

Creating A Table

Subject Descriptors:

Table, OpenOffice, Writer

Application (Version):

OpenOffice.org 3.1.0 Writer

Windows XP, Windows Vista

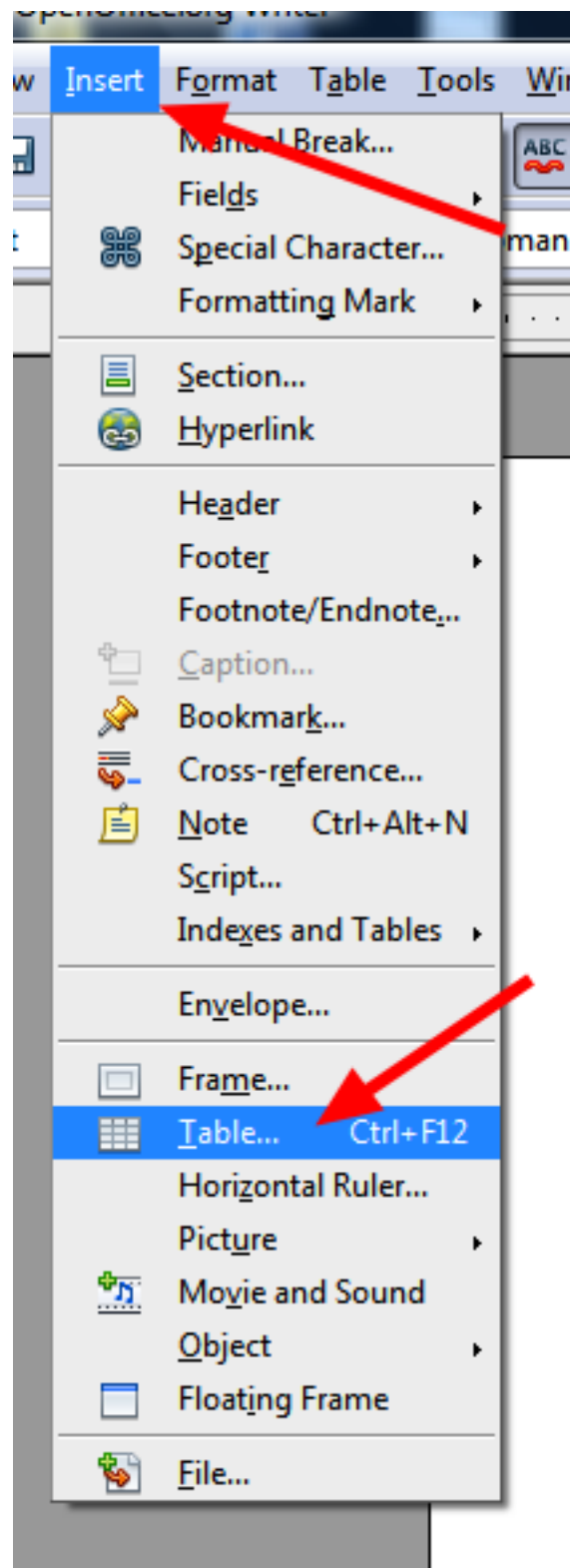
Task Description:

How do I create a table in OpenOffice?

Tutorial Date:

