**Inserting a Table**

Tables are an easy to organize data on a page. Tables can also be used for interactive activities such as sorting, organizing, questioning, and simple game design.

Inserting a Table (Menu Command)
1. Click the Insert menu
2. Click on Table
3. Set the number of columns, rows, and other options as needed
4. Click OK

Inserting a Table (Toolbar Command)
1. Click on the Table button on the toolbar
2. Drag the mouse over the desired table size
3. Click the mouse to insert the table

**Resizing the Table**

Resizing table cells can be done by placing the mouse cursor on the gridlines between cells. The cursor will change to a double-headed arrow. Click and hold the mouse, then drag to desired size.

Using the resize handle in the bottom-right corner allows the table to be resized in its entirety while maintaining current proportions.

**Moving a Table**

Moving a table is done through the move table handle (gray square) on the top-left corner of the table. If the handle is not visible, the entire table needs to be selected in order to show the move handle.

**Adding Content to Cells**

Cell content can consist of text as well as images.
- Click on the desired cell, then type the necessary text.
- Drag and drop objects or text from outside the table into the desired cell. If the cell already has content, the new object will replace the existing object.