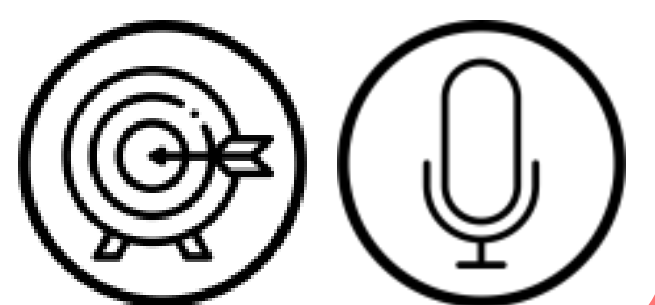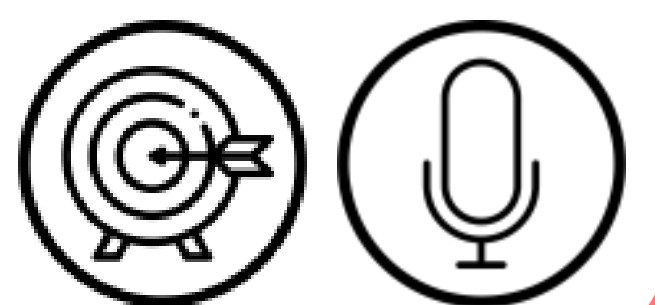# Table
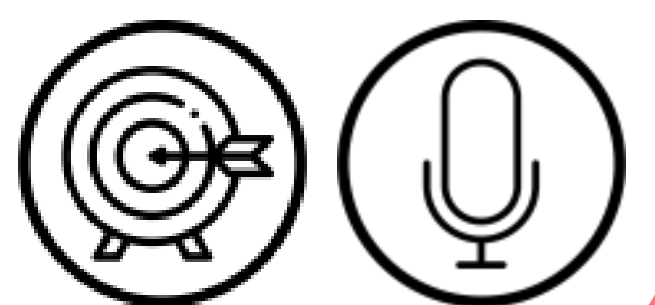
What is Table

▪ A table is a grid of _____ that intersect to form cells. The lines that mark the cell boundaries are called gridlines.
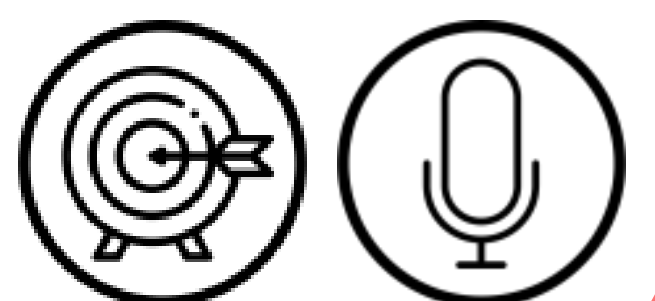
- It's often easier to read or present information in table format than in paragraph format. _____ number of columns can be inserted in a table.
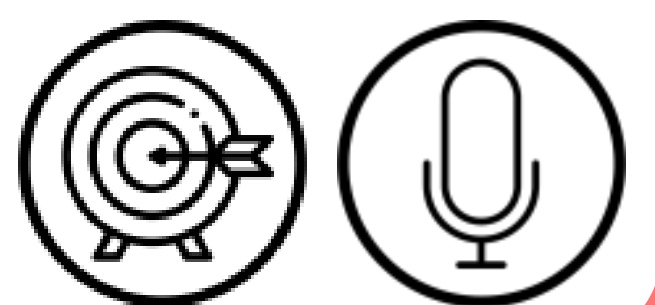
Quick tables

- It gives you easy access to many of the most commonly used table _____. For example, you can insert a quick table into a document to create a calendar, then you can edit that table.

Draw tables

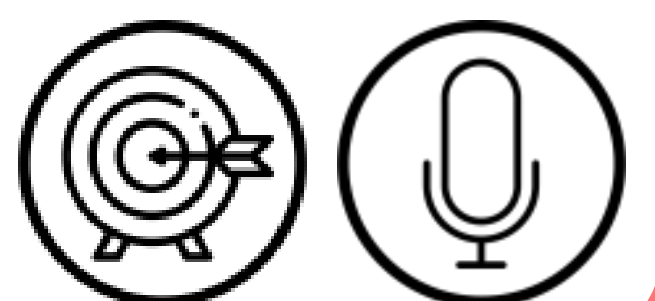▪ Move the mouse pointer where you want to draw your table, hold down the _____, and drag the mouse to draw your table. You can draw a table according to your wish.

Insert table

- Click on the _____Tab.

- Click the Table Button and then select how many cells, rows and columns you want the table to display. You can click Insert Table and then enter the number of columns and rows to create.

Table design

- Go to _____ tab.

- And you can Select your Table Design orelse we can customize table design .