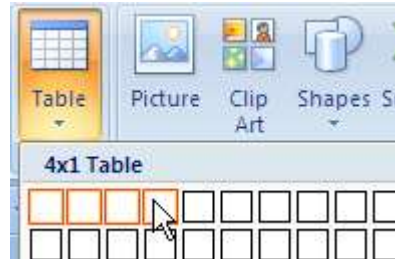


Create a Table in Word 2007 with Icon

Hints and Tips

To create a quick table in Word 2007:

1. Click on the Insert Tab
2. Click on the table icon and select the number of columns you want by dragging over the boxes



I have selected 4 squares corresponding to four columns

You now have a table consisting of four columns and one row

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3. Type your first heading in the first column and use the tab key to move to the next column
4. When you get to the last column in your first row press the tab key again
5. You should find that you have a new row!
6. Continue to type your data and at the end of the row press tab to get your next row

Voila you have a new table and can continue to add rows by pressing the tab key at the end of each row until you do not need any more new rows.

There is no longer any need to delete any extra rows you may have added because you thought you needed them!

A future tip will focus on formatting tables.