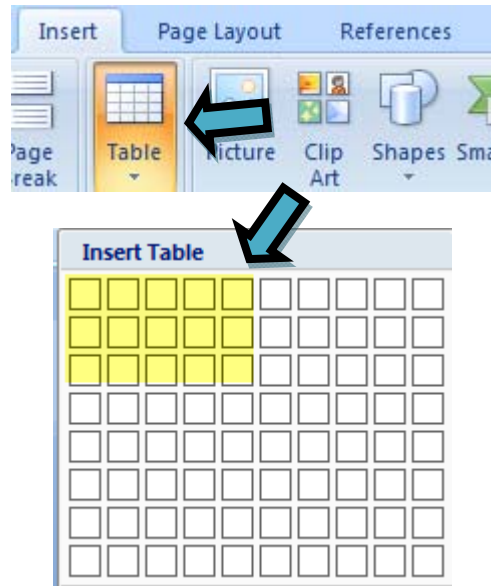


CREATING TABLES

1. Position your cursor where you want the table.

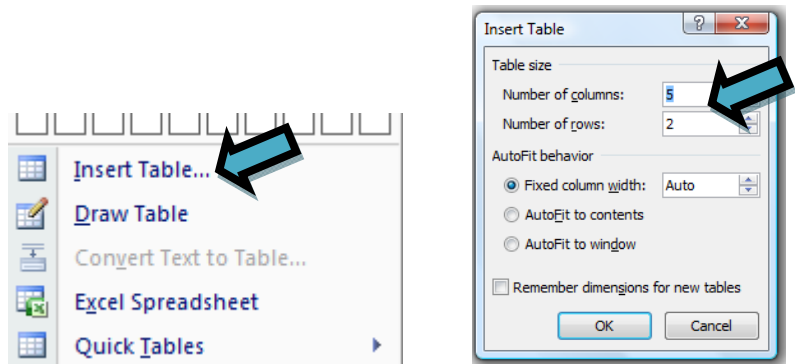
2. Navigate to the Insert Tab. Click the table icon. There are several ways to create the table.



a. Draw- Highlight the number of rows/columns you would like in the table.

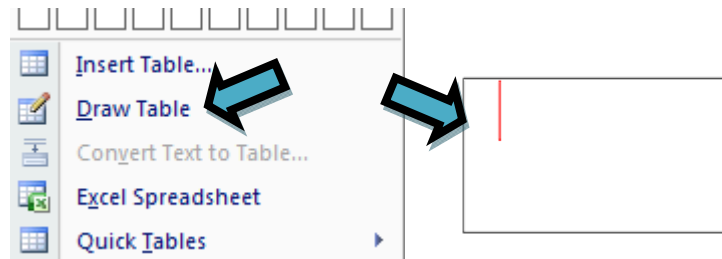
b. Select Insert Table

Enter the number of columns and rows desired. Click OK.



c. Draw Table

Put your cursor where you would like the table. Click and drag to make the box. Place your cursor on the top line to make a line down to divide the box. Draw lines down and across to make your table.

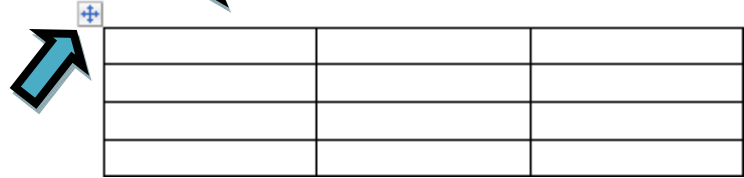



d. Quick Table

Click Quick Tables. Select the table style you desire.



3. Once you have the table in your document, you can select the style you like.



- a. Select the table by double clicking the 
- b. The Design Table Tools opens.

With the table selected and the Table Tools open, scroll over the various Table Styles. To more styles click the arrow.



4. Your table is now ready for data.

You can highlight individual cells, columns, or rows to make format changes.

5. You may also select the table and choose a different style on the Home tab.

- a. Select the table
- b. Select the Home Tab
- c. Scroll over the various styles. The table shows a preview of that style.

