**Presenting to Customers - VS - Training Customers**

**NEOWIT – January 14, 2021**



## How to Create a Numbered Table in Word

| **#** | **Step** | **Image** |
| --- | --- | --- |
|  | Open word document – existing or new. |  |
|  | Click on **Insert** in the menu bar. |  |
|  | Click on **Table** icon.**Highlight** the cells to choose the number of columns and rows for your table. |  |
|  | Click on **Table Tools -** **Design** in the menu bar. |  |
|  | Click on the top line of the table to highlight it. |  |
|  | Use **Shading** to choose a background color. |  |
|  | **Type** column headings – apply **bold** formatting if desired. |  |
|  | Click on **Table Tools – Layout** in the menu bar. Click **Repeat Header Rows**, if desired. |  |
|  | Click on **Home** in the menu bar. |  |
|  | **Highlight** the 1st column below the column headings. |  |
|  | Click on **Autonumbering** in the menu bar. |  |
|  | Adjust the margins for the automatic tab settings. |  |
|  | Adjust the column width as desired.The table is now ready for instructions. |  |

* Format all the images the same – using **Picture Tools – Format**
* Corrections allows you to darken, brighten the image.
* Picture Border allows you to add a border – style and width of line.
* I prefer to (1) format my images centered in the column and (2) include a blank line above and below the image which I set to a font size of 6.

## Numbered Table Template

|  |  |  |
| --- | --- | --- |
| **#** | **Step** | **Image** |
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