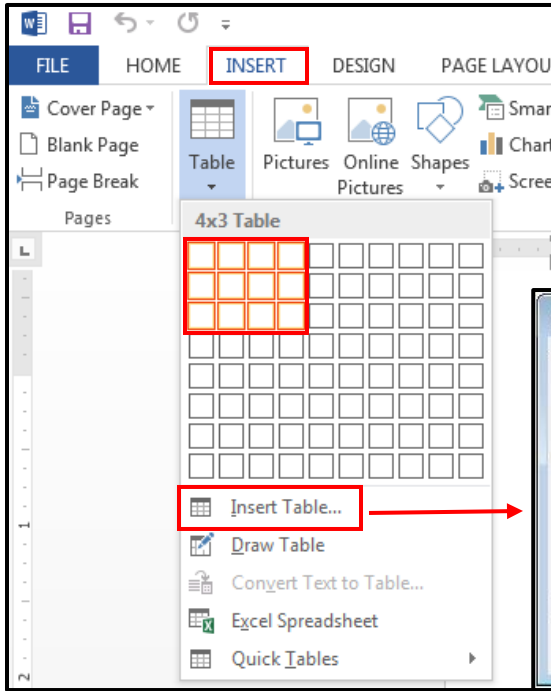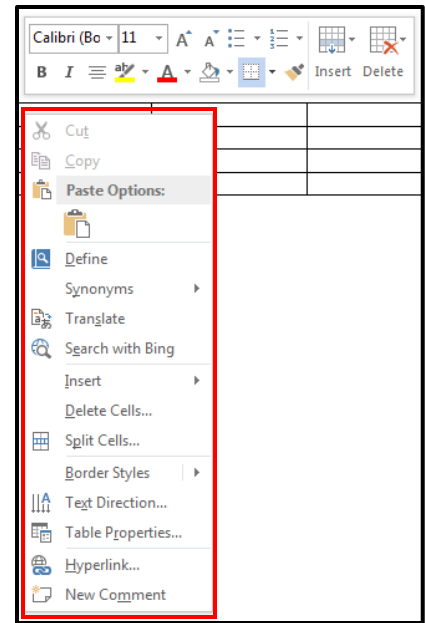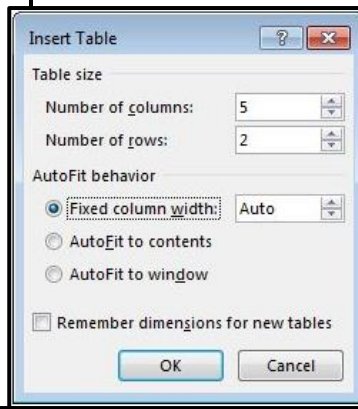# Microsoft Word – Tables, Images & Graphics
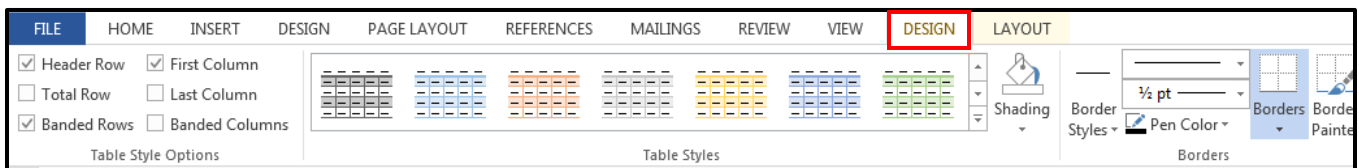
Inserting a Table

From the **Insert** tab, click the **Table** icon and move the mouse over the desired number of table cells from the grid display.

Note: For more options or a larger size, click **Insert Table** and enter the columns and rows.
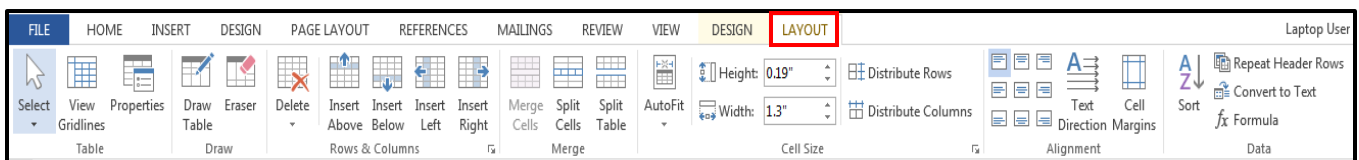
Designing & Formatting a Table

