

Word 2010



Create Table

Use the Insert Table Command

Use this procedure to make choice about the table dimension and format before the table is inserted in to a document.

- ▲ Click where you want to create a table.
- ▲ On the table menu, point to insert, and the click table.
- ▲ Under Table size, select the number of columns and rows.
- ▲ Under Auto fit behavior, choose options to adjust table size.
- ▲ To use a built-in table format, click Auto format.
- ▲ Select the options you want.

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