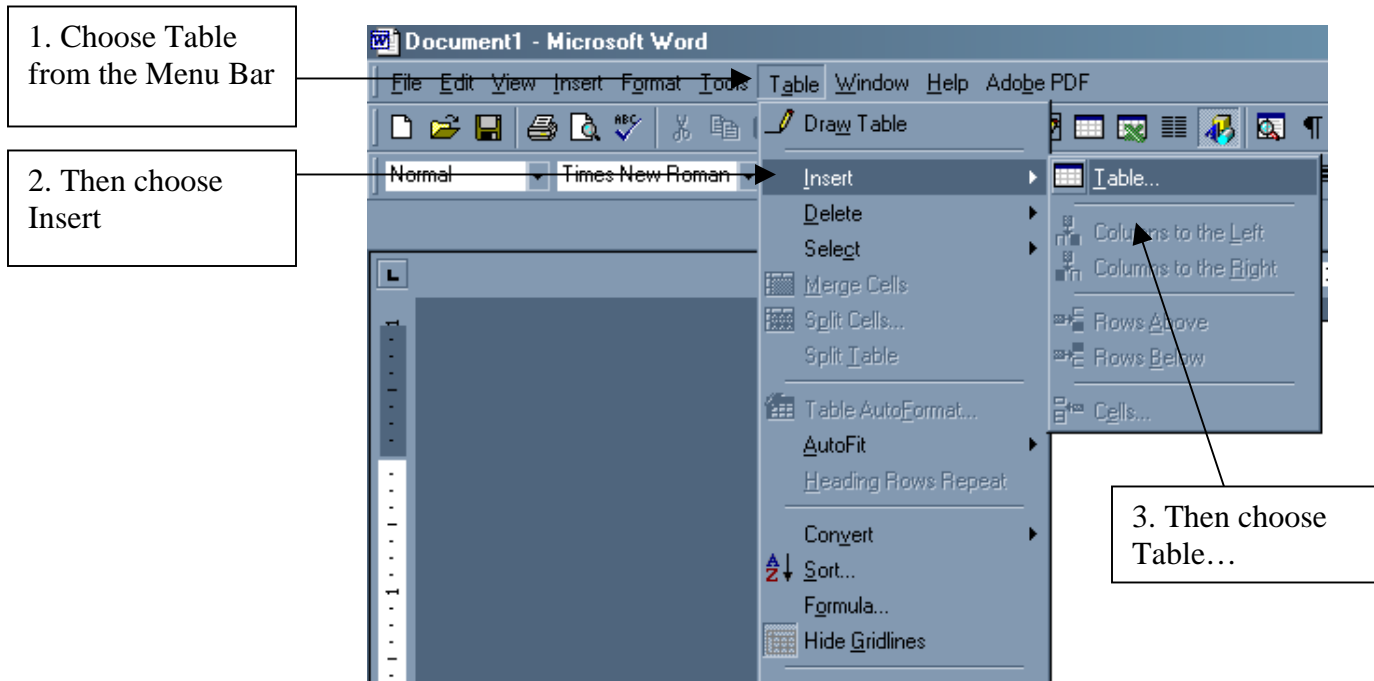


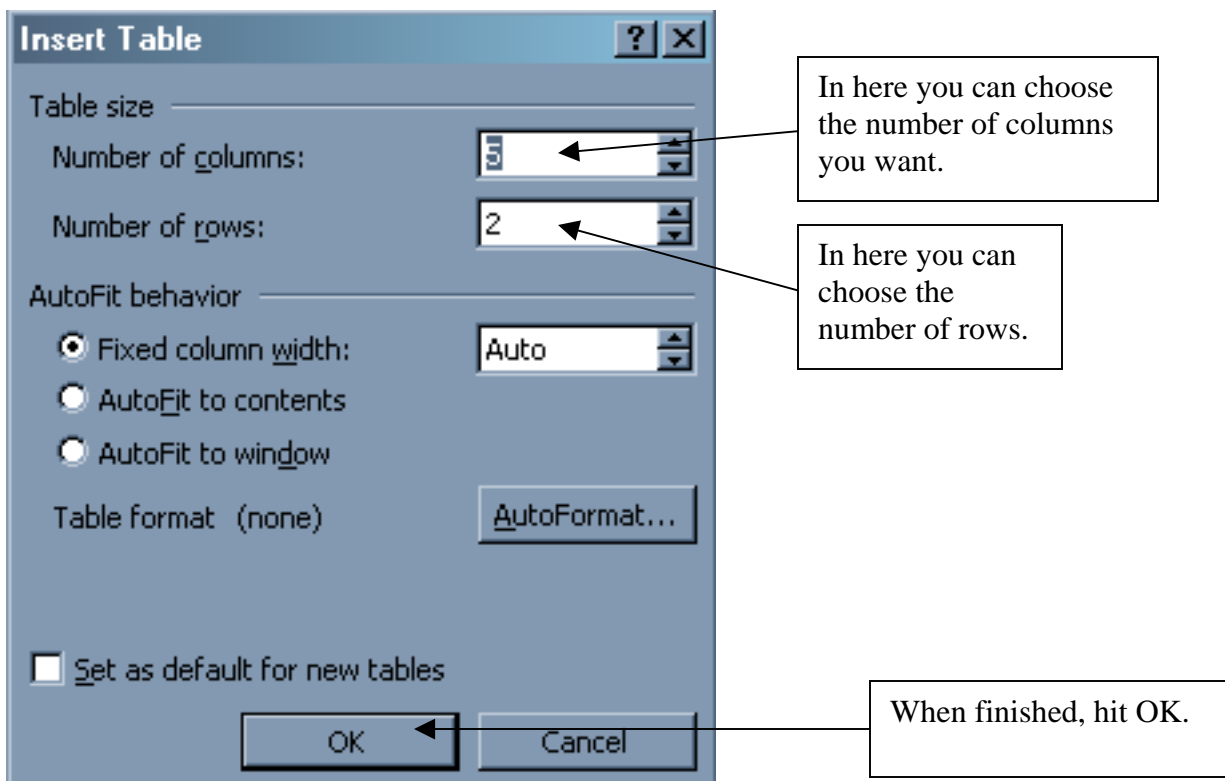
Tables in Microsoft Word

Tables are used in Word to keep structure. If you are inputting a large amount of data, it is good to keep everything organized. Tables will help you do that.

