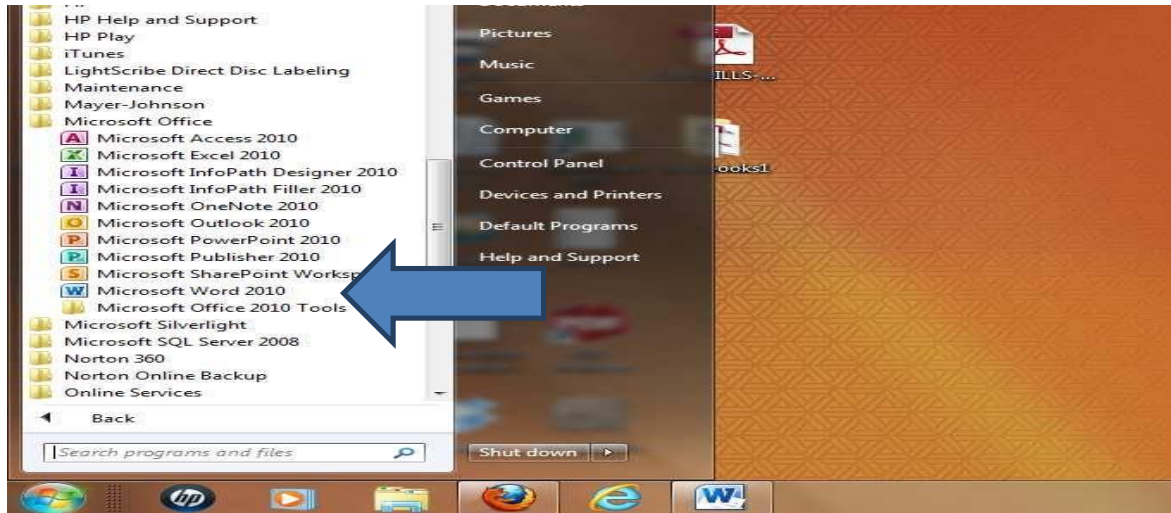
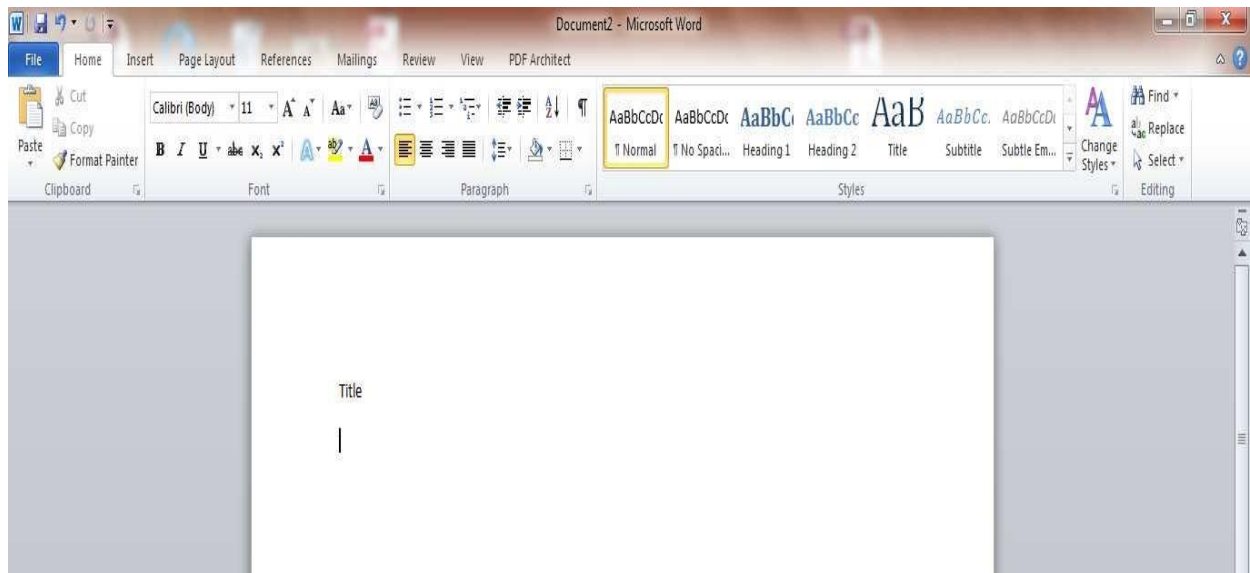


