

Creating Tables in a Word Document:

Adding tables to a Word document is an effective way to display data. You can add tables in four ways:

- ✚ Highlighting rows and columns
- ✚ Using Insert Table option
- ✚ Using Draw Table option
- ✚ Using Quick Tables option

Highlighting Rows and Columns:

1. Insert your cursor in the document where you want the table to appear.
2. Click the **Table** button in the Ribbon of the Insert tab.
3. Move the mouse over the squares in the menu that displays to highlight the desired number of rows and columns. (Figure 1)

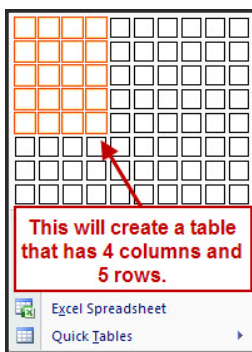


FIGURE 1: HIGHLIGHTING ROWS AND COLUMNS

4. When the correct number of rows and columns are highlighted, click the mouse once to insert the table into the document.

Inserting a Table:

1. Insert the cursor in the document where the table is to appear.
2. Click the **Table** button in the Ribbon on the Insert Tab.
3. Select *Insert Table* from the menu that displays. (Figure 2)

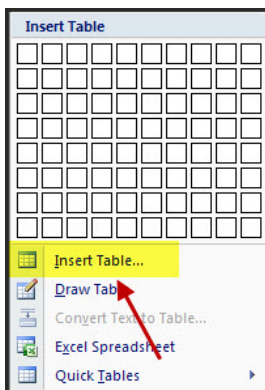


FIGURE 2: INSERT TABLE OPTION

4. In the Insert Table dialogue box that appears, select the number of rows and columns for the table; select the AutoFit Behaviors and click OK. (Figure 3)



FIGURE 3: INSERT TABLE DIALOGUE BOX

Drawing a Table:

1. Insert the cursor in the document where the table is to appear.
2. Click the **Table** button in the Ribbon of the Insert tab and select *Draw Table* from the menu that appears. (Figure 4)

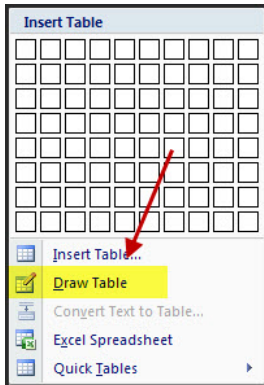


FIGURE 4: DRAW TABLE OPTION

3. When the cursor appears as a pencil, click and drag to create a rectangular cell of the desired height and width. Repeat this for each cell that is to appear in the table adding the appropriate number of rows and columns.

Adding Quick Tables:

1. Insert the cursor in the document where the table is to appear.
2. Click the **Table** button in the Ribbon of the Insert tab.
3. Click *Quick Tables* from the menu that appears. (Figure 5 on page 3)

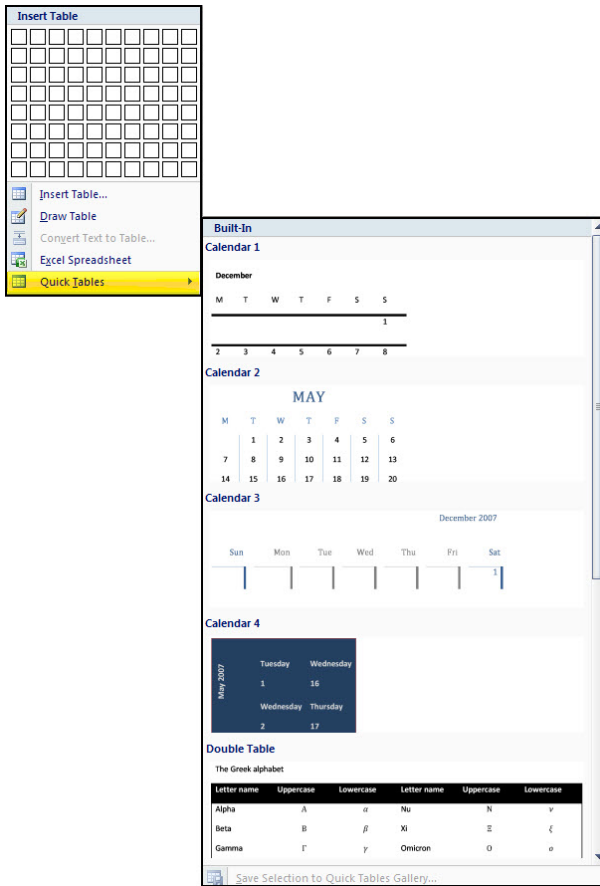


FIGURE 5: QUICK TABLES OPTION

4. Select the desired table from the Built-In menu that displays.