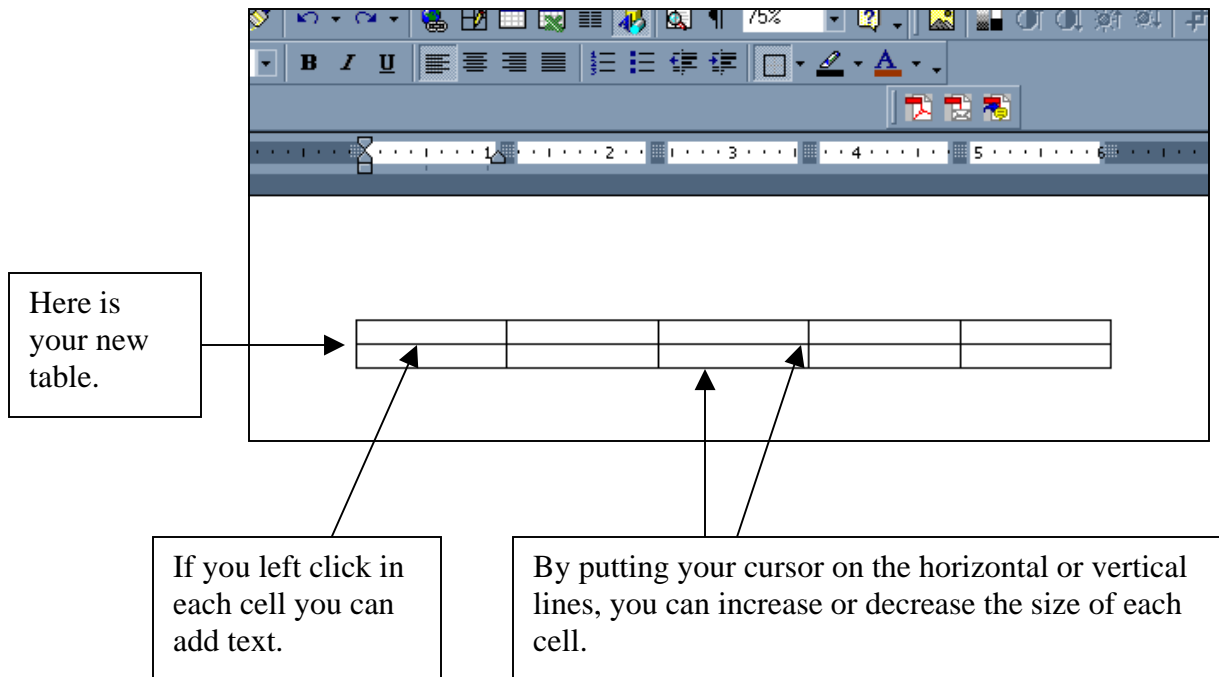
To create a table, in the Menu Bar choose Table → Insert → Table...



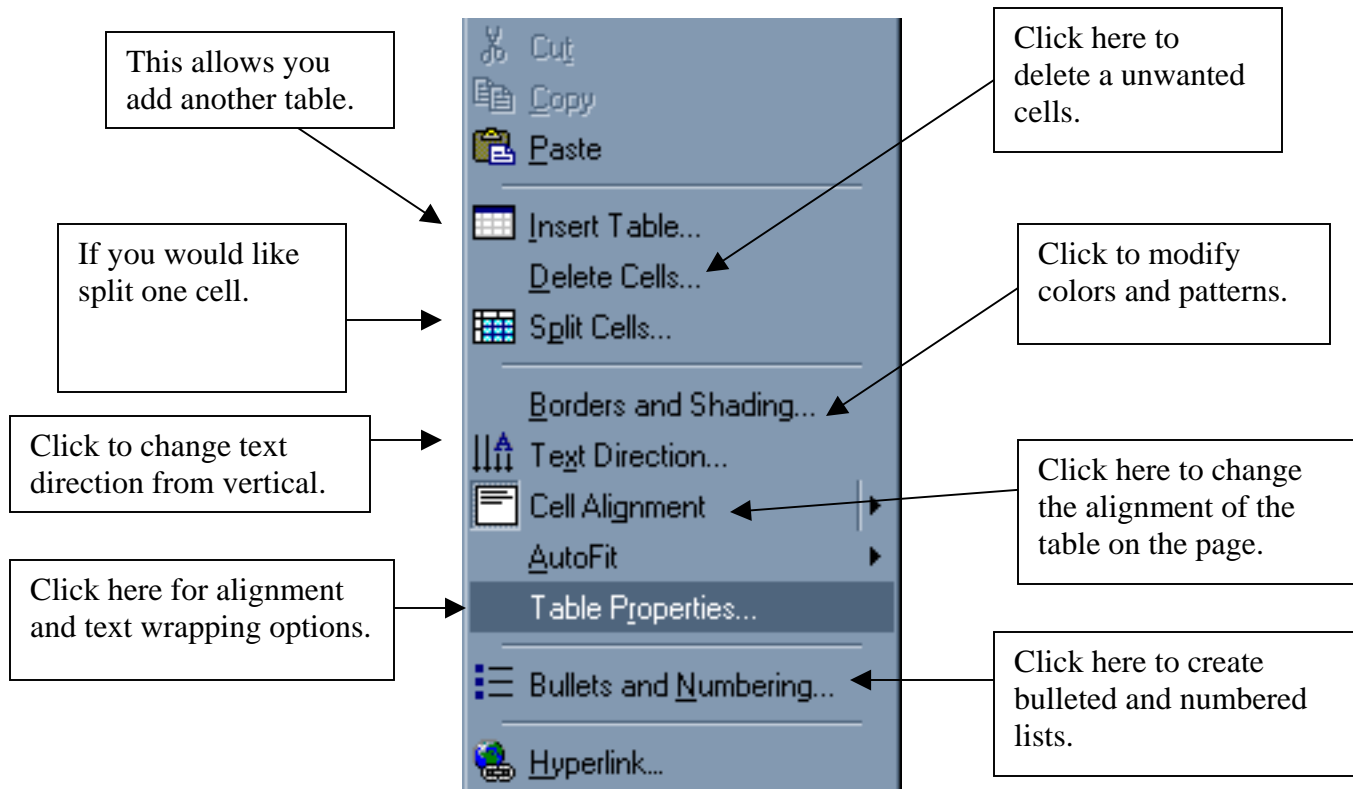
You will then see this window...



