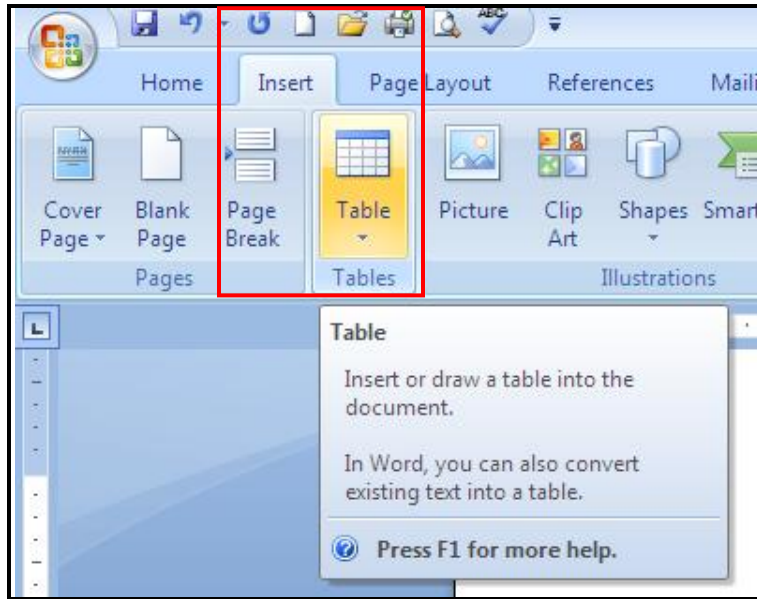


## Creating Tables in a Word Document

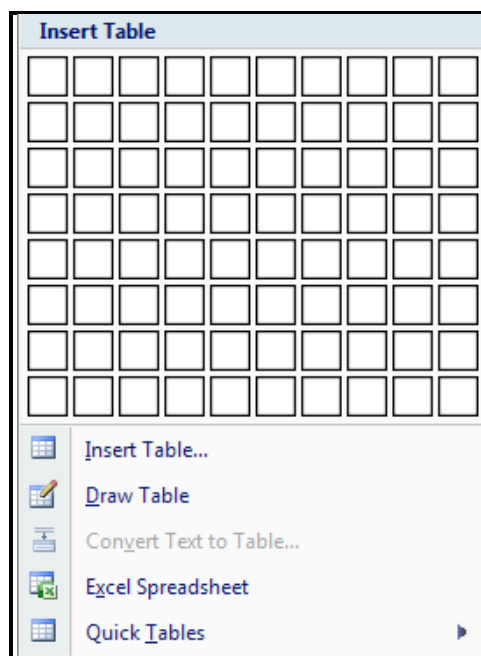
Tables are used to align and organize information on a page. Below are directions on how to create tables.

1. There are two ways in which to create tables. One way is to click on the Insert tab and choose Tables and the second way is to click on Insert table from the Table link.

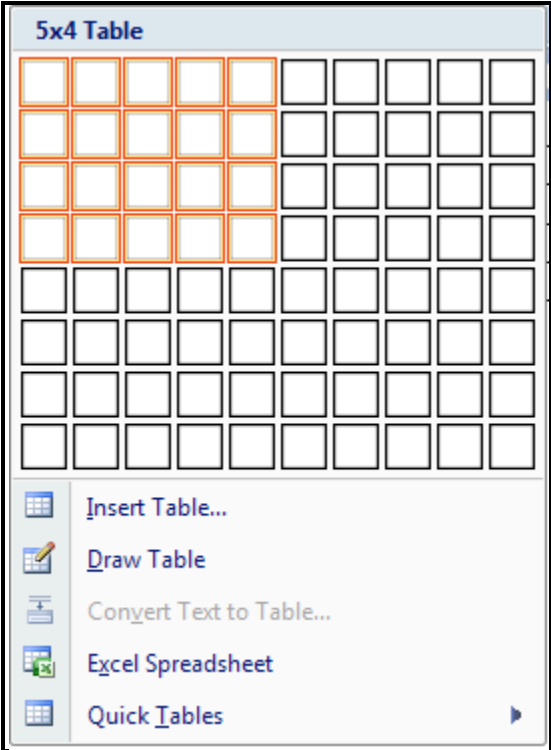
Click on the **Insert** tab and choose **Table**.



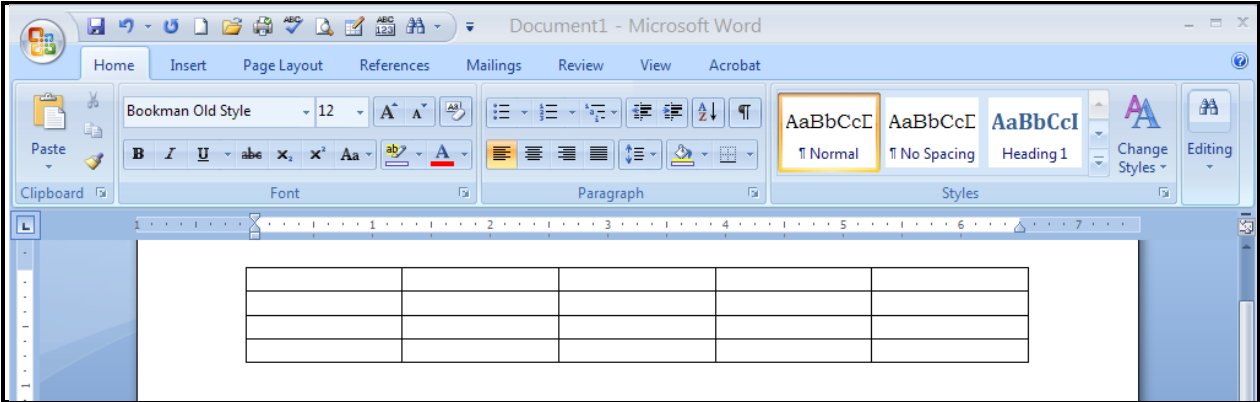
When the **Table** button is clicked, the following dialog box appears.



