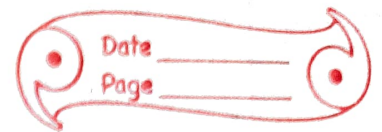


Chapter 3

Working on Tables



Creating a Table

A table is an organized arrangement of text in rows & columns.

The point where a row and a ~~row~~ column meet is called a cell.

The simplest way to create a table is to click on the table icon in the tables group on the Insert tab.

Different ways of inserting a table are -> Using table grid
-> Using insert Table
Dialogue box.