Create a Table

Microsoft Word offers a number of ways to make a table. The best way depends on how you like to work, and on how simple or complex the table needs to be. Three methods of creating a table are listed below. Choose the one that best fits your needs.

First method

1. Click where you want to create a table.
2. Click **Insert Table** on the **Standard** toolbar.
3. Drag to select the number of rows and columns you want.

Second method

Use the **Insert Table** command

Use this procedure to make choices about the table dimensions and format before the table is inserted into a document.

1. Click where you want to create a table.
2. On the **Table** menu, point to **Insert**, and then click **Table**.
3. Under **Table size**, select the number of columns and rows.
4. Under **AutoFit behavior**, choose options to adjust table size.
5. To use a built-in table format, click **AutoFormat**.
   - Select the options you want.

Third method

Draw a more complex table

You can draw a complex table — for example, one that contains cells of different heights or a varying number of columns per row.

1. Click where you want to create the table.
2. On the **Table** menu, click **Draw Table**.

   The **Tables and Borders** toolbar appears, and the pointer changes to a pencil.

3. To define the outer table boundaries, draw a rectangle. Then draw the column and row lines inside the rectangle.
4. To erase a line or block of lines, click **Eraser** on the **Tables and Borders** toolbar, and then click the line you want to erase.
5. When you finish creating the table, click a cell and start typing or insert a graphic.

**Note** Hold down CTRL to automatically apply text wrapping while you draw the table.