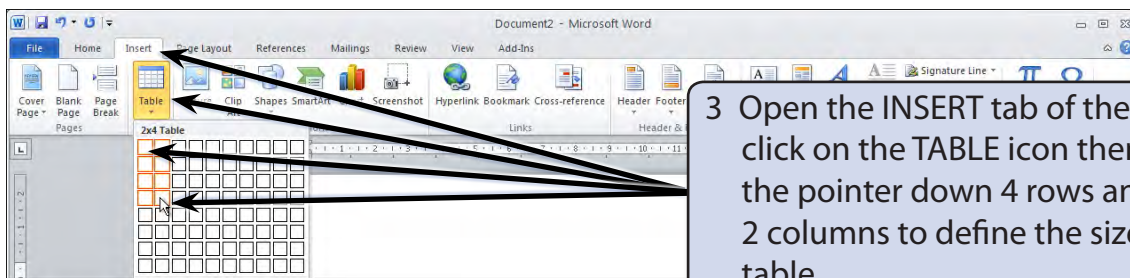


# Using Tables

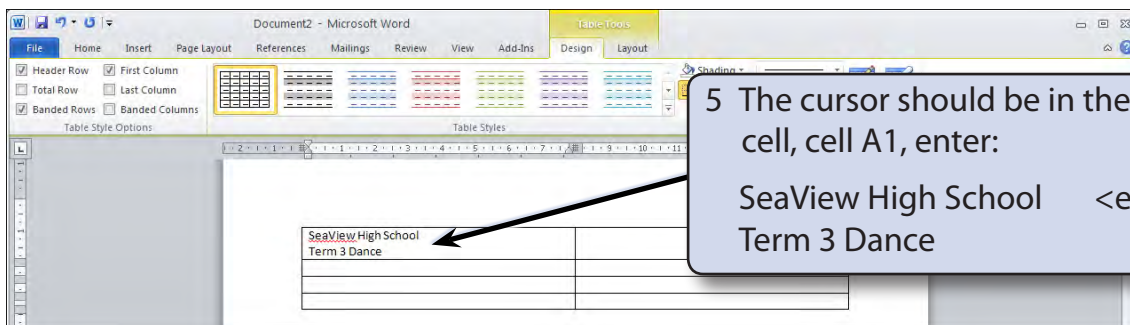
The TABLES feature of a word processing program allows you to quickly enter items in columns and rows without the need to insert numerous tab stops. The table is basically an abbreviated spreadsheet that can be inserted anywhere in a document.

## Entering the Data

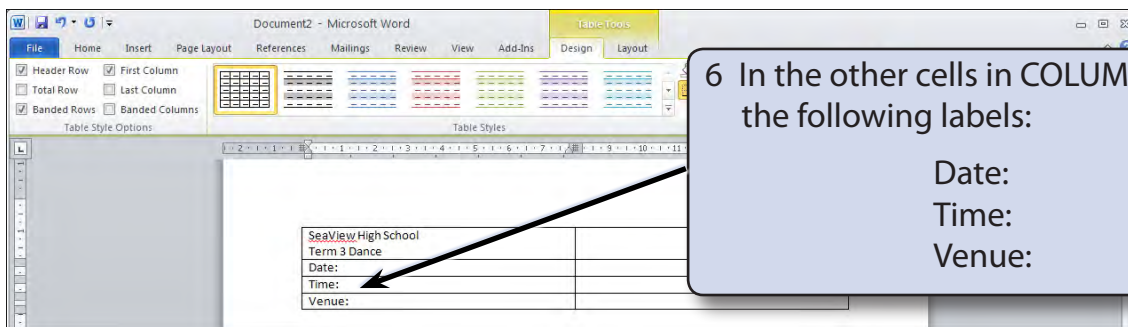
- 1 Load Microsoft Word or close the current file and create a new BLANK DOCUMENT.
- 2 Press <enter> to leave a blank line.



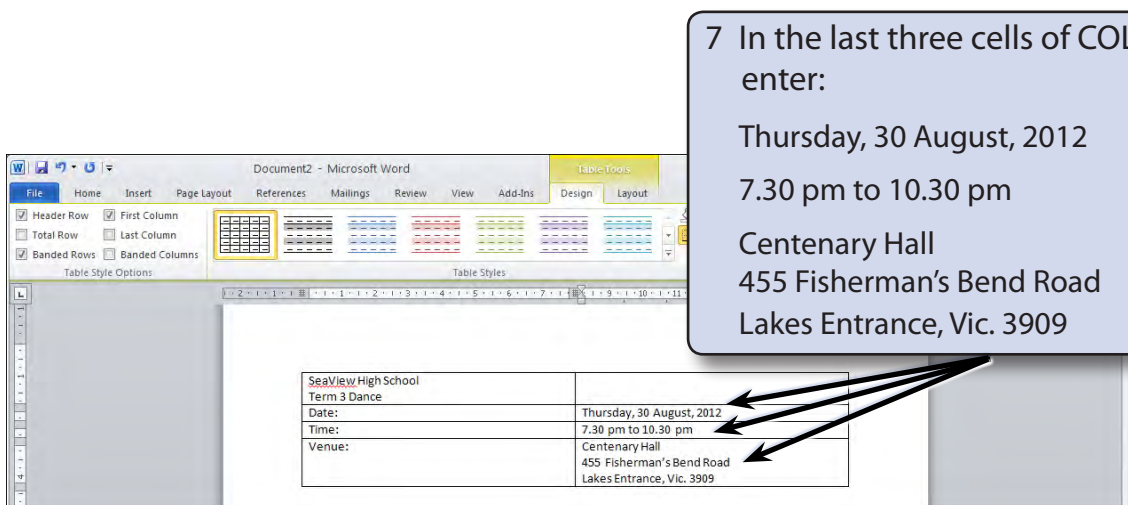
- 4 Click the mouse button to create the table.



**NOTE:** The cell will increase in height when you press the <enter> key.



**NOTE: The DOWN ARROW key can be used to move the cursor down to the next cell.**



8 Save the document in your STORAGE folder under the file name:

WP Exercise 4

## Formatting the Heading

The heading needs to be centred, spread out across the top two cells of the table and shaded.

