

CREATE A TABLE

A table includes rows and columns. This table has 2 rows and 5 columns and 10 cells:

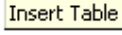
5 columns


2 rows

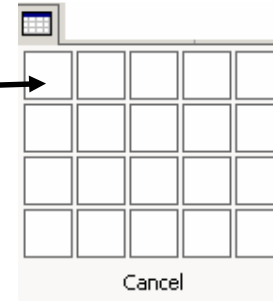
To create a table:

1. Click where you want to place the top left corner of a table.



2. Click **Insert Table**  on the **Standard** toolbar. This will appear:

3. Click in top left box. 

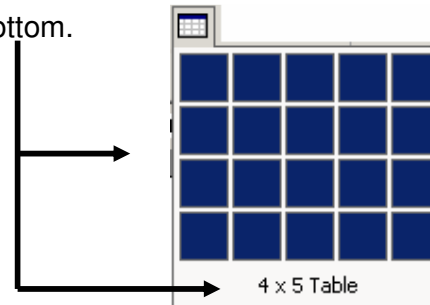


It will appear blue.

4. Drag down-right to select the number of rows and columns you want.

The size of the table will be indicated by blue squares and at the bottom.

5. Release the mouse to see the table.



*This table will have:
4 rows
5 columns
20 cells*

To add words or numbers to a table:

1. Click in a cell.
2. Type as usual.

To format words or numbers in a table:

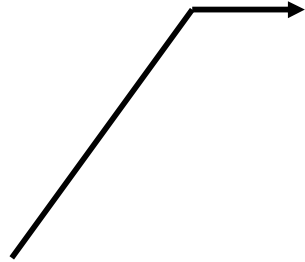
1. Select/highlight the words or numbers.
2. Use formatting tools in the usual way.

To fit column width and row height to contents:

1. Click in a cell.
2. Click on **Table**.
3. **Click on AutoFit.**
4. Click on **AutoFit to Contents.**

EXERCISE

1. Create the following table.



Subject	Number of students
History	15
English	22
Chemistry	18

2. Make sure both column headings are in bold.

3. **AutoFit** the columns and rows to the contents.