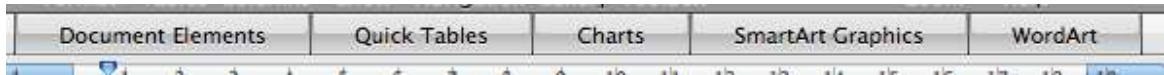


Quick Tables in Word 2008

To create a quick table in Word 2008

1. Click on Quick Tables in the Gallery



2. Click on the style of table you wish to create



3. Your table appears ready formatted
4. Type your headings into the first row
5. When you get to the end of the row simply tab to get to the next row

Name	Favourite Sweet	Favourite Drink

6. At the end of the last row press tab and you will get another new row which will continue with the formatting

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