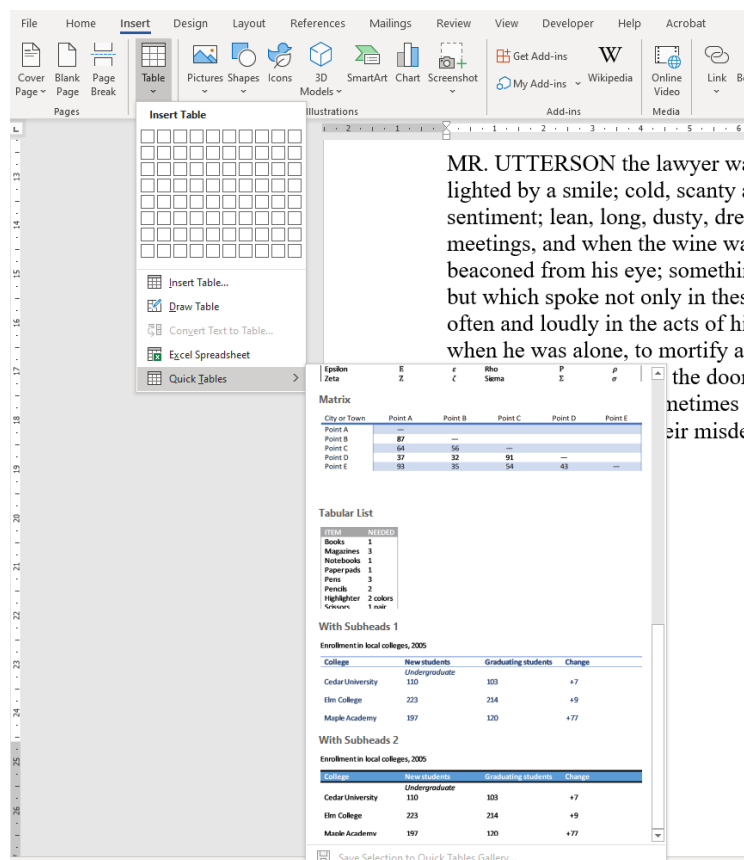


Microsoft Word Tutorial –Tables (quick tables)

Purpose of tutorial: To insert a table into a Word document using the Quick Tables method, providing for a pre-formatted and styled table

Accessing the commands: Ribbon tab named Insert > Tables grouping > Table > Quick Tables

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. Navigate down to the Quick Tables link for various choices of tables to be displayed
5. Select the choice of table by clicking (note more available using the scroll bar)

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