

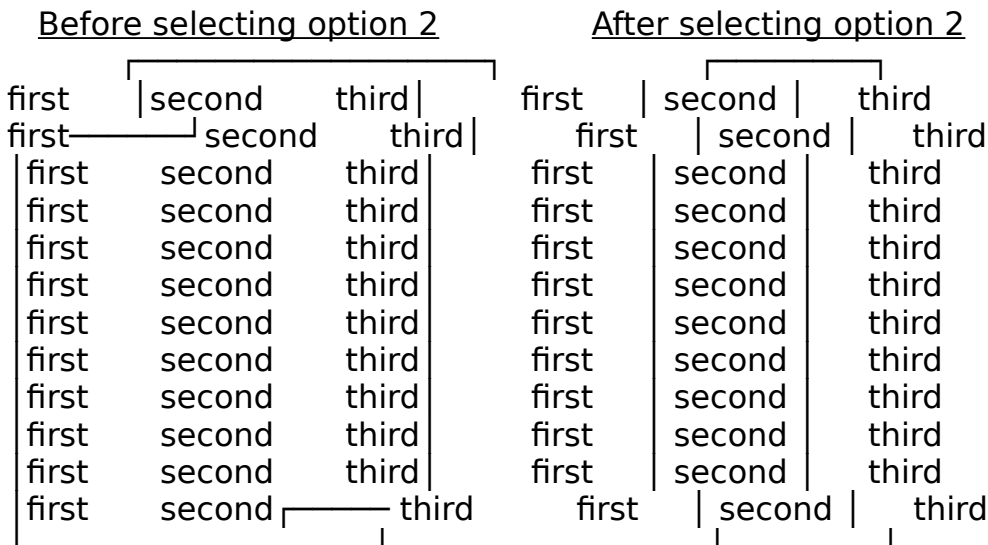
INTEROFFICE MEMORANDUM

<u>DATE:</u>	July 31, 1991	<u>FROM:</u> Info. Center
<u>PRODUCT:</u>	WordPerfect	<u>VERSION:</u> 5.x
<u>RELEASE DATE:</u>	ALL	
<u>SUBJECT:</u>	Deleting Tabular Columns	

The following steps can be used to delete a column of text in tabular columns.

1. Place the cursor on the first character of the column to be deleted.
2. Turn block on (Alt-F4) and move the cursor to the last character of the desired column.
3. Press Ctrl-F4. Select option 2 and option 3 to delete the text. After pressing 2, WP 5.1 users can also delete the text by pressing Delete or Backspace.

When blocking the text, the columns surrounding the text to be deleted will be highlighted. After pressing option 2, the block will reduce, and surround just the column completely blocked. The example below shows how the block will appear when deleting the text in the second column.



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