

INSERT TABLES IN WORD 2003

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Open Word

From the top menu, choose Table > Insert > Table.

Fill in the number of columns and the number of rows.

The default under that should already be set at “Fixed column width: auto.” If not, select it.

Your table is inserted in your document.

To **add a row**, simply hit the [tab] key in the last cell of the last row.

To **add a column**, hover the cursor on top of a column until it turns into a downward pointing arrow.

RIGHT click on the column and then choose “Insert column.” The new column will be inserted before the column you just selected.

To **select the entire table**, hover your cursor at the top left of the table until it turns into a vertical line with horizontal arrows on each side.

To **resize columns**, place the cursor on the line between the columns. When the cursor turns into that vertical line with horizontal arrows on each side, simply drag the column to the desired width.

To see **cell and table options**, RIGHT click on any cell or the entire table. Play around a bit; you have the power!