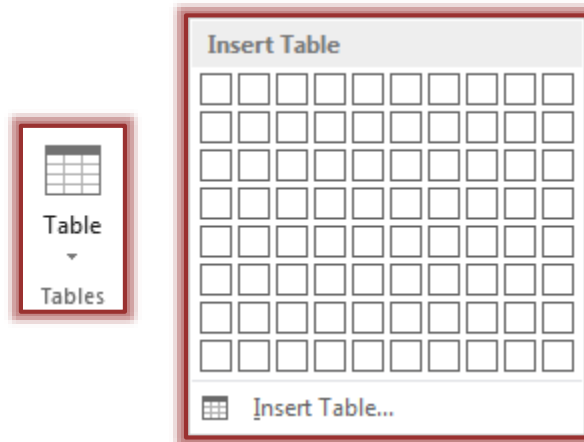


## CREATE PUBLICATION TABLES

Another way to present information in a frame is by using a table. A table is used to place information in rows and columns, which makes it easy to arrange information in an easily accessible format.

### Create/Insert Table-Insert Table Grid

- ✦ Click the **Insert Tab**.
- ✦ In the **Tables Group**, click the **Table** button (see illustration below).



- ✦ A grid of cells will display (see illustration above).
- ✦ Move the mouse pointer over the squares to select the number of columns and rows for the table.
- ✦ Click the left mouse button.
- ✦ The table will appear in the publication.

### Create/Insert Table-Insert Table Dialog Box

- ✦ Click the **Insert Tab**.
- ✦ In the **Tables Group**, click the **Table** button (see illustration below).
- ✦ Click the **Insert Table** link.
- ✦ The **Insert Table** dialog box will display (see illustration below).

