Creating and Using Tables in Word

There are several ways to create tables in Word.

1. Click the Insert tab on the top ribbon.

2. Under the dropdown menu:
   - Choose the number of rows and columns you want to create.
   - Click Insert table and indicate the number of rows and columns you want to create. Notice you can fix the column width or autofit your cells based on the contents and/or the window.
   - You can also draw a table, which is similar to drawing a text box.
   - You can also convert text to a table
3. Commands to use with tables
   - Tab will move you across table (Left to Right)
   - If you are in the last cell, tab will create another row beneath the one you are in.
   - Right click – provides a quick menu of additional options table
     i. Insert
     ii. Delete
     iii. Formatting options – table styles, border styles
   - When you are in a table you will also have another set of options in the top ribbon
     i. Design

Like Excel you can change the size of your columns or rows by clicking on any border and dragging.