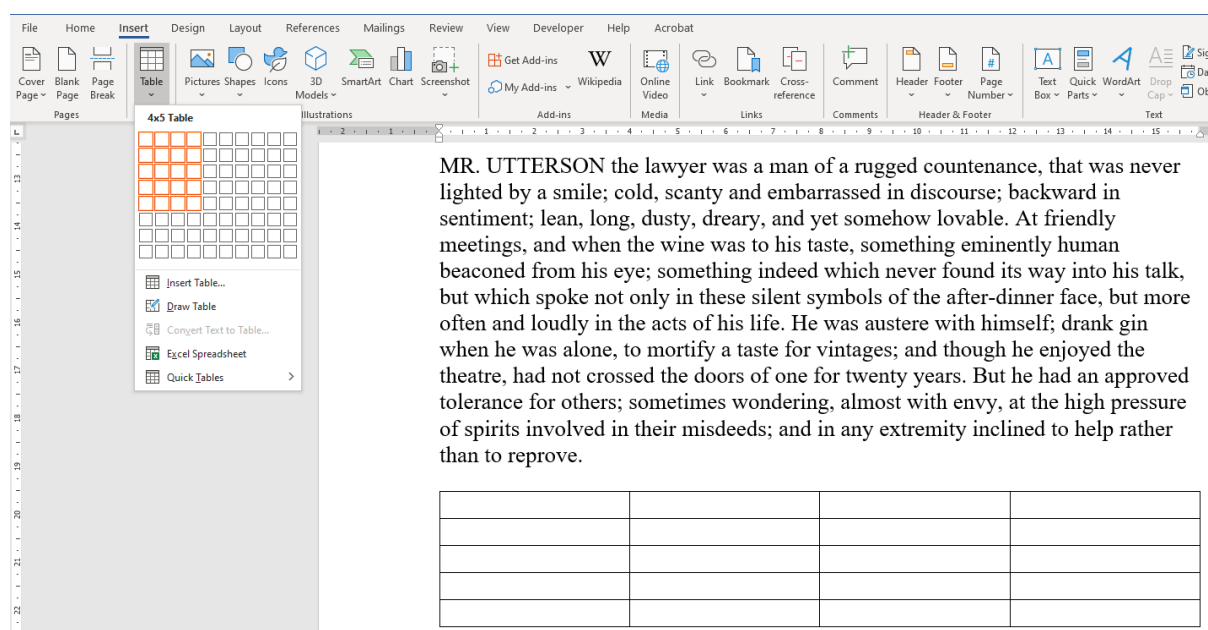


Microsoft Word Tutorial –Tables (auto table)

Purpose of tutorial: To insert a table into a Word document using an automatic layout method, providing for a graphical interface to be used in respect of amount of columns and rows

Accessing the commands: Ribbon tab named Insert > Tables group > Table > Use boxes layout

Screenshot:



Step by step process:

1. Click mouse pointer at the insertion point within the document to contain the table
2. Click the Insert ribbon tab
3. Click the Table drop down command button located within the Tables group
4. Within the small boxes, starting at the top left box, click and drag over the quantity of columns and rows to see a preview displayed within the document
5. Click the last bottom right box to form the size of table required, noting the dimensions are shown with amount of columns and rows along with the preview. Once the last box is clicked to confirm the size ... the table has been inserted with automatic size of cells across the page

Tables can be edited with content and may also be formatted using other tools

The tab key or mouse may be used to navigate within the table

Note: Clicking on a cell within the table will display tabs for table layout and formatting ribbons