

Creating Tables in a Word Document

Tables are used to align and organize information on a page. Below are directions on how to create tables.

1. There are two ways in which to create tables. One way is to click on the **Table** menu and chose **Insert Table** and the second way is to click on the **Table** icon on the standard toolbar.

Table Menu

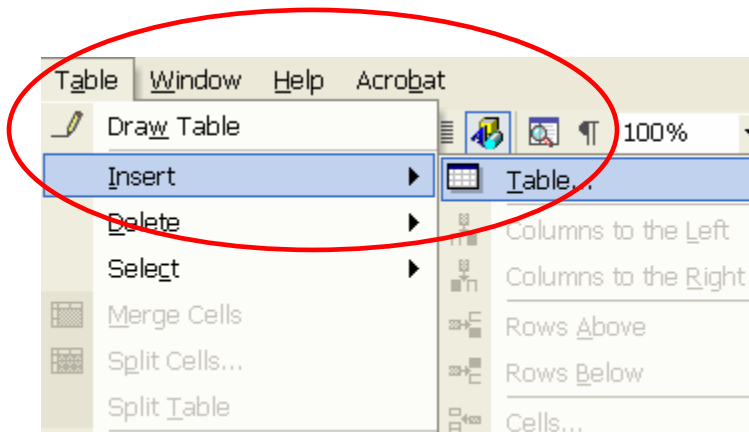
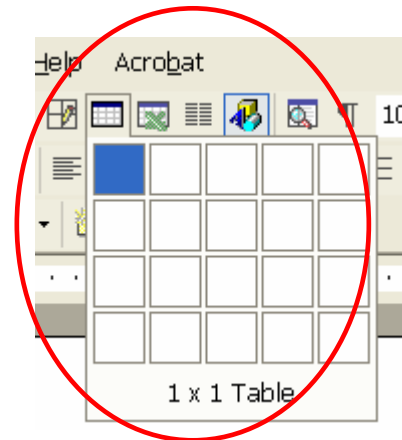
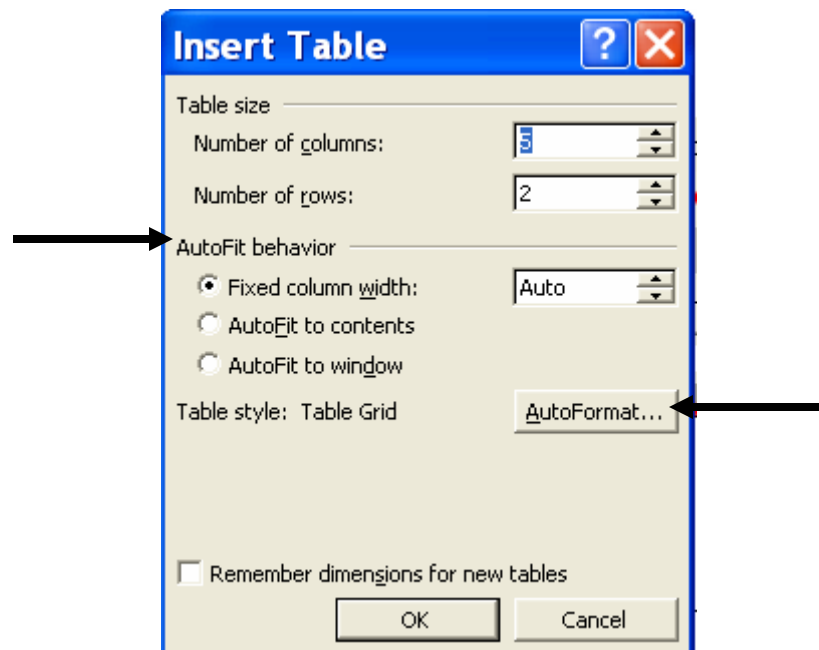


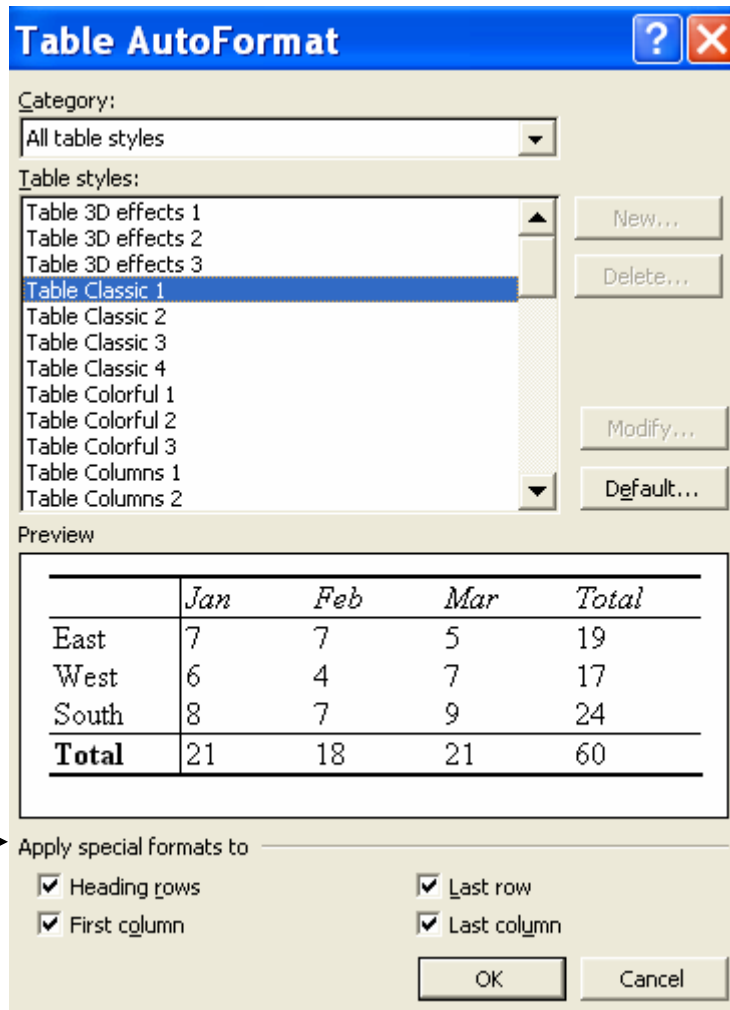
Table Icon on toolbar



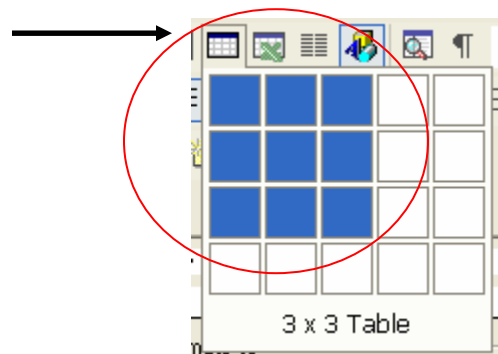
2. When the **Table** menu and **Insert Table** is used, the following window appears. Type in the number of columns and rows needed and choose one of the **AutoFit behaviors**.



When the **AutoFormat** button is clicked, the following dialog box appears. There are many styles from which to choose. These styles are used to enhance the appearance of the table. At the bottom of the dialog box you decide whether or not to apply the special formats to specific parts of the table by clicking in the boxes.



- When using the **Table** icon from the standard toolbar, you simply drag the mouse over the number of columns and rows you need and then release the mouse button. The table will then appear on the page with evenly divided column widths.



The image above would create a table with three rows and three columns.