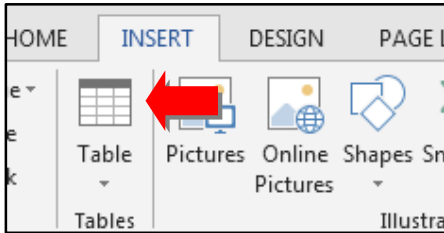


## Inserting Tables

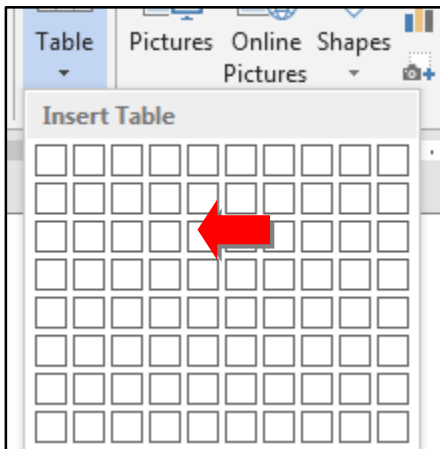
1. Select the **Insert** tab.



2. Select **Table**.



3. Select the number of rows and columns you would like to have.



4. The table will appear in your document and you can add data to the table.
5. You can use the **Table Tools** tabs to modify the **Design** and **Layout**.

