**Tables In Word**

1. **How to add a Table to a Word document:**
	1. On the Insert Ribbon, click the drop-down arrow for table and then drag your cursor over the number of cells that you would like and click:
		1. 
2. After you create a table, the Design and Layout Ribbons appear:
	1. 
	2. 
3. Table from Excel
	1. Make a table in Excel, Copy, go to Word, click on the Paste drop-down arrow in the Clipboard group on the Home Ribbon, point to and click on the Paste Special item, click Paste Link and “Microsoft Office Excel Worksheet Object”, OK
		1. 
4. **Table aspects:**
	1. Cell = intersection of row and column
	2. Content = “words, pictures, etc.” in cells
	3. Tab moves cursor forward
		1. Ctrl + Tab = Tab
	4. Shift Tab moves cursor backwards
	5. Enter adds new line to cell
	6. Cursor for highlighting cell is little black diagonally pointing arrow
		1. Point at edge of cell to see
	7. Cursor for highlighting row is large white diagonally pointing arrow
		1. Point at beginning of row to see
	8. Cursor for highlighting column is small black downward pointing arrow
		1. Point at top of a column to see
	9. Table resize handle is in lower right corner – you have to move cursor to it until you see a diagonally pointing arrow, and then click and drag.
	10. Table Move Handle is in upper left corner (this selects the whole table)
	11. Cursor for changing size of cell looks like two thin vertical lines with black horizontally pointing arrows
		1. Point at the line between two cells
	12. To Insert Row/Column, point to Row/Column, then right-click and point to Insert
	13. To merge cells, highlight more than one cell, right-click, click on merge
	14. To split cells, highlight one cell, right-click, click on split
	15. To align cell content, right-click cell and point to cell alignment