Tables

rt mouse button

Table, Expert, Select different "fill in or hsadings options such as
  Header Fill Single (most standard for us)

Use the Mouse to move around in cells in the Table

Table
Create
Choose your # of rows and columns
Table Expert to get the shadings, applly, ok, insert, for rows and columns

Split cell

Put curosr into cell you want to delete, then delete just that cell.

Single Bold Title = unshaded/unlined header