

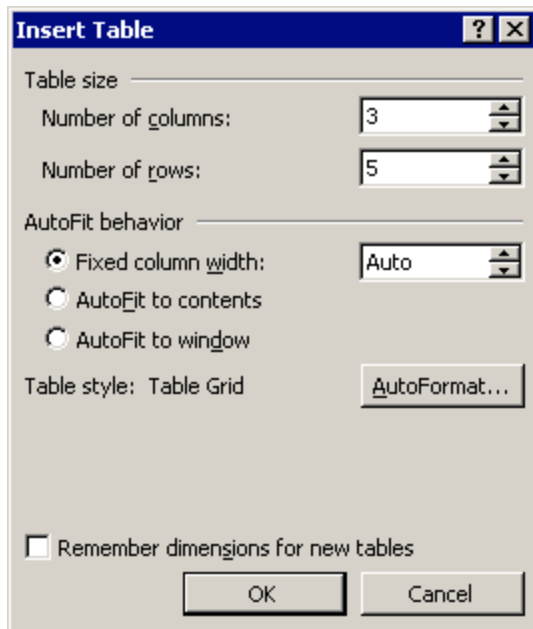
Tables are used to organize information. You can use a table to sort data and perform calculations. Let's create an Invoice with a **Sum** formula:

Inserting a Table

- Open the file named **Invoice.doc** from your disk on A:\
- Select the **Table...Insert...Table** menu item

Exercise

Inserting a Table



- Make the table **3** columns wide by **5** rows deep
- Click the **OK** button

You can also use the **Table...Draw Table** menu item to draw freeform tables with cells of various heights and widths, as well as nested tables.

- Type the following heading titles into the first row:

Qty	Item Description	Price
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- **Highlight** the entire row
- **Center** the text
- Change the font **Size** to **16**
- Click the **Bold** button