How to Create a Simple Table in Microsoft Word

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



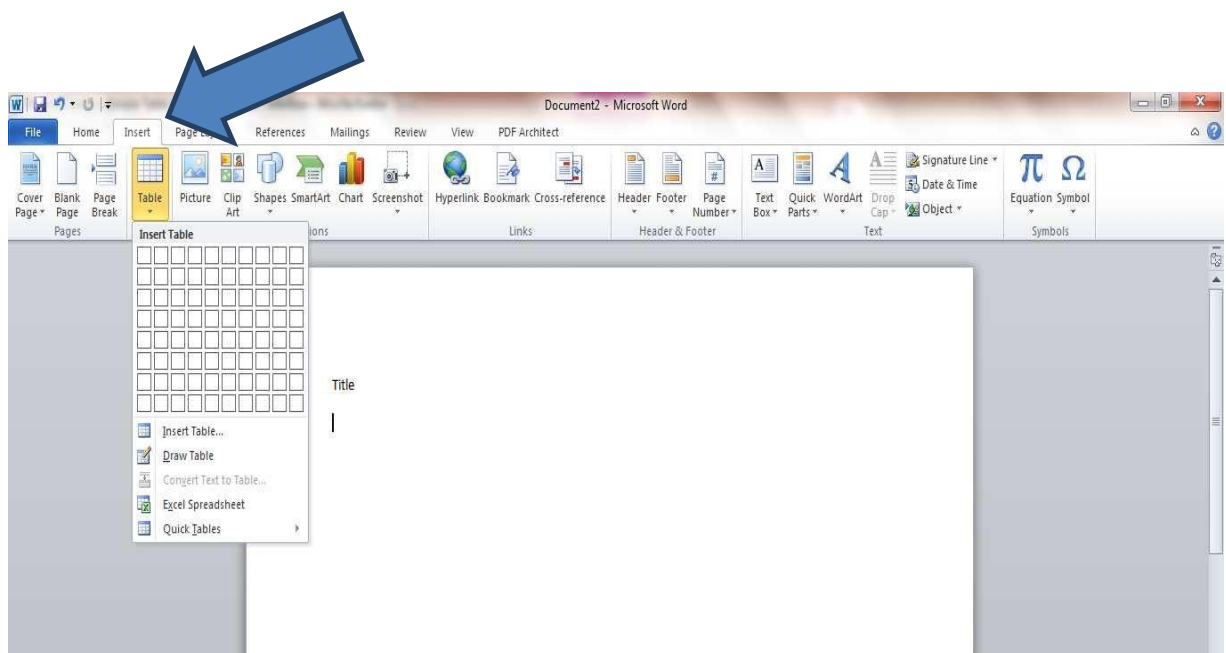
2. When you click on Microsoft Word a blank document will appear. **First**, you may want to **create a title** before you create a table. Click on your mouse at the top of the page and then start typing to create a title.



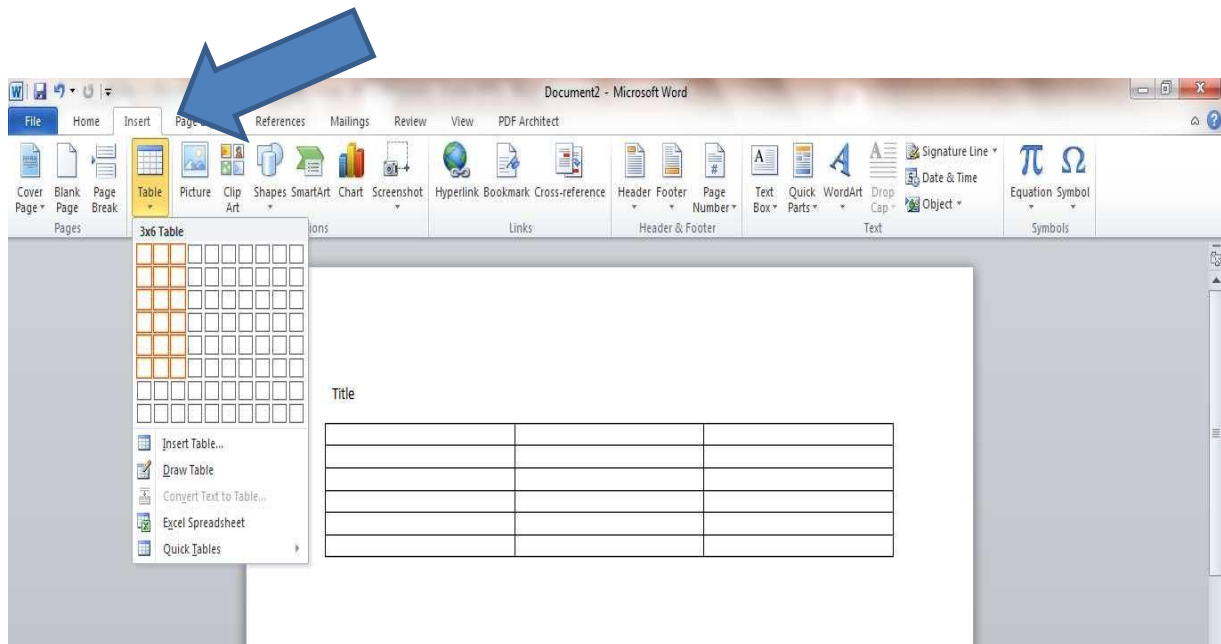
3. **Next, click on the Insert tab at the top.** It is directly right of the Home tab.



