Directions for Creating a Table on Microsoft Word

(including Office 365)

1. Click on the **Insert tab** on the top toolbar.
2. Click on the **Table** button in your top toolbar.
3. Scroll down to highlight the number of columns and rows that you need in the appropriate boxes and click **OK**. ***Remember to add one extra row for the titles of your columns.*** The table will appear as the next item on your Word Document.
4. If you need to insert a column, row, or cell, click on the **Layout** under **Table Tools** tab that pops up after you have inserted your table, scroll over to **Insert** and over to appropriate item on the right (Insert Above, Insert Below, Insert Left, or Insert Right).
5. If you need to delete a column or row, you will need to highlight the column or row that you wish to delete. Another tab will appear at the right of the top toolbar. Click on **Layout** under the **Table tab**. Click on **Delete** on the right of the toolbar and select whatever you want to delete (row or column).
6. If you want to customize the Cell Height and/or Width, click on **Table**, scroll down to **Table Properties**, and click once. Input your desired height and/or width in the appropriate boxes, and click **OK**.

Microsoft Word 2003 or Earlier Versions

1. Click on the **Table** button in your top toolbar.
2. Scroll down to **Insert** and then over to **Table...** in the right column and click once. A box entitled Insert Table will appear in the center of your screen.
3. Put the number of columns and rows that you need in the appropriate boxes and click **OK**. ***Remember to add one extra row for the titles of your columns.*** The table will appear as the next item on your Word Document.
4. If you need to insert a column, row, or cell, click on the **Table** button in your top toolbar, scroll down to **Insert** and over to appropriate item on the right (Columns to the left, Columns to the right, Rows Above, Rows Below, or Cell).
5. If you need to delete a column or row, scroll down to **Delete** in lieu of Insert in step #4.
6. If you want to customize the Cell Height and/or Width, click on **Table**, scroll down to **Table Properties**, and click once. Input your desired height and/or width in the appropriate boxes, and click **OK**.