Create a Table

- In this tutorial, you will learn how to create a table in a Word document.
- Tables assist in organizing information using rows and columns.

Locating Insert Table

The **TABLE** section is on the **INSERT** tab of the ribbon. There are three methods you can use to insert a table. 1) Use the **Insert Table – table builder** 2) use the **Insert Table wizard** or 3) **Draw Table**. For this tutorial, you will use the table builder.
Using the Table Builder to Create a Table

Review your data and determine the number of rows (horizontal) and columns (vertical) you will need to make your presentation. Remember to include additional rows and columns if you have descriptions for your data. In this example, you will build a table with four rows and two columns.

**Step 1:**
A. Place your cursor on the Word document where you would like to place your table.
B. Click the INSERT tab on the ribbon.
C. Click the TABLE button on the arrow to display the drop down TABLE menu.

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Step 2: Click and hold your left mouse button on the first square in the **Insert Table – table builder**. Drag your mouse to highlight the number of rows and columns you want your table to include. As you drag your mouse on the table builder, you will see the table appear where you placed your cursor on the document.
Step 3: Click inside your table. You will see a cross-hair box appear in the upper left corner. Click on the cross hair to highlight the entire table for formatting.
Step 4: You will see the **TABLE TOOLS** have been added to your ribbons: **DESIGN** and **LAYOUT**. Click the Design ribbon and click the arrow under **Borders** to open the drop down box. Select **View Gridlines**.

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Step 5: Click the arrow under Borders again to open the drop down box and select **Borders and Shading**. A wizard window will open.

A. In the first column of the menu, under Settings, select None.
B. In the second column of the menu, you will keep the default settings as follows:
   1. Under Style, select the solid line.
   2. Under Color, select automatic.
   3. Under Width, select ½ point.
C. In the third column of the menu, under Preview, select the top and bottom horizontal lines. The Apply To box should say table. Click OK. You will now have a table with a top and bottom solid line and gridlines are shown as dashed lines.
Step 6: Click inside your table, hold your mouse down and highlight the first row. Click the arrow under Borders to open the drop down box. Select Bottom Border. You now have a table with three horizontal lines.

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Step 7: Insert your data into the table by clicking on a cell and entering the information. Here you have entered information on types and textures of Dachshund coats.

<table>
<thead>
<tr>
<th>Coat Type</th>
<th>Texture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smooth-haired</td>
<td>Short, smooth, thick</td>
</tr>
<tr>
<td>Long-haired</td>
<td>Long, soft, straight or slight wave</td>
</tr>
<tr>
<td>Wire-haired</td>
<td>Short, harsh, dense, bushy</td>
</tr>
</tbody>
</table>

Step 8: Once complete, go to the Design ribbon and click the arrow under Borders. Select View Gridlines to remove the gridlines.

Finish: By following the steps above, you can create a table within your document.