

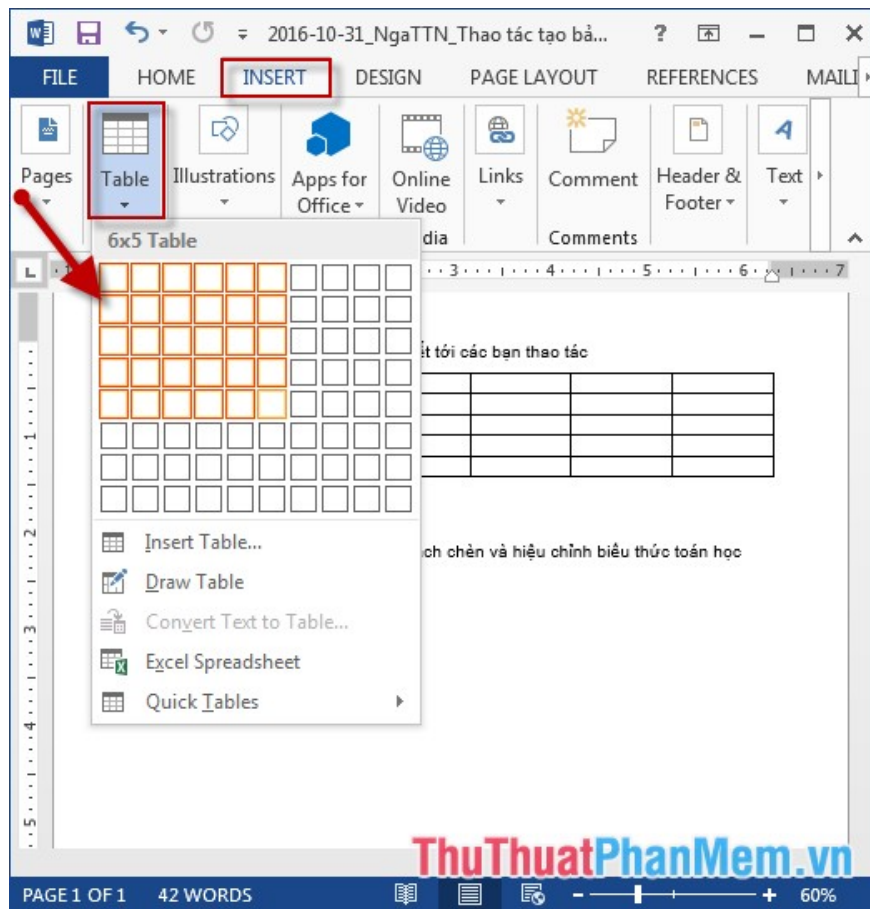
# Manipulating tables in Word

Introduction to creating tables in Word To create a table in Word 2013, there are the following ways: Method 1: Put the mouse at the position where you want to insert the table - Insert - Table - Move the mouse to select the number of rows and columns as shown: - The results have been created table - edit edit and enter n

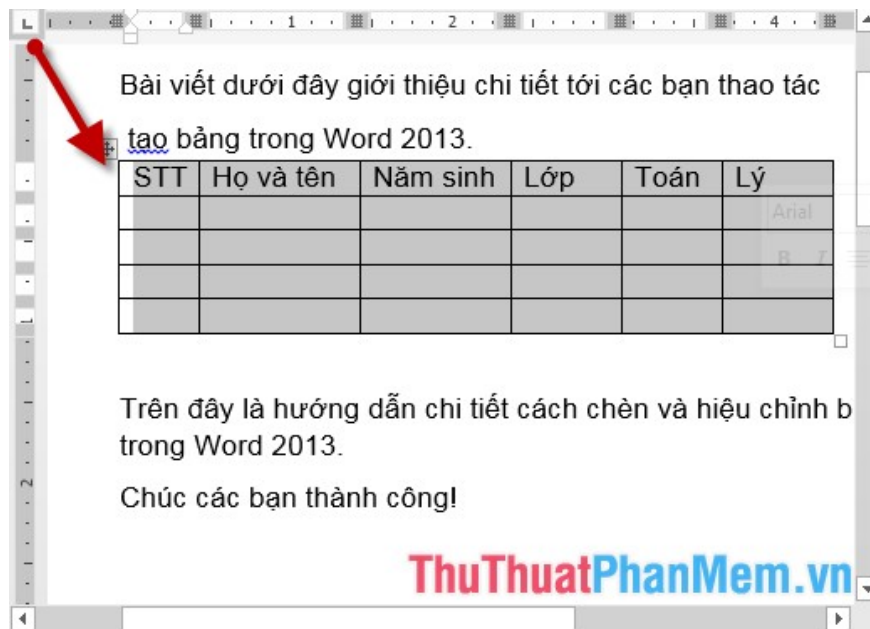
The following article introduces you in detail to create tables in Word.

