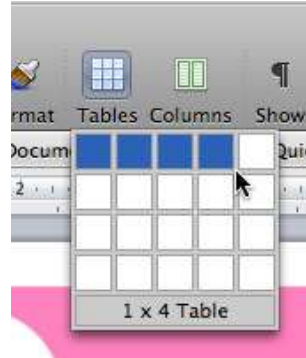


Create a Table in Word 2008 with Icon

Hints and Tips

1. Click on the table icon on the toolbar
2. Drag over the number of columns you require



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 a 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.