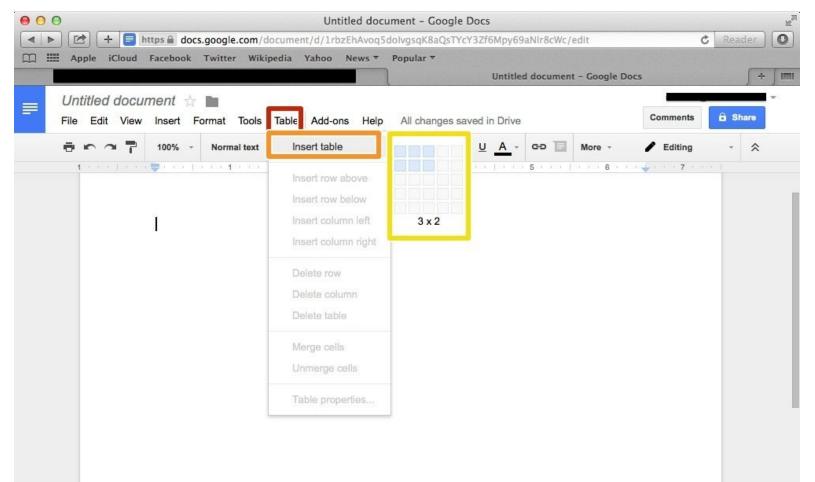
BIS Help Guides

Creating A Table

Learn How To Create A table

Written By: Aaron

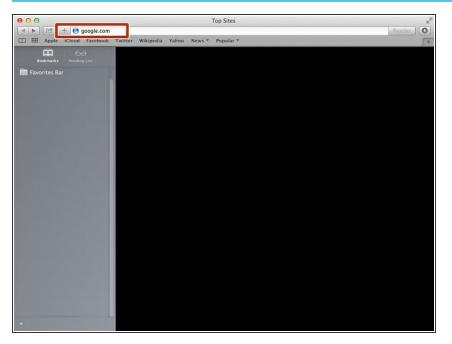
Creating A Table



INTRODUCTION

Learn How To Create A Table

Step 1 — How To Access Google.com



• Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button

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	?gfe_rd=cr&ei=FZp2VaLYAsqF8Qe7qIDQCA&gws_rd=ssI	C Reader
Apple iCloud Facebook Twitter W		Gmail Images Sign in
Advertising Business About		Privacy Terms Settings Use Google.com

 Click on the "Sign In"button to sign in to your google account

Step 3 — Entering In Your Email

⊖ ⊖ ► 🗠 + 🕄 https 🔒 accounts.go	Sign in - Google Accounts gle.com/AddSession?sacu=1&continue=https%3A%2F%2Faccounts.google.com%2FManageAccount	të 🖒 Reader
Apple iCloud Facebook Twitter		te C Reader
	Google	
	Sign in to add another account	
	YourEmailHere@gmail.com Nex Need help?	
	Create account	
	One Google Account for everything Google	
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- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



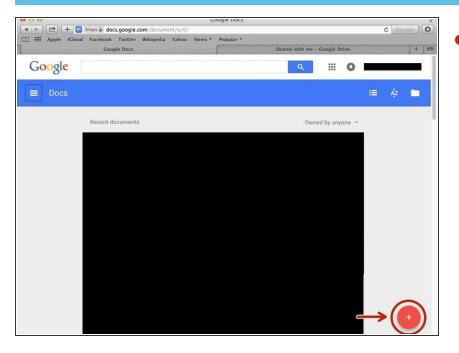
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs

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Advertising	Business	Abou						Privacy	Terms	Settings	Use Google.com

- Click on this button to open a menu of options
- Click on the "Docs" Button

Step 6 — Creating New Google Docs



 Click on the red "+" button on the bottom right of the screen to make a new google doc

Step 7 — Finding "Insert Table" On The Menu

Untitled document ☆ 🖿	_				-		
File Edit View Insert Format Tools	-	All changes say		124	Comments	ê S	
	Insert table Insert row above Insert row above Insert row below Insert column inft Insert column right Delete column Delete table Merge cells Unmerge cells Table properties	3x2		More ~	Editing		*

- Click on the "Tools" button
- Click on the "Insert Table" option on the tools menu
- Create the table with the dimensions you want

Step 8 — Inserting New Columns Or Rows In Your Table

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			Delete row Delete column Delete table									
			Merge cells Unmerge cells									
			Table properties									

- This is the table you created and you can type in any of the boxes
- Insert new columns or rows with these options