Moving a Table

- In this tutorial, you will learn how to move a table in your Microsoft Word 2010 document.
- The table move handle may be used to move a table to a different location.

Locating the Table Move Handle

To locate the TABLE MOVE HANDLE you must hover the mouse pointer over the TABLE and the TABLE MOVE HANDLE will appear.
Using the TABLE MOVE HANDLE to Move a Table

Step 1: Open your Microsoft Word document and locate the table you would like to move. Position your mouse over the TABLE to display the TABLE MOVE HANDLE. In this example, we will assume you would like to move a table to the center of the page.

Step 2: Click and hold the mouse button on the TABLE MOVE HANDLE to begin moving the table. While holding the mouse button, drag the TABLE MOVE HANDLE to the center of the page. Then release the mouse when the TABLE is at the center of the page.
Finish: By following the steps above, you can move a table to another location in your document.