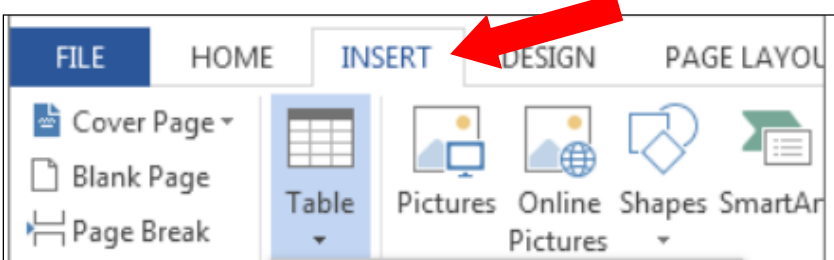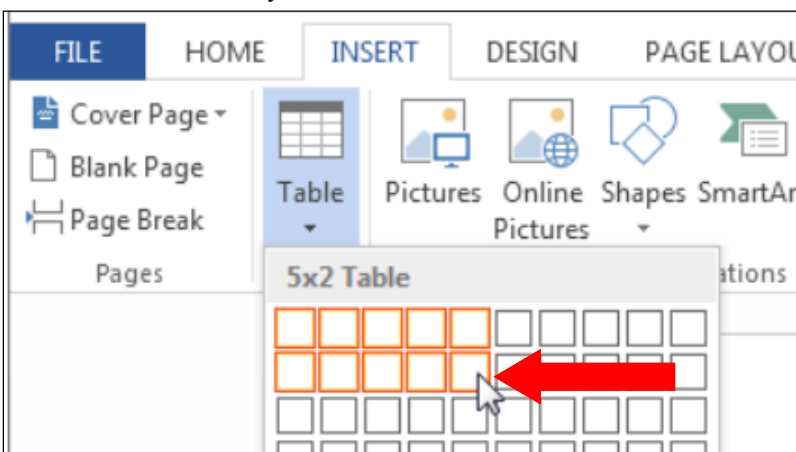# MS Word QUICK-START GUIDE

Insert a table

Add colors to a table

Insert a table
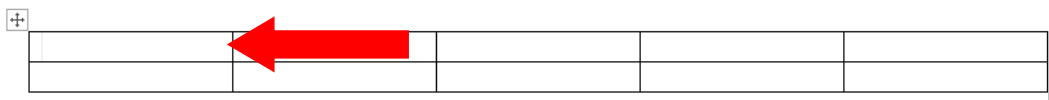
1. **CLICK** the **Insert** tab.

2. **CLICK** the **Table** tab. **MOVE** the cursor over the grid until you highlight the number of columns and rows you want, then **CLICK** and the table appears in the document.
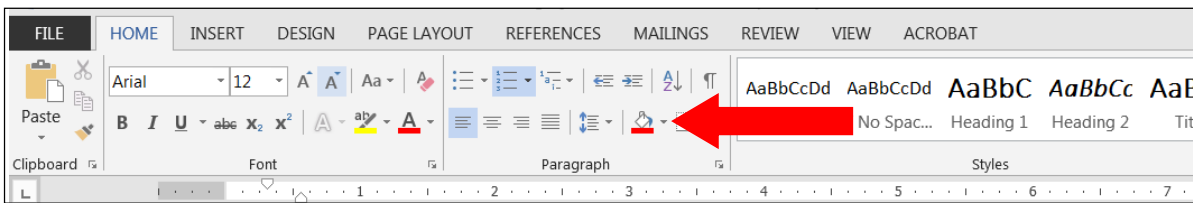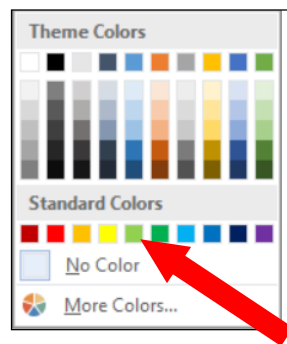

Add color to a table
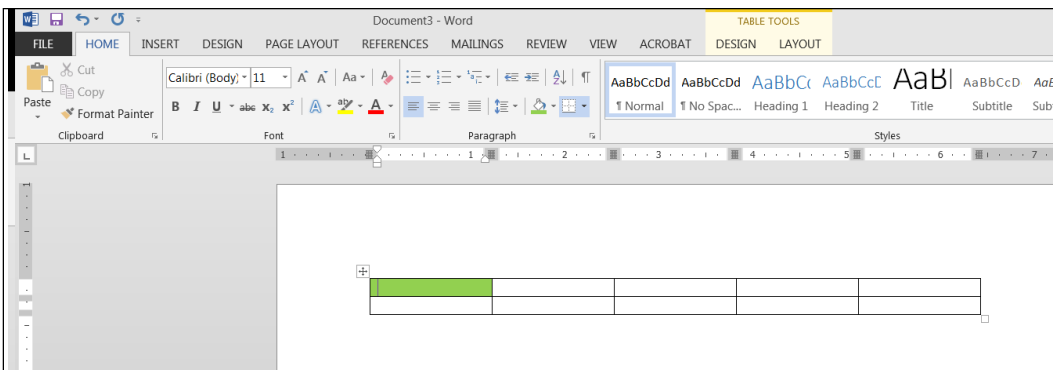
3. **SELECT** the cell you wish to change

4. **CLICK** on the dropdown arrow next to the **Paint bucket**.

When the **Theme Colors** submenu appears, **CLICK** on the color you want to place in the chosen cell(s):

The cell will be shaded with your color:

Helpful hints:
- Be sure to create your table to conform to the parameters laid out in the assignment.
- Wait until you have received the grade for your submission before deleting your table.
- If you run into any issues using **Word**, visit the **Help** page for assistance.