

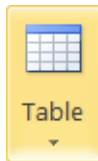
Tables

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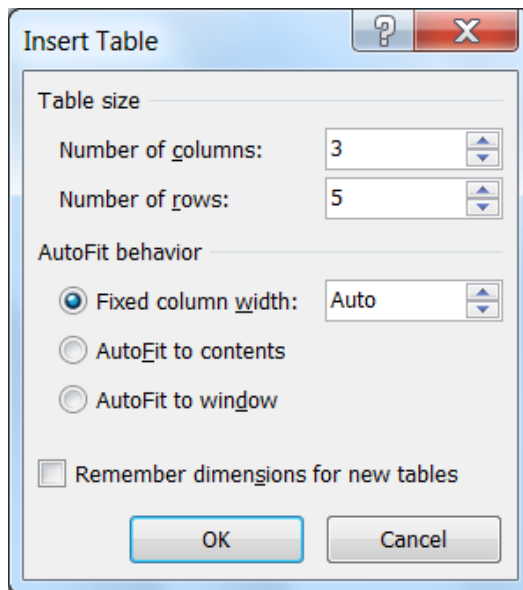
Tables are used to organize information. You can use a table to sort data and perform calculations. Let's create an Invoice with a **Sum** formula:

Inserting a Table

Exercise *Inserting a Table*



- Open the file named **Invoice.docx** from your sample disk
- Click on the **Insert** Ribbon tab
- Click on **Table** in the **Tables** group
- Select **Insert Table** from the list



- Make the table **3** columns wide by **5** rows deep
- Click the **OK** button

A **Table Tools Design** tab and a **Table Tools Layout** tab will appear on the Ribbon.

You can also click on **Table** and select **Draw Table** from the list to draw freeform tables with cells of various heights and widths, as well as nested tables.

- Type the following heading titles into the first row:

Qty	Item Description	Price
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- **Highlight** the entire row
- **Center** the text
- Change the **Font Size** to **16**
- Make the text **Bold**