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