

## Creating a Table

Tables are very useful tools in creating and formatting documents. For example, with a table you can:

- **Align Text, Numbers, and Graphics:** Tables make it easy to align text, numbers, and graphics in columns and rows. Many users prefer using tables to align text instead of tab stops, because text can wrap to multiple lines in a table.
- **Create a Form:** You can use tables to store lists of telephone numbers, clients, and employee rosters.
- **Share Information:** You can use tables to share information between programs. For example, you can copy and paste a table's information into a Microsoft Excel worksheet or Access database.
- **Create a Publication:** Tables make it easier to create calendars, brochures, business cards, and many other publications.

### Insert a table

To create a table, you must first specify how many columns (which run up and down) and rows (which run left to right) you want to appear in your table. *Cells* are small, rectangular-shaped boxes where the rows and columns intersect. The number of columns and rows determines the number of cells in a table. If you don't know how many columns and rows you want in your table, take an educated guess—you can always add or delete columns and rows later.

1. Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group.

A grid appears, representing rows and columns in the table. As you move the cursor inside the grid, the number of rows and columns that will appear in the table is updated at the top of the list. A preview of how the table will look in the document also appears as you drag your cursor across the grid.

2. Select the number of columns and rows you want to create using the new table grid.

The table is inserted with the number of columns and rows you selected.

#### Other Ways to Insert a Table:

Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group. Select **Insert Table** from the list and select the number of columns and rows you want to use in the Insert Table dialog box. Click **OK**.

### Exercise

- **Exercise File:** None required.
- **Exercise:** Open a new Word document and insert a table that is three columns wide by four rows tall.

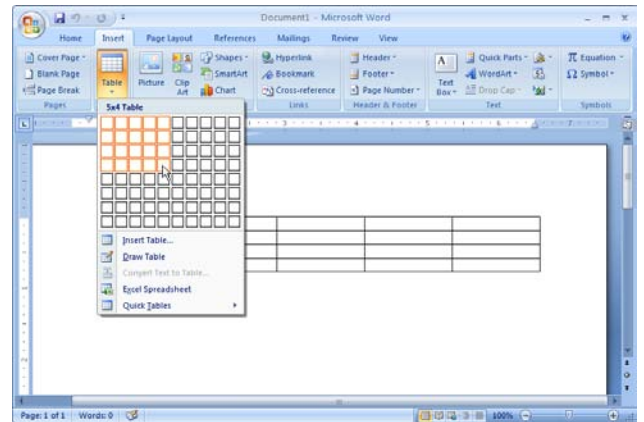


Figure 8-1: Inserting a table.