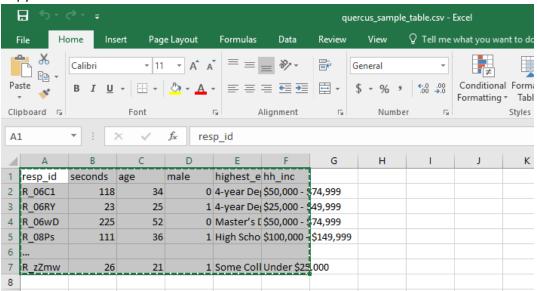
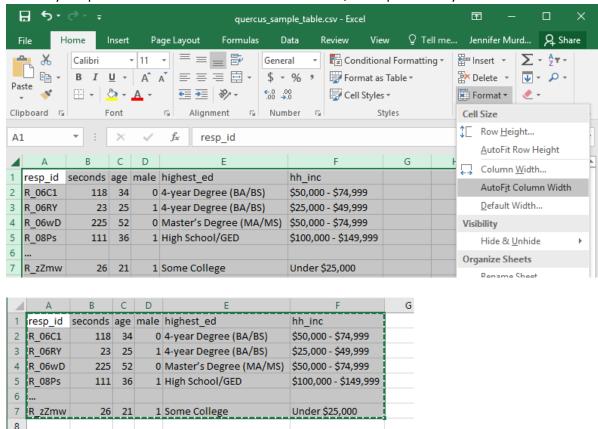
September 20, 2018, Jennifer Murdock

How to get table from a .csv or .xlsx file into Quercus with proper formatting

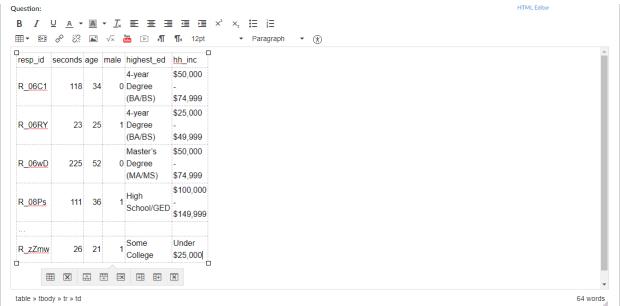
1. Copy from the .csv or .xlsx file.



a. Note: If you open in Excel and AutoFit the Column Width, it will paste nicely into Canvas.



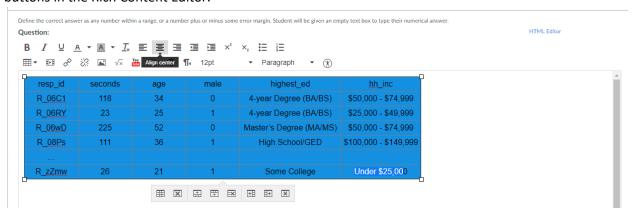
2. Paste into the Rich Content Editor.



3. Click Table properties from the table drop-down menu. Type 100% for Width and 1 for Border. Click OK. By setting the width a percent, the table adjusts to the size of the screen and window of the user.



4. [OPTIONAL] If you wish to change the cell alignments or font size, select all cells and use the relevant buttons in the Rich Content Editor.



5. Add whatever the question is (that goes with the table). Now it appears cleanly formatted for students.

