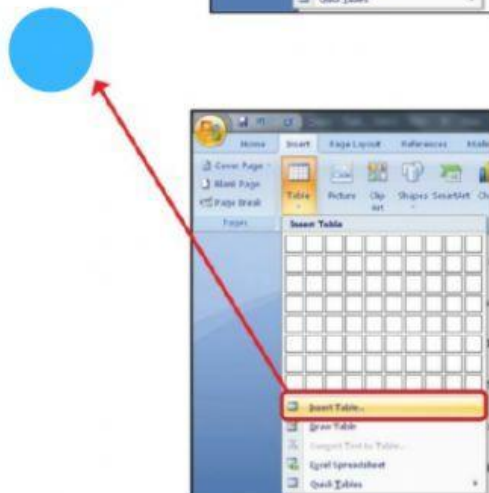
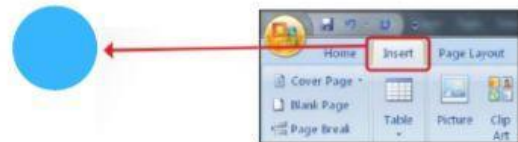
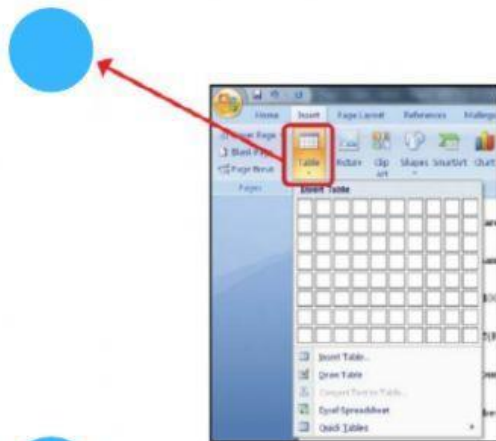


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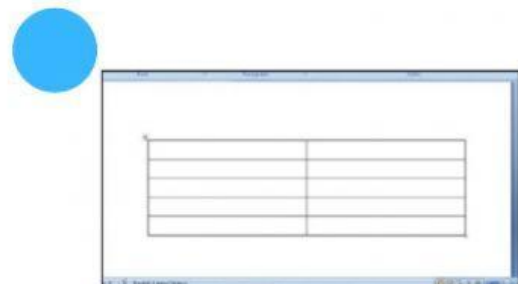
Yr Level:	Subject: ICT	Unit:	
Name :		Date:	

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.