**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.

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.

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