

## LEARNING TABLES IN WORD 7

--Open Word

>Home >Insert Table >Create table and fill in the data

Able	Bodied	22	36	42
Charlie	Mann	9	4	3
Zebra	Like	0	19	42

To sort: Layout >Data >Sort option will only appear after columns/rows are selected.

Home > Insert >Table >Layout

dd	ff			
dd	gg			