

**To insert a table in the document:-**

- Place your insertion point in the document where you want the table to appear.
- Select the **Insert** tab.
- Click the **Table** command.
- Drag your mouse over the diagram squares to select the number of columns and rows in the table.
- Left-click your mouse and the table appears in the document.
- Enter text into the table.

Let us insert a table having 4 rows and 3 columns:-

<b>Name</b>	<b>Roll No</b>	<b>Marks</b>
A	1	62
B	2	71
C	3	45