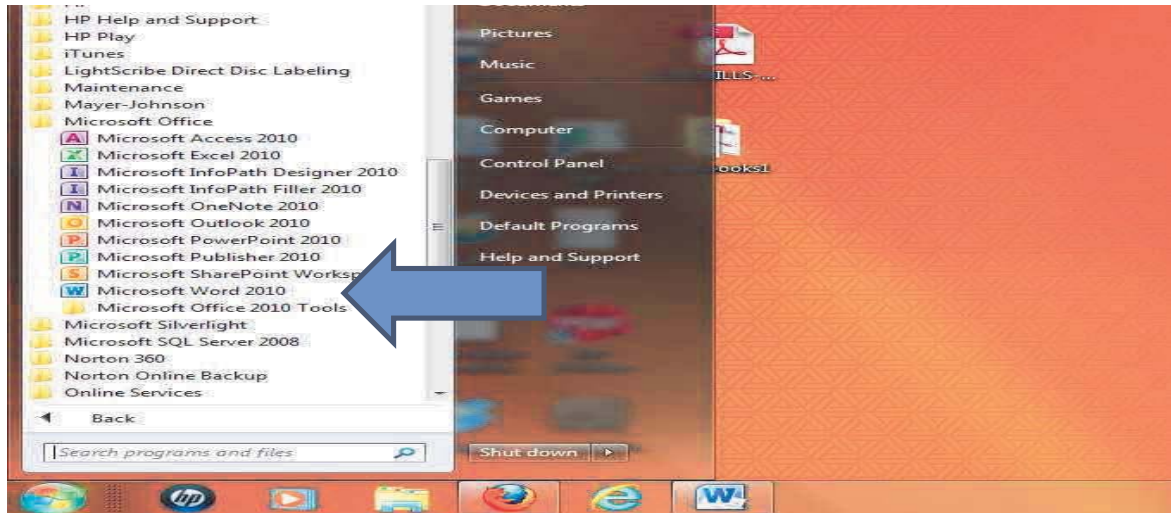
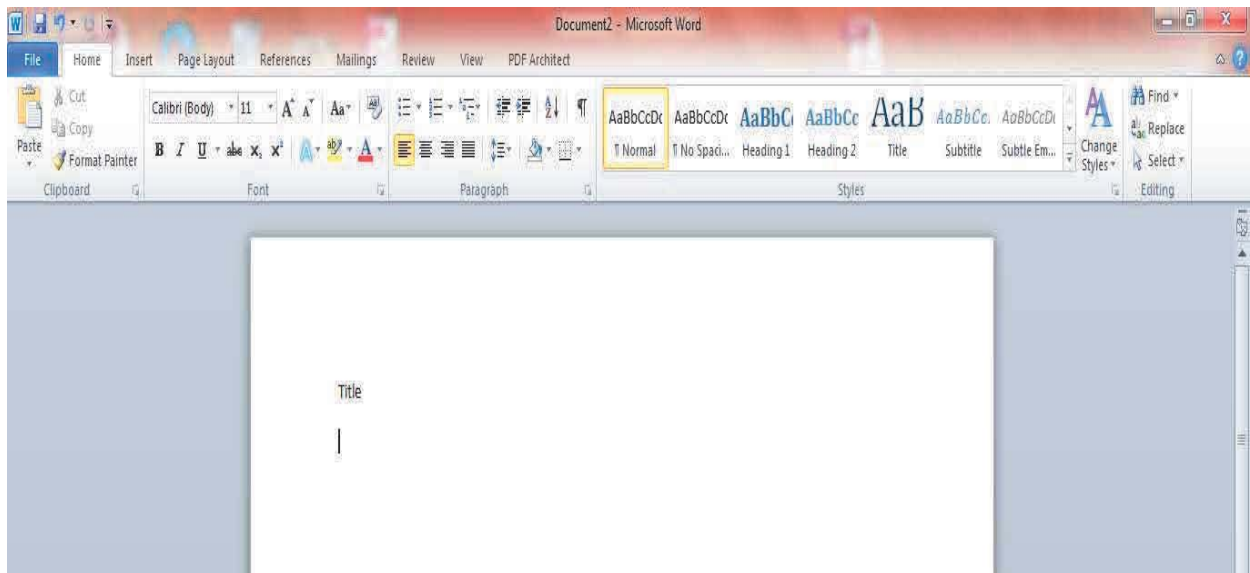


