How do I create a table?
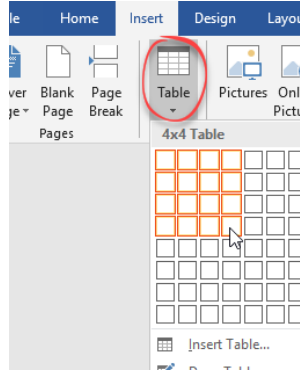
1. Click the 'Insert' ribbon.
2. Click the 'Table' drop down menu.
3. Select the number of rows and columns in the table by dragging the cursor over the boxes starting at the top left hand box. The orange boxes represent the dimensions of your table. (The example opposite illustrates a table which will have 4 rows of 4 columns).
4. Release the mouse button.

The table will be created and the columns will span the full width of your page, each equal in size.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.