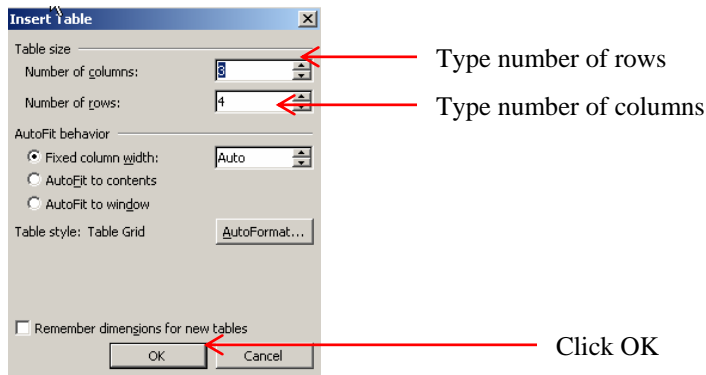


## Working with Tables

Tables are used to organize and present information. They are often used to align data and design page layouts. A table is made up rows and columns. The intersection of row and column is called a cell. Data is typed in each cell of the table.

How to insert tables in MS Word document?

1. Click **T**able from the Main menu
2. Click **I**nset
3. Click **T**able...



4. Type number of rows
5. Type number of columns
6. Click **OK**

How to type data in a Table?

1. Click the cell
2. Type in the data  
*To move to the next cell click Tab key. To go back to the previous cell click Shift+tab key.*

How to additional rows to a table?

1. Click any cell in the row
2. Click **T**able from the Main menu
3. Click **I**nset
4. Click Row above or Row below

How to delete a row from a table?

1. Click any cell in the row
2. Click **T**able from the Main menu
3. Click **D**ellete  
*Inserting and deleting a column works the same.*