To create a table in Word 2013 there are the following ways:

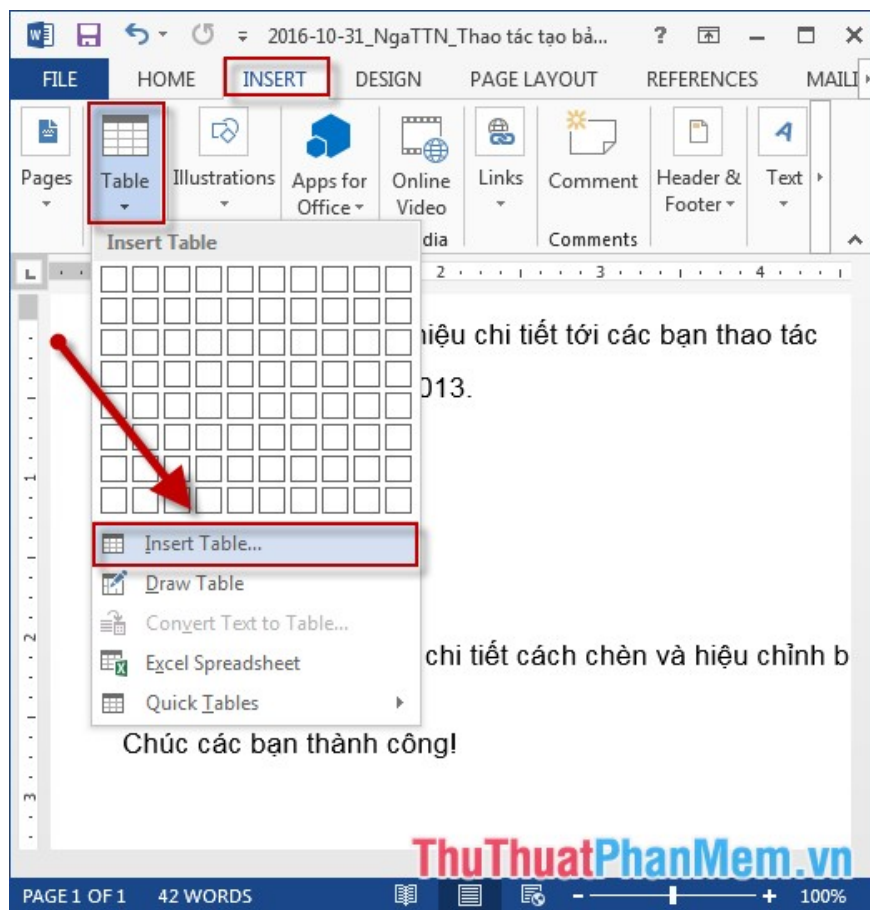
**Method 1:** Put the mouse at the position you want to insert the table -> **Insert** -> **Table** -> Move the mouse to select the number of rows and columns as shown:



- The result has created the table -> edit and enter the content for the results table:



**Method 2:** Put the mouse at the position you want to create the table -> on the **Insert** tab -> **Table** -> **Insert Table**:

