

MS Word - Lesson 8: Creating a table

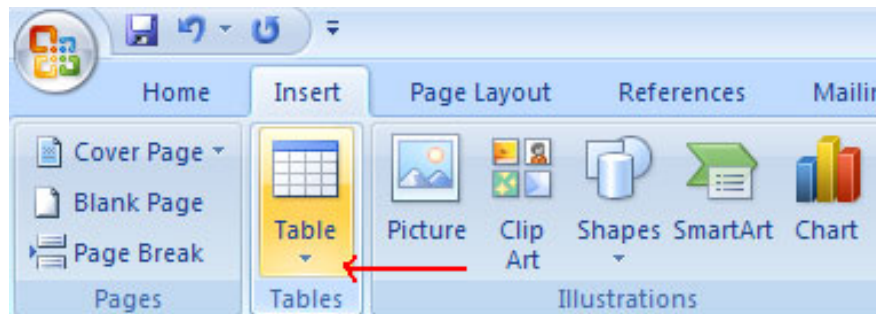
Table is used to display data in a tabular format. How to create a table in Word, how to format Word 2007 tables? Please follow the instructions below.

TipsMake.com - Table is used to display data in a tabular format. How to create a table in Word, how to format Word 2007 tables? Please follow the instructions below.

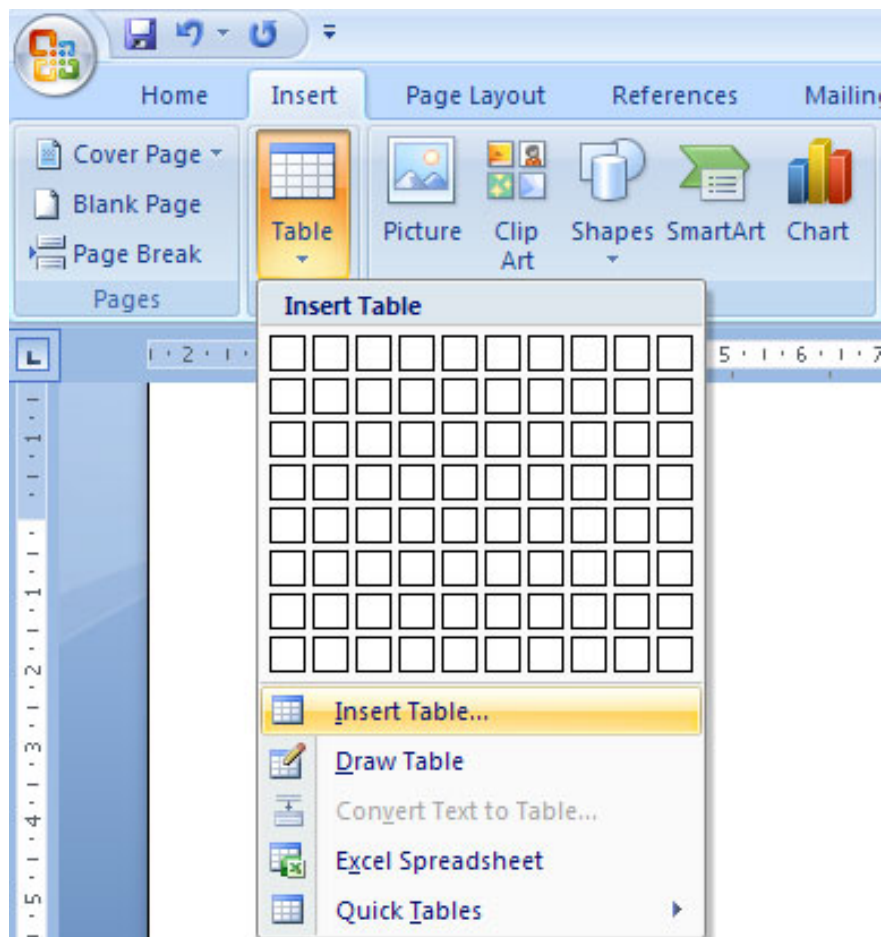
Create Table

To create a table:

- Place the cursor on the page where you want to create the table
- Click the **Insert** tab on the **Ribbon** .
- Click the **Tables** button on the Tables group. You can create a table in one of four ways:



- Mark the lines and columns
- Select **Insert Table** and enter the number of rows and columns
- Select on **Draw Table** , create the table by clicking and entering the line and column numbers
- Select **Quick Tables** and select the table.



