



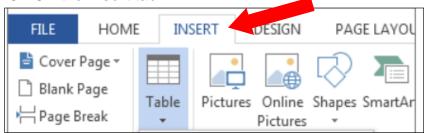
MS Word QUICK-START GUIDE

Insert a table

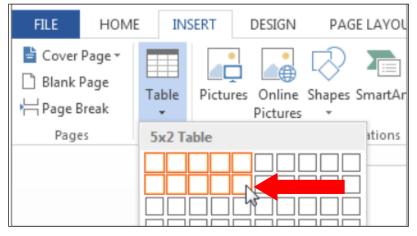
Add colors to a table

Insert a table

1. CLICK the Insert tab.

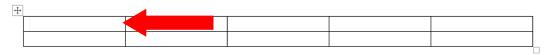


2. **CLICK** the **Table** tab. **MOVE** the cursor over the grid until you highlight the number of columns and rows you want, then **CLICK** and the table appears in the document.



Add color to a table

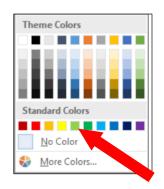
3. SELECT the cell you wish to change



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

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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:

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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.

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