

# Microsoft Word - Entering Text in a Table



## Entering Text in a Table.

Once you have created your table, enter text into cells as you would in a paragraph, except when you press the Tab key moves you from cell to cell, left-to-right.

**Note:** Shift + Tab will move you Right-to-Left.

Text will wrap to the next line and the height of a row expands as you enter text that extends beyond column headings.

- A. Press **Tab** to move to the next cell.
- B. Press **Tab** to move to the first cell in the next row.
- C. Press **Tab** to create a new row.
- D. **Enter** text as format as you would text a standard paragraph.



Company Name	First Name	Last Name	Country	Phone
Cactus Comidas para llevar	Patricio	Simpson	Argentina	(1) 135-5555
Ernst Handel	Roland	Mendel	Austria	7675-3425
Comércio Mineiro	Pedro	Afonso	Brazil	(11) 555-7647
Bottom-Dollar Markets	Elizabeth	Lincoln	Canada	(604) 555-4729
Blondel père et fils	Frédérique	Citeaux	France	88.60.15.31
Bon app'	Laurence	Lebihan	France	91.24.45.40
Du monde entier	Janine	Labrune	France	40.67.88.88
Alfreds Futterkiste	Maria	Anders	Germany	030-0074321
Blauer See Delikatessen	Hanna	Moos	Germany	0621-08460
Drachenblut Delikatessen	Sven	Ottlieb	Germany	0241-039123
Ana Trujillo Emparedados	Ana	Trujillo	Mexico	(5) 555-4729
Antonio Moreno Taquería	Antonio	Moreno	Mexico	(5) 555-3932
Centro comercial Moctez	Francisco	Chang	Mexico	(5) 555-3392
Bólido Comidas preparadas	Martín	Sommer	Spain	(91) 555 22 82
Berglunds snabbköp	Christina	Berglund	Sweden	0921-12 34 65
Chop-suey Chinese	Yang	Wang	Switzerland	0452-076545
Around the Horn	Thomas	Hardy	UK	(171) 555-7788
B's Beverages	Victoria	Ashworth	UK	(171) 555-1212
Consolidated Holdings	Elizabeth	Brown	UK	(171) 555-2282
Eastern Connection	Ann	Devon	UK	(171) 555-0297

A

B

D

C