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).