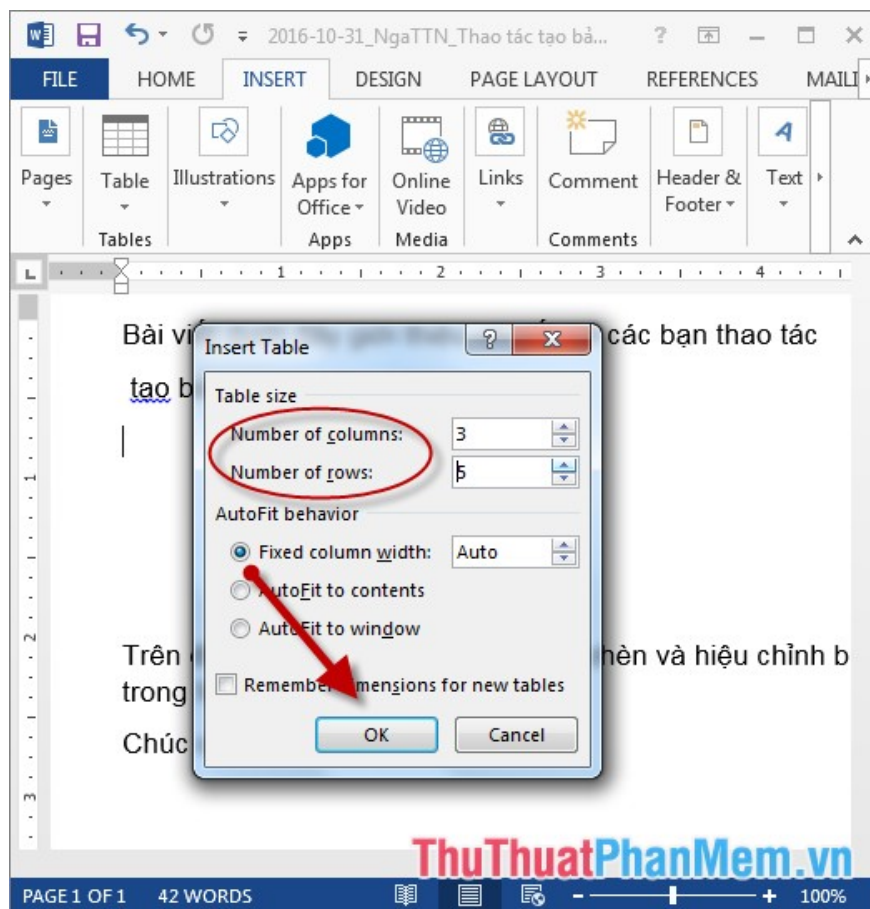


- The **Insert Table** dialog box appears -> enter the following:

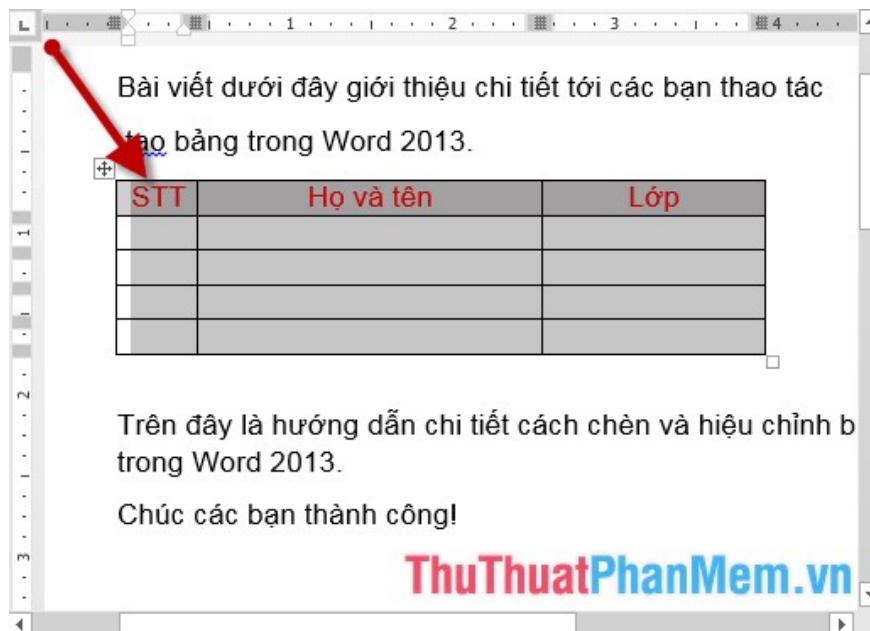
+ **Number of Column:** Enter the number of columns to create the table.

+ **Number of Rows:** Enter the number of rows to create the table.

