Create a Table

To create a table:
- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
  - Highlight the number of row and columns
  - Click **Insert Table** and enter the number of rows and columns
  - Click the **Draw Table**, create your table by clicking and entering the rows and columns
  - Click **Excel Spreadsheet** and enter data

Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.