**When you want to make a listing of information neat and easy to read in your writing piece, you can create a table.**

**STEPS:**

1. Go to the **Table** pull-down menu and selecting **Inser**t to **Table** to **Insert** **Table**



1. Choose your number of rows and columns.

|  |  |  |
| --- | --- | --- |
| Joe | Smith | Cat |
| Tina | Jones | Hamster |

1. Input your data
2. Put your cursor in the top row and create another row for your **HEADINGS**.

Do this by **right clicking** on the row and **Inserting a Row.** Add headings to describe what is in each column. BOLD your headings.

|  |  |  |
| --- | --- | --- |
| **First Name** | **Last Name** | **Favorite Animal** |
| Joe | Smith | Cat |
| Tina | Jones | Hamster |

1. Right click on top row and create another row for your table’s title.
2. Then highlight the whole new row and right click and **MERGE** cells.



|  |
| --- |
|  |
| **First Name** | **Last Name** | **Favorite Animal** |
| Joe | Smith | Cat |
| Tina | Jones | Hamster |

1. Type in your title.

|  |
| --- |
|  **Favorite Animals of Friends** |
| **First Name** | **Last Name** | **Favorite Animal** |
| Joe | Smith | Cat |
| Tina | Jones | Hamster |