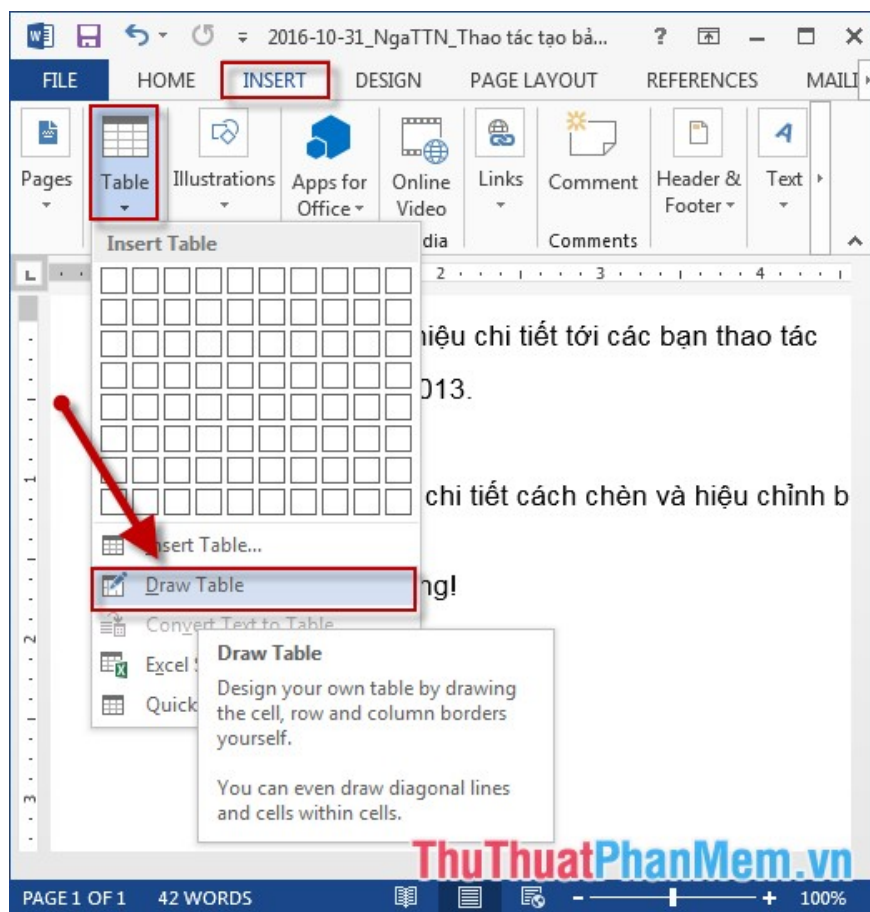
Finally click **OK** to create the table:



- Edit and enter content for the resulting table:



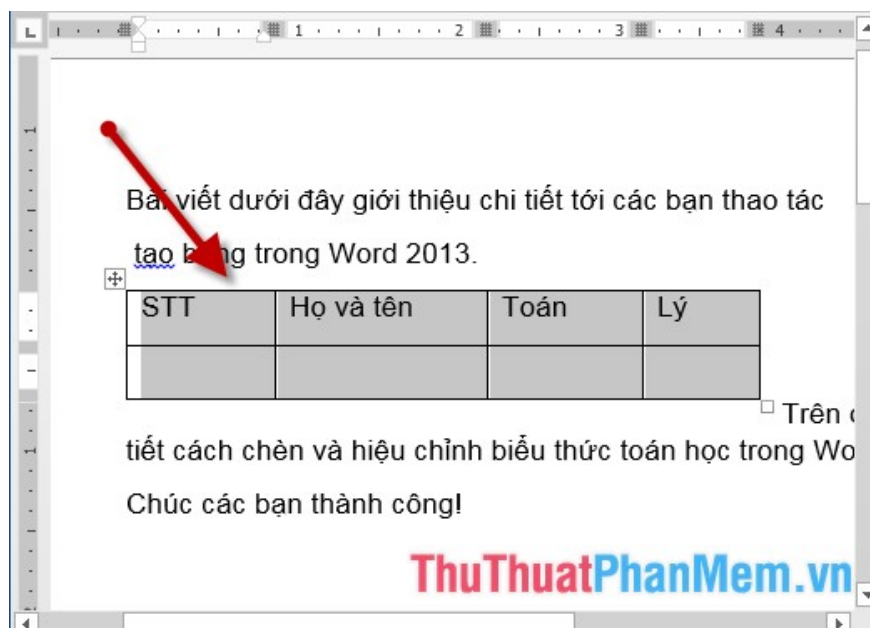
**Method 3:** Place the cursor in the position you want to create the table -> on the **Insert** tab -> **Table** -> **Draw Table**:



- The mouse pointer changes to a brush icon -> move and draw rows and columns as you like, but this method is not recommended to use:



- After drawing, edit and add content to the table:



Above is a detailed guide for creating tables in Word.

Good luck!

You finished reading the article "**Manipulating tables in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.