|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Function | How | Feature |  |  |
| Insert | Insert tab | Table |  |  |
|  | Right click | Row |  |  |
|  | Right click | Columns |  |  |
| Delete |  | Rows |  |  |
| Format |  | Cells | Alignment | Left, right, center, fully justified |
|  |  |  |  | Top, centre, bottom |
|  |  |  | Colour, shading |  |
|  |  | Rows | Breaks across page |  |
|  |  | Gridlines | Show |  |
|  |  |  | Hide |  |
| Text wrapping |  | Cells |  |  |