You will now see the table you just created...



To modify your table even further, you can Right Click on the table and you will see the following window...



By highlighting more than one cell, just as you would highlight text, you can now see more options for your table. Highlight some cells and in the Menu Bar choose Table. You will see the options below...


The image shows a screenshot of a software application's 'Table' menu. The menu is open, displaying various options. Several callout boxes with arrows point to specific menu items, providing instructions on their use:

- Clicking Insert will give you the options on the right.** (Points to the 'Insert' menu item)
- Click for delete options.** (Points to the 'Delete' menu item)
- Click if you want to merge a number of cells together.** (Points to the 'Merge Cells' menu item)
- Click if you wish to split a cell into multiple rows or columns.** (Points to the 'Split Cells...' menu item)
- Click here if you want to hide the table's gridlines.** (Points to the 'Hide Gridlines' menu item)
- Click here if you want to sort your data. There are many sorting options.** (Points to the 'Sort...' menu item)
- Choose any of these to insert extra columns and rows throughout the table.** (Points to the 'Columns to the Left', 'Columns to the Right', 'Rows Above', and 'Rows Below' menu items)

The 'Table' menu options include: Draw Table, Insert, Delete, Select, Merge Cells, Split Cells..., Split Table, Table AutoFormat..., AutoFit, Heading Rows Repeat, Convert, Sort..., Formula..., Hide Gridlines, and Table Properties... The 'Insert' submenu is open, showing: Table..., Columns to the Left, Columns to the Right, Rows Above, Rows Below, and Cells... The 'Sort...' option has a small icon of a column with 'A' and 'Z' and a downward arrow.

For tonight's class we will be using tables to compare computer deals. Your task is to create a table similar to the one below. Using the Internet, find **three** computers on **three** different websites that are similar to the machine offered by HiQ. Suggested sites include www.bestbuy.com - www.circuitcity.com - www.compusa.com - www.dell.com

Below is the table template for this task. Feel free to modify it to suit your needs

<p>Enter Name of Machine (i.e. eMachines 3300) @ Store Name (i.e. Best Buy)</p>	
<p>Enter a picture of the computer here</p> 	<p>Enter Computer Specifications here... Add things like Memory (RAM), Hard Drive size, Processor speed, DVD/CR ROM information, etc.)</p> <p>Make this into a list using bullets.</p> <p>Enter any software that is included with the machine... Be sure to include Operating System, any virus software, and if it includes Microsoft Office.</p> <p>Is a monitor included? Often times, monitors are not included. If it is, what size and type?</p>
<p>Enter the cost of the machine here.</p>	
<p>Enter the rebates that must be sent in to get the mail.</p>	
<p>Add any comments here about the machine</p>	