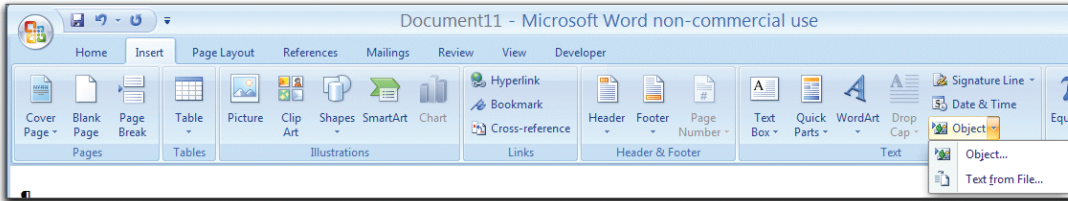
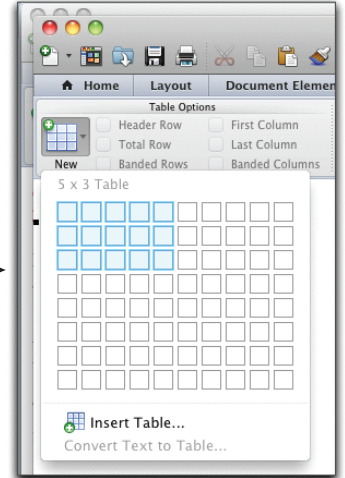
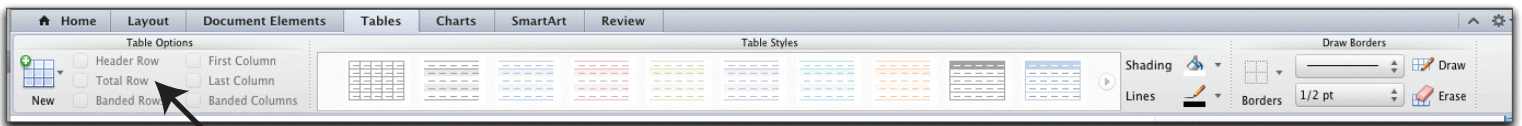


**Word 2007:** To display the Tables tab, first select the Insert tab and insert a table. Click the triangle below the Table icon to display the Tables menu. Here, I've selected a table with 3 rows and 5 columns. Select "Insert table" from the menu to type the number of rows and columns.

**Word 2011:** The Tables tab (see below) is visible right from the start. Clicking the triangle beside the Table icon produces a menu similar to that in Word 2007.



**Word 2007:** Click here to insert text from a file.

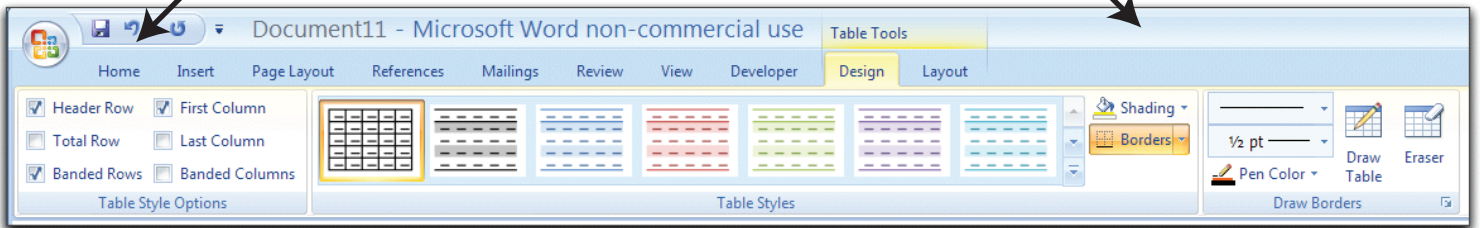


**Word 2011**

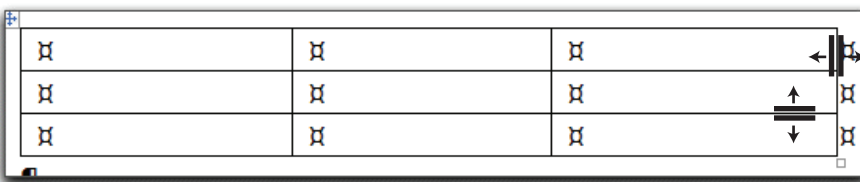
Click here to define header rows.

Click here to define borders and shading.

**Word 2007**



When the cursor changes shape:



Click and drag to change column width.

Click and drag to change row height.