

Project 5-1: Inserting a Table into a Document

In this exercise you'll add tables to a Word document and work with the text within and around them.

1. Open the project files `table-source` and `table-text-source`.
2. Create a new blank document and save it in the working directory as `project_5-1_inserting_table`.
3. Copy the text from `table-text-source` to your project file.
4. Click the selection handle on the first table in `table-source` and copy the entire table, then paste it directly to the right of the words "Price List" in the project file.
5. Right click the handle on the pasted table and select **Table Properties...**
6. Select **Right** alignment and word wrap **Around** the table, and click **OK**.
7. Use the lower right resizing handle on the table and make it as small as you can.
8. Use similar techniques to steps 3-6 and paste the second table from `table-text-source` next to the "Contact Information" section, with **Left** alignment. You may need to drag the table downward to position it properly.
9. Close the two source files.
10. Save your work and close the file.