

Name: _____

Date: _____

TOPIC: INSERTING A TABLE

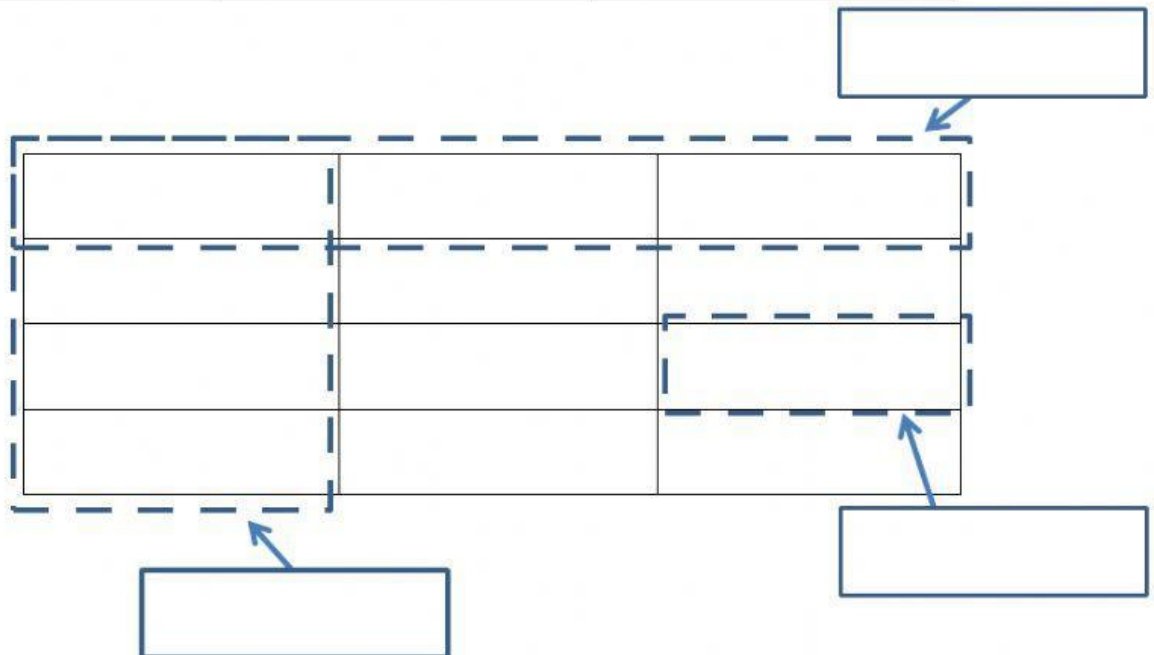
a. Fill in the blanks below

column	cell	row
borders	Information	table

1. A _____ shows _____ in an organised way.
2. The _____ contain the information
3. A _____ runs across in a table
4. The _____ are the lines that separate the cells
5. A _____ runs up and down in a table

b. Name the parts below

cell	column	row
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c. Complete the step to insert table in Microsoft word

Step 1	Click on the _____ tab
Step 2	Click _____
Step 3	The Insert table window will appear
Step 4	Choose the numbers of rows and column by _____ the mouse over the squares

We can also insert table by clicking on the 'Insert Table' and type the _____ of column and row then click _____

