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Formatting text

Formatting text and paragraphs

Adding tables

✓ **Video:** Insert a table
5 min

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Modifying a table
10 min

Video: Format a table
3 min

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Formatting a table
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table
2 min

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Converting Text to a
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Exercise: Inserting a table

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

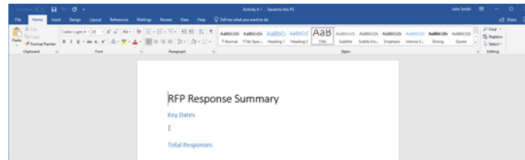
Let's get started!

In this exercise, you will add tables to a sample document.

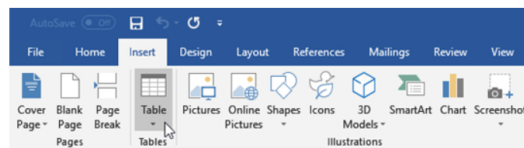
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Inserting a Table](#)

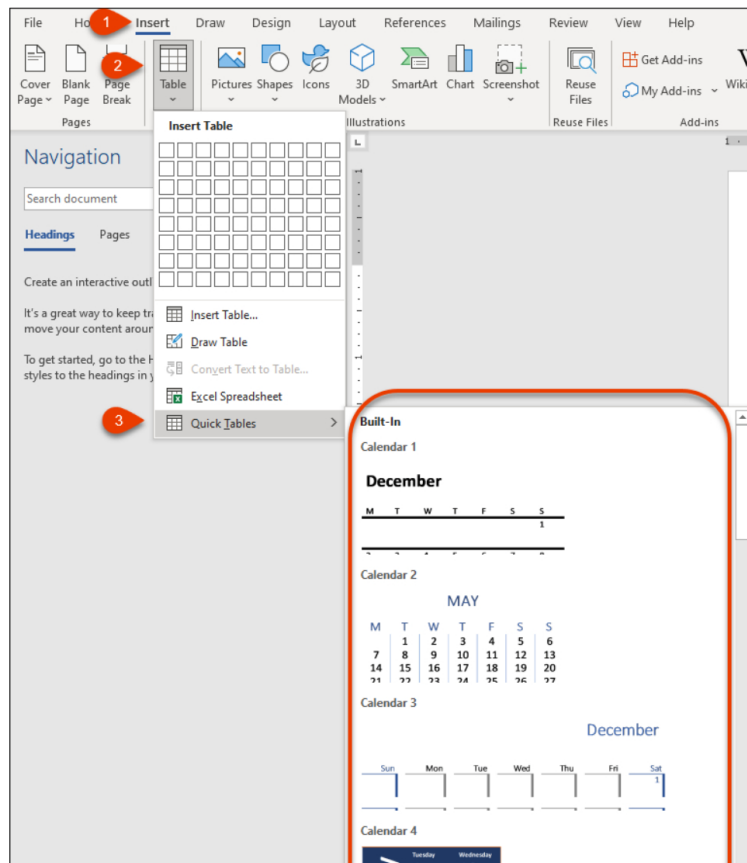
2. First, let's add a Quick Table to the document. Click to place your cursor below the "Key Dates" heading:



3. Then, click Insert → Table:

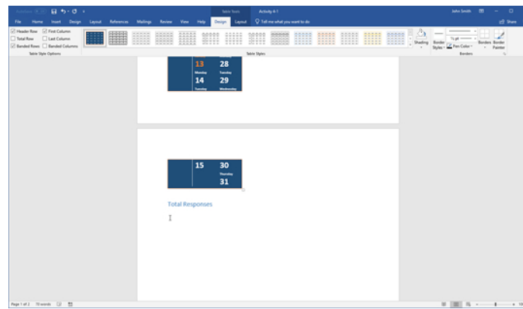


4. From the menu, choose Quick Tables and then click any of the calendar options:

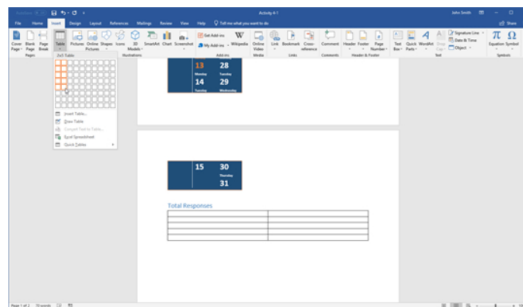




5. The table will be inserted. Now, let's add a table for the first heading. Scroll to the bottom of the document and click to place your cursor under "Total Responses:"



6. Click Insert → Table. Drag your mouse over the grid to create a 2x5 table. Click to create it:



7. The table will be inserted:

Total Responses

8. Fill it out to match the example below by clicking and typing in each cell:

Total Responses

Region	Number of Responses
East	45
West	85
North	72
South	84

9. Save your document as **Activity 4-1 Complete**. Close Microsoft Word 365.

10. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Inserting a Table](#)

Mark as completed

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