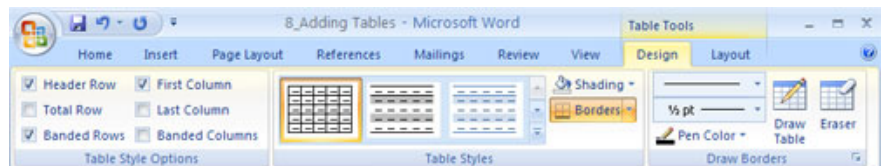
Enter data in a table

Place the cursor in the box you want to enter information. And start typing

Edit table structure and table format

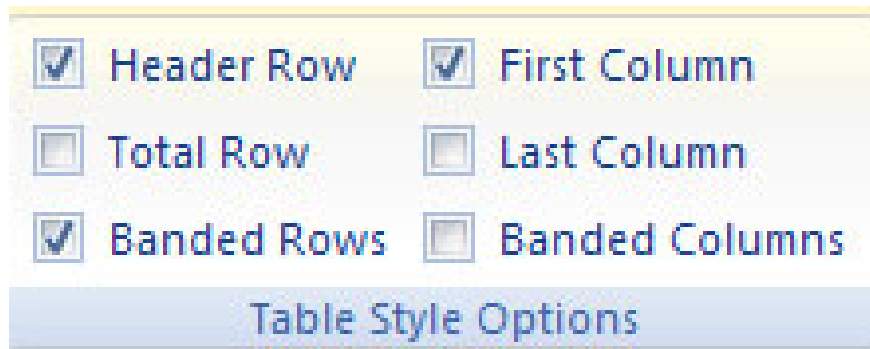
To edit the structure of the table:

- Click on the table and you will see that there are two new tabs on the Ribbon: **Design** and **Layout**. These two tabs are used to design and layout tables.



On the **Design** tab, you can choose:

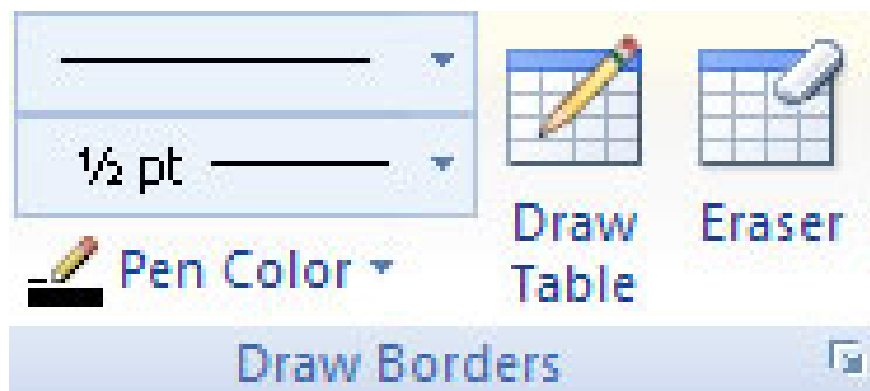
- Table Style Options



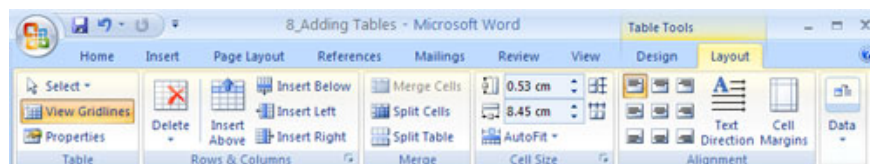
- Table Styles



- Draw Borders



To format the table, click on the table and select the **Layout** tab. This Layout tab allows you to do:



- View Gridlines and Attributes (available on **Table** group).
- Insert rows and columns (available on **Row & Columns** group).
- Delete tables, rows and columns (**Rows & Columns** group).
- Mix or split cells (available on the **Merge** group).

- Increase and decrease cell size (in **Cell Size** group).
- Align text in cells and change text direction (**Alignment** group).

Next article: MS Word - Lesson 9: Graphics

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