How to Create a Simple Table in Microsoft Word

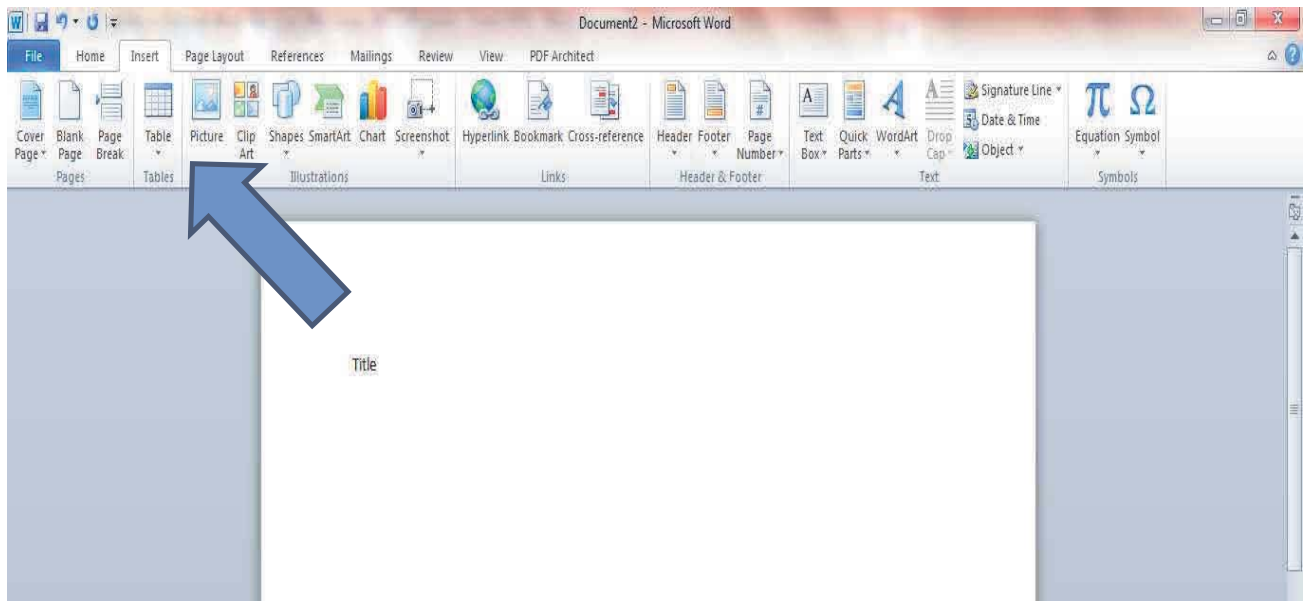
1. Open **Microsoft Word** from the start menu on your computer or from a shortcut.



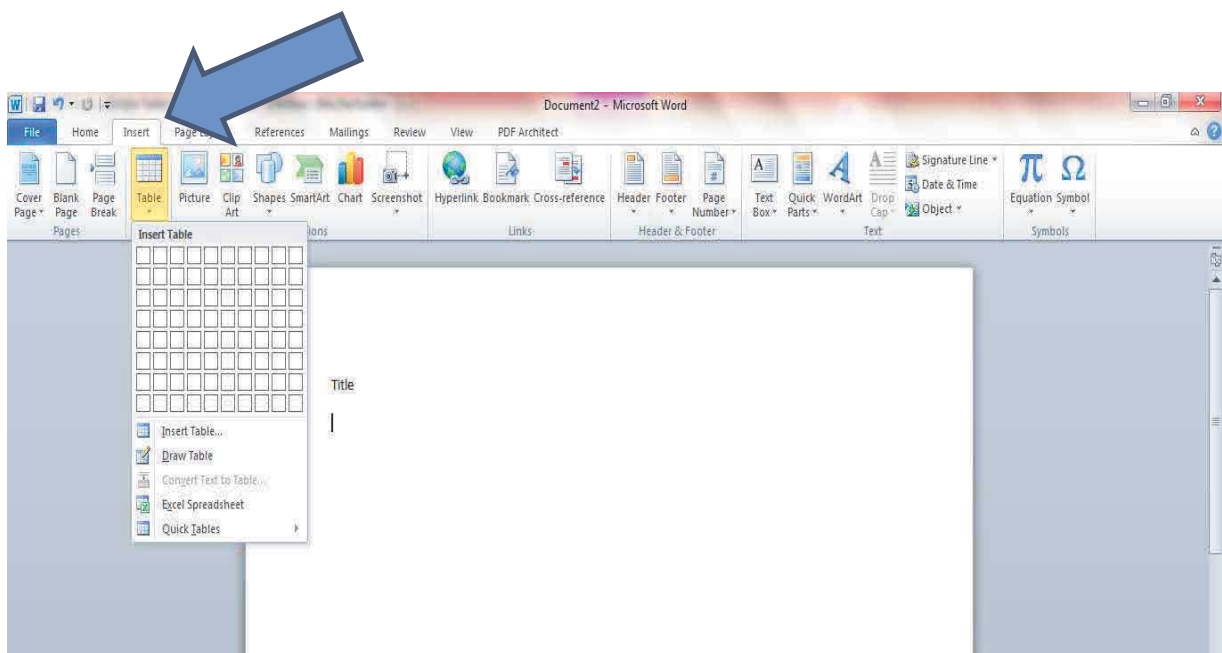
2. When you click on Microsoft Word a blank document will appear. **First**, you may want to **create a title** before you create a table. Click on your mouse at the top of the page and then start typing to create a title.