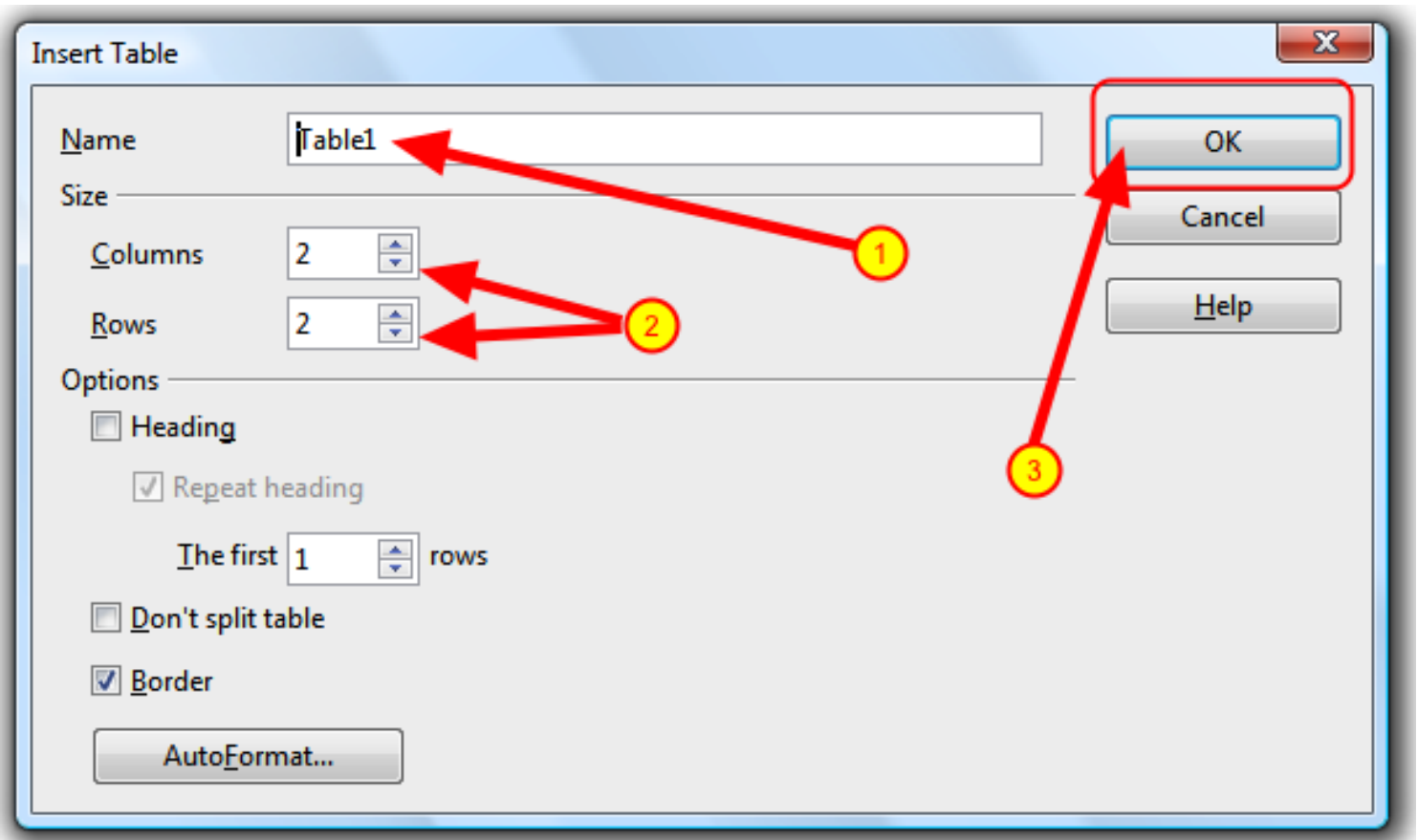
20 May 2009, by Tim Holmes

Locating Table Menu



From the top toolbar menu, select **Insert**, and then click on **Table...**

Table Dialog Box



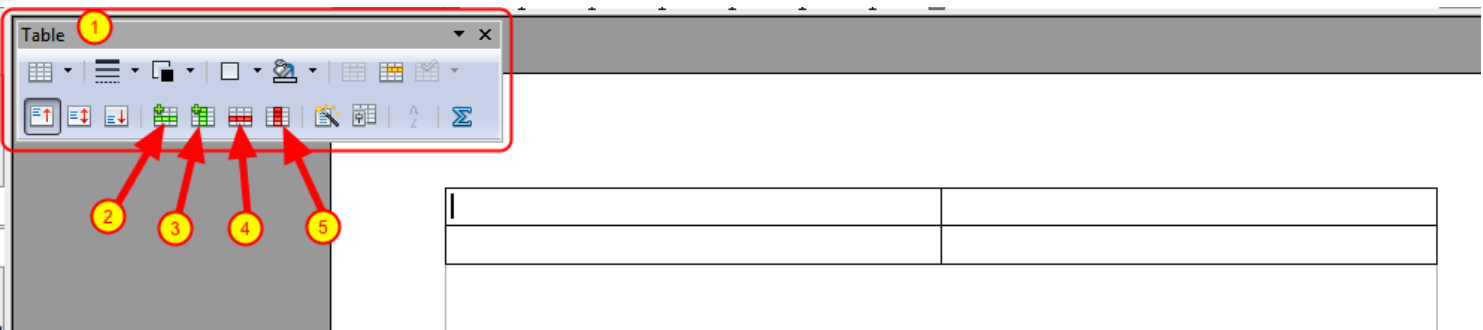
1) Give your table a name here.

2) Choose how many rows and columns that you want your table to have.

These are just the basic things you need for a table, but as you can see there are a few other options that you can play with in this dialog box.

3) Click **OK** when finished.

Using Table



1) You'll notice that once you create your table, a Table pop-up opens.

Here you can modify your table with any of these icons.

Some of the basic options are:

2) Insert Row

3) Insert Column

4) Delete Row

5) Delete Column

There are many other options here, go ahead and experiment with them!!