



WORD: TWO TABLE TIPS

TIP #1: AUTO-NUMBER TABLE ROWS

1. Make sure you have a blank column (at the left edge of the table) into which to add the numbers.
2. Select the column.
3. On the HOME tab – click the NUMBERING button.
4. The numbering will automatically adjust if you move rows up or down. (Remember – sitting on a row and pressing [ALT][SHFT]⬆ or [ALT][SHFT]⬇ will move the entire row up or down the body of a table)

1.	East	
2.	West	
3.	North	
4.	South	

TIP #2: QUICK-DELETE TABLE

Have you ever had a challenge deleting a table?

All you have to do is click on the table selector (the small four-headed arrow that appears just outside the top-left corner of the table) - and press [BACKSPACE] key.