

UNIT 2: WORD PROCESSING

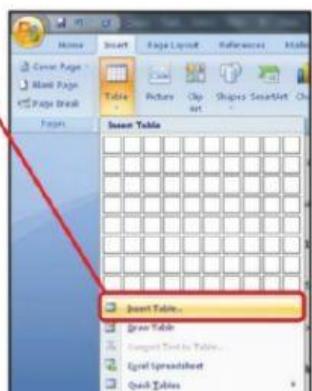
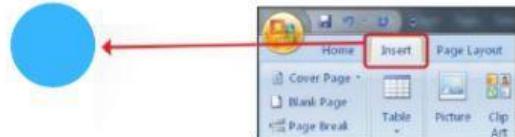
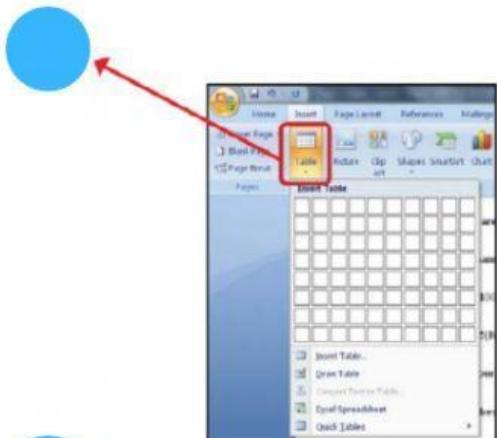
INSERTING TABLE IN A WORD DOCUMENT



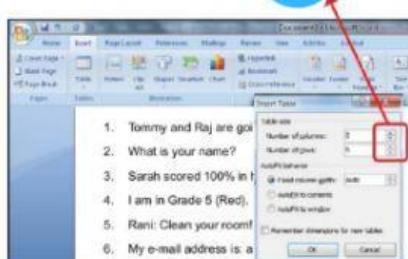
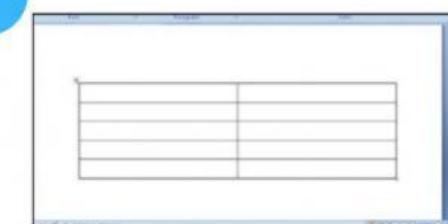
Yr Level:	Subject: ICT	Unit:	-
Name :		Date:	

Arrange the following steps of inserting a table in a Word document.

1 Open Microsoft Office Word.



INPUT DEVICES	OUTPUT DEVICES
Mouse	Monitor
Keyboard	Printer
Scanner	Speaker
Microphone	Projector



8 Save your work as **My Table** on the Desktop.

Write the step by step instructions on how to insert a table in a Word document.

1

Open Microsoft Office Word.

2

3

4

5

6

7

8

Save your work as **My Table** on the Desktop.