

Table in MS 2007

In 2007, bring up MSWord and click Insert, click Table. Then select the number of rows and number of columns you'll need.
Click file and save and give the document a name.

Then write whatever text you want before and after the table and enter the numbers.

Table in MS 2003

Click the word Table on the menu bar.
Select number of rows and columns you need.
Enter data.
Click Save.

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