3. **Next, click on the Insert tab at the top.** It is directly right of the Home tab.



4. **Click Table.** It is below the Insert tab.



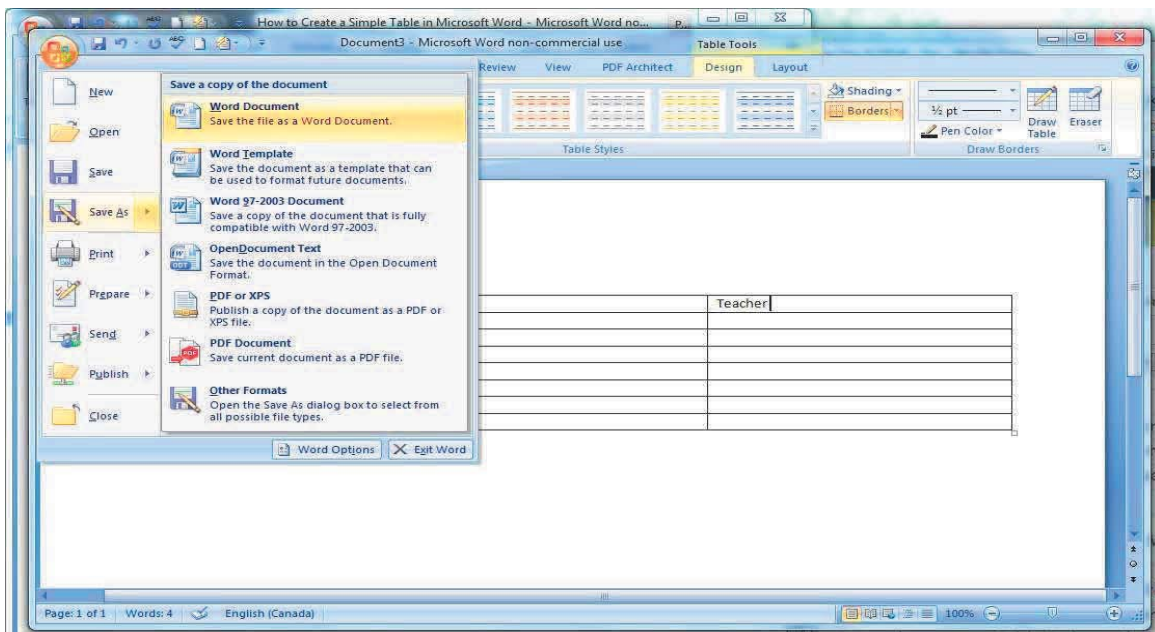
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- The screenshot illustrates the steps to insert a table in Microsoft Word 2010. The 'Insert' ribbon is active, and the 'Table' button is highlighted with a blue arrow. The 'Table' dropdown menu is open, showing a grid of table sizes. The '3x6 Table' option is selected, and the corresponding table is inserted into the document. The table has 3 rows and 6 columns. The word 'Title' is placed above the table.

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- The screenshot shows the Microsoft Word interface. The ribbon is set to the 'Home' tab, displaying the 'Font' and 'Paragraph' groups. The 'Font' group includes options for font face (Calibri), size (11), bold, italic, underline, and text color. The 'Paragraph' group includes options for bullet points, numbering, and indentation. The 'Styles' group shows the 'Normal' style selected. Below the ribbon, a table is visible with the following structure:
- | Title | | |
|---------|-------|---------|
| Student | Grade | Teacher |
| | | |
| | | |
| | | |
| | | |
| | | |

- [illegible]

[illegible]

8. When you are finished your table, you will need to **save your document** with your title on your computer. First click on **the round Microsoft icon** at the top left-hand side of the document, then click **save as** and then on Word Document.



9. You will then chose to **save it to your desktop**. On the bottom, you will see **file name**. You will need to type the title of your document here. Next, go to the bottom of your screen and **click save**. The document will be **saved to your desktop** of your computer.

