Primary four ICT work

Inserting a Table in Microsoft office Word

A table: is an arrangement of data in rows and columns.

Steps

1. Open Microsoft office Word.
2. Put the cursor where you want to insert a table.
3. Click on insert
4. Click on table
5. Click insert table from the pop down menu.
6. In the insert dialog box type the number of columns and number of rows
7. Click ok

Activity
   Insert a table and feed in the following information

NAME	GENDER	CLASS
Sarah	female	P.1
David	male	P.3
Hawa	female	P.4
Peter	male	P.6
Zara	female	P.7
Janat	female	P.3
Josh	male	P.2
Shamim	female	P.5