

# Inserting a Table In a Document

NAME		ACT 1	ACT 2	ACT 4	ACT 5	ACT 6	ACT 7	ACT 8
Butts, Lindsey								
Winston, Heather								
Foster, Mary								
Crone, Kirby								
Haltom, Jordan								
Sprecher, Kandid								
Tharpe, Kristy								

Change the orientation of text:

You can change the text orientation in drawing objects, such as text boxes, shapes, and callouts, or in table cells so that the text is displayed vertically or horizontally.

- 1) Click on the drawing object or table cell that contains the text you want to change.
- 2) On the Format menu, click Text Direction.
- 3) Click the orientation you want.
- 4) You can also choose to center align (vertically) the text within the cell. From the Tables and Borders toolbar, select the cell or row and choose Align Center.

Boy	Girl	Man	Woman	Teacher
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