Right-click on the table to access the mini menu for quick formatting. Use the Design & Layout tabs from the toolbar for more options.
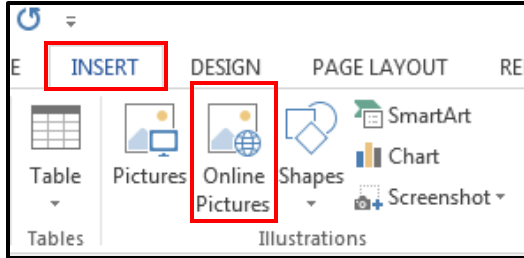
Tables Tools offers two areas of customization options: **Design** and **Layout**. The **Design** tab allows for styling edits such as color, border, shading, etc. to make tables more visually appealing.
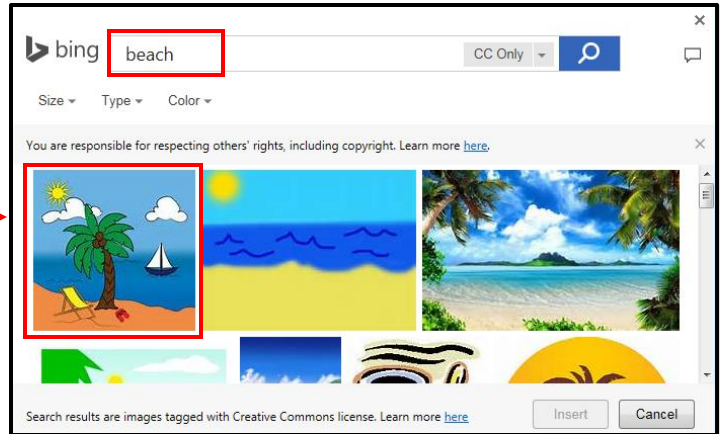
The **Layout** tab includes properties of the table like adding/deleting cells, text alignment within the cells, adjusting column/row height, etc.
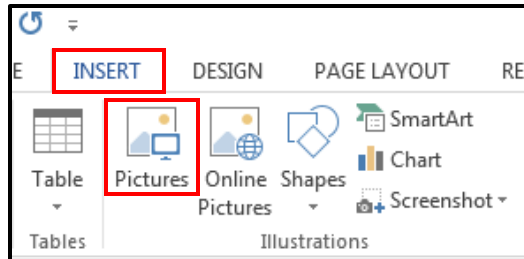
Inserting Online Pictures

From the **Insert** tab, click **Online Pictures**. A window opens where you can search the database for images. Enter a keyword, like **beach**, and click on the image to insert it.
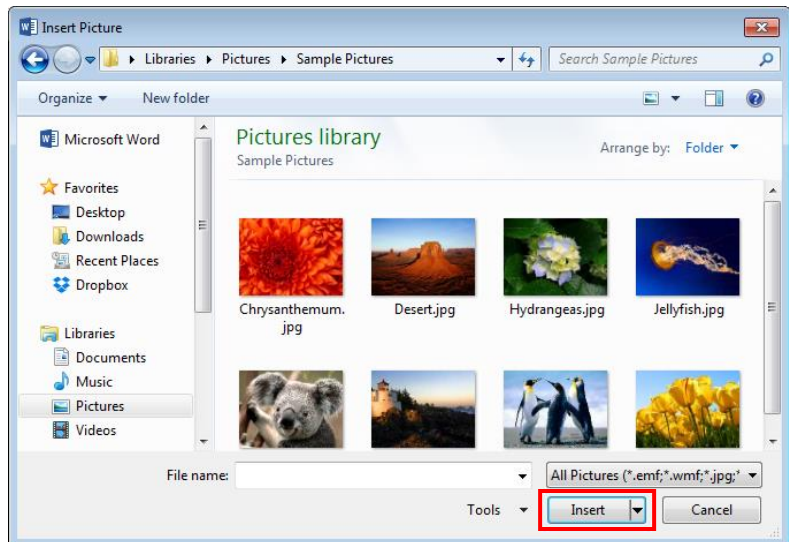

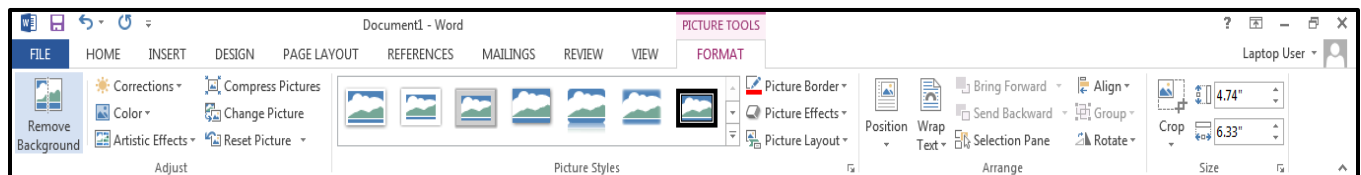**Note**: This feature replaced the previous Clip Art image search.

Inserting a Picture

From the **Insert** tab, click **Picture**. A window opens where you can search your files for an image. Click insert when you have selected your image(s).

Formatting with Picture Tools

When an image is selected, the **Picture Tools** will be available by clicking on the tab. Use features such as Corrections, Color, Borders, Crop and Rotation to format pictures.