduction-Start Here!	<b>Begin Course on February 29th</b> Complete Introduction Module by March 1st	1. Understand how to 2. Understand the req the online learning cot

#### Step 3

Set Row Type to "header".

#### Step 4

Click the *Update* button.