

Create a Table

Microsoft Word offers a number of ways to make a table. The best way depends on how you like to work, and on how simple or complex the table needs to be. Three methods of creating a table are listed below. Choose the one that best fits your needs.

First method

1. Click where you want to create a table.
2. Click **Insert Table** on the **Standard** toolbar.
3. Drag to select the number of rows and columns you want.

Second method

Use the Insert Table command

Use this procedure to make choices about the table dimensions and format before the table is inserted into a document.

1. Click where you want to create a table.
2. On the **Table** menu, point to **Insert**, and then click **Table**.
3. Under **Table size**, select the number of columns and rows.
4. Under **AutoFit behavior**, choose options to adjust table size.
5. To use a built-in table format, click **AutoFormat**.
Select the options you want.

Third method

Draw a more complex table

You can draw a complex table — for example, one that contains cells of different heights or a varying number of columns per row.

1. Click where you want to create the table.
2. On the **Table** menu, click **Draw Table**.

The **Tables and Borders** toolbar appears, and the pointer changes to a pencil.

3. To define the outer table boundaries, draw a rectangle. Then draw the column and row lines inside the rectangle.
4. To erase a line or block of lines, click **Eraser** on the **Tables and Borders** toolbar, and then click the line you want to erase.
5. When you finish creating the table, click a cell and start typing or insert a graphic.

Note Hold down CTRL to automatically apply text wrapping while you draw the table.