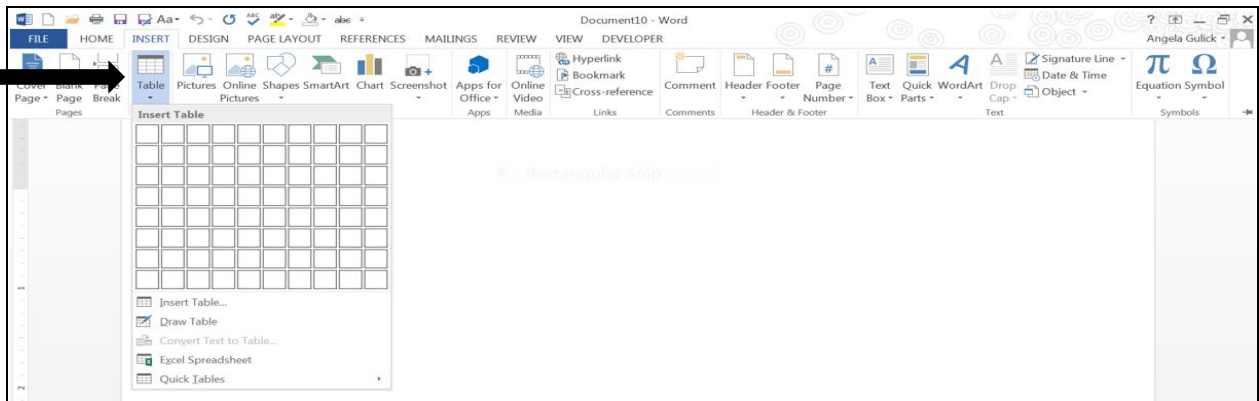


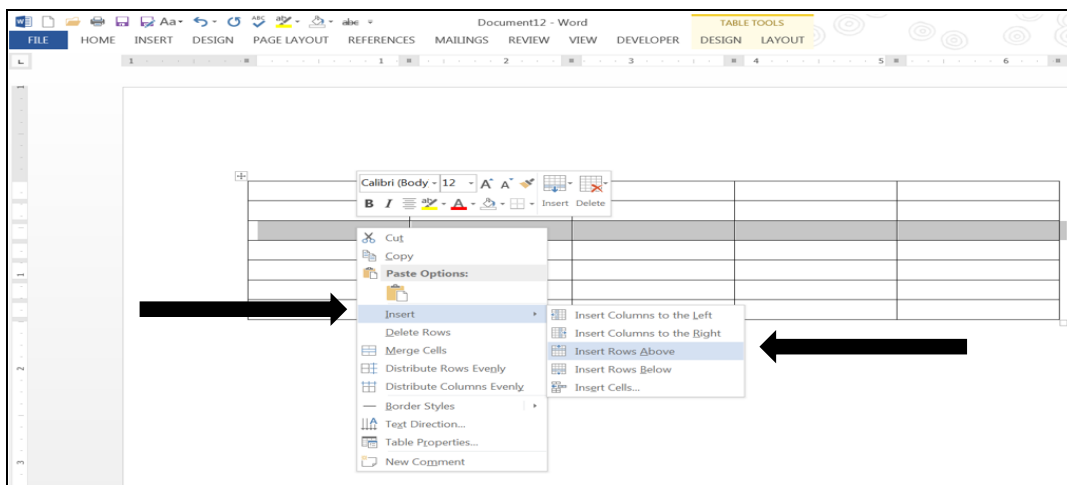
Tables Using Microsoft Word 365

Handout courtesy of Angela Gulick

Open up Microsoft Word, go to the **Insert** menu, and select **Table**. You will see a grid appear that will allow you to choose the number of rows and columns. Just use your cursor to outline the dimensions you want for your table. You can always add or delete rows and columns later.



1. Begin entering your data in the small boxes (called cells). You can move from cell to cell by hitting the Tab key, using the arrow keys, or using your mouse.
2. If you wish to add or delete rows and columns, put your cursor where you want to make an addition or deletion and click the **right mouse button**. A new menu will appear which will allow you to add or delete rows and columns to your table.



3. If you wish to change the overall appearance/color scheme of a table, click on the **Design or Layout** tabs under the yellow **Table Tools** menu.