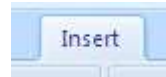


Quick Tables in Word 2007

Hints and Tips

Word 2007 comes supplied with various ready-made table layouts. You can select from these layouts and a new table complete with formatting appears in your document. You can even add a calendar to your document in Word 2007.

1. Click on the Insert tab
2. Click the drop down arrow at the bottom of the table icon



3. Select Quick Tables from the bottom of the list that appears
4. Make your selection from the tables offered
5. A sample table like the one above is entered complete with formatting and example data
6. Replace the sample data with your own data

Calendar 2							With Subheads 2			
							Enrollment in local colleges, 2005			
College	New students	Graduating students		Change						
							<i>Undergraduate</i>			
Cedar University	110	103		+7						
Elm College	223	214		+9						
Maple Academy	197	120		+77						
Pine College	9	4		+5						
Oak Institute	53	52		+1						
Total	998	908		90						
Source: Fictitious data, for illustration purposes only										

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