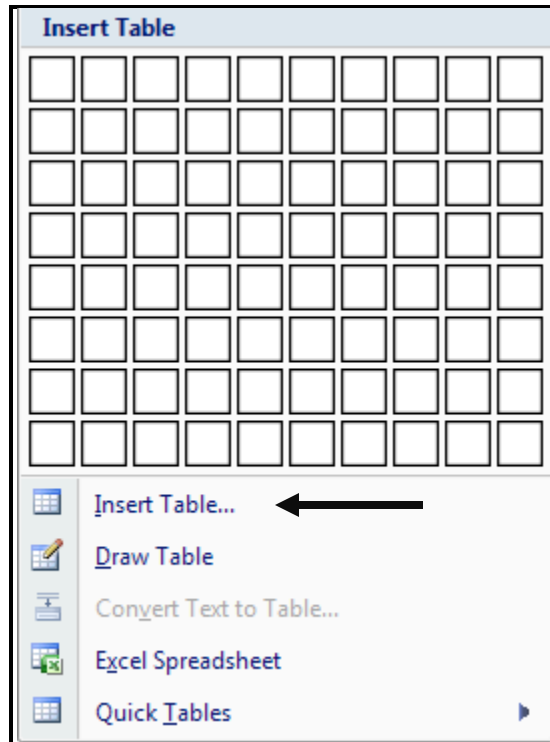
When using the **Table icon**, you simply drag the mouse over the number of columns and rows you need and then release the mouse button. The table will then appear on the page with evenly divided column widths.



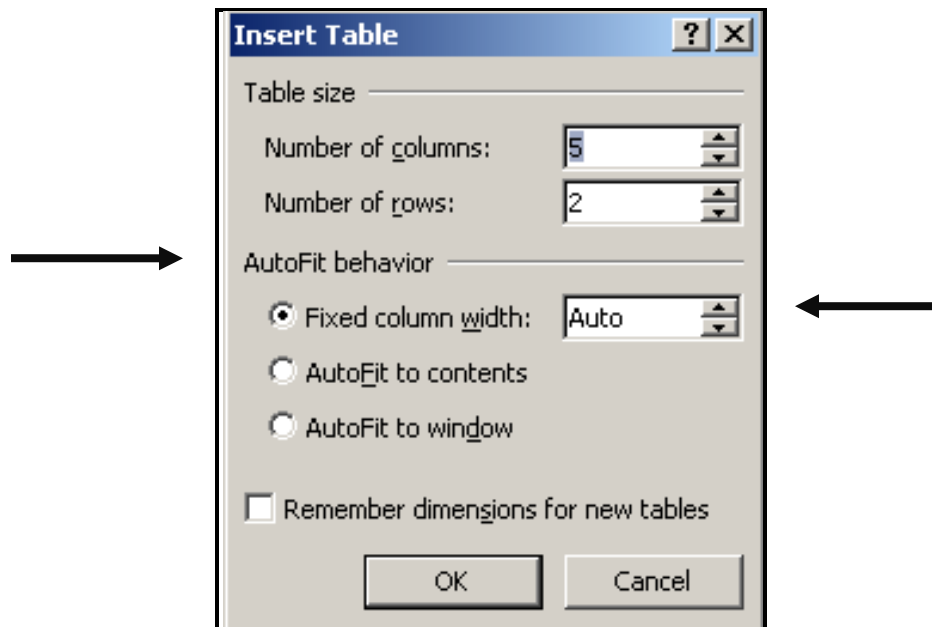
The image above would create a table with four rows and five columns.



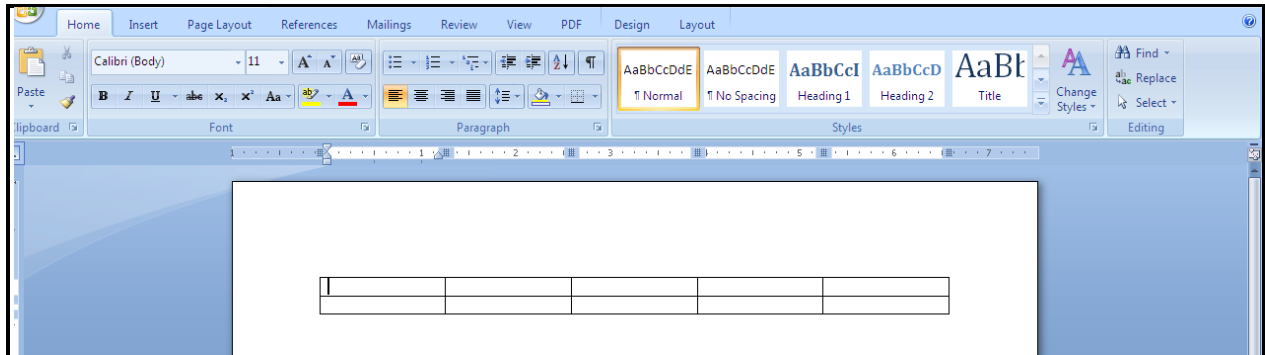
2. When the **Table** button is clicked, the following dialog box appears.



When you click on **Insert Table**, the following window appears. Type in the number of columns and rows needed and choose one of the Autofit behaviors. Click **OK**.



The table will then appear on the page with evenly divided column widths.



**Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:**

**<http://CTLSilhouette.wsu.edu/surveys/ZS36378>**

**Thank you!**