



Create Tables with Draw Tools

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Using Draw Table (Word 2000) Vol. 166 Issue 1

Using **Microsoft® Word's** table tools, you can create, format, and manipulate tables in a variety of ways. By the time you complete this guide, you will create and format a table, add columns and rows, merge and split cells, sort information, and save your table as a reusable template.



Check It Out!

For more information on getting started with Microsoft® Word, refer to the *Create a Memo (Word Basics)* guide.



Reference!

The **Tables and Borders toolbar** and **Table menu** offer tools for creating, editing, and formatting tables.

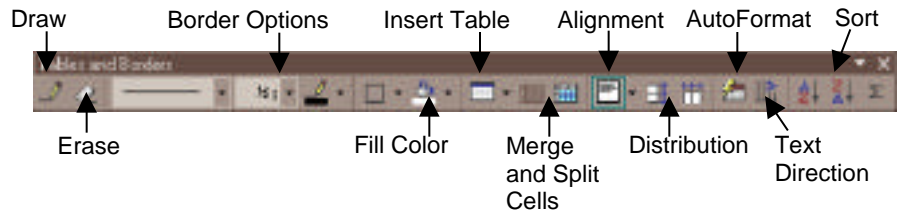


Tip!

You can also go to the **Table menu** to *Insert to Table* to add the table.

Tour Your Tools

1. Open Microsoft® Word.
2. Go to the **View** menu to *Toolbars to Tables and Borders*.
3. Place your pointer over each button without clicking to see its function.



Add a Table

1. Click the **Insert Table** button on the *Tables and Borders* toolbar.
2. Type "3" in the *Number of columns* box.
3. Type "4" in the *Number of rows* box.
4. Click **OK**.

