

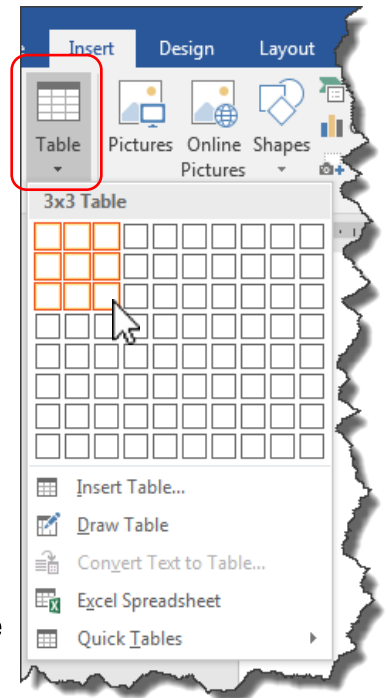
Creating Tables

Creating tables to tabulate information is easier to use than setting tabs. First, decide how many rows and columns of information are required.

Note: you can add or delete rows and columns later.

Inserting a table using the table button

1. Click the **Insert** tab, then click on the **Table** button.
2. Drag your mouse to select the number of rows and columns you need. Then click to insert the table.

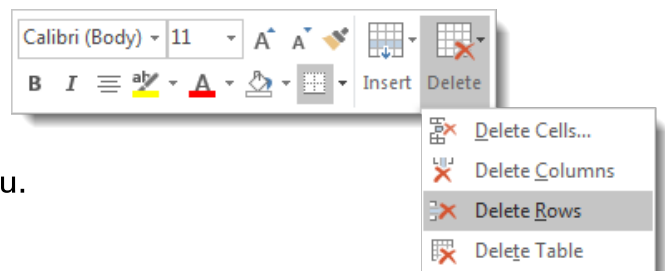


Inserting a table using the Insert Table dialog box


1. Click the **Insert** tab, then click on the **Table** button.
2. Click the **Insert Table...** option from the drop down list. The **Insert Table** dialog box is displayed.
3. Specify the number of columns and rows required for the table, then click **OK** to finish.
4. Enter your text. Use the **Tab** key to move to the next cell. To move to the previous cell, use **Shift + Tab**. Alternatively, use your mouse to move through the cells.

Adding or deleting rows and columns

1. To delete, select the row or column. Word will automatically display the shortcut menu. Select **Delete Rows** or **Delete Columns**.
2. To insert, select a row or column. The shortcut menu is displayed. Select **Insert Above** or **Insert Below** to insert a row above or below the selected row. Select **Insert Left** or **Insert Right** to insert a column to the left or right of the selected column.



College	New students
	<i>Undergraduate</i>
Cedar University	110
Elm College	223

The  symbol can also be used to insert a row or column.

