DOCUMENT PRACTICE

• In the Insert tab, Tables group toolbar, click the arrow next to tables

• Select Draw table. The pointer changes to a pencil.

• To define the outer table boundaries, draw a rectangle.

Then draw the column and row lines inside the rectangle.

• To erase a line or block of lines, click Eraser and then drag over the line.

• When you finish creating the table, click a cell and start typing or insert a

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