

UNIT 2: WORD PROCESSING

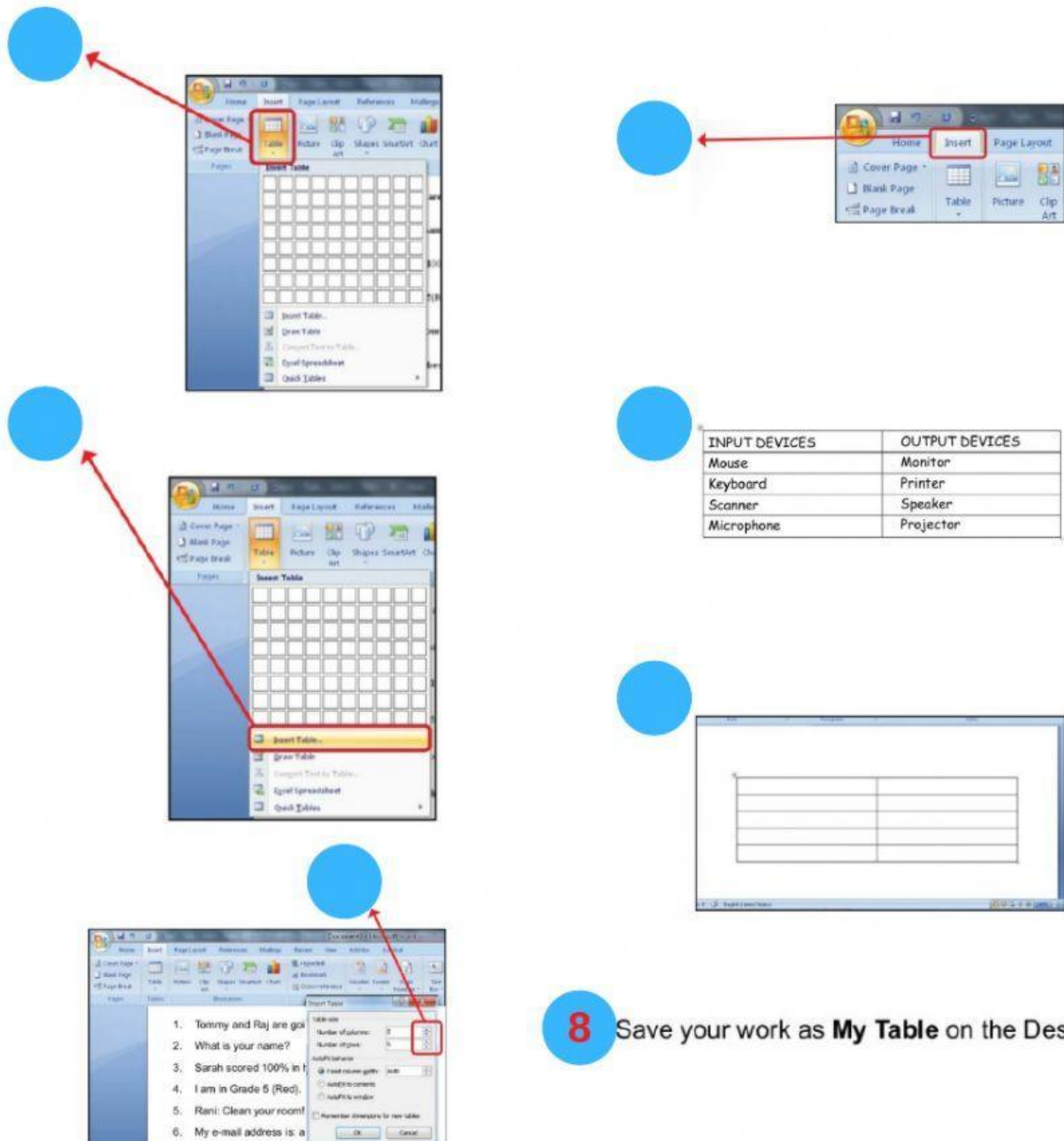
INSERTING TABLE IN A WORD DOCUMENT



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

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

1 Open Microsoft Office Word.



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

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