

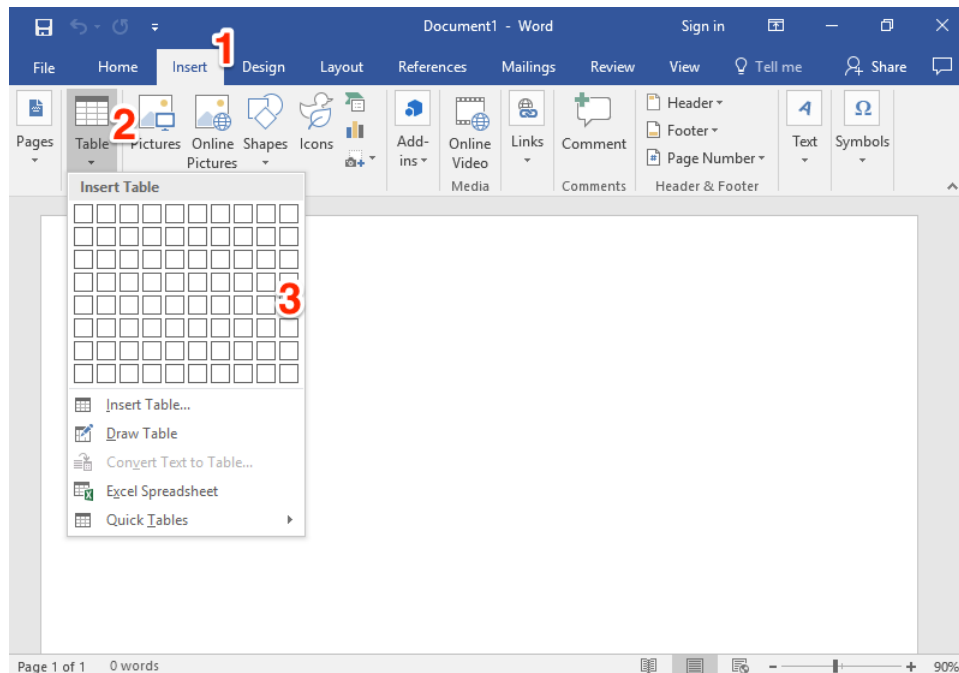
## 4.9: Creating Tables

### Learning Outcomes

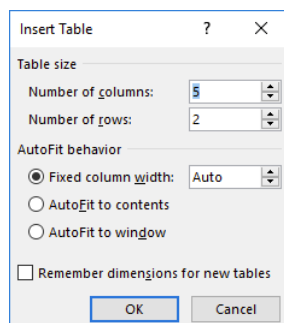
- Create and edit a table.

Inserting tables into your Word document can help organize and display data.

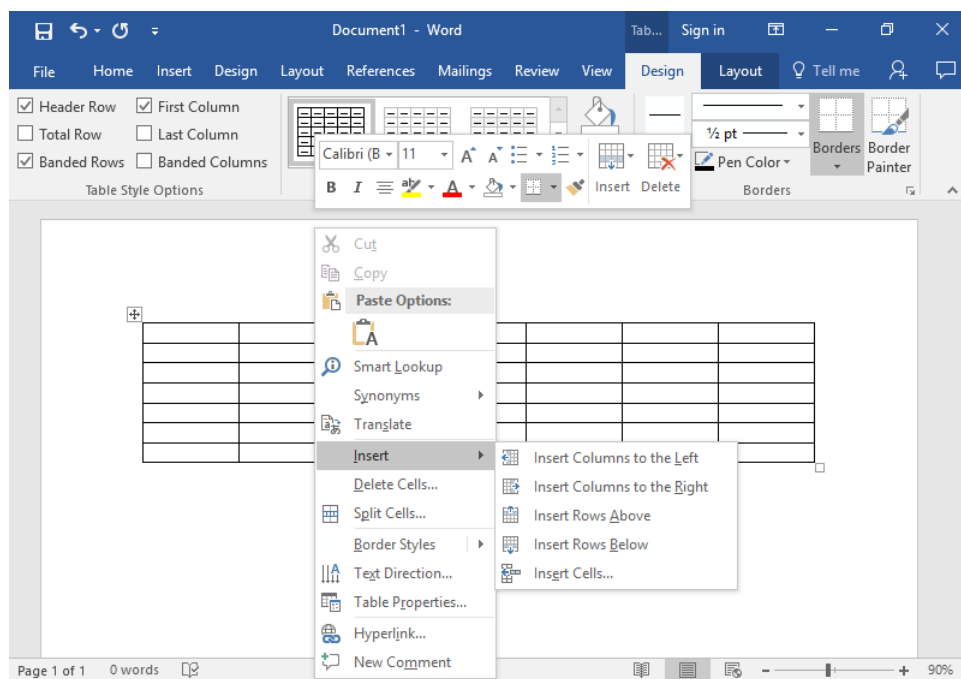
To create a table, click Insert>Table. A small menu will open with a grid that represents table cells. Mouse over and select how many rows and columns you would like in your table.