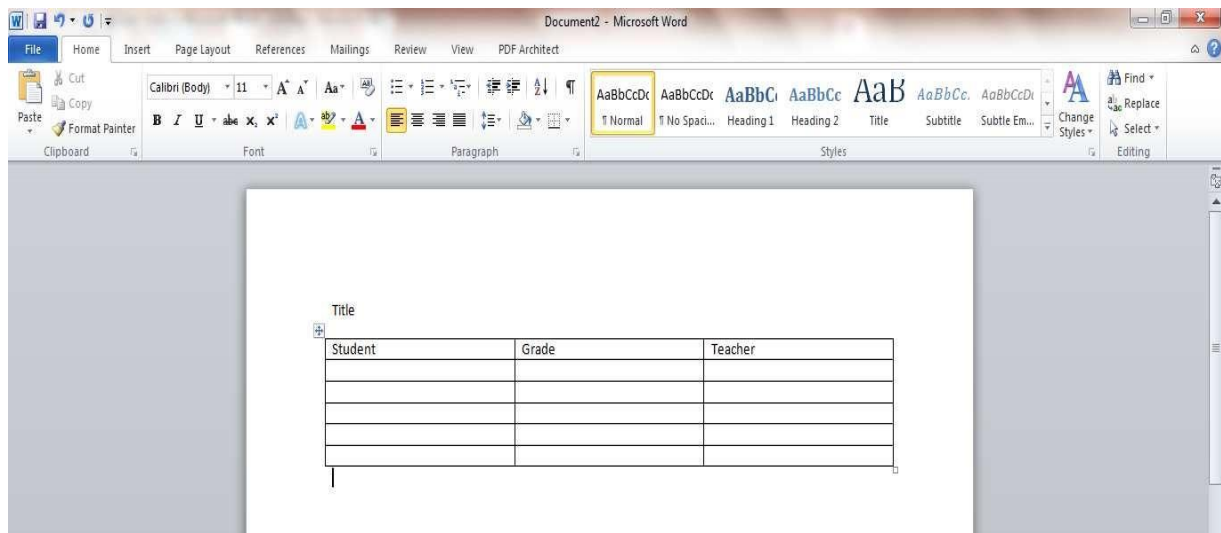
4. **Click Table.** It is below the Insert tab.



5. On the menu that appears below the Table button, use your mouse to choose the amount of cells in the table. For example, if you drag the mouse to highlight a 3x6 grid of squares, the grid will have 18 cells. Click to create the chart.



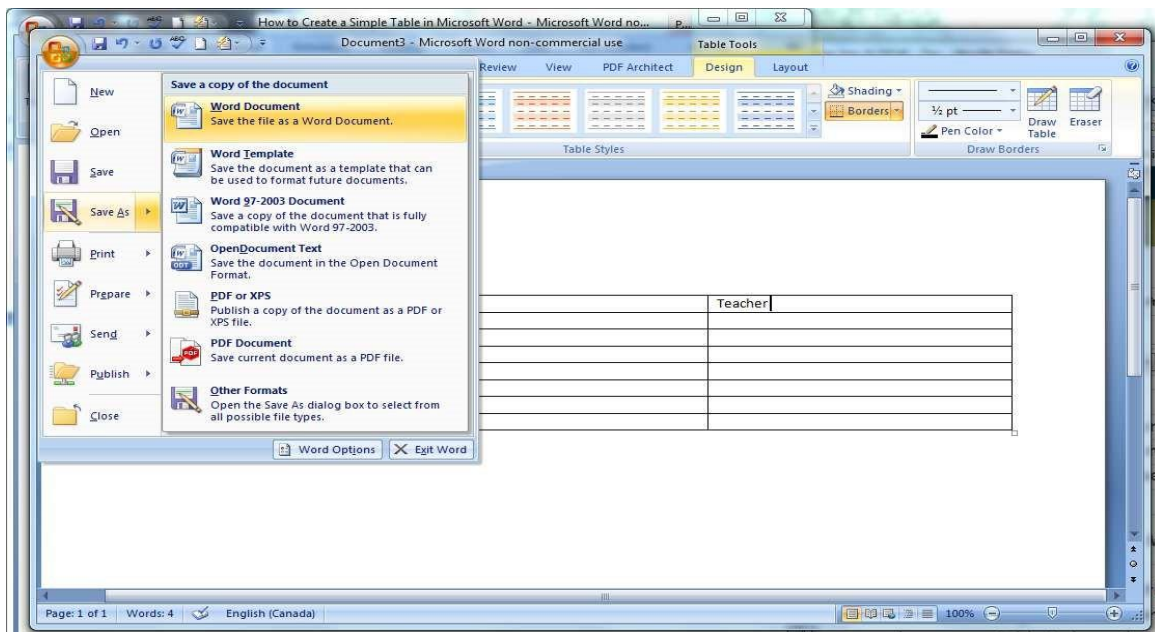
6. Type in your data.



- [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.

