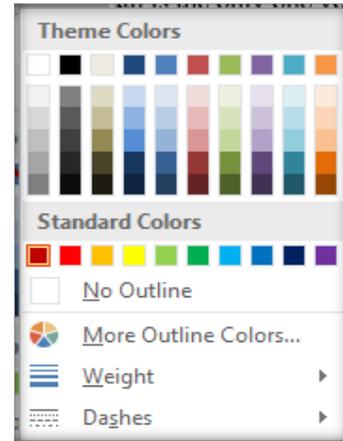


## Tables make easy comparisons of writing material possible:



- Click “Insert” at the top left corner of the Microsoft Word Document you are using
- Select “Table” also on the left side of the task bar
- Highlight by hovering over the number of columns and rows you will need to use
- Click “Insert Table” and the table will insert where you have placed your cursor
- Add additional columns and rows by placing your cursor in the prior row where needed and hit “Enter” or place cursor over prior row and click the + sign that appears
- Delete columns or rows by right-clicking the column or row and selecting “delete cells”, then select “entire row” or “entire column”
- **Bold** headings and add a pale fill color using the standard color fill chart
- If subheadings are used, do not bold the type and use a pale fill color as well
- When charts extend into the next page, repeat header rows. Click on table, find the “format” tab at the top of the document, select “layout”, click “repeat header row” on the right-hand corner

Add a Title to your Table like this→ **Using Microsoft Word Tables**

Questions	Answers
How many columns and rows do I need?	Select by hovering over the table thumbnail and highlighting what you need after clicking INSERT and TABLE dropdown menu
How do I create my column headings?	Use <b>BOLD</b> type, larger font, and a pale background color
How do I create subheadings or other separations?	Use regular type, larger font, and a pale background color
What if I need to add/delete a column or row?	Place your cursor prior to the row or column placement and hit either ENTER or the + sign when it appears to add, and RIGHT CLICK to select column or row to be deleted
Can I use several colors or font styles?	Stay consistent to create easily skimmable material
What if I need to source the material in the table?	Add a footnote using the REFERENCE tab at the top of your Word Document, select INSERT FOOTNOTE and add the source URL source name, and publishing date if applicable at the bottom of the page when the footnote area appears with a corresponding number – see bottom of page <sup>1</sup>

<sup>1</sup> GCF Lean Free website, <https://www.gcflearnfree.org/word2010/working-with-tables/1/>