

Microsoft Word - Tables 2



Tables 2

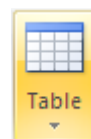
Tables allow you to organise items in a document in a grid-like fashion, for example you may wish to create a timesheet with names on the row and weekdays on the column.

Other objects like charts and pictures can also be inserted into a table as well as calculations.

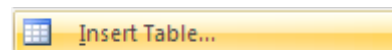
Tables are also very easy to format and modify unlike some other methods (tabs).

Creating a Table.

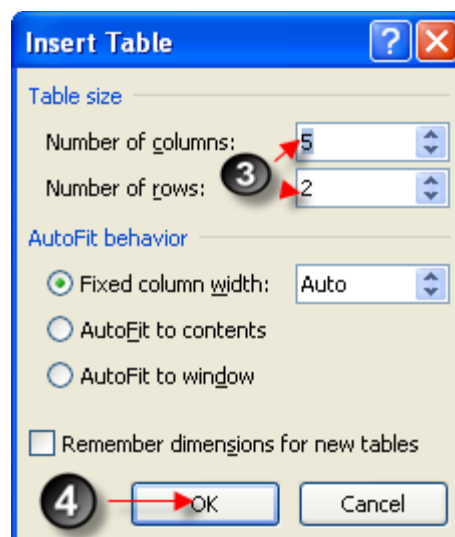
1. Select the **Insert** tab → **Table**.



2. Select **Insert Table** from the menu.

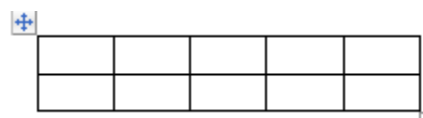


3. Select the desired amount of **rows** and **columns**.



4. Click **Ok**.

An **empty** table should be displayed on the document.



In this example 5 columns by 2 rows.



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