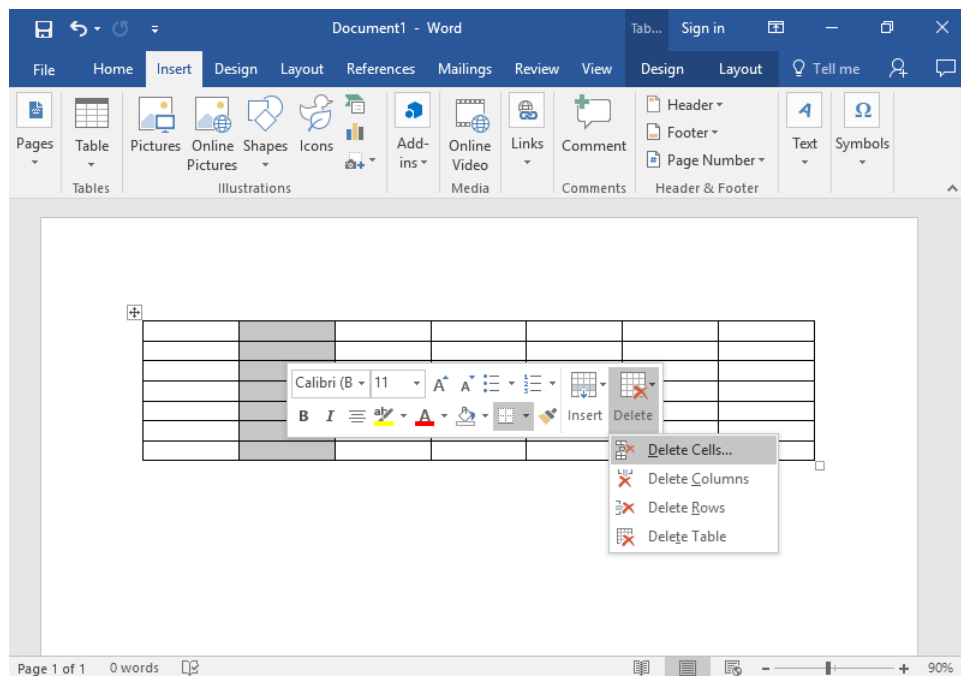
You can also choose the Insert Table... option below the grid instead. This will take you to a dialog box where you can choose how many rows or columns you want, as well as the column width. Using the Insert Table... option is also a good choice if you need more cells than the grid provides.



If you ever want to change the dimensions of your table, you can right-click in the table and choose to insert more columns and rows, as shown below.



You can select multiple cells or even entire rows or columns by clicking and dragging your mouse across the cells. Right-click on selected cells for more options to insert or delete cells.



To enter data into the table, simply select a cell and start typing.

## Practice Question

<https://assessments.lumenlearning.co...essments/18603>

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